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By Command of the Defence Council

Second Sea Lord and Fleet Commander

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DIVERSITY AND INCLUSION EQUALITY ANALYSIS

Chapter POCs are responsible for conducting Equality Analysis on any new policy which affects the employment of personnel in order to ensure that it does not have a disproportionate impact on those in the Protected Characteristic groups.

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The following conventions are used throughout this publication.

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An operating procedure, practice or condition that may result in equipment damage if not carefully observed or followed.

Note. *An operating procedure, practice or condition that is essential to emphasise.*

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NAVIGATION

This book can be navigated by opening the side navigation menu. This is accessed by selecting the three line navigation bar adjacent to the page count at left of the tool bar. It will open the navigation menu sidebar, including access to a List Abbreviations and Glossary of Terms.

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PREFACE

1. This Naval Book of Reference (BR) exists in electronic form only (hence the letter 'd', denoting 'digital', after 'BR'). The publication is very large. Printed extracts will become invalid if not re-printed following the issue of a later edition.

2. How to Use this BR

References to external material within the BRd are listed throughout; these can be accessed via the user's internet/intranet access platform, where the relevant permissions are held. The BRd may be searched in two ways: by using the Search button in the File Toolbar to search within an open Chapter, or by looking in the Index which lists paragraph titles throughout the BR in alphabetical order – clicking on the selected item will take the reader to the paragraph in question. **Sponsors can be found on the first page of each Chapter and are the first point of contact for any policy queries/amendments (see page x also).**

3. Aim

The aim of this publication is threefold: to define Royal Navy personnel policy and regulations, to lay down doctrine on processes, and to provide guidance to all involved in this subject.

4. Scope

BRd 3(1) provides Naval Personnel Management policy direction for all uniformed parts of the whole force. A separate volume, BRd 3(2) is a Schedule to the Regulations for the Reserve Naval and Marine Forces 2015, created under the powers delegated to the Defence Council by Section 4 of the Reserve Forces Act 1996, providing policy direction where this is needed to meet Parliamentary requirements.

5. Structure of BRd 3(1)

Following these preliminary pages, which incorporate a List of Abbreviations and Glossary of Terms accessible via the navigation sidebar, BRd 3(1) is comprised of the following parts:

a. **Part 1 (People Management Organisation and Strategy).** Part 1 summarises the organisation of Naval People Management, outlines how the overall process works, and shows the linkages between the individual components of the process. Details of each component are provided in the subsequent Parts.

b. **Part 2 (Establishment Administration).** Part 2 explains how the total demand for trained Naval workforce is defined today and in the future in Establishment Lists. It lays down policy and practice and gives rules, guidance and limitations on the formulation and change of Establishment Lists.

c. **Part 3 (Personnel Planning and Costing).** Part 3 outlines how Naval personnel planning is conducted, drawing on the workforce Planning Liability that is derived from summations of Naval positions in Establishment Lists and subsequent adjustments. It also gives a brief insight to personnel costing.

d. **Part 4 (Recruiting).** Part 4 delivers recruiting policy and processes.

e. **Part 5 (Life Management).** Part 5 covers policies on discipline and the administration, welfare and well-being of individual Service personnel, including the Divisional and Regimental System.

f. **Part 6 (Uniform Regulations).** Part 6 provides the necessary direction for the wearing of uniform by RN, RM, Maritime Reserves, Royal Fleet Auxiliary, Naval Retail Staff and Royal Corps of Naval Constructors. It also covers policy and regulations on appearance, the wearing of uniform in public, and laundry provision.

g. **Part 7 (Career Structures).** Part 7 shows how an individual's career may be shaped and managed over the full time span of commitment to the Service, including Commissions, Careers, Engagements, associated Terms and Conditions of Service, the assignment process (including for augmentation and in response to crisis), Career and Branch Management and Security Vetting policy.

h. **Part 8 (Promotion).** Part 8 covers the officer and rating/RMOR promotions policy, processes and regulations.

i. **Part 9 (Individual Training, Learning Development and Resettlement Policy).** Part 9 outlines the policies under which Naval individual training, education, and resettlement are conducted.

j. **Part 10 (Maritime Reserves).** Part 10 gives details on Maritime Reserve policy, regulations and administration not covered as Secondary Legislation in BRd 3(2) .

k. **Part 11 (University Royal Naval Units and Cadet Forces).** Part 11 contains policy regulations governing the administration of the University Royal Naval Units (URNU) and Royal Naval Cadet Forces.

7. Terminology

Considerable effort has been put into standardising terminology used in the Royal Navy. Terms used are in accordance with those included in the Tri-Service Common Workforce Lexicon in JSP 755. Some terms, primarily where they are not covered in JSP 755, are given in the Glossary. Terminology is always evolving. Examples of changes already widely (but not exhaustively) incorporated include; gender neutrality, liability in place of requirement and assignment in place of appointment or draft. Some personnel management terminology is quite specialised and so, to improve readability, the use of 'Plain English' has been maximised. Common abbreviations are used widely (as defined in the List of Abbreviations) and personnel groups have usually been identified explicitly; fewer common terms are often being given in full. Unless stated otherwise, the following assumptions should be recognised when specific terms are used:

a. 'Naval' and 'Naval Service' refers to the Royal Navy as a whole;

b. 'Ratings' include RMOR, except where stated;

c. 'Ships' include Submarines, Mine Countermeasures, Fishery Protection and Patrol Boat Vessels.

d. ‘Units’ generally refers to deployable organisations that have their own Establishment List.

e. RN ranks (which includes rates) encompass RM and QARNNS equivalents (an equivalent rank table may be found later in these preliminary pages.)

f. In the very rare cases where a gender-neutral expression is not readily available, male/female terminology has been used.

8. Associated Information

In order to minimise duplication, links or references are provided to associated subjects and areas of activity. Furthermore, in view of the relatively frequent changes to policy and processes, it is essential that recent DINs and RNTMs are also scrutinised. The following, not connected by links, are key sources of related information:

a. **RN Regulations.**

(1) **BRd 8374 (RN and RM Officer Training Regulations).** BRd 8374 provides policy and guidance on officers’ training, from Phase 1 through to higher level staff training and Defence Fellowships.

(2) **BRd 3(2) Naval Personnel Management - Reserves.** Policy, instructions and guidance on the Maritime Reserves are governed by the provisions of the Reserve Forces Act 1996 (RFA 96) and summarised in BRd 3(2).

b. **Joint Service Regulations.**

(1) **JSP 753: Regulations for the Mobilisation of Reserve Forces**.

(2) **JSP 462: Financial Management and Charging Policy Manual.**

(3) **JSP 419: Adventurous Training in the UK Armed Forces.**

(4) **JSP 440: The Defence Manual of Security.**

(5) **JSP 464: Tri-Service Accommodation Regulations.**

(6) **JSP 750: Centrally Determined Terms of Service.**

(7) **JSP 751: Joint Casualty and Compassionate Policy and Procedures.**

(8) **JSP 752: Tri-Service Regulations for Expenses and Allowances.**

(9) **JSP 754: Tri-Service Regulations for Pay.**

(10) **JSP 755: Centre-Determined Policy for Career Management and the Admin of Tri-Service Positions and Assignments** (includes a lexicon of personnel terms).

(11) **JSP 757: Tri-Service Appraisal Reporting Instructions.**

(12) **JSP 760: Tri-Service Regulations for Leave and Other Types of Absence.**

(13) **JSP 761: Honours and Awards in the Armed Forces.**

(14) **JSP 830: Manual of Service Law.**

(15) **JSP 831: Redress of Individual Grievances: Service Complaints.**

(16) **JSP 835: Alcohol and Substance Misuse and Testing.**

(17) **JSP 887: Diversity, Inclusion and Social Conduct.**

(18) **JSP 950: Medical Policy.**

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EQUIVALENT SERVICE RANKS AND GRADES

NATO CODE	ROYAL NAVY inc QARNNS[1]	ROYAL MARINES	ARMY	ROYAL AIR FORCE	CIVILIAN STAFF
OF 10[2]	Admiral of the Fleet	-	Field Marshal	Marshal of the Royal Air Force	PUS 2nd PUS
OF 9	Admiral	General	General	Air Chief Marshal	
OF 8	Vice Admiral	Lieutenant General	Lieutenant General	Air Marshal	SCS Pay Band 3
OF 7	Rear Admiral	Major General	Major General	Air Vice-Marshal	SCS Pay Band 2
OF 6	Commodore	Brigadier	Brigadier	Air Commodore	SCS Pay Band 1
-	-	-	-	-	Band B1
OF 5	Captain	Colonel	Colonel	Group Captain	Band B2
OF 4	Commander	Lieutenant Colonel	Lieutenant Colonel	Wing Commander	Band C1
OF 3	Lieutenant Commander	Major	Major	Squadron Leader	Band C2
OF 2	Lieutenant	Captain	Captain	Flight Lieutenant	Band D
OF 1	Sub Lieutenant Midshipman (both junior to Army & RAF equivalents)	Lieutenant	Lieutenant Second Lieutenant	Flying Officer Pilot Officer Acting Pilot Officer (junior to Army equivalent)	-
OR9	Warrant Officer, Class 1	Warrant Officer, Class 1	Warrant Officer, Class 1	Warrant Officer Master Aircrew	
OR 8	Warrant Officer, Class 2	Warrant Officer, Class 2	Warrant Officer, Class 2	-	
OR 7	Chief Petty Officer Master at Arms	Colour Sergeant	Staff Corporal Staff Sergeant	Flight Sergeant Chief Technician	
OR 5/6	Petty Officer	Sergeant	Sergeant Corporal of Horse	Sergeant	E1
OR 4	Leading Hand	Corporal	Corporal Bombardier	Corporal	
OR 3	-	Lance Corporal	Lance Corporal Lance Bombardier	Lance Corporal (RAF Regt only)	
OR 2	Able Rate 1 Able Rate 2	Marine	Private Class 1-3 however described, e.g. Driver, Trooper, Ranger, Sapper	Air Specialist (Class 2)/Air Specialist (Class 1)/Air Specialist (Class 1) Technician Air Recruit	
OR 1		-	Private Class 4	-	

Chaplain equivalents are shown in the similar table in JSP 752 Para 02.0141.

1 In the performance of their duties in wards etc., nursing personnel are to use professional titles eg. Nurse, Sister (Charge Nurse in respect of male nurses), Senior Sister, Matron, etc.
2 Promotion to Admiral of the Fleet, Field Marshal and Marshal of the Royal Air Force is held in abeyance in peacetime.

LIST OF ABBREVIATIONS

For a list of acronyms for Naval Branches and Specialisations, see Annex 1A. For a Glossary of terms and abbreviations used in Naval Recruiting, see Chapter 16. A Relative Rates Table, which gives acronyms and full titles of all Ranks and Rates in each Specialisation, is at Annex 65A.

A

AAO	Accused's Assisting Officer
ACAS	Assistant Chief of the Air Staff
ACGS	Assistant Chief of the General Staff
ACLO	Area Careers Liaison Officer
ACNS	Assistant Chief of Naval Staff
ACOS	Assistant Chief of Staff
ACOS(RP)	ACOS (Resources and Plans)
ACSC	Advanced Command and Staff Course
ADC	Additional Duties Commitment (a form of part-time Reserve Service)
AFA	Armed Forces Act
AFCEI	Armed Forces Careers Enquiry Interview
AFCO	Armed Forces Careers Office
AFCO ME	AFCO Medical Examiner
AFPRB	Armed Forces Pay Review Body
AFPS	Armed Forces Pension Scheme
AG	Adjutant General (Army PPO)
AHR	Acting Higher Rank/Rate
AIB	Admiralty Interview Board
AinU	Articles in Use
AIP	Accelerated Incremental Progression
AMP	Air Member for Personnel (RAF PPO)
AMS	Acquisition Management System
AP	Accounting Period
ARC	Area Redeployment Centre
AT	Adventurous Training
ATL	Above the Line
AUN	Authorised Numbers

B

BC	Business Case
BD	Branch Designator
BPSS	Baseline Personnel Security Standard
BRd 2	Queen's Regulations for the Royal Navy
BRd 8374	RN and RM Officer Training Regulations
BRNC	Britannia Royal Naval College, Dartmouth
BS	Branch Structures
BT	Branch Transfer
BTL	Below the Line

C

CA	Careers Adviser
CADMID	Concept/Assessment/Demonstration/Manufacture/In-Service/Disposal
CAPPS	Common Assignments
CBRN	Chemical, Biological, Radiation and Nuclear
CC	Career Commission; Corps Commission (RM); Career Check
CCS	Career Commission Stage
CDP	Chief of Defence People
CE	Commission Extension
CEB	Customer Executive Board
CJO	Chief of Joint Operations
CM	Capability Managers (Naval Reserves only)
CM	Career Manager
CMC	Contingency Mobilisation Centre/Crisis Management Centre/Career Management Cell
CMR	Commander Maritime Reserves
CMRTM	CMR Temporary Memorandum
CMS	Core Maritime (or Military) Skills
CMT	College of Management and Technology
CO	Commanding Officer
COEIA	Combined Operational Effectiveness Investment Appraisal
CONEMP	Concept of Employment
CONOPS	Concept of Operations
CONUSE	Concept of Use
COO	Cost of Ownership
COTF	Chaplain of the Fleet
CPF	Change Proposal Form
CPD	Common Promotion Date
CR	Compensating Reduction
CRD	Common Reporting Date
CRFAL	Compulsory Removal from Active List
CRP	Customer Response Process (recruitment)
CS	(Royal Naval) Careers Service
CSA	Customer Supplier Agreement
CTCRM	Commando Training Centre Royal Marines
CVS	Carrier Vessel Strike
CWO	Command Warrant Officer

D

DA	Defence Academy, Dormant Appointment
DAC	Defence Augmentation Cell
DACOS	Deputy Assistant Chief of Staff
DB	Defence Board
DBS	Disclosure and Barring Service/Defence Business Services
DCDS	Deputy Chief of Defence Staff
DCMC	Defence Crisis Management Centre
DCSA	Defence Communication Services Agency

DD/FF	Destroyer/Frigate
DDir Avn	Deputy Director Aviation
DDPD	Deputy Director People Delivery
DDPS	Deputy Director People Strategy
DE	Direct Entry
DE&S	Defence Equipment and Support
DGMO	Director General Management and Organisation
DHG	Defence Hospital Group
DII	Defence Information Infrastructure
DIN	Defence Instructions and Notices
Dir P&T/NavSec	Director Personnel and Training/Naval Secretary
DITC	Directorate for Individual Training Capability
DLOD	Defence Lines of Development
DLP	Defence Learning Portal
DMG	Defence Medical Group
DNAS	Defence Nutrition Advisory Service
DO	Divisional Officer
DOE	Defence Operations Executive
DP	Defence Programme
DPA	Defence Planning Assumptions/Data Protection Act
DSAT	Defence Systems Approach to Training
DSP	Defence Strategic Plan
Dstl	Defence Science and Technology Laboratories
DS(N)	Defence Statistics (Navy)
DTE	Defence Training Establishments
DTR	Defence Training Review
DTUS	Defence Technical Undergraduate Scheme
DSUS	Defence STEM Undergraduate Scheme
DV	Developed Vetting
DVA	Defence Vetting Agency

E

E	Engineering
EA	Executive Assistant or Establishment Administrator
EAF	Establishment Amendment Form
EC	Extended Career
ECC	Equipment Capability Customer
EFQM	European Foundation for Quality Management
EMF	Embarked Military Force
EN	Employer Notification
EOS	Extension of Service
ERC	Education and Resettlement Centre
ERO	Education and Resettlement Officer
ES	Engagement Stage (followed by 1, 2 or 3)
ET	Early Termination (of Service)
EWO	Establishment or Executive Warrant Officer

F

FAA	Fleet Air Arm
FATs	Flying Aptitude Tests
FBNW	(Fitted) For But Not With

FC	Full Career
FCS	Full Commission Stage
FD(N)	Finance Director (Navy)
FE	Functional Employer
FEMO	Final Examining Medical Officer (recruitment)
FLC	Front Line Commander
FMC	Finance and Military Capability (Fin Mil Cap)
FN	Future Navy
FNV	Future Navy Vision
FNOC	Future Navy Operating Concept
FOC	Full Operating Capability/First of Class
FOO	Forecast of Outturn
FOST	Fleet Operational Standards and Training
FRI	Financial Retention Incentive
FS	Family Services
FSC	Future Surface Combatant
FSD/A	First Sea Draft/Assignment
FSL	Foreign Service Leave
FTR	Fit to Receive
FTRS(FC/LC/HC)	Full Time Reserve Service (Full/Limited/Home Commitment)

G

GB	General Billet
GCB	Good Conduct Badge
GCHQ	Government Communications Headquarters
GS	General Service
GSP	Geographic Squad Pooling
GTS	Gains to Trained Strength

H

HA	Higher Authority
HMS	His Majesty’s Ship
HOD	Head of Department/Division
HR	Human Resources
HRR	High Readiness Reserve

I

IBD	Incremental Basic Date
ICR	Initial Career Reporting
ICS	Initial Commission Stage
ICSC	Initial Command and Staff Course
IDPA	Interim Defence Planning Assumptions
IG	Initial Gate (in Project Management)
ILC	Interactive Learning Centre
INM	Institute of Naval Medicine
INT	Initial Naval Training
IPT	Integrated Project Team
IOC	Initial Operating Capability

IS	Information System
ISD	In Service Date
IT	Information Technology
ITEA/P	Integrated Test, Evaluation and Acceptance/Plan
ITP	Initial Training Pipeline
IY	In-Year

J

JFAG	Joint Force Air Group
JMES	Joint Medical Employment Standard
JOFB	Junior Officers' Fleet Board
JPA	Joint Personnel Administration
JR	Junior Rate/Rating (Royal Navy)
JSP	Joint Service Publication
JSU	Joint Support Unit

K

KPI	Key Performance Indicator
KRRN	King's Regulations for the Royal Navy (BRd 2)
KUR	Key User Requirement
KVRM	King's Volunteer Reserve Medal

L

L	Logistics
LANTERN	Literacy and Numeracy Testing and Education in the Royal Navy
LFS	Local Foreign Service
LoD	Line of Development
LOS	Length of Service
LOV	List of Values
LPD	Landing Platform Dock
LS	Liability Substitution
LSSA	Longer Separated Service Allowance
LSSB	Long Service at Sea Bonus

M

MA	Margin Area/Military Assistant
MAA	Minor Administrative Action
MC of OC	Moral Component of Operation Capability
MCMV	Mine Countermeasures Vessel
MDG(N)	Medical Director General (Navy)
ME	Marine Engineering
MFD	Medically Fully Deployable
MG	Management Group/Main Gate (in Acquisition)
MO	Medical Officer
MoD	Ministry of Defence
MPAR	Mid-Period Appraisal Review
MSFT	Multi-Stage Fitness Test
MSL	Manual of Service Law (JSP 830)
MTA	Minimum Time Ashore (obsolete)

MTS	Minimum Time to Serve
MUSA	Married Unaccompanied Service Allowance
MWV	Minor War Vessel

N

NA	Naval Assistant
NAMET	Naval Mathematics and English Test (obsolescent)
NAVB	Navy Board
NavSec	Naval Secretary (see Dir P&T)
NBC	Naval Base Commander
NBPCP	Navy Board Personnel Change Programme
NCXT	Navy Command Executive Team
NETE	New Entry Training Establishment
NETS	Naval Education Training and Skills
NFGP	Naval Force Generation Plan
NGO	Non-Governmental Organisation
NGT	Naval General Training
NMC	Nursing Midwifery Council
NO	Nursing Officer
NOK	Next of Kin
NPGO	Navy Publications and Graphics Organisation
NPP	Navy Performance Plan
NPS	Naval Personnel Strategy
NPT	Naval Personnel Team
NRC	Naval Regional Commanders
NS	Naval Service
NSMBOS	Naval Service Medical Board of Survey
NSMEB	Naval Service Medical Employability Board
NSP	Naval Strategic Plan
NST	Naval Swimming Test
NVQ	National Vocational Qualification

O

OC	Operational Capability
OCT	OC Training
OCLC	Officer Careers Liaison Centre
OGD	Other Government Department
OIF	Officer Information Form
OJAR	Officers Joint Appraisal Report
OPS	Operational Performance Statement
OR	Other Rank (Royal Marines)
OSM	Operational Stress Management
OTA	Operational Tasking Authority
OTR	Operational Task Requirement

P

PCS	Personal Clothing System
PDev	Physical Development
PEd	Physical Education
PES	Physical Employment Standard
PFS	Personnel Functional Standards
PJHQ	Permanent Joint Headquarters
PJFT	Pre-Joining Fitness Test
PJT	Pre-Joining Training
PMU	Permanently Medically Unfit
POC	Point of Contact
POC	Potential Officer Candidates (AIB process)
POC	Potential Officers' Course (RM/RMR selection process)
POTL	Post Operational Tour Leave
PPLAN	Personnel Planning
PPO	Principal Personnel Officer
PQ	Professional Qualification
PQC	Professional Qualifying Course
PQE	Professional Qualifying Examination
PR	Planning Round
PRMC	Potential Royal Marines Course
PRT	Pre-enquiry Recruiting Testing
PM	Professions Manager
PSA	Public Sector Agreement
PUS	Permanent Under Secretary
PVR	Premature Voluntary Release (see also VO & ET)

Q

QARNNS	Queen Alexandra's Royal Naval Nursing Service
QB	Quarter Bill
QELR	Qualified Educationally for the Leading Rate
QEWO	Qualified Educationally for Warrant Officer

R

R[No.]	Readiness State [e.g. R2]
(R)	(Reserve)
RAMS	Redeployment and Mobilisation System
RCMA	Regional Career Management Advisor
RCR	Resource Change Request
REQM	Requirements Manager (obsolete, see BM)
RFA	Royal Fleet Auxiliary
RFA96	Reserve Forces Act 1996
RFAL	Removed from Active List
RFR	Royal Fleet Reserve
RM	Royal Marines
RMOR	RM Other Rank
RMR	Royal Marines Reserve
RN	Royal Navy
RNAS	Royal Naval Air Station
RNCS	Royal Naval Careers Service
RN FPS	Royal Navy Family and People Support

RNR	Royal Naval Reserve
RNRDB	RNR Data Base
RNRMC	Royal Navy and Royal Marines Charity
RNTM	Royal Naval Temporary Memorandum
RP	Resource and Programmes
RPS	Role Performance Statement
RR	Recall Reserve
RT	Recruiting Test; Remedial Training
RTC	Reserve Training Centre (obsolete term)

S

SC	Security Clearance
SEP	Sustainable Experience Profile
SED	Streamlined Eligibility Date
SFA	Service Family Accommodation
SGL	Sea-Goer's Leave
SIP	Suspended Incremental Progression
SITP	Standard Initial Training Period
SJAR	Service Joint Appraisal Report
SLA	Single Living Accommodation
SM	Submarine
SME	Subject Matter Expert
SNBC	Sub Navy Board Committee
SNCO	Senior Non-Commissioned Officer (Royal Marines)
SNLR	(Discharge) Service No Longer Required
SOTR	Statement of Trained Requirement
SOTT	Statement of Training Task
SP	Service Person
SPP	Service Personnel Plan
SPPR	Service Personnel Process Review
SPVA	Service Personnel and Veterans Agency (obsolete, see DBS)
SQ	Specialist Qualification (Specialisation or Sub Specialisation)
SQEP	Suitably Qualified and Experienced Personnel
SR	Senior Rate/Rating (Royal Navy)
SR	Sponsored Reserve
SRP	Service Review Point
SSDI	Squad System Desk Instructions
SSSC	Special Short Service Career
SST	Short Stand-alone Tour
STB	Short Term Billet (obsolete, see TP)
STCW	Standards of Training, Certification and Watch-keeping for Seafarers
STP	Short Term Plan (obsolete, see DP)
SUY	Senior Upper Yardman
SYVETT	Security Vetting

T

T&S	Travel and Subsistence
TACOS	See TCOS
TAFMIS	Training Administration and Finance Management Information System

TB	Task Book
TCOS	Terms and Conditions of Service
TCSSE	Tailored Career Short Service Engagement
TDA	Training Delivery Authorities
TLB/TLBH	Top Level Budget/TLB Holder
TM	Temporary Memorandum
TMU	Temporarily Medically Unfit
TNA	Training Needs Analysis
TOIL	Time Off in Lieu
TOS	Terms of Service
TP	Temporary Position
TrAD	Training Authorisation Document
TS	Trained Strength
TX	Terminal Expiry (date) (meaning end of service)

U

U18	Under age 18
UCAS	University and Colleges Admission Service
UEA	Unit Establishment Administrator
UEL	Unit Establishment List
UIN	Unit Identity Number
UKSV	United Kingdom Security Vetting
UPL	Unit Position List
UPO	Unit Personnel Office
URD	User Requirements Document
URNU	University Royal Naval Unit
UTS	Untrained Strength
UY	Upper Yardman

V

VCQ	Volunteer Contingency Quotient
VMF	Versatile Maritime Force
VO	Voluntary Outflow (through Notice) (see ET)
VRFAL	Voluntary Removal from Active List
VRSM	Volunteer Reserve Service Medal

W

W	Warfare
WECK	White Ensign Ceremonial Kit
WLC	Whole Life Costs
WMO	Waterfront Manning Office (obsolete, see CMC)
WSB	Watch and Station Bill
WTC	Waterfront Training Centre

GLOSSARY OF TERMS

(See also the Tri-Service Common Workforce Lexicon in JSP 755)

TERM	DEFINITION
Acting Higher Rank/Rate	A rank that is higher than a Service Person's substantive Rank and is awarded for a temporary period. Paid at the Acting Rank/Rate. In RM referred to as Acting Rank.
Arm	A top-level breakdown of a Service on functional grounds.
Assignment	A former, current or future allocation of a Service Person to a given Position.
Augmentation	Augmentation is the temporary re-distribution of individuals (regular, reserve or civilian) to wherever they are needed to meet directed operational Military Tasks and Events that cannot be achieved within peacetime establishments.
Branch	A professional functional sub-division which can be further divided into specialisations.
Competition Position	A Position which is filled by competition across and/or outside the Services.
Donor Position	A pre-determined and flagged Position which does not itself have a Crisis or Exercise function and that is filled by a Service Person who may be required for (later) Augmentation duties.
Dual Assignment	A Position which does not have a Crisis or Exercise function which is annotated to provide its incumbent to fill a specific Position, in another Unit, which has a Crisis or Exercise role only.
End Dated Position	A Position which counts towards Liability and which has a defined end date.
Enduring Position	A Position which counts towards Liability and which has no end date.
Establishment	An authorised account of the numbers and details of Positions in an Organisation.
Establishment Administration	The term used to describe the maintenance of Establishment documentation.
Hierarchy	An arrangement of Units, Organisations and/or Positions for command and administrative purposes.
JOB	A JPA term comprising three elements: Service/Domain/Detail, which is applied to every Position as a generic descriptor to assist Workforce Authorities in Assigning personnel appropriately.
Junior Rank/Rate/Rating	A Service Person having a Rank up to NATO Rank OR4.
Liability	Liability refers to the requirement for specified types of trained military personnel. A baseline 'Service Liability' is agreed for each of the Services against which Workforce Balance and the Public Sector Agreement is measured. These Service Liability totals are adjusted through the Departmental Planning process and endorsed by the Defence Board.
Local Foreign Service	Positions in an overseas Organisation that is not classified as SEA.
Local Rank/Rate	An unpaid rank that is different to a Service Person's substantive Rank and is awarded for a temporary period. Paid at the substantive Rank/Rate, unless also holding Acting Higher Rank/Rate.

(Continued)

GLOSSARY OF TERMS (*Continued*)

TERM	DEFINITION
Maritime Reserves	See Volunteer Reserve Forces.
Officer	A Service Person holding a Royal Commission.
Organisation	A discrete Service group of any size and at any level.
Other Rank	A Service Person having a Rank up to NATO Rank OR9.
Phase 1 Training	All new entry training to provide basic military skills.
Phase 2 Training	Initial individual specialisation, sub-specialisation and technical training following Phase 1 Training prior to joining the Trained Strength.
Phase 3 Training	A period of individual training undertaken at any stage in a Serviceperson's career after GTS.
Planned Augmentation	Planned Augmentation reflects a known requirement for augmentees during times of crisis. It is reflected in Joint HQ augmentation manning lists and as "M Role" Positions in an Establishment for a Naval Unit.
Position	Position is an authorised personnel element of an Organisation to which one or more individuals may be Assigned.
Regular Reserve Forces	The Royal Fleet Reserve, Army Reserve and Royal Air Force Reserve. It is primarily (but not exclusively) comprised of ex-regular personnel who carry a reserve Liability.
Rotational Position	A Position filled in turn by more than one Service in a pre-determined cycle. Such Positions can include foreign service personnel.
Royal Navy	Royal Navy (including QARNNS, Chaplains, Welfare Service), Royal Marines, Royal Fleet Reserve, Royal Naval Reserve, Royal Marines Reserve, and Royal Naval Careers Service.
Senior Rank/Rate/Rating	A Service Person having a NATO Rank of OR5 or above, up to OR7.
Service Person	A member of the UK Armed Forces. Includes the Royal Navy, Army and RAF.
SEA Organisation	Positions in these Organisations meet specific criteria associated with an expectation of a high degree of separated service (BRd 3(1) Chapter 2 refers).
SHORE Organisation	Positions in these Organisations do not meet the SEA or Local Foreign Service criteria.
Specialisation	A professional sub-division of Branch likely to reflect a particular field of expertise. Specialisations can be further divided into Sub-specialisations.
Status	Status is the operational stance in which an Organisation or Unit is operating.
Strength	The number of personnel in an Organisation. It may be further sub-divided by a number of groupings e.g. Service, Arm, Branch, Specialisation, sub-Specialisation, or rank.
Sub-Specialisation	A division of Specialisation on professional grounds. This is the lowest recognised level within the tri-Service structure.
Temporary Position	A Position that is created for a specific purpose and for a specific, finite period of time and does not count towards Liability.

(Continued)

GLOSSARY OF TERMS (*Continued*)

TERM	DEFINITION
Trained Strength	The number Service Personnel who have completed Phase 2 Training having reached Training Performance Standard (TPS).
Unit	A collection of Positions and/or Organisations grouped together for a particular purpose. It may contain several sub-units.
Untrained Strength	Number of serving military personnel who have yet to complete Phase 2 training.
Volunteer Reserve Forces	The Royal Naval Reserve, Royal Marines Reserve, Territorial Army and Royal Auxiliary Air Force. They are volunteers who are required to train and are legally liable to be mobilised. Members may be ex-regulars. Naval volunteer Reserve Forces are also known as Maritime Reserves.
Warrant Officer	A Service Person holding a Royal Warrant and equivalent to NATO Rank OR8 or OR9.
Warrant Officer 1	A Service Person having NATO Rank OR9. Also referred to as Warrant Officer Class 1 or Warrant Officer 1st Class.
Warrant Officer 2	A Service Person having NATO Rank OR8. Also referred to as Warrant Officer Class 2 or Warrant Officer 2nd Class.

CHAPTER 1

PEOPLE MANAGEMENT ORGANISATION AND STRATEGY

(Sponsor: NAVY PEOPLE-HQ DCOS)

The P&T Organisational Design work is ongoing, an update to this chapter will be published in the next update to BRd 3(1). Further information is contained in HQ P&T Directive 07-2022[1], including the full P&T Operating Model[2]. Similarly, the People and Training Strategy 2020 is being refreshed, but remains available[3]. In the meantime, any significant changes to governance will be issued via P&T Directives. Any enquiries about the Service's Personnel Management and Organisation Strategy should be directed to the P&T Chief of Staff (NAVY PEOPLE-HQ COS) or Deputy Chief of Staff (NAVY PEOPLE-HQ DCOS).

[1] RN People and Training Directorate Portal - 20221205-Org Design IOC Directive 7-2022-OS.pdf - All Documents (sharepoint.com).
[2] RN People and Training Directorate Portal - 20221205_Enclosure 5 to Directive 07-2022_Op Model-IOC FINAL_OS.pdf - All Documents (sharepoint.com).
[3] P&T Transformation - 20200515_NavyTx_PTStrategy_v1.6.pdf - Document-Category (sharepoint.com).

CHAPTER 2

ESTABLISHMENT ADMINISTRATION

(Sponsor: NAVY PEOPLE-WCM Hd)

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Annex 2A: Illustrative Structures for Margin Activity in Organisations and Positions.
Annex 2B: Position Categories and Organisation Status.
Annex 2C: JPA Organisation Hierarchies.
Annex 2D: Planned Augmentation and Establishment Administration.
Annex 2E: Detailed Establishment Amendment Process.
Annex 2F: Establishment Policy Specific to New Build Ships and Submarines.

CHAPTER 2

ESTABLISHMENT ADMINISTRATION

References:

A. JSP 462 Financial Management Policy Manual (Chapters 5 and 7).
B. JSP 755 Tri-Service Positions and Assignments – Instructions.
C. RNTM 05-014-26 Navy Command Military Workforce Change Process.

0201. Introduction

The purpose of this Chapter of BRd 3(1) - Establishment Administration - is to give guidance and direction for maintaining and making changes to JPA Establishments (Ship, Unit, or other Organisation) containing Royal Navy workforce requirement elements.

Note. *For simplicity a ship, unit or other organisation will hereafter be referred to as a (JPA) Unit.*

0202. Governance

a. **Authority.**

(1) Establishments within the Ministry of Defence are authorised by the Permanent Under Secretary (PUS) who has delegated some complementing powers and responsibilities to the Principal Personnel Officers (PPOs) of the single Services. The Navy Command Workforce Change Management (WCM) team (previously known as the Establishments Team), under 2SL as the PPO, has responsibility for maintaining and implementing endorsed changes to all Royal Navy positions within the JPA Establishment. Delegation by the PPO allows WCM to create positions up to and including OF5 (Capt RN / Col RM).

(2) The policy and procedures here apply to Royal Navy positions within Navy Command and TLBs that employ RN personnel. Army and RAF positions in Royal Navy organisations are administered by the owning Service, not by the WCM team.

(3) Navy Command operates a partial delegated model. Therefore, some elements of this chapter are in the latest Navy Command Military Workforce Change Process RNTM. Each directorate has a Whole Force Management Group (WFMG) and Military People Partner that can aid any Establishment amends.

b. **Organisation.**

(1) **Senior Posts.** The PPO organisation is at Chapter 1.

(2) **Strategic Personnel Planning.** The responsibility for strategic personnel planning for the Royal Navy resides in the Policy Strategy & Plans (PSP) area of the People and Training Directorate (Dir P&T). In conjunction with Fin Mil Cap (FMC), sustainable plans are made to ensure that the right quantities and types of Royal Navy personnel are available to meet the authorised demand (Workforce Requirement, previously known as Liability). This long-term planning is covered in detail in Chapter 3.

(3) **Augmentation Crisis Personnel Planning.** People Ops Aug is the Dir P&T empowered authority for dealing with all Royal Navy augmentation requirements. Some of the augmentation demands for Royal Navy personnel will be authorised through the Defence Single Tasking Authority (DSTA) and are known as Above the Line (ATL) augmentation. Internal augmentation to the Royal Navy as part of the single Service force generation process are known as Below the Line (BTL) augmentation. Crisis Augmentation and Donor Positions are explained further below and in Chapter 59.

(4) **Profession Managers (PM).** Information on Profession Management is in Chapter 62. Profession Managers (formally known as Branch Managers) take a medium to long-term view to manage each Profession. They aim to enable the Profession to remain sustainable, both to ensure that personnel can be grown to meet demand and to ensure that individuals within the Profession have a coherent career structure. The PM (in liaison with Career and Talent Managers) has input to the acceptability (or not) of proposed changes to Establishments.

(5) **Career and Talent Managers (CTM).** Information on Career and Talent Management is at Chapters 58 to 61. The roles of the CTM include assigning personnel to meet current customer demand (as reflected in a unit's Establishment), as well as managing everyone's career.

(6) **Navy Command Workforce Change Management (WCM) Team.** The WCM Team (previously known as the Establishments Team) makes all authorised changes to Royal Navy positions (with the exception that PJHQ is authorised to make changes to ATL non-workforce requirement-driving augmentation positions) and processes all customer change requests that seek changes to the Establishment. It also deals with the Civil Service as a Whole Force team.

(7) **Military People Partners (MPP).** Each NC 2* WFMG will have a Military People Partner (MPP) to provide advice and guidance on military workforce change. They are there to assist sponsors in implementing strategic and tactical in year change and provide mitigation to structure and people delivery. Sponsors of all military change should seek these out at earliest opportunity on any proposed or planned change.

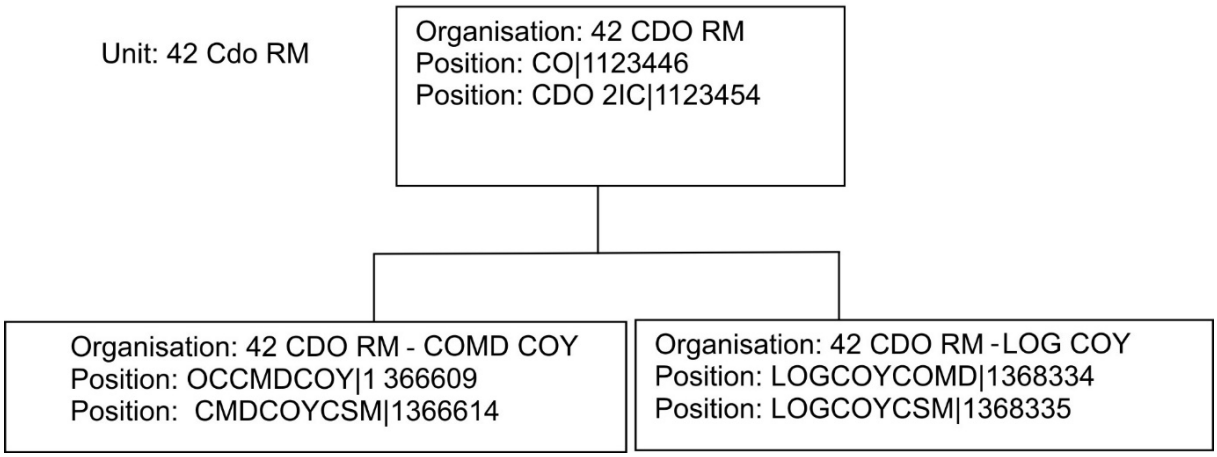
(8) **Unit Establishment Administrator (UEA).** The UEA has a key role in managing the position hierarchies for a unit. This role is explained further in Para 0203.d, JPA Organisations – Hierarchies and Workflows. Each 2* Directorate at a minimum will have a UEA, but most geographical establishments will also have a UEA.

(9) **Whole Force Management Groups (WFMG).** Each 2* directorate has a Whole Force Management Group (WFMG). The Whole Force Management Group construct is designed to facilitate the delivery of Whole Force change, particularly where change demands cannot be dealt with at unit level, support their Directorate in making informed strategic decisions in support of their workforce priorities and requirements, and support the delivery of Navy Command TLB objectives. WFMGs should be centrally involved in the 2* directorate Workforce Planning activity, screening any investments and disinvestments that include an annual workforce change coming from within the directorate before submission to Strat Plans. This is to be accomplished using the Annual Strategic Prioritisation and Balance of Investment round which feeds into the Strategic Planning Cycle (SPC). The Business Manager is critical in this, overseeing these processes and supporting the sponsor in completing business cases and necessary documents to enact workforce change. They are to oversee and solve short-term internal workforce needs and develop longer term requirements. They will operate within allocated resources and, as part of future savings measures, choose Compensating Reductions (CR) when directed. If a sponsor wishes to make a Major Change (Para 0204.c), the WFMG should be made aware and kept informed. If a sponsor wishes to make an Establishment change without a CR, then they first need to raise this with their WFMG, which will assist them in finding an internal CR if the requirement is approved. This is explained in the Navy Command Military Workforce Change Process RNTM.

0203. JPA Establishments

a. **Composition of a JPA Establishment.** An Establishment is comprised of several Organisations and Positions on JPA, as illustrated below:

Figure 2-1. An Establishment Comprising of Organisations and Positions



Notes:

1. It is common for the command Organisation to have the same title as the overall Unit.

2. Each Organisation can have only one UIN, but more than one Organisation can share a common UIN.

3. The figure shows only a few of the Organisations and Positions that make up a Unit.

b. **JPA Positions.**

(1) **Entitlement.** JPA is the single authorised data source showing an entitlement to Royal Navy personnel and it is the Position data within JPA that shows each Unit's entitlement for personnel. For those positions that count towards Workforce Requirement (WR), the entitlement is continuous while the position remains valid (if a position counts towards WR then it is considered for recruiting, training, and promotion targets). A baseline WR ceiling is agreed for each of the single Services against which Workforce Balance is measured (see Para 0302.d). For positions that do not count towards WR, the entitlement is active only for a specified purpose and period. It should be noted that, although there is an entitlement to specify personnel requirements, if there are any constraints on the supply of personnel then some posts will be gapped (common constraints are personnel being unavailable due to illness, being temporarily employed on an operational augmentation task or general personnel shortage in that branch or specialisation).

(2) **Enduring Position.** An Enduring Position is the standard position type. It represents a funded and enduring (permanent) demand for personnel of the type specified.

(3) **End Dated Position.** An End Dated Position represents an authorised demand for personnel until a specific date, when it eliminates (often with the WR and funding being utilised elsewhere). Any requests to extend this type of position will be treated as a request for a new position and will follow the change request rules. This rule applies as funding assumptions will not extend past the end date. Personnel Planners and Profession Managers will have planned on the basis of not having to provide personnel past the end date, with the WR and funding element likely to be planned and scored against a future role. Continuing to provide personnel to an end dated position could be at the expense of gapping an authorised position elsewhere.

(4) **Temporary Position.** A Temporary Position is created to meet a specific short-term high priority demand for personnel. It is created for a finite period between three months and one full assignment (usually 18-48 months). Temporary positions do not count towards WR and, consequently, do not drive recruiting and promotion targets. They can usually be filled only by gapping a WR driving post elsewhere. This is clearly undesirable, so therefore PM/CTM agreement via the formal carding process is required. The Temporary Position will normally be created from a Workforce Requirement Substitute (WRS) i.e. gapping another whole force position within its 2* WCE.

(5) **Rotational Position.** A Rotational Position is filled in turn by either two or all three Services with the Positions counting ½ towards Workforce Requirement in the bi-rotational case and $^1/_3$ where each Service is involved. Rotational Positions exist in Joint organisations, and they represent an authorised demand for Naval personnel for the rotation that the Royal Navy has agreed to fill the post. They can also exist in multinational organisations such as NATO and the rotation may be shared between more than one nation.

(6) **Competition Position.** A Competition Position does not belong to any Service and candidates 'compete' for selection. As with Rotational Positions, they predominantly exist in Joint organisations and follow the rotational rules for Workforce Requirement attribution. They represent an authorised demand for RN personnel for the period that the RN agrees to fill the post as part of the 'competition'.

(7) **Exchange Position.** There may be exchanges with other nations or Services. Exchange Positions are normally paired with one in each nation or Service, and only the 'exchange in' post from each pair counts towards Workforce Requirement.

(8) **Crisis Augmentation and Donor Positions.** Crisis Augmentation positions are activated only for a specific period and for a specific reason. Donor Positions are Enduring Positions that have been identified in advance as being suitable for providing personnel to fill the activated Crisis Positions. Some of these Donor Positions are designated as Dual Positions and in this case the incumbent is linked to a specific Crisis Position. As with all augmentation issues, People Ops (formerly ACMP/PCAP PLANS) staff has the lead. Mobilisation policy is covered in JSP 753 - Naval Force Generation, Augmentation and Crisis Management are expanded upon in Chapter 59.

(9) **Workforce and Resilience Training Margin (WRTM) and Untrained Strength (UTS) Pool Positions.** Within JPA there are many WRTM and UTS pool Positions that are used for assigning personnel who are temporarily unavailable for normal duties. For example, when an individual is medically downgraded, on a training course or on Post Operational Tour Leave. The PPO policy on WRTM and UTS Positions is to strike a balance between having sufficient to support customer business needs without Establishment administration becoming unwieldy. Therefore, the WCM Team will authorise the minimum necessary. Illustrative structures for margin activity organisations and positions are at Annex 2A.

It should be noted that MA10 Positions for Exercises [10A] or Events [10B] are created only as required for specific Exercises or Events. A more detailed explanation of WRTM Positions and how they are managed is at Part 3 Annex 3B. These are all within the Deputy PPO element of the delegated financial model and 2* Directorates are therefore not financially penalised for UTS/WRTM.

(10) **Compensating Reduction.** A Compensating Reduction (CR) is an enduring position that is offered for deletion to create a new enduring position within a TLB. The CR offered by the employing TLB, or agreed to be transferred from another TLB, will be deleted when the new position is created such that Workforce Requirement within the TLB remains in balance. CRs are to be offered at the same rank/rate and specialisation as that required for the new Position. The use of CRs of differing rank/rate and specialisation may be considered in exceptional circumstances if TLB funding and Branch structural sustainability allows via the normal carding process and early engagement via the appropriate MPP is recommended.

(11) **Workforce Requirement Substitution.** A Workforce Requirement Substitution (WRS) is an Enduring Position that is formally gapped within the employing TLB's Establishment, to create a Temporary Position of between three months and one full assignment. A WRS underpins the structural sustainability of the supplying branch and ensures Workforce Requirement within the TLB remains in balance. This has a key advantage in that it does not reset the clock on positional fill and is useful to pivot someone into a change of job specification to fulfil a higher priority task or project.

(12) **JPA Supplementary Positions.** With increases in Gains to Trained Strength (GTS), there is an enlarged requirement for additional non-workforce Requirement positions within seagoing units and air stations, solely for the purpose of pulling through SQEP. The introduction of SUPP positions is a direct replacement for the legacy Overborne Strength (OBS) and the policy detailed within Annex 2E will assist Branch Managers in delivering sustainable Branch structures. In addition, the policy clearly articulates the purpose of the SUPP position and provides CMs and unit staff with clear instructions to deliver the pull through of personnel.

c. **JPA Positions and Organisations.** JPA positions are tagged with the Position Category (sometimes referred to as the Role) in which they are to be filled. A position may have multiple categories. For a position to be active, it must have a category that matches the status of its parent Organisation and have a valid EIT status. For Shore Positions a blank EIT status should be treated as valid. The Organisation will only ever have one status active at any time (e.g. a ship under construction (crewed) will be in the 'Z' Role) and this will determine which of the positions within that Organisation require filling. Position Categories used by the Royal Navy are shown at Annex 2B.d.

d. **JPA Organisations - Hierarchies and Workflows.** When creating a JPA Organisation for the first time, or moving a JPA Organisation, the following JPA functions need to be set up:

(1) **Command and Administration Hierarchies.** The Command Hierarchy shows where a JPA Organisation features in the Chain of Command, whereas the Administration Hierarchy facilitates support functions for a Unit's personnel. The Command and Administration Hierarchies are set up by the Establishment Administrator. These Hierarchies are explained in more detail at Annex 2C.

(2) **Organisation Workflow Responsibilities.** Organisation Workflow Responsibilities are essential to the administrative functioning of an Organisation and should be set up by the UEA. Organisation workflows include those for the Unit Personnel Office (UPO), the medical facility, the UEA and the Commanding Officer. The latter workflow facilitates the organisation's appraisal process.

(3) **Position Hierarchy.** Position Hierarchy enables the movement of workflows between staff and their line managers for functions e.g. leave requests (Junior Rates only), job preferences and personal objectives (the latter two being critical parts of the appraisal process). The Position Hierarchy is set up solely by the UEA (although the Establishment Administrator can also do this), using data drawn from the Position Occupancy Report and Unit Position List for the organisation. Both these reports can be run by the UEA.

0204. Policy

a. The existence of a position in an Establishment is the Naval authority for the provision of personnel. Although employers have a major input in determining the demand for different types of personnel, these demands need to be reconciled with several factors which impinge on the overall structural sustainability of the Royal Navy. These factors include funding, structural impact, Workforce Requirement control, timing, and the need to meet the planned augmentation and force generation requirement. The PPO will apply the following tests before authorising an Establishment change.

b. **PPO Tests.** When considering changes to the Establishment, the PPO examines four key criteria prior to creating or making amendments to the JPA Establishment. All 2* WFMGs/sponsors should be aware that the four tests outlined below must be passed prior to the creation of temporary positions or changes to permanent Workforce Requirement positions within JPA. If the requirement is urgent then the process will be applied quickly and potentially at risk if the need is a 3* or 4* Urgent Operational task, but a failure either to obtain the necessary approval or apply the tests will result in rejection by the PPO and incur a delay:

(1) **Funding.** Demands for RN personnel must be supported financially. Additionally, when requests are made to increase the requirement for Royal Navy personnel, evidence of FINBP approved budgetary provision must be given.

(2) **Structural Impact.** The PPO must ensure that proposed Establishment changes do not place unmanageable stress on branch structures and that the affected specialisations remain controlled and sustainable. This is managed through the carding process where Profession Managers, in consultation with Career and Talent Managers, consider the following factors with regards to Structural Impact:

(a) **Sustainability.** A sustainable Branch/Profession will normally have a broad base at the junior level which narrows at each higher rank. An unsustainable branch does not allow the PPO to grow enough of the required personnel at each level, and it will not offer an acceptable career for personnel within the branch.

(b) **Harmony.** One of the PPO Personnel Functional Standards (PFS) relates to maintaining individual harmony. Some organisations incur a large amount of separation from home while others do not:

i. **SEA Organisations.** Service in an organisation such as a ship or other front-line unit is recognised as incurring significant time on duty away from home. These organisations are classified in JPA as SEA.

ii. **SHORE Organisation.** Service in an organisation such as the Navy Command HQ or a training establishment is recognised as having a relatively stable work/life balance. These organisations are classified in JPA as SHORE.

iii. **Local Foreign Service (LFS).** Service in an organisation permanently based overseas is classified in JPA as either SEA or LFS. If it meets the SEA criteria it is marked as SEA and if it does not it is marked as LFS.

iv. **Assessment.** When assessing PFS, Profession Managers take account of the balance between SEA positions and the combination of SHORE and LFS positions.

(c) **Planned Augmentation.** Planned Augmentation reflects a known requirement for augmentees during a time of crisis. This requirement is reflected in augmentation manning lists and as ’M Role’ Positions in Establishments with Royal Naval personnel. The PPO has a remit to maintain sufficient Donor Positions to meet this crisis demand and any requests for change need to be considered against the Planned Augmentation situation. Augmentation issues affecting Establishment Administration are discussed in more detail at Annex 2D. Pers Ops can also mobilise people for Planned Augmentation for Ops and Exercises and can request Temporary Augmentation Positions for such a requirement.

(3) **Workforce Requirement Control.** MOD Head Office set the Workforce Requirement (WR) ceiling for the RN, which equates to the total number of workforce driving positions it can maintain; the Service is not authorised to increase this ceiling. To control workforce requirement, it is imperative that the Service remains within its allocated limit, and that robust policies and processes are in place to protect the integrity of workforce structures and budgets whilst detailing the ways in which resource change can be submitted, screened, approved, and implemented. To stay within this agreed limit, the PPO must be provided with a CR to offset the creation of new enduring posts or a WRS or financial approval to stand up temporary posts. Further detail on the use of a CR or WRS is given at Annex 2E.

(4) **Timing.** CTMs have the right to apply a rule whereby an employer may have to wait up to 12 months to have a new JPA position filled or vacated. This ensures that short notice assignments do not cause excessive churn, disrupt unit plans or personal conditions of service. The Service may also need time to grow/reduce personnel within a specified category. To ensure that expectations for change are realistic, it is strongly advised that agreement is reached with the relevant CTM prior to a request for JPA action being submitted via normal engagement with MPPs. For larger changes (raised as an option or choice) an Implementation Order should be agreed by all stakeholders which clearly articulate People Delivery timelines

c. **Changes to Establishments.** This section outlines the general principles associated with requesting an Establishment change. Deleting a post is also an Establishment change that must be subject to the change request process and cannot be actioned without PPO approval. Supplementary information on the detailed Establishment amendment process is given at Annex 2E.

(1) **Minor Change.** Simple amendments that do not alter Workforce Requirement or funding do not require full staffing; a Navy Change Request (NCR) outlining the requested change will suffice. Examples in this category are changing a position name, organisation/location, competencies or supporting remarks.

(2) **Major Change.** All requests for major in-year change should follow the procedures and process currently laid down in the Navy Command Military Workforce Change Process RNTM.

(3) **Changes Agreed at Higher Defence Level.** Some personnel changes are agreed at a higher level in Defence (e.g. Defence Board) and are often associated with setting up or enhancing an existing Joint capability. These changes often involve a change in the authorised RN Workforce Requirement and to the centrally agreed funding for personnel. A modified version of the PPO tests is then applied, which is not detailed any further in this publication.

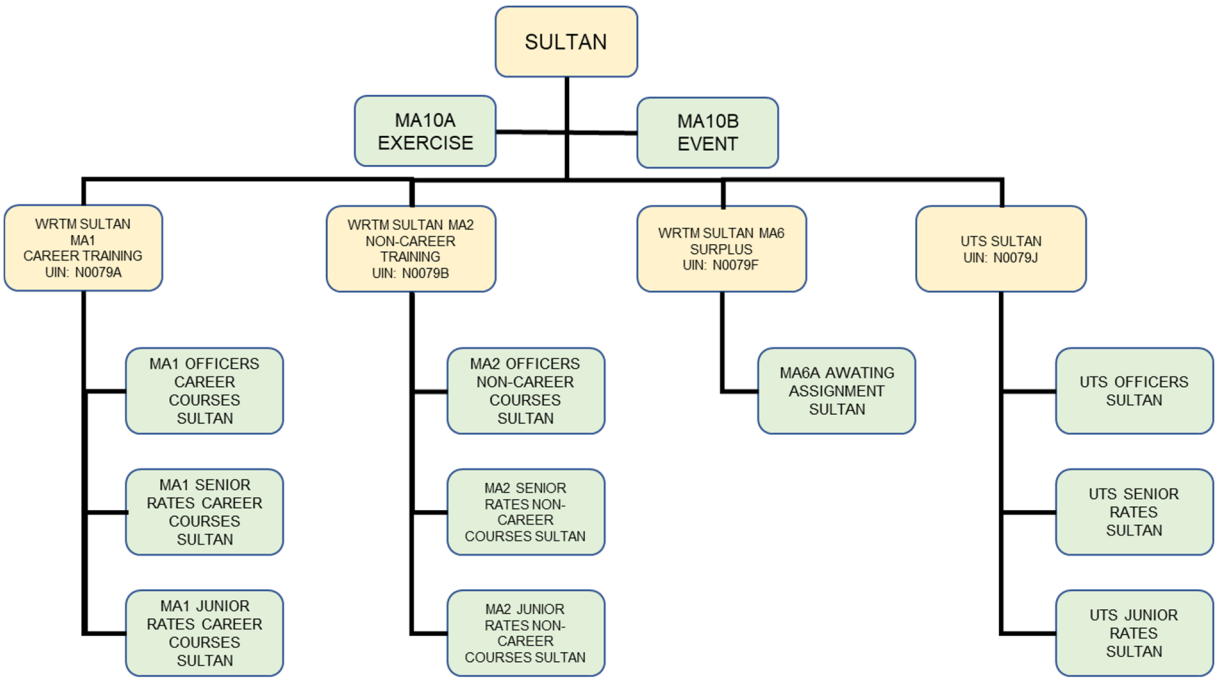
(4) **Transformational Change.** Defence or Navy Command will sometimes impose wholesale change across the Royal Navy portfolio; whilst this is achieved in consultation with Navy Finance and Strategic WF Planners (PSP) it is often forced on the current employer or Profession Manager and, as an exception, does not follow the four PPO tests. Whether the change being proposed is an organisational redesign or the transfer of organisations between 2* areas, all changes must be considered within the parameters of workforce delegation. TLBs/WFMGs must consider the end goal of the large-scale change and the impact this will have on both the Directorates ability to deliver outputs and the capability of the TLB/Navy Command. The sponsor is to draft an Implementation Order (IO) with the relevant stakeholder agreement. Further guidance can be found in the Navy Command Military Workforce Change Process RNTM.

d. **Ships and Submarines.** There are very specific procedures associated with the Establishment for ships and submarines in build. These procedures are explained in detail at Annex 2F. Any changes to current ship or submarine UPL must be agreed with the Dir FGEN or Dir SM Class lead before a Navy Change Request is raised as per the Navy Command Military Workforce Change Process RNTM.

ANNEX 2A

ILLUSTRATIVE STRUCTURES FOR MARGIN ACTIVITY IN ORGANISATIONS AND POSITIONS

Figure 2A-1. Generic Example of Training Establishment WRTM and UTS Structure



Key to Illustrations:

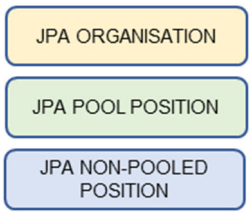
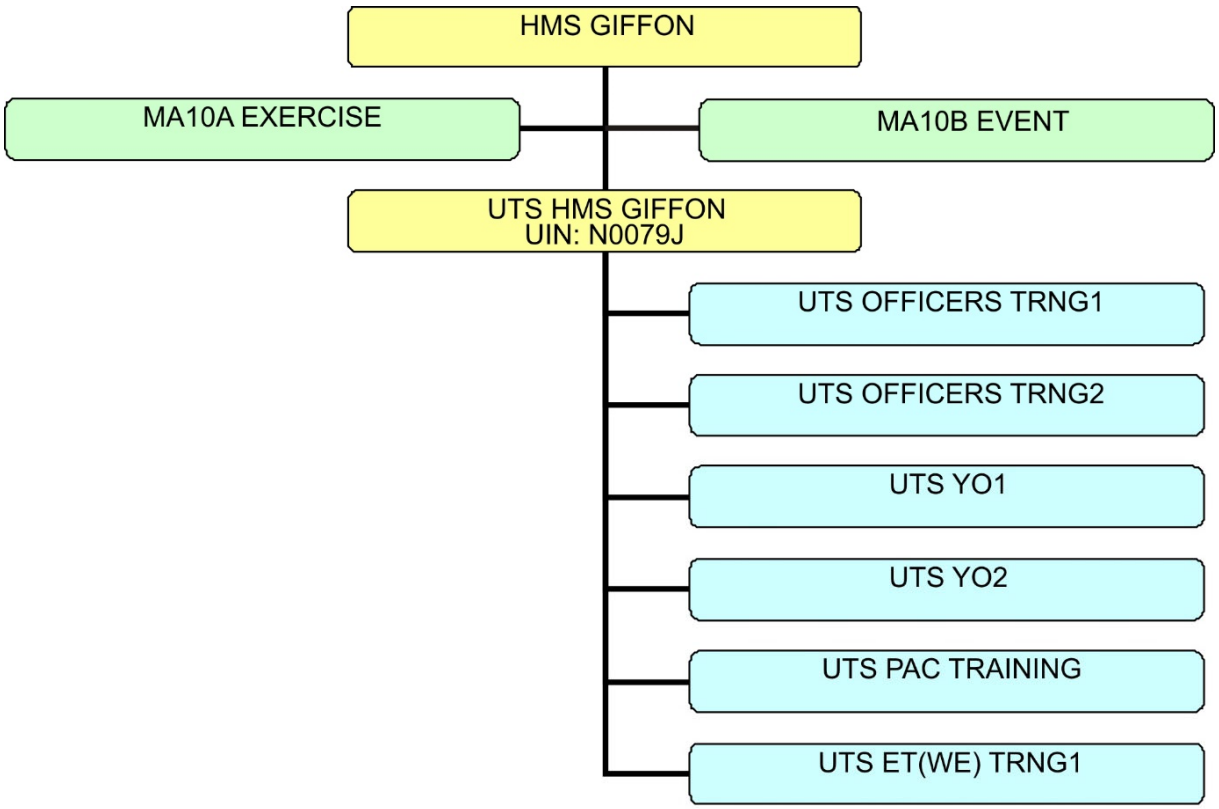
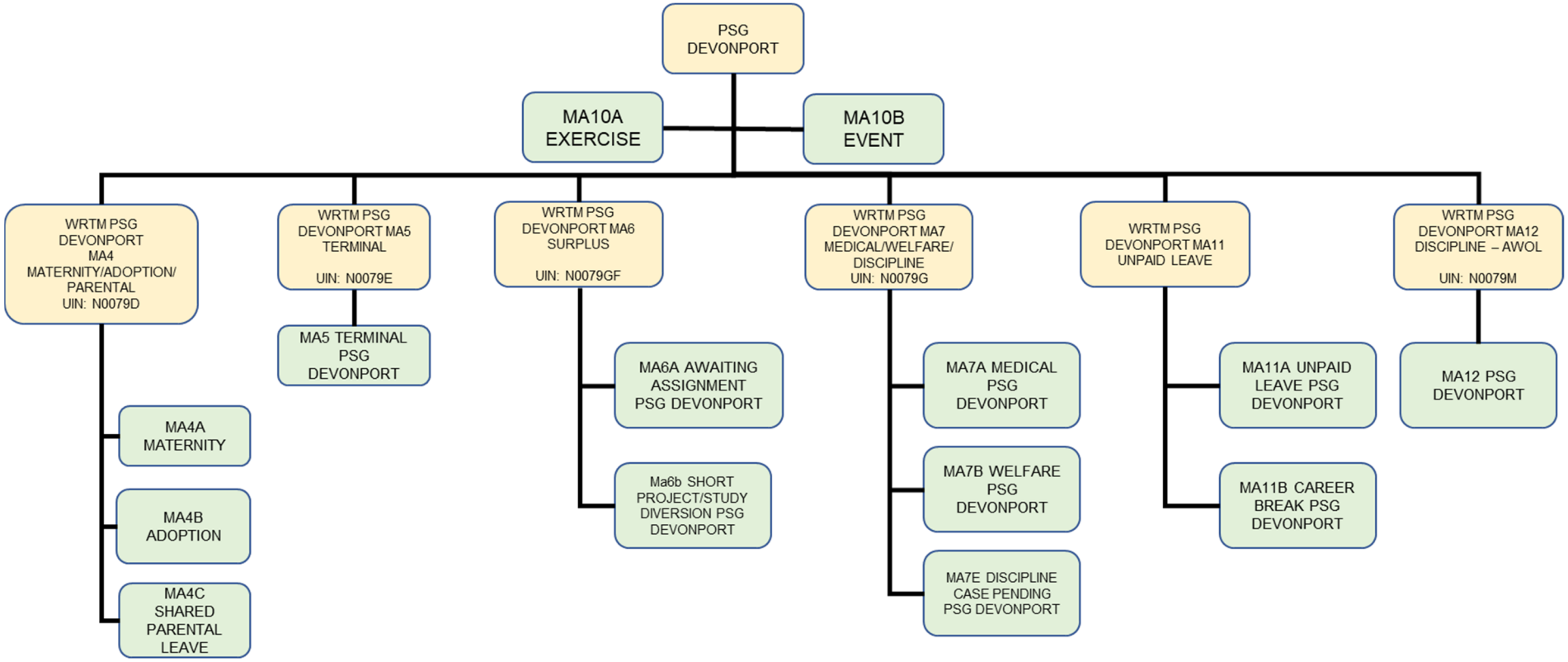


Figure 2A-2. Generic Example of Ship Establishment WRTM & UTS Structure



Note. *Unlike shore establishments UTS positions on ships/SMs are not pool positions.*

Figure 2A-3. Generic Example of Naval Base Establishment WRTM Structure



ANNEX 2B

POSITION CATEGORY AND ORGANISATION STATUS

1. Introduction

Within JPA, each Organisation will be allocated a Status according to its programme. Each position may have one or more Categories. The Organisation Status must match one of the Position Categories for the Position Status EIT to be valid.

a. Positions that are usually dormant but may be required in Crisis are designated as Planned Augmentation positions (M Category when inactive).

b. Ships' and submarines' Status will change according to their programme.

c. Front Line Air Squadron and Flight Establishments will operate totally within the B Status, irrespective of changes in numbers of airframes or of multiple crewing which would be enacted by Establishment changes.

d. RM units will use the same Status options as defined for Front Line Air and Shore Service units.

Table 2B-1. Naval Establishment Status and Position Categories

Category Status Meaning	SHIP	SM	Front Line RM / Air Units	SHORE Unit
Basic Establishment	B	B	B	P
Reduced Sea Going Crew (Adaptive Force)	A	A		
SM prepared for disposal	-	E	-	-
SSBN enhanced single crew	-	G	-	-
Reduced Harbour Crew (Ship preservation by operation, SM lay-up and preparation or Harbour Training Ship)	J	J	-	-
Planned Augmentation Position that may be activated during crisis	M	M	M	M
Non-Crewed ('Nil'). Including Refit / Overhaul for SHIP and SM	N	N	N	N
Operational (Crisis)	O	O	O	O
SM flood up and undock	-	Q	-	-
SM prepare overhaul	-	R	-	-
Upkeep	S	S	-	-
Under Construction (Crewed)	Z	Z	-	-

2. Updating Ship / Submarine Roles in JPA

a. **In Build.** The WCM Team will initially set the Organisation Status to N (Non-Crewed) and then subsequently to B (Basic) as advised by the NAVY PEOPLE-PEP PTP DEV ACQ Team.

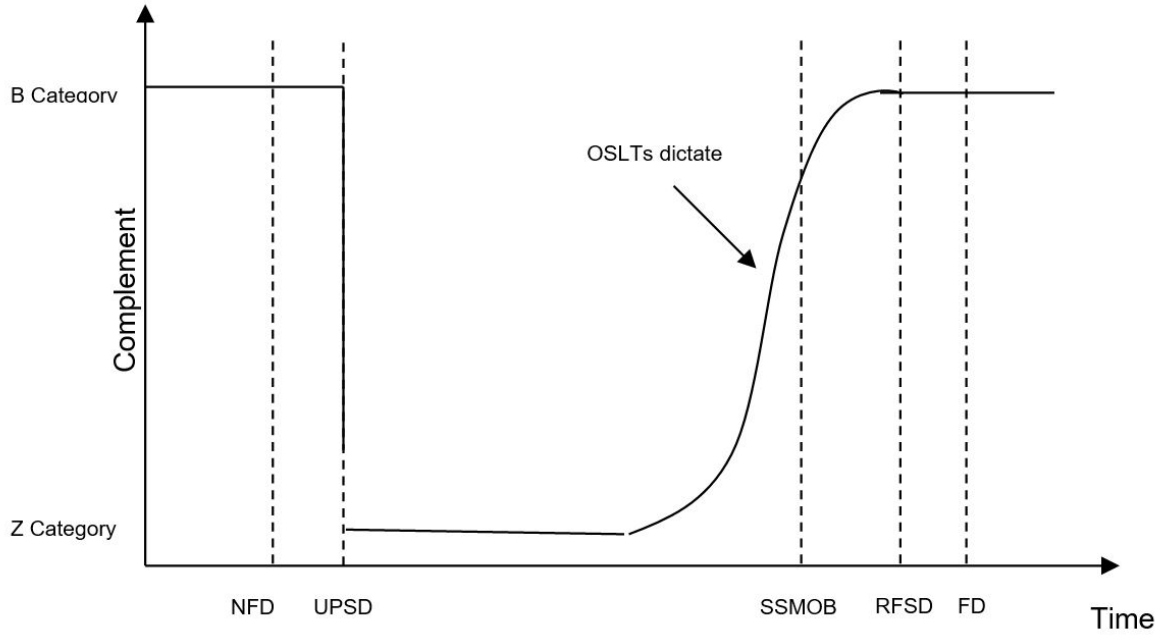
b. **In Upkeep**

(1) For ships/SMs approaching an Upkeep Period, the WCM Team will normally set the S Status to commence at the Upkeep Period Start Date (UPSD), and the B Status Date to re-commence at Fleet Date (as advised by the Complex Warship Support Programme (CWSP).

(2) Once the ship/SM's Upkeep Schedule is known, any required changes to On Stream Lead Times (OSLTs), in order to safely meet the prescribed SARC process and equipment STW prior to SSMOB date, should be forwarded by the Unit to Navy RP and the relevant CDT for approval before being actioned by the WCM Team on JPA.

c. A typical crew profile for a ship in refit is illustrated in the figure below:

Figure 2B-1. Typical Ship Upkeep Crew Profile



d. For ships approaching a docking period or Contractor Support Period (CSP), the WCM Team will normally maintain B Status throughout Non-Fleet Time or the CSP.

3. Final Non-Operational Date

The WCM Team will set the Organisational Status to N (Non-Crewed) on the Final Non-Operational Date as detailed in the RN Command Plan.

ANNEX 2C

JPA ORGANISATIONAL HIERARCHIES

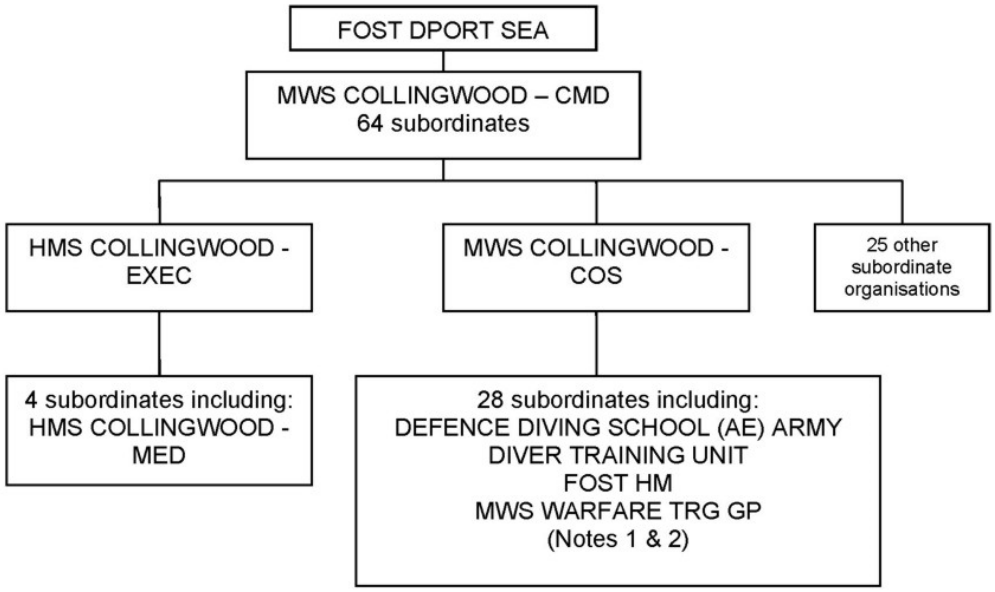
1. Introduction

Each JPA organisation has a Command Hierarchy and an Administration Hierarchy which needs to be set up by the WCM team when a JPA organisation is created. These Hierarchies, which are explained below, need to be agreed with the unit.

2. Command Hierarchy

The Command Hierarchy indicates where an organisation sits within the Chain of Command for a unit and the wider Royal Navy. The Unit Establishment Administrator (UEA) can use the Command Hierarchy (as well as the Administrative Hierarchy) to run Unit Position List (UPL) reports for units and their subordinate organisations (see also Para 4). Business Process Guides are available on JPA to carry out this UPL function. For all other JPA users, the Command Hierarchy does not link to any other JPA activities, which includes SJAR / OJAR functions and Workflow. An example of a Command Hierarchy is shown below:

Figure 2C.-1. Command Hierarchy Linking JPA Organisations in MWS Collingwood



Notes:

1. *The Command Hierarchy is not limited by location or Service but is a representation of the chain of command for a unit. For example, the MWS Command Hierarchy includes subordinate organisations such as DEFENCE DIVING SCHOOL (AE) ARMY DIVER TRAINING UNIT and DIVING STANDARDS ORG that are located at Whale Island, not the COLLINGWOOD site.*

2. *The JPA organisation DEFENCE DIVING SCHOOL (AE) ARMY DIVER TRAINING UNIT is part of a joint RN/Army unit that is part of MWS.*

3. Administration Hierarchy

The Administration Hierarchy determines which unit administers a JPA Organisation in terms of UPO and Medical Centre. This Hierarchy enables a UPO or Medical Centre to see the records of those personnel within their charge. In JPA terms, the UPO or Medical Centre needs to be in a JPA Organisation that is at the top of the Administration Hierarchy of the group of organisations within their charge. The UPO or Medical Centre can then see the JPA Positions and incumbents in their subordinate organisations. The other necessary JPA component that works with the Administration Hierarchy to enable administrative support is the organisation workflow. An example of an Administration Hierarchy is below (note that the details contained may not be up to date):

4. Unit Position List (UPL)

The Administration Hierarchy can be used by the UEA, as well as EAs, to run UPL reports of organisations and their subordinates. This Administration Hierarchy enables, for example, the UEA of COMSTRKFOR to run a UPL for the whole 3 CDO Bde unit, including its subordinate organisations (Business Process Guides are available on JPA for this function). The filter ‘Command Hierarchy’ can also be used in this way and can also be used to view subordinate organisations from a Command rather than administration perspective.

ANNEX 2D

PLANNED AUGMENTATION AND ESTABLISHMENT ADMINISTRATION

1. Introduction

a. Planned Augmentation is part of the Force Generation process and is a procedure whereby units identify, in advance, the augmentation they will require to bring them to endorsed operational levels of personnel. The Planned Augmentation requirement is not based on a specific scenario, but it assumes that there is an overriding need to activate quickly all available front-line units.

b. The additional augmentation posts are labelled on a JPA Establishment as M Category Positions and when activated they are additional to the Positions held on a unit's peacetime Establishment. The summation of the M Category Positions in all units represents the overall Naval personnel Planned Augmentation requirement and it is specified by rank/rate and specialisation. Donor Positions are earmarked to fill this known M Category requirement. These Donor Positions are mostly in shore units and are identified and endorsed in advance as being posts that can be gapped during a crisis. They are identified in a JPA Establishment as P Positions.

c. Managing the force generation requirement for crisis M Category receiver Positions and developing the associated Donor Positions is the responsibility of P&T PEOPLE OPS AUG (Augmentation Cell) Team, with the administrative JPA action carried out by the Workforce Change Management (WCM) Team. To meet this task, each request for an Establishment change must be viewed against the impact it will have on the ability to meet the Planned Augmentation workforce requirement.

2. Position Categories and Planned Augmentation

a. The most common Position Categories having a bearing on Planned Augmentation are shown in the table below:

Table 2D-1. Planned Augmentation Common Position Categories

Position Category	Meaning	Comment
P	SHORE Position required in peace but not crisis.	These are Donor Positions for Planned Augmentation.
PO	SHORE Position required in peace and in crisis.	Incumbents are not earmarked as Planned Augmentation donors.
BO	SEA Position required in peace and in crisis.	Used for ships and frontline RM and aviation units. Also used for temporary crisis Augmentation eg., Operations TELIC and HERRICK.
M	Crisis Position inactive during Peace but activated during Crisis.	Used for enduring crisis Augmentation that requires widespread activation of RN operational units.

b. Incumbents of P Positions are at 30 days' Notice to Move (NTM) for Planned Augmentation purposes. Some of the P Positions are further annotated as being either an 'A Donor' or 'Dual Donor'.

c. **A Donors.** Incumbents of a P Position that is also tagged as an A Donor are at 20 days NTM. These positions have been matched against the known M Category requirement by rank and Specialisation. The aim is to maintain A Donors at 120% of the M Category requirement, but this is not possible in all cases and some ranks and Specialisations may have a shortfall. When M Category Positions are activated, the A Donors are sent to any M Category Position for which they have the necessary rank and Specialisation.

d. **Dual Donors.** Positions marked as Dual Donor are matched to a specific M Category Position. When a specific M Category Position is activated, the intention is to fill it with the Dual Donor incumbent. Personnel in Dual Donor Positions have a training liability in preparation for their M Category commitment and are at 10 days NTM.

3. Establishment Changes and Planned Augmentation

a. Requests for Establishment changes that impact on the M Category requirement or the pool of Donor Positions are subject to extra checks before the change can be approved. These checks are conducted in consultation with P&T PEOPLE OPS AUG staff and seek to keep the pool of Donor Positions in balance with the M Category Augmentation requirement.

b. **Deleting a P Donor Position.** If a P Donor Position has not also been designated as an A Donor, then it means the donor pool for that rank and Specialisation should be in surplus. Once that situation has been confirmed then there is no Planned Augmentation barrier to the Position being deleted.

c. **Deleting an A Donor Position.** To offset the proposed deletion of an A Donor Position, a replacement P Position will be sought that can be converted to an A Donor. The P Position must be of the same rank and Specialisation and, once it has been changed to an A Donor, the proposed deletion may take place. If no P Position is available, then the same effect may be achieved by negotiating the deletion of an M Category Position of the same rank and specialisation. Should both these events not be possible then P&T Staff will adjudicate. The deletion proposal will either be rejected or will be allowed to proceed with the acceptance that the donor pool for that rank and Specialisation will be below the required level.

d. **Creating a new M Donor Position.** If P&T PEOPLE OPS AUG staff confirm there is a genuine new Planned Augmentation requirement, then a search will be made for a suitable donor. If a Donor Position is found, or if a less deserving M Category Position of the same rank and Specialisation can be negotiated for deletion, then the new M Category Position can be created. If these outcomes are not identifiable, then the bid will either be rejected or be allowed to proceed with the acceptance that the donor pool is in deficit.

e. **Deleting a Dual Donor Position.** A Dual Donor Position must be replaced before it can be deleted. The creation of a new Donor Position requires careful negotiation and in the first instance the TLB and/or 2* Directorate in navy Command wishing to delete the Dual Donor will be asked to find its replacement. Should it not be possible to find a replacement then the deletion proposal will be rejected.

f. **Creating a New M Donor Position with Dual Donor Linkage.** P&T PEOPLE OPS AUG staff confirm the requirement for a new M Category Position linked to a specific Dual Donor Position, then negotiations will take place to find a suitable Dual Donor. If a Dual Donor is found, then the new M Category Position will be created; if one cannot be found then the new M Category Position will be rejected or will be created without Dual Donor Linkage.

ANNEX 2E

DETAILED ESTABLISHMENT AMENDMENT PROCESS

1. Introduction

The use of JPA across all three Services provides a standardised Manage Establishment process for creating and making changes to Service Positions and organisations. Under current agreement, each Service will amend its own positions within JPA. All proposed RN Workforce Requirement related changes to JPA Establishment Organisations and Positions are to be raised by or through the relevant TLB Workforce Coordinator. They are to be submitted using either the Workforce Amendment System (WAS) for Navy TLBs or an Establishment Change Request [ECR] via SLIM system, for all other TLBs except SDA & DE&S & DG NUC who still use the Establishment Amendment Form (EAF) for change requests. The NCR is submitted in WAS via SCIO and the EAF forwarded by e-mail to the PPO. For information on ECRs in SLIM please engage with the Establishment Advisor or the WCM Team. The latest version of the EAF may be found in the JPA home page – JPA Forms. Access to the WAS App is for Navy Command (NC) TLB Change Requests only and application for the app should be submitted to the WCM team[1]. For large scale re-organisations or bulk changes, please engage with the WCM Team for advice on how to proceed.

2. Establishment Amendment Background

Outside of the Strategic Planning Cycle (SPC), it is the responsibility of employing TLBs to manage their Workforce Requirements and for the PPO to implement the changes when the four fundamental tests have been met. As the RN possesses a finite resource, all Establishment changes requested by TLBs must be realistic in terms of anticipating the availability of personnel in terms of rank, rate, and specialisation. When processing NCRs in the WAS or ECRs or EAFs, the PPO needs to consider, via the carding process, the collective effect on the RN which may lead to increased churn, higher VO rate and excessive gapping, all of which undermine the ability to deliver a sustained supply of people. Therefore, all requests to create new permanent WR positions or temporary positions must be carefully managed.

3. TLBs are to be aware that the following Establishment policy exists for the creation of Permanent or Temporary Positions:

a. **Permanent Positions.** The creation of permanent Workforce Requirement within the Establishment will only be authorised when:

(1) An SPC enhancement Choice or Option is issued to authorise uplift in liability.

(2) The TLB provides a suitable Compensating Reduction (CR) of the same rank/rate and specialisation to create the new position or with agreement by Branch Managers via the process above.

[1] Via the WCM Multiuser - NAVYPEOPLE-WCMNC@mod.gov.uk

Note. *It is the responsibility of the employing TLB and/or Directorate in NC to identify the CR which will be used to create the new requirement. Proposals to create permanent Workforce Requirement positions without a valid CR or endorsed SPC uplift will not be authorised and sponsors should engage with TLB or in NC their 2* Workforce Management Group (WFMG) points of contact.*

b. **Temporary Positions.** Temporary Positions are posts created for a specific purpose of between three months and one full assignment. Requests for temporary position of longer than one full assignment will normally be rejected. Temporary positions do not count towards WR and, therefore, do not drive recruiting and promotion targets. Temporary positions are usually filled by gapping a position with WR elsewhere or within NC TLB from unspent workforce budget known as the Workforce Cost Envelope (WCE). Temporary positions cannot be used as a means of masking a genuine enduring requirement and the PPO will pay close scrutiny to all requests.

(1) In order to stand up a Temporary Position, the employing TLB should try to identify a position with “Like for Like” WR to be Gapped for the duration of the Temporary Position. This Workforce Requirement Substitution (WRS) is the Gap that will be tied to the Temporary Position for the duration of the requirement if necessary. This is also known as “Authorised Elsewhere” by the Army, RAF, and Other TLBs. The WRS Posn will continue to underpin sustainability of the supplying Branch. Prior to the assignment being completed, the employing TLB should conduct a formal review of the requirement for the Temporary Position and the WRS. If as part of the review the position is viewed as enduring rather than temporary (greater than one full assignment), the TLB will need to provide a CR, in order that an enduring WR position can be created. If a suitable like-for-like Position cannot be found but a TLB has the funding for a Temporary Position, then they can ask if one can be created by exception. If the CTM can fill the temporary position, it will be considered for approval. For NC TLB which operate under a delegated model, with agreement between Profession Manager and Career and Talent Manager, a Temporary Position can be established from unspent WCE or gapping a whole force role (FTRS, CS or REG MIL).

(2) The WRS provided to stand up a Temporary Position should be one that:

(a) Has been or is about to be gapped, or;

(b) Through forecast, is unable to be filled by the CM during the forthcoming length of assignment requested.

(3) Regardless of the method selected, the employing TLB will be responsible for prioritising as to which position is used as a WRS. This process ensures overall liability within the TLB remains in balance and physically ties WR to a Temporary position for the duration of the requirement. Non-compliant applications will be treated on merit and may be approved as an exception. For NC, please follow the delegated Workforce controls as set out in Chapter 2.

Note. *The creation of Temporary positions or Permanent WR to meet future SPC enhancements earlier than approved by FMC will only be approved if the TLB provides a WRS, or by exception. This must occur as a gap will need to be created elsewhere within the TLB to provide the resource (strength) to meet the new requirement.*

4. Establishment Supplementary Positions Policy

With increases in Gains to Trained Strength (GTS), there is a requirement for additional Non-Workforce Driving positions within seagoing units and air stations, solely for the purpose of pulling through SQEP. The introduction of SUPP positions is a direct replacement for the legacy Overborne Strength (OBS) position and the policy detailed below will assist Branch Managers to deliver sustainable branch structures and allows CTMs to manage personnel to support the pull through of SQEP.

a. **RN SUPP.** RN SUPP positions are used for the sole purpose of providing sustainable branch structures and are not to be used as a means of addressing Unit Position List (UPL) or Whole Ship Watch and Station Bill shortfalls. Similarly, CTMs should only fill SUPP positions on the basis that the individual is conducting branch/career specific training. Use for any other purpose requires the approval of the WCM Team. In addition, Units are not to retain an individual in a SUPP position once the intended branch/career specific training requirement has been achieved. Once the intended training requirement has been met, Unit staff should advise CTMs accordingly. The CTM should then re-assign the individual to fill a gapped enduring liability position within the same Unit, or elsewhere, or to another assignment.

b. **RM SUPP.** RM SUPP positions are aligned to each RM sub-Unit for the sole purpose of transitioning personnel within Unit JPA architectures to onward assignments and are not to be used as a means of addressing manning/UPL shortfalls. Use for any other purpose requires the approval of the WCM Team. CTMs should only fill a SUPP position when an individual is required to vacate a position in lieu of new arrival but is required to remain within the existing Chain of Command.

5. Type of Position

The type of SUPP position within JPA is dependent upon rank/rate and branch as outlined below.

a. AB2 positions are to be pooled, multi-occupancy.

b. All other ranked positions are to be single occupancy. In situations where handover periods are required, however, shared positions will be authorised by the PPO.

c. RM positions, regardless of rank, are to be pooled and rank ranged.

d. Positions attracting Recruitment and Retention Pay (RRP) are to be single occupancy unless BMs can demonstrate to PPA that all pooled personnel within the SUPP position qualify for RRP. If a requirement for RRP exists, BMs should submit full justification to REM using policy detailed in JSP 754 Chapter 5 Section 2 (RRP Policy).

6. Position Details

SUPP positions will be created using the following criteria:

a. All positions are to be prefixed with SUPP, e.g. **SUPP PWO1|1234567**.

b. The JOB Value for all SUPP positions is to be **RN|Common|Supplementary**.

c. All SUPP positions are to be correctly CM tagged.

d. All SUPP positions are to be created as Non-Workforce Driving and enduring (no end-date applied).

e. SUPP positions shall only exist within NC TLB and not within other TLB organisations.

7. Establishment Amendment Detail

Proposed changes for JPA Positions and Organisations must be submitted using either the Workforce Amendment System (WAS) or ECR in SLIM, or JPA Form JPA A001 (EAF), the latest version of which may be found in the JPA home page – JPA Forms. Navy TLB units must submit their establishment changes using the WAS App in SCIO. For large scale re-organisations the WCM Team must be consulted in addition to the relevant MIL PP.

a. **Workforce Amendment System (WAS) New Change Requests (NCR)** The WAS NCRhas been designed to ensure that the following conditions are met:

(1) An audit trail is in place and covers all associated authorisations (see below).

(2) Requested proposals contain the mandatory details required by JPA to make the changes.

b. **Completion of the WAS NCR.** The WAS NCR is to be fully completed (where appropriate) by the originator before submission to the Workforce Change Management Team. As appropriate, WAS NCR submissions should include supporting e-mails where appropriate which give evidence of the following:

(1) Financial authority from the appropriate TLB Finance Business Partner especially for all major changes and inter TLB transfers.

(2) WAS/NCR approvals will seek confirmation from the appropriate Branch Managers, (in consultation with Career and Talent Managers) that the proposed amendments are acceptable from a branch/specialisation sustainability perspective.

(3) Where there are DV security requirements associated with the amendments, that approval has been obtained from the respective Service specialist security authority.

(4) Agreement from all Units involved in the WAS NCR process. For example, if creating a Temporary Position in one Unit, by using a WRS Gap in another, then both Units should provide evidence that they are content with the submission.

c. **Common Errors in Submitting Establishment Changes.** Some common errors which should be avoided when submitting Establishment change proposals are as follows:

(1) The amendment has not used the latest Establishment/UPL in JPA as the baseline and has not identified Positions by their unique JPA number.

(2) Changes that increase WR without supporting financial approval, CR or WRS.

(3) Requesting a Rotational or Competition post without approval from DS Sec and the single Services' agreement.

(4) Requesting an Exchange/Loan Scheme where the P&T lead/International Policy and Planning (IPP) has not been consulted.

(5) Requesting change to an Establishment when the appropriate authority has not been sought.

8. JPA Data Requirements

Only data that appears in the list of authorised JPA Data Reference values may be used to request changes. The remainder of this section outlines some of the more common fields and terms used for making an Establishment change in JPA.

a. **Rank/Rate.** NATO Rank Codes (equivalent ranks tables across all Services are laid down in JSP 752 (Allowance Regulations), JSP 754 (Pay Regulations) and in this BR's Preliminary Pages) are used in JPA, NATO and tri-Service documentation as follows:

Table 2E-1. NATO Rank Codes

NATO Grade	Royal Navy	Royal Marines
OF-10	Admiral of the Fleet	-
OF-9	Admiral	General
OF-8	Vice Admiral	Lieutenant General
OF-7	Rear Admiral	Major General
OF-6	Commodore	Brigadier
OF-5	Captain RN	Colonel
OF-4	Commander	Lieutenant Colonel
OF-3	Lieutenant Commander	Major
OF-2	Lieutenant RN	Captain
OF-1	Sub-Lieutenant / Midshipman	Lieutenant / 2nd Lieutenant
OR-9	Warrant Officer 1	Warrant Officer 1
OR-8	Warrant Officer 2	Warrant Officer 2
OR-7	Chief Petty Officer	Colour Sergeant
OR-6	Petty Officer	Sergeant
OR-5	Not used in RN	Not used in RM
OR-4	Leading Hand	Corporal
OR-3	Not used in RN	Lance Corporal
OR-2	Able Seaman	Marine
OR-1	Not used in RN	Not used in RM

***Note**. Although OR1 is not a rank in the RN, some Positions in ships are created as OR1 to identify sea training positions for personnel not yet at Operational Performance Standard (OPS).*

b. **JPA Job Value.** The JOB value comprises of three segments: Service, Domain and Skill.

***Note.** The JOB value for all single Service RN/RM Positions starts with RN.*

(1) Examples are:

RN|Warfare|Warfare (Above Water)
RN|Logistic Services|Logistics
RN|Aviation|Pilot
RN|RM|Adjutant

(2) The JOB value is an essential field when describing or searching for specific Positions or groups of Positions. Once a JPA Job Value has been attributed to a Position it cannot be amended. Any changes to this field will necessitate the Position being eliminated and a new Position being raised to show the revised value. It is therefore essential that the correct value is shown on the WASJPA Data Reference Values should be used to identify the most appropriate value for any new Positions.

c. **JPA Competence.** JPA Competence comprises the skills, competences or accomplishments allocated against a given position to enable the incumbent to carry out the role. Requests to add competences may be referred to Capability Delivery Team (CDT) / Branch Manager and TRA Gen WO1 for approval, as the change may have safety or operational implications or may result in increased tasking on training schools and can restrict the number of personnel available to fill a post. When possible, Platform UPLs should remain aligned.

d. **Recruitment and Retention Pay (RRP) Markers.** RRP Markers may be applied to specific Positions and approving their use depends on several factors, including that the post should only be filled by a person with the appropriate specialist qualification. The WCM Team will not add or remove RRP Markers to/from a position unless approval has been given by the appropriate RRP authority [REM], in accordance with JSP 754 Chapter 5.

e. **Normal Tour Length.** The tour length is shown in months and, where continuity is required beyond normal assignment length, justification and CTM approval is required.

f. **Temporary Positions.** A Temporary Position is created to meet a specific short term high priority demand for strength. It is created for a finite period between three months and one full assignment. Temporary positions do not count towards liability and, therefore, do not drive recruiting and promotion targets; they still require budgetary approval by the TLB. In the current manning situation, they are usually filled by gapping a position with WR elsewhere, which is clearly undesirable. No Temporary Position will be created until the appropriate Career and Talent Manager has agreed to provide an incumbent at the Positions start date.

g. **Rotational/Competition Positions.** Requests for new posts are to be staffed for approval by the appropriate authority:

Table 2E-2. Staff List Authorities

List	Authority
Senior tri-Service Appointment List (STAL)	DS Sec
Junior Rotational List (JRL)	DS Sec
Joint Medical Posns are now managed by UCM	UCM MED

h. Staffing rules vary; JSP 755 is the authoritative reference for both Rotational and Competition Positions. Tours for rotational posts are projected several years into the future and the WCM Team ensures that they are kept up to date and in accordance with the appropriate authorised list.

i. **Exchange Positions.** All requests to change Inter-Service and International Exchange Positions must be staffed via the P&T lead:

NAVY PEOPLE-CM COS & NAVY PEOPLE-CMCF LFS COMP

j. **Loan/Secondment Positions.** All requests to create or amend a loan or a secondment position must have International Policy and Planning (IPP) approval as detailed in JSP 755 Chapter 4 and JSP 468.

k. **On-stream Lead-time.** A sea-going unit may be assigned a Status that requires a joining profile leading up to full B Status manning. Thus, in the Z, S and Q roles, a figure such as 0032 will mean that the Position concerned should be filled 32 weeks before the unit assumes B Status. Changes to On-Stream Lead Times can have an impact on Liability and so full justification using a Change Proposal Form (CPF) and WAS NCR/EAF is required when the request is made to Navy RP and the CDT.

l. **Dual Appointments.** The Position Planning Extra Information Table (EIT) in JPA allows requirements for Dual Assignments to be specified. All requests involving Donor Positions and Dual Appointments are cleared with Pers Ops staff prior to their endorsement.

m. **UIN.** An Organisation must have a UIN annotated to it and all Positions in an Organisation are costed to the same UIN. Where a unit is comprised of personnel funded by more than one UIN, then its Establishment must be comprised of multiple Organisations. UINs are to be supplied by the TLB Budget Manager who is responsible for funding that Organisation. If the UIN does not exist in SLIM/JPA, then it is the responsibility of the submitting TLB Budget Manager to have it added (actioned by means of completing a MoD Form 942).

n. **Overlap.** Overlap indicates the handover period, in days. Where the field is blank in JPA then either the standard handover period of four days applies or there is no handover period. Career and Talent Manager authorisation is required for any increase to the standard handover period as this inevitably causes a longer gap elsewhere.

o. **Margin Pooled Positions.** Units requiring the creation of additional pooled Positions should email their needs to the WCM Team. The team will assess whether these can be met by the existing margin structure, ensuring that the number of pooled positions are the minimum to meet the requirement. The criterion is that pool positions should exist wherever managers need to exercise administrative oversight of the individuals assigned to the margin areas. In the case of MA5, these now exist only in Personnel Support Groups (Devonport, Portsmouth, Faslane, Culdrose and Yeovilton only) and Cdo Units. All RN personnel are to be assigned to one of these for Terminal Leave to afford divisional care. This does not preclude all units with a Service pay facility from conducting release routines.

ANNEX 2F

ESTABLISHMENT POLICY SPECIFIC TO SHIPS AND SUBMARINES

1. Introduction

This section describes the manning process for new build ships and submarines. The key elements in this process are the Quarter Bill (QB), the Establishment, the accommodation requirement, the Ship Specification, and Concept of Use.

2. The Workforce Allocation Process

a. The workforce allocation process for new build platforms starts on initiation of the Concept Phase. During that phase, an initial QB is produced by DE&S using tasks derived from the platform's User Requirements Document (URD), Ship Specification and Concept of Use documentation. From this QB an initial Establishment will be generated by DE&S in consultation with People Future Capability, Workforce Change Management (WCM) Team, key stakeholders and other SMEs. Once agreed, the WCM Team is issued with the QB Spreadsheet and creates the organisation and positions on JPA, as directed, with the future start dates.

b. As the project moves forward DE&S will progressively develop a more targeted QB and Establishment. In liaison with the WCM team, the overall numbers and Specialisations of the Positions in the Establishment will be refined, and the accommodation requirement will be calculated. The accommodation requirement is determined by the number and rank/rate of the Positions in the Establishment plus an Accommodation Margin.

3. The Quarter Bill (QB)

a. The basic working tool during the assembly of an Establishment for a new class of ship is the QB (not used for Minor War Vessels (MWV) and Submarines). This is a statement of the Positions that need to be filled by personnel to work on a unit. It identifies where there is a job to be done and the lowest level of SQEP needed to fulfil the task.

b. At an appropriate stage, responsibility for the QB will be transferred from DE&S to the platform. It will be a guide to the stationing of the platform's company and will show how the numbers allowed in the Establishment have been assessed. Each individual platform will also produce a Watch and Station Bill (WSB) which further breaks down the QB and allocates individual names to specific tasks, including whole ship responsibilities.

4. Organisational Build Status

The Establishment is the detailed means by which the personnel requirement of the QB is fulfilled and caters for the heaviest demand for the total workforce on board that can routinely be expected. An Establishment will be in force from build to disposal and during the lifecycle of the platform it will go through different phases from initial build (Z Status), to Operational (B Status), to refit (S Status) and finally disposal. The Positions required within an Establishment vary depending on the Organisational Status (for example in upkeep (S Status) a ship's company may be significantly reduced from the full (B Status) complement). The Organisational Status is reflected in JPA (a full listing of the various status codes is at Annex 2B) and used to make Positions 'Invalid' when they are not required. Another example of this is if a new item of equipment is fitted. The Platform will need to assess whether personnel will have to have new competencies allocated to their position, or if a change of structure within the affected department is required; in both these instances a Workforce Amendment System (WAS) request should be submitted via the relevant Capability Delivery Team (CDT) to the WCM Team.

5. Through Life Management of the QB and Establishment

Once created, the QB and Establishment continue to be reviewed and managed as required by changes to policy, concept of operations, the introduction of new equipment and, most importantly, to reflect class 'best practice'. All such activity involves close liaison between the platform EWO/UEA/Senior Management, Unit Establishment Administrator, and the RN WCM Team.

6. Pre-joining Training Requirements

Once the Business Case (BC) for a new class of vessel has been approved, a Training Needs Analysis (TNA) is conducted to identify the best means of providing the training required for the platform. The resulting competences requirement should be input onto JPA by way of a request in WAS via the RN WCM Team. Seek consultation with the WCM Team in the first instance.

7. Accommodation Margin

a. The Establishment of a platform will dictate the minimum number of bunks required on board. In addition to this minimum, further bunks will be required to account for extra boarded personnel as well as flex within the unit itself. The calculation of the Accommodation Margin is very platform specific, depending on size, role, and design use. Once established the Accommodation Margin will be controlled by the EWO/Cox'n.

b. For each new project build, DE&S will use the Establishment, calculating in other factors as detailed in the Accommodation Margin Elements (see para 8), to find the accommodation requirement for the platform. The additional requirement for bunks is given by the Accommodation Margin and the total accommodation requirement is therefore driven by the Establishment plus the Accommodation Margin.

8. Accommodation Margin Elements

The following is a list of different Accommodation Margins that can be utilised:

a. **Board Margin.** A defined number of bunks allow for changes in Establishment policy during the life of the platform.

b. **Advancement Margin.** A defined number of bunks for LHs (where applicable), CPOs and POs to allow for personnel promoted during assignment.

c. **Training Margin.** A defined number of bunks for officers and ratings to allow for training needs identified to be fulfilled for the specific platform.

d. **Staff Margin.** A defined number of bunks for officers and ratings to allow for visiting staff; this could include FOST staff, inspection teams, METOCs, medical/Chaplaincy Staff, embarked forces, embarked flight crew/air groups, Battle Staff etc.

e. **Flexibility Margin.** A margin of two JR bunks for each gender, or cabin if applicable to provide a variation of the onboard mix of gender personnel.

CHAPTER 3

PERSONNEL PLANNING AND COSTING

(Sponsor: NAVY PEOPLE-PSP Plans Demand SO1)

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CHAPTER 3

PERSONNEL PLANNING AND COSTING

SECTION 1

REGULAR PERSONNEL

0301. General Workforce Policies

a. This part describes the process of personnel planning and explains how the Workforce Requirement (WFR) is derived and how Strength is matched to meet the requirement. Career progression and Profession structures have to be taken account of in this process, which require a detailed knowledge of the personnel characteristics in each specialisation, rather than relying on a 'one size fits all' approach. Current and future workforce policies have a big impact on this work. The aim is to ensure that suitably qualified officers and other ranks are available to meet the requirements of the Service in peace and crisis within allocated resources and, at the same time, offer rewarding careers that will encourage retention.

b. The methodology for this is through utilisation of HMG compliant Forecasting Models that compare the current and future WFR, i.e. the ‘Demand’, with projections of the Trained Strength, the ‘Supply’. Both Supply and Demand are developed, based on set assumptions and variable ‘Workforce Control Levers’; these can be categorised as Inflow, Throughflow and Outflow. The categories include but are not limited to are Gains to Trained Strength (GTS), Sideways Entry, Promotions, Extended Career take up and realistic Voluntary Outflow forecasts (See Para 0307).

0302. Workforce Requirement (WFR or Demand) and Strength (Supply)

a. The number of trained people the Service needs in uniform at any one time is set by the WFR. In general, this refers only to active Service (‘Regular’) posts. Volunteer Reserves (RNR and RMR) have separate WFR managed by CMR and the Reserves Strategic Planner/Professions Manager.

b. The number of trained Regular Service personnel who can be deployed to satisfy the Workforce Requirement is known as the Trained Strength (TS); the Trained Strength is sustained by those undertaking initial training in the Untrained Strength (UTS).

c. The WFR comprises the two key elements shown in Figure 3-1. In simple term, these are the sum of all ‘Workforce Requirement Driving’ Positions in Establishments/Units that are marked as counting towards Workforce Requirement plus allowances (Margins). Margins are utilised because there are occasions when, for a variety of reasons, the Trained Strength will always include some people who are not available for filling normal WFR driving positions.

Figure 3-1. The Workforce Requirement

WORKFORCE REQUIREMENT	
Establishment positions counting towards Workforce Requirement (Workforce Requirement Driving)	**Allowances** eg. Workforce Resilience and Training Margin (WRTM)

d. Each of the Armed Forces has a Workforce Requirement Baseline (WRB) set by Department of State (DoS) at the conclusion of every Strategic Planning Cycle (SPC). The WRB articulates the endorsed Trained Strength (i.e. Regular and Full Time Reserve Service personnel in Regular positions) requirement for each Service and is linked to Control Totals (CT) (see Note). The WRB will be issued via the Defence Workforce Planning Instruction (DWPI) at a necessary cadence to meet Defence Strategic Workforce Planning timelines. Whilst there is no longer a structural headmark ceiling, the WRB acts as a stringently adhered to baseline ensuring the RN recruits, trains and promotes sufficient SQEP to meet Defence requirements.

Note. *Under Defence Reform and the People Operating Model, Military Commands no longer receive a portion of CT specifically assigned to Workforce rather it is part of the overall settlement given to each of the four areas i.e. DoS/MSHQ/DNE/NADG.*

e. A number of tasks and activities need to be undertaken by Service personnel in addition to filling those Positions that count towards the WFR; these do not drive WFR and include Temporary Positions, activated Crisis Positions and Augmentation tasks such as loans to other units for short periods for extraneous events, e.g. major exercises, ceremonial duties or military tattoos. The sum of these positions **cannot be used** to justify a growth in Strength.

f. **Margin Workforce Requirement.** This is the allowance provided in the total WFR for predictable and planned use of the Margin that needs additional personnel to be grown. The Margin WFR is defined as a single Workforce Resilience and Training Margin (WRTM) entity; Margin usage is sub-divided into two categories: Training Margin and Workforce Resilience Margin. A full explanation of these is at Annex 3B.

g. **Establishments.** Full information on Workforce Change Management and WRTM is provided in Chapter 2.

0303. The Live Workforce Requirement

The sum of all Positions counting towards WFR plus the WRTM allowance is called the Live Workforce Requirement. Once produced, it shows the requirement for trained personnel at each rank level within every specialisation monthly for the next 10 years. The Live Workforce Requirement is the responsibility of Deputy Director People Strategy (DDPS) and is updated continuously in JPA by the Director Personnel and Training (Dir P&T) Workforce Change Management (WCM) team.

0304. The Planning Workforce Requirement

a. Whilst the Live Workforce Requirement is used for Career Management, it cannot be used, in isolation, for workforce planning. Therefore, the Live Workforce Requirement is subjected to adjustment by Strategic Workforce Planning staff. The result, known as the Planning Workforce Requirement (still referred to as PL; 'Planning Liability' for ease) (see Note), takes account of known and anticipated changes in the Workforce Requirement such as SPC options and Navy Command choices, and provides a corporate aiming point which inevitably includes a level of risk which Navy Command is prepared to accept. The PL will therefore contain adjustments at risk made in anticipation of future agreed options. Examples of measures include assessments of the impact of changes to organisations, the Equipment Programme, Partnering, Private Finance Initiatives (PFI), contractorisation and Planning Round Options and Choices. The result is used as the basis for planning the future requirement for officers and ratings by rank/rate, profession and specialisation. This is illustrated in Figure 3-2 (not to scale) and the sequence is as follows:

Note. *'Planning Liability' is defined within the Tri-Service Workforce Lexicon as 'A derivation of 'Demand' that takes account of anticipated (but not authorised) changes'.*

(1) The first adjustment is the addition of all known and agreed programme measures (specified in detail) which are planned to occur during the 10-year planning period but which have yet to be reflected in the relevant Workforce Programme of Record e.g. JPA/DefHRS

Note. *The Defence Human Resources Service (DefHRS) will replace JPA at a DTBC. It will include all JPA functionality and will look to combine all Defence Workforce types under one architecture.*

(2) Anticipated changes over the 10-year planning period are incorporated, such as may result from reorganisation, contractorisation, SPC Options and Choices.

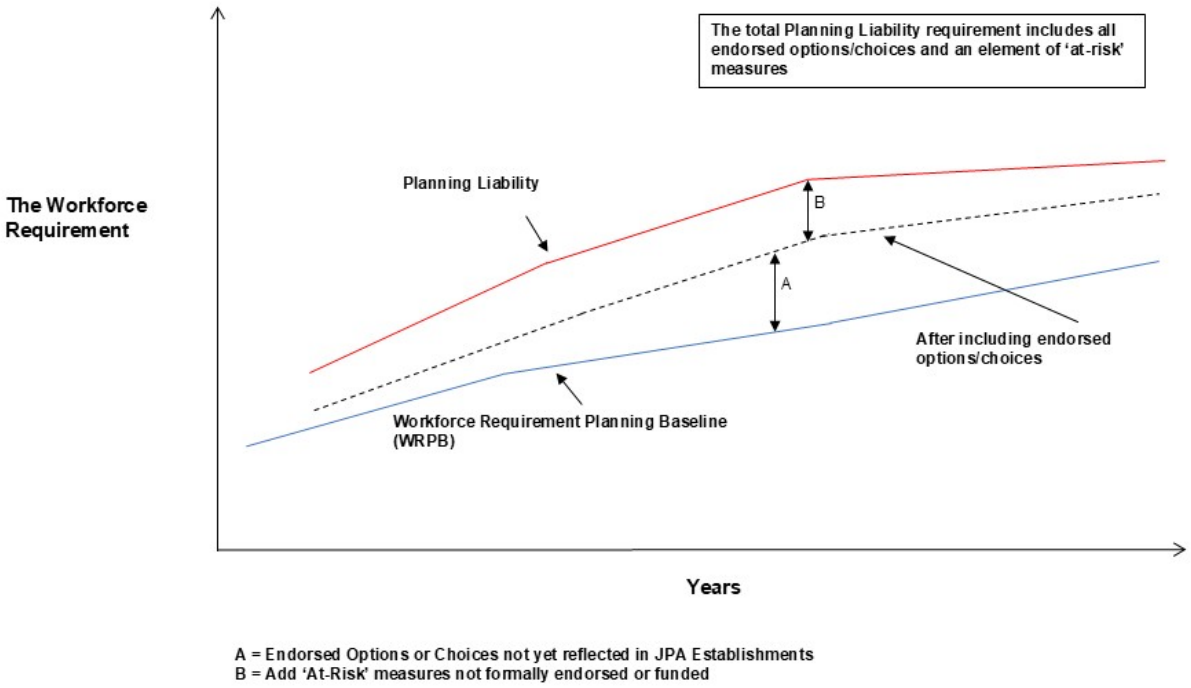
(3) An element of risk may be added by the PPO to reflect realism, taking account of historical trends and experience. The result is the 'unsmoothed' PL which includes details such as the various measures, Organisation/Position Name and Military Command.

(4) Finally, the 'unsmoothed' PL is smoothed by Rank/Rate, Profession and specialisation only to remove sudden peaks and troughs.

b. The resultant 'smoothed' PL is used by Strategic Workforce Planners to prime Analysis (Navy) Workforce modelling tools (see Para 0306 sub para c) so they can decide what targets need to be set for the growth of the right numbers of trained personnel (the Trained Strength (TS)), broken down by rank/rate, Profession and specialisation in the same way as the Workforce Requirement. It is important that the 'smoothed' Planning Liability is at or below the WRB; in simplistic terms, any WFR above the endorsed WRB is funded at risk, which means there is direct onus

on all Military Command to ensure they have sufficient funding for the forecast strength. The principle of "*Plan to requirement, fund to forecast strength*" should be adopted.

Figure 3-2. Workforce Requirement and Planning Liability



c. While the upkeep of the Live Workforce Requirement (in JPA) is a continuous process, the PL is formerly generated in Mar/Apr for the Annual Workforce Modelling process; exact timings being determined by the demands of the SPC Planning Round. Following each issue of a new PL and subsequent modelling by Defence Statistics (Navy) (DS(N)), it is possible to update workforce levers, such as recruiting targets and promotion numbers.

d. To support any Ad hoc Workforce Modelling demands the Strategic Workforce Planning team will iteratively monitor the requirement to generate an updated PL where significant change is highlighted.

0305. Matching Workforce Requirement and Strength

a. The aim of the 'People System' is to match continuously the requirement with an equivalent Trained Strength having the correct mix of rank/rate and skills. The aim is to achieve a Trained Strength within +1% and -2% of the Workforce Requirement at the global level; termed as 'In balance'.

Note. *The 'People System' is the collective term that describes the delegated authority and processes owned and delivered by the Directorate of People and Training (Dir P&T).*

b. The challenge is to improve the match between Workforce Requirement and Strength when the former is vulnerable to rapid and frequently ill-defined change (as employers amend their Establishments) and the latter is only able to react much more slowly as people enter, move through and exit the system.

c. Management of the Workforce Requirement is covered in Chapter 2, for Establishments, and Annex 3A for Margin Management of the Trained Strength is the output of Personnel Planning.

0306. Management of the Trained Strength

a. Managing the size of the Trained Strength to match the WFR aims not simply to achieve an overall balance of total numbers, as this could also accommodate surpluses in one category that are balanced by deficits in another. The ideal match is pursued by understanding and measuring the impact of factors that affect the size of the Trained Strength, some of which have an effect in the short and medium term, and others have longer-term effects. Discussed in more detail later in this Part, these factors are as follows:

(1) Gains to the Trained Strength (GTS) (Para 0307 sub para b);

(2) Promotion numbers (Para 0307 sub para d);

(3) Commission Transfers (officers) and Engagement Transfers (ratings/other ranks (ORs)); (Para 0307 sub para e)

(4) Flows from rating/OR to officer (Para 0307 sub para f);

(5) Profession and specialisation transfers (Para 0307 sub para g);

(6) Acting Higher Rank use (Para 0307 sub para h);

(7) Extensions of Service (Para 0307 sub para i);

(8) Re-entrants (Para 0307 sub para j);

(9) Voluntary retirement/release constraints and influences (Para 0307 sub para k);

(10) Financial Retention Incentives (Para 0307 sub para l);

(11) Commitment bonuses;

(12) As a last resort, Directed Early Retirement and Redundancy (Para 0307 sub para m).

b. Other factors that affect the numbers of Trained personnel available include:

(1) Wastage other than Voluntary Outflow (VO), primarily including Discharges (Medical, Welfare, Services No Longer Required, Death). There is little scope for control of these factors.

(2) Reservist Service, primarily Full Time Reserve Service (FTRS), Additional Duties Commitment (ADC), Mobilisation and Recall. These are controlled at the tactical level by Dir P&T. JSP753 (Mobilisation), and Chapter 59 give more details.

c. **Planning Models.** Because the WFR changes with time, a forecast of how the Strength will change with time is also required. The future Strength is forecast by modelling techniques that look at past, current and predicted inflow and outflow rates and promotion/transfer numbers to predict the numbers that are likely to be delivered to each Profession and specialisation at each rank. These are then compared to the future WFR to derive recruiting targets and other personnel regulators. The DS(N) Officer and Rating Planning Models are the prime tools for managing the size of the Trained Strength. As with any forecasting process, the result is only as accurate as the information from which it is derived. The models are particularly susceptible to changes in the WFR, wastage and inflow from New Entry Training. In recognition of this, the models are run annually with an option to re-run on an Adhoc basis where significant change to supply or demand assumptions occur. The assumptions that underpin the models are agreed for each modelling round between Strategic Workforce Planners, Profession Managers (PM) and DS(N), following extensive detailed scrutiny. Annex 3C provide details of how Demand and Supply assumptions should be derived.

d. Profession/Specialisation structures are hierarchical and remain generally bottom fed, in the short to medium term; to achieve the required volume. This means that careful consideration has to be given to ensure that the requirement at the upper levels can be achieved and sustained in the long term by sufficient, but not limited to, input at the bottom, given the projected attrition of personnel in the years after they join the Trained Strength. This is demonstrated by using a Sustainable Experience Profile (SEP), generated on request only, which illustrates whether the future demand can be met and whether a Profession is ultimately sustainable. Generally, it is accepted that there must be a progressively smaller requirement for the higher ranks than the lower ranks, however, the actual sustainable ratio is unique to individual specialisations and will depend on flow rates and ‘length of service’ at each rank.

0307. Personnel Strength Control Mechanisms (‘Workforce Levers’)

a. **The Supply and Growth of Personnel.** Historically, the skill and experience required of most Naval personnel has demanded that they be grown from the lowest level. However, there have always been some areas where this is not the case and work is in hand to explore the potential for increasing the number of these categories. Current examples of categories that do not fall within the ‘bottom-fed’ mould include In Service Commissioning Schemes and Lateral Entry specialisations. Introduction of the Haythornethwaite Review of Armed Forces Incentivisation (HRAFI) recommendations for Flexible Workforce careers will expand the scope of Inflow schemes. Despite these current and potential future exceptions, most officers and ratings join at the bottom of their structures, within flexible but set age limits, and remain for as long as their commission or engagement allows while progressing up the rank scale. Education and training to satisfy the requirements of rank, specialisation and specific sea going positions is provided, and individual

careers are managed by Career Managers (CMs) to provide a broadening of experience within the rank and capability of each Service Person. In the future this will include but not be limited to growing the supply focused of skills too.

b. **Gains to the Trained Strength (GTS).** The numbers of trained officers, ratings and other ranks each Profession and specialisation requires to be introduced on to the Trained Strength is determined by People System, taking account of the training pipeline capacity. The number of personnel that should be recruited to meet the required GTS is determined subsequently by the Training Pipeline Manager (see Para 1102).

c. **Promotion to Workforce Requirement.** Promotion is the key regulator used by People System to keep the Trained Strength of the Service at the correct levels to meet its commitments within its personnel budget. Therefore, given the modelled future Strength at each rank, officers and ratings are promoted to meet the WFR. As the WFR changes, so too will the numbers and specialisations of those required to be promoted. For officers and most ratings, the basis of promotion is selection on merit through a Selection Board process.

d. **Promotion Targets.** These are determined by the Strategic Workforce Planners, guided but not solely determined by DS(N) Planning Model outputs; consultation with each Professions Manager and CM is critical. The Maximum Authorised Numbers (MAuNs) are based on the current and future Strength and WFR, with agreed assumptions on future inflows and outflows, and (for officers) smoothed over the subsequent years to reduce large year-to-year fluctuations. The MAuNs are then used by Promotion Boards to control promotion numbers.

e. **Commissions, Careers and Engagements**

(1) **Commissions.** Officers' career progression will be linked to changes in commission. Figure 3A.1 shows how that progression will occur; most Lt RN/Capt RM will follow a path to Lt Cdr/Maj on a Career Commission Stage (CCS) and then transfer to FCS from there (for further details see Paras 4901-4903). As with promotions, the number of Commission transfers is set by the Strategic Workforce Planner (Officers), where 'Auto Transfer' is not achieved by meeting a specified criteria, guided by DS(N) Planning Model outputs together with consultation with each Professions Manager and CM. The MAuNs are established at levels to maintain Strength within endorsed WFR at each rank and are implemented by Commission Transfer boards.

(2) **Careers and Engagements.** Other Ranks are selected for Engagement Transfers against a quota for each profession/specialisation. The aim of the quota system is to ensure, as far as possible, that the requirement for Senior Ratings/SNCOs can be met without undue delay to the average length of service on promotion. The detailed calculation of quotas is carried out by Professions Managers using the Ratings' Planning Models as part of the annual planning round. The calculated quotas are passed to Strategic Workforce Planners for use by the Engagement Transfer Selection Board (for further details see Paras 4922-4925).

f. **Promotion from Other Ranks to Officer (PtO).** The number of places available for In Service Commissioning Schemes at BRNC and CTCRM respectively is determined annually for all Professions/specialisations by Strategic Workforce Planners in consultation with Professions Managers and forms part of the overall GTS. Details of the promotion process are in Chapter 50.

g. **Profession/Specialisation Transfers.** Movement between Professions or specialisations, which includes Lateral Entry, affects the Trained Strength in the supplying and receiving category. Strategic Workforce Planners set the planning assumptions for Professions Transfers annually and co-ordinate the transfer process. Officer transfers are considered on a case-by-case basis.

h. **Acting Higher Rank (AHR).** AHR is not normally used as a workforce regulator, although it does naturally affect the numbers of personnel available to fill posts in each rank and it may need to be limited to specific cases if necessary to avoid breaching Defence Planning Ceilings (for further details, see Paras 6503,6914-6916) Approval for AHR (for the duration of one assignment and no longer than 36 months) can be granted by CM. Any application where it is suspected a deviation from policy may be occurring is not to be approved without consultation and agreement from WFPM (for further details see paras 6648-6653).

i. **Extensions of Service.** Approval of 'Full EoS' (for the duration of one assignment and no longer than 36 months) can be granted by CM. Any application where it is suspected a deviation from policy may be occurring is not to be approved without consultation and agreement from WFPM. Such activity will be captured by Professions Managers in preparation for Workforce Modelling.

j. **Re-entrants.** Recruitment and Attraction (R&A) will process all officer and rating/OR re-entrant candidates to both the Trained and Untrained Strengths. Staffing will include relevant Professions Manager input. The individuals' experience and rank will be considered together with the state of the specialisation which they wish to re-enter.

k. **Voluntary Outflow.** Voluntary Outflow (VO) through early termination to leave the Service is a regulator over which Professions Managers have little control, but which is nevertheless closely monitored and projected forward, to inform the planning models. It is most influenced by Conditions of Service, career expectations, domestic pressures and civilian employment conditions. Personnel policy can therefore exert an influence on the rates of uptake, generally in an un-targeted manner, but CMs may decide not to approve requests for VO withdrawal, drawing on advice from Strategic Workforce Planners. When necessary to avoid exceeding funded personnel levels, approval of requests for VO withdrawal may be restricted to those requests that would help relieve Workforce Capability Gaps *(WCG*) or for specialisations that are predicted to be significantly under borne.

l. **Financial Retention Incentives (FRI) and Re-Joining Bounties (RJB).** FRI and RJB measures are available for selective use, with necessary higher approval - normally Ministerial or PPO - and last for a clearly defined, short period. They aim to encourage personnel to continue serving or to re-enter the Service, respectively, where a severe and damaging shortage exists. Strict controls are placed on eligibility for such an award, and individuals are targeted in very discrete groupings by age, seniority and/or length of service to offset the precise area of shortage. The introduction of each measure will be announced by signal and DIN and full details may be found in JSP 754 Chapter 5 Section 21.

m. **Redundancy and Directed Early Retirement (DER).** In the event of the Trained Strength exceeding the requirement and when all other means of regulation have been unable to contain the surplus, redundancy may be considered. Due to the cost, loss of expertise and the detrimental impact upon Service cohesion, redundancy is only ever considered as a last resort. Approval at Ministerial level will always be necessary before initiating a programme. Details of compensated compulsory retirement, known as Directed Early Retirement, may be found in JSP 764 Part 6 Chap 1.

0308. Factors Affecting Target-Setting in Personnel Planning

a. It is recognised that personnel generally ‘flow’ up through the Service rank structure. Furthermore, growth and development of suitably qualified and experienced personnel (SQEP) is a medium-to-long-term activity. Therefore, changes in target numbers must be carefully judged to ensure that their effect meets the required timescale.

b. **Smoothing.** To maintain a spread of personnel lengths of service within the Trained Strength, it is necessary to maintain a certain level of recruiting, even when the outflow is being increased by suppression of EC or by Directed Early Retirement/redundancy.

c. **Time in Rank.** The rate of flow up the system, determined by length of time in a particular post or rank can be adjusted. The shorter the time in rank, the fewer posts in that rank are required to be filled in a sustainable system.

d. **Reserve Service.** Full Time Reserve Service (FTRS) and Additional Duties Commitment (ADC) (the part time equivalent of FTRS) are filled by ex-regulars (RFR) and Royal Naval/Royal Marines Reserves (RNR/RMR). FTRS and ADC can be used to relieve Workforce Capability Gaps or where a specialisation is significantly under borne (subject to constraints from FTRS Authorised Numbers (AUN). The decision on whether to approve an FTRS request will draw on advice from other Professions Managers and the Strategic Workforce Planners. An AUN may be applied by Dir P&T, planning for a set amount of FTRS/ADC usage to ensure that the combined total of personnel on FTRS and in the (Regular) Trained Strength is affordable and does not exceed the WFR. Personnel Planning targets will take any FTRS AUN and decisions on the award of FTRS commitments into account but will ultimately aim to meet the full WFR with regular personnel. More details on FTRS and ADC are contained in Chapter 59 and BRd 3(2) Chapters 18 and 19.

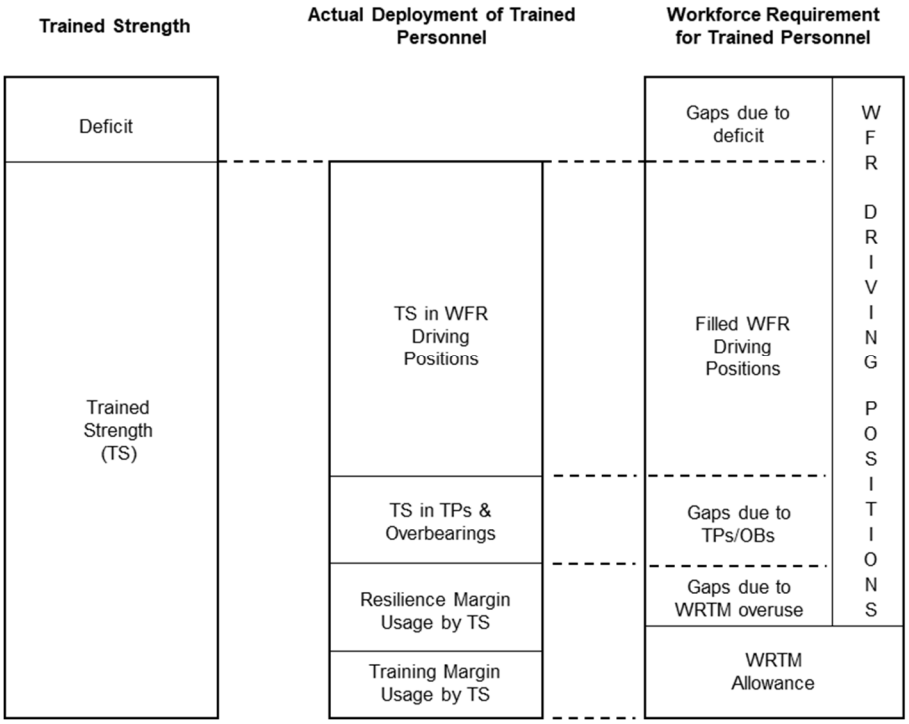
e. **Wastage Other Than Through Notice.** Rates of discharges for reasons outside the control of the Service are carefully monitored and placed as an assumption in the Planning Models. These rates are consistent and low. Medical discharge may be directed by RN Medical Employment Boards (RNMEB), following RN Medical Boards of Survey (RNMBOS). Run monthly, except in August, December and April, these boards assess the suitability of permanently downgraded personnel for further employment in the Service. A detailed description of regulations and procedures may be found in BRd 1991 Chapter 8.

f. **Return of Service.** A return of service applies for many courses in recognition of the investment made in the individual. Promotion does not carry any return of service. Chapter 53 contains detailed regulations. In view of the relatively frequent changes, it is recommended that recent DINs and RNTMs are also scrutinised.

0309. Gapping and Workforce Capability Gaps (WCG) (*formerly known as Pinch Points*)

a. **Gapping.** Despite the provision of personnel to meet the WFR, gaps will usually still occur. Firstly, there may be a shortage of Trained Strength compared with the WFR. Secondly, allowance is not made for all Margin usage, so total Margin usage will nearly always be larger than Margin allocation. Thirdly, there will always be a mix of surpluses and deficits, reflecting a mismatch at rank and specialisation level between the actual deployment of trained personnel and WFR. Finally, personnel filling Temporary Positions (TP) (see Para 0203.b(4)) or engaged on Augmentation tasks are not allowed for in the Workforce Requirement. Figure 3-3 illustrates - but not to scale - how these elements might contribute to overall gapping levels.

Figure 3-3. Gapping in the RN and RM



b. **Usable Strength.** The usable strength is “The number of individuals in the military workforce who are trained and capable of performing a role in some capacity” and is a function of the number of the trained strength minus those who are not employable in any capacity owing to their status at the time. This is the definition that should be used in the formulation of Workforce Capability Gaps and other centrally reportable products.

Usable Strength = Total Full time Trained Strength - Non-Employable Personnel

c. Non-Employable Personnel is strictly defined as:

(1) Personnel who are MND or MLD where they cannot work in any capacity. (This pertains to personnel within the MA7 medical margin within Navy Command).

(2) Personnel on Terminal Leave.

(3) Personnel on Statutory Maternity Leave

(4) Personnel Absent without Leave (AWOL)

d. **Deployable Strength.** Whilst usable strength defines those who are directly non-employable, deployable strength is “The number of individuals in the military workforce who are immediately deployable and employable on the front line”.

Deployable Strength = Usable Strength – Non-Deployable Personnel

e. Non deployable personnel are defined as personnel with:

(1) Non-deployable margin positions (Training/Post Operational Tour Leave (POTL) etc);

(2) A medical category equal to or less than L3(RM)/M3(RN);

(3) Personnel restricted shore by Sea/Shore ratio;

(4) Shore based Person in Dual Parental Service Couples (previously SWDC);

(5) No longer suitable for branch medically (e.g. TMU Diving);

(6) Within the last 6 months of service;

(7) On a Career Intermission.

f. **Workforce Capability Gaps (WCG).** The WCG process is a key component of SWP Gap Analysis following Baselining and Demand / Supply analysis. This process is used to provide a systemic understanding of where there are mismatches in the supply and demand for workforce capabilities that are, will or may impact on the delivery of Defence Outputs (now or in the future); or where outputs are being maintained but with a detrimental impact on the people in that cadre.

g. The WCG process seeks to understand the likelihood and severity of both current issues and/or future risks and helps us to understand and to mitigate Defence people risks as part of the Defence governance process.

0310. Costing Personnel and the Strategic Planning Cycle Process

a. Under Defence Reform the Annual Budgetary Cycle (ABC) has been replaced with the Strategic Planning Cycle (SPC). The key outcome being that Workforce Cost Envelopes (WCE) are no longer in use. Defence Workforce Planning Instructions (DWPIs) will continue to be issued at an appropriate cadence, providing guidance on Workforce Control mechanisms. It is imperative that accurate and realistic forecasts are maintained for costing returns. To maintain overall control of Workforce numbers, particularly for transfers between Areas/Mil Commands, the Workforce Requirement Baseline (WRB) will be maintained and stringently adhered to.

b. The Workforce Requirement Baseline (WRB) is Defence's single version of the truth for the size and Service distribution of the regular military in each Military Command (and Area). Prior to Defence Reform, it reflected the MoD's assumption for the level of regular military workforce required to deliver the force structure. It also enabled the FMC and Strat Fin to arbitrate over the inter-Military Command (and Area) supply vs demand conflicts. Changes that increase the size of Defence's structure/requirement have historically been agreed and formalised through the SPC Option/FCR process and ratified, or not, through sentencing panels; this process will remain until further notice managed by MSHQ (FD).

c. Under SPC process, each Military Command reassesses its personnel costings for the forthcoming SPC period. Bids are made based on the actual personnel that the Military Command expects to have (i.e. the Forecast Strength) and not the Workforce Requirement. To do this, the Military Command needs information on the personnel costs associated with each of the employers. The information required to assemble realistic costings for financing its uniformed personnel includes:

(1) The level of personnel detailed in the Establishment (Permanent positions on the Military Command's Trained Strength), noting how this changes throughout the SPC period as new positions start and existing ones are end-dated - i.e. the Live Workforce Requirement.

(2) The anticipated Strength, by judging how much the unit expects to be gapped or overborne over the period (Military Command costs include all those in Temporary Positions, donated as temporary augmentees and over bearings.)

(3) The Margin Usage associated with its personnel for which the Military Command expects to be charged. This covers the Margin Workforce Requirement which is planned for and costed.

(4) The capitation rates associated with the above personnel. These are dependent upon rank, arm, Profession and specialisation. They will also vary with Military Command not least because of relative seniority of personnel and the likelihood of RRP.

c. The personnel numbers forecasting process, and its accuracy, is essential in determining the personnel costs for the Forecast of Outturn (FOO), monthly Accounting Period (AP) and the SPC bid/baseline. The PL plays a key function in this, which in turns feeds into setting both GTS targets and hence UTS numbers. By applying UTS capitation rates to the numbers, the UTS costs can also be calculated.

d. The PPO plays a key part in the costing process in three ways:

(1) Ensuring that the individual bids from all employers of RN personnel, including the Workforce and Resilience Training Margin, when added together, match the forecast of total Trained Strength. This is achieved through the SPC process (IY personnel balance is achieved by Military Command Strategic Workforce Planners using like-for-like personnel compensators to ensure no growth in personnel numbers or costs).

(2) Estimating the size and distribution of gaps, surpluses and Margin usage between Military Commands, by using historical records and forecast trends. This information is passed to the Military Commands in order to assist in the compilation of their personnel costings.

(3) Ensuring Professions structures are sustainable, both structurally and numerically.

e. The PPO recognises the need to provide information to Military Commands on the probability of their personnel requirements being met, the degree to which they may be gapped and their probable Margin costs.

f. Individual Military Commands play a key role in costing personnel during the SPC process, using locally derived methods, and taking account of a number of factors that will determine the cost/savings profile over the SPC. The factors are like those used by PPO staff for personnel planning.

SECTION 2

MARITIME RESERVE PERSONNEL

0311. Personnel Considerations in the Maritime Reserve

The following factors determine the personnel requirements for the RNR and RMR:

a. **Personnel Ceiling.** The Reserves Personnel Ceiling for the RNR/RMR is agreed and authorised by Parliament. The ceiling represents the total number of Naval Volunteer Reservists that may be borne on the Active List (Officers) or serve on RNR/RMR Engagements and Extensions of Service (Other Ranks) at any one time, both Trained and Untrained.

b. **Personnel Requirement.** The total requirement (Workforce Requirement) for trained personnel is based on the following:

(1) **Operational Task Requirement (OTR).** The OTR is determined by Functional Employers based on personnel requirements.

(2) **Margin.** A margin which is added to the OTR to reflect the fact that, in the event of call-out, a proportion of personnel will inevitably seek exemption or deferral.

(3) **Volunteer Contingency Quotient (VCQ).** VCQ is added to the OTR and Margin to enable Capability Managers to meet the additional personnel requirements for exercises and other contingencies where compulsory call-out cannot be expected and where the numbers defined as OTR plus Margin are insufficient.

(4) **Trained Strength.** The total number of trained officers and ratings considered able to meet the Operational Performance Statements set by Functional Employers. Ideally, the Trained Strength should match the Personnel Requirement in each category, by rank/rate and branch/specialisation.

(a) In the RNR this is normally Lieutenants and above, and Able Ratings who have completed Initial Branch Training.

(b) In the RMR this is normally all ranks who have successfully completed Royal Marine Phase 1 and 2 training.

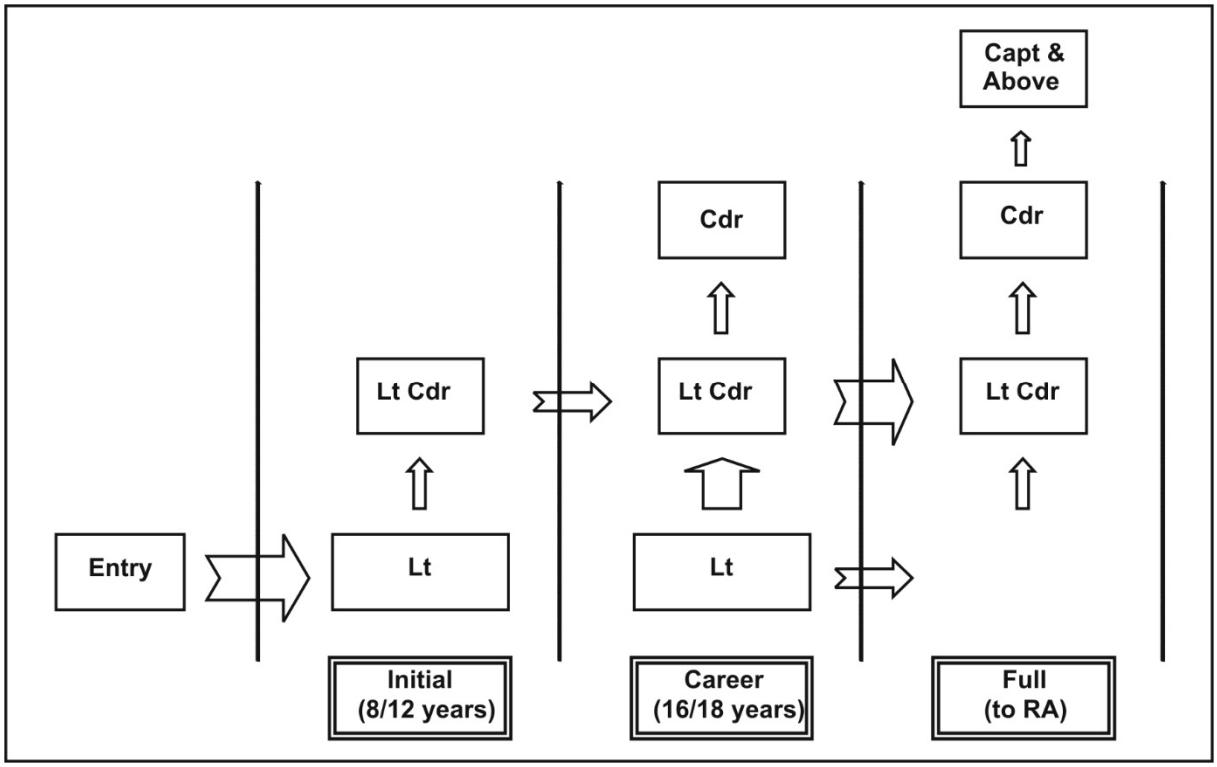
(5) **Untrained Strength.** The total number of personnel in the training pipeline necessary to maintain the Trained Strength at a satisfactory level. The combined Trained and Untrained Strength must not exceed the authorised Reserves Personnel Ceiling.

ANNEX 3A

COMMISSION STRUCTURES

The following diagram illustrates an Officer Commissions structure and transfer paths (RM equivalent ranks are assumed). There are variants of this structure that use different lengths of Initial Commission.

Figure 3A-1. Commission Structures



Note. *Bigger arrows indicate the major flow routes.*

ANNEX 3B

PERSONNEL MARGINS AND COSTING

1. Margin Definitions

a. Care is needed in work concerning the Margin, to identify whether the issue concerns Workforce Resilience and Training Margin (WRTM) Workforce Requirement, (which was previously known as Manning and Training Margin (MTM)), WRTM usage or both. Workforce Requirement (WFR) is considered as a single entity - the WRTM, while usage is sub-divided into two categories: Training Margin (or, previously, Higher Training Quota (HTQ)); and Workforce Resilience Margin. All usage is defined in Tri-Service agreed Margin Area (MA) numbers to which personnel are assigned. The MAs currently used are listed at the end of this Part, in Table 3B-1 and Table 3B-2.

b. **Margin Requirement.** Previously calculated as separate Workforce Resilience and Training components, WRTM is now representative and based on analysis of all Margin usage. The WFR is defined in a number of separate Establishment Lists that are currently managed by Dir P&T staff externally to JPA, and the WRTM allowance totals are added to the Planning Workforce Requirement (PL); these aim to provide some of the extra numbers needed in the Liability to compensate for those who are removed from Unit Positions for a number of discrete reasons. The WRTM allowance is shown for each Profession and specialisation at each rank/rate level. It is calculated on the broad basis that a relief for an individual should be provided if there would otherwise be an absence to an agreed minimum of at least three months or where absences of less than three months consistently and predictably place an ongoing demand on personnel within a category. WRTM numbers take account of the aggregate demand. The size and breakdown of the allowance is recalculated periodically. Reasons for WRTM include pre-joining training for sea service (PJTs), Post Operational Leave, career training, educational training such as MBAs, long term sickness and Terminal Leave.

c. **Margin Usage.** When personnel are placed in the Margin for any reason, they may be assigned or Move and Tracked to an MA. Margin usage is broken down in three ways: by type of absence (Workforce Resilience or Training Margin); by type of position; and by funding authority (PPO or employer). MAs differentiate between each of those components and in further detail, as listed at Table 3B-1 and Table 3B-2. Dir P&T monitors margin usage and applies the agreed WRTM to the Planning Workforce Requirement (PL). The following example may help to illustrate the thought process involved. If an individual is too ill to remain in their unit, the CM decides whether to arrange a relief or to leave the position gapped. This determines into which MA the individual should be placed. If the individual is likely to be absent for less than three months, unless in a critically important operational position, benefit to the gapped unit would normally be insufficient to justify finding a suitable replacement. A replacement might need to be assigned at short notice (possibly leaving a position gapped), provided with any necessary training, moved to the position, and moved away again within three months. However, if the individual is likely to be absent from their position for more than three months, it is reasonable to expect that a relief should be provided.

2. Margin Size and Shape

a. The number, rank and specialisation of those 'in the Margin' at any given time varies considerably and is very difficult to forecast with certainty, although total usage is usually stable; a toolset providing the previous 24 months of usage and the allowance is updated periodically. To attempt to provide a reserve of people of exactly the right match for every such occasion would neither be sensible nor practical. Agreeing the appropriate size of the WRTM Workforce Requirement is important, as it creates a funding overhead and, also, it may cause the system to grow people that do not match Margin usage, resulting in both deficits and surpluses at different rank/rate/Profession/specialisation levels even though the total WRTM allowance is less than the total used. The rationale differentiates between those events which are measurable and predictable and over which the Personnel Planner has no control and those events which are theoretically subject to management control and do not create an authorised and funded overhead.

b. From the MAs that are counted for Margin Workforce Requirement, it is possible to calculate or estimate from experience, with reasonable accuracy, the numbers in each rank and rate that should be added to the Workforce Requirement.

c. **Seagoers Leave (SGL).** SGL is an example over which Dir P&T has no control (it is a condition of service), but it is reasonably predictable and consistent over time, so it legitimately contributes to the Margin Workforce Requirement. To calculate, for example, the SGL Margin for POET(ME)s, the total number of POET(ME)s serving at sea can be determined from JPA; then, knowing the average length of a sea assignment and the entitlement to SGL, it is comparatively simple to calculate how many additional POET(ME)s are required in the Service to compensate for those on SGL at any one time; this number contributes to the Margin Workforce Requirement. While this appears straightforward, even with something as predictable as SGL, there are complications, as the requirement for additional people is not evenly distributed throughout the year – for example, traditionally the requirement peaks around the school holiday periods when the bulk of turnovers occur and individuals take their outstanding leave.

3. Funding and Paying for the Margin

Unlike occupied positions in Establishments, which are paid for entirely by the owner of the UIN specified against the organisation concerned, some elements of the Margin are paid for by the employer and some by Navy Command on behalf of the PPO (2SL). The breakdown of 'who pays for what' is also shown in Table 3B-1. Because Margin usage is the most volatile component of the workforce equation it is therefore the most difficult to estimate and cost by TLB and by category. Excessive use of the Margin can incur costs to one TLB while leading directly to gapping in another; this may necessitate a re-distribution of (rather than additional) resources. Whilst TLBs cost the workforce resources required by their programmes on the basis of forecast average strength during the scrutiny process, towards the end of each ABC planning round it is necessary for Dir P&T and Dir Fin to reconcile the TLBs' costings in order that the total of all the individual bids matches Dir P&T's global estimate. Cash allocations and risk assessments are then made based on this reconciled count.

4. Margin Efficiency

Improvement of the efficiency and effectiveness of Margin allowance and usage helps to maximise the number of filled Positions. This can be achieved by concentrating on two aspects: by improving the 'match' between the planned Margin and those in the Margin most likely to require reliefs; and by reducing usage of the Workforce or Training Margin. This twin track approach is illustrated in Figure 3B-1.

Figure 3B-1. The Approach to Reducing 'Margin-Derived' Gapping

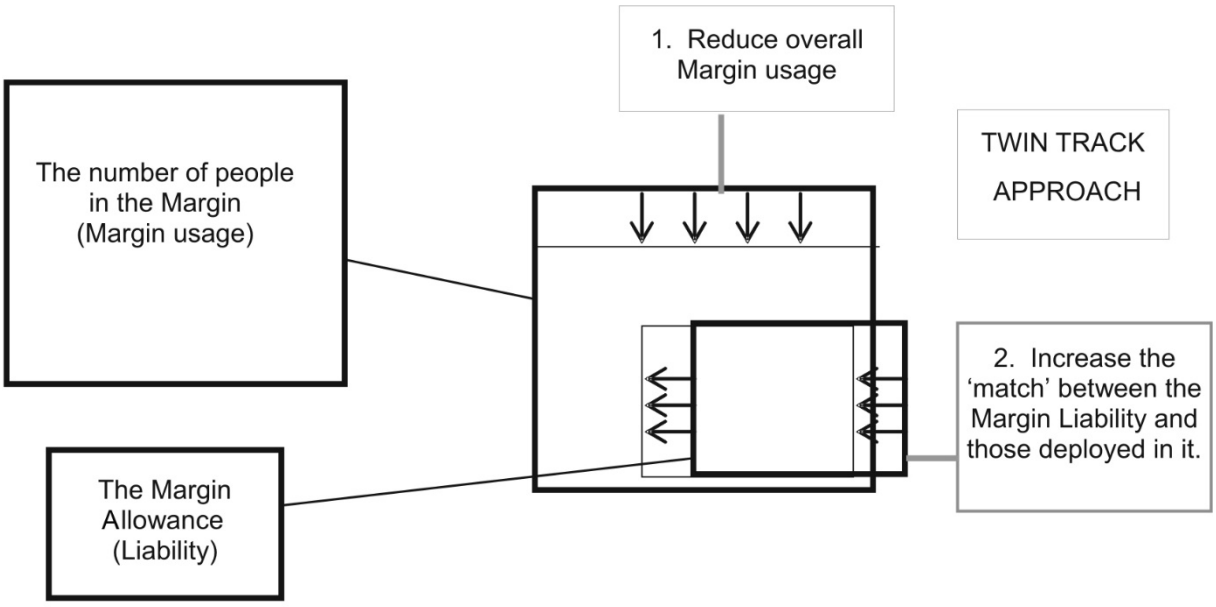


Table 3B-1. Royal Navy WRTM Assignment Categories

Category (Note 1)	Term	UIN	Definition	Trigger Point for Assignment (Note 3)	Trigger Point for Costing	Paid by (Note 4)	Comment/JPA Structure
MA1	Career Courses	N0079A	WRTM for a Service Person on a Career Course that in duration meets or exceeds the single Service trigger point for assignment.	30 days	Day 1 of course	PPO	Pool position per course type in each Naval and joint training unit
MA2	Non-Career Courses	N0079B	WRTM for a Service Person on a non-Career Course that in duration meets or exceeds the single Service trigger point for assignment.	30 days	Day 1 of combined courses over 30 days	PPO except where activity occurs within current unit without reassignment, then individual should be Move and Tracked and paid for by parent TLB. Note: the margin only funds courses for sea service.	Pool positions per training school in each Naval Base and joint training unit
MA4A	Maternity Leave	N0079D	WRTM for a Service Person on authorised maternity leave having met the qualifying criteria as defined in JSP 760 Chapter 24.	One day	Day 1	PPO except where activity occurs within current unit without reassignment, then individual should be M&T and paid for by parent TLB.	At each of three NB PSGs,
MA4B	Adoption Leave	N0079D	WRTM for a Service Person on authorised adoption leave having met the qualifying criteria as defined in JSP 760 Chapter 25	One day			
MA4C	Shared Parental Leave	N0079D	WRTM for a Service Person on authorised unpaid leave having met the Parental Leave qualifying criteria as defined in JSP 760 Chapter 27.	One day			

(Continued)

Table 3B-1. Royal Navy WRTM Assignment Categories (*Continued*)

Category (Note 1)	Term	UIN	Definition	Trigger Point for Assignment (Note 3)	Trigger Point for Costing	Paid by (Note 4)	Comment/JPA Structure
MA5	Terminal Leave	N0079E	WRTM for a Service Person on authorised paid leave, in their last 28 days of service in the UK, having met the Terminal Leave qualifying criteria as defined in JSP 760 Chapter 19.	One day	Day 1	PPO (see Note 3)	PSGs, RNRC Hasler and RM Cdo units
MA6A	Awaiting Assignment	N0079F	WRTM for a Service Person who is awaiting assignment	30 days	Day 1	PPO	PSGs only
MA6B	Miscellaneous - Short Project/Study Diversion	N0079F	WRTM for a Service Person employed on a project or a study.	30 days			Not in use
MA6C	Miscellaneous - Display Team	N0079F	WRTM to enable a Service Person to take to take a specified period of time away from their mainstream duties in order to undertake duties on a specified display team.	30 days			Only at TEMERAIRE
MA6D	Miscellaneous - Elite Sports Diversion	N0079F	WRTM for a Service Person who is not employable as they have an authorised full-time commitment to training for sport (at present special paid or unpaid leave is used for this activity as defined in JSP 760 Article 2.026).	30 days			Only at TEMERAIRE

(Continued)

Table 3B-1. Royal Navy WRTM Assignment Categories (*Continued*)

Category (Note 1)	Term	UIN	Definition	Trigger Point for Assignment (Note 3)	Trigger Point for Costing	Paid by (Note 4)	Comment/JPA Structure
MA6E	Miscellaneous – Missing in Action	N0079F	WRTM for a Service Person that is Missing in Action (MIA).	The Service Person will be assigned to the WRTM once they have been declared as MIA.			Only at NELSON
MA6F	Detainee	N0079F	WRTM for a Service Person that is a Prisoner of War (PW) and or a detainee (legal and illegal).	The Service Person will be assigned to the WRTM once it is assumed/ known that they are a detainee as judged by the chain of command.			Only at NELSON

(Continued)

Table 3B-1. Royal Navy WRTM Assignment Categories (*Continued*)

Category (Note 1)	Term	UIN	Definition	Trigger Point for Assignment (Note 3)	Trigger Point for Costing	Paid by (Note 4)	Comment/JPA Structure
MA7A	Medical - Long Term Sickness.	N0079G	WRTM for a Service Person who for medical reasons cannot be employed in their current job and are not able to be assigned to another position; the absence duration is expected to meet or exceed the single Service trigger point for assignment. Unable to be assigned to workforce requirement driving role due to medical reasons i.e. Temp JMES M3/5/6 or L3/4/5/6 for more than 3 months (or likely to be more than 3 months). ALL personnel with PERM JMES M6 to be assigned to MA7A as soon as possible after RNMBOS. ALL personnel with Temp JMES M6 likely to remain so for more than 3 months, strongly recommended assignment to MA7A.	Three months	Three months	PPO except for squadded JRs and personnel where activity occurs within current unit without reassignment: individual should be M&T and paid for by parent TLB. (see Note 4)	At each of three NB PSGs, two Air Station PSGs, RNRC Hasler and each RM Recovery Troop
MA7B	Welfare Diversion	N0079G	WRTM for a Service Person who for welfare reasons (as defined in JSP 760 Chapter 22) cannot be employed in their current job and are not able to be assigned to another position, and the duration is expected to meet or exceed the single Service trigger point for assignment.	There are no fixed rules for assignment thresholds; it is an individual career management issue as the CM will try to employ the Service Person within their welfare limitations			

(Continued)

Table 3B-1. Royal Navy WRTM Assignment Categories (*Continued*)

Category (Note 1)	Term	UIN	Definition	Trigger Point for Assignment (Note 3)	Trigger Point for Costing	Paid by (Note 4)	Comment/JPA Structure
MA7C	Discipline - Under Sentence Retained	N5370J	WRTM for a Service Person who is not employed due to being formally held under custody at the Military Correction Training Centre Colchester, and who is to be retained upon completion of their period of custody (JSP 760 Chapter 18), and their custody duration meets or exceeds the single Service trigger point for assignment.	One day	Day 1	TLBH	Only at Military Correction Training Centre Colchester
MA7D	Discipline - Under Sentence Discharged	N5370J	WRTM for a Service Person who is not employed due to being formally held under custody at the Military Correction Training Centre Colchester, and who is to be discharged upon completion of their period of custody (JSP 760 Chapter 18), and their custody duration meets or exceeds the single Service trigger point for assignment.	One day			
MA7E	Discipline - Case Pending	N0079G	WRTM for a Service Person who is categorised as Discipline - Case Pending who is unable to be assigned to another position.	There are no fixed rules for assignment thresholds; it is an individual career management issue to liaise with the PSG.	Three months	PPO except for squadded JRs and personnel where activity occurs within current unit without reassignment: individual should be M&T and paid for by parent TLB. (see Note 4)	At each of three NBs PSGs

(Continued)

Table 3B-1. Royal Navy WRTM Assignment Categories (*Continued*)

Category (Note 1)	Term	UIN	Definition	Trigger Point for Assignment (Note 3)	Trigger Point for Costing	Paid by (Note 4)	Comment/JPA Structure
MA10A	Miscellaneous - Exercise Diversion	Own Unit's UIN	WRTM to enable a Service Person to take a specified period of time away from their mainstream duties in order to meet the requirements of a specific exercise.	30 days	Day 1	TLBH	Pool position at all units employing RN personnel
MA10B	Miscellaneous - Event Diversion	Own unit's UIN	WRTM to enable a Service Person to take a specified period of time away from their mainstream duties in order to meet the requirements of a specific event.	30 days			
MA11A	Unpaid Leave	N0079L	WRTM for a Service Person on authorised unpaid leave for an exceptional absence as defined in JSP 760 Chapter 4.	One day	Day 1	TLBH	At each of three NB PSGs
MA11B	Miscellaneous - Career Breaks	N0079L	WRTM for a Service Person to take authorised unpaid leave for a specified period of time out of their Service career to meet personal objectives or to deal with personal circumstances which they would otherwise be unable to do using leave entitlements.	One day			
MA12	Discipline – AWOL	N0079M	WRTM for a Service Person that is absent from their place of duty without their line manager's approval and where they have not informed the unit of their reason for non-attendance, and they are not employed due to being formally categorised as AWOL (as defined in JSP 760 Chapter 17), and the absence duration meets or exceeds the single Service trigger point for assignment.	One day			

(Continued)

Table 3B-2. Other Tri-Service WRTM Categories (Absence Types)

Category	Term	Definition	Remarks
MA4	Paternity Leave	WRTM for a Service Person on authorised paid leave having met the Paternity Leave (paid) qualifying criteria as defined in JSP 760 Chapter 26.	This is a JPA absence type and there is no assignment to the WRTM.
MA6	Post Tour Leave - Sea Goers Leave	WRTM for a Service Person on authorised paid leave having met the Post Tour Leave/Sea Goers Leave qualifying criteria as defined in JSP 760 Chapter 12.	This is a JPA absence type and there is no assignment to the WRTM.
MA6	Post Tour Leave - Foreign Service Leave	WRTM for a Service Person on authorised paid leave having met the Post Tour Leave/Foreign Service Leave qualifying criteria as defined in JSP 760 Chapter 10.	This is a JPA absence type and there is no assignment to the WRTM.
MA6	WRTM Post Tour Leave - Post Operations Leave.	WRTM for a Service Person on authorised paid leave having met the Post Tour Leave/Post Operations Leave qualifying criteria as defined in JSP 760 Chapter 11.	This is a JPA absence type and there is no assignment to the WRTM.
MA6	Post Tour Leave - Relocation Leave	WRTM for a Service Person on authorised paid leave having met the Re-engagement Leave qualifying criteria as defined in JSP 760 Chapter.	This is a JPA absence type and there is no assignment to the WRTM.

Notes:

1. Revised WRTM (formally MTM) categories were introduced in June 2010, following a tri-Service requirement to accurately capture WRTM usage in greater detail, (Reference 2010DIN01-100 Tri-Service Workforce and Training Margins).

2. There are two types of WRTM Category, those in which individuals will be assigned into (Table 3B-1), and those in which the individual will be recorded as absence (on leave), by their unit HR Team, whilst in their current assignment (Table 3B-2).

3. Individuals are only to be assigned into the WRTM if they are expected to remain there for a period equal to or greater than the Assignment Trigger Point. For shorter periods the individual should be move and tracked only.

4. An assignment, but not a Move and Track (M&T), drives costs. Therefore, personnel costs remain with the UIN of the assigned Position, even after an M&T into a MA that is shown above as being funded by the PPO.

5. Personnel on Resettlement will remain assigned to their existing Positions, irrespective of whether reliefs have been provided to undertake the Positions' tasks.

6. Need to capture medical downgrades etc. less than three months from other JPA data e.g. MEDCAT. Service Person remains in unit or M&T to hospital, for example, so costs remain with parent TLB. The three-month threshold will be reviewed by Dir P&T after further experience with JPA.

7. Untrained strength does not count towards the Workforce Resilience and Training Margin.

ANNEX 3C

WORKFORCE (WF) PLANNING MODELS ASSUMPTIONS SETTING – DESK INSTRUCTIONS

1. Overview. This Annex provides Desk Instructions for Workforce Planners when setting Workforce Assumptions based on the available levers articulated in Para 0306 and Para 0307. Assumptions for Workforce Modelling are applied to both Supply (Trained Strength) and Demand (Planning Liability). It is essential to recognise that Workforce Modelling is designed to show the highest probability outcomes and will almost certainly differ from the 'tactical' picture over time as uncertainty of behaviours and programme maturity affect supply and demand calculations. Nonetheless, the products ensure that growth of SQEP to fit Defence Outputs are considered in sufficient time to deliver the 'Right People at the Right Time with the Right Capability.'

Both Supply and Demand values are 'snapshots' in time, usually April each year, to provide the baseline for long term planning; to which assumptions are then applied.

2. Supply. By default, Workforce modelling applies strength behaviours based on historical trends (usually 5-years) and overlaid with the last endorsed set of assumptions applied by Professions Managers. All assumptions **MUST** be recorded in the extant Assumptions Record including those amended at subsequent modelling meetings.

a. **Trained Strength (Starting Point).** Defence (Analysis) will take an extract of the Trained Strength on or around the 1 Apr annually in order to establish the baseline from which assumptions are applied. The extract is done by Paid Rank in order to be compliant with the pan-defence modelling approach noting that one of the key outputs from WF modelling is to inform strength costing.

The principle for Defence Workforce Planning is 'Plan to Requirement cost to Strength.'

b. **Inflow – Gains to Trained Strength (GTS).** There are numerous ways in which personnel reach the Trained Strength (TS); Direct Entry and Accelerated Apprenticeship schemes are the ones likely to generate the greatest volume. Although, Lateral Entry and Professions/Specialisation transfers can also be factors for consideration when Assumptions setting.

(1) At regular intervals, the Training Pipeline Management team will provide Professions Managers with a 6-year forecast of GTS achievement v target. Dependant on the length of a training pipeline the 'early' years will be based on the size of the population 'in the Training system' and subsequent year being based on the forecast number of recruitments. Any follow-on years will be based on an assessment of performance against Target of a rolling 5-year average. This methodology ensures that there is high accuracy in early forecasts based on 'actual' pass rates with future years more reliant on predicted attrition rates throughout the entire training pipeline.

Typically, a training pipeline from INT(R)/INT(O) to TS will be 18 months. This means Years 1 will be based on those currently 'in the system' with Year 2 being a combination of those in training and those forecast to arrive through recruitment. Years 3 onwards will almost certainly then be based on the historical performance.

(2) Assumptions can be set based on evidence that GTS will change but must factor in reality for such things as historic performance and/or capacity within the system to absorb the change without recourse to funding approval or impact on other areas including Infrastructure.

(3) For some cadres' personnel are streamed to a specialisation after Phase 1 training, it may be necessary to state in assumptions setting what percentage of a larger population will be streamed to a particular Specialisation. In some cases this may be a 'straight' mathematical split, but the opportunity exists to demonstrate how streaming can deliver TS to cadres that are in shortage with minimal impact to other specialisations.

c. **Throughflow – Profession and Specialisation Transfers.** These assumptions can be set to show where personnel are predicted to flow from one grouping of TS to another. In most cases it is recommended to consider whether there is sufficient volume to impact on the overall stability of a cadre. Furthermore, some cadres do not have Direct Entry Inflow streams and therefore recording assumptions of volume coming into a Specialisation is critical.

d. **Throughflow – Commission Transfers and Engagement Transfers.** Changes to engagements directly impact on assessments of predicted outflow and therefore it is important to consider the impact of assumptions setting:

(1) **Commission Transfers (Officers only).** In most cases Commission transfers are policy driven, Ch 49 Sect 1, relying on transfers from initial career stage to career stage and then onto full career stage automatically done based on meeting the criteria. There will be occasions, and in some Specialisations, where it is not an automatic transfer requiring an assumption to be made as to what a Transfer Board Maximum Authorised Number (MAuN) would be.

(2) **Engagement Transfers (Ratings only).** Transfers to ES2 are purely based on promotion policy, Ch 49 Sect 2. When setting ES3 assumptions a number of factors should be considered. Initially it is prudent to see at what rank the expected shortfall will occur and whether bottom feed levers will generate the necessary volume by the time it is needed. In most cases the shortfalls at the higher ranks cannot be grown sufficiently and there is a risk of losing valuable SQEP. In these cases consideration for offering ES3 should be considered to cover the target period. Subsequently, an assumption can be set on the length of ES offered.

1. All ES assumptions should reflect 'Acceptances' not offers.
2. When considering length of ES, the PM should indicate what percentage of the options will be used e.g. 50% will be at ES3(5), 25% at ES3(10) and 25% as ES3(15).

e. **Throughflow – Promotions.** In terms of assumptions setting the modelling algorithms have some in built functionality that will promote to requirement within a set of predetermined constraints. It is rare that a Promotion profile should be left to apply the necessary flows 'unconstrained' by Professions Manager assumptions:

Where strength exists at the lower rank the required volume will be 'pulled through' from the donor rank. However, in order to protect that lower rank, the system has an in-built constraint to fix throughflow, for most cadres this is set to highlight at no more than 20% from the lower rank in any one year.

(1) **Training Pipeline Capacity.** In most cadres' promotion is determined by attendance on a Professional Qualifying Course, setting a promotion assumption above this annual capacity would be nugatory, unless there is evidence of an uplift in training capacity. In which case credible assumptions could be applied.

(2) **Pipeline Streaming.** For some engineering cadres, in particular, there is a requirement to constrain the promotion profiles in order to sustain the required specialisation demand. In this case the assumption can be set as to what the maximum number that can be apportioned to a specified cohort.

(3) **SQEP Shortfalls/Lower Rank Protection.** There are circumstances where historical promotion profile assumptions need to be altered in order to retain SQEP at a certain rank or not undermine sustainability at lower ranks by pulling through too many/too quickly. It is a fine balance between stifling promotion (potentially stimulating VO) and retaining SQEP at the most appropriate point of need.

(4) **Minimum value setting.** In most cases, assumptions setting will involve articulating the maximum number to be promoted. However, it may also be necessary to demonstrate that regardless of requirement, a minimum number assumption must be applied. Routinely this would be applicable to smaller cohorts or cadres who have a split of comparable SQEP across General Service and Submarine fighting arms.

(5) **Realism.** Modelling algorithms can apply a 'boom or bust' profile if left unconstrained and therefore it may be prudent to smooth some profiles by applying values. Additionally, when setting assumptions it is important to consider how previous Promotion Boards have fared.

There is little value in setting a high promotion value if historically MAuNs are not being met. Equally, if the modelling products demonstrate a consistent need to hit a Maximum value, it could be prudent to look at increasing the value if the training system and lower ranks can sustain it.

*It is important to note that the modelled Promotion outcomes **are not the MAuN**, mainly due to the level of anticipated but unauthorised demand within the requirement. However, they do represent a credible 'starting point' from which to calculate and monitor long term MAuN requirements.*

f. **Throughflow – Promotions to Officer.** As with ES this is an opportunity to set assumptions for flows from OR to OF cadres; modelling algorithms will not apply historical trends. On request, Defence (Analysis) are able to provide 5-year historical trends to help inform assumptions should they be required.

g. **Throughflow – Extensions of Service.** Applicable only to Officers this is an opportunity to set assumptions of the volume of EoS being offered across Professions and Specialisations. In most cases, this assumption has minimal impact on WF modelling outcomes if Commission Transfers have been set appropriately.

h. **Outflow – (Voluntary Outflow – VO).** The starting point for all VO outcomes is application of the historical 5-year profile. It may be that that five-year profile is accurate and good enough to be used without alteration noting that the 'first year' within the modelled product will represent the actual VOs in the system on the day the strength was extracted with subsequent years using the historical profile. The key to setting the VO assumption different to the profile is to identify:

(1) **Who.** Which Profession, Specialisation and Rank will be affected by the assumption?

(2) **When.** Over what time period will the assumption apply. For example should an FRI be in place for 3 years when will the impact influence the historical profile.

(3) **Impact.** What is the impact on the historical profile? At the subsequent modelling meetings an agreed level of impact (by application of Defence Analysis scaling) will be determined and then applied for review.

Any previous VO assumptions used in WF modelling will have been applied prior to any future adjustments; they do not need to be reapplied.

i. **Outflow – (Other Wastage – OW).** For most Professions and Specialisations a common OW assumption will be applied based on the historical profile. However, where considerable evidence exists specific assumptions can be applied.

Some cadres with high medical wastage e.g. Divers do have separate OW assumptions applied rather than the 'blanket' Warfare GS value.

3. Demand. Whilst at first it may appear that Demand setting is subject to less uncertainty than Supply assumptions; this is not necessarily the case. All Demand used for Workforce modelling will have been endorsed at 2* level in order that any embedded uncertainty (risk) is aligned with Strategic Direction and Guidance.

a. **Future Live Extract.** On or around 1 Apr annually an extract of 'JPA Future Live' is taken. The data consists of the Workforce Programme of Record (PoR) and includes all Workforce Driving Positions based on validity over time. All amendments to the PoR will have been actioned by the Workforce Change Management (WCM) team either through the Workforce Amendment System (WAS) or Establishment Amendment Form (EAF) process, of which Professions Managers and Finance are part of the approvals process.

Navy TLB uses WAS to update position data via SCIO whereas Other TLBs use EAFs to update position data via SLIM. All data is then held centrally in JPA (DefHRs from 2027).

b. **Workforce Resilience and Training Margin (WRTM).** The numerical allowance is determined for each profession and specialisation at each rank/rate level based on apportionment values. It is calculated on the broad basis that a relief for an individual should be provided if there would otherwise be an absence to an agreed minimum of at least three months or where absences of less than three months consistently and predictably place an ongoing demand on personnel within a category. (See Annex 3B for WRTM management detail). The number, rank, and specialisation of those 'in the Margin' at any given time varies considerably and is exceedingly difficult to forecast with certainty, although total usage is usually stable; the allowance is updated periodically with 2* endorsed Options (Measures) employed to provide agility and address periods of significant over occupancy.

c. **Options (Measures).** Para 3a and Para 3b could be described as the mandatory or more static elements of the Demand. However, there are some scenarios that due to long lead times for WF or programme maturity are '***anticipated but not necessarily fully endorsed'***. The are captured in the Demand as Options or sometimes referred to as Measures.

Measures are normally applied in one of three forms:

- ***Specified*** *- Where the detail of the WFR is known in entirety (or almost) including 'Who' (Profession/Spec/Rank), When (Position validity), What (Organisation)*
- ***Bulk*** *– Where the details would largely be known but due to the number of cadres involved the Demand is updated in 'Bulk'.*
- ***Wedge*** *– Where detail is scarce, but apportionment can be applied to provide a placeholder to the requirement.*

(1) **Options (Measures) – Not at Risk.** These measures will have most likely been subject to a Strategic Planning Cycle (SPC) approvals process that considers Cost/Structures/Feasibility. Normally they will have had a higher degree of engagement. SPC options will have been scrutinised by Finance and SWP to confirm feasibility and affordability. In some circumstances the Option will be applied over a number of years and at each modelling round the SO1 (Demand) will need align any WF PoR updates with the outstanding balance contained within the option. It is routine for SPC options to remain in the Demand values outside of the WF PoR for a number of years.

(2) **Options (Measures) – At Risk.** Typically these may be at the early stage of development/approval but long lead times mean that we must begin planning now even if finite detail is not known or financial approval has yet to be given. These amendments to the Demand represent TLB choices and will require the greatest scrutiny at any endorsement activity. For example, new build profiles need to be a balance of providing a placeholder for a crewing profile (including uncrewed/unmanned/autonomy/remote controlled) against the feasibility and affordability of the Strength to be grown to meet this demand. Furthermore, At-Risk measures offer the TLB opportunity to apply dynamic, prudent planning by introducing demand in sufficient time to grow SQEP, address fluctuations in WRTM occupancy or strategic bulk policy decisions.

Routinely 'At-Risk' measures will be sub-categorised as Enhancements (Uplifts) or Savings (Reductions) to provide granularity of the demand. 'Not at Risk' measures are not usually sub-categorised due to the maturity of their approvals process

ANNEX 3D

COMMON APPOINTMENTS (CAPPS) AND CAREER FIELD – WORKFORCE POLICY AND PLANNING GUIDELINES

1. Common Appointment Rationale

a. Common Appointments (CAPPS) and Career Fields (CF) offer employers the opportunity to create a demand for workforce that is not limited to one specific cadre of personnel rather it allows for articulation of the SQEP necessary to fulfil the role. Subsequently, the workforce planning teams are then able to agilely appoint the most suitable person to a role based on skills and, during times of strength supply challenges, where capacity amongst certain cohorts can absorb the Demand. Further pan-Defence guidance on CF is available in JSP 755 Pt 1.

Notes:
1. *CAPPS Demand is identified from JPA Establishment Data based on CAPPS Profession values RN EL (OF), RN WE (OF), RN WEL (OF), RN WELRM, RN WELRM (OF), RN WERM (OF), and RN WRM (OF) and RN WERM (OF) or combinations thereof.*

2. *In this naming convention RN WELRM equates to a role suitable for any **W**arfare, **E**ngineering, **L**ogistics or **R**oyal **M**arine rating. By adding '(OF)' indicates for Officers*

b. **Apportionment/Allocations.** For long term workforce planning this 'day to day' agility offers some challenges to forecasting future Demand and thus subsequently driving the levers that can be applied to deliver the required Strength. The apportionment method employed in generating Demand seeks to distribute CAPPS requirement in accordance with the ability for each spec to fill its share of the liability. This approach seeks to maintain structural integrity and to provide equal opportunities for individuals to gain the broadening experience that CAPPS positions may offer. Apportionment to individual specs, rather than just to professions, is required as the WFR is modelled by specialisation and rank.

c. In most cases, CAPPS demand is shared proportional to each specialisation in Establishment Data ("Future Live") for the month at which the share is calculated (routinely as part of Annual Workforce Modelling activity). The exceptions to this comprise:

(1) **Aircrew and Submariner Officers.** There are enduring needs to limit the number of OF2 – OF4 aircrew officers released to fill CAPPS positions and to ensure sufficient CAPPS opportunities for submariner (SM) officers. Accordingly, set percentages of CAPPS Demand are first allocated to the aircrew and SM specialisations before sharing the remaining Demand proportionally to the other recipient specifications.

(2) **Two-stage Calculations.** For officer CAPPS, calculations are undertaken in 2 stages: The first stage (CAPPS Profession) calculation shares liability to individual professions based on the Future Live for all specs in each profession; the second stage (CAPPS Spec) calculation shares liability to some but not all specs in the respective profession. For example, ATC and AV liability is used to determine the Warfare profession's CAPPS Profession share, but, in the CAPPS Spec calculation, ATC and AV received no share of it.

(3) **OF5/OF6 CAPPS.** A substantial proportion of OF5/OF6 positions are CAPPS and some specialisations have little liability that is 'specialisation-specific'. Accordingly, basing CAPPS apportionment on the relative proportions of OF5/OF6 specialisation/rank liabilities would not reflect the specialisation's ability to fill the CAPPS positions. Given this, OF5/OF6 CAPPS is shared using OF4 liabilities.

c. **Re-allocations.** In preparing Demand Plans, requirement can be 're-allocated' following completion of the CAPPS calculations. Such re-allocations, defined for specific years, provide the means to:

(1) To reflect temporary deficits/surpluses and hence individual professions' abilities to release people to fill CAPPS positions.

(2) To provide small specs, which would otherwise receive little or no CAPPS share, some additional liability. This is especially at relevant at OF5/OF6.

2. Professions and Career Management Application (the 'End to End' process)

a. Apportionment/Re-allocation of CAPPS demand provides the sustainable structures from which Strength levers can be applied, by adjusting Promotion/Extension Career Maximum Authorised Numbers (MauN). However, it only provides the baseline from which Professions Managers (PM) and Career Managers (CM) can assess the impact of applying 'day to day' levers to Workforce resource allocations. To that end the following process should be followed:

(1) Strategic Workforce Plans (SWP) provide PM/CM with the annual apportionment values, based on Workforce Modelling outcomes, by Profession/number, rank, and specialisation.

(2) CM apply values when determining the most suitable person to fill roles. NAVY PEOPLE-CM COMD POLICY SO2 will use the apportionment/reallocation values to inform any internal routine Hold to Account activity.

Note. *In order to provide the appropriate SQEP, CMs further refine CAPPS to Career Fields (CF). This provides the level of granularity and agility needed on a daily basis but is not necessary for medium/long term planning forecasts currently. JSP 755 Pt 1 provided pan-Defence guidance of CF principles.*

(3) When an allocation is exceeded, a CM should initially consult with the PM to determine if the overuse/under use by a particular cadre is sustainable. For example, overuse by a cadre may increase the use of Acting Higher Rank, impacting on future MAuNs for both the cadre in 'surplus' and 'deficit'. Where the change is sustainable the CM is authorised to allocate the SQEP accordingly. For long term planning purposes, only Workforce Driving positions are considered for MAuNs however it is acknowledged that demand from Non-Workforce Driving can influence day to day management of Cadres. Subsequently, CM/PM engagement is crucial in monitoring levels of CF occupancy.

(4) Unsustainable CAPPS use does not prevent the CM from assigning an individual into a CAPPS role, but the second order effects must be assessed. The PM should track CAPPS/CF use, particularly the cumulative effect of small change. Where changes significantly impact on a Profession/Spec, the PM should discuss with the SWP team how the change will be applied to long term planning lever setting. Deviations from the modelled allocations will be reviewed at annual modelling where each cadre's occupancy will be reviewed on a case-by-case basis.

(5) Significant changes that warrant adjustment of Workforce levers should be recorded as part of the Annual Workforce modelling process to provide the necessary feedback loop. NAVY PEOPLE-PSP Plans Demand SO1 should be contacted for apportionment/reallocation considerations, when setting Workforce Requirements. NAVY PEOPLE-PSP Supply SO1 (for Officers) or NAVY PEOPLE-PSP Supply SO2 (for Other Ranks) should be used to assess CAPPS usage impact during the Assumptions setting phase of the Annual Workforce modelling process.

CHAPTER 4

INTRODUCTION AND OVERVIEW

(Sponsor: NAVY RA-DHd RA)

CONTENTS

Note. *Recruiting policy is being aligned across the Services and will transfer to JSP 545 on or before 1 Apr 27; no further policy amendments or additions will be made to BRd 3(1). Recruiting-related RNTMs and RIs will remain extant until incorporated to JSP545 or cancelled.*

Please see Chapter 15 for Recruiting Glossary.

Para

0401. Application of Recruiting Rules
0402. Recruiting Requirements
0403. Royal Navy Recruiting Policy
0404. Head of Recruitment and Attraction - Functions and Responsibilities
0405. Recruitment and Attraction Organisation
0406. Candidate Definitions
0407. Legislative Exclusions
0408. Proposals for Change to Recruiting Process
0409. Recruiting Operations Manual (ROM) - Function and Referencing
0410. Recording of Candidates Complaints About the Recruiting Process

Important Note from Head of Recruitment and Attraction on Recruiting Instructions

It is often necessary to implement Recruitment and Attraction policy changes outside of BRd 3(1)'s routine updates. This is done via Recruiting Instructions (RIs), which are provided to inform and direct the Recruitment Force, Careers Advisers (CAs) and Specialist Attract Teams (SAT) prior to being subsumed into this BR. Consequently, RIs should always be consulted in conjunction with this publication and other related RN and tri-Service policy.

CHAPTER 4

INTRODUCTION AND OVERVIEW

0401. Application of Recruiting Rules

All guidance outlined in this part of BRd 3(1), unless otherwise stated, apply to all candidates regardless of application to Regular Service (Royal Navy (RN), Royal Marines (RM) the Royal Fleet Auxiliary (RFA)) or the Maritime Reserve (MR). Any changes to recruiting policy will be announced via Recruiting Instructions (RI) or RNTMs and are to be adhered to until included in the next revision of this BRd. A plan of the structure of part 4 is here:

Structure Diagram – Form 4-1. *(Downloadable version available in Forms Section at the Homepage)*

0402. Recruiting Requirements

In order to achieve Navy Command HQ objectives through delivery of the Director People and Training's Effects, the Royal Navy requires the ability to identify, attract and recruit sufficient eligible, motivated and capable Service personnel from the UK and Commonwealth societies, to join the Trained Strength.

0403. Royal Navy Recruiting Policy

Royal Navy Recruitment and Attraction (R&A) is to:

a. Deliver recruits that reflect the eligible population of UK and Commonwealth societies, through the implementation of a recruiting process that is inclusive, fair and free of bias.

b. Deliver recruits that meet the quality requirements of the RN, through the operation of validated assessment and selection processes.

c. Ensure potential recruits, from initial contact to entering the RN, are well informed and aware of the loyalty, determination and personal commitment required of them to join the RN as a fighting Service; to enable them to make an informed career choice.

d. Ensure potential recruits are fully informed of the employment options available, whilst having their expectations managed appropriately and their eligibility assessed. Achieving realistic, appropriate and accepted employment in the role of their preference is paramount in motivating a potential recruit to persevere with the recruiting process; to succeed in their training and subsequently, be retained on the trained strength.

e. Provide effective support to candidates who are committed to joining the RN to prepare them for entry and initial training, and provide realistic expectations of life and employment in the RN.

f. Provide potential recruits with opportunities to interact with RN personnel. These contacts are a powerful tool that can: dispel misconceptions, convert awareness into a desire to find out more, and may be the final motivator that leads an applicant to join. These constitute an integral part of RN outreach marketing activities and will be supported by the Fighting Arms.

g. Provide the 'gatekeepers' of potential recruits (the families, friends, and community leaders) with sufficient information to enable them to support their young peoples' choices and understand the commitment necessary to undertake a career in the RN.

h. Conduct research to determine that the recruiting message reaches the target audiences in an appropriate and acceptable manner, whilst complying with HM Government, MoD and Navy Command standards for media and public engagement.

i. Develop and utilise appropriate media to distribute the RN recruiting message to target populations and to ensure regular revision of this to recognise technological development, research findings and marketing initiatives.

j. Comply with all relevant legislation of MoD and Navy Command.

k. Ensure that media messages / activity raise awareness of the RN in pools of potential recruits, and are:

(1) Included in Navy Command strategic communications and engagement plans.

(2) Provided to DDC (Public Relations) to influence and enable coherence of their activity.

(3) Reflective of Navy Command Work Force priorities.

(4) Co-ordinated with Navy Command Youth and Cadets strategy, to ensure a coherent approach is taken to encourage this important pool of potential recruits.

(5) Distributed through appropriate communication channels for targeted marketing campaigns.

(6) Compliant with Cabinet Office, MoD and Navy Command direction.

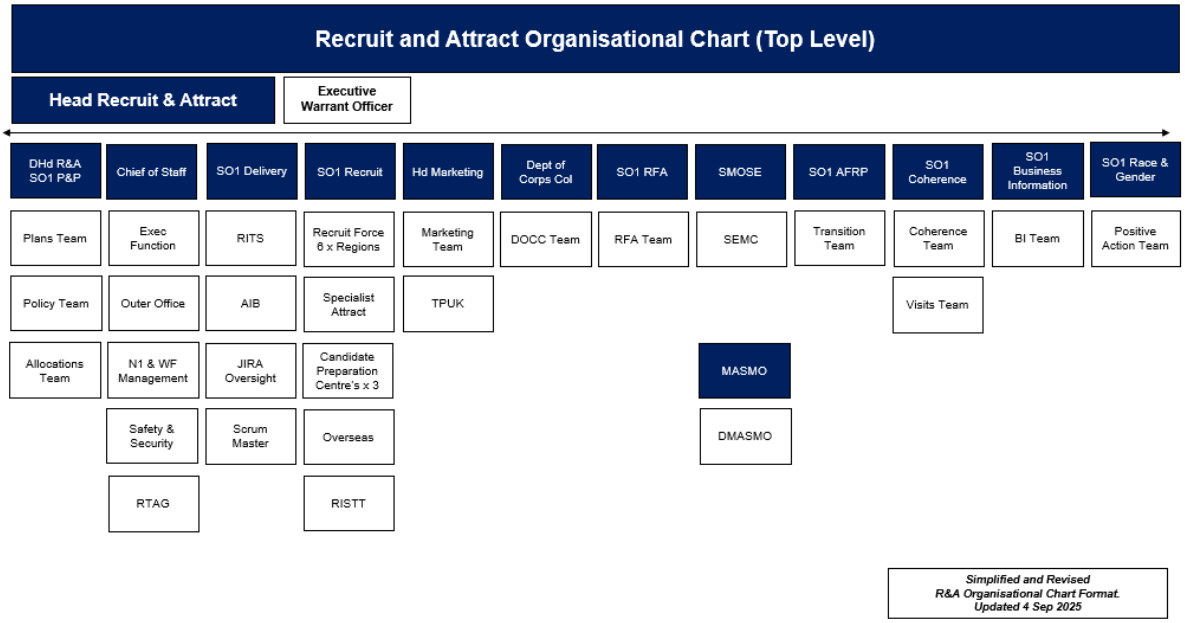
0404. Head of Recruitment and Attraction - Functions and Responsibilities

Head of Recruitment and Attraction (Hd R&A) is responsible for interpreting tri-Service recruiting policy to design and implement a recruiting strategy to deliver RN recruiting targets. This is achieved through the provision of a validated recruiting process and its key enablers (training, information systems, marketing tools, visits), advising on resource issues, coordinating national and cross-regional boundary matters, the conduct of market research, and providing enabling contracts for Engagement and Outreach activity. R&A also provides a specialist recruiting role for RFA and medical personnel.

0405. Recruitment and Attraction Organisation

Figure 4-1 below illustrates the composition of RN R&A:

Figure 4-1. R&A Organisation



0406. Candidate Definitions

a. **Candidate.** A generic term for any individual in the recruitment process, irrespective of where they are in the recruitment journey.

b. **Contact.** A member of the target audience who seeks information about a Service career. They become a contact once personal details, to enable future correspondence, have been recorded to an electronic database and they have agreed to correspond in the future.

c. **Applicant.** An individual who has successfully submitted an application form.

d. **Potential Entrant.** An individual who has successfully completed the selection process (assessment, medical, fitness, interview etc.) and has accepted an offer to join the Service.

e. **Entrant.** A candidate who has entered the Service.

f. **Re-entrant.** A candidate who has former service in the UK Armed Forces (UKAF).

0407. Legislative Exclusions

a. There are some exemptions to the Equality Act 2010 that apply to the Armed Forces. Most pertinent to recruitment, is that Service in UKAF is excluded from the Equality Act employment provisions (Part 5) for the protected characteristics of disability and age (footnote Schedule 9 paragraph 4(3) of the Equality Act 2010). (Employment as a Ministry of Defence civilian, without a rank, should still fall within the Equality Act). Other qualified exemptions also exist, as do exemptions on the basis of national security. If in doubt legal advice can be sought from NLS SO1 Employment Law (NAVY LEGAL-EMPLOYMENT LAW SO1).

b. RFA recruiting is not exempt from the law that allows the RN to legally discriminate and exclude candidates for certain protected characteristics. The criteria and entry standards for the RFA, is detailed in chapter 14.

0408. Proposals for Change to Recruiting Process

Any changes to the Recruitment policy are co-ordinated centrally under the oversight of Deputy Head R&A (DHd R&A), to ensure coherence. Guidance on how to propose changes to the recruitment process, including changes that will result in the generation of Recruiting General Memorandums (RGM), Recruiting Instructions (RI), amendments to the Recruiting Operations Manual (ROM) or changes to BRd 3(1) part 4, are to be directed to NAVY R&A Policy SO2, who will liaise with the relevant Subject Matter Experts within the R&A organisation, to review the proposal and include any approved changes into extant recruitment policy.

0409. Recruiting Operations' Manual (ROM) - Function and Referencing

a. The ROM augments BRd 3(1), part 4 chapters, to provide the extant mandatory desk level instructions for R&A processes and procedures to the Recruitment Force, Attract Teams and Royal Naval Careers Service (RNCS) personnel, to achieve R&A's objectives.

b. The ROM is maintained by the Recruiting Force HQ team (RF HQ), to provide a standardised governance structure and processes to support Recruiting Staff to meet the operational intent. The document is developed against a process of 'learning from experience' and continuous improvement and is therefore directly influenced by input from the RF, RNCS and assurance visits completed by the Recruiting Training Assurance Group (RTAG).

0410. Recording of Candidates Complaints About the Recruiting Process

Complaints against RF personnel or the R&A process should be managed at the lowest level, where feasible. Any complaints should be recorded in individual Complaints Logs for each region. and escalated via the chain of command and directed to SO1 Recruitment as the CO RF via the XO RF as appropriate, noting that some information could be sensitive. The escalation process does not remove the autonomy of the Senior Recruitment Officer (SRO), Recruitment Officer (RO), Recruitment Manager (RM) or Team Manager (TM) to deal with issues whenever possible.

The process to record formal candidates' complaints that cannot be addressed at lower level is:

a. The candidate is to write to R&A to state their complaint by either:

(1) A formal written letter posted directly to:

R&A Complaints and Feedback
Recruitment and Attraction
Room 202
Building 1 / 180
JAGO Road
HMNB Portsmouth
Hampshire
PO1 3LU

(2) An Email addressed to:

navyra-recruitmentcomplaints@mod.gov.uk

b. R&A HQ to issue confirmation of receipt via a holding letter within 5 working days of receipt.

c. The complaint is to be addressed within 20 working days. By exception, if a complaint cannot be addressed in this time, a further holding letter is to be provided to the candidate explaining the reason for delay**.**

d. Correspondence is to be sent via mail (signed for 1st class delivery), unless the complaint was received by email without a postal address, the relevant postal address in RITS is considered inaccurate, or a rapid response is essential.

e. All complaints are to be centrally recorded on a Limited R&A HQ SharePoint folder including dates of despatch.

f. All received correspondence is to be uploaded to SharePoint for historical capture.

CHAPTER 5

CAREERS COUNSELLING

(Sponsor: NAVY RA-DHd RA)

CONTENTS

Note. *Recruiting policy is being aligned across the Services and will transfer to JSP 545 on or before 1 Apr 27; no further policy amendments or additions will be made to BRd 3(1). Recruiting-related RNTMs and RIs will remain extant until incorporated to JSP545 or cancelled.*

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0501. Initial Commission Periods (Officers)
0502. Initial Engagement Periods (Ratings and Other Ranks)
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0505. Ratings and Other Ranks Statutory Right of Discharge
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CHAPTER 5

CAREERS COUNSELLING

0501. Initial Commission Periods (Officers)

a. **Initial Commission Stage.** Following the New Employment Model, from 1 Apr 15, all Royal Navy officers join on a 12-year Initial Commission Stage (ICS), with the exception of:

(1) Direct Entry Medical, Dental and QARNNS Officers - 6 years.

(2) Medical and Dental Cadets - 7 years.

(3) Chaplains - 6 years. RN Chaplains hold the Sovereign's Commission but no Naval rank; their status is defined in BRd 2.

b. **Career Commission Stage (CCS).** For those joining on or after 1 Apr 15, or transferring from an ICS (or equivalent commission) after this date, transfer to a CCS. This automatically extends an officer's career through to 20 years' service from the date of entry or until age 40, whichever is the later (subject to retirement age).

c. **Full Commission Stage (FCS).** Full Commission Stage (FCS) further extends an officer's career to a retirement age of 55.

d. See chapter 48 for more detail.

0502. Initial Engagement Periods (Ratings and Other Ranks)

a. Ratings and Other Ranks join the Royal Navy on a 12-year Engagement Stage 1 (ES1), with the possibility thereafter of transferring to an Engagement Stage 2 (ES2) - to 20 years' service or age 40, whichever is later – and then to Engagement Stage 3 (ES3). See chapter 48 for more detail.

b. All MR join for an Initial Engagement of 5 years with subsequent re-engagements every 5 years. Ratings/ORs over 40 will normally only be re-engaged until their 45th birthday. A separate application for an extension of service is required to serve beyond the normal retirement age of 55. More detail is at BRd 3(2), chapter 2.

0503. Profession and Role - General Guidance

a. Some candidates will be unaware of which professions and roles are available to them and may have limited knowledge of what they would like to do. These candidates will need specific and considerate counselling towards an appropriate profession/ role. All roles are outlined in the Careers' section on the Royal Navy website.

b. It is essential that, at the time of application, candidates are made aware of the full range of possibilities for which they are eligible and suitable. The Defence Aptitude Assessment will provide guidance on suitable roles, dependent on the candidate's achieved scores.

c. During career counselling, CAs must advise their candidates that not all roles may be available in every entry. If a candidate's first preference role becomes unavailable or is over-subscribed during their recruitment, the CA must advise them of this. CAs must not advise candidates that they will be able to transfer from their streamed role once in the Service.

d. Candidates who may be considered by Careers Staff to be more suitable for a profession/role other than the role chosen, based on eligibility and aptitude assessment, are to be carefully counselled and have alternative opportunities explained to them.

e. The final choice of profession/role must be left to the candidate. It must be a role for which they are eligible, suitable, and qualified. Waivers should not be authorised for over-subscribed roles.

f. RNR candidates are recruited to the Naval Service and only allocated on completion of Phase 1 Training – approximately 9 to 12 months after attestation. They may express a preference for a particular specialisation, but they are allocated as directed by the MR BM.

0504. Careers Advisers - Candidate Relationship Management (CRM)

a. In order to improve conversion rates of Expressions of Interest, enquirers will be initially categorised as per their Request For Processing (RFP) status. This categorisation will enable enquirers who have already decided on a role to have early interaction with Careers staff to start their recruiting journey without delay.

b. **Categorisation.**

(1) An 'Active' enquirer is an individual who is actively seeking a career in the RN; this could be online, a walk-in at an AFCO or at an event.

(2) A 'Passive' enquirer is an individual who has a latent interest in joining the RN, they too could be online, a walk-in at an AFCO or at an event.

(3) An 'Informed' enquirer is an individual who has researched their job choice and considers themselves to be eligible.

(4) An 'Ill-informed' enquirer is an individual who needs further careers guidance and should not yet submit an application.

c. It is vital to ensure that all eligible 'Active' enquirers are handed off as soon as they have made their RITS application to a CA for immediate processing. Enquirers who are confident they want to join the RN but are uncertain of their preferred profession, should be offered early interaction with a CA.

d. It is vital to ensure all 'Passive' and 'Ill-informed' enquirers are nurtured throughout the process and sufficiently engaged by the Contact Management Centre (CMC) and Recruiting Staff to make an informed career choice prior to commencing the application process.

e. Failure to make contact with enquirers is a main reason for loss of potential recruits. The CMC is contracted to adopt a multi-communication approach over a number of days to maximise success. This involves a combination of e-mail, text, and telephone contact. Specific effort is made to contact potential candidates for Recruitment Priority Group (RPG) roles.

f. **Withdrawal of Application.** If attempts to contact the candidate are not successful, or the candidate fails to respond to confirmed contact, iaw ROM the Recruiting Information Technology System (RITS) record is to be withdrawn three days after the final contact attempt[1].

g. **Medical Advice.** Should the potential candidate, during discussion, disclose further medical information relating to a specific condition, the CA must clearly state that they are not medically trained and cannot offer advice on medical conditions that could be a bar to entry. The CA must halt the conversation and refer the Candidate to the relevant Annex in JSP 950 6-7-7 Section 4. SEMC can be contacted for advice associated with this Reference.

h. The CA is to advise the candidate that they will be able to discuss all medical issues and concerns in detail during the Face to Face medical at their CPC or MedFit, which are conducted by qualified medical staff.

0505. Ratings and Other Ranks - Statutory Right of Discharge

a. Ratings/OR enlisting in the RN for the first time have a statutory right to claim discharge within their first 6 months of service, subject to completing 4 weeks of effective service (excluding leave periods and any forfeited service) from date of entry. Recruits who exercise this right will be entitled to release no later than 14 days after giving notice in writing to their Commanding Officer (see paragraph 5404). Ratings/ORs who re-enter the same service e.g., ex RN re-entering the RN, do not have this statutory right. Former RN ratings entering the RM and vice versa have this right of discharge.

b. Ratings/ORs whose 6 month option point has passed, but who are still under the age of 18 years, have a statutory right to end their service up until their 18th birthday by giving notice in writing to their Commanding Officer. In such cases, individuals may leave after a 3 month 'cooling-off period', or earlier if agreed between the recruit and Service authorities (see paragraph 5404).

[1] Number of attempts will vary according to candidate circumstance but must be at least 5 over a period of no less than a month. Attempts to contact the candidate should be made over all mediums available.

0506. Ratings and Other Ranks - Early Termination (Following End of Phase 1 and Phase 2 Training)

Having completed 6 months of service, or reached the age of 18 (if this comes after the end of the 6 month period), ratings and ORs must complete a minimum of 2.5 years' service from the point of becoming Gained to Trained Strength (GTS) before they are eligible to exercise their right to give 12 months' notice to leave the Service. Naval Nurse (Student) personnel must complete 3 years' Return of Service before they are eligible to apply for Early Termination (as outlined in chapter 53).

0507. Dietary Requirements (Health/Religion)

The RN aims to cater for all special religious dietary requirements where possible; generally, vegetarian options or halal / kosher meat is provided. Preparation of kosher food in strict observance of the Jewish faith cannot be guaranteed. Coeliacs and gluten intolerant sailors can be provided gluten-free options in many working environments (in line with medical limitations), but the possibility of minor cross-contamination cannot be excluded. Vegetarian, halal and kosher Operational Ration Packs are available when deployed on operations and exercises.

0508. Religion and Religious Observances

a. The RN places great importance on the spiritual development of Service personnel and is committed to giving individuals the opportunity to practise their religious observances wherever possible. A number of religious leaders act as advisers to UKAF on matters of Christian and non-Christian religious requirements. Every reasonable effort is made for personnel to have contact with their religious leaders and visit places of worship (e.g. a church, synagogue, mosque, temple etc.). Wherever practicable, areas for worship will be made available at all Service establishments, including in HM ships and submarines at sea.

b. Every effort is made to allow the celebration of religious festivals/holidays. In most circumstances, arrangements can be made for daily prayer, although this may not always be practicable. Muslims will normally be allowed to fast during Ramadan. In operational conditions or when the physical demands on an individual are high and fasting may prove hazardous, adherence may not be permissible.

c. For more details see Chapter 31.

0509. Specific Religious Dress

a. **General.** The RN recognises the need to observe specific codes of dress in accordance with a number of religious beliefs. Specific rules are detailed below. In general, no exceptions are made to standard Naval uniform regulations (see chapter 38, section 2). R&A HQ should be contacted in the event of any doubt regarding what can and cannot be worn.

b. **Sikhs.** In the RN, Sikhs are permitted to wear the 5 K's[2]; male Sikhs may also wear a turban. Some constraints regarding the wearing of a turban and keeping facial hair uncut do exist, and are as follows:

(1) **Turbans.** Some trades require specialist headgear to be worn, especially under operational circumstances. Examples of this are Commanders' helmets in armoured fighting vehicles, combat helmets, breathing apparatus (full hood) for fire-fighters, and flying helmets for aircrew in some types of aircraft. Turbans are incompatible with specialist headgear which must be worn on health and safety grounds. Male Sikh personnel may normally wear a patka under specialist headgear, however, this is not possible under a flying helmet which must be closely fitted to the contours of the head. Any aircrew with long hair may be required to have their hair cut short in order to achieve a satisfactory fit of an aircrew helmet.

(2) **Facial Hair.** For occupational or operational reasons, where a hazard clearly exists, personnel authorised to wear beards on religious grounds will have to be prepared to modify or remove them to such an extent as to enable the correct wearing of a respirator or breathing apparatus.

(a) **Aircrew.** It is unlikely that a male Sikh will be able to obtain an effective seal on his oxygen mask without trimming his beard.

(b) **Respirator.** An effective seal on a respirator can only be achieved when the skin is clean shaven. In an operational environment where there is a Chemical Biological Radiological and Nuclear (CBRN) threat, all personnel with beards will be required to shave. When practicing CBRN drills or damage control drills, however, male Sikh personnel do not need to shave their beards.

(3) Candidates attending a R&A acquaint or pre-joining courses will be required to wear protective headgear, but if a candidate refuses on religious grounds, they must be allowed to sit out that particular element of the exercise. It should be explained to any attendee who refuses to wear protective headgear that, were they to join the RN, there will be circumstances where they would be required to wear protective headgear. These pre-courses include but are not limited to:

(a) Candidate Preparation Course; RM (OR only) and RN (rating only).

(b) Officer Selection Course RM.

(c) Royal Marine Band Service (RMBS) Audition

(d) Any RN Look At Life courses.

[2] Kara (steel bangle), Kesh (uncut hair), Kanga (small comb), Kaccha (special design knee length underwear) and Kirpan (small sword).

(4) Certain RM selection activity mandates the wearing of helmets to comply with Health and Safety standards, with some elements being mandatory completion by all candidates. Additionally, non-completion of all activities may give an unfair advantage as that candidate would be able to rest between activities. Other areas of RM selection mandates full immersion in water in a confined space; long or loose hair could pose a safety risk if not fully tied up or covered.

c. **Muslim Men - Facial Hair.** For occupational or operational reasons, where a hazard clearly exists, personnel authorised to wear beards on religious grounds will have to be prepared to modify or remove their beards to such an extent as to enable the correct wearing of a respirator or breathing apparatus.

(1) **Aircrew.** It is unlikely that a male Muslim will be able to obtain an effective seal on his oxygen mask without trimming his beard.

(2) **Respirator.** An effective seal on a respirator can only be achieved when the skin is clean shaven. In an operational environment where there is an CBRN threat, all personnel with beards will be required to shave. When practising CBRN or DC drills, however, male Muslim personnel will not be required to shave their beards.

d. **Muslim Women.** Muslim women are allowed to wear uniform trousers, rather than a skirt and may wear a hijab except when operational or health and safety considerations dictate otherwise. Long sleeve shirts may be worn with all forms of Service dress. Tracksuit bottoms may be worn for sport. All RN personnel are required to achieve a basic swimming standard as part of their training. Although every effort will be made to ensure that these tests take place in an all-female environment, it should be stressed to female Muslim personnel that this may not always be possible.

e. **Jewish Men.** A male member of the Jewish faith may wear a dark plain patterned yarmulke whenever he removes another head-dress.

0510. Childcare Provision During and After Initial Training

a. Providing care for a child or children as a married, single or lone parent is not incompatible with Service life, nor is it a bar to entry into the RN. Life in the RN, however, makes unique demands upon all Service personnel and their families. All serving personnel are required to serve away from home for extended periods of time, often at short notice and no guarantees can ever be given about the pattern of working hours or the amount of time that will be spent away from home.

b. Provision for full time care of children, which does not depend on the presence of the primary parent, must be made. If both parents are serving personnel, this will usually mean that a third person will have to be ready to take responsibility for childcare, since either or both parents might be required to serve away from home at the same time and at short notice (see part 7, chapter 58, paragraph 5807).

c. During Phase 1 Training, accommodation for families is not provided.

d. Candidates who are parents will need to demonstrate their ability to provide full-time childcare, if required, at the interview stage of the recruitment process. There are many ways in which this might be provided. The following list is not exhaustive, but provides guidance over typical arrangements:

(1) Child cared for by spouse/civil partner/partner/other relative.

(2) Child living with grandparents.

(3) Either of above supported by part-time childcare.

(4) Full-time nanny employed.

(5) Full-time boarding school (but arrangements during holidays must be made).

e. Single or lone parents must also think seriously about the provision of childcare during and after Phase 1 training. Although family accommodation is available after initial training, no special arrangements can be made for working hours or assignments for single or lone parents, and there will be many occasions when 24 hour childcare is essential on a long-term basis.

0511. Disabilities and Specific Learning Difficulties (SpLD)

a. SpLDs are not a bar to entry, nor do they have to be declared. If a SpLD is declared, the candidate will not be entitled to more time or assistance to complete aptitude tests or other recruitment activities.

b. Careers Staff must not attempt to diagnose SpLDs themselves or make reference to claimed SpLDs in recruiting documentation. The severity or impact on RN entry standards will be assessed during the medical process.

c. As a general rule, if an applicant's level of literacy is not adequate enough to cope with completion of application forms and complete the DAA (in accordance with the normal conditions and standards) then it is unlikely that their performance will improve sufficiently for them to complete training and deal successfully with the demands of a Service career.

d. RFA recruiting is not exempt from the employment law that allows the RN to legally discriminate and exclude candidates with certain protected characteristics. RFA candidates who declare disability or learning difficulties will receive no adjustment to the assessment process or recruiting standards and will be required to meet the basic criteria. No additional allowance is to be made during the recruiting process for any declared disability or learning difficulties, and each candidate’s suitability for employment in the RFA is measured against the current standards.

0512. Sexual Orientation

Candidates are not to be asked about their sexual orientation by the Recruiter. Sexual orientation is regarded as a private matter for the individual. If at any stage during the recruiting process a candidate discloses the fact that they are heterosexual, lesbian, gay, bisexual or transgender, this fact is not to be recorded by the Recruiter.

0513. Transgender

a. Candidates identifying as transgender are to be processed and treated in the same manner as any other candidate. They must meet the same entry criteria for their chosen role as other applicants.

b. Individuals who are receiving medical counselling or treatment towards gender re-assignment should have their entry deferred until all treatments are complete. For those who have undergone gender re-assignment and continue to require hormone replacement therapy, this is not a bar to entry once they have affirmed gender (JSP 889, part 1).

c. In cases where there are additional concerns, from either the candidate or the CA, candidates can be referred to the SMO SE. The candidate must provide confirmed consent for this line of referral.

d. All personnel are to be reminded of the right to privacy and prohibition of disclosure of 'Protected Information'. Section 22 of the Gender Recognition Act 2004 establishes a right to privacy for the transgender person; it is a criminal offence for another person to disclose information that they have acquired in an official capacity about an individual's application for a Gender Reassignment Certificate or about the gender history of an applicant.

0514. Financially Supported Education Schemes and Awards

a. A range of financially supported education schemes and awards are available to candidates considering a career in the Service in certain roles, including:

(1) A-Level Scholarship Scheme: eligibility, selection and progression to DSUS or UCE possible. For engineer officer candidates only.

(2) Defence STEM Undergraduate Scheme (DSUS) commenced in Sep 22 and replaced DTUS in supporting engineer officer candidates through universities.

(3) UCE is a scheme for high achieving A-Level students, which enables them to enter BRNC on completion of A-Levels and then conduct an engineering degree while salaried.

(4) Cadetships for medical and dental students (final three years).

b. Further explanatory detail regarding these schemes and awards may be found at Annex 10A.

0515. Accelerated Apprentice (AA) Scheme

a. Eligibility criteria for the AA Scheme are documented in chapter 9, para 0916.

b. **Terms of Service.**

(1) **Length of AA Career.** Due to the predicted future requirement within the engineering role, an Engagement Stage 1 (ES1) standard career of 12 years will be made to Accelerated Apprentices. Candidates will be transferred to NEM Engagement Stage 2 (ES2) on completion of their probation requirements – this will take them to 20 years' length of service or age 40, whichever is later.

(2) **Maximum Age at Joining.** The age ceiling for applicants is 39 years of age.

(3) **Minimum Time to Serve Before Eligible to Submit Notice.** A period of 30 months must have elapsed from achieving GTS before a successful applicant can submit their notice.

(4) **Gains to the Trained Strength.** Candidates will be considered as GTS on completion of INT(R), LRLC, LETQC/LAETQC and subsequent streamed training. Under normal conditions without back-classing or other delay, this is approximately 24 months after joining the RN.

(5) **Entitlement to Role Transfer.** Successful applicants are not entitled to role transfer whilst UTS or during their MTS period. But thereafter, subject to normal transfer rules, i.e. need for staffing clearance/needs of the Service, they may do so. Note - Achievement of staffing clearance is considered unlikely as they are joining as specialists to a shortage category.

CHAPTER 6

SERVICE CONSTRAINTS

(Sponsor: NAVY RA-DHd RA)

CONTENTS

Note. *Recruiting policy is being aligned across the Services and will transfer to JSP 545 on or before 1 Apr 27; no further policy amendments or additions will be made to BRd 3(1). Recruiting-related RNTMs and RIs will remain extant until incorporated to JSP545 or cancelled.*

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CHAPTER 6

SERVICE CONSTRAINTS

0601. Undischarged Bankruptcy, IVA, or Significant Debts

a. Financial problems may, through worry and other pressures, seriously reduce an individual's efficiency. Moreover, if an individual is financially irresponsible, particularly if it leads to dishonesty, it will affect future advancement, the award of higher security clearances, and may ultimately lead to discharge from the Service. The examination of personal finances is therefore an important part of the recruitment process. CAs must assess the candidate's suitability in terms of financial responsibility. In particular, information must be obtained about the candidate's debts, assets, monthly outgoings and income and any unpaid County Court Judgments (CCJ), which can be a bar to entry.

b. Candidates who are declared ‘Undischarged Bankrupt’ are not eligible for entry into the RN until they can produce proof of ’Discharge from Bankruptcy’.

c. Candidates who declare significant debts are offered the opportunity to demonstrate their ability to cope with the repayment of the debts.

d. Independent Voluntary Agreements (IVA) (or Trusted Deeds in Scotland) are themselves not a bar to entry. A candidate who has entered into an IVA will automatically get a financial check as part of the SC, which may or may not result in the candidate being given an SC. Being given a SC means such candidates are not a security risk from a financial viewpoint, but it does not mean they are eligible from an employment point of view. When processing candidates with an IVA, consideration should be given to the time to run before expiry, time before entry, past performance in maintaining IVA payments, and the candidate’s attitude to debt.

e. Following the SI, an assessment must be made of the candidate's likely trustworthiness and ability to survive financially on future Service pay, without becoming an administrative burden. In making this assessment the primary concern must be whether the candidate is financially responsible, alongside their attitude towards incurring debts.

f. It is not possible to define a figure which represents an unacceptable level of debt: a mortgage (or other secured loan) or student loan are a totally different level of risk to monies owed to a debt agency or credit card. Careers Staff must use their judgement and experience but, in all cases, when total outgoings exceed 50% of the candidate's expected rate of pay on entry, the candidate must demonstrate that their outgoings will not present any undue pressure during training. They should also be offered the opportunity to assess and articulate their financial situation by completing a financial summary.

0602. Credit Reference Checks

a. As part of the SC, UKSV carries out a credit reference check for all candidates aged nineteen or over. The check may reveal serious financial difficulties and the existence of any unpaid CCJs against a candidate.

b. Candidates must be informed that a credit reference check forms part of the SC.

c. CCJs, when declared, must be cleared before a SC can be applied for. This may be achieved by the candidate obtaining a 'Certificate of Satisfaction' from the Court which made the Judgement. Records of CCJs are maintained on a central register and once a judgement is registered there are only two ways it may be removed:

(1) By application to the issuing court with evidence that the debt has been paid in full or,

(2) By providing sufficient evidence to the issuing court that the original judgement was entered against the debtor in error.

0603. Political Activities Within the Royal Navy

a. Regular personnel are not to take an active part in the affairs of any political organisation, party, or movement. They are not to participate in political marches or demonstrations and are not permitted to participate in industrial action or in any form of political activity organised by civilian trade unions or professional associations.

b. No restriction is to be placed upon attendance at political meetings so long as uniform is not worn, Service duties are not impeded, and no action is taken which could bring the Service into disrepute.

c. More detailed regulations regarding political activities within the RN are at BRd 2, Chapter 66.

0604. Membership of Political Parties

a. As described above, Service personnel are not permitted to take an active part in the affairs of any political organisation, party or movement.

b. There is, however, no restriction on the membership of a political party or trade union and there is no restriction on the attendance at political or trade union meetings where attendance at such a meeting is intended to enhance trade skills or knowledge. Uniform is not to be worn at such meetings.

0605. Membership of Extremist Groups

a. Service life precludes membership or support for extremist groups or organisations whose purpose includes incitement to racial hatred or violence.

b. There are numerous such groups and organisations with frequently changing names and objectives. Candidates who, during the recruiting process, declare themselves a member of such groups, or who have unspent convictions for racially motivated offences, or who express extreme racial views, are to be interviewed and rejected on grounds of personal qualities contrary to Royal Naval values.

c. R&A SO2 Policy is to be contacted for clarification if Careers Staff have any doubt about such a group or organisation.

0606. Police Cautions and Fixed Penalties

a. The civil police in England, Wales, and Northern Ireland, may use discretion and not put a case to the Crown Prosecution Service but instead award a Police Caution (PC) (formerly known as a Formal Police Caution) or, for those under the age of 18 years, a Reprimand or Final Warning. In Scotland, the sanction which corresponds to the PC is the Fixed Penalty.

b. PCs, Reprimands and Final Warnings are held on Police records for up to 5 years but are not subject to the Rehabilitation of Offenders Act 1974. There is no requirement for Careers staff to ask questions relating to PCs, Reprimands, Final Warnings or Fixed Penalties. Candidates must declare, in confidence, however, all convictions to UKSV when application is made for SC. The rehabilitation period is taken as expired when the PC is given.

0607. Penalties for Anti-Social Behaviour

a. Although still applicable in Scotland, the Anti-Social Behaviour Order (ASBO) was replaced in England, Wales, and Northern Ireland in 2014 by a Civil Injunction, Community Protection Notice (CPN) or Criminal Behaviour Order (CBO). Technically, these sanctions are not punishments in their own right, but may be ordered in conjunction with punishment, e.g., a fine. Any sanctions listed in this section should be considered ‘spent’ once they cease to have effect, but where the sanction has been joined with a punishment, the rehabilitation period is the period associated with the punishment.

b. Candidates with an ‘unspent’ sanction for anti-social behaviour are not to be processed.

0608. Care and Restraining Orders

a. Candidates who are the subject of Care or Supervision Orders which have been made for reasons other than for the committing of a crime, e.g., because of parental neglect or any need of care and protection, may be considered for entry before the Court Order has run its full course, provided they are suitable in all other respects. Application is to be made to the relevant local authority for a letter of recommendation for military service for the candidate. The local authority letter of recommendation must be uploaded to documents on MIS for visibility by the NETE.

b. Candidates who are subject to restraining orders are not to be processed until the Order has passed its expiry date.

0609. Custodial Sentences

All enquiries received from those serving custodial sentences are to be referred to R&A Policy WO1.

0610. Police Involvement - Future and Prior to Entry

a. All candidates, whether they have declared criminal convictions or not are, on completion of interview, to be given a verbal caution relating to future Police involvement, as stated on the post-interview caution paperwork available on the MIS.

b. Those who declare Police involvement prior to entry are not to be entered into the RN until the outcome of the Police investigation or court appearance is known. Those who are subsequently sentenced are to be processed in accordance with these instructions.

0611. Declared Criminal Convictions - Spent and Unspent

a. The lives of those in the RN depend on the reliability and integrity of each and every member of the Service. Those recruited into the RN may operate complex machinery and work in independent teams. They will also handle weapons and explosives. It is the duty of the RN to preserve the safety of all, and to ensure that young, impressionable personnel are not corrupted by those lacking in integrity.

b. The assessment of the reliability and suitability for employment in the RN is the responsibility of R&A Policy SO2. Certain criminal convictions, while they may be acceptable and tolerated in civil society, are not acceptable in the RN. As a general rule, candidates with criminal convictions that are ‘unspent’ will not be eligible for entry. Where the ‘unspent’ conviction meets certain conditions laid down in Chapter 7 and the ROM Chapter 14, however, a waiver, or dispensation, may be sought from R&A DHd. Each application will be considered on its merits. The gravity and nature of the offence(s) are the main factors when considering dispensation.

c. CAs may openly discuss ‘unspent’ convictions with the candidate to establish suitability for entry on completion of the Selection Interview (SI); ‘spent’ convictions must not be discussed (see sub-paragraph d. below for exceptions).

d. Candidates applying for medical roles and Royal Navy Police (RNP) are excluded from the Rehabilitation of Offenders Act 1974 and are not afforded protection from it (Note 6 MoD Form 493). Accordingly, candidates for medical roles may be questioned about 'spent' and 'unspent' convictions. These candidates must comply with the requirements of the Disclosure & Barring Service (DBS). Refer to R&A Policy WO1 for roles currently requiring DBS clearance prior to entry.

e. Only 'unspent' criminal convictions need be disclosed to CAs, unless the candidate is applying for entry into a medical/dental role (or QARNNS) or RNP, in which case **all** convictions must be disclosed. All criminal convictions (including Police Cautions) must be declared, however, in confidence and by all candidates, to the UKSV when an SC application is made. Candidates must also inform CAs of any Police involvement, including the requirement to attend court as a witness, prior to their entry.

f. Candidates who have declared 'unspent**'** criminal convictions (and 'spent' for medical/dental, QARNNS and RNP candidates) must meet the requirements shown above. If there is a mandatory rehabilitation period required for a specific offence or sentence, then the candidate must not be processed until that period is complete, unless a waiver can be applied.

g. CAs are to question the candidate and establish details of convictions after the SI. On completion, if the candidate is considered suitable, an application for a waiver should be made by email to R&A Policy WO1, explaining the circumstances, dates of offences, dates and details of convictions, in accordance with ROM, chapter 14.

0612. Criminal Convictions - Failure to Declare

a. On receipt of the UKSV 001, the UKSV will compare the criminal conviction declarations made with those revealed during the Security Check.

b. Except in the most serious cases, those candidates who fail to declare 'spent' convictions will be sent a 'second chance letter' by UKSV requesting them to reconsider their criminal convictions' declaration. If the candidate further refuses to admit convictions, UKSV would normally refuse a SC on the grounds of 'dishonesty during the vetting process' and inform the sponsor. A rejection letter is to be sent by the sponsor directly to the candidate giving the reason for rejection as "dishonesty during the recruiting process". If appropriate, the letter may state a waiting period, which must elapse before the candidate may reapply.

0613. Drugs

a. Drug misuse may be tolerated in some walks of life, but the lives of those in the RN depend on the reliability of each and every member of the Service. Drug misuse is not only illegal, but also incompatible with the duty of the RN to preserve the safety of all personnel. More detail is at Chapter 21. Correspondingly, candidates with certain drug-related unspent convictions are ineligible to join the RN; see Chapter 7.

b. **Compulsory Drug Testing (CDT).** All RN personnel are subject to CDT; a positive test result may lead to Administrative Discharge:

(1) **Ratings/Other Ranks.** Discharge SNLR (CDT) - see part 7, para 5448.

(2) **Officers.** Administrative Discharge (Misconduct) - see part 7, para 5441.

c. Both Discharge categories are a bar to re-entry into the RN. Personnel discharged from the Army or RAF after a positive CDT test result are also ineligible for entry into the RN.

0614. DBS/Disclosure Certificate

a. Government legislation requires people working with children and vulnerable persons to be subject to checks by the Disclosure and Barring Service (D&BS) and issued with a Disclosure Certificate (DC). D&BS administer the application process for the MoD, and all MoD clearances are conducted at the 'enhanced' level.

b. The requirement to comply with this legislation includes all Careers Staff, members of presentation teams and Candidate Preparation Centre Staff. The DC procedures for members of R&A Staff are contained within R&A Standing Orders.

c. A DC that is acceptable to the MoD may only be obtained from the D&BS when application is made on a Disclosure Application Form (DAF) through Defence Business Services (DBS), which is the MoD focal point for processing requests for DCs.

d. **DC Requirements for Specific Roles.** This procedure applies only to candidates for the following roles[1]:

(1) Chaplain.

(2) Dental Officer and Dental Officer Cadet.

(3) Medical Officer and Medical Officer Cadet.

(4) Dental Hygienist, Dental Nurse (Qualified) and Dental Nurse (Student).

(5) Nursing Officer Qualified (Adult), and Nursing Officer Qualified (Mental Health).

(6) Medical Assistant, Medical Technician (Qualified)[2], Medical Technician (Student)[3].

(7) Naval Nurse Qualified (Adult), Naval Nurse Qualified (Mental Health), Naval Nurse Student (Adult), Naval Nurse Student (Mental Health).

[1] Although D&BS clearance is not required to join, CAs should inform candidates who have applied for RNP or PTI roles that there may be a requirement to obtain this whilst in-Service.
[2] Biomedical Scientist, Operating Department and Radiographer roles.
[3] Biomedical Scientist, Operating Department and Radiographer roles.

e. During initial discussions, Careers Staff must inform candidates that, for the roles listed above (including RNR), there is a legal requirement for their application to undergo disclosure checking by D&BS and the production of an acceptable DC. A statement to this effect will be included on all appropriate Careers Information.

f. The following roles may require a DBS depending on assignment following Phase two training and will be initiated by the Career Manager.

(1) Physical Training Instructor

(2) Royal Navy Police

g. **D&BS Appeals.**

(1) The CA is to ensure the following rights must be explained.

(2) In the event that a candidate believes that the information listed in the DC is in error, the candidate has a right to contact D&BS on the Disclosure Dispute line 0300 0200 190, or complete an online form[4] to challenge disclosure information.

(3) Disputes must be raised within 3 months of a certificate's issue date.

h. **DAF - Disposal of Unused Forms.**

(1) Each DAF is uniquely numbered by the D&BS.

(2) CAs are to inform Navy People Discipline[5] of any candidates who have withdrawn from the recruitment process so their D&BS application can be cancelled.

[4] https://www.gov.uk/report-problem-criminal-record-certificate/dispute-a-mistake.
[5] navypeople-pspexecdisc@mod.gov.uk

CHAPTER 7

ELIGIBILITY AND ENTRY STANDARDS

(Sponsor: NAVY RA-DHd RA)

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Note. *Recruiting policy is being aligned across the Services and will transfer to JSP 545 on or before 1 Apr 27; no further policy amendments or additions will be made to BRd 3(1). Recruiting-related RNTMs and RIs will remain extant until incorporated to JSP545 or cancelled.*

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CHAPTER 7

ELIGIBILITY AND ENTRY STANDARDS

0701. Job Eligibility Matrix (JEM) - RN, RM, RFA and Maritime Reserves

The JEM contains the eligibility requirements for entry into the RN, RM, RFA and MR in the capacity of Officer or Ratings/Other Rank. It is a living document that is regularly amended to reflect eligibility changes for each role. The JEM is available via Defence Intranet - JEM Link[1].

0702. Eligible Candidates - Entry into Recruiting Procedure

Once eligibility has been confirmed at the online application and initial CRM (Chapter 5, paragraph 0504) has commenced, the candidate will be asked to complete the Medical RFI, a Tattoo Proforma and MoD Form 493 (and Parental Consent Form where applicable), and unless exempt from it, will be invited to sit the DAA, either remotely or in person in an AFCO. On successful completion of DAA they will continue with the selection process depending on their chosen pathway, iaw RoM.

0703. Ineligible Candidates

a. During the CRM process it is essential that the proper procedure for ineligible candidates is followed. Candidates who are not eligible to continue with their application are only to be rejected after careful consideration. It is most important that any reason for rejection is explained and conveyed as sympathetically as possible. Rejections are to be made by R&A careers staff only (not including re-entrants).

b. **Maritime Reserves.** Candidates in certain occupations are ineligible to join the MR, as follows:

(1) Serving members of UKAF or Volunteer Reserve Forces (including Sponsored Reserves), Commonwealth or foreign equivalents – including members of the Naval Careers Service without reckonable regular-service prior to entry.

(2) All members of the Sponsored Reserves including RFA personnel who have accepted Sponsored Reserve status.

(3) Serving members of a URNU including Honorary Midshipmen and Training Staff.

(4) Other candidates in receipt of any form of sponsorship detailed in Annex 10A.

c. Whilst there are no longer any Reserved Occupations, employees are to be strongly encouraged to verify their employer's local policy for employment of Reservists.

[1] https://modgovuk.sharepoint.com/:x:/r/sites/IntranetNavy/_layouts/15/Doc.aspx?sourcedoc=%7B3BB95ABC-ED6B-4D2A-9FAF-078D8519DB0A%7D&file=JEM_15Nov24-O.xlsx&action=default&mobileredirect=true

d. Officers with an existing liability for call-out as officers on the Retired or Emergency Lists must inform the Naval Secretary of their intention to join the RNR. Once they have joined, call-out will normally be in their capacity as an RNR, as opposed to RFR officer.

e. Former Regular Service ratings with an RFR liability are required to sign a declaration acknowledging that they will be re-enrolled into the RFR to complete remaining RFR time, should they be discharged from the RNR before their RFR liability is fulfilled. This declaration is administered by the parent RNR unit during attestation.

f. **Criminal Convictions**. Candidates are not to be processed into Regular or Reserve service with any of the following unspent convictions:

(1) Hospital order.

(2) Sexual offences.

(3) Offences involving loss of life.

(4) Arson.

(5) Terrorist activities.

(6) Offences involving explosives.

(7) Misuse of drugs:

(a) Any offence relating to trafficking or supply of drugs.

(b) Any offence relating to the use of Class A drugs.

(c) More than one conviction for 'possession for personal use' of a Class B or C drug (see drugs classifications[2]).

(8) Three or more offences against persons, property, dishonesty or serious motoring offences.

g. Offences under schedule 2 of the Road Traffic Offenders Act 1988 attract a rehabilitation period of 5 years. This includes speeding, driving without a licence etc. Minor driving offences, such as those attracting penalty points only, may be considered for a waiver and so will not usually be a bar to entry; see ROM Chapter 14.

h. Candidates with 'spent' or 'unspent' convictions for sexual offences, drugs related offences, violence or dishonesty, or those who have been subject to a custodial sentence or hospital order are not eligible for entry into Medical, Dental or Nursing roles/specialisations.

[2] https://www.gov.uk/government/publications/controlled-drugs-list--2.

i. Candidates are also not eligible to be processed if they:

(1) Are on bail or awaiting criminal prosecution.

(2) Have unpaid fines or compensation orders.

(3) Have unexpired conditional discharge, bound over or curfew orders.

(4) Have probation, community service or combination orders which have not been completed.

(5) Are subject to a supervision requirement/order; community supervision order, care order, or fit person order for committing a criminal offence.

j. Candidates subject to the notification requirements of Part 2 of the Sexual Offences Act 2003, because they have been convicted, cautioned, reprimanded or warned for a relevant sexual offence, will not normally be awarded a security clearance, even if any associated conviction is spent. Failure to gain a security clearance will mean such candidates are ineligible to join.

0704. Rejecting Candidates

a. It is R&A policy that candidates who are rejected may, at the discretion of the CA, be either verbally rejected or rejected by letter. A rejection reason is to be entered on MIS and the AFCO Form 101. The reasons for their removal from the recruitment journey and the minimum time to re-apply are to be iaw RoM and clearly and sensitively explained by the CA to encourage the candidate to address their issues and re-apply when appropriate.

b. Previously rejected Candidates may be re-interviewed provided they meet the DAA requirement for the new profession. The timescale for the re-interview is at the discretion of the CA, and the appropriate MIS letter sent.

c. It is essential that details of any candidates who refuse to attest or engage at the NETE are recorded in RITS by New Entry Training Establishment staff.

0705. Appearing as a Witness

Candidates who will be required to appear as a witness in a criminal or civil court may be processed, however they should be counselled that given the tempo of Phase 1 Training they may wish to defer entry until after their appearance in court.

0706. Age Requirements and Restrictions

a. **Age Requirements on Application.**

(1) An application for entry to the RN may be accepted from an individual provided that:

(a) **Ratings/Other Ranks Entry.** The candidate is aged at least 15 years and 9 months before application can be accepted. Note: candidates are not to be forwarded for selection boards or auditions which commence before they are 16 years of age. Candidates entering either intelligence roles cannot enter until 17 years old as they cannot achieve DV.

(b) **Officer Entry.** The candidate is aged at least 15 years and 9 months other than potential scholars who may become enquirers at age 14 years, but may not apply until they are 15 years and 9 months. If required, the first year's A-Level scholarship payment may be backdated.

(c) The candidate will be eligible to leave school under the Local Education Authority rules prior to joining the RN.

(d) **Sixth Form Scholars.** Sixth Form scholars may apply to join via the A-Level Scholarship scheme from 15 years and 9 months old but can become an enquirer from age 14 to support payment in Year 12. The scheme is open only to Engineer officer candidates who will go onto study for a degree via the DSUS or UCE scheme.

(2) Conditions of Service and Reserve liability are to be fully explained to all candidates at the enquiry stage. It is essential that Career Staff evidence that candidates under the age of 18 understand the full implications of the undertaking they are considering entering into.

b. **Age Restrictions on Entry - Ratings/Other Ranks.**

(1) **Minimum Age.** Candidates must not enter INT any earlier than their birthday on which they reach the minimum age for the role/specialisation as directed in the JEM.

(2) **Maximum Age.** All candidates must be entered into INT before they exceed the 'Max to join' age as published in the JEM. Therefore, candidates for most RN roles must enter before they reach 40 years of age, however, some roles have now extended to a higher age threshold, and others having a lower threshold due to physical demands. Careers Staff must use discretion when considering processing candidates who are approaching the upper age limit. Consideration must be given to the requirement to complete the DBS, obtain SC and enter the candidate before the upper age limit is reached.

c. **Age Restrictions on Entry - Officers.**

(1) **Direct Entry.** Officer entrants must be over 18 on the first day of the month of entry to BRNC or CTCRM.

(2) **Sixth Form Scholars.** All candidates will be a minimum of 18 years old on joining BRNC and entering the RN.

(3) **Defence STEM Undergraduate Scheme.** Candidates must be under 23 at the commencement of their degree course and under 26 on entry to the RN. Candidates are usually accepted for a 3-year course but can be exceptionally selected for a 4-year course. Candidates may have been A-Level Scholarship candidates and as such will commence the DSUS immediately after Year 13.

d. **Maritime Reserves Recruiting Process - Age Limits and Waivers.**

(1) Age limits are detailed in the JEM. P&T WF CM, may approve age waivers for candidates who do not meet the age criteria.

(2) **Age Waivers.** If the candidate falls outside the MR age limits, Careers Staff are to take the following actions:

(a) Make a formal application for an age waiver to R&A MR RECRUIT SO2 using the standard approval to process method. Once received, the application will be forwarded to the RNR BM for RNR candidates and RMR CM for RMR candidates.

(b) If approved, eligible and recommended candidates are to be processed in the normal way.

0707. Statutory School Leaving Ages (Age of Participation)

a. Students must stay in some form of education or training until their 18th birthday. Their options are as follows:

(1) Full time education.

(2) An apprenticeship or traineeship which may include the UKAF.

(3) Part time education or training – as well as being employed, self-employed or volunteering for twenty hours or more a week.

b. It is illegal to employ a child full-time until the laid down statutory school leaving age is reached. This requirement is binding on all children, their parents and guardians, whether or not the child is enrolled in a school. Children educated outside school, whether under arrangements made by the parent or by a local authority, are also prohibited from taking full-time employment until the relevant date.

c. The specific limitations are as follows:

(1) **Schools in England and Wales.** Pupils may leave school on the last Friday in Jun in the school year in which they reach the age of 16. The school year normally ends on 31 Aug.

(2) **Schools in Northern Ireland.**

(a) Pupils whose 16th birthday falls between 1 Sep and 1 Jul may leave school after 30 Jun.

(b) Pupils whose 16th birthday falls between 2 Jul and 31 Aug may leave school after 30 Jun the following year.

(3) **Schools in Scotland.**

(a) Pupils whose 16th birthday falls between 1 Oct and the last day of Feb inclusive, may leave school at the Christmas holiday.

(b) Pupils whose 16th birthday falls between 1 Mar and 30 Sep may leave school after 31 May.

0708. Parental Consent for Candidates and Enquirers Under 18

a. Parental Consent to Process must be obtained for those under the age of 18 before any processing can take place. This is sought when the initial Request For Information (RFI) is sent via MIS.

(1) The candidate may undertake the DAA prior to receipt of the Parental Consent form.

(2) RFI Parental Consent Form (Process) must be received and checked prior to the candidate conducting SI.

(3) This consent will remain valid for the remainder of the candidate's recruitment journey.

(4) The Parental Consent Form (Process) is to be uploaded to RITS for visibility.

b. Parental Consent to enter Service is required for all candidates under the age of 18 on entry.

(1) Parental Consent Form ModForm486 is to be sent as an RFI using RITS as soon as the service entry date has been given.

(2) The form is to be signed by hand by the candidate's parents/guardian which is also to be signed by a witness as directed on the form.

(3) The ‘Notes’ relating to parental consent are to be explained to the candidate and it must be stressed that the ‘witness to signature’ is to be signed by a person with some standing in the community.

(4) The Parental Consent Form MoD Form 486 is to be uploaded to RITS for visibility.

0709. Under 18 and Active Service - UN Convention on the Rights of the Child

a. The purpose of this complex legislation is to strengthen the rights of children by prohibiting their participation in armed conflict.

b. The legislation has no direct impact on R&A but, should a query be raised by a candidate, parent or member of the general public concerning this subject, the following points may be made:

(1) Those aged under the age of 17 will not be assigned to HM ships, submarines, or an RM operational unit.

(2) Those few personnel under the age of 18 serving in HM ships, submarines or with an RM operational unit will, wherever feasible, be removed from situations in which the Fleet Commander or Chief of Joint Operations deem there to be a "greater than low risk of direct involvement in hostilities".

0710. Sighting of Certificates and Qualifications

a. Candidates applying for any form of entry requiring educational qualifications are to produce certificates, during initial CRM unless awaiting results, when they are required to complete RFI from MIS; these certificates must be uploaded to RITS by the candidate.

b. Qualifications that have been obtained overseas are to be presented by the candidate translated into English accompanied by a Certificate of Translation Accuracy by a professional translation service.

c. CAs are to verify academic qualifications by sighting original certificates over the Shine Video platform and comparing against the copy the candidate has uploaded to RITS. Detailed educational qualifications are outlined in the JEM and found in the entry matrices at paragraph 0716 and paragraph 0717.

d. Candidates may be processed whilst awaiting results of examinations but are not to be entered until qualifications are confirmed. If any doubt exists about the acceptability of educational qualifications, guidance is to be sought from R&A Policy WO1.

e. In the absence of original educational certificates, Statements of Academic Results issued by the examining boards are acceptable. Provisional Statements and letters from educational establishments are not acceptable. For roles that require a degree as a pre-requisite, only an original degree certificate is acceptable.

0711. Educational Requirements - Ratings/Other Ranks

a. Entry into most rating/other rank roles in the RN does not require any formal educational qualifications.

b. All candidates, unless eligible for a waiver[3], must, pass the DAA. There are minimum DAA scores required by each role. The candidate and the CA will receive a report on which roles the candidate has passed the DAA for on completion of the test.

c. In tandem to the DAA, the following roles also require GCSE or equivalent grades as detailed in the JEM:

(1) Cryptologic Technician.

(2) Medical Technician (Radiographer).

(3) Medical Technician (Biomedical Scientist).

(4) Medical Technician (Operating Department Practitioner).

(5) Dental Nurse.

(6) Dental Hygienist.

(7) Naval Nurse (Adult or Mental Health).

(8) Medical Assistant.

(9) Aircrewman.

(10) Royal Navy Police.

(11) Accelerated Apprentice Scheme.

(12) Fast Track Engineering Technician

d. **Qualified Medical Experience.** For individuals wishing to join the RN as Medical Professionals who have not trained in the UK healthcare system, 2 years (full time equivalent) of UK NHS experience is preferred, working in the professional role for which they are applying. Waivers will be considered on an individual basis and can be applied for through R&A-SAT MED SO3.

e. **Registration.** Several of the roles listed below may require registration to the appropriate UK governing body. The candidate may be in the process of gaining the listed registration at the time of application. Clarification of acceptable registration standards may be obtained from R&A-COHERENCE SR MED PO.

[3] Further guidance regarding DAA waivers can be found within Chapter 8.

f. **Medical Technician Student (Radiographer).** The educational eligibility standards for Medical Technician Radiographer (Student) are set by Birmingham City University (BCU). They are as follows:

(1) A minimum of 120 UCAS Tariff points or equivalent are considered on an individual basis.

(2) Education criteria and other equivalent qualifications can be found at this web address:

http://www.bcu.ac.uk/courses/diagnostic-radiography[4].

g. **Medical Technician Student (Biomedical Scientist).** The educational eligibility standards for Medical Technician Biomedical Scientist (Student) are set by Aston University, Birmingham. They are as follows:

(1) Three A-Levels at minimum BBB; including Biology or BBC; including Biology and B in either Core Maths or Extended Project Qualification (EPQ).

(2) Education criteria and other equivalent qualifications can be found at this web address:

http://www.aston.ac.uk/study/courses/biomedical-science-bsc[5]

h. **Medical Technician Student (Operating Department Practitioner).** The educational eligibility standards for Medical Technician Operating Department Practitioner (Student) are set by BCU. They are as follows:

(1) A minimum of 112 UCAS Tariff points or equivalent are considered on an individual basis.

(2) Education criteria and other equivalent qualifications can be found at this web address:

https://www.bcu.ac.uk/courses/operating-department-practice-bsc-hons-2026-27#entry_requirements[6].

[4] https://www.bcu.ac.uk/courses/diagnostic-radiography.
[5]http://www.aston.ac.uk/study/courses/biomedical-science-bsc
[6] https://www.bcu.ac.uk/courses/operating-department-practice-bsc-hons-2026-27#entry_requirements

i. **Naval Nurse Student (Adult or Mental Health).** The educational eligibility standards for Naval Nurse (Student) are set by BCU. They are as follows:

(1) A minimum of 120 UCAS Tariff points or equivalent are considered on an individual basis.

(2) Education criteria and other equivalent qualifications can be found at this web address:

http://www.bcu.ac.uk/courses/nursing-adult[7].

(3) Evidence of study within the last 5 years.

(4) Evidence of clinical experience/exposure in adult health care.

j. **Dental Nurse Student.** Eligibility standards are as follows: Educational qualifications: 2 GCSEs at Grade 4 or above (formally C), including English Language.

k. **Medical Technician Qualified (Radiographer).** Eligibility standards are as follows:

(1) Educational qualifications: BSc in Diagnostic Radiography.

(2) Registration: Candidates must be registered prior to entry with Health Care and Professions Council (HCPC) as Radiographer.

l. **Medical Technician Qualified (Biomedical Scientist).** Eligibility standards are as follows:

(1) Educational qualifications: Institute of Biomedical Science (IBMS) accredited Degree in Biomedical Sciences. Non-accredited degrees will be considered; guidance from R&A-COHERENCE SR-MED PO is available, as not all are acceptable.

(2) Registration: Candidates must be registered prior to entry with HCPC as Biomedical Scientist.

m. **Medical Technician Qualified (Operating Department Practitioner).** Eligibility standards are as follows:

(1) Educational qualifications: Dip He or BSc Degree in Operating Department Practice.

(2) Registration: Candidates must be registered prior to entry with HCPC as Operating Department Practitioner.

[7] https://www.bcu.ac.uk/courses/nursing-adult.

n. **Naval Nurse Qualified (Adult).** Eligibility standards are as follows:

(1) Educational qualifications: BSc/MSc or BN in Adult Nursing.

(2) Registration: Candidates must be registered prior to entry with Nursing and Midwifery Council (NMC) as an Adult Nurse.

o. **Naval Nurse Qualified (Mental Health).** Eligibility standards are as follows:

(1) Educational qualifications. BSc/MSc or BA in Mental Health Nursing.

(2) Registration: Candidates must be registered prior to entry with Nursing and Midwifery Council (NMC) as an Mental Health Nurse.

p. **Dental Hygienist Qualified.** Eligibility standards are as follows:

(1) Educational qualifications: DipHe or BSc in Dental Hygiene & Therapy.

(2) Registration: Candidates must be registered prior to entry with GDC.

q. **Dental Nurse Qualified.** Eligibility standards are as follows:

(1) Educational qualifications: Diploma in Dental Nursing.

(2) Registration: Candidates must be registered prior to entry with GDC.

r. **RNR Nurse (Officer and Rating) Candidates.** Candidates must meet the following criteria:

(1) Registered General Nurse (RGN) or Registered Nurse (RN) (Adult) on sub-part 1 (RN1, RNA) or alternatively sub-part 2 (RN2, RN7) of the NMC.

(2) Officer candidates must hold a Nursing degree in Adult Nursing and be registered with the Nursing and Midwifery council (NMC) without restrictions.

(3) Ratings must hold a Nursing degree in Adult Nursing and be registered with the Nursing and Midwifery council (NMC) without restrictions.

(4) Currently working in an acute clinical setting, within a hospital.

(5) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application.

(6) RNR Nurses are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter.

s. **RNR Medical Technician Qualified (Radiographer).** Eligibility standards are as follows:

(1) Minimum age on entry is 20 years.

(2) Educational qualifications: BSc in Diagnostic Radiography.

(3) Registration: Candidates must be registered prior to entry with Health Care and Professions Council (HCPC) as Radiographer without restrictions.

(4) Currently working in an acute clinical setting, within a hospital.

(5) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application.

(6) RNR Radiographers are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter.

t. **RNR Medical Technician Qualified (Biomedical Scientist).** Eligibility standards are as follows:

(1) Minimum age on entry is 20 years.

(2) Educational qualifications: IBMS accredited Degree in Biomedical Sciences.

(3) Registration**:** Candidates must be registered prior to entry with HCPC as a Biomedical Scientist without restrictions.

(4) Currently working in an acute clinical setting, within a hospital.

(5) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application.

(6) RNR Biomedical scientists are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter.

u. **RNR Medical Technician Qualified (Operating Department Practitioner).** Eligibility standards are as follows:

(1) Minimum age on entry is 20 years.

(2) Educational qualifications: Dip He or BSc Degree in Operating Department Practice.

(3) Registration: Candidates must be registered prior to entry with HCPC as an Operating Department Practitioner without restrictions.

(4) Currently working in an acute clinical setting, within a hospital.

(5) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application.

(6) RNR Operating Department Practitioners are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter

v. **Accelerated Apprentice Scheme.** Candidates for the Accelerated Apprentice Scheme must meet the following criteria:

(1) A minimum of 3 GCSEs (or Scottish equivalent) at Grade C (4 on the new grading system) or higher including Maths, English Language and at least 1 science-based subject.

(2) The AA scheme requires applicants to hold specified Level 3 qualifications which provide a minimum of 48 UCAS points. There are two options available to applicants:

(a) **Vocational.** A vocational qualification in an engineering discipline at Level 3, generally carrying the title 'Level 3 Diploma in Engineering'. There are many sub-disciplines or 'pathways', including mechanical, electrical/electronic, manufacturing or aeronautical engineering as required by the individual specialisation.

(b) **Academic.** 2 GCEs (A-Levels or equivalents – Mathematics (or further Mathematics)) and a STEM based subject from the list below.

i. Physics.

ii. Chemistry.

iii. Physical Science.

iv. Electronics.

v. Engineering.

vi. Computer Studies/Science.

vii. Design and Technology.

(c) Applicants who have a combination of A/A2 Level Maths and a STEM vocational course from the subject table above at the following level or higher (minimum 24 UCAS points):

i. Diploma - minimum Grade PP.

ii. Subsidiary Diploma - minimum Grade M.

iii. 90 Credit diploma - minimum Grade PP.

iv. Certificate - minimum Grade D.

(d) DAA – Overall Score of 60 for AA AE, 55 for ME, SM, WE & CIS. No discretion is to be applied unless service need dictates.

w. **Fast Track Engineering Technicians** must meet the following minimum criteria:

(1) 2 x GCSEs at grade A-C (9-4) in English Language and Mathematics

And

1 x GCSE at grade A-C (9-4) in a STEM subject: Physics, Chemistry, Physical Science, Electronics, Engineering, Computer Science or Studies.

Or

(1) Level 2 Diploma in Engineering at a Pass or higher in: Mechanical, Electrical or Electronic, Manufacturing, Aeronautical, Computing.

0712. Educational Requirements - Officers (Non-Graduate)

a. The JEM shows the educational standard for non-graduate officer entry. Candidates must demonstrate they have achieved, or are expected to achieve, the required standards in GCSEs or equivalent and the required UCAS points. Level 6 or above higher degrees are acceptable as alternatives for candidates applying for non-graduate officer roles that do not have evidence of the required A-Level or UCAS points.

b. If unsure of overlapping subject areas, CAs should seek advice from Specialist Recruitment Teams or R&A Policy WO1.

c. Officer candidates must have passed the DAA, unless exempt or eligible for waiver iaw policy. No discretion is to be applied by CAs; waivers can be sought from R&A Policy WO1.

0713. Educational Requirements - Officers (Graduate)

a. All graduate candidates will be required to hold a suitable UK degree, or equivalent, and they must satisfy the non-graduate standard above (except Chaplains who only require only a Chaplaincy degree). In exceptional cases this condition may be waived, but only at the discretion of the appropriate BM (if a waiver is granted, CAs are to annotate RITS to this effect). Degrees need not be of honours standard.

b. **Degree Requirements.** Degrees are required only for Engineer Officer, Medical Officer, Dental Officer, Nursing Officer, Environmental Health Officer, Medical Services Officer and Submarine Health Physicist Officer entrants, and Chaplains. While the experience and education gained at university may be beneficial to other officer entrants, the degree qualification is not a requirement.

c. **Engineer Officer - Degree Requirements.** Within the Engineering Branch, each engineering specialisation will have its own engineering degree requirements. Relevant engineering degrees, as detailed at sub-paragraph e. are to be accredited by the UK Engineering Council[8] [9] to IEng or CEng. This is aimed to attract, recruit and subsequently train individuals with the most suitable educational background to each individual engineering specialisation. This in turn should minimise training risk and deliver optimum Gains to Trained Strength (GTS). Furthermore, this should lead to enhanced professional developments as people will be recruited to the most relevant engineering specialisations in accordance with their educational backgrounds.

[8] https://www.engc.org.uk/.
[9] An accredited course search facility is available on the Engineering Council Website.

d. **Engineer Officer - Broader accepted Degrees.** Subject to approval by the relevant Engineering BM, candidates with broader STEM degrees, and/or outside the criteria described above, may be considered. Positive attributes of the candidate such as motivation to learn, leadership capability and previous experience should also be considered. Candidates should be made aware that degree accreditation is critical in some specialisations, due to the regulatory environment within which Service engineering is conducted; candidates given approval to join with non-accredited or broader STEM degrees may be ineligible for some specialisations and this will influence their streaming under Recruit by Profession.

e. **Individual Engineer Specialisation Educational Requirements.** The educational requirements for each engineering specialisation are stipulated as follows:

(1) **WE/WESM.** Requirement for UK-Recognised Degree accredited by the IET, BCS, RAeS, IMechE, IMarEST, IOP, IM or Nuclear Institute with fundamentals based in Electronic Engineering, Computer Systems Engineering, Applied Maths or Physics. Additionally, completion of a degree in one of the subjects listed below is also permitted. If the number of applicants exceeds the number of places available, then primacy will be afforded to those holding degrees in engineering/computing disciplines.

Aero-Mechanical Systems Engineering	Aeronautical & Electronic Engineering	Aeronautical Systems Engineering
Artificial Intelligence & Mechanical Engineering	Automation & Control	Computer Science
Computer & Robotic Systems	Computational Intelligence & Robotics	Digital Systems Engineering
Electronic Control & Robotics Engineering	Electrical Power Engineering	Embedded Systems & Robotics
Engineering Management	Engineering Physics	Mathematics
Mechanical & Marine Engineering	Mechanical Engineering	Mechanical Systems Engineering
Mechatronics & Robotics	Robotics	Robotics & Automated Systems
Robotics & Cybertronics	Robotics, Cybernetics & Process Automation	Robotics & Electronic Engineering
Physics	Physics & Maths	Mechanical Engineering

(2) **ME/MESM.** Requirement for UK-recognised degree in Mechanical or Marine Engineering accredited to CEng or IEng level. Degrees outside this remit will be subject to consideration by the ME/MESM BM.

(3) **AE.** Requirement for UK-recognised degree accredited to CEng or IEng level in Electrical, Electronic or Mechanical Engineering, or an Aeronautically-related degree similarly accredited. Degrees outside this remit will be subject to consideration by the AE BM. If the number of applicants exceeds the places available, however, primacy will normally be afforded to those holding aeronautically related qualifications.

(4) For WE/WESM, ME/MESM and AE the route to Incorporated or Charted status is clearly defined. Provided that the degree studied is recognised by the UK Engineering Council, the RN's training package for Engineer Officers meets their requirements for corporate membership. For those Engineer Officers joining with non-UK Engineering Council recognised qualifications, a route to IEng and CEng status remains, but it is not as clearly defined and may need additional experience-based evidence to fulfil the requirements for membership.

f. **Educational Waivers (EW) - Engineer Officers.** There are two waivers which can be granted to Engineer Officer candidates in relation to educational qualifications. Primarily, candidates will be put forward for shortfalls in one area/competency only. Only in the most exceptional circumstances will a waiver be considered for those falling short across multiple areas. Waivers can be issued in the following circumstances:

(1) **UCAS.** Less than 96 UCAS points held. If 64 or more points are held in maths and an engineering-based science the candidate may be granted an EW following referral to, and approval by ESAT.

(2) **Degree.** Not accredited by the relevant approving body or compliant with Engineering BM guidance. Any EW issued for a non-compliant degree **must** be granted by the relevant BM via the ESAT. The candidate is then limited to the role that approved the EW.

g. **Medical and Dental.**

(1) **Medical Officers.** DGE Medical Officers require a medical degree and full General Medical Council registration (no conditions), and 4 months foundation training in Emergency Medical and General Practice.

(2) **Dental Officers.** DGE Dental Officers require a dental degree, full General Dental Council registration (no conditions), and are to have completed Dental Foundation Training.

(3) **Nursing Officer (Adult).** Nursing Officers need to have a BSc/MSc or BN in Adult Nursing and be registered with the Nursing and Midwifery Council (NMC).

(4) **Nursing Officer (Mental Health).** Nursing Officers need to have a BSc/MSc or BA in Mental Health Nursing and be registered with the NMC.

(5) **Environmental Health Officer.** EHOs are required to hold a BSc or MSc in Environmental Health from an accredited institute and be registered (or working towards registration) with the Environmental Health Registration Board (EHRB).

(6) **Medical Services Officer Submariner Health Physicist.** MSO SM are required to hold a 2.2 of higher degree in Maths, Physics, Chemistry or Biological Sciences.

(7) **RNR Pharmacist Officer.** Pharmacist officers are to hold a pharmacist degree and are to be GPC registered.

(8) **RNR Physiotherapist Officer.** Physiotherapist officers are to hold a physiotherapist degree and are to be HCPC registered.

(9) **Educational Waivers (EW).** Where a qualified candidate has obtained a qualification that is higher than the GCSE results required for officer entry, an EW can be applied for through the Medical Branch Manager. The Specialist Medical Recruitment Team must be contacted to facilitate this.

(10) **Qualified Experience.** For individuals wishing to join the RN as Medical Professionals who have not trained in the UK healthcare system, 2 years (full time equivalent) of UK NHS experience is preferred, working in the professional role for which they are applying. Waivers will be considered on an individual basis and can be applied for through R&A-SAT MED SO3.

0714. UCAS Points Requirement

a. The JEM lists the minimum UCAS point requirement against each role.

b. UCAS points requirement: Unless specified higher in the JEM, i.e., for Engineer, some Medical or sponsored education roles, every officer entrant must have at least 72 UCAS points. These can be accrued from either GCE A/AS Levels (or equivalent), National Diplomas (e.g., BTEC), a variety of other Level 3 educational qualification (see para 0714.e.) or replaced by a level 6 degree or above for non-graduate candidates that do not have evidence of the required A-Level or UCAS points (see 0712a).

c. Overlapping subjects may be counted as two qualifications for the purpose of assessing UCAS points, e.g. Mathematics/Further Mathematics. For other potentially over lapping subjects, clarification is to be sought from the R&A Policy WO.

d. UCAS points attained at AS Level are overridden by UCAS points gained at A Level in the same subject. Only the higher tariff is to be counted.

e. For qualifications other than A/AS/H Level; all accepted UCAS qualifications can be found on the UCAS calculator[10].

f. Level 4 and Level 5 qualifications do not carry UCAS points and will not be found in the UCAS calculator.

[10] https://www.ucas.com/undergraduate/applying-university/entry-requirements/calculate-your-ucas-tariff-points.

0715. Educational Equivalency - General Guidance

a. Educational equivalency is a complex area, and the GCSE and UCAS tables below provide only limited guidance. Any qualification which is not covered by these tables should be referred to the R&A Policy WO1 or the appropriate Specialist Attract Team.

b. Queries must be accompanied by a copy of the certificates of qualifications in question, when issued, and details of all qualifications held including those in question.

c. Level 1/Level 2 Certificates are regarded as being the equivalent of GCSEs and are acceptable where GCSEs are required for education eligibility. Level 1 Certificates will be comparable to GCSE grades 1-3/G-D and Level 2 Certificates will be comparable to GCSE grades 4-9/C-A*. The certificate should state the grade attained although does not in all cases.

0716. Convertibility of New Scottish Qualifications

a. The new Scottish qualifications can be mapped to the current qualifications using the equivalence table below:

SCQF Level	New Scottish Qualifications	Previous Scottish Qualifications	QCF/NQF Level	BRd 3(1) Eligibility Matrix Qualifications
1 and 2	National 1 and National 2	Access 1 and Access 2	Entry Level	Entry Level Certificates
3	National 3	Access 3 Standards Grade (Foundation Level)	Entry Level	Entry Level Certificates
4	National 4	Standard Grade (General Level) Intermediate 1	1	GCSE Grades D-G Level 1 Qualifications, Foundation Certs/Diplomas etc
5	National 5	Standard Grade (Credit Level) Intermediate 2	2	GCSE Grades A*-C Level 2 Qualifications Certs/Diplomas etc
6	Higher (New)	Higher	3	AS/A Level
7	Advanced* Higher (New)	Advanced Higher	3/4	A Level HNC

b. Within a National 5, a student will receive a Grade A to D. There is no A* however Grades A to C map across to the equivalent GCSE grade (A to C). Therefore, where the matrix currently stipulates that a candidate must hold a GCSE A* to C, this will equate to a National 5 Grade C or above.

0717. Acceptable Alternatives to GCSE Mathematics and English Grade 4/C

	Accept	Do Not Accept
Mathematics	SCE Ordinary Grade: A, B, C *	CSE Grade 1 in Arithmetic
	SCE Standard Grade: 1, 2, 3 *	CSE Grade 1 in Applied Mathematics
	Irish Leaving Certificate Ordinary Level; 01 – 04 or A – C/A1 – C3 *	SCE pass in Arithmetic
	For Maths equivalence a candidate must present a full Mathematics level NII unit passed at a minimum of Merit level or a pass at the Higher level (indicated on certificates as NIII or H).	GCSE/SCE pass in Statistics
	Relevant Open University Credits	'Application Of Numbers' Key Skills
		GCSE pass in Computer Studies
English Language	A pass in a full unit of General and Communications studies at BTEC NC, ND, HNC or HND.	CSE Grade 1 in English and Business Communication
	Irish Leaving Certificate Ordinary Level; 01 – 04 or A – C/A1 – C3	A compensatory award in SCE H Grade English
	SCE Ordinary Grade: A, B, C *	'Communications' Key Skills
	SCE Standard Grade: 1, 2, 3 *	

0718. Medical Standards for Candidates - General

a. CAs are not, in any circumstances, to comment on or advise candidates on potential outcomes related to their individual medical conditions.

b. All candidates must be medically fit to serve world-wide. In general, physical defects of the body, impediment of speech, defect of sight or hearing, and pre-disposition to constitutional or hereditary disease or illness may cause rejection if these conditions are considered to be of such a nature as to render the candidate incapable of performing general duties in the RN ashore and afloat.

c. Automatic rejection may apply to those suffering from active asthma, epilepsy, diabetes, the majority of childhood cancers (even if successfully treated), colitis, Crohn’s Disease or any other long standing bowel disorder or removal of spleen, rheumatoid arthritis, or other major bone or joint disorders. An application may be rejected due to other medical conditions which are not listed but which are subject to the discretion of the examining doctor or Service Medical Authorities in accordance with JSP 950 6-7-7 Section 4. Selected medical appeals will be examined by a board chaired by SMO SE, or a delegated Registered Medical Practitioner and should be submitted directly to SEMC Medical Appeals Inbox. Medical appeals will be conducted dependent on the needs of the Service, no candidate is entitled to a medical appeal.

0719. Physical Standards for Candidates - Height

a. The minimum height standards for candidates are:

(1) RN General Service, RM and Reserves: 145cm.

(2) Submariner: 157 cm.

(3) RN aviation: 151.5 cm.

(4) RFA personnel are not required to meet a minimum height standard.

b. Candidates must, without exception, meet the minimum height criteria.

0720. Physical Standards for Candidates - Weight

a. Candidates should have a Waist Circumference to Height ratio of between 0.4 and 0.49. Candidates with a Waist Circumference outside this range will be considered on a case-by case basis by the Service Entry Medical Cell / Pre-Entry Medical Employability Board (PMEB) JSP 950, Leaflet 6-7-7, Section 3 Annex C contains further information. [11]

b. Candidates who are deferred for weight should be advised to contact their GP for support and referred to the pre-joining fitness programme, available on the RN Careers Website and Navy Ready App. Candidates should also be advised that height and weight will be measured at CPC and on joining Phase 1 training.

c. **RM (excluding RMBS).** All RM officers, OR and RMR candidates must weigh at least 65kg; or have a minimum BMI of 23 before commencing New Entry Training. Weight is to be measured during the F2F medical. Candidates must be guided to maintain this minimum eligibility weight/BMI between the F2F medical and joining; a candidate who is underweight during the entry medical check at CTCRM will not be accepted for RM entry. No waivers are to be issued to those who fall short of these metrics.

0721. Sickle Cell Trait (SCT)

a. During the CRM process candidates will be issued with a Family Origin Questionnaire (FOQ). The completed FOQ will be used to determine if the candidate is either low SCT risk or high SCT risk. If high risk, the candidate requires further screening. In addition, and attached to the FOQ, each candidate will receive a SCT/Exercise Collapse Associated with Sickle Cell Trait (ECAST) information document.

b. The candidate's FOQ will be processed by the pre-entry medical service provider, if determined high risk, they will be referred for a SCT blood test to determine their SCT status.

[11] RNTM 01-133/24 contains the RN's interim policy in this area, which will be incorporated into BR 1750A in due course.

c. Candidates who decline to consent to the blood test are to inform the pre-entry medical service provider immediately so that advice can be sought from SEMC.

d. The MME will discuss the results with the candidates during the F2F medical at the CPC.

e. SCT Positive blood test result. The criteria to determine the fitness of a confirmed SCT positive candidate is detailed in JSP 950 6-7-7 Section 4 Annex N para 4. Candidates determined as FIT by the MME will have their medical records annotated with an E2 Marker (FIT for unrestricted duties but with a medical risk) for onward inclusion in the MOD integrated health record by the NETE.

f. SCT Negative blood test result. If candidates are found not to have SCT they will have their medical records annotated as negative at the F2F medical and proceed with the medical process.

g. Overseas Candidates. Overseas candidates who are considered high risk on review of their Medical FOQ will require Blood Tests on arrival in the UK. The CA is to inform the pre-entry medical service provider when the date of arrival is known and include where the candidate will be residing. The candidate will be contacted to book a suitable appointment prior to their CPC and F2F medical. The CA is to ensure the candidate understands the SCT blood test process and is to set reminders on MIS to ensure the blood test is complete before the F2F medical.

0722. Eyesight Standards for Candidates - General and Corrected Vision

a. Eyesight standards are promulgated in JSP 950 to be read in conjunction with BRd 1750A, Chapter 6. Individual role VA and CP standards are shown in the JEM.

b. There are a large number of abnormalities of the eye or visual system (congenital, traumatic or pathological) which may be a cause of rejection regardless of visual acuity. These are detailed in JSP 950 Lft 6-7-7, section 4, Annex A, and include those candidates who have monocular or uniocular vision, or who have suffered a detached retina or undergone lens implantation or corneal grafting.

c. Candidates who have undergone certain types of surgery for correction of refractive errors may be acceptable for service subject to certain criteria and following specialist assessment as detailed in JSP 950 6-7-7, Section 4,Annex A. Candidates seeking advice on corrective laser surgery should be given a copy of the letter available on the MIS which encompasses eye surgery. Aircrew candidates should be assessed against the specific aircrew standards for refractive surgery.[12]

d. There is no general restriction to the wearing of spectacles or contact lenses to improve visual efficiency provided the eyesight standards, aided and unaided, are met. Candidates must not wear contact lenses for a minimum of 48 hours prior to the eyesight test, or 10 days in the case of hard contact lenses.

[12] AP 1269A Leaflet 05-14 paragraph 10

0723. Eyesight Standards for Candidates - Colour Perception (CP)

a. CP testing will be conducted during the Service entry medical using the Ishihara 38 Plate Booklet iaw JSP 950, Leaflet 6-7-7, Section 3, Annex G.

a.

b. Candidates who are graded 'Not CP2' at F2F medical will be required to undertake a further CP test using the Colour Perception Trade Wire Test (TWT) iaw BR1750A, Leaflet 6-05.

c. Candidates who are graded CP4, but for profession require CP3 after CRM can be referred to SEMC for Colour Assessment Diagnosis (CAD) testing.

0724. Dental Standards for Candidates - General and Orthodontics

a. Candidates may be rejected for excessive dental decay or other oral conditions that are identified during the recruiting medical examination (see JSP 950 Lft 6-7-7, Section 4Annex M).

b. Due to the proven difficulties of continuing orthodontic treatment during the initial training period, recruits who are undergoing active orthodontic treatment with fixed or removable appliances must complete the course of treatment prior to entry. If orthodontic treatment cannot be completed prior to entry, the entry date may need to be deferred (with the exception of DTUS/DSUS/UCE and joining URNU). Career staff are to seek advice from SEMC for these candidates.

0725. Food Allergies and Related Conditions

a. Generally, a history of serious food allergy (e.g. peanuts) and inborn errors of metabolism are incompatible with military Service. Exceptions to this general guidance may be permitted under certain circumstances and will be determined by the Service entry medical process, referring to SMO SE as required.

b. Coeliac disease, gluten enteropathy, gluten sensitivity and lactose intolerance will be considered on a case-by-case basis on medical and employability grounds (PMEB), and candidates may be enlisted in a restricted medical category.

0726. Pregnant Candidates - Acceptance for Training, Deferrals and Cancellations

a. To refuse or defer an offer of employment to a candidate solely on the grounds that they are pregnant constitutes unlawful discrimination. Careers Staff are not to ask candidates if they are, or intend to become, pregnant.

b. If during the recruiting process, a candidate reveals that they are pregnant, in accordance with the RN's duty of care obligations, their application may be deferred to allow the requisite selection tests to be taken at a later timescale to protect the health and safety of the candidate and their unborn child. Following the birth however, the candidate is free to continue their application and should be referred to SEMC as part of the normal recruiting process. The requirement for the provision of childcare should be explained at the earliest opportunity. Refer to Chapter 5, paragraph 0510 (Childcare provision during and after initial training).

c. If a candidate declares themselves to be pregnant after they have received an Offer of Service date, their entry into the Service must be allowed to proceed providing the conditions are met. Legal advice must be sought from NAVY-LEGAL EMPLOYMENT LAW SO1 (through **R&A Policy WO1**) on **all** occasions this paragraph applies. If the candidate gives birth whilst awaiting entry, the candidate is free to continue their application after childbirth and should be referred to the medical contractor using the Change of Medical Circumstances process. The requirement for the provision of childcare should be explained at the first opportunity via a bespoke SHINE interview, which must be recorded.

d. Should a pregnant candidate wish to defer or cancel their entry to the Service, this is to be recorded on RITS with all subsequent actions outlined, including Medical re-assessment and the intent for deferral or withdrawal. The candidate should not, however, be forced to do so.

e. A candidate who requests advice on possible health and safety risks should be referred to their own GP. Careers Staff must not offer medical advice.

f. Advice on maternity, paternity and adoption in the RN is at chapter 35. Prior to a candidate's entry into the RN, legal advice may be sought from NAVY LEGAL-EMPLOYMENT LAW SO1 (through **R&A Policy WO1**).

0727. Body Piercing and Wearing of Jewellery

a. The risk of injury, infection and the requirement for an individual's bearing to be neat, discreet and have a restrained personal appearance when in uniform, combine to make body piercing inappropriate within a Service environment.

b. No jewellery is to be visible with uniform other than the following items:

(1) Signet and wedding rings for men.

(2) Signet, engagement, wedding rings and small plain gold sleeper or stud earrings for females.

(3) All medical personnel (MOs, NOs, NNs, Dental Officers and MAs) must follow current clinical guidelines when in a clinical environment or clinical uniform.

c. **Flesh Tunnels.** Should a candidate elect to remove a flesh tunnel spacer, the hole resultant of the piercing must be resolved to enable eligibility on health and safety grounds.

d. No other form of jewellery will be allowed to be worn on the body even where a part of the body has been pierced or prepared, whether for any ring, stud or sleeper. Body piercing does not include a piercing of the ear lobe for the wearing of a stud or sleeper.

0728. Tattoos

a. Individuals applying for entry into the RN are to be rejected if they have any tattoo, whether visible or not, which is obscene or offensive (e.g., racist, anti-religious, crude, overtly sexist, drugs-related or of an extreme political nature). RN tattoo policy is stated in Chapter 38, paragraph 3819.k. and only repeated here. The Service Entry Medical Examiner is to bring to the attention of Careers Staff any applicant with a tattoo which is considered unacceptable.

b. The interpretation of whether a tattoo is offensive is an executive function. It is not the responsibility of the Service Entry Medical Examiner to make such a decision but they are to highlight the existence and description of any tattoos to the CA who is empowered to make a judgement as to whether it is offensive. If there is doubt, advice should be sought via R&A Policy WO1.

c. Tattoos to the hands, neck and face are no longer an outright bar to entry, noting para a. above. Tattoos to the face (above the jawline/below the hairline/forward of the ears) are to be referred to R&A Policy WO1 for approval by Dep Hd R&A. Where further doubt exists as to the eligibility of a tattoo, referral may be made by DepHd R&A to Navy Exec SO3.

d. On no account are Careers Staff to advise candidates to have tattoos removed, but should state that the candidate cannot join the RN whilst wearing the non-compliant tattoo.

e. In cases of doubt, advice is to be sought from R&A Policy WO1.

0729. Option for Medical Discharge During Phase 1 Training

a. During Phase 1 Training, Ratings and other ranks who are found to be unfit due to a pre-existing medical condition which has materially worsened as to render the recruit unfit to continue training, or due to a medical condition which was not diagnosed/disclosed prior to entry, will be discharged from the Service on medical grounds. Phase 1 is interpreted as the first 10 weeks of training for RN recruits, and the first 18 weeks for RM recruits. For any individual, this method of discharge period may cover periods of back-classing, rehabilitation and leave, but with an absolute upper limit of 12 months of joining NETE. The following administrative action will be taken by the NETE:

(1) A letter will be sent to the recruit (or parents/guardians if under 18), explaining the reasons underlying the decision and indicating whether they can re-apply in the future and, if so, what conditions will have to be met prior to that re-application.

(2) A discharge letter will be forwarded to the recruit's GP as part of transferring primary care. The FMed 133 will normally suffice but PMOs may provide additional information as appropriate.

(3) A letter will be forwarded to the appropriate CA indicating that the recruit has been medically discharged and whether they may re-apply in the future.

(4) A letter will be forwarded to SMO SE providing full medical details of the condition leading to the discharge and indicating whether this was pre-existing and could reasonably have been expected to have been identified at the initial medical. Information on any prior treatment or specialist assessment should also be provided.

(5) For officers and recruits from Commonwealth and non-UK countries, who are granted exemption from UK Immigration Control while in Service, reference should be made to Chapter 54, paragraph 5465.

b. Candidates who, prior to entry, deliberately withhold information concerning a pre-existing medical condition will be discharged as 'Fraudulent Entry'.

0730. Baseline Personal Security Standard (BPSS)

The Baseline Personnel Security Standard (BPSS) is the mandatory pre-employment control required for all Civil Servants, members of the Armed Forces (including Reserves and Cadet Instructors), temporary staff and government contractors. It is not a National Security clearance, but its rigorous application underpins National Security Vetting. BPSS is a collective term for 4 pre-employment checks; identity, right to work, employment history, and criminal convictions. The BPSS is an essential part of the MoD's system of protection against risks from terrorism, espionage and crime by providing assurance about the identity and integrity of individuals.[13]

0731. BPSS - Use within Recruiting Process

a. BPSS checks should be completed at the earliest possible opportunity. Vetting can be applied for once identity and right to work checks have been completed, however all four BPSS checks should be completed before vetting is awarded. If either a candidate's references or basic DBS (the mechanism for checking criminal convictions) highlights issues, these should be referred to R&A Policy WO1 for discussion with PSyA.

b. All candidates are to upload copies of their identity documents prior to SI or AIB. Other Ranks candidates' identity and right to work checks are conducted over SHINE by the CA during the recorded SI. Officer candidates' checks are conducted following hand-off via the 'Officers BPSS Check', also recorded over SHINE. For information regarding the BPSS process at SI refer to Chapter 8, paragraph 0813.

c. Candidates requiring attendance at RAF Cranwell for CBAT must have fully completed BPSS checks beforehand.

d. Further information and guidance on Security and Vetting policy is located in BRd 3(1) Chapter 63.

[13] https://www.gov.uk/government/publications/government-baseline-personnel-security-standard.

0732. Nationality Eligibility Criteria for Recruitment into the Royal Navy

Up to date Nationality eligibility criteria is listed in the JEM.

a. For entry into the RN, a candidate must satisfy one of the following nationality criteria:

(1) **Sole British Citizen**[14]**.** An individual who was:

(a) Born in the UK (including the British Crown Dependencies of the Channel Islands and Isle of Man) and has been a British citizen at all times since birth.

(b) Born outside the UK but qualifies for British citizenship from birth by descent e.g., parent(s) who, at the time of birth, was employed on Crown Service in a country other than a Tier 1 Country and the birth was registered at a British Military unit or British Embassy / Consulate.

(2) **Sole Republic of Ireland (ROI) Citizen.** Someone who was born in the RoI and has been a citizen at all times since birth.

(3) **Sole Commonwealth Citizen.** Someone who was born in the independent Commonwealth country of which they are now a citizen and has been a citizen of the country at all times since birth. A full list of Commonwealth countries is shown at sub-paragraph f.

(4) **Dual Nationals**. The following individuals are also eligible to apply to enter the RN (subject to award of SC):

(a) Was born in the UK, retains UK citizenship, but has acquired nationality of another country with the exception of Tier 1 restricted countries

(b) Was born outside the UK and has retained the nationality of the country of birth with the exception Tier 1 restricted countries but has now also acquired British nationality through naturalisation.

(c) Is a Republic of Ireland citizen who holds nationality of another country, with the exception of Tier 1 restricted countries

(d) Is a Commonwealth citizen who holds nationality of another country, with the exception of Tier 1 restricted countries

(e) Dual nationals are not eligible for some roles as detailed in the JEM

[14] The following are **not** British citizens unless they qualify under historical nationality criteria: British Overseas Territories citizen, British Overseas citizen, British subject, British National (Overseas) or a British Protected person. All are classed as Commonwealth citizens. Refer to the website www.gov.uk/types-of-british-nationality or contact the Home Office/UK Visas and Immigration for further information if required.

b. Nationality: Additional Points of Guidance.

(1) An individual does not have to possess a passport of any country to have nationality of that country.

(2) An individual remains a national of the country where they were born throughout their life, unless they have formally rescinded their nationality and are in possession of a rescindment of nationality certificate.

(3) A birth certificate is satisfactory evidence of an individual's foreign nationality, unless superseded through possession of a rescindment of nationality certificate. A birth certificate is not satisfactory evidence of UK nationality in its own right; it should be accompanied by a parent's birth certificate where the candidate does not yet hold a British passport.

(4) If an individual is in possession of a rescindment of nationality certificate, they then need to provide evidence of their new nationality, e.g. naturalisation certificate or passport.

(5) Possession of an in-date passport is evidence of nationality, unless that nationality has been rescinded through a rescindment of nationality certificate.

(6) A foreign country's government may have policy that if an individual has taken nationality of a second country, then they are no longer regarded as a national of their country of origin. However, the British government might not recognise that status and still regard the individual as a national of their country of origin unless they have a rescindment of nationality certificate.

(7) To be eligible as a Dual National for recruitment purposes, the individual must have British, Commonwealth or ROI citizenship as one of their nationalities. Their other nationality can be any other country subject to restrictions placed against certain roles as detailed in the JEM with reference to the Countries of Concern in Vetting for Security Clearances list available in ROM Art 1318

(8) **Gurkhas.** The Armed Forces (Aliens) Regulations 2009 exempts citizens or nationals of Nepal, who joined before 2018, who serve or have served for not less than 5 years in the Brigade of Gurkhas, from the prohibition on aliens serving in the UKAF. This means that they are ineligible to join the RN before 5 years has elapsed. For those who joined after 2018 they have to have served for 7 years before they can join the RN.

b. **Asylum Seekers or Refugees.** Asylum Seekers or Refugees are not eligible for entry into the RN.

c. **National Service Liability.** Candidates who are citizens of a country other than the UK or the RoI (as indicated below) must present written confirmation from the Government of the nation(s) concerned that they are not required for national service (or military service), either now or at some future date. Documentation must be produced by the candidate before an application can be processed further. Due to the list of affected countries being updated regularly, Careers Staff should liaise with the Overseas Recruitment team to check the relevant affected Nationalities.

d. **Rescindment of Nationality.** For a previously Non-British or Dual Nationality candidate to be declared Sole British, they must have rescinded their former nationality. A Certificate of Rescindment issued by the country of origin government authority is to be presented by the candidate to their Careers Adviser.

e. **Promotion to Officer from the Ranks.** RN and RM candidates holding sole Commonwealth citizenship should be advised that, in most branches, they will not be able to be promoted to officer from the ranks (via the Upper Yardman/Corps Commission or Senior Upper Yardman/Senior Corps Commission schemes) due to nationality employment rules which stipulate the need to hold British citizenship.

f. **Full list of Commonwealth countries**.

Antigua and Barbuda	Australia	Bahamas, The	Bangladesh	Barbados	Belize
Botswana	Cameroon	Canada	Cyprus	Dominica	Fiji
Gabon	Ghana	Grenada	Guyana	India	Jamaica
Kenya	Kiribati	Lesotho	Malawi	Malaysia	Maldives
Malta	Mozambique	Namibia	Nauru	New Zealand	Nigeria
Pakistan	Rwanda	Saint Lucia	Samoa	Seychelles	Sierra Leonne
Singapore	Solomon Islands	South Africa	Sri Lanka	St Kitts and Nevis	St Vincent and the Grenadines
Togo	Tonga	Trinidad and Tobago	Tuvalu	Uganda	United Republic of Tanzania
Vanuatu	Zambia				

0733. UK Immigration Exemptions for Commonwealth Candidates

a. Under section 8(4) of the Immigration Act 1971 members of the UKAF are exempt from immigration control for the duration of their service. On discharge, however, immigration exemption is no longer valid and in these circumstances, reference should be made to Chapter 19. Commonwealth candidates with a valid UK visa, who pass all elements of the recruitment process, including SC, may be entered into the RN. The appropriate RITS Letter is to be raised by R&A Overseas Desk and must be included with Entry Papers when forwarded to the NETE. All candidates must hold a valid passport and visa/residency permit before entering the RN. Where a candidate comes from a non-visa country, then a flight boarding pass or airline ticket with date of entry to the UK must be provided.

b. Once engaged/attested, the NETE UPO/HR Admin Office is to forward the candidate's passport and the covering RITS letter to the Home Office, a template for which can be found at Annex A to Chapter 19. The letter must state that the candidate has now entered the UKAF, and request an exemption stamp to be placed in their passport.

0734. Residency Criteria

a. Generic information regarding Residency Criteria is in BRd3(1) Chapter 63 Annex A.

b. **Cryptologic Technicians, Warfare Specialist (Int), Warfare Specialist (SM), Cyber Reservist, Warfare Officers (Int).** Candidates for entry into the above roles require DV and must have resided in the UK for a minimum of 10 years continuously, immediately prior to making an application. A residency waiver will only be considered in exception. In addition to holding sole British citizenship, candidates considering these roles must satisfy the following requirements:

(1) Their parents must be sole British.

(2) Their spouse/cohabitant and their surviving parents must hold sole British nationality.

(3) Their immediate family, and any other person to whom the candidate is bound by affection or obligation, should not be subject to physical, mental, or other forms of duress by a foreign power.

0735. Residency Rules - Waiver Application

a. Refer to BRd3(1) Chapter 63 Annex 63A for full policy on Residency Waivers.

b. Personnel applying for a role that requires a DV, must have lived in the UK for the previous 10 years continuously. Residency waivers will only be considered on a case-by-case basis in exceptional circumstances. [redacted]Some roles require personnel to have a DV at a very early stage of their career, therefore any candidate requiring a residency waiver would not be eligible for any of the 5 DV roles or for WEO(SM) or X(SM) officer.

0736. Security Clearance and Travel Requirements for Overseas Candidates

Overseas candidates may be required to attend pre-selection courses, auditions or selection boards.

a. **Security Clearance (SC).** candidate cannot join the RN or RM until SC has been issued. Career staff are to advice candidates to confirm possession of an SC before making any travel arrangements to the UK for this purpose. If a candidate's joining date is known, they must be issued SC at least one month prior to this date to enable them to make appropriate travel plans. Of note, the candidate will also be required to complete a full F2F Medical and RN/RM Candidate Preparation Course in the UK.

b. **UK Resident Sponsor.** The candidate must provide details of a genuine sponsor who is resident in the UK. The candidate must understand, and confirm, that this sponsor will be able to, where required:

(1) Support the candidate's travel from the UK point of entry to the nominated sponsor's address. The MoD will not fund travel to UK. The MoD will fund travel only from the sponsor's address to the Phase 1 Establishment.

(2) Provide accommodation for the candidate from arrival in UK to commencing Phase 1 Training. The sponsor must be aware that the date of joining is subject to change due to factors outside MoD control and must be able to provide accommodation until the revised joining date. The MoD will not provide or fund accommodation for candidates.

(3) Provide the recruits with support to accommodation during main leave periods when the Phase 1 Training establishment is closed.

c. **Return Travel to Country of Origin.** The candidate must have sufficient funds in their bank account to support a journey back home if the career in the RN/RM does not work out for them at an early stage. Their visa will not support remaining in the UK on leaving the Service and MoD will not fund their travel home.

0737. Security Clearance - Applying to UKSV

SC is required for all Candidates, except for Cryptologic Technician (CT), Cyber Operative, Warfare Intelligence Specialist and X (INT) Officer Candidates who require Developed Vetting (DV). All SC and DV applications are to be initiated at the earliest opportunity on successful completion of BPSS and SI, or Officers' BPSS Check. If a candidate is withdrawn or is rejected from the recruitment process for any reason, the CA is to ensure the SC / DV application is terminated.

a. Once the candidate has passed the DAA, references are to be obtained and the BPSS check completed. The SC is to be initiated at the earliest opportunity.

b. DV applications are to be routine and raised to priority if required when a joining date is known[15]. Candidates requiring DV will not be permitted to enter Service unless they have been awarded a clearance[16].

[15] To raise the DV case to priority please contact NAVY PSYA Personal Security.
[16] Careers Advisor to liaise with R&A Plans Rating Allocator.

c. A record of the date of initiation of the UKSV 001 to UKSV is to be made on MIS.

d. Candidates may attend CPC, MedFit, AIB, OSC, Aircrew recruitment serials and selection boards in parallel with the SC application.

e. Security clearance is to be confirmed prior to entry. A check of SC applications is conducted on candidate successful completion of CPC. If there are any issues affecting timely award, Candidates are to be given the option to continue with allocation to entry or deferring their entry date according to their personal circumstances.

f. Careers Staff must inform UKSV, by cancelling on NSVS, of those candidates who are rejected or withdraw their application after submission has been made to UKSV for SC or DV.

g. Should the candidate already hold a National Security Vetting clearance (by checking NSVS portal) UKSV may transfer/share the clearance without a new NSV 001.

h. **Security Clearance Waivers.** Waivers will only be considered where a candidate's entry date is driven by a Phase 2 training date and/or delaying the candidate would significantly disadvantage them or lead to a very long holdover. Waivers must all be approved by Dir P&T. Administration to support a potential waiver should be considered as early as possible, within the 31 days to the allocated entry date, to allow time to seek the required higher command approval. A Risk Balance Case (RBC) is to be drafted by R&A Plans Officer Allocator in readiness to submit a waiver request at least2 weeks before the candidate's allocated entry date. The vetting application is to continue in these 2 weeks, and the waiver withdrawn if the clearance is confirmed prior to entry.

0738. Security Clearances for Scholarship and DSUS candidates

A National Security Vetting Security Clearance is required from the commencement of a Scholarship, UCE and DSUS, to ensure that no adverse security behaviours exist from the start of the process.

a. Once an SC is awarded, the SC remains valid; with a change of personal circumstance conducted, if required.

b. An SC must be in place prior to entry to INT in all cases.

c. If entry to the RN does not progress; an email is to be sent to NAVY PSYA-PERSONNEL SECURITY GRP (MULTIUSER) who will lapse any clearances as required.

d. Whilst Candidates are under the scholarship scheme, the individual needs to be mindful of their security behaviours. However, whilst DSUS are facilitated by BRNC Universities department, Scholars are not.

0739. UKSV Processing of Security Clearance Applications

a. The process is laid down in JSP 440 leaflet 2B.

b. Where overseas enquiries are needed and a residency waiver required, the vetting application is not to be submitted until the residency information has been gathered and submitted accordingly to the appropriate focal point.

c. In certain circumstances and in the interests of national security, Security Clearance may be denied. A reason for denial will not be given to the CA, however the candidate may be informed by UKSV. It is therefore vital that, on completion of successful interview, the candidate is cautioned using MIS-generated Post Interview Caution.

0740. UKSV Notification of Security Clearance

a. UKSV will forward notification of award of clearance to the sponsor electronically.

b. On receipt of clearance notification, the number and date of award is to be inputted into MIS. The notification is also to be uploaded to documents on MIS thus making it available to NETE.

0741. Security Clearance Validity Periods

a. A Security Check (SC) is typically valid for 10 years, provided that the candidate enters the Service within 12 months from the date of issue. The candidate's SC will lapse 12 months from the date of issue if the candidate has not entered the Service and an application for renewal will need to be made.

b. Applications for renewal of SC should not be made until 11 months from the date of initial applications. If an existing application has previously been awarded, then arrangements must be made to cancel the clearance in preference to the renewal (UKSV will cancel the review if they see an existing valid clearance on the basis that they are unaware if personnel are employed or not).

0742. UKSV Security Clearance Denial Procedure

a. Navy PSYA Per Sy will inform the CA when a candidate has been denied Security Clearance. UKSV additionally informs the sponsor.

b. UKSV will write directly to the candidate denying the Security Clearance application. The candidate has no right of appeal as they are not employed. Once it is apparent that the Security Clearance has been denied, a period of 7 days is to be allowed for UKSV to issue their letter, then reject the candidate on MIS. A further application is not to be accepted without permission from R&A HQ. Queries or complaints from the candidate must be forwarded to R&A HQ and a holding letter sent to the candidate to this effect, as per Chapter 4, paragraph 0410.

0743. Security Clearance Applications - Guidance to Candidates

a. Careers Staff must fully explain to the candidate the significance of the UKSV 001 and MoD Form 493 when they are issued. The candidate must be warned that failure to disclose relevant information when completing these forms is likely to be regarded as evidence of unreliability and an indication of a lack of integrity, and may result in rejection for entry into the RN.

b. Candidates are to be instructed to complete the UKSV 001 using identical data to that inserted by the CA when initiating the form. CAs may need to provide guidance or assistance to the candidate when they are filling out the form. Guidance notes for the applicant and sponsor are on the UKSV website.

0744. Disclosure and Barring Service (D&BS)

a. The medical roles listed below require enhanced D&BS prior to entry. This should be applied for immediately after a pass at the Selection Interview and the Candidate's identification has been verified.

(1) Medical Officer/Medical Officer Cadet

(2) Medical Services Officer Submarines Health Physicist

(3) Dental Officer/Dental Officer Cadet

(4) Nursing Officer - Adult/Mental Health

(5) Naval Nurse Rating - Adult/Mental Health (Qualified or Student)

(6) Medical Technician Radiographer (Qualified or Student)

(7) Medical Technician Operating Department Practitioner (Qualified or Student)

(8) Medical Technician Biomedical Scientist (Qualified or Student)

(9) Medical Technician Dental Hygienist (Qualified)

(10) Dental Nurse (Qualified or Student)

(11) Medical Assistant General Service/Submariner

(12) Chaplain

b. For any other roles that are believed to require D&BS prior to entry, refer to the R&A Policy team.

c. In the event of a D&BS having not been cleared by the time the Candidate is ready to be Bid for Allocation, R&A Policy team is to be consulted, and a waiver will be considered by Dep Hd R&A to permit the candidate to enter Initial Naval Training. The D&BS must be received prior to the candidate commencing a patient or client facing role.

0745. References

References are no longer routinely processed by the CA, with the following exceptions:

a. Candidates with residency issues.

b. Candidates who have gaps in academic or employment history of more than 6 months when establishing BPSS.

c. If the CA has any doubts.

d. The following are considered to be suitable referees:

(1) Is over the age of 18 and has known the individual for over 2 years.

(2) Is not related to the individual or who lives in the same household.

(3) Works in a recognised profession (or has retired from one), e.g. schoolteacher/tutor, medical professional, legal or financial professional, police officer, government employee, current or former serving armed forces SNCO or Officer, community leader, minister of religion, manager at candidate's place of work (list is not exhaustive).

(4) Has something to lose if they make a false declaration (i.e. it will have a negative impact on their life if they made a false declaration).

(5) Is able to identify the individual, have a knowledge of their background and vouch for their character, values and standards.

0746. Cryptologic Technicians, Cyber Operatives, Warfare Specialist (Int), Warfare Officers (Int)

a. Once candidates have passed SI, DV clearance applications are to be initiated by the CA.

b. On award, DV clearance will not exceed 7 years. There are certain circumstances when a clearance awarded will be for a shorter period; authority remains with NAVY PSyA. Clearance will remain valid until the candidate enters Service, regardless of how long the candidate is in the recruitment pipeline and will automatically be refreshed once the candidate joins SCU.

c. A candidate with full SC clearance may enter NETE prior to DV being confirmed as long as the DV process has been initiated. If the DV is not in place prior to the new entrant joining Phase 2 Training, this will be managed in-Service.

0747. Specialist Entry RNR Officers

a. **Medical Officer Reserves.** Candidates must meet the following criteria:

(1) All qualified doctors must be registered with the General Medical Council (GMC) without restrictions.

(2) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application

(3) Currently working in an acute clinical setting, within a hospital.

(4) RNR Doctors are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter.

b. **Pharmacist Officer Reserves.** Candidates must meet the following criteria:

(1) All qualified Pharmacists must be registered with the General Pharmaceutical Council (GPC) without restrictions.

(2) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application.

(3) Currently working in an acute clinical setting.

(4) RNR Pharmacists are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter

c. **Physiotherapist Officer Reserves.** Candidates must meet the following criteria:

(1) All qualified Physiotherapists must be registered prior to entry with Health Care and Professions Council (HCPC) without restrictions.

(2) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application.

(3) Currently working in an acute clinical setting

(4) RNR Physiotherapists are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter

d. **Nursing Officer Reserves.** Candidates must meet the following criteria:

(1) All qualified Nursing Officers must be registered prior to entry with Health Care and Professions Council (HCPC) without restrictions.

(2) The candidate should be directed to forward a CV to R&A Nurse Recruit Adviser (NRA) at RA-MR Recruit WO. This will be appended to the candidate's journal by NRA. On NPT(Res) BM's authority, the NRA will hand the candidate off to the processing CA with the authority to proceed with application.

(3) Currently working in an acute clinical setting

(4) RNR Nursing Officers are not required to attend an acquaint visit but do need to be interviewed and assessed by the R&A Specialist Recruiter

e. **RNR Chaplain.** Newly qualified and accredited clerics / practitioners can apply for Probationary RNR Chaplaincy. They will not enter INT until they have been endorsed by their relevant organisation. Eligibility advice is available from the Chaplain Specialist Recruiter - NAVY RA-Chaplain. Further information on Chaplaincy entry are provided in chapter 10.

CHAPTER 8

TESTING PROCESSES

(Sponsor: NAVY RA-DHd RA)

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Note. *Recruiting policy is being aligned across the Services and will transfer to JSP 545 on or before 1 Apr 27; no further policy amendments or additions will be made to BRd 3(1). Recruiting-related RNTMs and RIs will remain extant until incorporated to JSP545 or cancelled.*

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CHAPTER 8

TESTING PROCESSES

0801. RN Website

Candidates searching the Profession Finder are presented with two options:

a. **"Application Process".** EOI form sent to the Contact Management Centre (CMC) for basic eligibility checking.

b. **"Register Your Interest".** EOI form sent to the CMC outbound communications.

0802. Contact Management Centre Teleperformance (TP)

The RN CMC initial application support system:

a. **Inbound Calling.** Handling of all telephone Career Enquiries for RN, RM, RFA and Maritime Reserves, including providing application URL if candidate is ready to apply.

b. **Outbound Calling.** Contacting all priority roles as promulgated from HQ.

c. **Level 3.** Careers Advice. Potential applicants who request further information are offered a call from embedded Career Staff's.

d. **Webchat.** Provide information, advice and support on Royal Navy Careers Website via the webchat feature.

e. **Email Support.** Provide information, advice and support via email feature on Royal Navy Careers Website.

f. **Social Media.** Monitoring of all posts and comments on Royal Navy recruiting sites (Facebook, Instagram and Twitter) including replying to relevant queries.

g. **RITS Handoffs.** Candidates who register as a British National will be automatically handed to an Area Co-Ordinator via RITS. Career Staff embedded within TPUK will conduct basic eligibility checks on all other candidates who have stated they are not a British National, before assigning a candidate to the relevant Area Co-ordinator or team, via RITS. They are also able to reject the candidate if appropriate.

h. **Portal Support.** Embedded Career Staff email portal support for candidates experiencing technical issues on their recruiting portal.

0803. Recruitment Information Technology System (RITS)

a. A candidate completes an Expression of Interest via the Royal Navy Website link. They will receive an email from TPUK, which provides them a link to 'Apply Now'. Once a candidate selects the 'Apply Now' button, they are taken to the RITS Registration page (Day 0).

(1) Candidate receives an email with a link to the RITS registration page and completes their registration.

(2) Candidate receives an email with their Unique Reference Number (URN) and RITS temporary password.

(3) Candidate logs into RITS using their temporary password and is compelled to change their password using RITS two factor authentication process.

(4) Candidate completes a RITS application form.

(5) This above process can be completed in quick succession.

(6) Where a candidate fails to complete their application form within 12 months, RITS will automatically delete their account.

(7) Where a candidate completes their application form but fails to invest in the recruitment process, Career Staff will review their application and take the appropriate action.

b. If a candidate does not complete an application form within 12 months:

(1) Day 5 - Carpe Diem will send the candidate an email reminding them to apply via the link.

(2) Day 10 - Further reminder from Carpe Diem, with additional information to contact Specialist Recruiting Team who also have access to Carpe Diem (can commence eCRM).

(3) Day 15 - Carpe Diem will send the candidate a further communication reminding the candidate to apply via the link.

(4) Day 35 - Carpe Diem will send the candidate a survey email.

(5) Day 60 - Carpe Diem will send the candidate an email advising of closing of their enquiry. No further communications sent.

c. Upon receipt of a completed application form, RITS will automatically assess the application and where a candidate has registered as a British National, they will automatically be handed to an Area Co-Ordinator. Career Staff embedded within TPUK will conduct basic eligibility checks on all other candidates who have stated they are not a British National, before assigning a candidate to the relevant Area Co-ordinator or team, via RITS.

d. Once transferred to RITS, Career Staff have 7 days to contact the candidate and initiate the CRM procedure, which requires:

(1) Discussing role(s).

(2) Confirming eligibility for RN and selected role.

(3) Discussing application including process, fitness concerns and any questions etc.

(4) Arranging DAA.

(5) Confirming awareness of practice DAA facilities and recommending a completion timeframe.

e. All overseas candidates, apart from the Republic of Ireland (RoI), are to be processed by the Overseas Desk.

f. All RoI candidates are to be processed by the Northern Ireland component of the RF.

g. Re-entrant candidates select the option via the website that they have previously served and in all cases are initially processed by RISTT.

(1) If the candidate has achieved GTS and is returning to their original role, then RISTT will liaise with BM and check JMES, then process accordingly.

(2) For candidates that are UTS, the RISTT will process as per sub-paragraph (1) then hand to the RF for processing in addition to issuing the Approval to Process letter.

(3) For officers: forward those documents to AIB.

0804. Defence Aptitude Assessment (DAA)

The Defence Aptitude Assessment (DAA) is an assessment to predict a candidate's aptitude for a specific profession/ role. Whilst prior educational ability and acquired learning are important, the likelihood of a candidate to succeed in their RN training is best measured, and training risk reduced, by an aptitude assessment. The DAA offers a solution which enables objective testing of aptitude by either remote (unsupervised) or in-person (supervised) methods, to provide more agile accessibility to candidates. The DAA is to be conducted in accordance with ROM chapter 4 - DAA. It measures aptitude of all candidates (ratings and officers) across each of the 6 areas listed in the table below:

1	Verbal Reasoning (VR)
2	Numerical Reasoning (NR)
3	Spatial Reasoning (SR)
4	Work Rate (WR)
5	Electrical Comprehension (EC)
6	Mechanical Comprehension (MC)

a. A pass at the DAA as assessed against the DAA Threshold Matrix for the profession the candidate has applied for, is valid for 3 years.

0805. DAA - Waiver Process

a. DAA waivers will be considered on a case-by-case basis with the following considering factors:

(1) Preference role must be one for which waivers will currently be considered iaw the DAA Threshold Matrix, which reflects current recruiting priorities and requirements as directed by R&A Plans SO3.

(2) Score within 10 Percent of the Index Filter score.

(3) Score must be no more than 1 point below requirement in no more than two stanine scores.

(4) A combination of Index Filter Score and stanine shortfalls will not be accepted.

(5) For Engineering candidates, the minimum stanine scores for Numerical Reasoning, Verbal Reasoning, Mechanical Comprehension and Electrical Comprehension should be met. Waivers will only be considered where the candidate is applying for a Workforce Capability Gap (e.g. is a volunteer submariner) and must be agreed by the relevant Profession Manager.

(6) For Accelerated Apprentice (AA) roles, DAA waivers will not be considered or authorised.

b. A waiver request should normally only be submitted after the candidate has been unsuccessful at two DAA attempts. However, waivers of 1 stanine point will be considered after only one DAA attempt.

c. A waiver request will only be considered for the current role as set in the candidate's RITS 360 page regardless of the text written into the waiver request.

d. Requests will arrive as a 'TASK' to WO1 Policy and WO2 Ratings Allocations RITS Accounts.

e. **Career Staff Actions.** The DAA 'Waiver Request Button' is located in the Score card Tab in the candidate 360 but will only appear when the candidate has completed a DAA. Click on the Waiver Request button and complete the reasons for waiver adding any relevant comments for the R&A policy team and submit. Once the waiver has been submitted the details are available in the actions tab.

0806. DAA - Trial and Mock Test

A practice version of the DAA is hosted on the RN careers website. This allows candidates to practice the test and familiarise themselves with its layout, functionality and understand its flow. Immediately prior to the DAA, all candidates will need to confirm on their own device/tablet that the device is of an appropriate size and that they have attempted at least one mock test prior to undertaking the assessment. This is aimed at ensuring they are adequately prepared to enable them to perform to their best.

0807. DAA - Basic Administration Instructions

a. The candidate will be invited to complete the test on their own device, which should have a minimum screen size of 10.1 inches, as detailed in the supporting advice and guidance provided within the DAA invite. If this is not possible, the candidate can opt to complete the test at their local careers office on an RN provided i-Pad or another tablet.

b. The candidate will need to confirm the size of their device screen immediately prior to undertaking the DAA. This is to mitigate against the risk of potential under-performance by the candidate through attempting to complete the test on smaller devices e.g., smart phones. It is the candidate who accepts this risk if they complete the test on an inappropriate device, sufficient warnings are provided to inform the candidate of this.

c. On completion of an assessment, a candidate's scores are not to be disclosed to the candidate, or the candidate's representative e.g., family or schoolteacher etc until they have been appropriately reviewed by the Career Adviser.

0808. DAA - Careers Office Assessment

In the event that a candidate does not possess the necessary device to conduct the DAA as paragraph 0807 outlines, ROM chapter 4 provides guidance on preparing the test room for a candidate to sit the assessment within a Careers Office.

0809. DAA - Overseas Candidates

a. Eligible overseas candidates can now conduct the DAA before arrival in the UK. The process for administration of the DAA link to eligible candidates residing overseas is to be applied in accordance with Chapter 4 of the ROM.

b. **Non-Eligibility.**

(1) Candidates residing in Tier 1 or 2 countries are not to be issued DAA The recruiting process for these candidates is to continue IAW the ROM, with the DAA to be issued once the candidate is in the UK.

(2) Indian and Nigerian candidates are not eligible for a residency waiver and the DAA is not to be issued to candidates residing in either of these countries. Indian and Nigerian candidates must have resided in the UK for 5 years and be confirmed as legally entitled to live and work full time in the UK up to the date of entering Service.

c. **In-Person DAA.** There is currently no process to support in-Person DAA testing overseas. If overseas candidates are not able to complete the DAA remotely outside of the UK for any reason they will need to complete the DAA on arrival in the UK, remotely or in-person within an RN AFCO or CPC. Career Staff are to ensure these candidates are supported to sit the DAA once they arrive in the UK.

d. **Branch Transfers.** In the event a candidate fails to achieve the DAA score for their preferred profession or role, Career Staff are to offer a suitable alternative profession or role, depending on eligibility IAW the JEM.

0810. DAA - Candidates Failure Process

If the candidate does not achieve the required pass marks for the profession they have selected within their application, they will be provided with the following options:

a. Candidates can attempt the DAA three times. All 3rd DAA attempts must be conducted in-person at an RN AFCO. Candidates should wait 28 days between tests,[1] but staff are to advise the candidate they may re-sit the DAA earlier than 28 days if the candidate feels confident and requests to do so. Candidate Relationship Management (CRM) is to be given, reminding candidates that the score they achieve in the final attempt will be the score used in the score card to support their application.

b. Post CRM with a Career Staff, the candidate may change their profession to another that they are suited and eligible for based on their DAA result. This CRM is to be influenced by RPG priorities.

c. If a candidate does not achieve the required DAA score for their preferred profession/role, and does not wish to consider an alternative that is aligned to their DAA result, their application will be rejected. Their results will be held for 3 years within RITS, should they re-apply. The candidate can re-apply at any time for another profession for which they are qualified and have the requisite DAA score. Should a candidate wish to attempt the DAA again as part of a new application for a role they were previously ineligible for, they must wait at least 12 months since their last DAA attempt. Exceptions to this will be considered on a case-by-case basis by DHd R&A and are to be referred via WO1 Policy. Their DAA attempts are rest to zero. Rules of para a above will re-apply.

0811. DAA - Test Counter Compromise Measures

a. The nature of the online DAA makes it susceptible to potential compromise, most commonly by people using a calculator (or other electronic/computer based assistance) or by having someone else sit the test on a Candidate's behalf. There are a number of counter compromise measures that aid in the detection of someone attempting to 'game' the assessment or gain an unfair advantage. The DAA test, scoring and outcomes are audited by R&A HQ to monitor and highlight any suspect test results. R&A HQ also continually review the score thresholds to ensure they are appropriate to meet the recruitment requirement.

[1] Occupational Psychologists and test designers recommend 28 days elapse between tests, however a candidate may re-sit the DAA earlier than 28 days if they confident and request to do so.

b. Within the terms and conditions of the remote (non-supervised) test, the RN retains the right to subject those who have completed successful tests to a supervised confirmatory re-test, as part to the audit process. Additionally, the RN retains the right to re-test or reject anyone suspected of attempting to compromise the DAA. Any candidate suspected of compromising the DAA should be invited to conduct a supervised re-test; Careers Staff should look for cases where index scores in a second test are more than 20 points different to that in the first, across three or more employment categories, where the candidate does not provide justification for their initial poor performance.[2] If a Candidate declines to sit a supervised re-test, their application should be rejected.

c. If a candidate completes the supervised test, and their index score is:

(1) More than 20 points less than in the suspicious test across three or more employment categories, this is to be highlighted to R&A SO2 Plans for review.

(2) Less than 20 points difference compared to the suspicious test and are now no longer eligible for their preference role, R&A SO2 Plans is to be consulted before offering a role for which they have passed.

(3) Less than 20 points difference compared to the suspicious test, but still eligible for their preference role, proceed and inform R&A SO2 Plans.

d. Following review by R&A HQ, if it is felt that on the balance of probability the Candidate had compromised the integrity of the test on one of their attempts, they are to be rejected as per the DAA terms and conditions. Such Candidates are usually to be rejected for a minimum period of 12 months.

0812. DAA - Copyright Protection

a. The DAA is protected by Crown Copyright; any individual, or company, found to be attempting to record or publish the test online without the permission of the RN will be deemed to have breached its copyright. If a breach is detected, the RN will pursue the individual(s), or company concerned, using both civil and criminal legal means to protect the copyright and the integrity of the test. There are indicators embedded in the test that will allow the RN to identify video recording or stills taken of the test. If this happens, it will be treated as a breach and the RN will retain the legal means to redress this issue.

b. The DAA has over 75,000 question variants within the test battery. A candidate, therefore, has a 1 in 75,000 chance of having the same test as another candidate. As the test matures, more questions will be added to the battery. This reduces the impact of a test being recorded and published online.

[2] Justification might include using an incompatible device, connectivity issues etc. A very poor first test and normal-looking second test should not automatically require a 3rd supervised test - Career Staff are to exercise discretion based on their knowledge of the Candidate.

0813. Spare

0814. Eyesight Test - Booking

a. Careers Staff are to issue the candidate with an unused access code (depending on entitlement), authorising the candidate to have an optician's test carried out by the contractor. The candidate will be responsible for completing the online booking process, taking note of the eyecare voucher code as this will be required when attending their contractor eye test. For certain locations or roles, this process may be adapted to allow flexibility as to when the test is completed and outcome of results which may be given in hard copy and prior to full medical.

b. Where an eyecare scheme is not fully integrated into a candidate's local region, Careers Staff can issue the Candidate Miscellaneous Personal Payment Form RFI such that the candidate can reclaim reasonable travel costs.

0815. Initial Aviation Eye Examinations (IAEEs) for Aircrew Candidates

Aircrew candidate eyesight tests are to be conducted by Contractor Opticians prior to the Initial Aviation Medical Examination. See reference: ROM Chapter 1.

0816. Service Entry Medical Policy

a. Military Medical Examiners (MMEs) include RN MOs (General Practitioners (GPs) and other assigned MOs) and contracted Civilian GPs. They are authorised to conduct candidate pre-Service medical examinations using JSP 950 Leaflet 6-7-7, BRd 3(1) Chapter 7 and BRd 1750A.

b. All MMEs will be provided with RN-specific induction training on the medical examination process by Service Entry Medical Cell (SEMC). This will include the requirements of the examination and Candidate Preparation Centre (CPC) processes. Copies of training materials will be provided for the MMEs reference.

0817. Pre-Service Medical Examinations

a. Pre-Service Medical Examinations are to be conducted at CPCs. MEs are to assess candidates against RN and Joint entry standards. Candidates who meet entry standards are awarded an unrestricted Permanent JMES of Medically Fully Deployable MFD A4 L1 M1 E1. This remains valid for up to 3 years whilst the candidate awaits the start of Phase 1 training.

b. Candidates who do not meet entry standards are to be discussed with an RN Occupational Medicine (OM) Specialist who will decide whether the candidate is fit for entry (MFD), determine the best JMES for consideration of admission in a reduced JMES, or determine if the candidate is UNFIT. This is primarily assigned to Senior Medical Officer Service Entry (SMOSE) however authority is granted to other RN and Civil Service OM Specialists to conduct this activity.

c. **Royal Navy Pre-Entry Medical Employability Board (PMEB)**. Candidates who were not declared MFD at CPC can be awarded a temporary JMES (TJMES) and, in consultation with SEMC, can be presented to PMEB for an assessment against in-Service medical standards. This procedure for PMEB is as follows:

(1) The ME will complete the medical examination and award a TJMES, as agreed with the OM Specialist, then complete a Form 5A. The Form 5A will include all personal details of the Candidate and their selected profession/role, along with the proposed JMES and Medical Limitations (MedLims).

(2) A copy of the completed Form 5A is to be forwarded to the RNMEB Secretary (NAVYSEC-NSMEBADMIN@mod.gov.uk) by SEMC no later than 1000 hours each Thursday during a CPC week for every case requiring consideration. The forms will be stored in a limited access area so Board Members can pre-read as required.

(3) A formal letter detailing the TJMES and supporting MedLims will be given to the candidate on completion of their medical for their personal reference. This letter will detail the clinical reasons and outline the subsequent PMEB process (incl. the right to appeal). In addition to the formal letter, candidates will be provided with a JMES certificate by the CPC on completion of their medical.

(4) The PMEB will typically convene on the Thu afternoon of a CPC week to decide if the TJMES6 and limitations awarded provide sufficient employability in the relevant profession, from entry into Service, through Phase 1 training requirements and onto the end of their initial RoS.

(5) The PMEB will consider those cases referred to them and determine the following:

(a) ‘Accept’ on Employability Grounds.

(b) ‘Reject’ on Employability Grounds.

(c) ‘Deferred’ awaiting more information from relevant medical or employment area SMEs.

(6) The RN PMEB will forward results to NAVY RA-Policy WO1 for RITS notification and tracking and NAVYRA-CPCMEDICAL@mod.gov.uk for update to medical documentation.

(7) HQ R&A, DHd R&A will oversee necessary administrative action to inform the Candidate, dependant on outcome, via RITS/Formal letter. On receipt of RITS notifications, Careers Advisers will be required to inform individual candidates of the RN PMEB decision and provide appropriate follow-on advice and guidance, including how to appeal if needed.

(8) Those candidates rejected on employability grounds will be given the opportunity to lodge an appeal. Appeals are to be initiated on RITS by the Careers Adviser with appeals being considered by the SEMC Assessment Board under current process.

(9) The PMEB Secretary, with support from the SWP team, will maintain complete records of decisions and follow up at 12 and 24-month points to ascertain longer term outcomes of personnel during and post initial training.

(10) Standing members the PMEB, its roles and responsibilities and standing agenda are included at Annex 8A.

d. **University Royal Naval Units (URNU) Candidates.** From 1 Oct 24, URNU candidates are to be examined by MEs at RN CPCs. Details relating to URNU Candidates can be found at Annex 8B.

e. **Travel**. As described in paragraph 0814, should a candidate have to travel outside of their region to attend a medical examination, their Careers Staff can issue the Candidate Miscellaneous Personal Payment Form RFI.

0818. Medical Appeals

a. Candidates made PMU will receive a letter stating the medical reasons they have been made PMU. In some cases, the letter will also contain additional medical conditions for which the candidate must also provide supporting evidence.

b. The PMU letter will instruct the candidate on actions to take in liaison with their Careers Staff in order to appeal against the decision. Careers Staff are to electronically forward the appeals pack, via RITS, to the candidate. Careers Staff are to make a note of the request to appeal on RITS. The initiation of an appeal is fully detailed in the ROM, chapter 5.

c. Candidates are responsible for gathering all the information required to compose their appeal and for submission directly to the SEMC Appeals email address, NAVYRA-SEMCAPPEALSMAILBOX@MOD.GOV.UK.

d. On receipt, the SEMC Appeals Team will scrutinise the appeal, inform the candidate if it has been accepted for consideration or rejected, and record this on RITS. If rejected, the candidate will be notified of the reason why or if any change or additional information is required.

e. When an appeal is accepted, the SEMC Appeals Team will upload the appeal documentation for review to the electronic medical record. The SEMC Appeals Team will then conduct Assessment Boards consisting of an Occupational Medical Consultant and PONN.

f. Administration of the Board results will include:

(1) Informing the candidate via e-mailed letter.

(2) Uploading the results to RITS.

g. **Eligibility for Appeal.** It is fundamental that eligibility is considered against Service need and is not dependant on the medical, physical or personal status of the candidate. The appropriate Specialist Recruiting Team is to be consulted on referral to PMEB due to the needs of the Service before processing an appeal for a candidate applying for one of the following roles:

(1) **RMBS.**

NAVY CNR-COHERENCE SRT RMBS CSGT

(2) **RNR Cyber Warfare.**

NAVY PEOPLE-CM RES FF SO2

(3) **Chaplains.**

NAVY RA-Chaplain

0819. Medical Eligibility

a. Careers Staff should direct candidates to the medical 'conditions' that may bar them from entry and explain the entry standards using the JSP 950 Lft 6-7-7 as a point of reference and, if necessary, seek advice from SEMC. It is important that the medical requirement is explained and conveyed as sympathetically as possible by qualified Careers Staff. SEMC is the point of contact for additional information regarding the current standards for Service entry.

b. Careers Staff must not offer medical advice or be drawn into conversation relating to specific medical conditions. Candidates who request advice on medical conditions should be advised to reference the entry standards SEMC is the point of contact for additional information regarding the current standards for Service entry.

c. Should the Candidate require more detailed information advice can be sought by the Careers Staff from SEMC. On receipt of advice the Candidate can either decide to make an informed withdrawal from the recruitment process; or continue with the recruitment process.

0820. Medical Requirements - Reserves/Re-Entrants/Service Transfers/Reserve Forces

a. All candidates with former Service and who fulfil the criteria below must be initially scrutinised by the Re-entrant and Inter-service Transfer Team (RISTT) or Maritime Reserve Cell (MR Cell) on JPA and gain BM's approval.

b. Candidates who left the Service due to medical reasons or in a reduced medical category or without a release medical, will be processed as below:

(1) **Firefly-36 candidates** will be processed by the MR Cell. These candidates can apply and be processed within 36 months of leaving Regular service. These candidates will be reviewed by SEMC. Outside of 36 months, they are to undertake the full PML Process.

(2) **Re-entrant candidates** will be processed by the RISTT. Candidates wishing to rejoin the Regular Service and who have left within 36 months, will complete an RNMQ and SCT form on RITS. These candidates will be reviewed by SEMC. Outside of 36 months, they are to undertake the full PML Process.

(3) **Service Transfer and Branch Transfer candidates** will be processed by the RISTT. Candidates wishing to Service transfer or Branch transfer, will complete a Service Transfer Consent and SCT form on RITS. These candidates will be reviewed by SEMC.

(4) **Reserve Forces to Regular RN/RM candidates.** All Reserve Forces (Maritime, Army and RAF Reserves) candidates are to complete the full PML process.

0821. Medical Documentation of Candidates

a. Under no circumstances are Careers Staff to take part in, or assist with, any part of the medical examination of candidates.

b. Recruiting Staff should not have access to or hold any documents designated 'Official Sensitive Personal - Medical in Confidence'. If any records are found or received, they are to be dispatched to SEMC in accordance with ROM chapter 5 - Medical, Eyesight and Dentist.

0822. Medical - Candidates Who Meet Medical Standards

a. All medical outcomes will be recorded on the MIS.

b. **Role of Preference.** Candidates who are medically unfit for their chosen role, but meet the medical entry criteria for an alternative role or Service, may be counselled towards another role or Service without further referral to the SEMC, utilising the RITS eligibility matrix or the JEM.

c. **Medical Examination - Period of Validity.** Whilst in the recruitment process, the medical examination will remain valid for 3 years from the date of the initial F2F Medical, regardless of the initial outcome All candidates who have not entered service at the 36-month point will require a full new **entry** medical with the current medical contractor.

d. Specialist medicals for Aircrew and Divers are valid for twelve months.

e. All candidates must be 'in date' for medical on the day of entry.

0823. Medical - Entry

a. On allocation of an entry date, candidates must complete the Acknowledgement/Medical Certificate (and, for those under the age of 18 years, their parent/guardian must sign the MoD Form 486). Candidates who declare illness or injury since their medical examination are to be referred to the medical contractor using the RITS form for a change of medical circumstance review. The completed MoD Form 486 must be forwarded to the NETE with Part Entry Papers. NETE medical centres will be able to access all medical documentation directly from the medical contractor portal.

b. All candidates entering the RN will be medically scrutinised by a Medical Officer and their medical documents examined to determine whether any medical condition has arisen since the MME's examination.

c. **Waist Circumference to Height Ratio**. All candidates will have their WCtHR rechecked on arrival at Phase One. Recruits who have moved into either Category 1 (WCtHR <0.4) or Category 4 (WCtHR ≥ 0.6) must be discussed with SMOSE and will be subject to a risk assessment before they can commence training. They may be placed "Medically on Hold" or discharged NFA Med based on the outcome of this assessment. It is candidates' personal responsibility to maintain a healthy weight prior to entry. Following discussion with SMOSE, The Principal Medical Officer (PMO) at HMS RALEIGH (RAL) or Britannia Royal Naval College (BRNC) will make a recommendation to the Training Commander (Cdr T) as to whether the candidate is safe to start Ph1 training, be placed "Medically on Hold", or be discharged NFA Med.

0824. Medical - Candidates Medically On Hold (MOH)

Candidates will be informed of the reasons why they cannot pass the medical recruitment process and placed MOH. The candidate will be instructed on what actions are required before a medical review can take place. The CA will not be advised of the MOH reason, only the fact the candidate is MOH and, in general terms, the management of candidates to reach a medical decision on fitness to serve will be conducted by the medical contractor, referring to SEMC as required.

0825. Medical - Candidates Below Medical Standards

a. The Medical Contractor will refer candidates falling below JSP 950 Leaflet 6-7-7 Section 4 standards to SEMC. If following review by SEMC the candidate is still deemed unfit RITS will be annotated accordingly.

b. A letter will be sent to all candidates who are declared medically unfit, highlighting the reasons why.

c. Candidates who wish to appeal, after discussion with their CA, are to submit their appeal to SEMC using the RITS form.

0826. PJFT

a. All Regular, overseas, DSUS and Reserve RN applicants, with the exception of RM and Diver candidates, are required to pass the PJFT. RM and Diver candidates are required to pass PJFT+ or PJFA outlined below. Candidates considered fit to continue with their application at PHCR Scrutiny will be considered fit to attend PJFT.

b. The following exceptions when re-entering the Service apply:

(1) If it can be ascertained that a re-entrant will still be in date for RNFT/RMFT on re-entry/transfer, then the PJFT requirement can be waived, with an explanatory journal entry on RITS, otherwise the procedure is as below.

(2) **Trained RN (GTS).** The PJFT is to be completed as soon as practicable post medical as per the instruction above.

(3) **Untrained RN (UTS/PTS).** The normal PJFT process applies to all re-entrants who are required to undertake any part of initial training (i.e. Phase 1 or 2) on re-entry.

(4) **Trained RM (GTS).** The normal PJFT+ process applies to all GTS re-entrants.

(5) **Untrained RM (UTS/PTS).** The normal PJFT+ process applies to all untrained or part-trained re-entrants.

0827. PJFT - Conduct

a. The PJFT and PJFT+ are now predominantly conducted internally, at CPC. Those who are continuing to conduct their PJFT by an external contractor (currently Nuffield Health (NH)) include some RM candidates, CPC failures/re-tests, DSUS, Reserve and re-joining candidates in accordance with the instruction found at ROM chapter 6 - PJFT.

b. All candidates who attend an external contractor for their PJFT are to have their Blood Pressure (BP) checked prior to the fitness assessment. This is an external contractor procedure and does not form as part of RN medical policy. If candidates fail the BP test, the following process is to be adhered to:

(1) At the first BP check failure, the candidate will be requested by NH to return no sooner than 24 hours for a PJFT at the candidate's convenience.

(2) In the event the candidate fails a second BP test they will be declined the opportunity to attempt the PJFT and advised to visit their GP for a health check to gain a letter of confirmation that they are safe to attempt a PJFT at NH.

(3) On production of a GP letter confirming there are no underlying health conditions a third and final pre-PJFT BP check will be conducted by NH staff.

(4) If the candidate fails the BP check, NH will refuse the candidate's attempt iaw NH mandated H&S regulations, despite the GP confirmation and the candidate is to be rejected.

(5) Candidates who fail the third pre-PJFT BP check are to be counselled by their Career Staff to seek alternative methods of testing. In conjunction with the Sickle Cell Trait (SCT) policy in chapter 7, the PJFA/PJFT+ is a strength test designed to not cause undue cardiac exertion and is therefore suitable for all RM and Diver candidates to conduct. Candidates who have tested positive for SCT may inform the PJFT assessor if they wish, but no action is to be taken to impact the conduct of the PJFT+. Policy for the standard PJFT and SCT can be found in Chapter 7.

0828. PJFT/PJFT+ and PJFA - Pass Criteria

a. **RN and RNR Candidates.** The table below defines the level of fitness Candidates are to demonstrate when completing the 2.4km run/Multi-Stage Fitness Test (MSFT) while attending RN CPC or a Nuffield Health gym. At RNCPC the times that are applied are PJFT +25%, at Nuffield Health the times applied are PJFT +10%. Further guidance is provided regarding actions that should be taken to ensure appropriate CRM, dependent on performance.

Gender	Age	RNFT Pass	PJFT Pass (+10%)	PJFT Pass (+25%)	Fail	MSFT Pass	MSFT Pass (+2 Lvl)	Fail
Male	16-24	11.09	12.16	13.56	>13.56	9.10	7.09	<7.09
	25-29	11.33	12.42	14.26	>14.26	9.04	7.03	<7.03
	30-34	11.58	13.09	14.57	>14.57	8.09	6.08	<6.08
	35-39	12.23	13.37	15.28	>15.28	8.03	6.02	<6.02
	40-44	12.51	14.08	16.03	>16.03	7.08	5.08	<5.08
	45-49	13.18	14.38	16.37	>16.37	7.02	5.02	<5.02
Female	16-24	13.10	14.29	16.27	>16.27	7.04	5.05	<5.05
	25-29	13.37	14.58	17.01	>17.01	6.09	4.08	<4.08
	30-34	14.05	15.29	17.38	>17.38	6.05	4.04	<4.04
	35-39	14.33	1600	18.11	>18.11	5.09	3.08	<3.08
	40-44	15.04	16.34	18.50	>18.50	5.06	3.05	<3.05
	45-49	15.35	17.08	19.28	>19.28	5.02	3.01	<3.01

b. **RM Candidates and RN Divers.** The table below defines the standard required to pass the Royal Marines Fitness Assessment (RMFA). For RM candidates, these standards are also applied during PJFA training sessions delivered around the country by the DoCC Commando In-Reach Team (CIT), from which candidates should receive a recommend to attend RM CPC. The same standard is then applied in the RMFA which is the first physical element of RM CPC. RM Candidates that continue to show little or no progress during PJFA training sessions will be considered for career counselling to alternate roles. For RN Divers, these standards are applied at RN CPC.

PJFA Result	Pass	Re-attempt
Event	RM PJFA minimum level / reps	
MSFT	10.5	<10.5
Press Ups	30	<30
Sit Ups	40	<40
Pull Ups	4	<4

c. **PJFT+.** The PJFT+ remains in place as a Pre-Joining Fitness Test process for RM Overseas candidates and is usually delivered virtually. The table below provides the requirements:

RM (Overseas candidates): PJFT+ Standards	
All	a. Circuit completed three times for RM OR candidates and 4 times for RM officer candidates: (1) Burpees x 20 (2) Sit-ups x 30 (3) Press ups x 20 (4) Plank x 1 minute b. On completion, and after a 2-minute recovery, all candidates will be required to conduct 5 pull ups. c. If exercise form is below standard, PT staff can adopt the '3 strike' rule which can result in a 'fail'.
RMBS: PJFT Standards	
All	As advised by RMBS SRT prior to Audition attendance.

d. Candidates applying to join the RN are to be encouraged to use the Navy/Commando Ready apps as early as possible in the recruiting process. Careers Staff are to ensure that the candidate has links to the appropriate guidance on the RN Careers Website at the earliest stage of the recruitment process.

e. All Candidates are to be informed that they must maintain or improve their fitness throughout the whole recruiting process. All RN and RM candidates will have to attend a Candidate Preparation Course (CPC), or Officer Selection Course (OSC) (RMO only).

(1) At CPC (RM) and OSC, RM and RMO candidates will be required to pass the PJFA under RM supervision, as well as complete other physical tasks.

(2) At CPC(RN)/MedFit all RN candidates, including officers and Divers, will be required to conduct a PJFT/PJFA to ensure they are fit to commence Naval training. The PJFT +25% times described in para a above are to be applied for non-Diver candidates. Any candidate who fails to meet the required standard will be counselled accordingly by CPC staff and/or their Careers Staff.

0829. PJFT - Booking

The following detail is provided for those who remain on the contractor provided PJFT (e.g. candidates who have previously attempted CPC and did not pass the PJFT element, or were medically unable to attempt the fitness elements).

a. Candidates are to be sent the appropriate instruction via RITS to book their PJFT as soon as they have passed medical triage/are fit to re-attempt. Candidates are to be advised of the contact details for their local Nuffield or third-party fitness centre.

b. The PJFT standard applied for a test at Nuffield using a running machine is PJFT +10%, not PJFT +25%; see 0828 a.

c. On receipt of the results email, Careers Staff are to enter the results into RITS.

d. Duration of pass: PJFT passes remain valid for a period of 12 months from the date of successful completion. Candidates still in the recruiting process 12 months after passing their initial PJFT are to re-take the test as 'first attempt candidates'. Candidates must be within the 12-month period prior to attending preselection courses and when joining NETE.

e. Careers Staff and the candidate are responsible for ensuring the results are correctly recorded and any subsequent actions are taken in appropriate time.

f. If a candidate cancels a test within 24 hours or fails to attend, Careers Staff will be informed by the Fitness Centre and the RN will be charged for that appointment. Cancellation and re-booking by a candidate outside of 24 hours' notice will not be notified to Careers Staff.

g. Careers Staff are to contact the candidate as soon as possible and establish the reason for non-attendance. If deemed appropriate, Careers Staff may authorise the candidate to book another date. If a candidate fails to attend a second appointment Careers Staff are to update RITS. The candidate is to be sent a RITS letter, which informs them that their application is being withdrawn.

0830. PJFT - Testing Procedures

a. Career Staff are to brief RN and RNR candidates on the PJFT (PJFA for Divers) during initial CRM, covering the following points:

(1) The implication of failing:

(a) They will not be allocated a specialist board or audition, if required for their role, but will be given more time to get fit and re-take the PJFT.

(b) The candidate will not be considered for an Offer of Service or Notice of Eligibility for Final Selection Process but will be given more time to get fit and re-take the PJFT as detailed above.

(2) Candidates should also be advised that to cope better with the physical demands of Phase 1 Training, they should aim to achieve the RNFT fitness level before joining. Furthermore, failing the week-1 RNFA or week-5 RNFT of NETE may result in discharge.

b. Careers Staff are to brief RM candidates on the PJFA/PJFT+ during initial CRM, covering the following points:

(1) The implication of failing, i.e. RM candidates will not be given an Offer of Service or Notice of Eligibility for Final Selection Process and should be given more time to get fit and retake the PJFA/PJFT+.

(2) RM candidates should also be advised that the ROP is much more physically demanding than the PJFA/PJFT+, and that they are not to assume that passing the PJFA/PJFT+ is an indicator of success at CTCRM.

c. **Travel Costs.** Travelling expenses to attend CPC other than rail travel arranged by Careers Staff and travel to MedFit/PJFT/PJFA/PJFT+ are to be covered by R&A iaw extant policy when required. This is to be determined by individual Careers Staff on a case-by-case basis.

d. **Remote Candidates.** RN Diver/RM candidates from remote areas of UK (e.g., Channel Islands, Orkneys, Shetland) can conduct PJFT+ when required; these tests will be arranged by exception on a case-by-case basis and when CTC capacity allows.

e. **Contract/Booking Difficulties.** Any problems with fitness centres are to be reported to R&A Policy SO2 as soon as they become evident. Careers Staff are not to enter into dialogue with fitness centres directly, other than for purely administrative issues.

0831. PJFT - Overseas Candidates

a. The Overseas Recruitment Team (ORT) is to advise all overseas candidates, before travelling to UK, about the requirement to undertake the PJFT when in the UK for the selection process. All candidates are to provide STRAVA evidence of their 2.4km run time before being invited to travel to UK (candidates who require an SCT test when they arrive in the UK are exempt from providing STRAVA evidence).

b. All overseas RM candidates are to conduct a virtual PJFT+ while in their home country and must pass this as one of the conditions to be invited to travel. The PJFT+ is conducted by CTC PT Staff.

0832. PJFT - Failure Procedures

a. **Failure Routine After First Attempt.**

(1) Call and discuss reasons for failure and brief on further attempts (2 maximum).

(2) Candidate is to be given maximum 30 calendar days to prepare and resit the test.

(3) Create a retrospective PJFT event and book the candidate on it. Enter the results in the results form to provide details of failure. Candidate to remain ‘Active’. Set appropriate task to prompt re-issue 2nd PJFT attempt message if required, or to contact candidate if PJFT not attempted in relevant time frame.

b. **Failure Routine After Second Attempt.**

(1) Discuss with candidate the implications of this failure; ensure they understand that failure of the third attempt may result in their application being rejected

(2) Create a retrospective PJFT event and book candidate on to it. Enter results to provide details of failure.

(3) Inform candidate they must conduct their 3rd and final PJFT between 30 and 90 days of the 2nd PJFT failure.

(4) Issue PJFT 3rd attempt attachment via RITS. Update the body of the text of communication to reflect that this is the 3rd attempt.

(5) Candidate to remain 'Active'. Set appropriate task to review application if PJFT not attempted in relevant time.

c. **Failure Routine After Third Attempt.**

(1) Send the 'PJFT Final Fail' attachment as part of the PJFT paperwork to the candidate. Update the body of the communication to reflect the failure of the final attempt.

(2) RITS is to be updated to the appropriate end state (rejected, with 'Fitness' as reason), the 'period of ineligibility' to 3 months, and additional comments to reflect circumstances of candidate's final failure to be entered in the 'comments' box. The terms of the rejection, as with any rejection, are to be clearly and sensitively explained by Careers Staff to encourage the candidate to address their issues and re-apply when appropriate.

0833. PJFT+ - Failure Procedures

a. If a candidate fails a PJFT+, they must understand why they have failed and how they can address this shortfall and can book another PJFT+ in not less than 28 days.

(1) **RM OR (Overseas).** Candidates may attempt the PJFT+ up to 3 times. After 3 failures, the candidate should receive CRM to advise them that their application will be rejected, with advice on how to improve fitness and re-application timelines according to role applied for.

(2) **RM Officer (Overseas).** Candidates may attempt the PJFT+ a maximum of 2 times. After two failures the application is to be rejected. An otherwise good candidate can be advised to re-apply in not less than 6 months having improved their fitness levels.

(3) Failure to attend, or not being properly prepared to complete the test will count as a failure and therefore, be regarded as an attempt.

(4) All PJFT+ attempts are to be recorded on RITS by Careers Staff to ensure an accurate record of all attempts leading to successful completion or candidate rejection.

(5) Re-attempts must be annotated as appropriate:

(a) RM OR 2nd Attempt.

(b) RM OR 3rd and FINAL Attempt.

(c) RM Officer 2nd and FINAL Attempt.

b. Whether RM OR or RM officer, if candidates are unsuccessful after maximum attempts, Careers Staff are to reject candidates and advise them to improve their fitness iaw the guidance at the RN Careers Website. Candidates are not to re-apply to join the RN until a minimum of 3 months from the date of rejection. The terms of the rejection, as with any rejection, are to be clearly and sensitively explained by Careers Staff to encourage the candidate to address their issues and re-apply when appropriate.

0834. Miscellaneous Fees - Payments by Candidates and Reimbursements

a. In the event of the candidate expressing a genuine difficulty with miscellaneous fees, then a claim re-imbursement can be made via a HR Form 1108 available on RITS via the “Candidate Miscellaneous Personal Payment Form” RFI. The measure of genuine hardship of the candidate should be at the discretion of Careers Staff. Hardship must be fully proven to the full satisfaction of Careers Staff and always be considered the exception.

(1) Receipts for miscellaneous fees are to be submitted with the HR Form 1108 claim form, which is to be emailed to DBS via the Contact Us link on the HR Form 1108.

(2) In the event of electronic submission failing, the HR Form 1108 and receipts are to be submitted to DBS, Scanning hub, PO Box 38, Cheadle Hulme, SK8 7NU.

(3) Payment will be by BACS transfer to the candidate’s nominated bank account[3].

[3] Passport fee reimbursement queries can be made to ‘Navy FD-Fin Ops P&T Spt’.

b. Travel will normally be booked by Careers Staff, however, in exceptional cases candidates may be refunded distance or hardship expenditure at public expense for various categories of travel as follows, using HR Form 088_v11.0-OSP.doc.[4]

(1) Travel to Careers Office attendance.

(2) Travel to Defence Aptitude Assessment (DAA) location (e.g., public library or AFCO)

(3) Travel to Pre-Joining Fitness Test (PJFT)/Pre-Joining Fitness Assessment (PJFA)/Pre-Joining Fitness Test+ (PJFT+).

(4) Travel to Medical Examination.

(5) Travel to Eyesight Test.

(6) Travel to Candidate Preparation Course (RN and RM).

(7) Travel to MedFit (at CPC locations).

(8) Travel to RM Officer Selection Course (RM OSC).

c. Assistance should not be offered, but given only when the individual explicitly requests help, when it is evident to Careers Staff that the candidate will be required to travel a considerable distance within the UK, or the candidate would incur genuine financial hardship in meeting the cost, then, assistance with attending these events is to be offered. A similar process is to be adopted for the reimbursement to candidates of passport expenses (see 0834.g.). Candidates must be encouraged to use public transport at all times and the actual fare incurred may be claimed on submission of receipts. Candidates wishing to use a private vehicle are to state the mileage for the journey on the form; claims will be paid at appropriate mileage rate. The use of taxis must be in exceptional circumstances only; a reason for use must be stated on the form.

d. When exceptional instances merit authorisation of a distance/hardship payment the UIN of N6032A is to be used.

e. Under no circumstances should money be withdrawn from contingency accounts and given to candidates.

f. Further information relating to this process is located in the ROM.

[4] https://gbr01.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Fmodgovuk.sharepoint.com%2Fsites%2FIntranetCivilianHRPeoplePortal%2FHRForms%2FHR%2520Form%2520088_v11.0-OSP.doc&data=05%7C02%7CEmily.Vickery401%40mod.gov.uk%7C61e6de5928054acd49ea08dc474b145a%7Cbe7760ed5953484bae95d0a16dfa09e5%7C0%7C0%7C638463634982864899%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=CpspFrz4Ec1Ed1SZyqQV6EKYY0DKflas%2FX0YKHt9SCo%3D&reserved=0

g. **Passports.** Only RN Officer candidates are required to possess an in-date passport at time of Service entry. For all other Service entrants possession of a passport is desirable but not essential. Payment for purchase of a passport is not to be offered to candidates who are not in possession of an in-date passport and do not require one for service entry.

(1) For those who do require an in-date passport for service entry and express financial hardship, the funding of a passport purchase is to be considered by Careers Staff. Hardship must be fully proven to the full satisfaction of the Career Staff and always be considered the exception.

(2) The candidate must request a receipt when they send their application to the passport office/post office. This receipt will need to be attached to the HR Form 1108 claim form when a claim is made.

(3) Only RNO Officers require a passport from the commencement of their training as they are required to travel overseas in the early stages of their training. RM Officers do not travel overseas until 12 months into their training.

(4) Personnel who require a passport for travelling on official journeys overseas may have their passport applied for and funded within and at Service expense as required iaw JSP 752 Ch9 Section 13.

ANNEX 8A

PRE-ENTRY MEDICAL EMPLOYABILITY BOARD STANDING MEMBERS, ROLES & RESPONSIBILITIES AND STANDING AGENDA

1. PMEB Standing Members. Standing members of the MEB will be:

Chair	Navy People PSP Hd / Navy People-WFPT Hd	Core
Workforce Planning	Navy People WFPT STRAT SO1/SO2	Core
Occupational Medicine	Navy INM RN AvMed Head	Core
Navy R&A	Navy RA DHd RA	Core
Navy Training	Navy People TMG RAL CDR INT	Core
Secretary	Navy People PSP MEB SEC	

Supplementary:

Legal	Navy Legal Emp Law SO1	A/R
Profession Advisors	W / L / E / RM SO1	A/R
CPC HQ Medical Lead[1]	Senior CPC RN Medical Officer	A/R
SEMC[2]	Navy RA SEMC SMOSE	A/R
Navy Training	BRNC/CTC representatives	A/R
Navy R&A Policy	Navy R&A Policy representative	A/R

2. PMEB Roles and Responsibilities. Roles and responsibilities of RN PJMEB are as below:

a. **Chair:** The Board is to be chaired at OF5 and will have final decision-making responsibility.

b. **Workforce Planning:** To represent each profession as required.

c. **Occupational Medicine:** To provide specialist advice on JMES and medical employability. To be prepared to discuss candidates presented from all CPC locations, having been on-call through the week to advise CPC Medical Officers.

d. **Navy R&A:** To present Navy R&A position including recruiting shortfalls. Navy R&A Policy to compose and upload executive decision letter to RITS.

e. **Navy TMG:** To represent new entry training establishment(s) and inform of outcomes. Ph1 PMO and Cdr T to be invited where review involves a potentially NFA candidate.

f. **Secretary:** Will collate Form 5As, make a record and provide outcome to Navy R&A. In the Secretary's absence Navy PSP will provide an alternate.

3. Standing members make a quorum for decisions. If Chairing OF5s are not available cases are to be deferred to the following week.

[1] The Senior CPC Medical Officer may attend as requested by MEB.
[2] SMOSE for any SEMC referrals.

4. Supplementary members are to be available (or nominate a suitably empowered and qualified representative) to answer any medical, legal or profession specific questions.

5. PMEB Standing Agenda. The standing agenda will be as follows:

Serial	Item	Owner
1.	Introduction	Chair
2.	CPC Candidates	Sec / Occupational Medicine
3.	Candidates Carried Over	Sec / Occupational Medicine
4.	SEMC Referrals	Sec / SEMC
5.	Actions	Sec / Chair
6.	AOB	Chair

ANNEX 8B

URNU CANDIDATES

1. Background

University Royal Naval Units (URNUs) recruit university students from around the UK to undertake voluntary RN activity during their time at university. URNU personnel fall under the command of CO BRNC and, for administrative purposes, are managed on the Royal Naval Reserve List 7[1] iaw BRd 3(1) Chapter 151 and BRd 3(2) Chapter 1 Section 2. Members of this List are not Volunteer Reservists, have no call-out liability and form no part of the Maritime Reserves. In order to ensure the safety of URNU personnel and the Regular and Reserves Personnel working alongside them, all URNU candidates undergo entry medical examination.

2. Direction

a. URNU candidates are to be medically examined at a RN CPC via MEdFit + bookings with the same preliminaries and available full PHCR. They are subject to the same medical standards as applicants to the Regular and Reserve Service as laid out in JSP 950 Lft 6-7-7 and BRd 1750A. They are to be awarded a JMES iaw this Annex.

b. Where an URNU candidate does not meet the Entry Standards, their case will be considered by an OM Specialist and a reduced JMES may be awarded. This must be ratified by the MEB before the candidate can undertake any URNU activities.

c. Where an URNU candidate is a retired Regular or Reserve SP[2], careful consideration should be given to their JMES on discharge, and their medical fitness and records since discharge. There may be situations where seamless transfer is appropriate however this should only be considered on a case-by-case basis. The default action should be to complete a fresh medical examination as per other candidates.

d. When a URNU candidate is deemed FIT, they are awarded MFD Perm for 3 years. Should they subsequently join Regular or Reserve Service during the validity of this medical, they will not require another full medical examination, which aligns with RN candidates who are not in the URNU. However, as URNU candidates do not select a Branch, consideration must be given to whether their physical standards match their selected Branch on joining the RN.

e. Previous URNU categories such as ‘Fit for URNU +/- Shore only’ are not to be awarded.

[1] List 7A (Training Officers), List 7B (URNU Officer Cadets), List 7C (Defence STEM Undergraduate Scheme (DSUS))
[2] E.g. joining as Training Officers

3. Guidance for Medical Examiners

a. **Physical Standards[3].** The following physical standards must be met for an award of MFD. This is because the medical examination is valid for 3 years and URNU personnel may subsequently join Regular or Reserve Service within the validity period without a further pre-entry medical examination. At this stage URNU personnel may not have determined which RN Branch they are joining. Physical standards for the RN vary by branch and specialisation, and these will be matched to the Branch during application. Therefore, at this stage URNU require the minimum RN-Branch specific physical standards. Those that do not meet these criteria may be awarded a lower JMES if appropriate, after discussion with an OM Specialist.

(1) Minimum height: 145cm

(2) Minimum WHtR 0.4

(3) Maximum WHtR 0.59

(4) Visual Acuity: VA 3

(5) Colour Perception: CP4

(6) Hearing: H2

b. **URNU Activities.** URNU personnel conduct activities including sea time in Ships (P2000 through to QEC), flying as a passenger in fixed and rotary aircraft, parachuting and other Type 4 Adventurous Training, representative sport, and RN / RM-specific training such as RAS Rig, Damage Repair Instructional Unit (DRIU) and assault courses.

c. This broad range of activity overlaps with Service Personnel however URNU personnel do not hold responsibility for safety-critical duties and are not deployed operationally. When at sea they are considered sea-riding observers of RN activity. URNU personnel may not be required to go to sea beyond visiting Ships alongside but will require a level of robustness commensurate with the role being applied for. For example, Training Officers should be capable of leading hill-walks and sea-riding embarkations.

[3] BRd 3(1) Ch 7 - Eligibility and Entry Standards and RN Recruit & Attract Job Eligibility Matrix (https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/jem.aspx)

4. JMES Guidance for Medical Examiners

a. **Training Officers (TOs).** TOs are required to lead, teach and motivate Cadets and are required to match JMES for Regular or Reserve Entry. Therefore, TOs who may be awarded a JMES of lower than MLD A4 L4 M2 E4 are to be discussed with an OM Specialist with a view to presentation to PMEB.

b. **Officer Cadets.** Students may be permitted to join as Officer Cadets provided they meet the minimum standard which is to be able to visit a Ship alongside. Therefore, URNU candidates who may be awarded a JMES of no lower than MND A4 L4 M3 E4 are to be discussed with an OM Specialist with a view to presentation to MEB as per Table 8B-1 below.

Table 8B-1: Outcomes from Medical Examination for URNU Officer Cadets.

Outcome	Description	JMES Awarded	Disposal
FIT	Meets Medical Entry Standard. Fit to undertake entry training and Service without restriction. This could include candidates MFD with E2 marker for Trial of Training	MFD Perm 3 years (maybe with E2 marker)	FIT, TOT
UNFIT	Not fit to undertake entry training and Service without *significant*[4] additional medical risk. Requires MASMO or OM discussion before being declared UNFIT	None. Includes those who normally would be awarded a MES below MND A4 L4 M3 E4	UNFIT
Normally UNFIT	Does not meet current entry standards but could be awarded a reduced JMES. Requires OM discussion and MEB the same week. The outcomes could include UNFIT, FIT with appropriate limitations or Trial of Training (TOT), or MOH pending further Ix	MND A4 L4 M3 E4 and above, Temporary, for 12 months. Must include MedLim 1302 and any other MedLims relevant to URNU role and potential future RN role	FIT, TOT, MEB, MOH, or UNFIT
Medical On Hold (MOH)	Requires further information or testing; refer back to GP. No JMES awarded. Might require OM discussion on a case-by-case basis	None	MOH

5. Appeals and Documentation

URNU candidates are entitled to appeal Service Entry and MEB decisions as per Regular and Reserve Entry.

[4] "significant" is a policy addition to enable in-Service medical standards to be used.

CHAPTER 9

RATINGS AND OTHER RANKS SELECTION PROCESSES

(Sponsor: NAVY RA-DHd RA)

CONTENTS

Note. *Recruiting policy is being aligned across the Services and will transfer to JSP 545 on or before 1 Apr 27; no further policy amendments or additions will be made to BRd 3(1). Recruiting-related RNTMs and RIs will remain extant until incorporated to JSP545 or cancelled.*

SECTION 1 - RATINGS AND OTHER RANKS SELECTION INTERVIEW

Para

0901. Recruitment Process for Ratings, RMOR and RMBS
0902. Ratings and Other Ranks Selection Interview
0903. Competences Assessed in Ratings and Other Ranks Selection Interview and Selection Scores Awarded
0904. Selection Scoring Rules
0905. Overseas Candidates

SECTION 2 - RATINGS AND OTHER RANKS SPECIALIST SELECTION PROCESSES

0906. Naval Airman Aircrewman
0907. Royal Marines Band Service (RMBS) - Auditions
0908. Naval Nurse and Medical Technician Selection Boards - (Student)
0909. Naval Nurse and Medical Technician Selection Boards - (Qualified)
0910. Diving Assessments
0911. Royal Navy Police - Direct and Inter-Service Entry
0912. Royal Navy Candidate Preparation Course/MedFit
0913. Royal Marine Candidate Preparation Course (RMCPC)
0914. Direct Entry Petty Officer Technicians (DEPOT/DET)
0915. RNR Cyber Reserves
0916. Accelerated Apprentice (AA) Scheme, including AAPO for Marine Engineering General Service (MEGS) and Weapon Engineering General Service (WEGS)
0917. Direct Entry Fast Track Engineering Technician
0918. Final Selection Boards

CHAPTER 9

RATINGS AND OTHER RANKS SELECTION PROCESSES

SECTION 1

RATINGS AND OTHER RANKS SELECTION INTERVIEW

0901. Recruitment Process for Ratings, RMOR and RMBS

a. **The Process.** The various elements of the recruitment (and selection) process are listed in paragraphs later in this chapter, and in earlier chapters within part 4 of BRd 3. This paragraph provides a singular reference for the generalised rating (and RMOR/RMBS) recruitment pathway to provide time-bound recruitment objectives along a candidate's journey into the RN. Included below are some of the Key Performance Indicators (KPIs) to which Recruitment Staff will adhere to as standard procedure whenever possible.

b. **Application and Initial CRM.** The candidate applies via the RN Website using a link to MIS and is contacted by an ACA. On immediate receipt of the application, but NLT 7 days, assigned Careers Staff will conduct and record initial CRM and issue RFIs including:

(1) Baseline Personal Security Standard (BPSS) and Photograph Identification.[1]

(2) DAA link.

(3) Eligibility triage, including educational eligibility for the chosen role. All candidates are required to provide any GCSE certificates held at this stage to allow the Service to ascertain any Functional Skills requirements in training.

(4) Parental Consent form covering all activities which are a part of the recruitment process, including entering the Royal Navy. Only applicable to under 18 years old.

(5) The CA is to send the medical RFI to the Candidate, including Royal Navy Medical Questionnaire (RNMQ)[2] and Consent for Request for Primary Health Care Record (PHCR)[3]. The RNMQ and PHCR Consent must be completed and returned to NAVYRA-CPCMedical@mod.gov.uk within 7 days. The Eyesight test routine remains unchanged and is to be completed concurrently with the completion of the RNMQ and PHCR consent, in addition to SC application and DAA.

[1] To be verified during the SI for ORs. For Officer Candidates, CAs are to book 'Officers BPSS Check' to be conducted on 'SHINE' upon receipt of hand off, to include RFI 'Post BPSS Caution.'

[2] RNMQ includes the Family Origins Questionnaire (FOQ).

[3] Overseas Candidates are to complete as consent for medical processing only, GP details and request of PHCR are not required from Overseas Candidates.

(6) **PHCR.** For RN Officers, Ratings, RMBS and DSUS Candidates, CAs to confirm PHCR consent has been received by SEMC Medical via weekly checks of the SEMC PHCR Tracker. Once the CA has received a RITS Action Task Reminder from SEMC Medical, queue Candidate to MedFit/CPC:

(7) To manage expectations, CAs are to advise Ratings Candidates that they will typically attend CPC within 6 - 8 weeks of completing application.[4]

(a) **MR/RMBS:** PHCR should be requested to assist processing of any TMU Candidates.

(b) **RM:** Required to conduct medical and fitness assurance prior to attending CPC/OSC as outlined at sub-paragraph g. below.

(8) RN candidates are not to be rejected at SI if they declare they cannot swim or are a weak swimmer.

(9) Other RFIs will be required following a review of the Application Form.

c. **Defence Aptitude Assessment (DAA).** All Candidates are required to sit the DAA except for Professionally Qualified candidates who can provide the requisite degree qualification for the profession they are applying for (e.g., Med, Eng[5], and Chaplain). Professionally Qualified officer candidates are to be queued straight to AIB without conducting the DAA. The candidate is to be instructed to complete the DAA as soon as feasible but NLT 7 days after receiving the DAA link. Candidates are to be advised they can complete the DAA unsupervised on a personal device or supervised on a MOD device within an AFCO.

(1) **ESM.** ESM is to be completed for all candidates. This provides the details of functional skills training requirements during RN training.

(2) The candidate is to be informed of their DAA result by the Careers Staff. Failures are to be counselled towards alternative roles once they have expended their DAA attempts.

(3) **DAA attempts.**[6] Candidates can attempt the DAA three times. All DAA 3rd attempts **must be supervised**. Staff are to advise the Candidate they may re-sit the DAA earlier than 28 days if the candidate feels confident and requests to do so.

(4) **DAA Waivers.** DAA waivers will be considered by HQ Policy WO1 to meet Service needs.

[4] This can be sooner if PHCR are received to SEMC earlier, and Candidate is available.
[5] This includes DSUS candidates who will be educationally qualified by the time they enter INT(O), bringing DSUS in line with DE Engineering Officers..
[6] See para Chapter 8, 0810.

(5) **DAA threshold amendment.** DAA threshold scores will be amended by R&A HQ Policy team, with approval from respective Work Force Planners, based on objective analysis of current thresholds to meet the needs of the Service, as appropriate. Any changes in DAA thresholds will be articulated in the DAA Roles Threshold Matrix[7] and notification of these changes will be published to Careers Staff via R&A Teams Key Announcements and on RTAG SharePoint page. Amended DAA Threshold scores cannot be applied retrospectively to candidates that previously failed the DAA for their preferred profession. Candidates may retake the DAA should they wish to change role, though this should not be offered or encouraged if the candidate has switched to a Fast Track role. Comprehensive policy on DAA can be found in BRd 3(1) Chapter 8.

d. **Selection interview (SI).** To be completed, and recorded, using the SHINE application. The CA is to conduct a BPSS during the SHINE recording. Face to Face SIs are to be recorded on SHINE VIP for Assurance purposes. The first SI of a candidate is to be conducted within 14 calendar days of completion of the DAA and achieving eligibility for a chosen or agreed profession. Candidates can have 3 attempts at passing the SI. If a candidate fails their SI at all 3 attempts their application is to be rejected. RN candidates are not to be rejected at SI if they declare they cannot swim or a weak swimmer.

e. **Security Clearance (SC).** (SC) is required for all candidates, except for Cryptologic Technician (CT), Warfare Intelligence Specialist, Warfare Specialist (SM), Warfare Officer (Intelligence) and Cyber Reservist candidates who require Developed Vetting (DV). All SC and DV applications are to be initiated at the earliest opportunity on completion of BPSS conducted over SHINE during SI. If a candidate is withdrawn or is rejected from the recruitment process for any reason, the CA is to ensure the SC / DV application is terminated.

(1) Security clearance must be confirmed prior to entry. A check will be performed of all SC applications on successful completion of CPC; if there are any issues affecting timely award, candidates are to be given the option of deferring their entry date according to their personal circumstances.

(2) Residency Waivers should be applied for at this stage. A candidate requiring a Residency Waiver is not eligible for any DV roles.

(3) **DV Application.** All CT, Warfare Intelligence Specialist, Warfare Specialist (SM), Warfare Officer (Intelligence) and Cyber Reservist DV applications are to be submitted as priority requests. Candidates requiring DV will not be permitted to enter Service unless they have been awarded a DV, or a short notice SC, in the interim of the DV being completed.

(4) The SC waiver policy is contained within BRd 3(1) Chapter 63.

[7] https://modgovuk.sharepoint.com/:x:/r/teams/55758/_layouts/15/Doc.aspx?sourcedoc=%7BB41D1B69-6709-47E2-A4F2-12D523E985BB%7D&file=20230112-DAA%20Roles%20Threshold%20matrix-os.xlsx&action=default&mobileredirect=true&DefaultItemOpen=1

f. **CBAT.** All ACMN candidates are to complete CBATs. Application for ACMN is to be made via R&A HQ Allocations/Plans team on successful completion of the SI.

g. **Candidate Preparation Course (CPC).**

(1) **Ratings Candidates.** As soon as the candidate is allocated to CPC the CAs are to send the Self Measurement and Code of Conduct Declaration RFI. CPC will include the following events:

(a) Full medical performed in first 2 days with reference to PHCR. The following outcomes are possible:

i. Declared Medically Fit to Enter (MFD) – continue through CPC.

ii. Declared Not Medically Fit to enter (MND) – return home, application on hold.

iii. Assigned a JMES category detailing limitations (MLD) – continue through CPC but referred to Pre-Entry Medical Employability Board.

iv. Declared Medical on Hold (MoH) with either of the following:

a. Fit CPC where Cds will continue through CPC.

b. Unfit CPC where Cds will remain at CPC but restricted in all physical activities. Once Cds are upgraded via SEMC they will need to return to a CPC or attend a Nuffield Health Centre and take their PJFT.

(b) PJFT conducted at RNFT standard +25% added.

(c) Candidate will fail CPC if their conduct and behaviours are deemed to be unsuited to Service life.

(d) A candidate will fail CPC if they are unable to effectively communicate in English.

(e) RN CPC is valid for 12 months and must be completed and passed prior to Offer of Service. Candidates may have up to 3 attempts to pass CPC, including 3 attempts at the PJFT, if unsuccessful the application is to be rejected. CPC will provide an unsuccessful candidate with feedback on areas for improvement and recommend a suitable period before the candidate should re-attend, not normally less than 3 months. Candidates are only to repeat the elements that they fail at CPC[8].

[8] PJFT resits can be taken via Nuffield Health or CPC depending on availability.

(f) Successful RN CPC candidates are to be submitted for intake on MS. To manage expectations, candidates are to be informed they will be allocated entry at 31 Days, or earlier if candidate elects to do so. Candidates wishing to join INT beyond 31 days will be by exception.

(2) **RM Candidates.** Due to the physical rigours of CPC, all RM will be required to be medically and physically assessed before being eligible for RM CPC. From passing SI, all candidates are to receive CRM to encourage them to physically prepare for PJFA and CPC, noting this preparation is unsupervised and done entirely at the candidate's own risk.

(a) RM CTC Medical assessment will take place when RM CTC Medical assessors receive a candidates PHCR. Both the RNMQ and PHCR will be considered.

(b) Before attending RM PJFA, all Candidates must be medically triaged and have a PHCR check. The PJFA RFI is then to be issued no later than 7 days after SEMC state that a candidate is 'Ready for RM PJFA' . The candidate is to be booked onto a PJFA no later than 7 days after CTC medical assessment. The RM PJFA matrix located in Chap 9 of the ROM provides the PJFA scoring levels. The candidate will be encouraged to re attempt the PJFA no longer than 4 weeks from their previous attempt with no limit on the number of attempts until they score the required standard, with candidates that continue to show little or no progress being considered for termination of application to the Royal Marines.

(c) Following successful PJFA RMOR Candidates are to be queued to the next available CPC. The target time from RM CTC Medical Assessment to completion of CPC is NLT 30 days.

(d) A RM CPC pass is valid for 6 months and must be completed prior to any 'Offer of Service'. RM Candidates may have up to 3 attempts to pass CPC, if unsuccessful the application is rejected. CPC will provide an unsuccessful candidate with feedback on areas for improvement and recommend a suitable period before the candidate should re-attend, not normally less than 6 months[9]. If a candidate fails CPC for any reason other than medical, they will not have to repeat the medical process if they remain medically eligible for entry. The candidate will repeat the remainder of CPC.

[9] If a candidate in UK on a limited visa only fails RMSA, they are to be offered swimming lesson assistance and allowed to re-attempt RM CPC in 3 months.

(e) **RMBS.** RMBS candidates are now incorporated within the NRP for medical processing prior to attendance at the RMBS audition, which incorporates PJFT. All Candidates are to receive CRM to encourage them to use the time between booking and attending the audition to physically prepare for the PJFT. If a Candidate fails audition for any reason, they will be advised on the next steps by RMBS staff. Following medical scrutiny RMBS candidates are to be queued for RN MedFit in RITS. At RN MedFit only the F2F Medical will be conducted, fitness testing will be conducted during auditions.

h. **Specialist Medicals.**

(1) **Diver.** Candidates that are declared fit at CPC medical process are to complete the Diver Medical process as detailed in the Recruiting Operators Manual (ROM) para 0524.

(2) **Aircrew.** Candidates that are declared fit at CPC medical process and pass CPC are to undertake an Aircrew Medical. The Aircrew Medical is booked by R&A HQ Plans/Allocations for all ACMN and AC candidates. Aircrew candidates are not to be submitted for intake until they have passed Aircrew Medical.

i. **Mandatory Compliance Checks.** This must be completed by the Team Manager (TM) prior to 'Submit for Intake' on MIS. A final check will be conducted by the RMs and uploaded to MIS. The MCC must be downloaded to the Desktop, completed, and uploaded to MIS, then deleted from Desktop and the deleted items folder.

j. **Submit for Intake.**

(1) **RN Candidates.** Are to be ‘submit for intake’ on successful completion of RN CPC by the CA.

(2) **RM Candidates.** Are to be ‘Submit for Intake’ on successful completion of RM CPC.

k. **Selection Boards.** RNP, Medical, Diver and AA roles are required to pass Specialist selection boards.

(1) **AA and Medical Roles.** Specialist Boards (SB) and assessments are conducted iaw Branch requirements, after successful completion of SI and are to be undertaken at the earliest opportunity to prevent any delay in entry.

(2) **RNP.** RNP SB is conducted at RN CPC South, on planned dates throughout the year, as agreed by RNP Branch Manager. These dates are incorporated into the RN CPC programme. Careers Staff are to liaise with NAVY RA-RF CPC S OIC, to confirm booking of RNP candidates onto RNP selection at RN CPC(S). RNP candidates must complete RNP SB at CPC(S).

(3) **Diver.** 1st preference RN Diver Cds can attend any RN CPC nearest to their geographical location. All RN Divers Cds will need to pass their Diver Pre Joining Fitness Assessment at the RN CPC before being allocated to INT.

l. **Overseas Candidates.** Overseas candidates are not to be loaded to CPC without approval of the Overseas Team. Refer to ROM chapter 13 and the Overseas policy for further information.

m. **Offer of Service.**

(1) The 'Offer of Service' will only be generated once JPA issues a Service Number. Once completed, 'Intelligent Guidance' is populated on MIS. The CA creates the 'Offer of Service' which must include the Vetting Number. The candidate should receive the 'Offer of Service' as soon as they have passed CPC and are medically eligible (Aircrew and Divers) and no later than 31 days[10] prior to the entry date, allowing them sufficient time to complete necessary administration and prepare for Entry to the RN.

(2) All candidates within 31 days of an allocated entry date, with an SC in progress are to be highlighted by the Allocation Team to PSYA and to have their SC application raised to Priority if appropriate. The Allocation Team are to forward the list of prioritised Candidates to the relevant RMs, to disseminate accordingly. Candidates are to be informed of this escalation by the Careers Staff, to manage candidate expectations and planning. Candidates will not be removed from their allocated entry date at this point unless they choose to withdraw.

n. **Final Entry Brief.** The FEB is completed during RN and RM CPC.

o. **Final Update Interviews.** Final Update Interviews are to be completed within 31 days prior to an entry date.

p. **Candidate Withdrawal or Rejection.** Whenever a candidate is Withdrawn or Rejected from the recruitment process, the reasons for their removal from the recruitment journey should be recorded on the candidate RITS account and the candidate is to be sent the MIS RFI to conduct the appropriate survey. The minimum time to re-apply is to be clearly and sensitively explained by the CA to the candidate. The CA is responsible for ensuring all subsequent events, bookings, or tasks for the affected candidate, including SC / DV and Medical, are cancelled.

[10] This can be reviewed for short notice Service Entry, with Candidate consent. This can be reduced for Commonwealth candidates with candidate consent.

0902. Ratings and Other Ranks Selection Interview

a. Candidates applying to join the Regular Service and Maritime Reserves (MR) as ratings/OR are to be interviewed by a qualified CA. The purpose of the SI is to assess the candidate's suitability for service, their selected profession and that they are ready to start training. Re-entries (trained, part trained and untrained) and transfers from other Services are also to be interviewed; re-entrants' SIs are conducted by members of the RISTT. The SI may be conducted virtually or in a Careers Office; the interviewer's decision is final. If the interview is conducted in-person, this must be recorded on the SHINE platform for Assurance purposes.

b. The interview lasts for approximately 45 mins and is semi-structured, covering the candidate's background, education, work record, spare time activities and motivation for joining the Service and reasons behind their choice of profession.

c. On completion of the SI, the CA will calculate the Selection Score (SS) for the candidate based upon the following areas: personal situation, teamwork, physical and mental resilience, discipline and trustworthiness and development/motivation.

d. The candidate is told of the outcome of the SI and subsequent actions required. This is completed by the same individual who conducted the interview.

e. There are three possible outcomes from the SI, as follows:

(1) **Successful.** Candidates who are successful are moved forward to the next stage. An update interview is required for all successful candidates at 6 monthly intervals, or when required, through to entry.

(2) **Not Suitable at Interview (Reject).** Candidates who are deemed unsuitable for RN and who are very unlikely to become suitable in the future.

(3) **Not Suitable at Interview (User Defined Time Period).** Candidates who are presently unsuitable but may become suitable within 12 months. The amount of time before the candidate is re-interviewed is at the discretion of the CA. An update SI is then conducted, SS assessed, and suitability decision made.

f. Candidates can have 3 attempts at passing the interview. If a candidate fails the interview on the 3rd attempt, the candidate's application is to be rejected.

g. Post SI, the CA produces an Interview Report (AFCO Form 101). This form contains all the information required by the respective NETE PSOs to assess eligibility to change profession during Phase 1 Training. It contains all the evidence gained during the SI and is used to produce the SS. It also contains an 'Interviewer's General Impression' which details the CA's selection decision. In conjunction with NETE PSOs, the content and layout of the AFCO Form 101 is determined by RTAG. Candidates who change profession before entry must be re-interviewed completely, and a new AFCO Form 101 produced.

h. SIs for re-entries, role transfers and the MR are based on the standard SI but are amended to deal with the different requirements and circumstances.

i. **Conduct.** SIs for ratings and ORs are only to be conducted by qualified CAs/RISTT personnel. ROM chapter 7 contains instructions on the conduct and marking of these interviews.

j. **Update Interviews.** The following are categories of Update Interviews:

(1) **Not Suitable at Interview.** If, following an unsuccessful outcome at the initial SI, the CA identifies potential to meet the required standard, the candidate is to be re-interviewed at a later date as agreed with the CA. During this re-interview the CA is to concentrate on all areas of concern raised previously. Once the interview has been completed the same method of scoring is to be used across all competencies.

(2) **Routine Update Interviews.** Routine 6 monthly updates are to concentrate only on the mandatory information required in the AFCO Form 101. The required narrative is to record only changes or new information.

(3) **Final Update Interviews.** The aim of the final update interview is to ensure that the mandatory information required by the NETE is up-to-date and current prior to the candidate commencing training.

(4) **Other Occasions for Update Interviews.** Other occasions for an update interview include any changes in the candidate's situation, or failure at any further selection serial including RMBS Audition, Boards, or pre-selection courses. This does not include failure at medical, PJFT or SC where a comment in the journal will suffice.

0903. Competences Assessed in Ratings and Other Ranks Selection Interview and Selection Scores Awarded

The full matrix for assessing the Selection Scores is available via the RTAG SharePoint page.

0904. Selection Scoring Rules

a. With a maximum of 6 per competence the total equates to 36.

b. Pass score for all roles equates to 21.

c. A SS of 1 or 2 in any competence is considered a failure, apart from a score of 2 in either 'Personal Situation' or 'Mental Resilience', but not both.

0905. Overseas Candidates

Overseas candidates are referred to the Overseas Recruitment Team (ORT) to conduct initial eligibility checks, for eligible overseas candidates to then be 'handed-off to CAs to complete any outstanding events and administration.

a. **Specialist Roles.** Candidates with applications for specialist roles are to be referred by the ORT to the respective Specialist Attract Teams (SATs) to conduct pre-screening and confirm educational eligibility of these candidates for these roles. Eligible candidates are then to be handed back to the ORT, to continue the application process.

b. All Dual National and British candidates living overseas are to be handed off to CAs directly after Nationality checks have been conducted.

c. All overseas candidates, not in specialist roles, assessed TMU at Medical Triage are to be 'handed-off' to RF CAs to process.

d. The ORT are to have 'read only' access to the RF Candidate Management Tracker (CMT) to assist collaborative processing of overseas Candidates.

SECTION 2

RATINGS AND OTHER RANKS SPECIALIST SELECTION PROCESSES

0906. Naval Airman Aircrewman (NA(ACMN))

a. Eligibility criteria for NA(ACMN) can be found in the JEM.

b. A return of service of 6 years will apply on completion of Operational Conversion Unit Training.

c. On completion of SI, NA (ACMN) are to complete additional specialist testing (CBAT) as per ROM chapter 12.

d. Candidates who fail CBAT or are assessed as being 'PMU Aircrew' are to be contacted by the CA and career counselled with a view to either role-change, re-sit CBAT or withdraw. For those candidates assessed as 'PMU Aircrew' and who elect to change role, the CA is to contact SEMC to confirm that the candidate remains fit for the alternative role and that medical issues have not been exposed during the Aircrew medical that would make them unfit for that role.

e. A candidate who fails CBAT may re-sit, provided that they remain eligible in all other respects. There must be an interval of at least 12 months, which applies to those seeking to improve their grade as well as failures; candidates will only be permitted to take the tests twice.

f. Rejection or withdrawal of any Aircrew candidate post CPC, but prior to Specialist Medical, must be notified to R&A HQ Allocations/Plans immediately.

g. Recruiting Staff are reminded that there can be significant delays in undertaking the Aircrewman specialist testing and should take this into account when processing candidates to meet known entry dates. Additionally, they should manage candidates' expectations with regard to the timescales for entry and possibility of failure at CBAT, selection or medical.

0907. Royal Marines Band Service (RMBS) - Auditions

a. There are 4 auditions, held throughout the year; RMBS SAT will inform R&A of the dates. The audition lasts between 3 to 5 days (depending on the number of candidates on audition) and consists of instrumental auditions, music theory assessments, fitness and swimming assessments and a personal interview.

b. Audition dates and administration procedures will be issued as a Recruiting General Memorandum (RGM), in the September of each year.

c. The recruiting process for RMBS is contained in the ROM - Chapter 12, section 1.

0908. Naval Nurse and Medical Technician Selection Boards - (Student)

a. Student Naval Nurse and Medical Technician Boards are held bi-annually on the virtual platform SHINE.

(1) **November.** Mental Health Naval Nurse (Student), Radiographer (Student), Operating Department Practitioner (Student), Pharmaceutical Technician (Student) and Biomedical Scientist (Student).

(2) **February.** Adult Naval Nurse (Student).

b. **Eligibility Standards.** Educational eligibility standards are at chapter 7, paragraphs 0711.

c. The recruiting process for Naval Nurse (Student) is contained in ROM - chapter 12**.**

d. All administration is co-ordinated by R&A-COHERENCE SR MED PO. Candidates receive full guidance from the Specialist Medical Attraction team.

e. Final Selections boards are facilitated 1 to 2 weeks following the Assessment Board and candidates are informed of the outcome by phone directly by R&A-COHERENCE SR MED PO or SO3. To further guide candidates, CAs and relevant stakeholders are informed by formal letter.

0909. Naval Nurse and Medical Technician Assessment Boards - (Qualified)

a. Naval Nurse and Medical Technician (Qualified) Boards are held on an ad hoc basis on the virtual platform SHINE. The Board President for assessments is the RN Nurse Education Adviser (NEA).

b. **Eligibility Standards.** Educational eligibility standards are at chapter 7, paragraph 0711.

c. The recruiting process for Naval Nurse (Qualified) is contained in ROM - Chapter 12 - Specialist Selection.

d. All administration is co-ordinated by NAVY RA-SAT MED PO. Candidates receive full guidance including joining instructions from the Specialist Medical Attraction team.

e. Final Selection boards are facilitated 1 to 2 weeks following the Assessment Board and candidates are informed of the outcome by phone directly by NAVY RA-SAT MED PO or NAVY RA-MED SO3. To further guide candidates, CAs and relevant stakeholders are informed by formal letter.

0910. Diving Assessments

a. PJFA – Diver Cds will be assessed on their fitness and strength at the RN CPC. Divers PJFA consists of:

(1) MSFT - Pass mark 10.5

(2) Press Ups – Pass Mark 30

(3) Sit Ups – Pass Mark 40

(4) Pull Ups – Pass Mark 4

CAs are to signpost Candidates to the Navy Ready App in preparation for Divers PJFA.

b. The Diving Assessment will take place at the Defence Diving School, Horsea Island, Portsmouth. The assessment will take place as part of Part II training. Failure will result in recruits being offered an alternative role or to leave the Service.

0911. Royal Navy Police (RNP) - Direct and Inter-Service Entry

a. All RNP candidates will be required to complete an RNP Specialisation Selection Board. The Board will consist of a group discussion, to present an individual spot-brief, and an interview to determine a candidate's aptitude and suitability for the RNP.

b. A Direct Entry RNP candidate will carry out their Board during their CPC; dates for which are incorporated into the CPC programme. In exceptional circumstances, a Board will be held separately to a CPC. All Direct Entry candidates will attend CPC (South) at HMS SULTAN, irrespective of their resident location. CAs are to liaise with OiC RN CPC (S), to confirm booking RNP Candidates onto RNP selection/RN CPC. RNP candidates must complete RNP Specialisation Selection Board before being given any offer of Service.

c. An in-Service role or inter-Service transfer RNP candidate will only need to attend the Board in isolation, which will also be held in HMS SULTAN.

0912. Royal Navy Candidate Preparation Course/MedFit

a. All RN entrants into Initial Naval Training (INT) must attend the CPC, which is conducted at either CPC(N) in HMS CALEDONIA, CPC(S) in HMS SULTAN or CPC(W) in HMS CAMBRIA. A CPC 'pass' will remain extant for 12 months. Re-entrants to the RN are not required to complete CPC.

b. **RN CPC Waivers.** RN CPC waivers can be considered by exception. CPC waiver requests are to be made to R&A Policy SO2 with justification for non-attendance. Justification for any approved CPC waiver is to be recorded in RITS and must include confirmation from the candidate that they understand the waiver process and the potential impact on their preparation for Phase 1 training.

c. As ‘bid for’ candidates are allocated to an entry by R&A HQ Allocations/Plans, the CPC will liaise with the candidate’s CA to agree a date for attendance which shall be no more than 6 months prior to their planned entry date. The CPC will complete RITS booking procedures and issue the joining letter and instructions via RITS.

d. In exceptional circumstances, and for training pipeline management purposes only, with the authority of R&A Policy SO2, attendance at CPC may be waived if the candidate has passed their F2F Medical and has a Pre-Joining Fitness Test (PJFT) pass in place.

e. CPC content is provided in the candidate’s joining letter.

f. The delivery of CPC is as directed within the CPC Formal Training Statement, Role Performance Statement and all candidates are assessed in accordance with the CPC Assessment Strategy and Specification. On completion of CPC each candidate will be assessed as:

(1) **At Standard.** The candidate has achieved all CPC training objectives: demonstrated suitable fitness standards in their Initial Fitness Assessment (INTFA) and, or their PJFT. Candidate to continue as planned to INT.

(2) **Not At Standard.** The candidate has not achieved all CPC training objectives and/or failed their PJST and/or failed their RNFA. Candidate to be invited back to complete CPC having addressed noted shortfalls.

(3) **Unsatisfactory.** The candidate has demonstrated standards and behaviours that are not acceptable in readiness for INTFA of PJFT. Candidate deemed not suitable for INT, application to be withdrawn and candidate to reapply in 12 months’ time having addressed shortfalls.

(4) **Voluntary Withdraw.** The candidate decides to withdraw from the recruitment process and directed to return to their CA for counselling and to process withdrawal of their application.

g. A candidate who demonstrates the potential to meet the Phase 1 Training entry standards may be allowed up to 3 attempts at CPC. Continued failure will deem the candidate ineligible. The candidate is not to re-apply to join the RN within the subsequent 12 months as standard.

h. During a CPC, RN rating candidates will also receive a FEB to aid in the administration of joining an NETE. Guidance on this can be found in chapter 14, paragraph 1406.

0913. Royal Marine Candidate Preparation Course (RMCPC)

a. The RM CPC is the process that selects candidates who are assessed to have the necessary physical preparedness, and to equip candidates with an understanding of the rigours of mainstream training, to guard against voluntary withdrawals and to maximise training success. Re-entrants to the RM are not required to complete RMCPC.

b. A candidate who has successfully completed their PJFA[11] is able to attend a RMCPC. Overseas candidates are not to be loaded to RM CPC without approval of the Overseas Team.

c. The candidate is to be directed to attend a specific CPC to which they have been loaded, if they are unable to attend on these dates, they are to be offered a choice of alternative dates depending on availability.

d. Joining Instructions are to be issued via MIS.

e. Travel to CTCRM will be arranged by the CA via HRG Portal. Candidates are encouraged to travel by train; travel by car is to be discouraged as there is no parking for candidates at CTCRM.

f. **Prior to Arrival**. All candidates must bring with them the completed Fitness Declaration and Consent Form (Annex within Joining Instructions), and section 2 of this Annex must be completed if the Candidate is under 18. The Candidate will also be required to be complete a further medical declaration which will be screened by the CTCRM Sickbay staff to assess the Candidate's fitness to commence Recruit Orientation Phase (ROP).

g. The RM CPC will be facilitated at the following location:

RM Candidate Preparation Course - Dept of the Corps Colonel.
Commando Training Centre Royal Marines (CTCRM)
Lympstone
Exmouth
EX8 5AR

h. **Final Entry Brief**. On completion of the course a final brief will be conducted by either the Officer Commanding (OC) or Chief Instructor (CI) Royal Marines Commando Selection Team (RM CST) which will include the ROP brief and RM FEB. One of following possible results will be provided to the candidate:

(1) **Suitable.** Such candidates will then be processed through F2F Medical and await issue of their SC. When all have been passed or attained, they will receive a confirmed joining date no less than 31 days before that joining date, and sent JIs accordingly by their CA. This result will remain extant for a period of 6 months.

[11] The extant PJFT+ will remain for Overseas candidates until further notice.

(2) **Deferred Suitability.** Such candidates will be advised to contact their CA if further advice is required. This result will require a period of 3 months to elapse before a candidate can re-attend a CPC.

(3) **Unsuccessful.** Such candidates will be advised on what their next course of action should be, depending on their individual circumstances. They will be advised to contact their CA if further advice is required. RM candidates may have up to 3 attempts to pass CPC, if unsuccessful, their application is to be rejected. This result will require a period of 6 months as standard to elapse before a candidate can re-attend a CPC.

i. **Voluntary Withdrawn.** Such candidates will be directed to return to their CA for either CRM into another role within the RN or processed for withdrawal from their application.

j. During a CPC, successful RM OR candidates will also receive a FEB to aid in the administration of joining an NETE.

k. **CPC Failures.** CPC is valid for 6 months and must be completed prior to any 'Offer of Service'. RM candidates may have up to 3 attempts to pass CPC, if unsuccessful the application is rejected. CPC will provide an unsuccessful candidate with feedback on areas for improvement and recommend a suitable period before the candidate should reattend, not normally less than 6 months[12]. If a Candidate fails CPC for any reason other than medical, they will not have to repeat the medical process if they remain medically eligible for entry. The candidate will repeat the remainder of CPC regardless of the point of failure.

l. **CPC Expired.** Where a candidate has passed CPC more than six months ago but has not yet entered service, the candidate is to re-attend a RM PJFA to check that the required level of physical fitness has been maintained prior to service entry. The maximum time permitted between passing CPC and service entry is 9 months, after which the candidate is to re-attend CPC.

0914. Direct Entry Petty Officer Technicians (DEPOT/DET)

a. Eligibility criteria can be found within the JEM matrix. See chapter 7, paragraph 0701.

b. Minimum time to serve before becoming eligible to submit notice is 30 months from achieving GTS. Length of notice period is 12 months following successful completion of GTS.

c. Standard eligibility criteria for ET(ME) will apply, with the following exceptions:

(1) Applicants must commence training before their 40th birthday.

[12] If a candidate in UK on a limited visa only fails RMSA, they are to be offered swimming lesson assistance and allowed to re-attempt RM CPC in 3 months.

(2) Applicants must reach either a combined academic and experienced base line or display an increased academic ability as below:

(a) A National Qualifications Framework Level 4 in an appropriate engineering discipline and a minimum of 3 years' experience working in a similar engineering related field including supervisory experience responsible for line managing a minimum of 2 subordinate technicians.

(b) Completed a Level 5 academic qualification in Marine Engineering following the MCA's approved programme MSN 1857 within the last 12 months.

(3) Applicants must have a National Qualifications Framework Level 4 qualification in an appropriate engineering discipline.

(4) DAA is to be recorded in MIS but there is no set pass mark.

(5) BPSS are to be checked by the applicant's CA.

d. DET will attend a one day CPC which will include the following:

(1) Briefing on and exercises in practical leadership.

(2) Engineering case study.

(3) Competence and suitability interview.

e. The selection process may be found in the ROM - chapter 12.

0915. RNR Cyber Reserves

a. The RNR Cyber Reserves branch will recruit only SQEP who have demonstrated they have the requisite cyber skills and experience developed in academia and/or employment. The skill sets sought by the Joint Cyber Unit (Reserves) (JCU(R)) are in extremely short supply.

b. Candidates who do not meet the RNR standard criteria for age, fitness, medical or appearance criteria will still be considered for entry to the RNR Cyber Branch with the requisite waivers being assessed on a case-by-case basis (RNR POC is NAVY IW-MCSU MCU(R) OC).

c. There is no requirement to apply for approval to process for over-age applicants.

d. DAA and medical interviews are to be conducted as normal, including verification of BPSS. However, no formal interview is required for these candidates they will have already been accepted by branch.

0916. Accelerated Apprentice (AA) Scheme, including AAPO for Marine Engineering General Service (MEGS) and Weapon Engineering General Service (WEGS)

a. The Accelerated Apprentice Scheme is a well-established and popular route of entry for those with advanced engineering academics. Since its introduction in 2016 the Scheme has been successful in providing an accelerated route to Leading Engineering Technician (LET) in all RN Engineering disciplines and Petty Officer where required and suitable.

b. Eligibility criteria must be met for a candidate to be considered for the AA Scheme. Academic and vocational qualifications are notoriously difficult to understand and interpret. Where doubt exists whether a qualification is acceptable, the CA is to contact the AA Coordinator (R&A SRT ENG AA) and record the response in the candidate's application notes.

c. The scheme requires applicants to hold specified Level 3 qualifications. There are 2 options open to applicants:

d. **Educational Qualification - GCSE Requirements.** All applicants must have 3 GCSEs at Grade C or above (4 - 9) in the following subjects:

(1) English Language.

(2) Mathematics[13].

(3) Science based subject.

(4) Acceptable GCSE equivalents:

(a) SCE Ordinary Grade. Grade C or above.

(b) SCE Standard Grade (Credit (Grade 1-2)).

(c) Scottish Intermediate. Grade A to C.

(d) Scottish National 5. Grade C or above.

(e) Irish Leaving Certificate Ordinary Level, Grade C or above.

(f) Functional Skills at Level 2 in Mathematics and English.

e. **Further Academic Requirements.** The AA scheme requires applicants to hold an additional higher-level qualification. Paragraph 9 a to e states the 5 clearly defined options where an individual must meet all the requirements listed within a particular applicable route. There is also an option to request an Academic Waiver[14] if a candidate holds equivalent, but not listed, qualifications:

[13] Candidates who have the revised Welsh GCSE mathematics syllabus are required to have conducted both parts (Numeracy and Mathematics) and achieved a minimum of Grade C in each part.
[14] Academic Waivers differ from Educational Waivers. Academic Waivers are achieved by contacting the R&A AA Co-ordinator.

(1) **Vocational Route.** A vocational qualification in an engineering discipline at Level 3, generally carrying the title “Level 3 Diploma/Extended Diploma in Engineering”. There are many sub-disciplines or ‘pathways’ including:

(a) Mechanical.

(b) Electrical or Electronic.

(c) Manufacturing.

(d) Aeronautical.

(e) Computing.

(2) **Academic Route 1.** 2 x GCEs/A Levels in Mathematics and another STEM subject both are to be at Grade D or above and carry a total of 48 UCAS points[15] .

(a) Further Mathematics.

(b) Physics.

(c) Chemistry.

(d) Physical Science.

(e) Electronics.

(f) Engineering.

(g) Computer Science or studies.

(3) **Academic Route 2.** 1 x T Level in an engineering discipline at Grade P (D or E) or above. There are many sub-disciplines or ‘pathways’ including:

(a) Design and Development Engineering.

(b) Engineering, Manufacturing, Processing and Control.

(c) Maintenance, Installation and Repair for Engineering and Manufacturing.

[15] Scottish equivalent qualifications are Highers & Advanced Highers.

(4) **Mixed Route.** Applicants who have a combination of GCE/A Level at Grade D or above, and a STEM vocational course from the subjects listed at paragraph 6a at the following level:

(a) Diploma: Minimum Grade PP.

(b) Subsidiary Diploma: Minimum Grade M.

(c) 90 Credit Diploma: Minimum Grade PP.

(d) Certificate: Minimum Grade D.

(5) **Level 4 or Higher Qualifications.** Level 4 or higher qualifications in a STEM or Engineering Discipline are acceptable in lieu of Level 3 qualifications and include:

(a) HNC Engineering.

(b) HND Engineering.

(c) FdEng Engineering.

(6) Any applicant presenting with a bachelor's degree (BEng, BSc) in an approved Engineering discipline or STEM based subject, as a part of their application, are to be immediately counselled by their CA for consideration of the Direct Graduate Entry (DGE) Engineer Officer entry route. CAs are to inform the R&A AA Coordinator and SAT Eng SO3 of this educational standard for specialist engineering CRM support to be provided to the applicant.

f. **Governing Bodies.** Acceptable governing/awarding bodies include, but are not limited to the following:

(1) Business and Technology Education Council (BTEC).

(1) Oxford Cambridge and RSA (OCR).

(3) City and Guilds.

(4) Pearson.

(5) Excellence, Achievement and Learning (EAL).

g. **Alternate Qualifications**. Any applicant presenting a qualification not listed in this RI but clearly of an engineering discipline at level 3 or above may be considered on a case-by-case basis. Further advice can be gained from the R&A AA Coordinator.

h. **Defence Aptitude Assessment (DAA).** The minimum eligible scores for all roles within the AA Scheme are as follows; no discretion or DAA waiver can be applied.

i. Details for AA Terms of Service can be found in chapter 5, paragraph 0515.

0917. Direct Entry Fast Track Engineering Technician (DEFT)

a. Direct Entry Fast Track (DEFT) Engineering for MEGS and WEGS have been introduced IOT identify suitable candidates earlier in the recruiting process and provide an improved promotion opportunity to those who do not fully meet the eligibility for Accelerated Apprenticeship Schemes.

b. **Eligibility Criteria.** The FT Technician scheme will be monitored by EGS Work Force planners against the requirement and updated to reflect changes in educational qualifications as they are introduced, and the scheme matures.

c. **Academic requirements.** The FT Scheme requires applicants to hold specified Level 2 qualifications. There are 2 options open to applicants:

(1) **Option 1.** Applicants must have Mathematics and English Language GCSE Grade 4/C and above or equivalent and a STEM based subject at Grade C or above (4-9):

(a) Physics

(b) Chemistry

(c) Physical Science

(d) Electronics

(e) Engineering

(f) Computer Science or Studies

(2) Acceptable GCSE Equivalents

(a) SCE Ordinary Grade, Grade C or above

(b) SCE Standard Grade (Credit (Grade 1-2))

(c) Scottish National 5, Grade C or above

(d) Irish Leaving Certificate Ordinary Level, Grade C or above.

(3) **Option 2.** Applicants must have Mathematics and English Language GCSE Grade 4/C and above or equivalent and a vocational qualification in an engineering discipline at Level 2, generally carrying the title “Level 2 Diploma in Engineering” with a minimal grade of ‘Pass’. There are many sub-disciplines or ‘pathways’ including:

(a) Mechanical

(b) Electrical or Electronic

(c) Manufacturing

(d) Aeronautical

(e) Computing

d. **DAA.** Respective DAA Threshold (Index) scores with specific stanine scores to meet the ET requirements, are detailed in the DAA Threshold Scoring Matrix. Waivers will be considered iaw RI 02/24, on a case-by-case basis. These scores are continually reviewed and are subject to change following guidance from respective Workforce Planners, depending on service requirements.

(1) Governing Bodies

(2) Acceptable governing/awarding bodies include but are not limited to:

(3) Business and Technology Education (BTEC)

(4) Oxford Cambridge and Royal Society of Arts (OCR)

(5) City and Guilds

(6) Pearson

(7) Excellence, Achievement and Learning (EAL)

e. Any applicant presenting a qualification that is not listed in this RI but is clearly an engineering discipline, at level 2 or above, may be considered on a case-by-case basis in consultation with the respective BM.

0918. Final Selection Boards

a. Where any profession or role is oversubscribed, or where limitations are applied to the number of applicants (such as for non-UK Candidates), there may be a requirement to hold a Final Selection Board (FSB). The function of an FSB is to select the most suitable Candidates for intake to the Service.

b. FSBs should always be conducted by a panel, with a nominated chair and at least 2 further members. One member of the panel should be from the appropriate Workforce Planning and Talent area (e.g. the relevant BM).

c. FSBs should use as much information as is available to make their selection decisions. This could include:

(1) DAA score

(2) Selection Interview Score

(3) Evidence of Skills and Experience gathered at Selection Interview

(4) Evidence of Skills and Experience gathered through curriculum vitae/specialist application form

(5) CBAT score

(6) Educational qualifications

(7) Evidence relating to previous service in HM Armed Forces

(8) Conduct of a specialist selection interview

(9) Candidates volunteering for shortage specialisations or the Submarine Service.

d. Candidates should generally be presented to no more than 3 successive FSBs. Where a Candidate is unsuccessful at one or more FSBs, and is unlikely to be selected in the future, they should be counselled by their CA to consider alternative professions/roles for which they are eligible.

e. Where Candidates will be presented to an FSB for their chosen profession or role, they should be made aware of this and informed of the timescales involved. FSBs should be held such that the Candidate and relevant NETE are given at least 6 weeks' notice of their potential entry to Service.

CHAPTER 10

OFFICER SELECTION PROCESSES

(Sponsor: NAVY RA-DHd RA)

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Note. *Recruiting policy is being aligned across the Services and will transfer to JSP 545 on or before 1 Apr 27; no further policy amendments or additions will be made to BRd 3(1). Recruiting-related RNTMs and RIs will remain extant until incorporated to JSP545 or cancelled.*

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CHAPTER 10

OFFICER SELECTION PROCESSES

SECTION 1

INITIAL OFFICER SELECTION PROCESSES

1001. Recruitment Process for Officers

a. **The Process.** The various elements of the recruitment (and selection) process are listed in paragraphs later in this chapter, and in earlier chapters within part 4 of BRd 3. This paragraph provides a singular reference for the generalised RN and RM officer recruitment pathway to provide time-bound recruitment objectives along a candidate's journey into the RN. Included below are the Key Performance Indicators (KPIs) to which Recruitment Staff will adhere to as standard procedure whenever possible.

b. **Application.** The candidate applies via the RN Website using a link to the Management Information Systems (MIS) and is contacted by the Recruitment Force. On immediate receipt of the application, but NLT than 7 days, the assigned Career Adviser (CA) is to conduct and record initial Candidate Relationship Management (CRM) and issue Request For Information (RFI) including:

(1) Baseline Personal Security Standard (BPSS) and Photograph Identification.

(2) DAA link.

(3) Eligibility triage, including educational eligibility for the chosen profession. All candidates are required to provide any GCSE certificates held at this stage to ascertain any Functional Skills requirements.

(4) Parental Consent form covering all activities which are a part of the recruitment process, including entering the Royal Navy. Only applicable to under 18 years old.

(5) The CA is to send the medical RFI, including Royal Navy Medical Questionnaire (RNMQ which includes the Family Origin Questionnaire (FOQ)) and Consent for Request for Primary Health Care Record (PHCR)[1]. Once completed the RNMQ and FOQ is returned to NAVYRA-CPCMedical@mod.gov.uk automatically. The Eyesight test routine is to be completed concurrently with the completion of the RNMQ and FOQ, in addition to SC application and DAA.

[1] Overseas Candidates are to complete as consent for medical processing only, GP details and request of PHCR are not required from Overseas Candidates.

(6) **PHCR.** It is the candidates responsibility to email or take personally the PHCR Consent Form 2 to their NHS GP.

(7) RN candidates are not to be rejected at SI if they declare they cannot swim or a weak swimmer. Swimming declaration RFI is to be sent to all RN candidates for completion iaw policy.

c. **Defence Aptitude Assessment (DAA).** All Candidates are required to sit the Defence Aptitude Assessment (DAA) except for Professionally Qualified Candidates who can provide evidence of the requisite degree qualification[2] for the role they are applying for (e.g., Med, Eng, and Chaplain). Professionally Qualified Officer candidates are to be queued straight to AIB, without conducting the DAA. All new applicant DSUS, UCE and Scholar candidates are required to conduct the DAA[3] Candidates that however, if they have already been successfully selected onto a scheme, they are not required to conduct the DAA retrospectively

(1) **DAA.** The candidate is to be instructed to complete the DAA as soon as feasible but NLT 7 days after receiving the DAA link. Candidates are to be advised they can complete the DAA unsupervised on a personal device or supervised on a MOD device within an AFCO.

(2) **Education Scoring Matrix.** This is to be completed for all candidates. This provides the details of functional skills training requirements during RN training.

(3) The candidate is to be informed of their DAA result by their CA. Failures are to be counselled towards alternative roles once they have expended their DAA attempts.

(4) **DAA Attempts.**[4] Candidates can attempt the DAA three times. All DAA 3rd attempts must be supervised. Staff are to advise the candidate they may re-sit the DAA earlier than 28 days if the candidate feels confident and requests to do so.

(5) **DAA Waivers.** DAA waivers will be considered by HQ Policy and Plans to meet Service needs.

(6) **DAA Threshold Amendment.** DAA threshold scores will be amended by R&A HQ Policy team, with approval from respective Work Force Planners, based on objective analysis of current thresholds to meet the needs of the Service, as appropriate. Amended DAA Threshold scores cannot be applied retrospectively to candidates that previously failed the DAA for their preferred role. Candidates may retake the DAA should they wish to change role, though this should not be offered or encouraged if the candidate has switched to a Fast Track role.

[2] If BMs provide an Educational Waiver for degree type, then this negates the requirement for a DAA. The candidate would be deemed Professionally Qualified.
[3] With exception of UCE candidates who must achieve a DAA pass for standard score (Officer). DSUS and Scholars do not require a pass, and score provides additional data for any FSB only.
[4] See Chapter 8, para 0810.

d. **Security Clearance and Developed Vetting.**

(1) **Security Clearance (SC).** SC is required for all candidates, except for X (INT) officer candidates who require Developed Vetting (DV). All SC and DV applications are to be initiated at the earliest opportunity on completion of BPSS and conducted over SHINE during officers' BPSS Check. If a candidate is withdrawn or is rejected from the recruitment process for any reason, the CA is to ensure the SC / DV application is terminated.

(a) Security Clearance must be confirmed prior to entry. Careers Staff are to inform candidates that should their SC not be granted 7 days before their allocated entry date; this date will be deferred. A check will be performed of all SC applications on successful completion of CPC; if there are any issues affecting timely award, candidates are to be given the option of deferring their entry date according to their personal circumstances.

(b) Residency Waivers should be applied for at this stage. A candidate requiring a Residency Waiver is not eligible for any of the 4 DV roles or for WEO(SM) or X(SM) Officer.

(2) **DV Application.** All X(INT) Officer DV applications are to be submitted as routine and raised to priority if required when a joining date is known. Candidates requiring DV will not be permitted to enter Service unless they have been awarded a DV, or a short notice SC, in the interim of the DV being completed.

(3) The SC waiver process is to be used in extremis, on a case-by-case basis. Guidance to be sought via R&A Policy WO1.

e. **Admiralty Interview Board - All Officers.** RN and RM officer candidates who have passed DAA, should be queued for AIB Multistage Assessment process which includes a Pre-Recorded Interview (PRI) and Group Planning Exercise (GPE). RN Candidates should also be queued for MedFit at this point. A-Level scholarship, DSUS and UCE candidates must undertake their AIB to support qualification for the relevant supported educational scheme.

f. **CBAT.** All X(P), X(O), and ATC candidates are to complete CBATs. Officer Aircrew CBATs are to be completed concurrently with the AIB process. Candidates applying for Pilot can only sit CBAT once.

g. **RN CPC.** As soon as the candidate is allocated to the RN CPC, the CAs are to send the Self-Measurement and Code of Conduct Declaration RFI. All Direct Entry Officer Cds will follow the same process as the Ratings on CPC.

h. **RM OSC.** Due to the physical rigours of OSC all RM will be required to be medically and physically assessed before being eligible for OSC. From passing SI, or officers' BPSS check, all candidates are to receive CRM to encourage them to physically prepare for PJFA[5] and OSC, noting this preparation is unsupervised and done entirely at the Candidates own risk.

(1) RM CTC Medical assessment will take place when RM CTC Medical assessors receive a candidates PHCR following the request at paragraph 1001, sub-paragraph b. Both the RNMQ and PHCR will be considered.

(2) Following successful completion of the CTC Medical Assessment the PJFA RFI is to be issued. The candidate is to be booked onto a PJFA no later than 7 Days after CTC medical assessment. A pass at RM PJFA is valid for 6 months. There is no limit to the number of attempts a RM Candidate may have at the RM PJFA and will be advised as necessary by the DoCC Commando In-Reach Team (CIT).

(3) CAs are to queue RM officers to the next available OSC following successful PJFA and AIB pass. The target time from RM CTC Medical Assessment to completion of OSC is NLT 30 days.

(4) Successful RMO Candidates will be presented to FSB in July and allocated for entry by the Officer Allocator.

(5) Candidate who fail OSC will normally receive a recommendation from OC OSC (e.g. to return in 6 weeks, or return in 12 months). The CA needs to ascertain whether the candidate wishes to continue with Royal Marines officer selection at a later date or consider alternative careers in the RN, either as an officer or rating, or as an OR. If the candidate is intent on pursuing a Commission in the RM, the next steps will be guided by the recommendations from OC OSC.

(6) Candidates who have passed OSC but are not selected can be given the option of making an RMOR application with the requirement to pass the Recruit Orientation Phase (ROP) waived so long as entry is within one year of passing the OSC. All other elements of the RMOR process are to be completed in accordance with the ROM**.** Of note, this is not the case of a ROP 'pass' being used instead of an OSC, as in addition to physical attributes.

(7) Legacy RM University Bursary candidates will be required to pass a complete OSC in the September or October of their final year at university, in order to allow sufficient time for remedial training, plus a second attempt at OSC should that be required. Once the candidate has passed OSC, they will join RM officer training the following September.

(8) Bursars who do not pass the complete OSC prior to commencement of training, or drop out of the selection process, will be required to repay the cost of their Bursary or apply to join the RN in an alternative specialisation.

[5] PJFA also refers to vPJFT+ for Overseas candidates and PJFT+ for Northern Ireland candidates.

i. **Aircrew and ATC Medicals.** Candidates that are declared fit at RN CPC and pass AIB are to undertake an Aircrew Medical. The Aircrew Medical is to be booked straight after AIB for all X(P), X(O), and ATC candidates and is to take place ASAP. Aircrew candidates are not to be submitted for intake until they have passed Aircrew Medical.

j. **Mandatory Compliance Check (MCC).** The MCC is to be uploaded to RITS as a word document, completed and verified by the CA prior to the candidate being submitted for intake, as per detailed on the form. A final entry check must be conducted by the TMs, setting a task for the RM to verify. The MCC must be downloaded to the Desktop, completed, and uploaded to RITS as a PDF for final entry, then deleted from Desktop and the deleted items folder. RMs must complete a 100% check of MCCs which is verified on RITS

k. **Overseas Candidates.** Overseas Candidates are not to be loaded to an AIB or OSC without approval of the Overseas Team. Refer to the Recruiting Operating Manual (ROM) and the Overseas policy for further information.

l. **Offer of Service.**

(1) The ‘Offer of Service’ will only be generated once JPA issues a Service Number. Once completed, ‘Intelligent Guidance’ is populated on MIS. The CA creates the ‘Offer of Service’ which must include the Vetting Number. The candidate should receive the ‘Offer of Service’ as soon as they have passed CPC and are medically eligible (Aircrew) and no later than 31 days prior to the entry date, allowing them sufficient time to complete necessary administration and prepare for Entry to the RN.

(2) All candidates within 31 days of an allocated entry date, with an SC in progress are to be highlighted by the Allocation Team to PSYA and to have their SC application raised to Priority if appropriate. The Allocation Team are to forward the list of prioritised candidates to the relevant RMs, to disseminate accordingly. Candidates are to be informed of this escalation by the Careers Staff, to manage candidate expectations and planning. Candidates will not be removed from their allocated entry date at this point unless they choose to withdraw.

m. **Final Entry Brief (FEB).** The FEB is completed by INT staff prior to entry via digital means.

n. **Candidate Withdrawal or Rejection.** Whenever a candidate is Withdrawn or Rejected from the recruitment process, the reasons for their removal from the recruitment journey should be recorded in RITS and the candidate is to be sent the MIS RFI to conduct the appropriate survey. The minimum time to re-apply is to be clearly and sensitively explained by the CA to the candidate. The CA is responsible for ensuring all subsequent events, bookings, or tasks for the affected candidate, including SC/DV and Medical, are cancelled.

1002. Officer Recruiting - AIB/OSC/CBAT Briefings and De-Briefings

The CA is to brief each candidate before attendance at AIB/OSC+/CBAT. The purpose of the brief is not to coach candidates to pass, but instead to ensure candidates understand the format and expectations of each assessment and have prepared accordingly. Upon completion of an assessment the CA is to de-brief the candidate, discussing feedback (available on MIS) and what level of suitability the candidate is displaying for their chosen profession, discussing other options (such as rating/OR) if suitability is low. All briefs and de-briefs can be conducted remotely and recorded in notes on MIS.

1003. Maritime Reserves (MR) Officers' Recruiting Process

a. In overview, the recruiting process for Maritime Reserves officers is the same as that for Regular Service officers.

b. **Royal Navy Reserve (RNR) Officers.** There are 4 routes for officers to enter the RNR:

(1) **General Entry Officer.** General Entry officer candidates will be allocated to the Warfare profession. Upon successful completion of Fleet Board, they may then choose to specialise further.

(2) **Medical and Nursing Officers.** For Medical and Nursing Officers who have transferred to new Common Terms and Conditions of Service, or who joined after 1 Apr 05, the Regulations in JSP 527 (Career Management Regulations for Defence Medical Services Medical Services, Dental Officers and Nursing Personnel) take primacy. For Medical and Nursing Officers who have not transferred to new CTOS, legacy regulations continue to apply in full.

(3) **Chaplains.** Chaplain candidates are to provide a CV for forwarding to Navy RA-Chaplain On receipt of the CV, it is to be uploaded to RITS.

(4) **Temporary Commissions in Times of Emergency.** The Defence Council may grant a temporary commission in the MR, in such rank as may be deemed appropriate, to suitable persons who volunteer their services in times of emergency. Temporary officers of the MR will be entitled, while so employed, to the rank, pay and allowances of the corresponding permanent rank in the MR and generally will be treated in all other respects, and be subject to the same regulations, as permanent MR officers. Such officers will be liable to service either ashore or afloat as may be directed by the Defence Council, until their commission is terminated.

(5) All RNR officer candidates are to be actively encouraged to maintain ongoing contact with their local RNR unit prior to officer assessment, but care must be taken to manage expectations and to ensure that such contact is kept at an 'acquaint' level.

(6) CAs are to ensure that candidates are invited to meet the local RNR unit Commanding Officer (CO) but there is no requirement for the CO to provide a reference or recommendation for the candidate. Specifically, the RNR unit CO is not interviewing or approving candidates for entry.

(7) The MR does not currently require competitive selection or a Final Selection Board post-assessment. CMR HQ will confirm the candidate's specific terms and conditions of service (TACOS) including date of entry, uniform grant, pay scale and rank on entry.

c. **MR Officers (RN/RM).** Candidates with a previous Commission who have also successfully attained their Green Beret are eligible to apply for seamless transfer as a FireFly transferee within 36 months of completion of Regular Service (POC for engagement of FireFly 36 is NAVY RA-Project Firefly WO1). Entry for all such candidates, however, is subject to manning clearance from the MR Career Manager (NAVY PEOPLE-MR BM RES WO).

d. Undertaking Officer Assessment is not required for an officer who has already held a Commission, e.g.:

(1) Former RN officers.

(2) Former officers of the other UK Regular and Reserve forces and former officers of Commonwealth Armed Services.

SECTION 2

ADMIRALTY INTERVIEW BOARD (AIB)

1004. General Information

a. **Aim of Officer Candidate Assessment.** The aim is to assess the suitability of applicants to be trained as officers.

b. **Direct Entrant Candidates.** All candidates are eligible to sit their AIB post successful completion of their DAA. Other elements of the recruitment process should be completed concurrently.

c. **In-Service Candidates.**

(1) **Application.** The process for In-Service candidates is different to that for DE. Guidance for In Service candidates is in BR3 Chapter 50: Chapter 50 - Promotion to Officer by Ratings and Other Ranks (mil.uk). All RN and RM candidates are to be nominated by completion of Annex 50H form which is to be submitted to the relevant Recording Authority (RA) located at Annex 50A. RAs will make note of the candidates' details, check their eligibility and upload the document to the AIB RA Teams Channel before notifying the AIB Operations team. While candidates are able to complete the AIB Multistage Assessment process in any MedCat, they must meet the medical criteria to promote to the officer core in line with Chapter 50, para 5014 (UY/CC), para 5026 (SUY/SCC).

(2) **Process.** It is the responsibility of the AIB Operations Team to liaise with UY/CC candidates to facilitate their DAA. Once an UY/CC candidate passes the DAA, candidates' will normally be informed of the date of their AIB Multistage Assessment process at least one month in advance. All candidates' will receive a link to RITS, which they must open and complete in order to proceed with their application. The AIB Operations Team will upload the completed electronic copy of the Annex 50H to the candidate's RITS account. The normal waiting time for an AIB is no more than 3 months. Recording Authorities will liaise with the AIB Operations Team and candidates to deconflict any front-line requirements to enable completion of AIB in time for the branch Final Selection Board (FSB) where necessary. The AIB Operations Team will also liaise with In-Service candidates to establish candidate availability, prior to loading the candidate to the AIB Multistage Assessment process.

(3) **Timing.** The AIB Multistage Assessment process is designed to be completed in quick succession. The maximum period between Pre-Recorded Interview (PRI) and Group Planning Exercise (GPE) should be no more than two months and where operational or other personal commitments impede this, candidates will be required to restart the process. Where candidates' move or delay their AIB on more than two consecutive occasions, they will be required to commence the AIB assessment process in full. RAs will liaise with the AIB Operations Team and candidates to deconflict any front-line requirements to enable completion of AIB in time for the branch FSB Board where necessary.

(4) **Information Technology.** The 'Tazio' platform is not compatible with MODNET or DII Afloat. For those who are abroad or deployed, individual Chain of Commands should make every effort ensure candidates can conduct their AIB using appropriate technology. Where possible, the AIB Operations Team will book a candidate on a AIB Multistage Assessment prior to deployment.

(5) **Results.** In-Service candidates will receive their AIB results in the form of an 'AIB Outcome Letter' via RITS. The letter will be loaded to the AIB RA Microsoft Teams Channel for RA review and successful candidates will be awarded a JPA competency administered by the AIB Operations Team.

(6) **Exemptions.** Warrant Officer Commissioning Scheme (WOCS) candidates do not have to conduct an AIB and will continue to be managed through the WOCS by their respective branches. While Senior Corps Commission candidates are required to conduct an AIB, they do not attend a Royal Marine Officer Selection Course.

d. **AIB Multistage Assessment.** The AIB assessment process is 2 stages and is the same for RN, RM, RFA, RNR, RMR candidates, regardless of entry type (DE or In-Service). The process is delivered by the Royal Navy's commercial partner Sopra Steria, and is an online assessment which is accessed by laptop or a PC using the Tazio virtual platform. Candidates will receive instructions on the compatibility requirements of the technology required to conduct the PRI and GPE when loaded for their AIB. The format is as follows:

(1) **Pre Recorded Interview (PRI) – Stage 1.** Candidates will be loaded to a Candidate Cohort List and will receive a AIB Holding Notice within RITS. They will subsequently receive an invitation to conduct a PRI using a link which will be valid for 7 days from the point of being sent. On completion, candidates will move forward to Stage 2. Candidates will be asked 8 questions and will have 2 minutes to provide their answer. Competencies which are assessed during Stage 1 are motivation, awareness and communication skills.

(2) **Group Planning Exercise (GPE) – Stage 2.** Candidates will receive an email notification to book their GPE. Working against the clock, candidates must read the briefs provided and adopt teamwork and problem-solving skills to identify the issues and decide on the best available solution with the assets and resources at your disposal. At the end of the group session, candidates will be moved into a separate virtual room where they will be asked one to one question which centre around scenario information and changes which require dynamic decision making. Competencies which are assessed during Stage 2 are Teamwork and Collaboration, Problem Solving, Confidence and Resilience, Communication and Effective Intelligence.

(3) Where a candidate fails to attend their PRI or GPE, they will be removed from the AIB Multistage Assessment process, unless they contact Sopra Steria to explain their absence. Where a candidate fails to attend a pre-arranged second attempt, they will be removed from the AIB process in its entirety. Relevant RF/RA will be notified to this effect.

(4) The AIB Multistage Assessment is designed to be completed in quick succession. The maximum period between PRI and GPE should be no more than two months and where operational or other personal commitments impede this, candidates will be required to restart the process.

e. **AIB Misconduct Policy.** The AIB has recently introduced a Misconduct Policy which provides a standard response to the detection or suspected detection of misconduct at any point during the AIB Multistage Assessment process. Misconduct in this respect, is considered to mean unacceptable or improper behaviour and can be described as, but is not limited to:

(1) **Plagiarism. To use another person's idea or a part of their work and pretend that it is your own.** This includes ideas or work, including paraphrasing, which originates from someone other than the candidate. This includes any material which is considered to have originated by someone who is in the current assessment process, as well as those who have taken part in any previous assessments, whether in the current AIB format or otherwise.

(2) **Collusion. To do something secretly with another person or group, in order to deceive or cheat others.** Whilst group work is utilised and encouraged at certain stages within the assessment, the following activities are prohibited:

(a) Secret or illegal co-operation, to cheat or deceive.

(b) Preparing a piece of work with others, then claiming it as your own.

(c) Allowing someone to copy your work, to subsequently present it as being their own. This includes the sharing of any interview questions or planning scenario details and questions.

(3) **Cheating. To behave in a way that is not honest or fair, to win something or gain something.** This is the use or attempted use of unauthorised assistance which is not permitted within the assessment process. It can be described as, but not limited to:

(a) Copying answers from another person(s) or candidate.

(b) To have a person(s) present in the room during any part of the assessment process.

(c) Communicating with any other person(s) during any part of the assessment process; unless authorised to do so by Sopra Steria or AIB staff.

(d) Use of any unauthorised material including the use of AI technology or device. **Heavy reliance on notes** or **reading from a script** will have a **negative** impact on PRI scoring.

(e) The use of Group Planning Exercise documents/material, following direction to close down any windows or information relating to the assessment.

(f) Obtaining and using an unauthorised copy of any assessment paperwork or material.

(g) Impersonation.

(h) Plagiarism and collusion.

(4) **Fraud.** False representation in this context is when a candidate deliberately lies or misrepresents the truth when conducting their AIB Multistage assessment process, to make a gain for themselves or a loss to another candidate.

f. **Misconduct Penalties.** Any person who is found to have assisted, either directly or indirectly, a person to commit an act considered to fall within the scope of this misconduct process will be managed in the same way as if they had themselves committed an act of misconduct. Any candidate suspected of misconduct at any stage of the AIB Multistage assessment process will be reported to Officer Commanding AIB (OC AIB) and a full review will be initiated. Any candidate found on the balance of probabilities, to have breached the AIB Misconduct Policy will not be permitted to re-attempt the AIB Multistage Assessment process for a minimum of 12 months, unless stated otherwise by OC AIB.

g. **Booking and AIB.** CAs must ‘Queue’ candidates to ‘Event Type’ - ‘Admiralty Interview – Holding Notice’ in RITS. Candidates will then be loaded to an ‘event’ by the AIB Operations Team and a AIB Holding Notice will be distributed via RITS. This notice advises the candidate they have been loaded to an AIB Cohort, and to prepare for communications from Sopra Steria to commence the AIB Multistage Assessment process. Each Cohort has a maximum of 66 candidates.

(1) If a candidate chooses to defer their application, or wishes to withdraw their application, the CA must inform the AIB Operations Team as soon as practicable.

(2) The CA must contact the AIB Operations Team and advise of any situational change which results in the candidate being ineligible during AIB Multistage Assessment process. The AIB Operations team will remove the candidate from the AIB 'Event' and advise Sopra Steria accordingly. CAs should requeue their candidate to an AIB 'Event', if and AIB is required at a later date.

h. **Loading Candidates to AIB Events.** The AIB Operations Team will initially check a candidates' RITS diary to establish availability to commence the AIB process. Where diaries have not been populated, the AIB Operations Team will engage with the candidate to establish a viable date to commence the AIB Multistage Assessment process. On completion, the Operations Team will load candidates to an AIB 'Event' on RITS and distribute an AIB Holding Notice. The candidates' details are subsequently forwarded to Sopra Steria who administer the AIB Multistage Assessment process in its entirety.

i. **AIB Results.** The AIB Operations Team mark the candidate as either pass or fail on RITS. AIB will provide a list of all successful candidates including AIB scores, in advance of any FSB. AIB Results will be distributed via RITS each Tuesday. The CA is to contact candidates (by phone if appropriate) within 7 days of their AIB result, irrespective of their performance and provide CRM as required. Should the candidate fail the AIB they should be counselled towards RPG priority rating roles.

j. **AIB Re-attendance Policy.** Candidates will be allowed a maximum of 2 attempts at the AIB, each appearance being separated by a minimum period of 3 months, provided they remain eligible. In exceptional circumstances, this timeline may be reduced at the discretion of OC AIB where there is a Service need. Any justifiable request for a third attempt at AIB must be passed directly to SO2 N5. Each request will be considered by OC AIB and in only the most exceptional circumstances will a third attempt be permitted. Candidates who are unsuccessful at AIB may reapply to commence the process 12 months post their final AIB attempt. AIB pass will expire after 5 years; however, candidates must remain eligible for selection. Where a candidate requests to conduct a further AIB to improve their score, a formal request must be made via email to the AIB Operations Team. A candidate is to note the most recent attempt score will be their current score, this can include either a decrease in score or a failure. Requests will be considered on a case-by-case basis and authorised by OC AIB. Where a candidate has fallen foul of the AIB Misconduct Policy and has been formally removed from the AIB process by OC AIB, CAs should 'Defer' candidates on RITS, manage accordingly, before re-loading their candidate to AIB iaw OC AIB's direction.[6]

[6] All Misconduct Decision Letters are loaded to RITS and will specify when a candidate should be reloaded to AIB.

1005. Candidate Becomes Ineligible During Application or Selection

After submitting an application, a candidate may become ineligible. It is most likely that this ineligibility will be determined in the first instance by the CA. **Reference: ROM** contains administrative direction to be taken in such circumstances.

1006. Pre-Assessment Eligibility Checks and Admin Procedures

a. **Reference: ROM** contains supporting instructions.

b. **Fleet Air Arm Assessment.** The AIB Operations Team book candidates to AIB and CBATs concurrently. Candidates who have taken the tests before will be reviewed to decide if further tests are permissible. When a re-test is approved, there must be a minimum of 12 months between tests.

1007. Selection Categories and Follow-up Procedures

a. By passing the assessment process, including satisfying the medical standards, and security clearance requirement, a candidate has demonstrated sufficient potential to be expected to successfully complete INT(O) at either BRNC or Phase 1 Training at CTCRM. This does not mean that a candidate has been selected for entry as an officer, which should be made very clear to candidates throughout the recruiting and selection process.

b. **Candidate Selection.** Those candidates that satisfy all requirements at point 1007a of the assessment process will be forwarded to a Final Selection Board (FSB) before each NETE intake, if the available number of Candidates exceeds places available in training. Where required, a candidate is only selected for entry as an officer if successful at FSB.

c. **Candidate Selected for Officer Training.** Upon selection, the candidate will receive an Offer of Service stating the profession, Commission, seniority and joining date being offered for BRNC/CTCRM.

d. **Candidate Selected for a Scholarship and Defence STEM Undergraduate Scheme (DSUS) Award.** Upon being awarded sponsorship, the candidate will receive a Deed of Acceptance stating the Commission, financial value and start date of the award being offered.

e. **Pre-Joining Medicals for Scholarship and DSUS Award Holders.** Prior to NETE entry, all sponsored candidates must remain in date for medical and fitness assessments.

SECTION 3

OFFICER SPECIALIST SELECTION PROCESSES

1008. Specialist Recruitment for Medical, Dental, Nursing and Environmental Health Officers

a. Due to the individual assessment required, specialist qualifications and relevant experience, recruitment of candidates interested in gaining commissions as Medical, Dental, Nursing, Medical Services Officer Submariner Health Physicist and Environmental Health Officers are handled in conjunction with the MED SAT n R&A HQ. CAs are to ensure Medical Specialists are aware of candidates early in the process. The CA is to email the candidate's details to NAVY RA-MEDMAILBOX@MOD.GOV.UK.

b. Medical Officer (MO) and Dental Officer (DO) cadets can apply once they commence medical or dental school training to ensure all recruitment elements are completed in good time ahead of the FSBs which sit in the Jun before they start their 3rd year of training. Failure to get candidates to the FSB can result in all places being taken (MO: 16 per year, DO: 2 per year) with very limited opportunities for a second chance at selection. DGE MO and DO candidates can apply once they commence their Foundation Years (FYs) of training (FY1 or FY2). MO candidates enter BRNC on completion of FY2 and DO candidates enter on completion of FY1 on the Sept BRNC intake and complete 15 weeks Initial Naval Training (INT(O)).

c. Newly qualified nurses can start applying in their third year of University. No one will enter INT until they have their Nursing and Midwifery Council (NMC) Personal Identification Number (PIN). Nursing Officers (NOs) selection takes place annually in Oct. Those selected will undertake 30 weeks of phase 1 training at BRNC followed by an assignment to a Joint Hospital Group (JHG) unit.

d. CAs are to contact R&A Medical Specialist Attract Team (MSAT) with any queries, or to give the contact details to candidates for further information.

e. All qualified candidates will need to email a CV for approval to the MSAT at the earliest opportunity; to include their registration or PIN number, if they have it.

f. Invitations and guidance for attending the Final Assessment Boards will be sent a month prior to board date. Candidates need to be ready in all respects to be invited.

g. Candidates with international certificates of education will require educational equivalency from NARIC (National Academic Recognition Centre) to demonstrate qualifications to UK standards and all must have a UK Registration.

h. After a candidate completes the initial officer selection process outlined above, the selection pathway for each respective medical pathway for officers is as follows:

(1) **Medical Officers (MO)/Medical Officer Cadets and Dental Officers (DO)/Dental Officer Cadets.**

(a) Due to the lengthy recruitment process, candidates can apply as soon as they are in medical or dental school to ensure they have met all required elements to be eligible to attend an FSB. The cut off for candidates applying for a cadetship is 4 months prior to their FSB. Candidates should be ready for the Jun FSB prior to entering their third year for funding to commence. Delays in this could result in cadetships being filled as they remain competitive.

(b) MO and MO Cadets candidates are required to submit a 'Why Me?' personal statement to the R&A MSAT 2 weeks prior to their FSB. This will be presented to the FSB board members along with their AIB result Guidance on the 'Why Me?' statement will be provided by the MSAT CPO.

(c) All Dental Officers and Cadetship candidates will sit a Virtual Assessment Board (VAB) on the platform SHINE. The VAB guidance will sent to candidates 4 weeks prior to the interview and SHINE links sent 2 weeks prior.

(d) FSBs for all MO/DO cadets and DGEs take place in Jun of each year.

(2) **Nursing Officers - Adult.** FSBs take place annually in Oct each year. FSBs may be required to be brought forward if BRNC allocation for NO is altered.

(3) **Nursing Officers - Mental Health.** FSBs take place annually in Oct each year. FSBs may be required to be brought forward if BRNC allocation for NO is altered.

(4) Medical Services Officer Submariner Health Physicist. FSBs take place in Oct each year.

(5) Environmental Health Officers. FSBs will be ad hoc.

1009. Chaplains

a. The eligibility criteria for the Royal Naval Chaplaincy Service incorporates suitably qualified and experienced professionals, celebrants and clerics from other major World Religions and non-religious practitioners, in addition to the existing Christian denominations that commend Chaplains to the Armed Forces.

b. CAs must engage with the Specialist Chaplain Recruiter (SCR) with any queries. Candidates should engage with the SCR at an early stage, and so the contact details below must be provided. The SCR is responsible for outlining and overseeing the chaplaincy-specific aspects of the application process including determining eligibility, engaging with endorsing authorities (EA) and loading for the Final Selection Board (FSB).

c. Chaplain Candidates do not complete a Defence Aptitude Assessment as they will be expected to hold a higher education qualification. However, Candidates must provide a CV detailing their relevant experience, as well as evidence of relevant academic qualifications.

d. Chaplain Candidates do not complete an AIB Multistage Assessment, but instead complete a formal face to face Final Selection Board (FSB) where AIB elements are assessed (see below).

e. All candidates for RN Chaplain or RNR Chaplain must be currently engaged as a Christian, Hindu, Humanist or Non-Religious, Jewish, Muslim, or Sikh cleric or practitioner and commended to the Royal Naval Chaplaincy Service by an officially recognised Endorsing Authority (EA). It is the responsibility of the Candidate to seek this approval. Details of EAs may be obtained from the Royal Naval Chaplaincy Service Headquarters. EA approval is a prerequisite for FSB.

f. Royal Naval Chaplaincy is not an entry-level role and therefore candidates are required to be professionally qualified and experienced at time of application.

(1) Candidates are required to hold three years post ordination or accreditation experience in a full-time capacity. This experience must be sufficiently broad and far-reaching so that the applicant is able and experienced in a wide range of pastoral care, rites of passage and community work.

(2) The SCR can ascertain a candidate’s eligibility by requesting and reviewing a CV. It is not the role of the SCR to determine suitability at this stage, just that a candidate meets the basic experience criteria.

(3) Some faith and belief roles are mostly part-time; therefore, a judgment of equivalency must be made through the SCR.

(4) If a candidate does not hold the requisite experience to be eligible to apply for the role, the SCR will offer advice on what further experience is required in order for the candidate to be eligible to apply in future.

g. Newly qualified and accredited clerics/practitioners may apply for Probationary RNR Chaplaincy with 1 year of full-time experience.

h. Other requirements are summarised below and are set out in full within the Royal Naval Chaplaincy Service Recruitment Policy. Further details may be obtained from the SCR.

(1) **Age.**

(a) Minimum age - 26

(b) Regular – must begin INT no later than one day before 49th birthday

(c) Reserve – must enter training pipeline no later than one day before 54th birthday.

(d) Exceptionally, age waivers may be sought from the Branch Manager (BM) subject to service need, and after approval from The Chaplain of the Fleet (COTF).

(2) **Medical and fitness standard.** Assessed at Candidate Preparation Course (Regulars) or MEDFIT+ (Reserves).

(3) **Driving licence.** Must hold a Full UK Manual Driving Licence at the point of application. Both sides of the Driving Licence must be shown to prove this.

(4) **Nationality.** Must be a national of the United Kingdom, a Commonwealth national, or hold dual nationality with one of these states. If a candidate is not a national of the United Kingdom guidance should be sought from the overseas team within Recruit and Attract (R&A) to determine eligibility

i. Candidates who are not eligible must be informed as such at an early stage in the application process. Such candidates will be written to, via the Recruitment IT System, by the Specialist Chaplain Recruiter explaining why they are not eligible to proceed.

j. Eligible Chaplain Candidates should attend a funded Look at Life Course once a formal application has been made and full or anticipated future eligibility has been confirmed. This is organised by the Specialist Chaplain Recruiter.

k. The FSB panel comprises of the Chaplain of the Fleet (or Staff Chaplain Maritime Reserves for RNR Candidates), Deputy Chaplain of the Fleet, the Chaplaincy Career Manager, and an AIB representative who acts as an independent advisor.

l. After FSB but before a Chaplain enters INT they must have completed an Enhanced DBS Check suitable for Employment (currently provided through uCheck), in accordance with BRd 3(1) Para 6047. This must be initiated by the CA.

m. Updates are directed by the Chaplain of the Fleet and the Armed Forces Chaplaincy Policy Board which ensures coherence across all three Services.

n. Contact details for Chaplaincy HQ, Specialist Chaplain Recruiter and Endorsing Authorities:

Email: NAVY CHAPLAINCY-GROUP MAILBOX (MULTIUSER)

Postal address:

Royal Naval Chaplaincy Service Headquarters
Second Floor
Tanner Building
HMS EXCELLENT
Whale Island
Portsmouth
HANTS
PO2 8ER

1010. Computer Based Aptitude Test (CBAT)

a. Attendance at CBAT is a key milestone in their application process. Though there is limited preparation which can be conducted for CBAT, CAs are to ensure that they engage with candidates prior to attendance to ensure they fully understand the process they are about to undertake.

b. Officer CBATs are to be completed concurrently with the AIB process. A check for previous attempts will be made by R&A Plans & Allocations and all eligible candidates will be booked onto the next available CBAT. When booked, the event will appear in the event tab on the candidate profile in RITS as a ‘Future Event’ and the booking request will no longer appear.

c. Once R&A Plans & Allocations have allocated a place on CBAT, joining instructions will be sent to the candidate via a CBAT RITs Event. As CAs engage prior to CBAT, they must ensure that the candidate is in receipt of this booklet and confirm that it has been read and understood. This will include a request for the candidate to confirm attendance. Candidates are required to stay at RAF CRANWELL overnight. Testing lasts a full day, and candidates are informed of the test results by the Senior Naval Instructor RAF CRANWELL and their staff. All aptitude tests are computer based and include verbal, numerical and spatial reasoning, work rate, mental capacity, and psychomotor psychometric tests. Officer candidates are processed as Aircrew and sit Pilot, Observer and ATC tests with their profession preference noted.

d. RAF CRANWELL will send all CBAT results to Recruit & Attract Allocations Team for input onto RITS and CA action. The CA is to contact the candidate to discuss the implications of the CBAT on the career options open at the time. Unsuccessful candidates must wait a minimum of 12 months before returning to CBAT. Pilot candidates are only allowed to undertake CBATs once, this includes any previous CBAT attempt with other services. A Pilot candidate who fails CBATs can be reconsidered only for Observer or Air Traffic Controller following a resit. CAs should contact all unsuccessful candidates within 7 days to discuss their options. Recruit & Attract Allocations Team should be notified by email if candidates who are not recommended to re-take the tests wish to be considered for another profession. CAs are responsible for managing their returning candidates. Candidates will be allowed to retake the tests up to the age of 26.

e. Sitting the aptitude tests for the Special Flying Award (which is separate from the CBATs) will not preclude a candidate from sitting the full CBATs.

f. It is important to note that if a candidate passes for more than one area, it is the Final Selection Board which will select their profession, not the candidate's preference. Pilot candidates have no opportunity to re-take CBAT and must pass every stanine. CBAT passes are valid for 3 years.

g. Candidates who fail to meet the special requirements for an Aircrew specialisation, but who are appropriately qualified for other specialisations, arms or branches may be considered for an alternative entry. The CA should advise the candidate on the alternative career options available within the Fleet Air Arm. Every effort should be made to maintain the candidate's enthusiasm in a Fleet Air Arm career despite the setback. The candidate may also wish to consider a naval career outside the Fleet Air Arm, which may require a further interview. If the candidate is content to continue in an alternative aircrew sub-specialisation offered by the Board, or to pursue a second-choice role, then the candidate is to confirm this decision to the CA.

h. Where candidate fail CBATs, the CA will need to advise the candidate on the alternative career options available within the RN. Every effort should be made to maintain the candidate's enthusiasm for a Naval career despite the setback, and this may well necessitate a further interview to re-evaluate motivation and awareness and understanding for a different role. The candidate may wish to take time to consider the options available before progressing further and may therefore, decide to withdraw the application in the meantime.

i. The RAF and Army CBAT omits the full battery of tests required to assess aptitude for role of Observer. A candidate who has valid CBAT results from an RAF or Army application may re-attend RAF Cranwell to complete the Observer element of CBAT only, in order to ensure a complete set of results.

1011. Final Selection Boards

a. Where any profession or role is oversubscribed, or where limitations are applied to the number of applicants, there may be a requirement to hold a Final Selection Board (FSB). The function of an FSB is to select the most suitable Candidates for intake to the Service.

b. FSBs should always be conducted by a panel, with a nominated chair and at least 2 further members. One member of the panel should be from the appropriate Workforce Planning and Talent area (e.g. the relevant BM).

c. `FSBs should use as much information as is available to make their selection decisions. This could include:

(1) DAA score

(2) AIB Score

(3) Evidence of Skills and Experience gathered through AIB

(4) Evidence of Skills and Experience gathered through curriculum vitae/specialist application form

(5) CBAT score

(6) Educational qualifications

(7) Evidence relating to previous service in HM Armed Forces

(8) Conduct of a specialist selection interview

(9) Candidates volunteering for shortage specialisations or the Submarine Service.

d. Candidates should generally be presented to no more than 3 successive FSBs. Where a Candidate is unsuccessful at one or more FSBs, and is unlikely to be selected in the future, they should be counselled by their CA to consider alternative professions/roles for which they are eligible.

e. Where Candidates will be presented to an FSB for their chosen profession or role, they should be made aware of this and informed of the timescales involved. FSBs should be held such that the Candidate and relevant NETE are given at least 6 weeks' notice of their potential entry to Service.

ANNEX 10A

SPONSORSHIP

1. Candidate Ownership

During the application phase (prior to assessment) candidates are managed by the Recruiting Force (RF) with CRM support from Engineer Specialist Attract Team (SAT) where requested. Once ready for Assessment and Allocation, R&A's Officer Allocation and Assessment Team take ownership of the candidate. Assuming the candidate passes and is given a place on a Scholarship/Sponsorship programme, BRNC then take over as the candidate's studies begin. R&A CAs will assist in ensuring the candidates are fully eligible to commence IOT, including making sure the candidate is in date for MedFit and SC as close to the start of the final year at university as possible. All should be complete within term one of the final academic year (before Christmas).

2. Scholarship Scheme

a. The Scholarship Scheme is designed for young people, aged 15 years and 9 months to 18 years old, who wish to join the RN as Engineer Officers. It is open to those who are about to take GCSE or SCE Ordinary/Standard Grade examinations, and are intending to study for A Levels, Higher Grade, Certificate of Sixth Year Studies, or other equivalents. Those who reach the qualifying educational standard, satisfy the medical criteria, and successfully undergo the selection procedure will have places reserved for them to join the RN (or, if 'E' branch, to attend university) conditional upon their passing of A Levels (or equivalent).

b. The parents/guardians of those awarded a Scholarship will receive financial assistance towards the cost of keeping their child at school or college in order to qualify for entry to the RN (or, if 'E' branch, university). The current value of an award may be found in CP22 (Rates of Pay). Parents/guardians of those awarded a Reserved Place only will not receive financial assistance.

c. Candidates may apply for either a 2-year Scholarship and Reserved Place, or a 1-year Scholarship and Reserved Place. Candidates applying for a 1-year Scholarship and Reserved Place may also be considered for University Sponsorship, the DSUS, UCE or Non-Graduate Entry without having to reappear at the AIB. Except for Engineers, candidates who are awarded a 2-year Scholarship and Reserved Place and subsequently wish to apply for University Sponsorship, will be required to re-attend the AIB and be considered for selection along with other applicants. When Engineers are awarded the Scholarship, they are guaranteed a place on the DSUS or UCE (if selected).

d. Some scholars subsequently apply for Financial Assistance (FA) and are not selected, but still wish to go to university and join the RN on completion of a degree. Strict adherence to the regulations requires recovery of the scholarship, but in practice the recovery of a scholarship debt from unsuccessful FA candidates will not be pursued, provided that the candidate still wishes and applies to join the RN on completion of their degree course.

e. **Requirements.** The minimum acceptable academic requirements are: 5 acceptable GCSEs at Level 7 or higher including English Language and Mathematics. Ideally, there is to be no break in education between GCSE and further qualifications. However, in exceptional circumstances, a waiver may be considered. Such situations are to be raised to the Engineer Coherence Team to ascertain whether an application for a waiver is viable. Formal application for a scholarship is to be submitted by 1 June of the year of selection. The candidate will be required to achieve A Level results (or equivalent) suitable for DSUS. Final Entry to BRNC is taken according to one of the schemes below.

3. University Cadetship Entrant (UCE)

a. **Background.** UCE(Engineering) was originally developed as an elite entry scheme for high achievers wishing to join the Royal Navy as Engineer Officers. The scheme offers the benefit of completing Initial Naval Training (Officer) (INT(O) before proceeding to university, drawing pay as a regular Service person during their study; this means of entry has been held in abeyance since 2008. Throughout its history, the scheme has provided retention and secondary recruitment benefits, attracting high-quality applicants who provide a Naval presence at top-flight universities and invariably perform at the top of their peer group within the Service. Workforce analysis of the engineer officer cadre supports the reintroduction of the scheme for a small number of applicants per annum, which commenced in 2021.The UCE scheme is an agreed sS variation within the DSUS[1] programme, which has previously been shown to expand the recruiting pool, rather than introduce inter-Service competition within it.

b. **Scheme.** Candidates who are successfully recruited[2] via the scheme, will join Britannia Royal Naval College (BRNC) on an Initial Commission Stage (ICS) within the Engineering Branch, and complete Initial Naval Training (Officer) (INT(O)). Upon successful completion of INT(O), they will proceed to join their university and study for a 3, or exceptionally 4, year degree.

c. **UCE Terms and Conditions of Service (TACOS).** Service personnel on the UCE scheme have bespoke TACOS that differ from Direct Graduate (Engineer) entrant officers; these differences include: rank and seniority; rates of pay; promotion eligibility and allowances. UCE Officer TACOS are:

(1) Applicants will be selected prior to the opening of the UCAS University Selection Window. Upon their acceptance of a formal UCE Cadetship Offer, cadets are required to delay their university start date by 1 year[3] to enable them to attend and successfully complete INT(O).

(2) Cadets must accept and agree to the 5-year Return of Service (RoS), acknowledging the RoS commences once the Cadet has attained ‘Gained Trained Strength’ (GTS) status as per their training pipeline. This will be upon completion of Phase 2 technical training. Electronic copies are to be retained by Recruit and Attract (R&A) and uploaded to the RITS system.

[1] DSUS is a quad-Service scheme designed to improve the recruitment of STEM Graduates into Defence as Engineering Officers.
[2] All Service recruitment and selection process’ are iaw current Recruit and Attract Policies.
[3] R&A provide template letters as part of the formal offer letter, that can be passed to the universities.

(3) Cadets Join BRNC on the date specified in their offer letter on an ICS.

(4) They will be categorised as Officer Cadet throughout the duration of INT(O) and whilst at university.

(5) They will hold the substantive rank of Midshipman with seniority based upon date of entry into Service. This rank will be retained until graduating from university.

(6) They receive an annual salary, starting on UCE Pre-Career pay spine OF0-1[4][5] and receive annual increments up to OF0-3, where they will remain on a Stand Still Rate of Pay (SSRP) until commencement of Phase 2 training. UCE cadets are not eligible for the Golden Hello Financial Incentive or an annual bursary whilst at university.

(7) Cadets will receive additional financial benefits of which they will agree to a financial undertaking with the Secretary of State for Defence; failure to meet their obligations will result in these benefits having to be repaid (further detail under Removal from Cadetship below). The addition financial benefits are:

(a) The Cadet will receive an Education Grant which is calculated on a Daily Rate of Pay (DROP)[6].

(b) Their university tuition fees will be paid. If applicable, the designated university will be instructed to send accounts for tuition fees to the Sponsored Undergraduate Administration Officer (SUAO) at BRNC. If the cadet is in receipt of a grant from Public Funds in respect of their further education they should, upon receipt of their Naval salary, inform the appropriate education or other authority that they have been awarded a University Cadetship, stating the date from which the Cadetship commenced. They must be prepared to repay any money received from their education authority after the date of the award of the Cadetship.

(8) Upon completion of INT(O), be appropriately assigned by BRNC Universities Department, to continue initial training until commencing university.

(9) The cadet must not attempt to change their accepted degree without first seeking prior approval from their Commanding Officer[7].

(10) They must accept the obligation to pass their university course and obtain their degree.

(11) Their Divisional Officer will be whomever is assigned as Sponsored Undergraduates Staff Officer (SUSO)[8].

[4] AFPRB 51st report
[5] JSP 754, Pt 1 (V38), Ch 4, Sect 10.
[6] Formal Offer letter will provide current DROP.
[7] Commanding Officer is Captain BRNC.
[8] R&A formal offer letter will provide detail of individual assigned as SUSO.

(12) As an officer under training, their conduct, professional performance, character and leadership qualities remain governed by current policy[9].

(13) Their reckonable service will not start until they commence Phase 2 Training[10].

(14) Notwithstanding that UCEs are Serving Regulars, they will not be entitled to allowances, except[11]:

(a) If required to travel for Service reasons.

(b) During authorised duty abroad (UCE cadets are not eligible for LSA but are entitled to duty travel and LOA as required)[12].

(15) Officers serving on an ICS are members of the Armed Forces Pension Scheme (AFPS15); however, UCE cadets pensionable pay will not commence until they start Phase 2 training (OF0 rates of pay are non-pensionable), but they will accumulate qualifying service.

(16) As a serving member of the armed forces, they are subject to the Armed Forces Act 2006[13].

(17) As a member of the armed forces, they will be subject to compulsory drug testing as per current Service policy[14].

(18) They will undertake compulsory training as directed by extant RN policy and Jolly Division Standing Orders[15]. This includes, but is not limited to, mandatory attendance at BRNC training weekends, remaining in date for RNFT and becoming a member of the University Royal Naval Unit (URNU). Further detail is available from SUSO.

(19) Qualifying service for promotion and commission transfer will commence on day 1 of INT(O). Following successful graduation, the UCE cadets will promote to Sub-Lieutenant on 1 Sep, or on day 1 of Phase 2 training[16], whichever is earlier.

(20) During INT(O) and University, UCE cadets will be paid from the UCE pay spine, at OF0 rates. This will accrue annually and will standstill at OF0-3 until commencement of Phase 2 training. Payment from the OF1 pay spine will occur on promotion to Sub-Lieutenant at the start of Phase 2 training so aligning UCE Cadets with their Direct (Engineer) peer group.

[9] BRd 3(1), Ch 57, Sect 5.
[10] JSP 754, Pt 1 (V38), Ch 2, Sect 3, Para 02.0310.
[11] The Sponsored Cadet Manager (SCMAN) at BRNC will provide advice and guidance regarding allowances in these circumstances.
[12] JSP 752, Ch 10, Para 10.0107(i).
[13] BRd 3(1), Ch 20, Para 2204 Jurisdiction.
[14] JSP 835, Alcohol and Substance Misuse and Testing.
[15] All engineering Officer Cadets are members of Jolly Division and administered through BRNC Universities Department.
[16] Phase 2 training aligns with the start of System Engineering and Management Course (SEMC) for the relevant engineering stream.

d. **Eligibility.** This scheme is for high achievers, and unlike other entry routes, the expectations are set higher and the competition fiercer with only 5 places available per year (2 x ME, 2 x WE * 1 x AE). To become eligible for the scheme, candidates must meet all Engineer Officer entry requirements for the Royal Navy, as per extant Recruit & Attract policy, and meet the additional requirements below:

(1) Age: 18-23 at commencement of INT(O).

(2) Degree type: Candidate must be accepted onto an approved Engineering, or STEM degree at any UK university, as detailed below in Table 10A-1.

(3) Education Requirements: 5 GCSEs at Grade 7 or higher including English Language and Mathematics. At GCE level, the candidate must have a minimum of 144 UCAS points in non-overlapping subjects, including at least Grade B in A-Level maths and an engineering-based science.

(4) The scheme is competitive and successful applicants will be selected at the UCE Final Selection Board which will consider academic results and performance through the recruiting process.

e. **Withdrawal from Cadetship.** A UCE Cadet may request to leave the service up to the Premature Termination of Career Training (PTCT)[17] point; they will have to repay all their Education Grant, University Fees and uniform grant received up to the point of exit, in accordance with current regulations and as per financial undertaking. After this point, only in exceptional circumstances, will a Cadet be permitted to leave before completing their 'Return of Service'.

f. Poor performance of a Cadet in either academia or general military performance will be managed in accordance with current policy[18]. Cadets should always maintain a high standard of behaviour throughout their sponsorship. Should they fail to meet and maintain the standards expected of a future Naval Officer, they will be subject to the professional warnings process as INT(O), as detailed in BRNCs Standing General Orders (SGO). BRNC Universities Department Joining instructions will provide the finer detail of the warnings system.

4. Defence STEM Undergraduate Scheme (DSUS)

a. This scheme provides university sponsorship to students wishing to join the RN as Engineer Officers. Study may be undertaken at any UK university; applicants may apply for a sponsorship at any time before the start of their final year, provided they are aged 18 to 35 years old. Aimed at scholars or direct applicants wishing to join the RN as Engineer Officers and read for an approved engineering degree or STEM degree at a UK university, whilst receiving FA.

b. Candidates must be studying (with at least one year remaining) or have applied to a UK university via the UCAS system. Support whilst at university will be provided by membership of a University Royal Navy Unit (URNU) if one is available within one hour’s travelling time of campus.

[17] BRd 3(1), Ch 54, Para 5402 & Table 54-1 The PCPT point is classified as the last day before passing out of BRNC.
[18] BRd 3(1), Ch 57, section 5.

c. Direct entrant applicants must complete the officer recruitment process by 31 January of the academic year of entry. Successful applicants will receive a £5,000 pa FA and will have all university tuition fees paid up to a maximum of £9,250 pa; the amount of FA received will be abated from the RN Engineer 'Golden Hello' Financial Incentive (FI) for DGE, Engineer Officers. They could also earn training pay (up to 45 person training days, approx. £2,000 pa) as a member of the associated URNU. On joining the URNU, they will become listed 7C Reservists (borne for pay and admin only).

d. Applicants will be required to sign a financial undertaking which guarantees their entrance to IOT and a 3-year Return of Service thereafter on attainment of GTS.

e. All DSUS entrants will commence their undergraduate studies as General 'E' engineers. At the end of their second academic year, they will be streamed by AE, ME, or WE. Streaming of ME and WE students to SM will take place at BRNC.

f. DSUS does not provide any entitlement for extension of studies to include Masters degrees for the following reasons:

(1) No RN requirement.

(2) Not a justifiable use of funds.

(3) RN need is for OC to join BRNC on planned date to achieve GTS as planned.

(4) There will be opportunities for full time Masters study on full pay later in career.

g. There is the opportunity however for DSUS OCs to study for a fourth year to achieve a MEng if they prove to be of the highest academic standard and are engaged and remain fully eligible for the RN throughout their time at university. The following restrictions will apply to ensure only the most talented and committed individuals are permitted to extend to a MEng.

(1) No DSUS candidate will commence their university course on an undergraduate Masters degree programme. Only application for an undergraduate Bachelors degree programme will be supported by DSUS.

(2) There will be no entitlement to transfer or extend to a Masters course prior to entry as this will delay entry and GTS, as a result DSUS retain the right to reject the request.

h. Requests to extend to a Masters degree will be considered only when the following conditions are met:

(1) OC is predicted to achieve, and subsequently does achieve, a first class Bachelor degree pass.

(2) OC has not had to resit any exam in subsequent academic years due to failure.

(3) OC is in date for Fitness Test.

(4) OC is in date for medical with no changes to medical status that could affect RN entry.

i. If initial (post Bachelors degree) anticipated entry date is over 3 years since Service Entry Medical was conducted the OC must pass another Service Entry Medical prior to commencing a Masters course.

j. OCs who are permitted to extend to MEng will receive DSUS support and funding through the additional one year study.

k. Funding of the scheme is set at 35 entrants from 2022 and a maximum of 105 in 2024. This strict financial cap may limit the numbers of direct entry applicants trying to join DSUS partway through their degree. It may also restrict the numbers of candidates capable of undertaking a master's course.

l. DSUS candidates will be eligible for the £27,000 'Golden Hello' upon joining the RN; however, this will be abated against the RN component (£4,000 pa) of the FA already received.

m. **Requirements.** The minimum acceptable academic requirements are: 5 acceptable GCSEs at Level 4 or higher, including Grade 6 or higher in both English language and mathematics. At GCE, candidates must have minimum of 96 UCAS points, of which 64 are made up of mathematics and an engineering science. Candidates must have been accepted onto a degree course in a UK university studying an approved engineering degree or acceptable STEM subject, which are listed below at Table 1.

n. **Waivers.** Acceptable deviations from these standards regarding academic requirements can be found at 0713.f.

5. Defence Technical Undergraduate Scheme (DTUS) - Legacy

Applications for DTUS ended in September 21. The DTUS scheme will close when the last intake from 2021 graduate in 2024.

Table 10A-1. Additional Acceptable Degrees (at Discretion of Branch Manager)

Acoustical Engineering
Aero-Mechanical Engineering
Aero-Mechanical Systems Engineering
Aerospace Design Engineering
Aerospace Manufacturing Engineering
Aeronautical and Electronic Engineering
Aeronautical Systems Engineering
Aeronautical Technology
Aircraft Maintenance Engineering
Artificial Intelligence and Mechanical Engineering
Artificial Intelligence and Robotics
Astrophysics
Automation and Control
Avionics
Chemical Engineering
Civil Engineering
Computer Science
Computer and Robotic Systems
Computational Intelligence and Robotics
Design Engineering
Digital Systems Engineering
Electrical Power Engineering
Electronic Control and Robotics Engineering
Embedded Systems and Robotics
Engineering Management
Engineering Physics
Geophysics
Mechanical Engineering with Aeronautics
Marine and Offshore Engineering
Marine Engineering and Naval Architecture
Marine Technology and Marine Engineering
Marine Technology and Naval Architecture
Marine Technology and Offshore Engineering
Marine Technology and Small Craft Engineering
Materials Engineering/Science
Materials and Process Engineering
Mathematics
Mechanical and Marine Engineering
Mechanical and Energy Engineering
Mechanical and Materials Engineering
Mechanical Engineering Design
Mechanical Systems Engineering
Mechanical Technology
Mechatronics
Mechatronics and Robotics
Motorsport Engineering
Naval Architecture and Ocean Engineering
Naval Architecture and Marine Engineering
Naval Architecture and Small Craft Engineering

(Continued)

Table 10A-1. Additional Acceptable Degrees (at Discretion of Branch Manager) (*Continued*)

Robotics
Robotics and Automated Systems
Robotics and Cybertronics
Robotics, Cybernetics and Process Automation
Robotics and Electronic Engineering
Software Engineering
Software Networks
Sustainable Energy Engineering
Systems Architecture
Systems and Control Engineering
Physics
Physics and Maths

6. Medical Financial Incentives

a. **Medical and Dental Officers.**

(b) Students may apply in their first year of a UK Medical/Dental school. Medical and Dental students are eligible for cadetships which generates an annual salary of approximately £21,000 to £24,000 for up to the final 3 years of study. This includes the payment of tuition fees and additional academic support.

(b) A 'Golden Hello' of up to £100,000 is available for some medical specialities (MO) if the individual is at ST3 level or above. SR-Med SO3 will verify this before selection and commencement of INT.

Note. *Medical Degree Apprenticeships (MDA) do not currently make an applicant eligible for the cadetship programme. Further advice on eligibility can be sought from R&A Coherence SR MED CPO.*

b. **Environmental Health Officers.** Environmental health Officers have 2 means of gaining a financial incentive:

(1) If non-chartered or EHRB registered, they join on £28,930a year and will receive support to complete the 2-year CIEH programme.

(2) Those with full registration join on £44,564 a year plus they receive a 'Golden Hello' of £27,000 (£10,000 on entry, £7,000 on completing BRNC, £10,000 after a year's service).

c. **Nursing Officers and Qualified Naval Nurse Ratings.** A 'Golden Hello' of £30,000 is offered to specialist nurses if they a long course of post graduate study in a required speciality in: Critical Care, Emergency Care, Burns and Plastics, Trauma and Orthopaedic and Primary Health Care. SR-Med SO3 will verify this before selection and commencement of INT.

APPENDIX 1 TO ANNEX 10A

OVERVIEW OF RN ENGINEERING OFFICER RECRUITMENT SCHEMES - BY POINT OF ATTENDANCE AT AIB

Table 10A-1. Overview of RN Engineering Officer Recruitment Schemes - By Point of Attendance At AIB

Year 11 - Pre GCSE	Year 12	Year 13	During or prior to University Final Year	Post-Graduation
2 Year Scholarship				
	1 Year Scholarship			
		UCE Scheme		
		DSUS		
			Sideways-entry to DSUS	
				Direct Graduate Entry

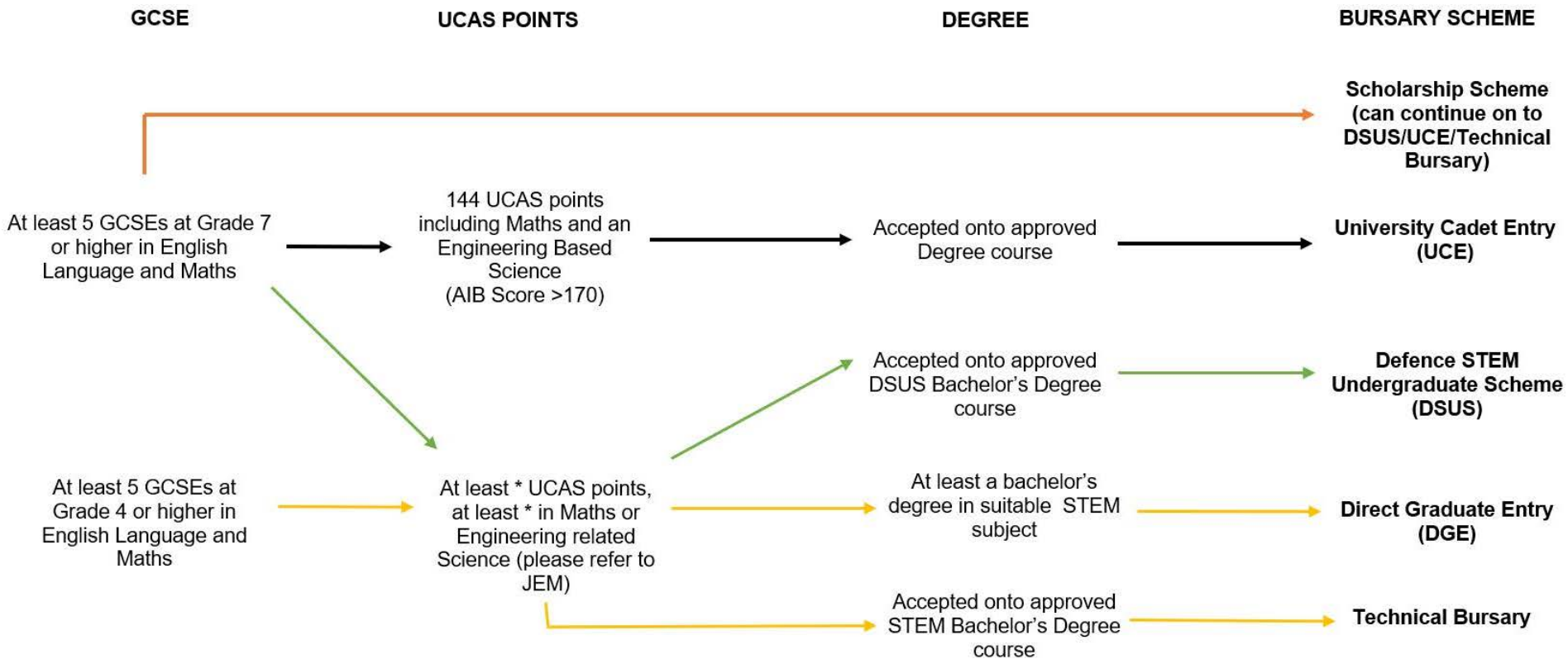
Table 10A-2. Overview of RN Engineering Officer Recruitment Schemes - By Sequence of Events

	2 Year Scholarship	1 Year Scholarship	DSUS	Sideways-entry DSUS	University Cadet Entry Scheme (UCE)	Direct Graduate Entry
Year 11 (Early)	Sit AIB					
Year 11						
Year 12	Duration of Scholarship	Sit AIB				
Year 13		Duration of Scholarship	Sit AIB		Sit AIB	
Year Immediately Post A Levels (No Gap)					Attend BRNC	
During University Before Final Year	Guaranteed Place on UCE, DSUS	Guaranteed Place on UCE, DSUS	Attend DSUS University	Sit AIB	Attend University	
Post-Graduation	Attend BRNC	Attend BRNC	Attend BRNC	Attend BRNC	Phase 2 Training	Sit AIB > BRNC

Note. *The final DTUS and Technical Bursar candidates commenced University in September 2021. From September 2022 these schemes were replaced by DSUS for University entrants.*

APPENDIX 2 TO ANNEX 10A

OVERVIEW OF RN ENGINEERING OFFICER RECRUITMENT SCHEMES - EDUCATION FLOW DIAGRAM



Note. *The final DTUS and Technical Bursar candidates commenced University in September 2021. From September 2022 these schemes were replaced by DSUS for University entrants.*

CHAPTER 11

RFA RECRUITING PROCESSES

(Sponsor: NAVY RA-DHd RA)

CONTENTS

Note. *Recruiting policy is being aligned across the Services and will transfer to JSP 545 on or before 1 Apr 27; no further policy amendments or additions will be made to BRd 3(1). Recruiting-related RNTMs and RIs will remain extant until incorporated to JSP545 or cancelled.*

Para

1101. RFA General Information and Background
1102. References and Impact
1103. Application Criteria and Process
1104. Recruiting Process
1105. Recruiting Entry Levels
1106. Re-Employment of Personnel
1107. Post-Interview Medical and Security Clearance
1108. Disability and Learning Difficulties - Guaranteed Interview Scheme
1109. Contracts, Training Agreements and Sponsored Reserve
1110. Personal Appearance

ANNEX

Annex 11A: Lateral Entry Action Plan (LEAP)

CHAPTER 11

RFA RECRUITING PROCESSES

1101. RFA General Information and Background

Recruitment into the RFA Service is based on the need to achieve projected workforce requirements in order to maintain efficiency and meet operational commitments.

a. R&A is responsible for RFA recruiting and provides marketing support and processes RFA candidates as follows:

(1) Carry out recruitment functions in accordance with this policy and to the level required by the RFA Recruitment Plan.

(2) This is to include administration of the routes of entry to the RFA:

(a) Qualified Entry.

(b) Non-Qualified Entry.

(c) Re-employment of former employees (responsibility for those who return within 12 months of leaving remains with RFA PER OPS).

(d) Lateral recruitment for internal candidates

b. Provide marketing advice and support in designing suitable advertisements for use by RFA units.

c. In consultation with R&A Marketing and appropriate stakeholders, design and produce recruiting publications, posters and publicity material.

d. Include RFA in national and regional ‘spotlight’ advertising campaigns where appropriate.

e. Include information about the RFA on the RN recruitment website.

f. Forward any enquiries concerning the RFA – received via TPUK, CAs or other means – to R&A RFA Recruitment.

g. Refer candidates to CAs for DAA for RFA candidates iaw ROM chapter 4 – DAA, should the candidate be unable to use their own device.

1102. References and Impact

a. All recruitment is to be in accordance with BRd 3(1), and with Civil Service and RFA PRG as per the following references.

(1) BRd 875 (Regulations for the Royal Fleet Auxiliaries) (including but not limited to), paragraph 0209. CP 04.5 Personnel Management.

(2) Recruiting Operations Manual V2.3 External Recruitment - Recruitment - Policy (Civil Service).

(3) BRd 3(1), Chapters 7 to 10, and 63, and JEM_RM_RN_RFA (see Chapter 7, paragraph 0701).

b. **Management Responsibilities.**

(1) Ensuring that all selection decisions are transparent, fair and equitable.

(2) Ensuring that the selection process does not discriminate on grounds of gender, race, colour, nationality, ethnic or national origin, disability, marital status, sexual orientation, age, religion or belief.

(3) Ensuring that the department's specialist skills base is maintained by adhering to the minimum entry qualifications requirement.

(4) Acting in accordance with data protection legislation by treating information provided for the purposes of recruitment for selection function only.

c. **Applicant's Responsibility.** The applicant's responsibility is to provide evidence and information which is honest, accurate and in a timely manner.

1103. Application Criteria and Process

a. Applications are to be made to R&A RFA and:

(1) All applications must be made through the RITS.

(2) After initial contact, all candidates must generate a profile on RITS. All application forms and information required during the process will be despatched and collected by R&A RFA.

b. All RFA candidates must comply/pass/obtain:

(1) With the minimum age standards:

(a) Aged 17.5 years or above to be processed for recruitment.

(b) And aged 18 years or above to join.

(2) With nationality requirements laid down in Chapter 7 and JEM_RM_RN_RFA (Chapter 7, paragraph 0701).

(3) With the minimum qualification and experience requirements (for qualified entry).

(4) With minimum academic qualification requirements as per the JEM_RM_RN_RFA. Other qualifications, including advanced diplomas, will be considered on a case-by-case in accordance with chapter 7 if the minimum GCSE (or equivalent) requirements have not been met.

(a) All officer cadet candidates will be entered on an approved training course; candidates with a minimum of 64 UCAS points in relevant subjects will be assessed and may be allowed to follow a Foundation Degree study programme. Otherwise, officer cadets will follow an HND study programme.

(b) Officer cadet candidates who are graduates or Higher National Diploma (HND)/Higher National Certificate (HNC) holders in Mechanical or Marine Engineering, or in an engineering subject that covers at least four of the following 6 subjects:

i. Mathematics.

ii. Engineering.

iii. Applied Mechanics.

iv. Applied Heat.

v. Electrotechnology.

vi. Naval Architecture.

(c) Candidates may be allowed to follow an ‘alternative route’ designed for those with relevant engineering qualifications. They must apply directly to a Maritime and Coastguard Agency (MCA) approved nautical college for an action plan detailing the requirements they must meet to obtain an Engineering Officer of the Watch Certificate of Competency. This function was previously carried out by the MCA and known as a Letter of Initial Assessment (LIA). The college will assess the applicant’s qualifications and experience and issue an action plan that, along with MIN511(M), will detail the requirements for the applicant to meet Engineer Officer of the Watch (EOOW) unlimited, STCW Convention regulation III/1 standard. Candidates will be expected to obtain a LIA before proceeding to the DAA stage and the cost of this will not be reimbursed.

(5) A DAA as per JEM_RM_RN_RFA requirements.

(6) An ENG1 seafarer’s medical certificate - this must be unrestricted for worldwide sea service with a periodicity of 2 years.

(7) Internal applicants with 5 years or more service, an ENG1 seafarer’s medical certificate - this must be unrestricted for worldwide sea service with a periodicity of 1 year.

(8) A Ministry of Defence (MoD) Security Clearance at a level appropriate for the rank employed.

(9) All vaccinations as required by JSP 950 leaflet 7-1-1.

1104. Recruiting Process

Unless otherwise stated, candidates will be processed as follows:

a. Residency, nationality, unspent criminal convictions and educational requirements will be checked by R&A RFA.

b. A DAA can be completed remotely by candidate using a suitable personal electronic device or arranged at the local Careers Office by R&A RFA Staff. All candidate scores are held within the RITS and can be accessed by RFA R&A Staff, irrespective of location of test.

c. Supplementary application forms and MOD Form 493 to be completed.

d. R&A RFA Staff and SME carries out sift of applicants on strength of DAA and supplementary application (for Apprentice candidates).

e. R&A RFA SO3 carries out review of supplementary application and provides feedback as necessary to candidate.

f. Interview by SME and R&A RFA (for Apprentice candidates). Interview by R&A RFA SO3 for suitability at AIB (for officer candidates).

g. RFA AIB (for officer candidates).

h. Provisional job offer. This becomes a formal offer once the following have been received by R&A RFA: ENG1, SC, proof of vaccinations, discharge book and other personal details. Commence initial training at relevant establishment, as follows:

(1) BRNC Dartmouth - Officer candidates.

(2) HMS Raleigh - Deck Rating candidates.

(3) HMS Collingwood - CIS Rating candidates.

(4) HMS Sultan - ME Rating candidates.

(5) Worthy Down – LS Rating candidates.

Lateral entrants will be assigned to any training establishment with the most suitable start date.

1105. Recruiting Entry Levels

a. Non-qualified applicants may be recruited into training posts, or suitably qualified applicants may be recruited into active roles.

(1) **Qualified Entry.** Qualified Entry (QE) is the method of recruiting qualified personnel. Qualified personnel will be recruited to meet demand in accordance with the RFA recruitment plan.

(a) QE candidates are recruited because of the qualifications and experience they already have and, therefore, are only subject to minimal transfer training in order to take up a substantive post within the RFA. As the DAA is designed to determine suitability for training and likelihood of success, it is not required for the majority of QE candidates. One notable exception to this is QE Deck Officer candidates – due to the intensive nature of RN Navigation training, all Qualified Deck Officers must pass DAA with the appropriate score.

(b) QE candidate certification and CV must be passed to the relevant SME for initial sift and agreement sought to proceed to interview. QE candidates are not to be grouped together for sift as with trainee candidates – this approach does not achieve results as QE candidates are mostly already in successful careers and are very unlikely to wait for significant periods for sift results. All eligible candidates who apply within a given recruiting year and are accepted by the SME for interview will be selected if successful in that interview. On the rare occasion that significant numbers of applications are received for a given role/rank, then a traditional sift can be completed IAW Trainee procedure.

(c) At interview RFA R&A representative will conduct core competency-based questions, and maintain overall control of the interview timeline, noting the requirement to allow significant time for SME questioning of functional competencies. All SMEs must utilise existing functional competency question sets, however these can be amended upon request, this is to ensure consistency of questioning and relevance to current practice. RFA R&A will maintain a depository of SME questions. At the end of the interview, RFA R&A and SME will debrief the candidate and inform them of an approximate timeline to notification of interview result. The decision of grade/rank of entry must be cognisant with targets set by workforce planning, the experience of the individual and their aspirations, but also in respect of the SME opinion of their suitability for the role. The final decision on entry band sits with the interview SME.

(d) Following a successful interview, RFA SME staff alongside R&A Staff, will complete a Lateral Entry Action Plan (LEAP) (Annex 11A) for each QE recruit. This document will detail the route to be undertaken to close knowledge/skill/experience gaps found between existing RFA personnel and the qualified entrant. The founding principle of the LEAP is to fulfil all of the obligations of the Career Development Framework (CDF) that are **mandatory** for the QE grade/rank of entry. Performance objectives must be completed by the recruit once on board RFA ships and measured against the framework. Experience requirements will be achieved by completing appointments to RFA ships – if the interview SME feels there is a need to complete some supernumerary time, this must be detailed in the LEAP. Skills requirements must be detailed on the LEAP and should include an aspirational timeline for completion.

(e) Once a LEAP is agreed this document is to be uploaded into the personnel file of the recruit so that it can be accessed by the Career management team. These Staff Officers are responsible for delivering the contents of the LEAP and protecting both the individual and the role from too high a level of expectation in their early period of employment with the RFA. QE recruits are only to be 'handed over' from the Trainee Career Managers once **all** the mandatory elements of the relevant CDF are complete.

(f) Waivers can be provided by the interview SME in circumstances whereby the training found in the CDF is not appropriate given the experience held by the candidate and must be recorded in MAGELLAN in all events. Where an individual's existing certification has been deemed equivalent to that found in the CDF for existing employees, then this competence must be added to their MAGELLAN record via the waiver function. This task must be completed by RFA HR DEVELOPMENT such that the new entrant is not penalised for their QE status at future Career Development Panels (CDP).

(2) **Non-Qualified (Trainee) Entry**

(a) Qualified Logistics Supply Officers. Qualified LS Officers are recruited into 3/O training rank, and on completion of a training package are graded substantive 3/O (LS).

(b) Officer Cadet is an approved training course, split between nautical college and service onboard RFA ships which results in certification as a 3/O. This applies to Executive, Engineering, and Systems Engineering roles.

(c) Apprenticeships are used as a means of entry which train personnel for roles in all branches as ratings. On completion of an apprenticeship a formal offer of employment may be made. Apprenticeships are available in all departments.

b. Trainee Officer recruits (Cadets, 3/O LSO(T)) will be required to pass interview board and RFA AIB. If successful, they will attend a ten week course at BRNC Dartmouth before commencement of vocational training.

(1) **Internal Lateral Entrants**

(a) Current Employees may apply for positions advertised externally. R&A Staff will only ask for documentation to support the application as organisation already holds records for the candidate.

(b) LE candidate details must be passed to the relevant SME for initial sift and agreement sought to proceed to interview. LE candidates are not to be grouped together for sift as with trainee candidates – this approach does not achieve results as LE candidates are already in successful careers within the service and are very unlikely to wait for significant periods for sift results. All eligible candidates who apply within a given recruiting year and are accepted by the SME for interview will be selected if successful in that interview. On the rare occasion that significant numbers of applications are received for a given role/rank, then a traditional sift can be completed IAW Trainee procedure.

(c) At interview RFA R&A representative will conduct core competency-based questions, and maintain overall control of the interview timeline, noting the requirement to allow significant time for SME questioning of functional competencies. All SMEs must utilise existing functional competency question sets, however these can be amended upon request, this is to ensure consistency of questioning and relevance to current practice. RFA R&A will maintain a depository of SME questions. At the end of the interview, RFA R&A and SME will debrief the candidate and inform them of an approximate timeline to notification of interview result. The decision of grade/rank of entry must be cognisant with targets set by workforce planning, the experience of the individual and their aspirations, but also in respect of the SME opinion of their suitability for the role. The final decision on entry band sits with the interview SME.

(d) Following a successful interview, RFA R&A Staff will complete a Lateral Entry Action Plan (LEAP) for each LE recruit. This document will detail the route to be undertaken to close knowledge/skill/experience gaps found between existing RFA personnel and the qualified entrant. The founding principle of the LEAP is to fulfil all of the obligations of the Career Development Framework (CDF) that are mandatory for the QE grade/rank of entry. Performance objectives must be completed by the recruit once on board RFA ships. Experience requirements will be achieved by completing appointments to RFA ships – if the interview SME feels there is a need to complete some supernumerary time, this must be detailed in the LEAP. Skills requirements must be detailed on the LEAP and should include an aspirational timeline for completion.

(2) **Waiver Criteria - RFA AIB.** Assessment designed to test academic and Leadership potential of candidates. Reasons for waiving this requirement could include:

(a) Previous in date pass of AIB.

(b) Previous recent experience of leadership at sea, possession of a Merchant Navy CoC.

(3) **Waiver Criteria - BRNC.** An introductory course to build leadership skills, gain RFA knowledge, and prepare one for the strains of life onboard an operational ship. Reasons for waiving this requirement could include:

(a) Previous completion of the entire RN BRNC course.

(b) Previous RFA service at officer rank where suitable leadership was demonstrated.

(c) Previous recent experience of leadership at sea, possession of a Merchant Navy CoC. Candidates who already possess these qualifications will be invited to attend a two week induction at BRNC in lieu of the ten week course.

1106. Re-Employment of Personnel

a. Persons who left the organisation less than 12 months before reapplication will be immediately transferred to RFA PERSOPS for processing/re-employment. Persons who left the organisation more than 24 months before re-application will be recruited using the standard entry process (either qualified or non-qualified positions). Any applicant who left the RFA between 12 and 24 prior to re-application, and if applying for the same or similar role, will be subject to the following process:

(1) Sift of application and qualification check for suitability by departmental SME.

(2) SHINE interview with R&A RFA and SME.

(3) Suitability for re-employment assessment based on experience, qualifications, interview results and service requirements as stated in the RFA Recruitment Plan.

(4) Security Clearance.

b. The requirement for DAA, RFA AIB, and BRNC are removed for personnel applying for re-employment within 24 months.

1107. Post-Interview Medical and Security Clearance

a. All roles with the RFA require SC. This should be applied for after a provisional job offer has been made. R&A RFA will provide guidance and advice.

b. ENG1 appointments are to be carried out by an MCA approved doctor and are booked by the applicant.

1108. Disability and Learning Difficulties - Guaranteed Interview Scheme

The Royal Fleet Auxiliary Service is committed to the employment and career development of disabled people. Under the scheme, the RFA guarantees to interview anyone with a disability whose application meets the minimum criteria as set out in paragraph 1103, sub-paragraph b. Details of declared disability or learning difficulty are to be recorded in the candidate's application. The following conditions will be applied:

a. RFA candidates who declare disability or learning difficulties will receive no adjustment to the assessment process or recruiting medical/academic standards and will be required to meet the basic criteria. No additional allowance is to be made during the recruiting process for any declared disability or learning difficulties, and each candidate's suitability for employment in the RFA is to be measured against the current standards.

b. For successful candidates who are offered employment with the RFA, reasonable adjustment will be made during training and in employment following assessment at the training establishment of the type and degree of disability or learning difficulty.

c. Candidates who declare a disability or learning difficulty are to be informed verbally of this policy.

1109. Contracts, Training Agreements, and Sponsored Reserve

a. Qualified entrants must sign an RFA Company Service Contract (CSC) effective from their first day of service.

(1) Prior to a CSC, entrants are required to sign a Sponsored Reservist agreement to become a special member of the RNR (this is activated only during times of conflict). Failure to sign this agreement will negate all clauses of the contract and any offer of employment will be withdrawn – iaw RFA probation policy.

(2) All entrants will complete a probationary period. This will be a minimum of 6 months or 2 appointments. During probation the RFA may terminate employment, with 4 weeks' notice, at any time if it is clear that the new employee will not meet the required standards of conduct, attendance and/or performance – iaw RFA probation policy.

b. Cadets/Apprentices are covered by the terms of their Cadet/Apprentice Agreement during their cadetship/apprenticeship. Officer Cadets and Apprentices will be advanced upon satisfactory completion of training, in accordance with performance and to meet the business need. This will involve the signing of the CSC and SR on an agreed date from which point any probation will begin.

1110. Personal Appearance

BRd 875 contains staff regulations for all RFA personnel. The personal appearance of all members of the RFA, all recruits and successful applicants is to be in accordance with BRd 875, ‘Dress and Personal Appearance’.

ANNEX 11A

LATERAL ENTRY ACTION PLAN (LEAP)

LATERAL ENTRY ACTION PLAN (LEAP) *(Downloadable version available in BRd 3(1) Forms Section)*

CHAPTER 12

RE-ENTERING THE ROYAL NAVY

(Sponsor: NAVY RA-DHd RA)

CONTENTS

Note. *Recruiting policy is being aligned across the Services and will transfer to JSP 545 on or before 1 Apr 27; no further policy amendments or additions will be made to BRd 3(1). Recruiting-related RNTMs and RIs will remain extant until incorporated to JSP545 or cancelled.*

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CHAPTER 12

RE-ENTERING THE ROYAL NAVY

1201. Re-Entry Policy

No officer/rating/Other Rank (OR) is to be re-entered after a break in Regular Service, Maritime Reserve (MR) and URNU/UAS/UOTC without eligibility checks being performed by the RISTT and Service need being confirmed by Workforce Planners (WFP)/Profession Manager. R&A's approval is required irrespective of the length of the break in service or the time that the candidate had served. SPVA and the NETE will not action re-entrants' pay indocs without written authority from R&A Re-joiners and Inter-Service Transfer Team (RISTT), using the appropriate RITS letter.

1202. Re-Entry References

a. Terms of Service for entry and re-entry to the RN are contained in chapter 48.

b. Pay scales for those awarded Former Service are contained in JSP 754.

1203. Re-Entry Process

A condensed processing sequence is shown below to illustrate the recruiting process for candidates with former Service applying to enter or re-enter on Full or Tailored Careers. All actions are carried out by R&A HQ's RISTT unless specified otherwise:

a. Sight candidate's JPA Service record and discharge documents (including SMIT return where applicable) and establish eligibility for entry/re-entry. Note: Service leavers are no longer issued with a Service Certificate.

b. Liaise with WFPs as required and follow the approval process protocols to obtain initial rate of pay, training required and TACOS. The RISTT will assess eligibility for re-entry/entry and issue an approval or rejection letter which is recorded on RITS See para 1219 for more detail on eligibility and Recruit by Profession streaming.

c. Confirm re-entry Service/role eligibility i.e. role-specific requirements.

d. **Age Eligibility.** All fully trained re-entrants (entering as GTS) are eligible up to 60 years old - i.e. they must re-enter before their 60th birthday. All part trained (PTS) or untrained (UTS) re-entrants must be eligible for the role they are entering iaw the JEM.

e. Process eligible candidates.

f. **Re-Entry/Entry - Rank/Rate.** The Authority to Process letter will state the candidate's approved rank/rate and level on re-entry; candidates should be encouraged to contact their relevant Career Manager (CM) for assignment advice. Care must be taken to ensure that seniority is coherent with the rank upon re-entry.

g. **Re-Entry/Entry - Allocation.** The Permission to Enter letter, provided by RISTT once a candidate has successfully completed the recruitment process will allocate a provisional entry date for trained and part trained re-entries. Untrained re-entries and URNU/UAS/UOTC candidates are to be processed for entry in the same way as new entrants but still require a Permission to Enter letter from RISTT once found suitable in all respects.

h. Allocation and entry brief.

i. The R&A Permission Letters are provisional and subject to final approval at CTCRM/BRNC/HMS RALEIGH/MR UNITS.

1204. Re-Entrant - Definitions

Trained and Untrained definitions are as follows:

a. **Trained Re-Entrant - Definition.** A fully trained and qualified junior or senior rating who applies to return to the RN in the same role/specialisation from which they exited. Manning approval will be sought in all cases from the relevant Profession Manager, and for those whose date of re-entry is more than 3 years since leaving the Service, training requirements will also need to be determined. Thereafter, movements are controlled by Assignment Order, in liaison with the appropriate Career Management. Trained re-entrants join NETE for administrative/induction purposes only. Trained Re-entries have no right to Early Termination.

b. **Part Trained Re-Entrant - Definition.** A trainee who completes Phase 1 Training before electing to leave the Service, who re-enters the Service within 18 months. The majority of part trained re-entry candidates will have left the Service immediately prior to, or during, Phase 2 Training, and may re-enter into their original role/specialisation, or into a different role. Any Trained Strength Service Transfer from the Army/RAF who requires Phase 2 training, Marinisation/Trade training. This category of re-entrant will join NETE for administrative/induction purposes only, and thereafter will be assigned to their appropriate Lead School for Phase 2 Training. RM re-entrants will rejoin CTCRM to continue with recruit training. The date of joining will generally coincide with the commencement of their Phase 2 course. Part trained re-entrants have no right of Early Termination.

c. **Untrained Re-Entrant - Definition.** A recruit who did not complete Phase 1 Training prior to discharge. Untrained re-entrants will re-join in their original or a new role in order to undertake Phase 1 and Phase 2 Training. Unless previously discharged under the 56-day rule, untrained re-entrants will generally have no right of Early Termination. Once eligibility has been confirmed by RISTT UTS candidates will be handed over to an AFCO.

1205. RN Ratings - Trained Re-Entries

a. Trained and part-trained RN re-entries will be allocated to enter HMS RALEIGH by 1200-hours, normally, on the nominated dates. RISTT will forward nominal lists to HMS RALEIGH at least two weeks before the planned entry dates.

b. HMS RALEIGH aims to process candidates as quickly as possible. On completion of documentation and kit issue, candidates will be given a PSO interview and training assessment. On completion, they will be assigned to Phase 2 Training or, in the case of fully trained personnel, immediately onto the trained strength. In the normal course of events, re-entries will be processed and onward moved within the first week of joining. Those who left the Service prior to 1991, however, will require a Military Training package and onward assignment will therefore be delayed until the end of the second week.

c. Candidates in-date for the RN Physical Employment Standard (PES) (i.e. carried out the test within the past 12 months), will not have to re-take the New Entry physical tests or the Naval Swimming Test (NST), however RISTT Staff must stress to candidates that they need to follow an appropriate fitness programme prior to entry. Candidates out of date for the PES will have to undertake the PES within 3 months of joining.

d. Candidates are also to be advised that they may make an application for a Service Family Accommodation (SFA). RISTT Staff should advise individuals to visit the SFA website to apply for Service accommodation.

e. Trained re-entries may use their own transport and are to be issued with a C30; the R&A travel UIN is to be used. Overnight accommodation is available for those arriving after midday on the day preceding their re-entry date. There will be no service transport available from Plymouth rail station to HMS RALEIGH.

f. HMS RALEIGH main gate staff will direct junior ratings to the Ship's Company accommodation, and senior ratings to the Warrant Officers' and Senior Rates' Mess and instruct them to report to the New Entry Division.

g. Normal night and weekend leave may be granted whilst at HMS RALEIGH.

1206. RN Ratings - Untrained Re-Entries

Untrained re-entries will enter HMS RALEIGH as new entrants. HMS RALEIGH will decide the training requirement for untrained re-entries. Re-entrants will be assessed individually and will undergo training at HMS RALEIGH and Phase 2 Training at the school appropriate to their role. The stage of training reached on discharge and the time spent out of the Service will be taken into account when making the training assessment.

1207. RM Other Ranks - Untrained Re-Entries

a. Untrained RM re-entries will enter with new entries on allocated Troop entry dates and their training requirement will be assessed by CTCRM.

b. RN transferees and candidates joining the RM with previous Army/RAF Service will be similarly assessed by CTCRM. Candidates normally complete the full training syllabus, including ROP.

c. Former Untrained RM ORs will be administered using the following process:

(1) RISTT confirms candidate's eligibility for re-entry based on discharge category and recommendation from CTCRM Wastage Return.

(2) Candidate is handed off to an AFCO for full pre-selection process including Enhanced CPC.

(3) Candidate processed as a New Entrant, with the following addition:

(4) Full update interview after recovering original AFCO 101 if necessary.

Note. *If candidate was medically discharged, SMOSE approval required prior to processing. Mandatory requirement to sight former service Medical Documents in all cases. See paragraph 1221.*

(5) If necessary, an age waiver requested from the WFP.

(6) Final Permission to Enter requested from the candidates Career Adviser to RISTT.

(7) Bid for Entry.

(8) Assessment of training requirement made by CTW once recruit has re-joined Service.

d. Candidates who re-enter do not have the option for 6-month statutory discharge. Eligibility to give notice is iaw Chapter 54 (i.e. must complete Standard Initial Training Period plus a minimum time to serve period of 2 years and 6 months, before being eligible to give 12 months' notice).

e. Individual queries regarding eligibility, recommendations from wastage returns etc. are dealt with on a case-by-case basis by RISTT, seeking advice from PSO CTCRM.

f. UTS RM Re-entrants are not eligible to reapply for a minimum for 6 months from the date they leave Service. This could be longer, depending on recommendations from CTCRM. The only exceptions to this could be when a candidate decides to withdraw from training on compassionate grounds.

g. **RMBS Musician Re-Entries - Audition.** Prior to re-entry, former untrained RMBS Musicians must undertake a further audition.

h. Untrained former RMBS re-entrants will enter with new entrants at HMS NELSON on completion of audition.

1208. Discharge Categories

a. **Shore - Unsuitable During Training.** Candidates who were discharged 'Unsuitable During Training' may be processed and the discharge recommendation shown on the Wastage Return used for guidance. Discharge recommendations are valid for a maximum of 3 years from date of discharge after which time candidates may be interviewed and processed on their merits.

b. **Shore - Unhappy Under-18s.** This discharge category applies to Ratings/ORs whose 6 month discharge option point has passed, but are still under the age of 18. Candidates' applications for re-entry are not to be processed until a minimum of 12 months has elapsed since their discharge. Candidates may then be processed and each candidate considered on a case-by-case basis.

c. **Shore - All Other Categories.** RISTT will consider each case on its merits, consulting the Commodore Naval Legal Services Casework Cell as necessary.

d. **Discharge as of Right - Wastage Return Recommendations.** Candidates who exercised their 'Discharge as of Right' during their first 6 months' service may be processed using the discharge recommendation shown on the Wastage Return as guidance. Wastage Return recommendations are valid for a maximum of 3 years from date of discharge after which time candidates may be processed on their merits.

e. **Fraudulent Entry.** Former ratings/other ranks discharged 'Fraudulent Entry' will normally be refused re-entry. Each application will, however, be considered by R&A on its merits.

1209. Discharge Categories - Former Army

a. Former Army personnel are not permitted to enter the RN if discharged under any of the following categories:

(1) QR (Army) 9.411 to 9.414: Not Required/SNLR. Personnel discharged from the Army after a positive CDT result are ineligible for entry into the RN.

(2) QR (Army) 9.396 or 9.397: Discharge by Court-Martial.

(3) QR (Army) 9.403 or 9.404: Misconduct, Indiscipline.

(4) QR (Army) 9.405: Retention Undesirable.

(5) QR (Army) 9.382: False Statement.

b. Before candidates are processed, RISTT must be contacted in cases of the following discharge categories:

(1) QR (Army) 9.375 or 9.402: Compassionate Grounds.

(2) QR (Army) 9.383: Unsuitable for Army Service During Training.

(3) QR(Army) 9.406 or 9.434 to 9.436 inclusive: Mentally/Temperamentally Unsuitable.

(4) QR (Army) 9.381 and 9.385 to 9.387 inclusive: Medical.

1210. Discharge Categories - Former RAF

a. Former RAF personnel are not permitted to enter the RN if discharged under any of the following categories:

(1) QR (RAF) 607(22): SNLR. Personnel discharged from the RAF after a positive CDT test result are ineligible for entry into the RN

(2) QR (RAF) 607(6) and 607(7): Dismissed.

(3) QR (RAF) 607(20): False Statement.

b. Before candidates are processed RISTT must be contacted in cases of the following discharge categories:

(1) QR (RAF) 607(11): Compassionate.

(2) QR (RAF) 607(15) to (18) inclusive: Medical.

1211. Discharge Categories - All Former Regular Service: Medical

a. Candidates who are currently in receipt of a Disability or Invalid Pension can be considered for re-entry but must be advised that if proved fit for re-entry they will no longer be in receipt of this pension and may suffer financial penalties.

b. Candidates previously medically discharged are not to be processed without the prior approval of RISTT. This category includes: ‘56 Day Rule’, ‘Invalided’, ‘Not Finally Attested’, ‘Defect in Enlistment Procedure’, ‘Unsuitable for Further Army Service’, ‘Ceasing to Fulfil Medical/Physical Standards’ and ‘Temperamentally Unsuitable’.

c. Candidates are to complete the online application form. RISTT will then consult SEMC for consideration for re-entry by the SMOSE. Each case will be considered on its merits and, in most cases, forwarded to a Service Medical Consultant for opinion.

1212. Discharge Categories - All Former Regular Service: Compassionate

Candidates who were discharged ‘Compassionate’ are to be interviewed formally to ascertain their suitability for further Service.

1213. Discharge Categories - All Former Regular Service: Redundant

a. If an individual re-enters the RN after being made redundant by the MoD, they may be required to re-pay a portion of the special capital payment determined by the duration of the break in service and the relevant period.

(1) The relevant period is determined by:

(P x 365days)/FRE; where P is the amount of the Payment, FRE is the amount of the person's Final Relevant Earnings used for calculating P.

(2) Repayment is calculated by:

(RP-SB)/RP; where RP is the number of days in the Relevant Period. SB is the number of days in the Service break.

b. Any re-entrant will be expected to repay their payments in full on re-joining.

c. The provisional entry date is not to be given to the candidate until receipt is acknowledged by Veterans UK. The receipt is to be included with the MCC when uploaded to MIS.

d. In the event of a candidate making a repayment and then subsequently not re-entering the RN, they are to be advised to contact Veterans UK for a refund.

1214. Discharge Categories - Unaccepted

a. RISTT must be contacted if there is any doubt about the validity of former service documents or discharge categories.

b. No former rating/OR is permitted to re-enter who was discharged:

(1) Deserted.

(2) Dismissed.

(3) Services No Longer Required (SNLR) (including those discharged following a Compulsory Drug Test (CDT)).

(4) Not recommended for further service in last 3 years SJAR/OJARs.

1215. Recommendation for Further Service

a. With the exception of those to be discharged deserted, dismissed, or SNLR, all ratings/ORs who have served less than 22 years are assessed as to their suitability for further naval service prior to discharge. This recommendation is recorded on the candidate's personal copy of the Form S3300c – RORRS 3 Appraisal Report/SJAR.

b. Candidates 'Not Recommended for Further Naval Service' are not permitted to re-enter and have no RFR liability.

c. In the absence of a recommendation notation on the Form S3300c/SJAR, the RISTT are to review the content of the candidate's previous reports to determine their suitability for re-entry.

1216. Sighting of Candidate's Discharge Documents and Grounds for Refusal

a. The RISTT must sight the candidate's discharge Service history on JPA and documents before processing can begin. If service was pre-JPA it the responsibility of the candidate to present their former service discharge documents.

(1) **Former RN or RM - Discharge Documents.** Former RN or RM personnel must produce either their Service Certificate, Certificate of Discharge or Form S3300c – RORRS 3 Appraisal Report/SJAR. Candidates who cannot produce their discharge documents must be instructed to provide a Subject Access Request (SAR) which is available online.

(2) **Former RAF or Army - Discharge Documents.** Former RAF or Army must produce either their Certificate of Service or Full (not Temporary) Certificate of Discharge. Candidates who cannot produce either of these documents must be instructed to contact the relevant discharging authority and request a 'Certified Record of Service'.

1217. Discharge - Repayment of Gratuity/Grants/Pension etc.

Candidates who are in receipt of a pension/Early Departure Payment (EDP) under AFPS 75 or AFPS 05 may be subject to abatement (including repayment of unexpired portion of EDP 05 lump sum). EDP or Pension payable under AFPS 15 is not subject to abatement. If in receipt of a Resettlement Grant (RG), repayment terms depend on the pension scheme under which the RG was paid. For further details see Pension Scheme Booklet MMP/116.

1218. Commonwealth Regular Service

The RN may award former service towards qualification for promotion and advancement to those with former Commonwealth Regular Service provided that the candidate achieved at least OR2/3 and held that rank for a minimum of 12 months. The decision for an award will be made during Part 2 Training, iaw BRd 3(1), part 7.

1219. Ratings Eligibility and Branch Vacancies

a. **Recruit by Profession (RbP).** Under RbP, entrants join a profession and are streamed during Phase 1 training. Rejoiners must go through a similar process to ensure parity. To that end, the following RbP policy will apply to:[1]

(1) Part-trained re-entrants (those who completed Ph1 but did not complete Ph2).

(2) Trained re-entrants who wish to change role.

(3) Transferees from other Services who wish to join in a role that is not similar to their previous one and who require conversion training.

These candidates must select a profession and provide 3 role preferences as part of their application. Applications are to be submitted to the RISTT (or Commando Training Wing (CTW) APSO for RM transfers/re-entrants). Candidates may be required to complete elements of the recruiting process, as determined by RISTT. Un-trained re-entrants and transferees must also choose a profession and three role preferences, but will be streamed with all other trainees during Ph1.

b. **RbP Re-Entry Streaming Process.** On completion of interview and eligibility checks, each candidate's role preferences are to be forwarded to the Under Trained Strength (UTS) Pipeline Manager (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM) for inclusion in the RbP selection process. Candidate's preferences will be considered alongside current service requirement and Ph 2 course loading pattern to determine role and joining date offered. This offer is to be returned to the candidate via RISTT (or CTW APSO). Candidates can accept the role and date offered, or decline; candidates who decline the role offered become ineligible to reapply for a period of 3 months.

c. **Trained Re-Entrants - Former RN 1st Class Designation and MNE 1st Class on Discharge.** Candidates may be processed into their previous role provided that role is open to recruiting.

d. **Trained Re-Entrants - Former Senior Rates/SNCOs/OR4 (Re-Entering their Former Branch).** Each application will be assessed individually by the relevant Profession Manager.

e. **Role - Untrained Re-entries.** Untrained re-entries can be processed provided their role is open to recruiting and they meet the requirements laid down in the JEM.

f. **Re-Entry Eligibility - Former Officers.** Former officers who apply to enter as rating/OR may be processed provided that they did not complete officer training. Former trained officers will not normally be considered for entry as ratings/ORs.

[1] Candidates applying for specialist roles (those that require additional testing, qualifications, medicals or Developed Vetting) are also exempt from this policy – see RNTM-01-086 New Recruit Streaming Policy.

g. **Eligibility - Serving Personnel in UKAF.** SP in the RN/RM, RAF and Army wishing to transfer to a new Service are to be signposted to the RN Careers website and instructed to make an application to transfer through their Unit CO. Personnel who are on terminal leave may be considered for re-entry.

h. **Eligibility - Personnel in Commonwealth Regular Armed Forces.** Serving Commonwealth personnel are not eligible to 'Transfer' to the RN. Candidates must be discharged from their relevant Service before entry into the RN. Candidates may be eligible, however, for the award of former Commonwealth Service.

i. **Eligibility - Full Time Reserve Service (FTRS).** Applications from candidates who are serving on FTRS commitments to enter or re-enter the RN are to be referred to the Navy People FTRS via RISTT.

1220. Medical

All candidates with former Regular or Reserve Service will fall into one of the three re-entrant categories below.

a. **Trained Strength and Part Trained Strength.** Up to 36months. For RISTT candidates, an RNMQ and SCT form is required, additionally an E-referral from RISTT to SEMC is required for scrutiny and outcome.

b. **Trained Strength and Part Trained Strength.** Over 36 months. To complete the full recruitment medical process.

c. **Untrained Strength.** To complete the full recruitment medical process. However, cases will be reviewed on a case-by-case basis if, for example the candidate has PVR'd during Phase 1 training. The initial entry medical lasts 36 from the date the medical was conducted.

1221. Trained Re-Entrant - RITS/PES

a. **RITS.** All candidates should be allocated a trained entry route on RITS. Any queries should be addressed to RISTT.

b. **PES.** If the candidate has not undertaken the RNFT/PES within the previous 12 months, they are required to carry out the PES within 3 months of joining.

1222. Security Clearance

a. Re-application for Security Clearance (SC) may not be necessary if there is a gap of not more than one year between leaving the RN and re-joining. The candidate should not have lived overseas for more than 6 months during this time. The validity of any former/suspended SC can only be ascertained by UKSV; SC clearance must be confirmed prior to any candidate re-entering service.

b. The following procedure is to be followed by Careers Staff: Conduct a VSI check to confirm the particulars of the applicant (full names, date of birth, Service number, etc.) and that the criteria are met.

c. Serving MR candidates must complete a new MoD Form 493. Unspent declared criminal convictions must meet the relevant eligibility criteria. Candidates who are eligible in all other respects with their current SC details are available will not need further SC clearance.

d. When applying for SC, former service details are to be shown on the BPSS and the relevant section of the UKSV 001. If known, the previous SC number is also to be shown on the BPSS.

e. If a nationality waiver has been given for the original entry, then this remains extant and a further application for a waiver is not required.

f. Applicants who have lived overseas since previous discharge are to be processed in accordance with the current residency rules.

1223. Engineering Ratings

a. **Eligibility.** Regular and Reserve basic eligibility remains unchanged.

b. **Qualifications.** Candidates must have achieved RPS/GTS.

c. **Initial Meeting.** Arranged online to ascertain identity and gain permission to access personal data. The relevant Profession Manager is then to decide whether an Offer of Service should be made.

d. **Selection Interview (SI).** If the relevant Profession Manager provisionally approves for the candidate to enter, a standard SI is to be conducted by the RISTT.

e. **Medical.** Candidate must be fully deployable and administered in accordance with paragraph 1221.

f. **SC.** All documentation required to assist with the provision of SC e.g. passport, birth certificate etc. needs to be sighted in order to complete the BPSS check on MIS. By verifying the documents, this makes them visible to NETE/UPO. Scanned documents will suffice to initiate SC; however, once an allocation date has been confirmed, candidates' documents must be sighted by their CA; during the SI for ratings/ORs and at a time convenient for both CA and candidate for officers – using the Shine platform.

g. **PES.** A PES is to be completed by all candidates regardless of age within 3 months of joining.

h. **Allocation to Entry.** In order to complete the three-day re-entry process, allocation will be in liaison with R&A HQ Allocations/Plans.

1224. Naval Nurses

R&A SRT MED SO3 is to be contacted for trained Naval Nurses to be assessed prior to re-entry.

1225. Trained Re-entrant - LPT

Leading Physical Trainers (LPT) who wish to re-enter must have an Enhanced Disclosure and Barring Service (D&BS) check before re-entering.

1226. Trained Re-entrant - DAA Requirements

a. Former OR2/3 and above re-entering in their former role are not required to re-take the DAA.

b. Former OR2/3 and above re-entering in a different role or Service from previously must meet the current DAA part and total scores for their chosen role. Candidates who do not meet the current DAA requirement for their new role are to be re-tested. Candidates will be allowed the same number of DAA attempts as a first time applicant.

1227. Untrained Re-entrant - DAA Requirements

a. Irrespective of the candidate's former rank/rating or role, untrained re-entrants must meet the current role entry standards.

b. Candidates who had previously achieved the necessary DAA total and part scores for their role need to re-take the DAA.

1228. Selection Interview (SI)

a. The original AFCO 101 is to be obtained from RITS provided that it is less than 3 years old from the date the candidate was discharged.

b. Irrespective of the length of break in service, a new AFCO 101 is to be raised for each candidate. The RISTT will have a great deal more information available concerning a candidate re-entering the Service than those entering for the first time. Prior to the interview, RISTT Staff should make full use of the following documents:

(1) The original AFCO 101 (if less than 3 years old).

(2) Training record (if available).

(3) Training wastage return (if available).

(4) Notations recorded on the Service Certificate.

c. Since more information is available about the candidate, the re-entry interview will differ significantly from an initial SI. It is essential that the reason the candidate was discharged from the Service, and motivation for re-entry, are fully investigated and recorded on the AFCO 101.

d. All candidates who are interviewed are to be given a full SI, which is to be recorded on the AFCO 101. The SI should reflect the interviewer's assessment of the candidate's suitability for training and Service life irrespective of test scores. The SI score should be calculated immediately after the interview and prior to a final selection decision being made. Discretion is not to be awarded for an SI score below the minimum acceptable SI for a given role.

e. **Trained Re-Entrants.** Candidates in this category will be former RN/RM who achieved at least OR2/3 before discharge and are re-entering the RN in their former role. It also applies to serving RFR/RMR candidates entering on a Special Short Service Engagement. Since the trained re-entrant will re-join the trained strength very quickly, it is essential that the AFCO 101 is as comprehensive as possible. The SI should concentrate on the following areas:

(1) Family circumstances and, if applicable, how they differ from when the re-entrant was previously in the Service. What provision is being made for the care of any children; future housing requirements should also be noted.

(2) Educational qualifications are to be compared with those noted on the applicant’s Service Certificate. Only further education and qualifications obtained since leaving the Service need to be covered in this section.

(3) Details of employment or unemployment since leaving the Service and steps taken to find employment. Financial outgoings and debts must be fully covered and the individual’s ability to manage on future Service pay.

(4) Reasons for leaving the Service and changes in circumstances to prompt application to re-enter and, if entering a new role, motivation and role knowledge.

(5) Previous notice submissions, decorations received, advancement qualifications, poor character and efficiency assessments.

f. It is important to note that the Form 101 are frequently referred to in the event of in Service representations and complaints.

g. **Untrained Re-Entrants.** The SI should follow the formal interview format, but additional emphasis must be placed on changes to the candidate’s circumstances, work record and achievements since leaving the Service and rationale for wishing to rejoin. If applicable, the steps taken by the candidate to rectify adverse comments shown on Training Records or Training Wastage returns are to be recorded on the AFCO 101.

1229. Trained Re-Entrants - Royal Marines

a. **Selection.** There is no requirement for trained RM or trained RMR ORs to undertake any form of pre-selection prior to re-entry unless stated by the Profession Manager.

b. **Trained Musician - Audition.** RISTT will establish whether or not a trained RMBS Musician is required to undertake an audition prior to re-entry.

1230. Officer Re-Entry - Application and Selection Process

a. Officers may re-enter the RN from a wide variety of source areas including those presently serving on FTRS or from the MR.

b. The single point of contact for all re-entry candidates, including ex-regulars or ex-reservists wishing to enter or re-enter the Royal Navy, is RISTT. Re-entry candidate applications sent to any other authorities, for example the CM, should be forwarded to RISTT and the candidate informed.

c. For trained re-entrants a request should then be made to RISTT. By production of WFP Proforma, which will be forwarded to the relevant Profession Manager. For untrained re-entrants, R&A will produce a WFP Proforma and forward to the relevant Profession Manager for approval.

d. RISTT will determine, in liaison with the appropriate Profession Manager and CM, whether the individual meets the Service requirement, paying particular regard to the workforce strength within the re-entrant candidate's specialisation cohort and the relevant skills, experience and qualifications they are able to offer. This is a GO/NO GO decision point. If 'NO GO', the file is to be returned RISTT, who will issue a rejection letter to the candidate. It is important that an accurate reason for the rejection is included; this should be minuted when the application was staffed by RISTT in conjunction with the appropriate Profession Manager and CM.

e. If a 'GO' decision is made, WFP Proforma will be returned to RISTT who will produce the permission letter. The RISTT will obtain the candidate's previous service medical documents and book an MME appointment, if required (see paragraph 1221). The Profession Manager should recommend an initial seniority date, commission and pay increment level to enable the creation of terms and conditions for re-entry by STRATPOL.

f. Profession Managers/CMs are to make direct contact with the candidate in order to determine the exact timing of a potential re-entry and the candidate's individual preferences on assignment. Additional discussions should cover any bespoke training package, probable career path and promotion opportunities.

g. The Terms of Service Team, in liaison with the Officer Promotion Section, will assign the type of commission for re-entry, rank and seniority on re-joining, reserved rights owing from service prior to 1 Apr 99, return of service liability for bespoke training (if appropriate) and the appropriate pay increment level which should have been proposed by Hd NPS and DDPD. Once completed, the WFP Proforma should be passed to Profession Managers to determine any entitlement to special service pay, FRI payments, uniform issue/allowances, pension information and, in a small number of cases, gratuity repayment details.

h. The proforma is then to be returned to the relevant CM who, once an entry date and assignment have been agreed, will complete the offer conditions and pass to the relevant DACOS CM for clearance. The full offer details are to be forwarded to the RISTT who will issue the approval letter, once SC process has been satisfactorily completed.

i. If the candidate wishes to proceed, they should accept the TACOS/Offer in writing, whereupon they can be administered for re-entry to the Service.

1231. Officer Re-Entry - Untrained Re-Entrants

The details of candidates who have left the training pipeline, but who have not joined the Trained Strength, and have sufficient previous service records to reflect a satisfactory performance in training, will be forwarded directly to the Training Pipeline Manager for consideration. Whenever candidates would be able to quickly alleviate shortfalls in GTS targets or specific manning shortfalls, there should be close liaison between all parties. All successful applications will be administered by the RISTT for re-entry to the Service.

1232. Officer Re-Entry - Entry Dates and Joining Instructions

a. Trained RN re-entries will enter at BRNC for a one-day induction.

b. If candidates are in-date for the PES (i.e. carried out the test within the past 12 months), they will not have to re-take the New Entry physical tests or the Naval Swimming Test. The RISTT must stress to candidates, however, that they need to follow an appropriate form of fitness programme prior to re-entry. Candidates out of date for PES must undertake a fitness test within the first 3 months of re-joining.

c. Once an entry date has been allocated, candidates should be advised to contact the relevant CM for advice. If eligible, candidates should also be advised that they may apply for Service Family Accommodation.

d. Trained re-entrants may use their own transport for joining their assignment and submit a travel claim via JPA using the receiving unit’s UIN. Alternatively, they may request a train ticket from RISTT.

1233. Officer Re-Entry - Royal Marines

a. The single point of contact for all re-entry candidates, including ex-regulars or ex-reservists wishing to enter or re-enter the Royal Navy, is the RISTT. Re-entry candidate applications sent to any other authorities, for example the CM, should be forwarded to RISTT and the candidate informed.

b. The basic process is as per RN officers detailed above.

c. All RMOs will be initially assigned to CTCRM for any update training as specified by RM Profession Manager/CM. These will normally be specified in their TACOS and on their Permission to Re-enter Service letter.

CHAPTER 13

TRANSFERRING INTO THE ROYAL NAVY

(Sponsor: NAVY RA-DHd RA)

CONTENTS

Note. *Recruiting policy is being aligned across the Services and will transfer to JSP 545 on or before 1 Apr 27; no further policy amendments or additions will be made to BRd 3(1). Recruiting-related RNTMs and RIs will remain extant until incorporated to JSP545 or cancelled.*

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CHAPTER 13

TRANSFERRING INTO THE ROYAL NAVY

1301. Definition

The term 'transfer' is used throughout this Chapter however, it is defined as: the individual being 'prematurely discharged from one Service to enter another' – see chapter 48, section 3.

1302. Reserve Forces

Transfers between the Reserve Forces should be dealt with in a similar manner to their Regular equivalents, as described in the paragraphs below. Refer also to BRd 3(2), chapter 2, paragraphs 0216 and 0227 for further information.

1303. Transfer to the RM from the RN

Processing is as follows:

a. Rating requests to Commanding Officer (CO) to transfer iaw chapter 48.

b. CO forwards rating's application to R&A's Re-joiners and Inter-Service Transfer Team (RISTT) requesting staffing clearance.

c. RISTT will apply for staffing clearance to relevant Work Force Planners (for those on the Trained Strength) and to Pipeline Management (for ratings under training).

d. The RISTT will forward the application to CTCRM PSO for ratings who are given workforce clearance.

e. The CTCRM PSO will liaise with rating's CO to arrange RM PJFT and PSO interview.

f. CTCRM PSO will inform the RISTT if the rating is recommended for RM entry.

g. For recommended ratings, RISTT will:

(1) Liaise with DDPD CM for a suitable date for the rating to be discharged from the RN.

(2) Allocate rating to a suitable Troop entry (R&A PLANS RA).

(3) The R&A RISTT will issue the transfer letter to rating's CO detailing RM entry date and processing instructions.

h. RISTT will liaise with rating for documentation and MME for medical examination.

i. Obtain rating's current SC number from UKSV for use on entry to the RM.

j. Rating is processed by the RISTT to enter CTCRM as a new entry.

1304. Transfer to the RM from the Army or RAF

Processing is as follows:

a. Airman/rank requests to Unit CO to transfer iaw individual Service instructions.

b. Army/RAF Personnel HQ forwards application to RISTT.

c. RISTT forwards application to RM Profession Manager.

d. The CTCRM PSO will liaise with aviator/rank's Unit CO to arrange RM PJFT and ROP.

e. For a recommended Airman/rank, the RISTT will:

(1) Liaise with Army/RAF Personnel HQ for a suitable date for the aviator/rank to be discharged.

(2) Allocate Airman/rank to a suitable Troop entry (R&A HQ Allocations).

f. RISTT will issue the transfer letter to Airman/rank's Unit CO and Personnel HQ giving RM entry date and instructions for the Airman/rank to be processed.

g. Airman/rank liaises with RISTT for documentation and MME for medical examination.

h. RISTT will process Airman/rank to enter CTCRM on the allocated Troop entry date.

i. Obtain Airman/rank current SC number (if held) from UKSV for use on entry to the RM.

j. Army/RAF transferees will join with their allocated Troop and will be assessed by CTCRM. They will normally complete the full training syllabus including ROP, though this may be shortened for those with suitable previous training and experience.

1305. Transfer to the RN from the RM

Processing is as follows:

a. Other Rank (OR) requests to CO to transfer iaw Chapter 48.

b. CO forwards OR's application to the RISTT requesting workforce clearance.

c. RISTT will apply for staffing clearance to RM Profession Manager and RN Profession Manager of intended role with a no-move before date from current trade.

d. For ORs who are given workforce clearance, the RISTT will process as required.

e. Candidate liaises with RISTT for processing into requested role and must:

(1) Meet the role entry criteria laid down in the Job Eligibility Matrix (JEM).

(2) Undertake a DAA if the original DAA (taken within 3 years) does not meet the entry requirements for selected role.

(3) Be recommended for entry by the RISTT at SI.

(4) Be passed medically fit by the MME.

(5) Be in date for the RMFT/PES or re-take within 3 months of transfer.

f. Obtain OR's current SC number from UKSV for use on entry to the RN.

g. For recommended ORs, the RISTT will:

(1) Liaise with the Profession Manager for a suitable date for the OR to be discharged from the RM.

(2) Arrange an entry date with INT.

h. The RISTT will then issue the transfer letter to OR's CO and HQ RM giving date of entry to RN.

i. OR is processed by the RISTT to enter RN as a new entry.

1306. Transfer to the RN from the Army or RAF

Processing is as follows:

a. Airman/rank requests to Unit CO to transfer iaw individual Service instructions.

b. Army/RAF Personnel HQ forwards application to the RISTT.

c. RISTT will assess availability of requested role.

d. The RISTT will process as required.

e. Candidate liaises with RISTT for processing into requested role and must:

(1) Meet the role entry criteria laid down in the JEM.

(2) Undertake the DAA.

(3) Be passed medically fit by the MME.

(4) Conduct PES within 3 months of joining.

(5) Be recommended for entry by the RISTT at SI.

f. Obtain Airman/rank's current SC number (if held) from UKSV for use on entry to the RN.

g. For a recommended Airman/rank, the RISTT will:

(1) Liaise with Army/RAF Personnel HQ for a suitable date for the discharge.

(2) Arrange an entry date.

h. RISTT will issue transfer letter to Airman/rank's Unit CO and Personnel HQ given date of entry to RN.

i. RISTT will process candidate to enter RN as a new entry.

1307. Transfer To RM Regular Career - Trained RMR Other Ranks

a. Trained RMR ranks transferring to regular career are required to undertake a 12-month probationary period on FTRS in a regular RM unit (ideally a CDO) and be approved for transfer by the regular unit CO.

b. It is preferable for the RMR rank to be on Mne Commando Duties (CD) FTRS commitment; during periods of Mne workforce balance, there may not be any Mne CD gaps, and only FTRS Specialist commitments will be available for the probationary period.

1308. Transfer To RM Regular Career - Serving RMR

a. Trained RMR ranks on transfer to regular career will be allocated to enter CTCRM by 0800 on, normally, the first Tuesday of each month.

b. Candidates may not make application for Service Family Accommodation until they have successfully completed the induction programme.

c. Trained re-entries may use their own transport and are to submit a travel claim via JPA using the R&A UIN. Overnight accommodation is available.

d. Normal night and weekend leave may be granted whilst at CTCRM.

e. CTCRM will process Trained re-entries and draft them to the Trained Strength, normally within the first month of joining CTCRM. It must be stressed to Trained RM re-entries, however, that they will be required to pass all elements of the Training Assessment listed below within 4 weeks of arrival at CTCRM.

f. **CTCRM Joining Routine and Initial Training Assessment.** Re-entrants report to SO3 Human Resources and undertake an Initial Training Assessment (ITA) and complete enlistment/joining brief/documentation checks. Dependent upon the outcome of the ITA, individuals will join Infantry Support Wing (ISW) for up to 4 weeks. Within ISW they will be administered by the Central Training Team (CTT) Staff and complete the following criteria checks:

(1) PSO interview.

(2) Medical and dental checks.

(3) Kit and AGR issue.

(4) Using SA80, complete Weapon Handling Tests, Annual Personal Weapon Test, and weapon training revision.

(5) Pass Basic Fitness Test and Basic Swimming Tests.

(6) Complete fieldcraft and related revision.

(7) Complete CBRN theory and practical and annual CBRN tests.

(8) Written military skills and knowledge tests.

(9) Formal interview with CO CTCRM.

g. On successful completion of applicable tests, SO3 Human Resources will inform DDPD of those who have successfully completed re-entry training. Trained re-entrants will then be assigned. Trained re-entrants who do not successfully complete re-entry training will be Discharged SHORE.

1309. Transfer to RN Regular Career – Serving RNR/RMR

Candidates who are currently serving RNR/RMR, including those serving on FTRS, can often join full-time Service more quickly than direct entrants. Where Candidates are already in-date for PES, have an acceptable in-date JMES recorded in DMICP, hold an in-date security clearance etc. these elements need not be repeated to facilitate their transfer. In practice, this means that CPCs should often not be required for those transferring from the Reserves.

CHAPTER 14

ENTERING THE ROYAL NAVY

(Sponsor: NAVY RA-DHd RA)

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Note. *Recruiting policy is being aligned across the Services and will transfer to JSP 545 on or before 1 Apr 27; no further policy amendments or additions will be made to BRd 3(1). Recruiting-related RNTMs and RIs will remain extant until incorporated to JSP545 or cancelled.*

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CHAPTER 14

ENTERING THE ROYAL NAVY

1401. Allocation of Personnel to Support Recruiting Targets

a. The Pipeline Manager provides R&A with the annual RN and RM recruiting targets. The targets show the entry pattern to BRNC, HMS RALEIGH, CTCRM and the RMSOM, segregated into roles and numbers required over 3 terms.

b. Allocation of entry dates is carried out centrally by R&A HQ Allocations. From the annual recruiting target, R&A HQ Allocations will:

(1) Produce a Recruiting Sitrep, outlining the R&A requirements for each term.

(2) Action bids from Careers Staff on the RITS system.

(3) Inform the entry establishments, a minimum of 4 weeks prior to the entry date, of the number of ratings/ORs joining by name and role.

c. The monthly RPG output updates the Recruitment Force (RF) on those role rosters that are over-subscribed. Where the recruiting targets are small and a role is over-subscribed, Careers Staff must take care to explain to candidates the likely waiting time to enter those roles before the DAA.

d. **For rating/OR candidates:** R&A HQ Allocations will allocate a provisional entry date to meet the planned training requirement on RITS. This will be automatically notified to the candidate via RITS .

e. **For officer candidates:** R&A HQ Allocations will allocate select entrants following FSB (where appropriate) 3 months prior to entry date. This will be notified to the candidate via RITS as an Offer of Service, conditional on medical fitness, security clearance and physical readiness, within 5 working days.

1402. Offer of Service - Regular Service Ratings and Other Ranks

a. On successful completion of CPC, candidates are provided a ‘Provisional Offer of Service’ from Dir P&T, as outlined in the following sub-paragraphs.

b. Following a pass at CPC a bid for an entry date is to be made to R&A HQ Allocations. A bid for an entry date is not to be made until SC has been received and BPSS validation certificate is completed.

c. Bids for entry places are to be forwarded to R&A HQ Allocations. CAs will establish candidates' earliest availability for entry and annotate on RITS . CAs will advise candidates that the allocation date offered will be the confirmed entry date, unless the candidate provides justification for this to be deferred, which is to be annotated on RITS . Candidates are to be made aware that deferment could delay entry into Service, dependent on availability of the candidate's preferred/amended entry date, which is based on Service requirement.

d. When R&A allocates an entry date, the Offer of Service is sent to the candidate.

e. Candidates who withdraw their application or become ineligible after being bid for but before being allocated an entry date are to be withdrawn or rejected on RITS which will automatically remove them from the waiting list. Should a candidate wish to re-apply to join the Service, a new application is to be made.

1403. Notice of Eligibility for Final Selection (Allocation) - Regular Service RN and RM Officers

a. Following DAA, Medical and AIB/OSC, a candidate who is ready for FSB is to be forwarded to R&A PLANS OA. For those in the following categories, a bid for an entry date is not to be made until SC/DV has been received:

(1) Trained re-entries.

(2) Candidates with declared criminal convictions.

b. The candidate must only be considered at FSB when their availability for the subsequent entry is confirmed. When R&A allocates an entry date, the Confirmed Offer of Service is to be sent to the candidate. The CA is also to:

(1) Check the candidate has passed or has a medical booked.

(2) Monitor the progress of their SC/DV application, if not awarded.

(3) Is in-date for PJFT+.

c. To enable time for the candidate to complete the remaining parts of the recruitment process, in accordance with the recruiting process outlined in chapter 10, the Notice of Eligibility for Final Selection Process should be made more than one month prior to FSB. FSB is conducted 3 months prior to entry. When all parts of the recruiting process at sub-paragraph b are complete the Confirmed Offer of a Joining Date is to be issued to a candidate who has been successful at FSB, not less than 31 days before the entry date.

d. Candidates who withdraw their application or become ineligible after being bid for but before being allocated an entry date are to be withdrawn or rejected on RITS which will automatically remove them from the waiting list. Should a candidate wish to re-apply to join the Service, a new application is to be made.

1404. Notice Eligibility for Final Selection Process - Informing Officer Candidates

a. Great care must be taken by Careers Staff to ensure that candidates understand that entry is not yet guaranteed. This is made very clear in the associated RITS communication but should be reinforced with effective Customer Relationship Management.

b. The CA is to ensure that candidates are informed of their Notice of Eligibility for Final Selection Process, initially by telephone and then by RITS communication. All candidates must be sent this communication. Before talking to the candidate, and sending the communication, all time-sensitive elements of the selection process are to be completed; any that are going to become out-of-date before the entry date are to be re-booked. Consideration and planning for the dates of the MedFit, OSC (RM only), and SC/DV (pre-confirmed offer) are also to be made, as appropriate. Any elements that require re-taking or completing are to be explained to the candidate and are to be completed as early as possible.

c. The CA must inform R&A Allocations immediately if, during the SC/DV process, UKSV ask for additional information. R&A Allocations will then discuss with the CA the feasibility of the provisional entry date. Candidates who are contacted during the SC/DV process regarding undeclared criminal convictions or debt should be made aware of a possible delay in entry or rejection of their application. If the SC has not been awarded 31 days prior to joining, the Confirmed Offer will not be made, and the entry date should be deferred.

1405. Confirmed Entry Dates - Candidates not Cleared or Waived Within 31 Days of Entry

a. For all candidates, it is possible that some candidates will have their Offer of Service (rating or OR)/Eligibility for Final Selection Process (officer) withdrawn because SC/DV has not been received. It will take great care and professionalism by the CA to ensure this disappointing news is given to the candidate in a sympathetic and clear manner immediately when the decision is known. The candidate should, if possible, be informed by telephone, and must be told by a qualified CA. This is to be followed up by the appropriate RITS letter.

b. The security authorities are not obliged to give a reason for refusal or delay in giving SC/DV. Therefore, the candidate must be left in no doubt that the delay is because R&A has not yet been given final approval. The candidate is to be reassured that all efforts are being made to obtain approval, and as soon as it is received the candidate will be informed. The candidate is not to be allocated a further provisional entry date until SC/DV has been received.

c. Understandably the candidate, and their family, may feel some concern when given this news. Careers Staff must frequently keep in touch with the candidate and their family to assure them that every effort is being made to obtain approval and that they have not been forgotten. Therefore, all candidates unable to achieve SC/DV 31 days prior to entry should have their entry day deferred, where possible.

d. Once SC/DV is received, R&A will endeavour to allocate the candidate to the first available entry and inform the CA immediately.

1406. Final Entry Brief (FEB)

a. All FEBs for officer candidates are delivered by the respective NETE for which they are applying. These will be delivered in the weeks prior to an intake, the details for which will be promulgated following the FSB via RITS .

b. All FEBs for ratings and OR candidates will be delivered during their CPC. RN CPC will deliver the FEB to all attendants, whilst RM CPC will deliver the FEB to all successful attendants.

c. Should any candidate not be able to attend their FEB, whether digitally or at their respective CPC, their CA is to organise a bespoke FEB (digital or face to face), which is to be recorded on the SHINE platform and the event registered on RITS .

d. R&A are still responsible for the delivery of FEBs for Royal Marine Band Service candidates.

1407. Mandatory Compliance Checks (MCC)

a. CAs are to ensure the MCC (available on the RTAG SharePoint page) has been initially completed prior to an issue of a Notice of Eligibility (officer candidates)/Offer of Service (ratings/RMOR). This is to be countersigned by a CA2.

b. Further checks are to be completed by the Confirmed Offer of Service (all candidates). Specifically, MCCs are required to be completed by the Final Update Interview (ratings/OR candidates) or by the FEB (officer candidates). This final check is to be countersigned by a CA1, ready for the candidate’s entry.

c. Upon completion, all completed MCC forms are to be stored on the candidate’s RITS.

d. **Maritime Reserves.** MR MCCs are required as candidates are advised on the attestation letter to take the following documents to attestation:

(1) Identification documents that includes photograph (passport, driving licence etc.).

(2) Birth certificate.

(3) The completed MR Attestation papers to be produced at attestation.

1408. Entry Establishments - Arrival

All RN and RM candidates are to arrive at their NETE as per their joining instructions and FEB. If a candidate informs a CA of their late-notice withdrawal, the CA should inform the HQ Allocations Staff, who will then notify the NETE accordingly.

1409. RNR Entries - Attestation

a. RNR candidates may only attest once their SC has been completed and is held. They are not a RNR recruit until all elements of the recruitment process are completed in full.

b. After attestation the recruiting process continues until all elements are completed in full.

1410. RNR Entries - RNR Documentation for Entry

a. In addition to the required MCC documents (paragraph 1407) the following documents are required:

(1) Photocopy of passport.

(2) PJFT certificate.

b. The following forms are to be completed by all candidates during the in unit induction day, retained at the RNR unit and married up with MCCs in due course:

(1) MOD Form 134: Official Secrets Act.

(2) JPA Standard Journey Claim (HDT details).

(3) SPVA Form F Ident 1024 (Rev 05/09) ID Card Application Form.

(4) JPA N006: Privately held Wills Form.

(5) NoK details.

1411. RNR Entry Process

a. Once an application for SC has been made, UKSV will inform the CA once SC has been given. SC details are then to be entered into RITS.

b. A standard allocation pattern will be followed by R&A Allocations RA for all new entries, with the following dates: 1 Jan, 1 Mar, 1 May, 1 Jul, 1 Sep and 1 Nov.

c. Once allocated, an 'Offer of Service' letter advises the candidate they have successfully completed the recruitment process:

(1) **For RNR Ratings.** The candidate's CA is to generate 'RNR Offer of Service' letter in RITS.

(2) **For RNR Officers.** RA-MR Recruit SO2 will generate an RNR Officer Letter of Entry. The letter is then sent to the CO of the parent RNR Unit.

1412. MR Officers - Rank on Entry

The regulations concerning the rank of officers on entry are at part 7, chapter 48.

1413. RNR Officer Entries - Entry Letter

Once all elements of the recruiting pipeline are completed, an allocation date will be identified. The candidate will be allocated on RITS and once the allocation is completed, an Entry Letter will be sent to the candidate by R&A-MR Recruit SO2 copying in the unit, the training management area, and the respective RSU so that Phase 1 training can commence, and the appropriate pay and uniform be issued.

CHAPTER 15

RECRUITING GLOSSARY

(Sponsor: NAVY RA-DHd RA)

Note. *Recruiting policy is being aligned across the Services and will transfer to JSP 545 on or before 1 Apr 27; no further policy amendments or additions will be made to BRd 3(1). Recruiting-related RNTMs and RIs will remain extant until incorporated to JSP545 or cancelled.*

AA	Advanced Apprenticeship	
AC	Aircraft Controller	
ACA	Assistant Careers Adviser	
AE	Air Engineering	
AFCO	Armed Forces Careers Office	A Tri-Service Careers Office
AFCO Form 101	The report used to record the Selection interview	
AFCO Form 104	Application for a Commission in the Naval Service (Supplement to Application Form)	
AFCO ME	Armed Forces Careers Office Medical Examiner	
AF	Application Form	
AIB	Admiralty Interview Board	The selection board for officer candidates
Applicant	An individual who has successfully submitted an application form.	
APWT	Annual Personal Weapons Test	
APC	Army Personnel Centre	
ASAP	as soon as possible	
AV MED	Aviation Medical	
BFT	Basic Fitness Test	
BCU	Birmingham City University	
BI	Business Insights	
BM	Branch Manager	
BOP	Branch of Preference	
BPSS	Baseline Personnel Security Standard	
BRd	Book of Reference	
BRNC	Britannia Royal Naval College Dartmouth	New Entry Training Establishment
BSVR	Baseline Standard Verification Record	
C&NB	Commonwealth and non-British	

(Continued)

RECRUITING GLOSSARY (*Continued*)

CA	Careers Adviser	
CA1	Careers Adviser Level 1	
CA2	Careers Adviser Level 2	
CA3	Careers Adviser Level 3	
CAIB	Captain Royal Navy Admiralty Interview Board	
Candidate	An individual in the recruiting process from application to entry into service	
CBAT	Computer Based Aptitude Test	
Cdr A	Commander Air	One of the AIB Board Presidents
Cdr E	Commander Engineering	One of the AIB Board Presidents
CDT	Compulsory Drug Testing	
CEE	Central Eastern England	
Cerberus	National Security Vetting software application for processing Security Clearances	
CHS	Capita Health Services	
CM	Career Manager	
CMC	Contact Management Centre	
CMGS	Critical Manning Groups	
CMR	Commander Maritime Reserves	
CNB	Commonwealth and non-British	
CoC	Certificate of Competency	
Contact	A member of the target audience who seeks information about a military career. They become a contact once personal details, to enable future correspondence, have been recorded to an electronic database and they have agreed to correspond in future.	
COTF	Chaplain of the Fleet	
CP	Careers Publication	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

CPC	Candidate Preparation Course	A fitness/medical assessment, and familiarisation visit conducted at either HMS Sultan, MOD Caledonia or HMS Cambria for RN candidates, or CTCRM Lympstone for RM candidates.
CRM	Candidate Relationship Management	
CRP	Customer Response Process	The process managed by Data Force
CSSRA	Countries to which Special Security Regulations Apply	
CT	Cryptologic Technician	
CTCRM	Commando Training Centre Royal Marines	
CTOS	Common Terms and Conditions of Service	
CWC	Credit Worthiness Check	
DAA	Defence Aptitude Assessment	
DAF	Disclosure Application Forms	
D&BS	Disclosure and Barring Service	
DBS	Defence Business Services	
DC	Disclosure Certificate	
DDC	Directorate of Defence Communications	
DDS	Defence Diving School	
DDPD	Deputy Director People Delivery	The DDPD Workforce Change Management Team manage changes to the Naval Service workforce requirement
DGE E	Direct Graduate Entry Engineering	
DET	Direct Entry Technician	
DEPOT	Direct Entry Petty Officer Technician	
DGE	Direct Graduate Entry	
DMG	Defence Medical Group	
DOB	Date of Birth	
DPA	Data Protection Act 1998	
DPFT	Diver's Physical Fitness Test	
DPP	Delivery Pinch Point	
DSUS	Defence STEM Undergraduate Scheme	
DUDT	Discharge Unsuitable During Training	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

DV	Developed Vetting	
Enquirer	An individual whose enquiry can be measured	
Entrant	A person who begins first day of service based on data from JPA – on strength on first day of current month but not first day of previous month	
EOI	Expression of Interest Form	
ESM	Education Scoring Matrix	
ET	Engineering Technician	
ETM	Engineering Training Management	
EW	Educational Waiver	
F2F	Face to Face	
F&C	Foreign and Commonwealth candidates	
FA	Fitness Assessor	
FAA	Fleet Air Arm	
FAT	Flying Aptitude Test	
FBM	Final Board Mark	
FEB	Final Entry Brief	
FMed1	Medical Examination Report	
FMed691	Medical Transit Envelope	
FOC	Full Operating Capability	
FOQ	Family Origin Questionnaire	
Form S1605	Applicant's Document Cover	A folder which holds the candidate's relevant paperwork whilst undertaking the recruiting process
Form S3049	Attestation Form for the entry/re-entry of RN ratings/RMORs into the Naval Service	Specific forms exist for RN and RM.
FSB	Final Selection Board	
FTA	Failed to Attend	
FTRS	Full Time Reserve Service	
GCHQ	Government Communications Headquarters	
GS	General Service	
GDC	General Dental Council	
GLSE	Greater London and South East	
GMC	General Medical Council	
GTM	Guidance and Testing Module	
GTS	Gains to the Trained Strength	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

Hd NPS	Head Navy People Strategy	
HCPC	Health Care and Professions Council	
iaw	in accordance with	
ID	Identification	
INM	Institute of Naval Medicine	
IOC	Initial Operating Capability	
INM	Institute of Naval Medicine	
JEM	Job Eligibility Matrix	
JPA	Joint Personnel Administration	Software application to manage personnel pay and allowances, leave, career management and reporting system
JSP	Joint Service Publications	
JSP 440	Joint Service Publications Defence Manual of Security	
LfE	Learning from Experience	
MCC	Mandatory Compliance Check	
ME	Marine Engineering	
Med	Medical	
MIS	Management Information System	The computer system that manages the candidate's recruiting journey – currently RITS (see below)
MME	Military Medical Examiner	
MOD (or MoD)	Ministry of Defence	
MOD Form 486	Under 18 years of age parental consent form	
MOD Form 493	The Rehabilitation of Offenders Act	Used to determine eligibility
MPP	Manning Pinch Point	
MR	Maritime Reserves: Royal Naval Reserve and Royal Marines Reserve	
NCS	Naval Careers Service	
NENI	Northern England and Northern Ireland	
NETE	New Entry Training Establishments (BRNC Dartmouth, HMS COLLINGWOOD, HMS RALEIGH, and Commando Training Centre Royal Marines)	
NFA	Not Finally Approved	
NFA(MED)	Not Finally Approved (Medical)	
NLI	No Longer Interested	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

NMHQ	Naval Mental Health Questionnaire	
NPS	Naval People Strategy	
NPT	Naval Personnel Team	(RES) - Reserves (X) - Warfare (E) - Engineering (LM) - Logistics and Medical (RM) - Royal Marines
NSI	Not suitable at interview	May be followed by a period of time in months which must have elapsed before the candidate can be re-interviewed e.g. NSI(3). May also be followed by (R) which indicates that the candidate has been rejected
NSVS	National Security Vetting System	
OAQ	Officer Applicant Questionnaire	Formerly OIF
OASC	Officers' Aircrew Selection Centre	
OC	Officer Commanding; Officer Course	
OCLC	Officer Careers Liaison Centre	An office that manages the officer recruiting Journey
OIM	Officer Interview Module	
OPL	Office Pack Log	
OPS	Operational Performance Statement	
OR	Other Rank - usually Royal Marine	
OSC	Officer Selection Course	
PDA	Potential Diver's Assessment	
PJFT	Pre Joining Fitness Test	A mandatory basic fitness standard for all candidates
PJHQ	Permanent Joint Headquarters	
PMO	Principal Medical Officer	
PMU	Permanently Medically Unfit.	
PNC	Police National Computer	
Potential Entrant	An individual who has successfully completed the selection process and has accepted an offer to join a Service	
PR	Public Relations	
PRT	Pre-enquiry Recruit Testing	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

PSC	Pre-Uniformed Service Course; Public Service Course	
PSyA	Principal Security Adviser	
PSO	Personnel Selection Officer	
PTB	Procedures and Practice Test Booklet	
PVR	Premature Voluntary Retirement	See VO
Q	Qualified	
QARNNS	Queen Alexandra's Royal Naval Nursing Service	
QRRN	Queen's Regulations for the Royal Navy	
R&A	Recruitment and Attraction The authority which controls recruitment for the Royal Navy Recruitment and Attraction	
R&A BPM SO2C	Business and Policy Manager Staff Officer 2 Civilian	
R&A HQ	Headquarters Recruitment and Attraction	
R&A NMD	Nursing, Medical and Dental Recruitment and Attraction	
R&A Plans OA	Officer Allocation Recruitment and Attraction Re-Joining Policy	
R&A Plans RA	Ratings Allocation Recruitment and Attraction Re-Joining Policy	
R&A P&P AO	Policy and Plans Administration Officer	
R&A Policy SO2	Policy Staff Officer 2	
R&A Plans SO2	Plans Staff Officer 2	
R&A Policy SO3	Policy Staff Officer 3	
R&A Plans SO3	Plans Staff Officer 3	
R&A Policy WO1	Policy Warrant Officer 1	
R&A RISTT CA2	Re-entry Processing Cell CA2	
RAF	Royal Air Force	
RALEIGH TUPO	HMS RALEIGH Trainee Unit Personnel Office	HR and administration office for new entry recruits
Rating	A non-officer Naval Service entrant	
RBM	Regional Business Manager	
Re-Entrant	A candidate who has former service in the United Kingdom's Armed Forces	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

RFA	Royal Fleet Auxiliary	
RFA 96	Reserve Forces Act 1996	
RFI	Request For Information	
RFR	Royal Fleet Reserve	
RFP	Request For Processing	
RGM	Recruiting General Memorandum	
RI	Recruiting Instruction	
RISTT	Re-joiners and Inter-Service Transfer Team	
RITS	Recruitment Information Technology System	Management Information System
RM	Royal Marines	
RM GD	Royal Marines General Duties	
RMBS	Royal Marines Band Service	
RMOR	Royal Marines Other Rank	
RMR	Royal Marines Reserve	
RMSOM	Royal Marines School Of Music	
RMYO	Royal Marine Young Officer	An officer in training at CTCRM
RN	Royal Navy	
RNAC	Royal Navy Acquaint Centre	
RNCIO	Royal Naval Careers Information Office (Single Service)	
RNFT	Royal Navy Fitness Test	
RNP	Royal Navy Police	
RNR	Royal Navy Reserve	
RNTM	Royal Navy Temporary Memorandum	
RO	Recruitment Officer	
RPW	Rockport Walk	A method of conducting the RNFT available to personnel over the age of 40
RoI	Republic of Ireland	
ROM	Recruiting Operations Manual	
ROP	Recruit Orientation Phase	
RPG	Recruitment Performance Group	
RSOPs	Recruiting Standing Operating Procedures	
RTAG	Recruiting Training Assurance Group	
SAE	Stamped Addressed Envelope	
SC	Security Clearance; Service Certificate	
SCO	Scotland	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

SCT	Sickle Cell Trait	
SCU	Special Communications Unit	
SEMC	Service Entry Medical Cell	
SFA	Special Flying Award (Obsolete)	
SG	Selection Grade	
SI	Selection Interview	
Sift	Officer candidate's filter interview, normally carried out by CA to assess suitability to attend AIB	
Sitrep	Situation Report	
SM	Submariner	
SME	Subject Matter Expert	
SMDI	Senior Military Diving Instructor	
SMO SE	Senior Medical Officer Service Entry	
SMO SE PA	Senior Medical Officer Service Entry Personal Assistant	
SO	Staff Officer	
SP	Service Personnel	
SpLD	Specific Learning Difficulties	
Spoke	A careers office, formerly known as an AFCO (Armed Forces Careers Office)	
SPP	Sustainability Pinch Point	
SPVA	Service Personnel and Veterans Agency	
SQEP	Suitably Qualified and Experienced Personnel	
SRO	Senior Recruitment Officer	
SRT	Specialist Recruiting Team	
STEM	Science, Technology, Engineering and Mathematics	
STRATPOL	Strategic Policy	
SW	South West	
Tier (1 and/or 2) Country	Countries to which special security measures apply	
TMU	Temporarily Medically Unfit	
TORs	Terms of Reference	
TPUK	Teleperformance United Kingdom	Contracted Contact Centre used in recruitment
TSO	Training Selection Officer	
UCAS	University and Colleges Admission Service	
UCE	University Cadetship Entry	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

UKAF	United Kingdom Armed Forces	
UKSV	United Kingdom Security Vetting	
UKSV 001	United Kingdom Security Vetting 001	Online form owned by DBS sent to candidate for security check
UGAS	Undergraduate Apprenticeship Scheme	
UIN	Unit Identification Number	
URN	Unique Reference Number	
URNU	University Royal Naval Unit	
UTS	Untrained Strength	
VO	Voluntary Outflow	
WE	Weapon Engineering	
WWE	Wales and Western England	
X Branch	Warfare Branch	
XOES	Warfare Officer Entry Section	

CHAPTER 16

ROYAL MARINES RESERVE (RMR) TO GENERAL SERVICE (RMGS) TRANSFERS

(Sponsor: NAVY PEOPLE-WFPT RM SO1)

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1604. Terms and Conditions of Service
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CHAPTER 16

ROYAL MARINES RESERVE (RMR) TO GENERAL SERVICE (RMGS) TRANSFERS

1601. Introduction

Transfer from the RMR to the RMGS has previously risked being a lengthy process. Following a review of fully trained RMR Service Personnel (SP), in most cases, can now transfer to the RMGS without having to go via an Armed Forces Careers Office (AFCO). This streamlined process creates more certainty for the individual and enables Dir P&T to react more quickly to workforce requirements.

1602. Eligibility

This policy is aimed at trained RMR SP only, (individuals who are currently on RMR List 3 are not eligible). Exceptionally, RMR UTS SP can transfer under this system but will be required to carry out the full RMGS training at CTCRM including Recruit Orientation Phase (ROP)[1].

1603. Process

A summarised version of the process is[2]:

a. SP requests to join the RMGS.

b. Eligibility verified by Recruitment and Attraction (R&T) Re-entrant Processing (RP) and background checks conducted.

c. Terms and Conditions of Service (T&CoS) agreed and offer extended to SP.

d. SP confirms with RP that they are content to proceed.

e. Transfer date agreed between all parties.

f. SP joins CTCRM for induction tests, re-training assessment and Attestation.

g. SP joins gaining unit on completion of re-training.

1604. Terms and Conditions of Service

a. RMR SP transferring to RMGS will be placed on a bespoke TACOS based on the needs of the Service at the time of entry.

b. All relevant stakeholders[3] in consultation will consider prior service, seniority and any Specialist Qualifications when determining the SP's T&CoS. A letter of offer will then be sent to R&T RP who will forward to the SP with supporting joining instructions.

[1] SP will enter as UTS to conduct full RMGS Recruit Training. However, CTW CO has the right to fast track if deemed suitable.
[2] A detailed flow diagram of the process is at Annex A, B and C.
[3] P&T including RMBM/CM Whole Fleet Managers.

1605. Royal Marines Fitness Test

If not in date, the SP will be required to undertake the RM Fitness Test (Alternative) (RMFT(A))[4] on entry at CTCRM. Failure will result in RTU and risks the SP's application to transfer stalling. Regulations pertaining to the RMFT(A) will be in accordance with service policy.

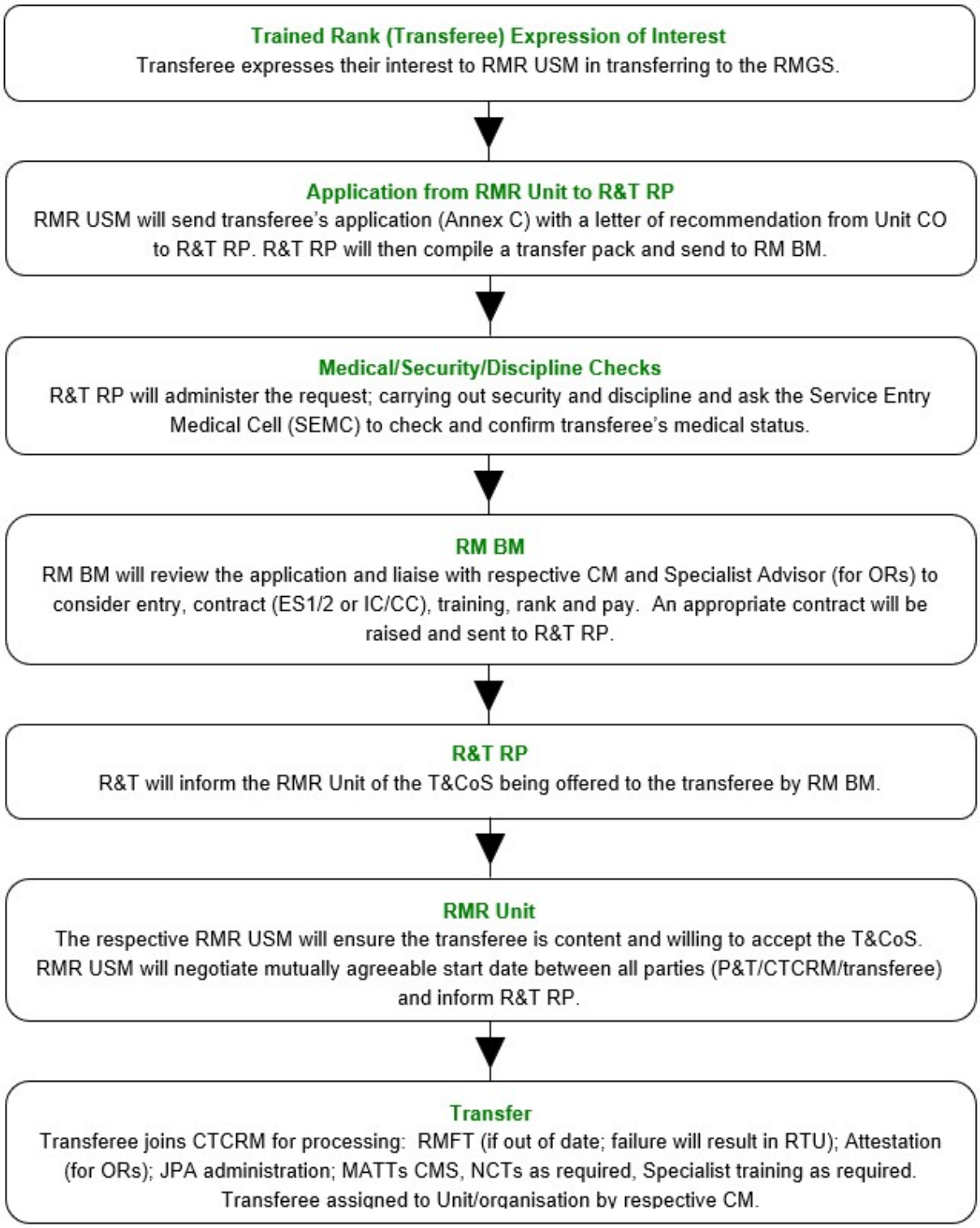
1606. Mandated Individual Training and Re-Training

The SP must be in date for relevant mandated individual training (MATTS/NCTs) prior to joining their Unit and will not be assigned out of CTCRM before these are completed. In addition, if required the SP will be directed to Specialist Wing so an assessment can be made of their Specialist Qualification skills and ability. Any training shortfalls will be rectified prior to the SP joining a Unit and the length of time the SP spends at CTCRM will depend on currency and competency levels.

[4] RMFT(A): 'Predictor', Annual In-Service test, where resources to conduct the full RMFT are not available but the results of this suite of gym-based tests will determine physical ability to succeed at RMFT.

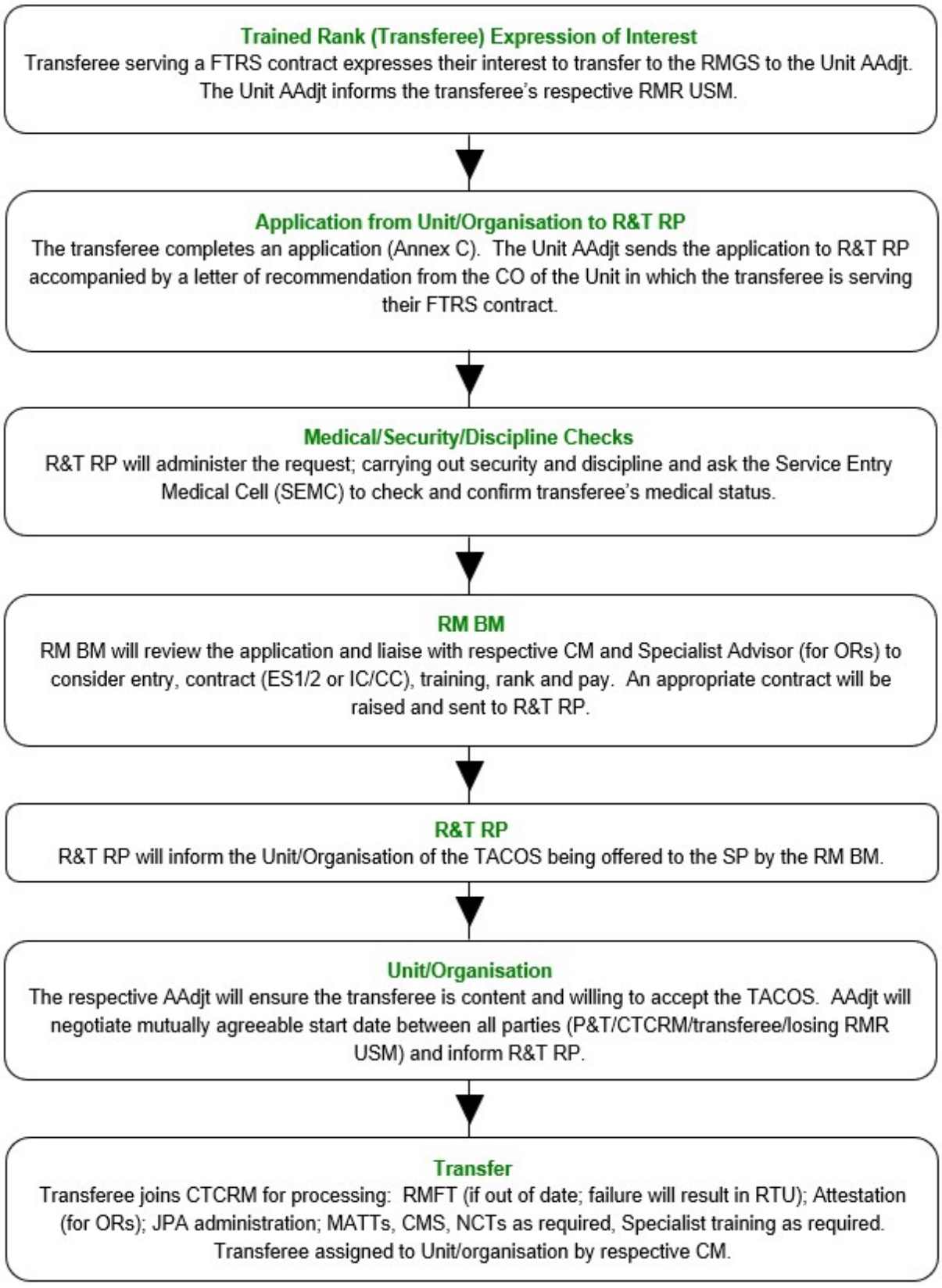
ANNEX 16A

RMR TO RMGS TRANSFER PROCESS FLOW CHART



ANNEX 16B

RMR ON FTRS TO RMGS TRANSFER PROCESS FLOW CHART



ANNEX 16C

RMR TO RMGS TRANSFER APPLICATION

The following is the generic re-entry proforma to be completed by the CoC and individual, it is to be accompanied by the COs letter of recommendation to R&T (RP).

From:

Date:

To: R&T/RP/

Surname & Initials:	
Service Number	
Date of Birth	
Substantive Rank	
Date Joined RMR	
Date Joined - Left Regular Service if applicable	
Current TX Date	
Annual Salary	
Pay Increment Level	
Trade Supplement	
Incremental Base Date (IBD)	
Seniority Date	
National Insurance Number	
Current Trade	
RN Branch/Trade/RM Spec Requested	

CHAPTER 17

SPARE

CHAPTER 18

SPONSORED UNDERGRADUATES

(Sponsor: NAVY TRG BRNC-DSUSO)

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CHAPTER 18

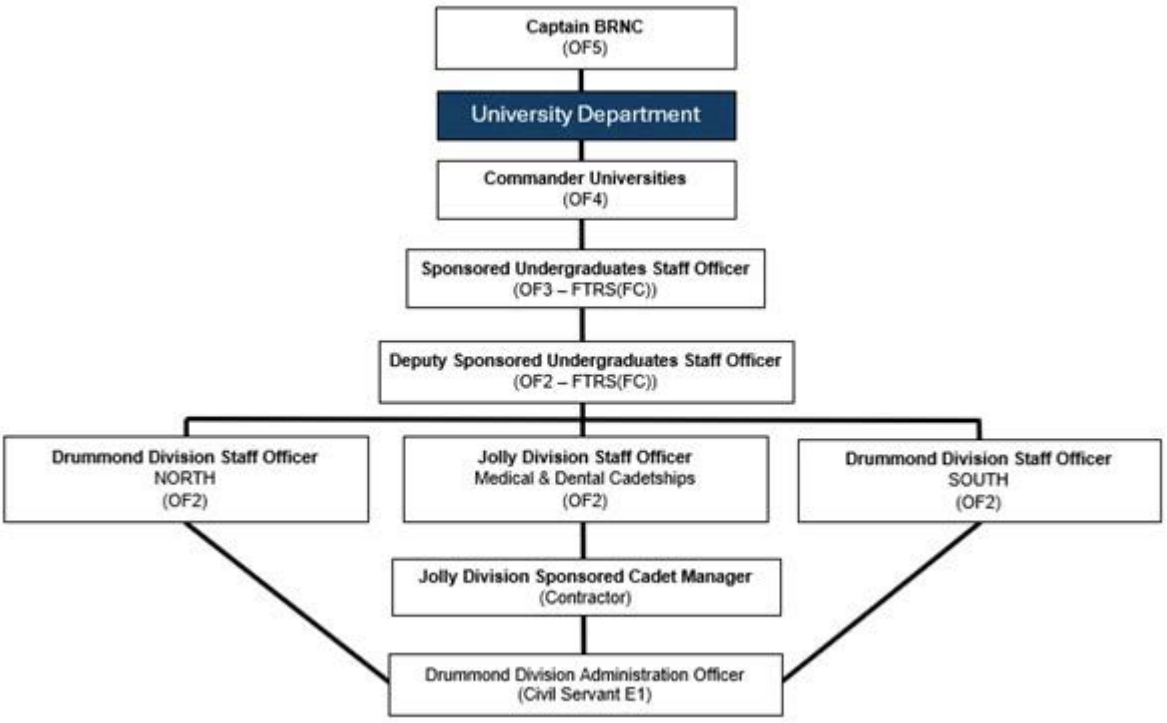
SPONSORED UNDERGRADUATES

1801. Introduction

a. Sponsored Undergraduates (SUs) are individuals who are sponsored by the Royal Navy through to completion of their respective degrees. The Sponsored Undergraduates Department (a sub department of the Universities Department) oversees and administers those individuals who have been selected, either prior to joining Initial Naval Training (Officer) (INT(O)) at Britannia Royal Naval College (BRNC) or thereafter. This chapter and its associated Annexes outlines governing policy and administration by the Sponsored Undergraduates Department.

b. SUs are encouraged to be members of the University Royal Naval Units (URNU) affiliated to their university, for the purpose of training and development. The SU Department is primarily a point of contact for, and delivery of, welfare and duty of care for the individuals; however, the URNUs will be able to provide a basic level of welfare and duty of care oversight, should the need arise. The SUs are entirely separate from URNU Cadets in that organisation, and they fall administratively and divisionally within the BRNC chain of command through the Sponsored Undergraduates Staff Officer (SUSO), Commander Universities (Cdr U) with Capt BRNC as their Commanding Officer. URNU Officers in Charge (OICs) and Coxswains are strongly encouraged to feed any N1 issues directly to either the SUSO or Deputy Sponsored Undergraduate Staff Officer (DSUSO). Captain BRNC retains welfare and duty of care over all SUs.

Fig 18-1: Sponsored Undergraduate Department Structure



c. The SU Department Battle Rhythm and administration and detail on the individual Undergraduate schemes can be found in Annexes 18A-18E.

1802. Administration at BRNC

Further details on the administration of SUs can be found at Annex 18F.

1803. Warnings Process

a. SUs and FYs studying pre-Phase 1 are on probation for the whole period of their training and the Ministry of Defence (MOD) reserves the right to terminate a Commission / Sponsorship at any time if:

(1) The academic standard required has not been achieved.

(2) Professional conduct is unsatisfactory (Courage, Commitment, Discipline, Respect, Integrity, Loyalty (C2DRIL), and Leadership or Temperament is deemed unsuitable).

b. The warning process will be managed by the SU Department and follows the spirit of assessment of any failure as is carried out by BRNC[1].

1804. Academic Failures

a. Where an individual fails a year, and that failure would result in further cost to the RN for an individual to retake the year, a Case Conference will be required to review whether financial support will be granted. The budget owners of the sponsorship schemes will need to be included in any discussions / decisions made. (NAVY COMMAND/R&A/CSOC).

(1) **MDCs.** Failure of an intermediate examination, which requires repetition of a year, will result in a Case Conference. A decision will be made as to whether they can continue with their Cadetship. MDCs will either be withdrawn from training altogether or permitted to re-sit the year. If permitted to re-sit the year, the RN will NOT cover the costs of University Fees but will continue to pay their salary, the individual will remain on the same pay spine as the failure year.

(2) **UY & UGAS students.** Post Phase 1 personnel who fail an intermediate examination which requires repetition of a year will be permitted to re-sit the year. The RN will NOT cover the costs of University Fees for the re-sit year, but will continue to pay their salary, the individual remaining on the same pay spine as the failure year.

(3) **UCE students.** Failure of an intermediate examination which requires repetition of a year will, as Post Phase 1 personnel, be permitted to re-sit the year. The RN will NOT cover the costs of University Fees for the re-sit year, but will continue to pay their salary, the individual remaining on the same pay spine as the failure year.

[1] BRNC CTM 17/25 Britannia Royal Naval College INT(O) Warning Process

(4) **DSUS students.** Failure of an intermediate examination, which requires repetition of a year, will result in a Case Conference. A decision will be made as to whether they can continue with their Cadetship. DSUS will either be withdrawn from training altogether or permitted to re-sit the year. If permitted to re-sit the year, the RN will NOT cover the costs of University Fees but the individual may continue to receive RSDs, T&S, Bursary and Bounty (up to 3 years maximum) as determined by the Case Conference, this will be impacted by the maximum budgeted numbers on the scheme. The individual will remain on the same RSD pay spine during the re-sit year.

1805. Withdrawal from Training

a. Additionally, SUs may find that they are withdrawn from training, effectively resulting in their sponsorship being terminated, also resulting in their space at BRNC being reviewed and a Debt Recovery process taking place. This process can apply to SUs across all schemes, though the processes are subtly different. The following are examples of circumstances under which an individual may withdraw from training:

(1) Voluntary withdrawal from Training (VWFT)

(2) Compulsory withdrawal from Training (CWFT)

(3) Medical Reasons.

(4) Warnings as highlighted earlier at para 1803.

(5) Unlawful actions - any ongoing/police legal matter under investigation.

(6) Failure to meet the mandatory Educational Standards required of your Deed of Acceptance.

b. Each circumstance will be decided on its merits, and with close consultation with the individual, and respective CMs. SUs are eligible to submit a request to VWFT at any time between becoming a Sponsored Undergraduate and Joining BRNC for INT(O), however, once at BRNC, INT(O) Ship's General Orders (SGOs) will apply.

c. During sponsorship, those on the Medical or Dental schemes may request permission to VWFT at any time (before the Premature Termination of Career Training (PTCT) and prior to joining INT(O) for Jolly Division) and before completing their RoS period. Requests will be passed to Captain BRNC for approval and are normally granted, after engagement has taken place with their specialisation UCM, the Deanery and R&A, providing the decision is made IAW BRd 3(1) Ch 54. At this point, there will be departmental action for SUSO and/or DSUSO to take, all of which are outlined in BRNC SGOs.

d. Where an SU's performance falls below the standard required and the proper Character & Leadership (C&L) is not met, or Professional Warnings have been applied, SUSO may submit a request for CWFT. The process, outlined in BRNC SGOs, will be followed.

1806. Debt Recovery for SU leavers

a. As highlighted in JSP 750, those awarded university Cadetships are required, as a condition of the offer and subsequent undertaking, to agree to repay the costs of the Cadetship should they fail to complete the full course and subsequent mandated RoS. Criteria will be applied to the assessment of what amount will be recovered. For further information on this, UDSOs or JSP 750, should be consulted.

b. Ahead of any Debt Recovery Letter being issued, SUSO will call a Case Conference to discuss the recovery with the appropriate stakeholders IOT make the right decision. On completion, a letter will be sent to the individual to inform them of the outcome of the Case Conference.

c. Once an assessment has been made regarding the amount of debt to be recovered, the SU Department will initiate debt recovery with the information being passed to Defence Business Services (DBS), where they will handle the debt recovery on behalf of the sS.

1807. Sponsored Undergraduate Travel Abroad

SUs may leave the UK to partake in a wide variety of evolutions organised and managed by the RN, and where there may be a duty element to that evolution. The SU department has generated internal policy which sets out the procedure for planning an individual's time abroad and to highlight actions that may need to be completed as part of preparations for sending different genres of SUs abroad either on duty, or for other types of evolution. Two checklists have been generated to aid in departmental planning, and for the individual proceeding abroad.[2] Further guidance on this internal process is incorporated in UDSOs, however the scenarios at Annex 18G are a *non-exhaustive* list of overseas evolutions that SUs may partake in – any additional evolutions that are generated should follow the spirit of this document with the evolution lead taking due consideration to its contents.

1808. Sponsored RN Personnel Volunteering and Off-Duty Employment

a. All personnel wishing to seek external off-duty employment, including unpaid voluntary work, are required to seek approval from Capt BRNC. This includes during Annual Leave, Terminal Leave, and when on a Career Intermission (CI). However, the RN will only restrict the off-duty activities of personnel where necessary and when justifiable.

b. Employment includes any profession, engaging in trade or accept any profitable employment; being a member of a governing body (including a director) of any corporation, company, or undertaking, or of any partnership engaged in any trade or carrying on any profession.

[2] UDSOs.

c. Nor can they assist, advise or act directly or indirectly as an agent for any corporation, company, partnership, undertaking or individual who is carrying on any profession or is engaged in trade or profitably employed.

d. This policy applies during all off-duty and leave periods, including during Terminal Leave, noting paid employment during Graduated Resettlement Time (GRT) is not permitted; it also applies during CIs. Where authority is given for business interests or off duty employment, the MoD will accept no liability for any such activity and personnel are to ensure they have adequate insurance[3]. Further specific information and request forms are reproduced in UDSOs.

[3] For further detail refer to BRd 2 Chapter 84.

ANNEX 18A

SPONSORED UNDERGRADUATES DEPARMTMENT BATTLE RHYTHM AND ADMINISTRATION

1. The staff that make up the Universities Department have a varied range of objectives to achieve throughout the academic year, ensuring the output and divisional objectives are met. This Annex outlines the structure of that delivery within the academic year.

a. **Battle Rhythm Structure.**

(1) The timeline will run with the same structure as the Universities' academic year, broken down into:

Term 1 - September to December
Term 2 - January to April
Term 3 - May to August

(2) This is to create simplicity when working with outside organisations and administering Cadets. All major annual changes (moving from Foundation Year 1 to Foundation Year 2, new joiners and arrivals at BRNC) happen between Term 3 and Term 1.

(3) The courses are labelled in chronological order throughout the academic year; when working within the wider College, the courses will be referred to as Yr/Course Number (e.g. 25-2) to mirror the College Planning Department's working practises.

b. **Term Characteristics.**

(1) **Term 1** primarily consists of administering new joiners, virtual interviews, and conducting cohort calls. This is to enable Divisional Staff to speak with all Cadets thus ensuring there are no immediate issues following the change from Term 3 to Term 1. It also allows Staff to brief Cadets on practises, policy and expectations, and receive feedback. In addition, Department Staff support the BRNC Training Team with c.30% of the September intake being SUs. Within this term, a Sponsored Undergraduate Acquaint Weekend (SUAW) will be delivered for new SU joiners.

(2) **Term 2** consists of face-to-face divisional chats between SU Staff and Foundation Year personnel (FYs) at Joint Hospital Groups (JHGs), and between SU Staff and Defence STEM Undergraduate Scheme (DSUS) personnel at URNUs. With University Cadet Entrants (UCEs) Passing Out of BRNC, the focus will be on managing their time between BRNC and joining their University in September.

(3) **Term 3** is typically a high tempo term, where a variety of courses will be offered: Jolly Division Annual Weekend (JDAW) acting as an 'All of the medical Division' congregation; Drummond Division Annual Weekend (DDAW) a similarly focussed weekend for engineers; and two Sponsored Undergraduate Bridging Courses (SUBC1 & SUBC2) (5-days duration each) aimed to prepare personnel for their future INT(O) at BRNC. Deanery Induction for Medical Officers and Dental Officers (MODOs) will also take place during this term.

c. **Departmental Administration.**

(1) The expectations of individual SUs, along with the operational output of the SU Department, are governed by Departmental Policy within University Department Standing Orders (UDSOs).[1] Here, all schemes are explained and include the requirements of the SU in detail. Specifically, they identify the expectations of those in:

(a) Jolly Division

i. Medical Cadets

ii. Dental Cadets

(b) Drummond Division

i. UCEs (University Cadet Entrants)

ii. DSUS (Defence STEM Undergraduates Scheme) – STEM (Science, Technology, Engineering and Mathematics)

iii. UY(E) (Upper Yardmen (Engineering))

iv. UGAS (Undergraduate Apprenticeship Scheme)

v. Bursars (legacy 24)

(2) All SUs are expected to be conversant with the data in UDSOs and are to use it as their initial reference point for additional information about SU Department outputs. A significant amount of information, relevant to the individual schemes, is pulled from RN policy and reproduced for ease of reference in UDSOs, and as such, is the reference book for many queries encountered by the SUs but will not override any policy in BRs or JSPs. It will, from time-to-time, incorporate information promulgated via RNTMs and is kept under live review.

[1] UDSOs are currently being reviewed and will be subsumed in BRNC SGOs.

(3) Within UDSOs, there are paragraphs governing the SU Departmental Staff output. The Department comprises of both Civilian and Military Staff and includes Terms of Reference (TORs) for each role. Civilian Staff are either Contractors or Civil Servants and will follow their individual structures and Line Management, with oversight from Military Staff within the Department. All Universities Military Staff fall under the Line Management of Cdr Universities, and under BRNC for budgetary purposes[2].

[2] UIN N0355A is to be used for Universities Military Staff T&S.

ANNEX 18B

SPONSORED UNDERGRADUATES MEDICAL AND DENTAL DEGREE SCHEMES

1. The Medical and Dental Cadets' (MDCs) pathway through to INT(O) follows the outline below:

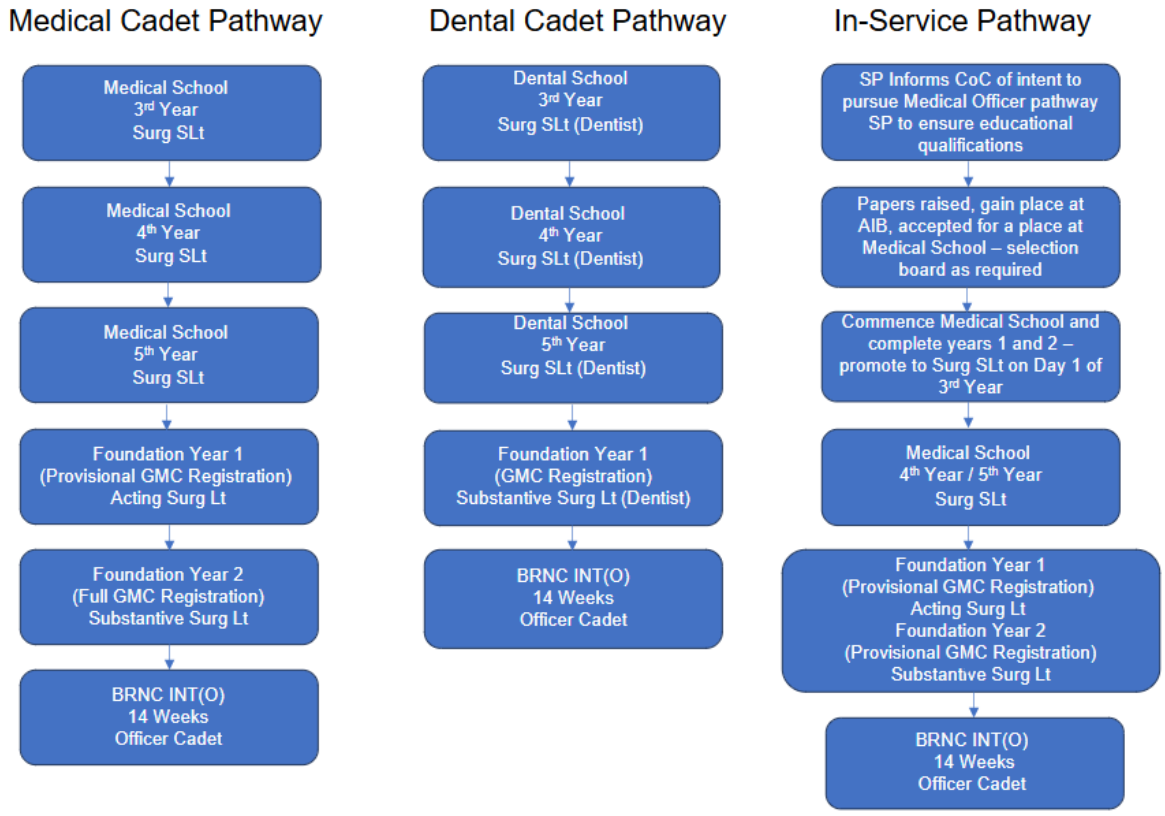


Fig 18B-1: Medical and Dental Cadet routes to INT(O)

2. Aspects generic to both schemes. Jolly Division is comprised of MDCs. During the sponsorship scheme, they will be referred to collectively as Jolly Division. At INT(O), MDCs will join BRNC in September for the Autumn Term; they will combine with the Direct Graduate Entry (DGE) doctors and pass out as Jolly Division. There are elements of administration that are overarching for both Sponsored MDCs and the DGEs; however, the DGEs are primarily separate from the SUs and are therefore not discussed here.

3. Budget Management. All costs associated with the SU schemes should be charged against UIN N6032T, with authority from SUSO; this will include T&S for Duty Travel.

4. Entitlement to Medical and Dental. MDCs hold Rank throughout their Medical School and FYs, pre-INT(O). They are regular serving, salaried and entitled to medical and dental treatment. In addition, their pension starts to accrue.

5. Seniority. MDCs will not be entitled to bring across previous Commissioned Service that contributes to seniority[1]; however, for Medical and Dental Officers (MODOs), Rank and Seniority on entry will be based on an individual's relevant experience, post General Medical Council (GMC) / General Dental Council (GDC) Registration.

6. Warnings Process. During their time in the scheme, MDCs are required to abide by their Terms and Conditions of Service (TACOS) as detailed in their Signed Undertaking. Failure to comply may result in the Warnings Process being implemented or Termination of Service via Compulsory Withdrawal from Training (CWFT).

7. Wearing of Epaulettes. MDCs, when in years 3, 4, 5 of Medical School, (and FY1 for Medics) will wear white tabs with their Rank slide, unless when wearing No 1 Uniform. This is not only for the MDC professional protection, but also for wider Defence personnel to be aware that the individual is Untrained Strength. The white tabs shall be removed once they are GMC / GDC Registered (commencement of FY2 for Medics and commencement of FY1 for Dentists). Rank boards should not be worn until New Entry Medical Officer (NEMO) training begins.

8. Leave. For the MDCs, in FYs, the amount of annual leave that they are permitted to take within the NHS Trust training provider, is 27 days. The balance of 11 days leave (38 days Annual Leave Allowance (ALA) minus 27) must be carried forward in Joint Personnel Administration (JPA). There is a maximum of 20 days 'Time Out of Training' (TOOT), should this be exceeded, it will trigger an extension in Foundation Training.

Medical Cadet Scheme Specific Information

9. One cadre of the SUs is sponsored by the RN to complete their medical degree at various universities in the UK. They are usually recruited into the RN in the third year of their medical degree having applied to join and subsequently been selected. They are then deemed as Serving Regulars and subject to Service Law. They are to adhere to their TACOS and are held to a Return of Service (RoS) and Training Obligations. Further details of the scheme can be obtained from the SUSO. A third pathway is available whereby in-Service personnel can apply to pursue a career as a Medical Officer (MO). This pathway is open to applicants outside of the medical profession and places are expected to be competitive. As such, a separate selection board will convene to confirm the successful applicant(s) following the route detailed in Figure 1 (Medical and Dental Cadet Routes) above.

[1] WFPT MED SO1 direction.

10. There are three MO pathways: the in-Service pathway to MO[2], a Medical Cadetship, and Direct Graduate Entry (already qualified doctor). The Medical Specialist Recruitment Team (MSRT) at Recruitment and Attraction (R&A) will deliver advice and manage applicants for all routes to MO. In the case of in-Service pathway and Medical Cadetship, sponsorship includes the payment of tuition fees and additional academic support (book fees). Each medical pathway will generate an annual salary[3] appropriate to the stage highlighted in the individuals' TACOS.

a. The Service Person (SP) on an in-Service pathway to MO will remain in their existing Rate in years 1 & 2 of Medical School. On completion they will transition to the Medical Cadetship pathway.

b. The SP on a Medical Cadetship will be supported for their final 3 years of medical school study. This sponsorship then continues into FY training, attracting more pay, allowances, and promotion prior to joining INT(O). Promotion to Acting Surg Lt from Acting Surg Sub Lt will be managed by the Unified Career Management (UCM) team once the individuals' have receipt of their GMC registration.

11. The schemes are managed by a Medical Division; between the MSRT, Branch Manager (BM), and UCM. This Annex provides a summary of the schemes; further details should be sought from MED PERS POL at NCHQ.

12. Application to the scheme is done via the Armed Forces Careers Offices (AFCO) and R&A, the eventual selection will be decided at a board by the Medical Division. Upon successful selection, the BM will issue an Offer of Cadetship[4] (OOC) to the individual, SUSO and Sponsored Cadet Manager (SCMAN) are cc'd into this offer and will initiate the joining process[5].

13. The joining process should be completed as close as possible to the start date listed on the OOC to ensure the successful applicant is aware of what is expected of them. Once complete they will be added to the relevant cohort and join the scheme.

14. The numbers within each year group are dictated by Single Service (sS) requirements, an example is shown below (c.20 pa):

	Yr 1 Med School	Y2 Med School	Y3 Med School	Y4 Med School	Y5 Med School	FY1	FY2	BRNC INT(O)
In-Service Pathway	2	2	2	2	2	2	2	2
Medical Cadetship	0	0	14	14	14	14	14	14
Direct Entrant	0	0	0	0	0	0	0	4
Total	**2**	**2**	**16**	**16**	**16**	**16**	**16**	**20**

[2] RNTM_07_039_24 Application of an In-Service Pathway to Medical Officer.
[3] Refer to the current AFPRB Policy.
[4] Contact NAVY PEOPLE-CM ADMIN.
[5] UDSOs Part 2, Ch 4.

15. During Medical school all MDCs are eligible for a career intermission and elective; permission from their school, SUSO, R&A and in certain cases, the UCM, needs to be sought. Further information is available in UDSOs.

16. The FY placements for MOs are allocated by the FY Manager at Defence Medical Services (DMS), this is initiated at the end of Year 4 with each MO submitting their preferences and a supporting personal statement. During FY, MOs are allocated leave by the NHS Trust, this is in place of ALA and does not include Adventurous Training (AT) leave. The FY placements are within the following Joint Hospital Groups (JHGs):

a. South – Portsmouth (Queen Alexander Hospital)

b. South-West – Plymouth (Derriford Hospital)

c. North – Northallerton (James Cook University Hospital)

d. Royal Centre for Defence Medicine (RCDM) – Birmingham (Queen Elizabeth Hospital)

e. South-East – Frimley (Frimley Park Hospital)

17. MO Promotion. Promotion to substantive Surgeon Lieutenant occurs on full registration with the GMC following graduation from university (commencement of FY2). For this to happen, MOs must send copies of their **provisional** GMC Certificate to the UCM's Executive Assistant (EA) at Whale Island, Portsmouth, and Cc the Universities Office. The UCM will raise an entry in JPA, which in turn, triggers the promotion to Acting Surgeon Lieutenant and pays them as such. MOs must send copies of their **full** GMC Registration Certificate to the Medical Officers' UCM at Whale Island, Portsmouth. On receipt, the UCM will raise an entry in JPA, which in turn, triggers the promotion to Substantive Surgeon Lieutenant and pays them as such.

18. Engagement in Medical Support and Volunteering. FY1 doctors who are provisionally registered with the GMC are obligated to practise only within very narrow GMC restrictions. There is no mechanism by which they can "turn off" being a doctor, so they always remain subject to GMC regulations in all placements.

19. This therefore means that as FY1 doctors they cannot volunteer in roles such as Mountain Rescue Medic or Volunteer Medic at an event without the risk of compromising their professional registration. They can, of course, volunteer in non-clinical roles subject to permission from their Chain of Command. The process to complete this is outlined in UDSOs.

20. Dental Cadet Scheme Specific Information. For the first 3 years on the scheme, the DCs will progress in parallel to the MCs' route as described in the table at Figure 1 above (Medical and Dental Cadet Routes). There are some nuances associated with the Dental Scheme, and these are promulgated where necessary in UDSOs.

21. Placements. The FY placements for DCs are organised via the Dentist UCM, this is initiated at the end of Year 4 and is distributed between HMS DRAKE and HMS NELSON. DCs complete one year of foundation training before commencing INT(O).

22. DC Promotion. Promotion to substantive Surgeon Lieutenant (Dentist) occurs on full registration with the GDC following graduation from university (commencement of FY1). DCs must send copies of their GDC Certificate to the Dental Officers' UCM at Whale Island, Portsmouth, and Cc the Universities Office. On receipt, the UCM will raise an entry in JPA, which in turn, triggers the promotion to Surgeon Lieutenant (Dentist) and pays them as such. Promotion to Substantive Surgeon Lieutenant occurs automatically on completion of their Vocational Dental Practitioner time.

23. Return of Service

a. TACOS per scheme, can be found in the SU's Offer Letter and are generally bespoke to the individual. The Treasury insists that the Royal Navy receives a proper return on any investment in training, which is not purely financial. RoS is a legally enforceable period that an individual shall be required to serve and give a Return on the Investment (RoI) made by the MOD. Those awarded an MC or DC sponsorship are required, as a condition of the offer and subsequent undertaking, to agree to repay the costs of the Cadetship should they fail to complete the full course and subsequent mandated training.

b. In return for sponsorship, MDCs are committed to serving 72 months of productive Service, commencing at full registration with GMC/GDC. This is usually after successful completion of Foundation Year 1. Furthermore:

(1) During sponsorship, MCs are to make satisfactory progress in their studies; progress reports may be obtained from a Cadet's Tutor / Line Manager.

(2) Dentists in their first year will be Vocational Dental Practitioners.

(3) Further information can be found in JSP 750.

ANNEX 18C

SPONSORED UNDERGRADUATES ENGINEERING DEGREE SCHEMES

1. Overview. The following schemes are available to future Engineer Officer Candidates.

a. **Scholarship.** Successful applicants will receive an annual £1,500 bursary whilst studying A-levels (or equivalent). On successful completion of their further education, scholars will be offered entry to either UCE or DSUS if qualified.

Scholarship Scheme: (Age 15yrs 9 months - 18yrs)	
What	Students, studying at GCSE or lower sixth level (or Scottish equivalent) who wish to join the RN as an Engineering Officer and would like a financial contribution towards costs of post 16yr education at an educational establishment of their choice. Sponsorship is paid at £1500 per annum, to the candidates' parents or guardians with no commitment following completion.
Who	Students about to take GCSE or first year of A-level (and equivalents). Age 15yrs 9 months – 18 yrs.
When	Final selection board will sit sometime after GCSE results day. If space remains on the scholarship scheme, retrospective spaces can be allocated by the Officer Allocation Team for candidates that have completed the application process by 31 Jan of the Academic year of entry.
Requirements	5 GCSEs (or equivalent) at grade 7 or higher which must include English language and Mathematics. No break in education between GCSE and further qualifications. Candidates must study for A-levels or equivalents in Maths and Physics and must achieve the grades / UCAS points required in these subjects to progress to either the DSUS or UCE scheme. Must undertake the Defence Aptitude Assessment (DDA). The score provides an indicator but is not a pass or fail element for eligibility onto the scheme. Scholars will be professionally qualified at entry, however their DAA score can be used at Final Selection Board (FSB) or to seamlessly stream them if they are unsuccessful at higher education.
Recruitment Information Technology System (RITS) Comms	• RN Scholar Eng Undertaking • RN Scholarship Parent or Guardian Letter • Scholarship Award Certificate • Scholarship Bank Details
Additional Information	Candidates are required to sit the DAA to provide an indication of ability, however, the DAA results do not preclude the applicant for obtaining a place on the scheme but may assist should any selection boards exist. Candidates who successfully complete the selection process will be offered sponsorship at university as part of the DSUS or UCE schemes. This offer is conditional on achieving the required grades / UCAS points for progression to the university schemes. WO1 Officer Allocations is to provide SUSO with a list of selected Candidates NLT 1 Sep each year. Applications are accepted for: 2 Year Scholarship (sponsorship for years 12 and 13) 1 Year Scholarship (sponsorship for year 13)

Scholarship Scheme: (Age 15yrs 9 months - 18yrs)	
Additional Information	Candidates are required to sit the DAA to provide an indication of ability, however, the DAA results do not preclude the applicant for obtaining a place on the scheme but may assist should any selection boards exist. Candidates who successfully complete the selection process will be offered sponsorship at university as part of the DSUS or UCE schemes. This offer is conditional on achieving the required grades / UCAS points for progression to the university schemes. WO1 Officer Allocations is to provide SUSO with a list of selected Candidates NLT 1 Sep each year. Applications are accepted for: 2 Year Scholarship (sponsorship for years 12 and 13) 1 Year Scholarship (sponsorship for year 13)

b. **University Cadetship Entry (UCE).** UCE is for a select number of high achieving engineering applicants. Those selected will undertake INT(O) at BRNC prior to attending university. They will join BRNC as an Engineer Officer where they will be streamed into Air Engineer (AE) / Marine Engineer (ME) / Weapons Engineer (WE). Streaming will be conducted to meet RN Service requirements while taking into consideration the student's personal preferences. Students will commence their degree once commissioned and will receive the appropriate RN Salary with all university fees and an Education Grant paid at a Daily Rate of Pay (DROP) incorporated with their salary.

University Cadetship Entry: (Age 18 - 23 on entry to BRNC)	
What	A selective and elite entry scheme for high achievers wishing to join the RN as an Engineering Officer. Those selected will undertake INT(O) at BRNC before commencing their degree. Study can be undertaken at any UK university and whilst at university, all university fees will be paid, and entrants receive the appropriate RN salary.
Who	Studying for or achieved A-levels (or equivalent). Age 18 yrs – 23yrs upon entry to BRNC. Allocated places are limited to 1 x AE, 2 x ME and 2 x WE. Candidates will be streamed into their branch at BRNC. UCE applicants can be either existing Scholarship candidates or Direct Entrants (DE) to the scheme. Candidates that are unsuccessful at gaining a place on UCE will be considered for a place on DSUS if they meet the requirements. If selected, they will not have to defer their university place.
When	Candidates must complete the Officer recruitment process by 1 Aug of the year of entry. FSB will sit in August once A-Level results are known.
Requirements	5 GCSEs (or equivalent) at grade 7 or higher including English Language and Mathematics. 144 UCAS points, at least 80 points should be in maths and an engineering-based science. Meets the Officer requirement at DAA, as they are entering Service without Professional Qualification. Accepted onto a degree course in a UK university studying an approved Engineering/STEM degree.
RITS Comms	UCE offer. Annexes contain deferral letter and deed of undertaking.

(Continued)

University Cadetship Entry: (Age 18 - 23 on entry to BRNC)	
Requirements	5 GCSEs (or equivalent) at grade 7 or higher including English Language and Mathematics. 144 UCAS points, at least 80 points should be in maths and an engineering-based science. Meets the Officer requirement at DAA, as they are entering Service without Professional Qualification. Accepted onto a degree course in a UK university studying an approved Engineering/STEM degree.
RITS Comms	UCE offer. Annexes contain deferral letter and deed of undertaking.
Additional Information	Candidates older than 18 may already have the confirmed UCAS points. If insufficient UCE candidates achieve the required grades, R&A will approach any DSUS candidates who have achieved UCE UCAS grades and who have expressed a wish to be considered for UCE and ask Engineering BM to validate the list prior to entry to BRNC. The UCE Board (occurring in Aug post A-level results), consists of: • ESM BM SO1 (Chair) • R&A SO1 P&P • R&A SO2 SAT • R&A WO1 Officer Allocator (Secretary) The board will consider the stated branch requirements as well as the merits of the candidates. Applicants will be required to sign a financial undertaking guaranteeing their entrance to INT(O) and a 5-year RoS thereafter on attainment of Gained Trained Strength (GTS). Those who breach the terms of the financial undertaking are liable for the return of university fees and other associated fees, but not salary received during their time in Service. UCE are granted all university tuition fees, and an Education Grant, incorporated with their salary, will be paid at a DROP. University living and travel costs will not be covered by separate allowances, but expenses associated with RN training may be reimbursed. UCE hold the rank of Midshipman whilst at university. They will promote to Sub Lieutenant upon commencement of phase 2 training and fall into a regular promotion timeline thereafter. In-Service management of the Candidate whilst studying, will be administered by the SU Office with Captain BRNC as their Commanding Officer. UCE are not eligible for any element of the Golden Hello.

c. **Defence STEM (Science, Technology, Engineering and Mathematics) Undergraduate Scheme (DSUS).** This Quad-Service scheme has now replaced the Defence Technical Universities Scheme (DTUS) entirely. Successful applicants will receive an annual £5,000 bursary and university tuition fees paid in full; they are also eligible for the £27K 'Golden Hello'[1] upon joining the RN. This will be abated against the RN component of the Bursary already received.[2]

DSUS: (Age 18 – 35 yrs at commencement of degree)	
What	University sponsorship for students wishing to join the RN as an Engineering Officer. Successful applicants will receive a £5000 bursary per annum (£4000 – R&A; £1000 – UK Cyber & Special Operations Command (CSOC)) and all university fees paid up to a maximum of £9535 per annum. The financial remuneration package is split into a Benefits Package, where the Secretary of State for Defence pays the SUs' university tuition fees[3] and a bursary; in addition to an Opportunity Package, where the SU could be paid, at the agreed rate for the given financial year, by committing time to Reserve Service Days (RSDs). A Maximum of 45 paid RSDs per annum are available for each student (max 3 years). The Universities Department in BRNC will provide further details on URNU, RSDs and the extra activities. The financial management will be retained within CSOC HQ, whilst payment of tuition fees and Bursary, will be managed by BRNC Universities Department.
Who	Studying for A-levels (or equivalent) or an approved engineering/STEM degree at a UK university. Students must have at least one year of study remaining at time of application. DSUS applicants can be existing Scholarship candidates or Direct Entrants (DE) to the scheme. Available places on the scheme are limited to 35 at Initial Operating Capacity (IOC) and a maximum of 105 when at Full Operating Capacity (FOC).
When	FSB will sit once A-Level results are known. If sufficient space remains on the DSUS scheme, retrospective spaces can be allocated by the Officer Allocation Team if application process is complete by 31 Jan of the Academic year of entry.
Requirements	5 GCSEs (or equivalent) at Grade 4 or higher including grade 6 or higher in both English Language and Mathematics. 96 UCAS points, at least 64 points should be in maths and an engineering-based science. Must undertake the DAA. Score provides an indicator but is not a pass or fail element for eligibility onto the scheme. DSUS will be professionally qualified at entry, however their DAA score can be used at FSB or to seamlessly stream them if they are unsuccessful at gaining their degree. Applying for or accepted onto a degree course in a UK university studying an approved Engineering degree or acceptable STEM subject.
RITS Comms	DSUS, Deed of Acceptance with Secretary of State for Defence.

(Continued)

[1] Financial Incentive RNTM-08-003-24-Financial-Incentive-FI-for-Direct-Graduate-Entry-Engineer-Officers-and-Environmental-Health-Officers
[2] £27,000 FI is abated £4,000 for each year that student is on DSUS.
[3] CSOC approved DSUS financial model details, tuition fees and RSD budget.

DSUS: (Age 18 – 35 yrs at commencement of degree)	
Additional Information	Candidates older than 18 may already have the confirmed UCAS points. An educational waiver must be requested from the Engineering SAT team for all unapproved degrees or educational shortfalls and considered by all engineering BMs and approved by a majority. Engineering SAT may accept a waiver of a shortfall of 1 GCSE grade. Members of DSUS will join the URNU where they will become list 7C reservists (borne for pay and admin only). They may be paid up to 45 RSD training days per year, paid at a DROP as an URNU member. Applicants will be required to sign a financial undertaking which guarantees their entrance to INT(O) and a 3-year RoS thereafter on attainment of GTS. DSUS members entering BRNC Dartmouth in September 25, will be streamed by R&A in consultation with Engineering BMs to AE, ME, or WE, prior to their final academic year. The streaming board consists of: • R&A Plans SO2 • R&A WO1 Officer Allocations • R&A NAVY RA-SAT SO2 The board results will be presented to all Eng BMs for validation prior to SUSO and the students being notified. DSUS members entering BRNC in September 26 will enter as 'Engineering Officers' and be streamed in line with Recruit by Profession (RbP) policy.[4][5] Streaming of ME and WE students to SM will take place at BRNC unless candidates state a preference for SM prior to entry. Officer Allocation Team is to provide SUSO with a list of DSUS Candidates by 1 Sep each year, confirming those advancing from Scholarships and those direct onto DSUS. Funding covers a 3-year period therefore students on a longer course can only apply for funding over their final 3 years. A student on a 3-year course can request to extend studies in their final year, this is not guaranteed. Each request will be considered on a case-by-case basis and measured against the needs of the Service. DSUS entrants will be eligible for the £27k "Golden Hello" upon joining the RN; however, this will be abated against the RN component (£4000pa) of the Bursary received through the scheme.

(Continued)

[4] RI 10.24-Recruit By Profession (RbP): Legacy scheme rights refers.
[5] BRNC Universities team to ensure that current DSUS entrants are aware of new policy and deed of acceptance changed to align with RbP.

DSUS: (Age 18 – 35 yrs at commencement of degree)	
	Removal from the DSUS scheme In agreeing to accept the award of joining the DSUS scheme, SUs are embarking upon a Financial Undertaking with the Secretary of State for Defence; this requires their compliance and agreement to the Terms and Conditions of the Scheme. Should SUs become ineligible for the scheme, either through personal choice (e.g. decide they no longer wish to join the RN, or obtain a STEM degree), or via circumstances out of their control, the SUs will be required to pay back, to the Secretary of State for Defence, all financial remuneration received under the Financial Benefits section (all tuition fees and bursary received up until date of Discharge from DSUS scheme). BRNC Universities Department will manage the 'Discharge' from the scheme, including informing the SU of the reasons for discharge and the processes that will follow. BRNC will inform both DBS, who in turn, will manage the debt recovery process, and R&A for them to manage recruitment numbers.

ANNEX 18D

SPONSORED UNDERGRADUATES IN-SERVICE ENGINEERING DEGREE SCHEMES

1. Upper Yardman (Engineer) (UY(E)) University of Portsmouth Degree Scheme

a. The Upper Yardman University of Portsmouth Degree Scheme (UY(E) UoPDS) is open to Engineering Technicians and source branch CIS Ratings who are studying, or have completed, Engineering BTEC HND or Foundation degrees. Candidates must pass the AIB prior to provisional selection and will then be subsequently assigned to UTS DRUMMOND and, on location in the wider Portsmouth area[1], to read for an Engineering degree (third year) at the University of Portsmouth. Candidates will undertake their degree training as Ratings.

b. The academic requirements and pre-entry studies for UY(E) UoPDS are detailed in BRd 3(1) Chapter 50 Annex 50K. The pre-entry enabling study listed will be provided by the university and is to be completed prior to commencement of degree training. Pre-entry courses will be arranged through the Universities Department at BRNC, and prior to commencement, the UY(E) candidates will receive an Assignment Order into the pooled position of 'UTS Drummond', with their location set as 'Portsmouth (HMS NELSON)'. For administrative purposes, they will be tracked by the Sponsored Undergraduate Administration Officer (SUAO) at BRNC, and the HMS RALEIGH UPO as required.

c. During their degree, the UY(E) candidates will be divisionally managed by Drummond Division Staff Officer (South) (DDSO(S)) who will conduct joining calls and manage divisional issues throughout their time at the UoP. Further details on the departmental management of the individuals on this course can be found in UDSOs if required.

d. After graduation, UY(E) UoPDS candidates will undertake INT(O) at BRNC followed by enrolment onto the Systems Engineering and Management Course (SEMC) professional training. BRd 8374 Chapter 2 Sect 5 refers.

2. Undergraduate Apprenticeship Scheme Marine Engineer / Weapon Engineer (Submarine), UGAS (MESM / WESM)

a. The Undergraduate Apprenticeship Scheme (UGAS) aims to significantly accelerate the advancement of appropriately able and specifically recruited Engineering Technician (ET) candidates to qualify and serve as Petty Officer Engineering Technician (POET) Operator and Maintainers (OM) in Submarines. During Phase 2 Training, the scheme will stream candidates as either ME (Submarine) Technicians under UGAS(MESM) or WE (Submarine) Technicians under UGAS(WESM). At the end of the scheme, candidates have the following options:

(1) Request to transfer to the standard ET Career Pipeline and continue progression with the ET(MESM/WESM) cadre.

[1] Wider Portsmouth Area to include SFA, Private Accommodation and SLA in SUL, CWD and NEL.

(2) If an AIB pass has been achieved during the engagement, and they are selected, join BRNC as a prospective MESM/WESM Engineer Officer.

(3) Leave the Service in accordance with the Tailored Career Contract. Note the B-Eng degree does not incur a RoS for UGAS candidates.

b. Those on the scheme will be assigned into the pooled position in "UTS Drummond", with the position location set as 'Portsmouth (HMS NELSON)'. As such, for administrative purposes, they will also be tracked by the SUAO, BRNC and the HMS RALEIGH UPO as required.

c. Alongside UY(E), the UGAS candidates will be divisionally managed by DDSO(S) in the same manner. Further details on the departmental management of the individuals on this course can be found in UDSOs.

3. Return of Service. The Treasury insists that the RN receives a proper return on any investment in training, which is not purely financial. As such, for each of the respective Sponsored Engineering Schemes, there is a commensurate RoS, the specific details for which can be found in the individual's Terms and Conditions of Sponsorship, and more generally below.

a. **DSUS Students.** In return for sponsorship, DSUS students must commit to 3-years RoS as a serving RN Officer (Engineer); the 3-years RoS will commence once they have completed their initial and professional training and become 'Trained Strength'. Time in Service prior to reaching 'Trained Strength' does not count towards the 3-years RoS.

b. **University Cadetship Entry (UCE).** In return for sponsorship, UCE students must commit to 5-years RoS as a serving RN Officer (Engineer); the 5-year RoS will commence once Phase 2 Training is completed, and the SU is classed as 'Trained Strength'. Phase 1 and 2 Training, does not count towards the 5-year RoS.

4. On completion of INT(O) and prior to commencement of their university course, subject to necessary places being obtained, UCEs will be placed into a programme of Naval Experience and Development. This will comprise of 1-month at the US Naval Academy (USNA) in Annapolis with time attached to a sea going platform. The remaining time will be filled with approved leave (and any other SU Department directed activities).

5. UY(E) and UGAS Scheme

a. The RoS requirement for UY(E) is outlined in BRd 3(1) Ch 53.

b. The RoS requirement for UGAS is outlined in BRd 3(1) Ch 73.

ANNEX 18E

OTHER LEGACY SPONSORSHIP SCHEMES

1. Bursars. Since 2024 (bar a handful of known individuals), the Bursary scheme has ceased to exist. Until its end, the SU Department will continue to oversee the management of the individuals who have been offered a bursary prior to entry into INT(O). The undertaking stipulates that Bursars are expected to serve in the RN for a period of not less than 3-years. However, for part of this period individuals will be undertaking professional training for their future career and during this time the RN will be making a further investment in them for which we expect a reasonable return by way of actual Service on the 'Trained Strength'. In effect, Bursars will undertake some 2 to 3-years training, depending on specialisation, after which they will be required to serve for a minimum of 3 years (RI 33/22).

2. DTUS. The DTUS scheme will become legacy in 2026 with the Universities Department overseeing the administration and management of the individuals remaining on this scheme until their entrance into BRNC at INT(O). The DDSOs are the point of contact for these individuals and will oversee them as they progress towards the end of their degrees.

ANNEX 18F

ADMINISTRATION OF THE SCHEMES AT BRNC

1. On-boarding Process

a. Each year SUs are selected at either the FSB for the MDCs, or through the R&A Department for the selection of DSUS / UCE candidates. The SU Department should be advised of successful candidates in July and August, in preparation for the "on-boarding process" to begin. In support to the SU Department, the BRNC UPO will carry out the initial administration to ensure details are extracted from the RITS portal and entered in JPA; this ensures that they are correctly administered, accounting for any previous Service reflected in their pay scales. There are subtle nuances between the on-boarding of the MDCs in comparison to the on-boarding of DSUS or UCE cadets (the latter initially forming part of the September BRNC INT(O) intake). As such, for any specific advice on this process, the SU Department should be consulted.

b. During the completion of the on-boarding process (usually in October), the SU Department will arrange joining calls with each selected candidate to confirm their place on the scheme and discuss departmental expectations. In advance of these calls, the individuals should have received their welcome letter from the SU Department and have read, and signed for, their TACOS, and Deed of Acceptance. As part of the joining process, the signed documents are kept in the SU Department 'Share-point' in the individual's P-File.

c. The SU Department will then coordinate a Sponsored Undergraduate Acquaint Weekend (SUAW) to which the new intake of SUs will attend. The purpose of this weekend is primarily an introduction to BRNC and what expectations and requirements will be expected whilst being on their respective Schemes. The weekend is comprised of several briefs, introduction to the SU Department Staff, and provide some basic training to mitigate the culture shock between university-life and military demands. As part of the MDCs' training, they will go through a New Entry Medical Officer (NEMO) / New Entry Dental Officer (NEDO) Lite package on completion of the Militarisation Phase of INT(O). The aim of this package is to introduce them to aspects of Phase 2 Doctor and Dentist training they will enrol in, on completion of BRNC. This is predominantly delivered at the Institute of Naval Medicine (INM) and HMS EXCELLENT and will cover short courses such as Basic Sea Survival Course (BSSC) and intros to INM.

2. SU Department Divisional Engagement

During the year, to support each SU with their studies and their prospective transition into a Military lifestyle, the SU Department will arrange several visits, calls and events as follows:

3. Jolly Division Individual Meetings

For the MDCs, mostly in the Spring term, SUSO (and / or DSUSO) aided by the Sponsored Cadet Manager (SCMAN), will visit each of the JHGs to meet the students. The meetings will generally be focussed on Welfare and Duty of Care to the individuals; however, various topics can be discussed, generally with the aim of ensuring continued integration with, and engagement on, the Medical or Dental Sponsorship Scheme. MDCs are encouraged to raise any points of concern during these meetings and highlight any issues they have faced within their hospital place of work, or on their respective medical degrees. It is also a chance for SUSO / DSUSO / SCMAN to communicate any specific SU Departmental messages directly to the individuals. With the future introduction of the Jolly Division Staff Officer (JDSO)[1], it is likely that these meetings will fall to them to attend (they may not exclusively take place in the Spring term).

4. Drummond Division Individual Meetings

As a matter of course, the primary output of the Drummond Division Staff Officer North (DDSON) and Drummond Division Staff Officer South (DDSOS) is to provide Welfare and Duty of Care and advise on divisional and N1 matters. This is achieved through F2F interactions with those in their sphere of influence whilst detached from BRNC. Based in either the North (above Birmingham) or South (below Birmingham), the Staff Officers are expected to regularly meet those individuals in the North / South of the country mostly at their respective URNUs. Largely, the DDSOs will deliver career advice, and, in the main, coordinate their participation in various training events, and the accrual of RSDs via their individual Personal Training Statement (PTS). The use of RSDs will be coordinated between the SUAO and the individual and will usually be comprised of training events, and experience-building courses. The DSUS' attendance on the Sponsored Undergraduate Bridging Course (SUBC) will be paid at 6 RSDs for the event, along with 3 RSDs for attendance at SUAW, and DDAW respectively.

5. Medical cover for SUs

Whilst the SUs are under the administration of BRNC, they will have access to different types of healthcare whilst within the UK. As serving members of the Armed Forces, the MDCs will be entitled to full in-Service medical and dental support where needed. Those in Drummond Division are different. As Commissioned Officers, the UCEs will be entitled to in-Service medical support, as will UY(E) and UGAS. DSUS and legacy DTUS will only be entitled to NHS support. However, should either of the latter be injured whilst on a course and "on duty" for the purposes of RSD payments, they will be entitled to immediate emergency cover and first aid.

[1] JDSO - Potentially arrives in post, Jan 2026

ANNEX 18G

SPONSORED UNDERGRADUATE TRAVEL ABROAD

1. General Types of Overseas Evolution

a. **Medical Elective.** As part of the SU Medical Degree scheme, individuals may undertake time on an elective. There is opportunity to conduct these electives within a military setting. These are conducted whilst they are at university. Locations for electives, have in recent years, included Cyprus, Princess Royal Medical Centre (Gibraltar), Brunei and Washington (USA). Electives are likely to be up to 4-weeks duration but may be longer.

b. **FY2 GP Placements**. These are mandated rotations conducted in FY2 and may be conducted abroad as part of The Defence Deanery Pilot Scheme. Potential locations include Cyprus, Princess Royal Medical Centre (Gibraltar), Brunei, the Falkland Islands and Germany. The duration is typically 3 months.

c. **University Led Medical Electives.** These electives are periods of time abroad at a hospital which has been organised in concert with the individual's university, or through an "elective-provider" by the individual themselves. It is encouraged by the university, but has no administrative support provided from the sS and has no military influence in its organisation. The only aspect of oversight that is executed by the SU Department, is duty of care and being made aware of the travel plans and location. In determining those travel plans, advice of route taken should be given (to avoid T1/2 restricted countries) and alert to the in-country Defence Attaché (methods to secure these notifications are in the Annex checklist within UDSOs). The individual is classed as 'on duty' only insofar as they are abroad completing an aspect of their degree for which the RN is paying. Medical planning for these evolutions will need to be considered, but in most cases the individual will, as a minimum, be advised to secure their own personal insurance. They will be directed to advise the SU Department IAW UDSOs for any emergency medical requirement.

d. **Military Contingency Medicine Course EX BUSHMASTER.** EX BUSHMASTER is a training event, run annually in September for the US Military Healthcare University; c.200 4th year medical students attend. Typically, at least two or three SU Medical Cadets are invited to take part.

e. **Sea Ride.** Opportunities have arisen for SUs across the spectrum to take part in Sea Rides in allegiant Navy vessels. Opportunities for embarkation on RFA platforms may also arise.

f. **Evolutions organised by URNU.** With SUs affiliated to 1 of 17 URNUs, opportunities routinely arise for SUs to participate in evolutions abroad that are organised by URNU Staff. Owing to the differences between URNU OCs and SUs, additional factors are likely to require consideration during preparations for SUs to leave the UK.[1]

[1] UDSOs refers

g. **United States Naval Academy (USNA).** It has been possible to send UCEs to the USNA to partake in their training. Such personnel are pooled with USNA Midshipman.

h. **P2000.** Opportunities for SUs to embark on P2000s have been frequent in recent years, with the length of evolutions varying considerably.

i. **German Navy HQ.** An opportunity for a Dental Elective to take place with the German Navy.

CHAPTER 19

SUPPORTING COMMONWEALTH AND NON-UK NAVAL PERSONNEL

(Sponsor: NAVY PEOPLE-PSP EMP POL SO1)

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CHAPTER 19

SUPPORTING COMMONWEALTH AND NON-UK NAVAL PERSONNEL

SECTION 1

GENERAL

1901. Introduction

This chapter provides Royal Navy policy for supporting Commonwealth and non-UK Royal Navy personnel (including Royal Marines). This policy acknowledges the immigration challenges faced by Commonwealth and non-UK Royal Navy personnel and their entitled family members in establishing a service family life, termination of service and transition back to civilian life [1 & 2].

1902. Policy Background

This policy applies to all members of the regular Royal Navy whose status is 'exempt immigration control' by virtue of their service, and also to entitled family members who are subject to immigration control (including where the Royal Navy person is a UK national). It also applies to the Royal Naval Reserve and veterans where practicable and manageable. This chapter does not replace MOD or Tri-Service policy or instructions covered in Joint Service Publications (JSPs) which apply to all Service personnel and their families, regardless of nationality.

1903. Aim

The aim of this policy is to give direction to the Chain of Command (CoC) and individuals in supporting and advising Commonwealth and non-UK Royal Navy personnel throughout their service in the RN, up to and including termination of service. It is primarily concerned with matters related to immigration status.

1904. Definitions

The following definitions are used in the context of this policy:

a. **Foreign.** The only foreign nationals eligible for recruitment to the Royal Navy are citizens of the Republic of Ireland (ROI): citizens of the ROI are not subject to immigration control. EU/EEA[3] nationals are not eligible to join, with the exceptions of Malta and Cyprus, which are members of the Commonwealth.

b. **Alien[4].** A citizen or national of Nepal who serves or has served for not less than five years in the Royal Navy is considered as an 'Alien' under the Armed Forces Act.

c. **Commonwealth.** A Commonwealth citizen is a person who is a national of any country within the Commonwealth member countries[5].

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[1] The terms 'termination of service' and 'termination' are used throughout to encompass the various ways in which service personnel leave the Royal Navy. Other terms relating to discharge or dismissal are included only when referring to a specific route for leaving.
[2] Army General Administration Instructions Chapter 50 (April 2019).
[3] Member states of the European Union (EU)/European Economic Area (EEA). https://www.gov.uk/eu-eea
[4] Defined under the British Nationality Act 1981 as "a person who is neither a Commonwealth citizen nor a British protected person nor a citizen of the Republic of Ireland".
[5] Commonwealth citizens are defined within the British Nationality Act 1981 as being those within Schedule 3 of the Act. A list of Commonwealth countries may be found at http://thecommonwealth.org/member-countries.

d. **Naturalisation.** Naturalisation is the legal act or process by which a non-citizen in a country acquires citizenship or nationality of that country.

e. **Settlement.** Settlement is an immigration status granted to a person who does not hold the right of abode, through citizenship, in the United Kingdom. Indefinite Leave to Remain (ILR) is a status granted to those who have been admitted to the UK without a time limit on their stay and are free to take up employment or study. When indefinite leave is granted to persons outside the UK it is known as Indefinite Leave to Enter (ILE).

SECTION 2

TERMS AND CONDITIONS OF SERVICE

1905. Terms and Conditions of Service

Non-UK nationals enlisting in the Royal Navy do so under the same Terms and Conditions of Service (TACOS) as their UK counterparts. Commonwealth, non-UK and ROI citizens enlisted in the UK and have the same employment, career opportunities and entitlement to Royal Navy Family and People Support (Welfare) service as their British counterparts.

1906. Immigration Exemption

When a Commonwealth or non-UK national enlists in the Royal Navy, they will enter the Service with a valid residency visa and remain subject to UK immigration control rules during the period of service. They may be granted an exemption from immigration control under section 8(4)(a) of the Immigration Act 1971 (except for the provisions relating to deportation). The rules for UK exemption of immigration may be found at the GOV.UK website[6]. Royal Naval Reservists are not granted exempt immigration control under section 8(4)(a) of the Immigration Act 1971, unless they are called out for permanent service under the Reserve Forces Act 1996 (RFA 96) Sections 52, 54 or 56 (commonly known as 'mobilisation').

1907. Home Office Immigration Rules Appendix - Armed Forces

The rules contained in the Home Office Immigration Rules appendix – HM Armed Forces[7], apply to regular non-UK members of HM Armed Forces only (on termination of service) and their entitled family members who are seeking to enter or remain in the UK.

1908. Consular Protection Arrangements

When any non-UK Service Person (SP) is placed in custody or detained[8], it is the responsibility of their Commanding Officer (CO) and/or Service Police to ensure that the individual is informed of their right for the appropriate consulate to be advised of their detention[9]. If the individual exercises this right, the CO must notify the consulate without delay and where possible arrange or facilitate unfettered consular communication and consular access to the detainee.

1909. Arrest Overseas

If a non-UK Service Person is arrested by authorities overseas, the following actions are to be undertaken (See also BRd 2 Chapter 39 (Civil Power and Report of Arrests), JSP 830, Manual of Service Law Volume 1 Chapter 3 and FLAGO Chapter 16):

a. **On Authorised Leave.** Any Service Person who is arrested by a civil power, or summoned on a criminal charge, whether in the UK or overseas, is to report such arrest or summons to their Commanding Officer without delay. When overseas, individuals are to contact either the nearest consular department of the passport they are travelling under or the British Embassy/Consulate; they are also to inform their unit (see also BRd 2 Articles 3902 and 3909).

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[6] https://assets.publishing.service.gov.uk/media/68e928a857038b5739b9868c/Appendix+Armed+Forces.pdf
[7] https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-hm-armed-forces
[8] Including held in Service custody or is ordered into arrest or custody without the involvement of Service Police.
[9] There is no obligation for the CO to inform the consulate of the individual as a matter of course.

b. **On exercise, official visit or Short-Term Training Team.** When on exercise, official visit or as a member of a Short-Term Training Team, units must contact their Commanding Officer for advice over jurisdictional responsibilities in accordance with the Vienna Convention on Consular Relations. The CO should advise the individual requiring assistance that they have the option of contacting either the nearest consular department of the passport they are travelling under or the British Embassy/Consulate.

c. **On Operational Deployment.** When on operational deployment, unit COs must contact the Duty Fleet Controller (+441923 956367), who will contact the Duty Fleet Legal Adviser.

SECTION 3

GUIDE TO SUPPORTING COMMONWEALTH AND NON-UK SERVICE PERSONNEL AND NON-UK FAMILIES OF SERVING PERSONNEL

1910. Royal Navy Guide to Supporting Commonwealth and Non-UK SP and Non-UK Families of Serving Personnel

The Royal Navy Guide to Supporting Commonwealth and non-UK SP and non-UK Families of Serving Personnel is a comprehensive reference document that directly supports this chapter. It provides guidance to the CO, unit, individual and dependent family members on the immigration and cultural challenges that may be expected by non-UK nationals during their career in the Armed Forces and their families. The RN D&I team are the holders of the guide.

1911. Awareness Briefings

It is essential that regular awareness briefings are conducted on immigration matters relating to Commonwealth and non-UK Royal Navy personnel and their families. The NFF continues to brief Phase 1 and Phase 2 trainees and delivers ad hoc awareness presentations as requested by ships and units (where feasible). Briefings should be conducted for personnel and, where possible, their families, and also those in the Chain of Command (CoC) responsible for their management.

a. **Immigration Awareness Briefings for Non-UK Royal Navy Personnel.** Units are to deliver an awareness brief for non-UK Royal Navy personnel and their entitled family members on the following occasions:

(1) Recruitment.

(2) Phase 2 Training.

(3) As required by the Unit.

(4) Immediately prior to termination of service.

b. The brief is to cover the following mandatory subjects:

(1) The immigration status of personnel when serving and the actions to be taken for renewal of non-UK passports.

(2) The immigration challenge, costs of establishing a service family life and the substantial costs and challenges of settlement on termination of service[10].

c. The awareness brief should also be delivered to UK Royal Navy personnel with non-UK dependants, and to Naval Reserve non-UK personnel on joining the unit, especially if a reservist is to be mobilised, demobilised or about to undertake an FTRS commitment.

[10] Including, but not limited to, ensuring that families have the correct immigration status, the Minimum Income Threshold, and the costs associated with naturalisation or travel back to country of origin on discharge.

SECTION 4

REGULAR ROYAL NAVY

1912. Regular Recruiting

The recruiting criteria for all regular Royal Navy personnel are contained in Part 4 Recruiting (Chapters 7-17). With regard to non-UK nationals, additional recruitment eligibility criteria are outlined at Chapter 7 (Basic Eligibility and Entry Standards) and Chapter 63 (Security Vetting Policy) which includes rules regarding nationality and residency. In addition, 2019DIN01-045, Recruitment and Management of Commonwealth Nationals in the Armed Forces,[11] provides further information. The most important factor is for all Commonwealth and non-UK candidates to be made aware of the visa and immigration rules, associated costs and implications for any family members and dependants[12].

1913. Application for Immigration Exemption

When a Commonwealth or non-UK citizen enlists in the regular Royal Navy, the New Entry Training Establishment (HMS RALEIGH, Britannia Royal Naval College (BRNC) or CTCRM Lympstone) is to apply for an exemption of immigration control under Section 8(4)(a) of the Immigration Act 1971. Both applications for new enlistments or renewal of passports are to be made using the guidance at Annex 19A. Individuals should be briefed on the content of Annex 19A Appendix 1 and given a personal copy, including a copy of their submitted non-UK passport personal information page. UK Visas and Immigration (UKVI) (which is part of the Home Office (HO)), will write to individuals outlining the conditions of their exempt immigration control status. Immigration Exemption does not apply to dependants of serving personnel.

1914. British Naturalisation

Naturalisation is not required for Service reasons[13]. Becoming a British citizen is a significant, life changing event and is the personal choice of the individual. Commonwealth and non-UK Royal Navy personnel (excluding non-UK dependants) may apply for naturalisation whilst serving. The decision to naturalise is a personal one and all costs/expenses associated with naturalisation are a personal responsibility[14] (for more information refer to 'Apply to Become a British Citizen by Naturalisation (Form AN)[15].

1915. Updating JPA

Naturalisation is classed as a change in personal circumstance, and the individual must report this to their UPO/HR administration office for updating of their JPA account. They will either be solely a British national or hold dual nationality and will cease to be serving as a Commonwealth and non-UK person; this will affect entitlement to certain allowances. Failure to notify the CoC of naturalisation could result in fraudulent claiming of Get You Home (Overseas) or DOMCO, and could also affect pre-deployment checks and readiness for overseas assignments or deployments. It forms part of an individual's self-service responsibility.

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[11] 2019DIN01-045

[12] Awareness of the visa and immigration rules and understanding of the implications on their families as well as associated costs with specific reference to the Minimum Income Threshold.

[13] All Commonwealth and non-UK serving personnel who enter the Armed Forces are exempt immigration control under section 8(4)(a) of the Immigration Act 1971 whilst subject to Service law.

[14] Standard Learning Credits (SLC) are permitted for the Life in the UK test.

[15] https://www.gov.uk/government/publications/become-a-british-citizen-by-naturalisation-form-an

1916. Termination of Service

When a regular Commonwealth or non-UK individual's service is due to be terminated (including medical discharge or discharge under training), the releasing unit must carry out additional procedures in accordance with Para 5465. Annex 54H is to be completed by the UPO/HR Admin prior to termination/discharge final date, its contents briefed to the individual and then sent to UKVI, with a personal copy being given to the individual.

1917. UK Settlement

Commonwealth and non-UK Royal Navy personnel can't apply for settlement in the UK whilst still serving but can apply for settlement on discharge if they have served for 4 years (or less if for medical reasons which are "attributable to service"). This is subject to the SP meeting the validity, suitability and eligibility requirements for an HM Armed Forces service leaver contained in Appendix HM Armed Forces of the Immigration rules. Applications may be made up to 18 weeks prior to termination of service by using the form at the link below[16]. The cost of this application is borne by the Service Leaver up to the 6-year point. If the SP has served for 6 years (or less if for medical reasons which are "attributable to service"), the Home Office will waive the fee for settlement as a "thank you" for their service.

a. **Indefinite Leave to Remain (ILR).** ILR can be granted to those discharged who are already in the UK on the date of application. This takes the form of an E-Visa which grants the holder settlement in the UK. UK Applicants must meet the settlement rules and apply on form SET (AF). An application can be submitted 18 weeks prior discharge and the grant of ILR will only happen after the discharge date.

b. **Indefinite Leave to Enter (ILE).** ILE can be granted to those living outside the UK following discharge. This will normally apply to those who have chosen to return to their country of origin after Service but then decide to return to the UK within two years following discharge.

c. **Further Leave to Remain (FLR).** Non-UK SP may be able to apply for FLR if they are medically discharged with less than four years' service. Application can be made ten weeks before discharge on Form FLR(AF), the grant of FLR will only happen after discharge. SP may also apply for FLR if they know they will not meet the requirements for settlement (for example because of a criminal record). Granting of FLR will only be given if the applicant meets the relevant criteria.

1918. Entitled Service Family Members

Entitled Service Family Members who are subject to immigration control, including where the SP is a UK national, may seek to establish a family life in the UK by following the immigration rules at footnote 14 and using the form VAF AF which may be found at the link below[17]. An example of the letter of support required from the sponsoring unit is at Annex 19B. Family members who enter the UK by this method are no longer required to pay the Immigration Health Surcharge and may reclaim the cost if applications cannot be made via the new UKVI online system. Entitled service family members must not enter the UK on a standard visitor visa if they intend to remain in the UK permanently i.e. not as visitors. Any spouse/partner/child travelling on a standard visitor visa will not be entitled to accompanied status or Service Family Accommodation (SFA).

[16] https://www.gov.uk/government/publications/application-to-settle-in-uk-as-former-member-of-hm-forces-setaf
[17] https://www.gov.uk/government/publications/application-for-uk-visa-as-member-of-hm-armed-forces-vaf-af

1919. Maintaining Passports and Visas

Units in the UK and overseas are to ensure that all non-UK Royal Navy personnel and entitled family members maintain valid passports and visas. They must inform individuals that, if a valid entry visa should lapse, UKVI will register the dependant as an overstayer in the UK, which will adversely affect their ability to work, access NHS facilities and prevent them from being able to travel abroad in an emergency or return to the UK. They will not be enroute to settlement, which may adversely affect future immigration applications. Non-UK Royal Navy personnel may make application to UKVI to extend a visa up to 28 days prior to the expiry date, at their personal expense[18].

1920. Assignment from Overseas to UK

Unit staff are to ensure that, prior to their travelling back to the UK on assignment, non-UK entitled family members have a valid settlement entry visa for the UK. Those without a valid entry visa will need to meet UKVI entry requirements, including basic English language and minimum level of income. The policy for the public upkeep of visas for entitled families outside the UK may be found in JSP 752 Chapter 9, Section 13[19].

1921. Assignment from Overseas to Overseas

Unit staff are to manage the movement of entitled family members on assignment between overseas locations through Global Removals and Family Services[20].

1922. Home Office Notification

The Home Office is to be informed of changes in personal circumstance of non-UK Royal Navy personnel. It is the unit's responsibility to inform UKVI of the following occurrences, using Annex 54H:

a. **Bereavement.** On the death of a non-UK Royal Navy person, when the individual or entitled family members are subject to immigration control.

b. **Estrangement.** When an estrangement has taken place and the non-UK Royal Navy person has changed their PStat, there is no chance of reconciliation, and the individual or entitled family members are subject to immigration control.

c. **Termination of Service.** When a non-UK Royal Navy SP's service is to be terminated or when the individual's service is terminated in accordance with Para 1916 above. The notification is also to include entitled family members who are subject to immigration control.

[18] See also Para 0726.
[19] https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/Armed-Forces-Allowances-and-Expenses.aspx
[20] http://authdefenceintranet.diif.r.mil.uk/Tools/Admin/UseDefenceTravel/Pages/GlobalRemovalsandFamilyServices.aspx

SECTION 5

ROYAL NAVAL RESERVE

1923. Reserve Recruiting

All non-UK Royal Naval Reservists are recruited under the residency requirements described in Chapter 4 (Recruitment Introduction and Overview), Chapter 7 (Basic Eligibility and Entry Standards) and 2019DIN01-045 – Recruitment and Management of Commonwealth Nationals in the Armed Forces[21].

1924. Immigration Status

Non-UK Royal Navy Reservists are not granted 'exempt immigration control' status under section 8(4)(a) of the Immigration Act 1971, unless they are called-out for permanent service under the Reserve Forces Act 1996 (RFA 96) Sections 52, 54 or 56 (more commonly known as 'mobilisation'). At all other times they must have valid leave to remain in the UK.

1925. Full Time Reserve Service (FTRS)

FTRS is a reserve commitment, and the non-UK reservist remains under the immigration rules that govern them as a civilian. The reservist must hold a valid right to work visa for the duration of the FTRS, and units must not apply for immigration exemption on behalf of reservists on FTRS. If the reservist has settlement they can undertake FTRS in the UK, but it is not recommended that they undertake FTRS overseas as this could affect their ILR/E status, since UKVI will consider them to have left the country. Reservists on FTRS are subject to annual right to work checks, in accordance with Para 1928.

1926. Mobilised Reserve

When non-UK reservists are mobilised, the unit or Mission Training and Mobilisation Centre (MTMC) must carry out the immigration control actions at Annex 19D, explain the contents of Annex 19D Appendix 1, and give the reservist a copy. Units are to ensure that the reservist's passport will remain valid throughout the period of mobilisation. If successfully mobilised, the reservist's passport will be endorsed 'exempt immigration control' under Section 8(4)(a) of the Immigration Act 1971. UKVI will confirm in writing the conditions of the reservist's exemption.

1927. Demobilised Reserve

When non-UK reservists are demobilised, MTMC or the demobilising unit must inform UKVI by carrying out the additional procedures in accordance with Para 5465. Annex 54H must be completed prior to their demobilisation final date and sent to UKVI. The unit must brief the reservist that UKVI will be informed of their demobilisation and that the 'exempt immigration period' has ceased. The reservist must be warned that *"even though their passport stamp is not physically cancelled when they are demobilised, the reservist will not have permission to work or remain in the UK unless they have a valid civilian UK visa".* The reservist's parent unit should also conduct the annual right to work check prior to the reservist resuming training, in accordance with Para 1928.

[21] 2019DIN01-045

1928. Unit Responsibility - Reservists Annual Right to Work Checks

Units have a statutory requirement to conduct and record annual right to work document checks of their non-UK reserve personnel who are subject to immigration control. To ensure that a right to work remains extant, these checks should be carried out prior to the start of each training year. For further government advice see the Right to Work Checklist and for Unit actions see 2014DIN01-181 Employment of Foreign and Commonwealth Reserve Service Personnel[22] and the Guide to Supporting Commonwealth and non-UK Service Personnel and non-UK Families of Serving Personnel (Para 1910).

1929. Incorrect Immigration Exemption

If a non-UK reservist is found to have an 'exempt immigration endorsement' as a result of previous regular or mobilised service, the unit must inform UKVI in accordance with Para 5465, stating that the reservist has previously had their regular service terminated or that they have been demobilised from reserve service. The reservist must be informed that they are not exempt from immigration control and must regularise their immigration status in accordance with the regulations at footnote 21 and the Guide to Supporting Commonwealth and non-UK Service Personnel and non-UK families of Serving Personnel (Para 1910).

1930. Reserve Training Overseas

When there is a requirement for non-UK reservists to train overseas, the unit must check whether a NATO Travel Order[23] or additional visa is required by contacting Defence Travel[24] for advice. The requirements to obtain visas for official duty are constantly changing and this list is frequently updated. If there is any doubt, then contact should be made with DSCOM Visa Section (Tel Mil 9621 84366). For guidance on payment for official visas refer to JSP 752 Chapter 9 Section 13[25]. Units are not to apply for 'exempt immigration control' for training reasons.

1931. Individual Responsibility

Units are to remind the non-UK reservist that it is their responsibility to report any changes to their immigration status that affects a right to work to the UPO/HR Admin staff. It is an individual's personal responsibility to regularise their immigration status after demobilisation and before commencing any further training.

1932. Reserve Family Entitlement

There are no provisions within the immigration rules for the dependant of a non-UK reservist to enter or remain in the UK based solely on their sponsor's reserve service[26]. This includes family members of those who have been mobilised or are on FTRS. The unit should ensure that the reservist is aware of the implications for family members and dependants.

1933. Changes to Reserve Immigration Status

When a non-UK reservist is issued an exempt vignette for mobilised service, the status of their dependants does not change. Their dependants will remain on the immigration conditions for which they were given leave to enter or remain in the UK. If a reservist is granted 28 days' leave outside the rules as they no longer hold valid leave on return from mobilisation, their dependants are not entitled to be considered simultaneously.

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[22] http://defenceintranet.diif.r.mil.uk/libraries/corporate/DINSpersonnel/2014/2014DIN01-181.pdf
[23] JSP 800 Defence Movements and Transport Regulations Vol 2 - Passenger Travel Instructions.
[24] http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/HOCS/Organisations/Orgs/DGTCS/MODCommercial/Pages/BookingTravel.aspx
[25] https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/Armed-Forces-Allowances-and-Expenses.aspx
[26] https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-armed-forces

1934. Supporting Letters - Royal Naval Reserve

Reserve units or individuals should not write official letters on headed paper to UKVI in support of a reservist's application to change their immigration status due to a change in their civilian circumstances. Regular or reserve personnel should not attend any subsequent inquiries in an official capacity; this includes appearing in uniform at a hearing to give expert advice on reserve service or at any tribunal or court case dealing with a reservist's civilian immigration issue.

1935. Home Office Notification

The Home Office is to be informed of changes in the personal circumstances of Commonwealth or non-UK reserve personnel. It is the unit's responsibility to inform UKVI of the following occurrences, using Annex 54H:

a. **Demobilisation.** When a non-UK reservist has demobilised.

b. **Termination of Service.** When a non-UK reservist's service has been terminated.

c. **Death.** On the death of a non-UK reservist.

ANNEX 19A

ROYAL NAVY REQUEST FOR AN 'EXEMPT UK IMMIGRATION' CONTROL ENDORSEMENT FOR REGULAR COMMONWEALTH OR NON - UK ROYAL NAVY PERSON

Maintaining Immigration Status - Regular

1. When a non-UK passport holder has been accepted into regular service or has a Country of Origin passport renewed during regular service, the UPO/HR Admin Office is responsible for carrying out the following actions:

a. Send the non-UK passport with a covering letter by registered mail and enclose two passport style photographs no more than three months old with the name of the individual written on the back of each (expenses may be recovered in accordance with JSP 752).

b. Prior to dispatch the unit must issue the individual with a copy of their passport personal page and any valid visa pages, explain and give the individual a personal copy of Appendix 1: Immigration Conditions During Regular Service and Termination of Service.

c. The Armed Forces Team at UKVI will insert the 'exempt' immigration endorsement into the passport and confirm the conditions of issue in writing to the individual.

d. A covering letter should be sent to UKVI on Unit headed paper addressed as below and contain the following information:

Visits UK (SHU)
Armed Forces/FCDO Team
Visa, Status and Information Services- UKVI
L4, 2 Ruskin Square
Dingwall Road
Croydon
CR0 2WF

Date

Dear Sir/Madam,

ROYAL NAVY REQUEST FOR AN 'EXEMPT UK IMMIGRATION' CONTROL ENDORSEMENT FOR REGULAR COMMONWEALTH OR NON-UK NAVAL SERVICE SERVING PERSONNEL

[Paragraphs do not need numbering]

I am the Unit HR Administrative Officer of (insert unit) responsible for Non-UK Exemption from Immigration Control applications.

I can confirm that (insert service number, rank/rate, full name, DoB and nationality) enlisted as a regular Service Person in the Royal Navy/Royal Marines on (insert start date)**.** Having enlisted in the Royal Navy/Royal Marines as a regular, the above-named individual is exempt UK Immigration Control under Section 8(4)(a) of the Immigration Act 1971.

I have enclosed the individual's Country of Origin Passport (Passport Number) and two Passport photographs with the individual's name on the back of each and request that UKVI insert an 'exempt' from immigration control endorsement (vignette) and inform the individual of the conditions of issue.

Please do not hesitate to contact me if you require any additional information.

Signed

Name
Rank/Rate/Position
Job Title, if not included in Unit Letter Template.
For Commanding Officer

Enclosures:

1. (*Insert*) *Service Person's Full Name* (*Insert Nationality*) Passport (*Insert Serial Number*).
2. Two Passport Photographs with individual's name on the back.

APPENDIX 1 TO ANNEX 19A

IMMIGRATION CONDITIONS DURING REGULAR SERVICE AND TERMINATION OF SERVICE

Copy to be provided to Non-UK Royal Navy/Royal Marines Service Person for their Records

1. Regular Service. Your passport has been forwarded to UK Visas and Immigration (UKVI) in order for it to be endorsed with an Exempt UK Immigration Control vignette. UKVI will write to you to confirm the conditions of your exempt status. As a non-UK citizen currently serving in HM Forces you will be exempt from immigration control under section 8(4)(a) of the Immigration Act 1971 until your service is terminated or you naturalise as a British citizen. **Your exemption does not extend to your family dependants.**

2. Exempt Immigration Control Travel.

a. Your immigration exemption only allows you to travel to the UK; it is not valid for travel to other countries, if you undertake personal travel you must ensure you meet the visa requirements of the countries to which you are travelling and those you pass through in transit. The authorities in the country or territory to which you are travelling are responsible for setting and enforcing the rules for entry. If you are unclear about any aspect of the entry requirements, or need further reassurance, you will need to contact the embassy, high commission or consulate of the country or territory to which you are travelling. You should also consider checking with your transport provider or travel company to make sure that your passport and other travel documents meet their requirements. Generally, your passport should be valid for a minimum period of 6 months from date of entering the country you are visiting.

b. If you are required to travel for MOD official purposes your UPO/unit administration office will contact Defence Travel to determine which type of visa you require and will assist you with obtaining that visa prior to travel. The office will also assist you in reclaiming any expenses incurred in obtaining the visa.

3. Passport Renewal. When you are required to renew your passport, you must report to the UPO/unit administration office with your new passport in order that the ‘exempt immigration control’ status may be transferred to your new passport.

4. Establishing a Family Life.

a. If your spouse/legal partner and children are non-UK citizens and you wish them to join you, they may be subject to immigration control. This means that they must apply for a settlement entry visa through UKVI using a HM Forces Application Form VAF AF[1]. **The Royal Navy has no liability to pay for visa or travel expenses for your family.** The settlement entry visa cost changes every April and is approx. £2000. Current visa fees may be found at the link below[2]. If your spouse/partner is not a national of a predominately English-speaking country, then they may be required to be A1 (fluent in) English. The Home Office has a Minimum Income Requirement that you must meet for spouses/partners and children to legally enter the UK. The minimum threshold of the UK Armed Forces pay has been adjusted so that all those serving will earn this once training is completed. This will support service personnel with foreign national family members to bring their loved ones to the UK allowing the family to stay together and give the recruit the support they need throughout their career in the Royal Navy. Additionally, there is no longer an additional income requirement for children the MIR will now be the same regardless of the number of children brought to the UK.

b. If you are successful, you will receive a e-Visa and be placed on a five-year route to settlement based on your Royal Navy service under the Immigration Rules Appendix HM Armed Forces[3].

5. Termination of Service.

a. When you reach your termination of service your discharging/releasing unit will inform the Home Office of your impending termination of service. **It is then your responsibility to regularise your own UK immigration status, and that of your family.** You can begin this process up to 18 weeks prior to your termination of service (final date of paid service), at your expense; if you choose to do this you should take action as soon as possible. **Your 'exempt immigration control' status will cease on the date of termination of service.** If, after termination, you remain in this country without a valid settlement status you will not be entitled to work, or have access to local authority housing, benefits or any other form of public funding. Even if your passport has an exemption stamp, the UKVI will have recorded you as having left the Armed Forces. This will also appear when any prospective employer conducts a statutory right to work check. It may also affect any future application to remain in the UK.

b. You are strongly advised to start saving money from the date of your enlistment in the Royal Navy/Royal Marines to meet family entry visa costs and future settlement visa costs both for you and your family. This can be achieved in a number of ways, including through an Armed Forces Credit Union. See 2019DIN08-010 Credit Union Services - Access for Armed Forces Personnel and Former Personnel in Receipt of an Armed Forces Pension.

[1] https://www.gov.uk/government/publications/application-for-uk-visa-as-member-of-hm-armed-forces-vaf-af
[2] https://www.gov.uk/visa-fees
[3] https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-hm-armed-forces

ANNEX 19B

ROYAL NAVY LETTER OF CONFIRMATION OF A SPONSORING ROYAL NAVY PERSON'S DETAILS FOR HM FORCES VAF AF APPLICATION

(Letter of confirmation of sponsor's details to be submitted with spouse/partner's application for an entry visa to the UK - NOT TO BE USED TO SPONSOR A VISITOR VISA)

1. A covering letter should be sent to UKVI on Unit headed paper addressed as below and contain the following information:

For the Attention of:
The Entry Clearance Officer
Date

Dear Sir/Madam,

ROYAL NAVY LETTER OF CONFIRMATION OF SPONSORING NAVAL SERVICE PERSON

Paragraphs do not need numbering.
Sponsoring Service Person Details:
Surname Forenames Service Number Nationality

Entitled Armed Forces Family Members Leave to Enter Visa applications for:

(Insert all named applicants)
Surname Forenames Date of Birth Nationality and Relationship to Marine/Sailor

I am the Unit Administration Officer of *(insert unit name).* Under Appendix HM Armed Forces**,** the sponsoring Service Person above has requested a Royal Navy letter to confirm the above-named sponsoring service person's details in respect of sponsorship of a UK Leave to Enter Visa application[1] for those entitled family members listed above.

The above named service person is currently serving in the United Kingdom*[2] and I can confirm that as a condition of the service the named serving person has been provided with/will be provided* with suitable Service Family Accommodation to accommodate the family prior to their arrival in the United Kingdom (**provide allocated SFA address if available or if a contact house is being used as an interim or use the full unit address)**.

Please do not hesitate to contact me if you require additional information.

Signed

Name
Rank/Rate/Position
Job Title, if not included in Unit Letter Template.
For Commanding Officer

[1] This letter is not to be used to sponsor a visitor visa.
[2] Overseas HQs should use an amended letter template.

ANNEX 19C

COMMONWEALTH AND NON-UK SERVICE PERSONNEL - ADDITIONAL TERMINATION OF SERVICE PROCEDURES TO BE PROVIDED TO UPO/UNIT HR ADMIN, CAREER MANAGERS AND THOSE WITH DISCHARGING RESPONSIBILITIES

1. The service of all non-UK Royal Navy personnel is terminated in accordance with the regulations at Para 5465. As soon as the individual is warned that their service is to be terminated the Career Manager, Unit Administration Officer and Releasing Unit must check the immigration status of the transitioning individual and entitled family members to determine if they can apply for settlement and calculate the costs involved. Those who have not regularised their immigration status should be briefed by their Career Manager and Divisional Officer at least six months prior to termination of service or as soon as notification of termination is received, with the following information:

a. It is the non-UK Royal Navy person's responsibility to apply for settlement, both for themself and their entitled family members, or to leave the country after termination of service. Applications are to be made on Home Office Form SET (AF)[1], in accordance with the Immigration Rules Appendix HM Armed Forces[2].

b. All applicants must complete the Biometric registration process[3] in order for settlement to be granted.

c. The effects of criminality or Service discipline offences on applications for Settlement or Citizenship have been incorporated into 2017DIN01-049 (see also the Home Office publication 'HM Forces: Criminality'[4]). Applicants for settlement or naturalisation must declare all criminal convictions (spent or unspent) on their application forms. If in doubt, individuals with criminal convictions should seek qualified immigration advice before applying for settlement.

d. On the day that a non-UK Service person's service is terminated their 'Exemption from UK Immigration Control' is cancelled and they become subject to UK immigration control. UKVI will issue the individual with 28 days' notice to regularise their immigration status only if it has been notified by the unit or the individual being discharged.

e. If an application is submitted after termination of service date but during the 28 days' notice period, the individual may remain in the UK legally during the consideration process (with civilian status). Individuals will not have permission to work legally, or remain in the UK, even if their passport endorsement has not been physically cancelled by the unit on termination of service, since UKVI will have been notified to cancel the exempt status.

[1] https://www.gov.uk/government/publications/application-to-settle-in-uk-as-former-member-of-hm-forces-setaf
[2] https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-armed-forces
[3] https://www.gov.uk/biometric-residence-permits
[4] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/488261/HM_Forces_-_Criminality_v1.0.pdf

f. Termination of service normally takes place in the UK. Units terminating non-UK personnel outside the UK must have authority from the overseas Command to do so. Once that authority has been granted, the Commanding Officer will notify the relevant Career Manager that the individual's service will be terminated overseas. Units **must** advise non-UK personnel on housing and immigration implications and status (including for entitled family members) including any UK entry restrictions and issues if they decide to attempt to regularise immigration status overseas.

g. Where an early departure termination (Medical, Discipline, Administrative or Discharge Under Training) has been recommended for non-UK Naval Service personnel, the unit managing the termination must take account of the UK immigration policies and time-lines for settlement application, and raise any concerns about the individual's settlement, and implications for their entitled family members, to the Chain of Command as soon as possible. For overseas units this includes the timely return of the individual and entitled family members to the UK in order to prepare for termination, noting the policy for entitlement to occupy SFA in JSP 464.

h. Commonwealth and non-UK Service Personnel whose service has been terminated and are settled in the UK are liable for the same Regular Reserve liability as their UK counterparts.

i. Commonwealth, non-UK or Nepalese Service Personnel who opt to leave the UK after termination of service have 24 months to apply for settlement (Indefinite Leave to Enter (ILE)) through their local UK Visa Application Centre.

2. Additional Unit Information in Support of Non-UK serving personnel

a. **Termination After Four years' Service.** Inform individuals that, if they wish to regularise their immigration status, their applications should be submitted 18 weeks before their termination date or up to six months before a redundancy termination date. This will enable UKVI to grant settlement the day after termination (providing that the Immigration Rules are met).

b. **Medical Discharge.** Units who administer Commonwealth and non-UK Service Personnel being considered for discharge on medical grounds must also take account of any additional vulnerability issues, especially if the individual has severe physical/mental disability, or if they are single and need additional family support that require support from the immigration authorities. Welfare casework should be raised well in advance of discharge, including any referral under the Veterans' Welfare Service protocols[5]. In all cases where the discharge is complex and requires immigration consideration, the casework team should engage with Royal Navy Family and People Support (RN FPS), Naval Families Federation (NFF) and the Seafarers' Advice and Information Line (SAIL) who will raise a referral to the appropriate authorities and Naval charities both for immigration and eligibility for welfare support.

[5] https://www.gov.uk/government/collections/veterans-welfare-service-protocols

c. **Medical Discharge - Less than Four Years' Service.** Where a non-UK Service Person is medically discharged with less than four years' service, UKVI will consider settlement applications where the medical discharge is due to injuries sustained during operations or whilst on training. When medical discharge occurs for other reasons, with less than four years' service, the non-UK Service Person may still be able to apply for settlement. In both cases individuals will need to submit supporting medical evidence to UKVI and, if required, may need to seek immigration advice from an authority accredited by the Immigration Advice Authority (IAA). Extensions to discharge dates are not given for immigration reasons.

d. **Other Forms of Termination of Service with Less than Four Years' Service.** There is no discretion within the rules for settlement to be granted to those terminating with less than four years' service. Units should advise non-UK Service Persons to seek IAA qualified immigration advice before they submit an application to UKVI for leave to remain ('outside the rules'). On the day of termination, the unit should receive a 28 -day notice letter from UKVI. Those individuals who have not regularised their immigration status may apply for further Leave to Remain; otherwise, they will be expected to leave the country.

e. **Warning UKVI of Termination of Service.** Units are to give UKVI warning of the date of termination from the Armed Forces by completing the additional policy in accordance with Para 5465. Annex 54H is be completed prior to termination day and sent to UKVI. On receipt of Part A, UKVI will issue a receipt to the unit and a notice to those personnel who have not regularised their immigration status (separate letters are provided for dependants). On the final day of service, the unit must complete Part B of Annex 54H, ensuring that both the individual and unit sign the declaration to UKVI.

f. **Indicative Letter.** Once UKVI receives, checks and assesses a settlement application, it may issue an indicative letter[6]. This letter is to assist the individual in planning for future employment, housing, healthcare and benefits as part of the transition to civilian life[7]. Where an indicative letter has been issued and is not accepted by providers during transition, the individual should raise the issue with their unit, which should contact RN FPS, NFF and SAIL with details of those providers who have not accepted the letter.

3. Day of Termination

a. On receipt of the completed Part A, notice is normally 28 days and will be issued effective from the planned date of termination. However, in practice if the date of termination is imminent then UKVI will normally withhold notice until Annex 54H is also received.

b. If the non-UK Service Person has not applied to regularise their immigration status by their date of termination, then UKVI will send the unit a fax/email/letter giving the individual a 28-day notice letter to regularise their immigration status or leave the country. When the email/letter is received, the unit should give one copy direct to the individual and confirm receipt by signature of both the individual and the discharging unit. The signed copy is then to be sent back to UKVI.

[6] The Home Office can only issue an 'Indicative Letter' if it receives the application in good time (18 weeks prior to discharge).
[7] The 'Indicative Letter' is not a guarantee of settlement.

4. Custodial Sentence Family Support. When a non-UK Service Person has received a custodial sentence that will lead to dismissal and termination, the supporting unit must immediately engage with the individual's family. There may be issues of entitlement to SFA and/or Family Maintenance Grant and, if overseas, immigration issues on repatriation to the UK. Further immigration advice should be sought from NLS, RN FPS, NFF and SAIL.

5. Termination Prior to or After Custodial Sentence. Before an individual's service is terminated prior to or after a custodial sentence, the terminating unit must consider any welfare, financial or immigration issues that will impact on the family. When service is terminated under these conditions UKVI must be informed using Annex 54H.

ANNEX 19D

ROYAL NAVY REQUEST FOR AN 'EXEMPT UK IMMIGRATION' CONTROL ENDORSEMENT OF ROYAL NAVAL RESERVE SERVICE PERSON FOR MOBILISATION

1. When a non-UK passport holder (with a right to work visa) in the Royal Naval Reserve has been selected for mobilisation the employing unit must take the following actions:

a. Send the non-UK passport with a covering letter by registered mail below and enclose two passport style photographs no more than three months old with the name of the individual written on the back of each (expenses may be recovered in accordance with JSP 752).

b. Prior to despatch the unit must issue the reservist with a copy of their passport personal page and any visa pages, explain and give the individual a personal copy of Appendix 1: Immigration Conditions for Reserve Mobilisation Service and Demobilisation.

c. The Armed Forces team at UKVI will insert the 'exempt' immigration endorsement into the passport and confirm the conditions of issue in writing to the individual.

d. A covering letter should be sent to UKVI on Unit headed paper addressed as below, containing the following information:

Visits UK (SHU)
Armed Forces/FCDO Team
Visa, Status and Information Services- UKVI
L4, 2 Ruskin Square
Dingwall Road
Croydon
CR0 2WF

Date

Dear Sir/Madam,

ROYAL NAVY REQUEST FOR AN 'EXEMPT UK IMMIGRATION' CONTROL ENDORSEMENT FOR ROYAL NAVAL RESERVE SERVING PERSONNEL MOBILISED

[*Paragraphs do not need numbering.*]

I am the Unit HR Administrative Officer of (insert unit) responsible for Non-UK Exemption from Immigration Control applications.

I can confirm that (Insert service number, rank/rate, full name, DoB and nationality) enlisted as a reservist in the Royal Naval Reserve on (Insert mobilisation start date)**.** Having enlisted in the Royal Naval Reserve the above-named service person is exempt UK Immigration Control under Section 8(4)(a) of the Immigration Act 1971 for the duration of the period of mobilised service.

I have enclosed the individual's Country of Origin Passport (Passport Number) and two Passport photographs with the individual's name on the back of each and request that UKVI insert an 'exempt' from immigration control endorsement (vignette) and inform the individual of the conditions of issue.

The individual's unit will inform you when the above-named reservist demobilises from the Royal Naval Reserve. Please do not hesitate to contact me if you require any additional information.

Signed

Name
Rank/Rate/Position
Job Title, if not included in Unit Letter Template.
For Commanding Officer

Enclosures:

1. (Insert) Reservist's Full Name (Insert Nationality) Passport (Insert Serial Number).
2. Two Passport Photographs with Reservist's name on the back.

APPENDIX 1 TO ANNEX 19D

IMMIGRATION CONDITIONS FOR RESERVE MOBILISATION SERVICE AND DEMOBILISATION INFORMATION FOR THE RESERVIST

1. Immigration Control Mobilised Service

As a member of the Royal Naval Reserve, you must have a valid visa which allows you to work and reside in the UK for the duration of your mobilised service. If you have a valid visa, your passport will be stamped with an exemption from immigration control under section 8(4)(a) of the Immigration Act 1971. The exemption lasts only for the duration of mobilised service with the Royal Navy.

2. Immigration Status Demobilisation

When you are demobilised, you must contact UK Visas and Immigration (UKVI) to inform them of your demobilisation. MTMC or your demobilising unit will also inform UKVI of your demobilisation in accordance with Para 5465. Prior to your mobilisation you had an immigration status and you will resume that immigration status automatically; you do not need to make another application providing that your immigration status remains in-date and valid. **If you do not contact UKVI when you are demobilised, and you attempt to remain in the UK without permission, you may become liable to removal.**

3. Immigration Status - Civilian

Once your exemption has been cancelled, if your visa has lapsed you will require permission to remain in the UK and will normally be given 28 days to regularise your immigration status or leave the country. Even if your mobilisation passport stamp remains in your passport, it will have been cancelled by UKVI and you will not have permission to work or remain in the UK. If you are in doubt your unit HR staff can explain this Appendix and direct you to qualified sources of immigration advice (e.g. Royal Navy Family and People Support (RN FPS), Naval Families Federation (NFF) and Seafarers' Advice and Information Line (SAIL).

4. Right to Work Checks

If you remain subject to immigration control, your unit has a statutory requirement to conduct and record right to work document checks on you. Your unit will check this before you resume your reserve training. This check will be carried out prior to the start of each training year to ensure that you continue to have a valid right to work. If during a right to work check it is found that you have an 'exempt immigration endorsement' remaining in force from a previous mobilisation, your unit will seek advice from UKVI regarding your immigration status.

5. Termination of Service

If, due to a lack of right to live and work in the UK status, your service is terminated, you must inform UKVI of your termination. The terminating unit will also inform UKVI. As reserve service is classed as secondary employment, it does not entitle you to settle in the UK under Immigration Rules Appendix Armed Forces. Even if your passport has a mobilised service exemption stamp, the UKVI will have recorded you as having left the Armed Forces. This will also appear when any prospective future employer conducts a statutory right to work check.

CHAPTER 20

DISCIPLINE POLICY AND PROCESSES

(Sponsor: NAVY LEGAL-DISCIPLINE LAW SO1)

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CHAPTER 20

DISCIPLINE POLICY AND PROCESSES

References:

A. BRd 2 (King's Regulations for the Royal Navy) Chapters 1, 3, 36-42
B. JSP 830 Manual of Service Law (the MSL)
C. BRd 9467 (Fleet Administrative and General Orders) Chapter 16
D. JSP 831 (Redress of Individual Grievances: Service Complaints)
E. JSP 832 (Service Inquiries)
F. JSP 833 (Minor Administrative Action)
G. BRd 172 The Yellow Guide

SECTION 1

GENERAL

2001. Why Discipline Matters

a. The values and standards of the Royal Navy are established, upheld and sustained by a combination of leadership by example, education and training, and by regulation through the Royal Navy's discipline system. Discipline is founded in the doctrine of command which places the responsibility for maintaining discipline on commanders. In order to fulfil their disciplinary responsibilities, commanders are granted appropriate authority. Most professions and organisations have regulatory or disciplinary codes. For the Royal Navy, Commanding Officers (COs) are granted statutory powers under the Armed Forces Act 2006, including the authority to issue lawful commands, in order to support their disciplinary role. One of the objects of military law is to provide for the maintenance of good order and discipline among members of the Services and, in certain circumstances, among others who live or work in a military environment. This it does by supplementing the ordinary criminal law of England and Wales with a special code of discipline and a special system for enforcing it. Such special provision is necessary in order to maintain, in time of peace as well as war, and overseas as well as at home, the operational efficiency of an armed force. It is for this reason that acts or omissions which in civil life may amount to no more than breaches of contract (like failing to attend work) or indeed mere rudeness (like being offensive to a superior), become in the context of Service life punishable offences.

b. Discipline is one of the Royal Navy's Six Core Values:

The Royal Navy must be a disciplined service if it is to be effective. We must therefore obey all lawful orders from our superiors. Self-discipline is fundamental; being able to discipline ourselves will earn us the respect and trust of others, and equip us to cope with difficult, individual decisions we will have to make during our service.

c. Discipline in the Service is underpinned through:

(1) **Formal Disciplinary Action.** Action taken to uphold good order and Service discipline using statutory powers.

and,

(2) **Administrative Action.** Action taken to rehabilitate, censure or initiate sanctions to correct professional or personal failings.

d. The fundamental purpose of the disciplinary and administrative processes is to foster and promote the discipline and behaviour required for the maintenance of operational effectiveness.

SECTION 2

DISCIPLINE POLICY, GOVERNANCE AND CHAIN OF COMMAND

2002. Governance

Governance of discipline and related legal matters in the Armed Forces is the responsibility of the Service Justice Board (SJB). This sits at the head of the Service Justice System and comprises uniformed, MOD civilian, and other governmental, legal and judicial authorities with a shared and vested interest in the maintenance of discipline in the Armed Forces in direct support of the Moral Component of Operational Capability. The Service Justice Executive Group (SJEG) transacts routine Service discipline and other legal business in support of the SJB.

2003. Discipline Policy

a. The generation, articulation, correlation and implementation of Discipline Policy for the Service is the responsibility of Head Naval Legal Services, drawing on executive input from other NCHQ directorates and Royal Navy commands as required. Broad legal policy for the Service is contained within References A to G in addition to this Chapter of BRd 3(1).

b. Of note, in October 2009 the Armed Forces Act 2006 (AFA 06) replaced the single Service Discipline Acts and is the single, primary, statutory base (complemented by approximately 80 pieces of secondary legislation) for the disciplinary regime in force for members of the Armed Forces, including reservists and former members, as well as civilians or other individuals whose professional, geographic or familial links to the Armed Forces confer certain status and jurisdiction.

2004. Jurisdiction

The Armed Forces Act 2006 applies to all regular Service personnel, wherever they are in the world at all times and to reservists at certain times. Certain civilians may also be subject to the Act at certain times and in certain locations. Detailed guidance is contained in Chapter 3 to JSP 830 Manual of Service Law (the MSL).

2005. Processes

Disciplinary processes are set out primarily within the MSL and this chapter. See also FLAGO Chapter 16.

2006. Authority

The authority for the investigation, bringing of charges, summary hearing or Court Martial is set out in AFA 06, KRRN and this chapter.

2007. Service Law Harmonisation

AFA 06 harmonised Service law and provides a tri-Service system that is designed to ensure consistency and parity when dealing with personnel, regardless of their Service. The increasing trend towards joint operations and joint defence organisations means that operational effectiveness is more efficiently supported by this single system of Service law.

a. **Summary Discipline.** Summary Hearings and the role of the CO are at the heart of Service discipline and remain the mechanism by which most offences are addressed. Summary offences and powers are harmonised across the Services. Personnel of one Service of the UK Armed Forces who serve in or with one of the other Services of the UK Armed Forces may come under the jurisdiction of the CO of the unit in which they serve or are attached. Similarly, Service personnel serving in Joint organisations come under the jurisdiction of the CO of that unit or formation. All personnel dealt with at Summary Hearing have the right to appeal to the Summary Appeal Court.

b. **Service Prosecuting Authority.** There is a single independent Service Prosecuting Authority (SPA), staffed by lawyers from all three Services and civilian lawyers, and headed by a civilian Director. The SPA determines whether or not to prosecute those who are alleged to have committed offences contrary to Service law where cases are referred to it by the Service Police, the CO or on election by the accused, and the SPA conducts the prosecution in the Court Martial.

c. **The Court Martial.** The Court Martial is available to deal with the most serious offences or where the accused elects for trial by Court Martial. The Court comprises a Judge Advocate and a minimum of 3 or 5 Service members, depending on the seriousness of the offence. The unqualified right for all personnel to elect for trial by Court Martial regardless of the seriousness of the offence is a fundamental tenet of the Service Justice System.

SECTION 3

ROYAL NAVY HIGHER AUTHORITIES, DISCIPLINE CHAINS OF COMMAND AND SOURCES OF LEGAL ADVICE

2008. Organisation

a. The CO is central to the Service discipline system and is responsible for the effective administration of discipline at unit level. AFA 06 requires the CO to seek Higher Authority permission before exercising certain functions (in essence, for permission to hear certain specified charges, or to be granted 'extended powers' to impose certain punishments).

b. In general terms, powers of summary discipline are vested in officers who are COs of units (meaning ships or establishments) or appointed as the 'Commanding Officer' of a body of service personnel. AFA06 also empowers 'Subordinate Commanders' who may exercise powers of summary discipline under the authority of the CO.

c. Service policy requires that those who exercise powers of summary discipline are authorised in advance (either as COs of ships or establishments, or as otherwise authorised) – and that the relationship between subordinate commander, Commanding Officer and Higher Authority is approved.

d. AFA 06 defines a Higher Authority (HA) as any officer in the CO's disciplinary chain of command who is superior in that chain of command to the CO. Within the Service, those appointments in which officers may act as HAs for discipline purposes are as follows[1]:

Fleet Commander
Second Sea Lord and Deputy Chief of Naval Staff
Director Strategy and Policy
Director Develop
Director People and Training/Naval Secretary
Director Force Generation
Director Acquisition
Director Submarines
Director Naval Staff
Commander Operations
Commander Strike Force
Commandant General Royal Marines
Commander British Forces Gibraltar
United Kingdom Maritime Component Commander Bahrain
Commodore Surface Flotilla
Commodore Submarine Flotilla
Deputy Director Aviation and Commodore Fleet Air Arm
Deputy Director Policy and Engagement
Operational Advantage Centre Director

[1] These changes reflect the structural changes to the RN as implemented through the 2020 RN Transformation programme.

Naval Base Commanders: Portsmouth, Devonport and Clyde
Head of Navy Healthcare Commander Fleet Operational Sea Training
Commander Maritime Reserves
Commander Littoral Strike Group
Commander Carrier Strike Group
Commander 3 Commando Brigade Royal Marines
Assistant Chief of Staff Maritime Warfare
Chief of Staff Navy Command Headquarters

e. The Service disciplinary chain of command is set out in the table at Table 20-1. This reflects wherever possible the administrative and operational chains.

f. Where HA authority is required, COs are to apply to the HA specified in the table, unless the HA is unavailable or directed to do otherwise by that HA.

g. Reference B Chapter 9 and this chapter give detailed instructions for making applications to HA for disciplinary matters.

h. Legal advice to COs and HA is available from the appropriate Legal Adviser listed in Table 20-2 below.

2009. Meaning of 'Commanding Officer'

a. The CO is central to the functioning of AFA 06. Under the Act they are responsible for making key decisions throughout the whole of the disciplinary process, including (as applicable) authorising custody, bringing a charge, hearing a charge summarily or referring a case to the SPA for trial by Court Martial. Under the Armed Forces Code of Practice for Victims of Crime 2015 as outlined at Annex 20K, the CO also has responsibilities in relation to certain complainants.

b. In most circumstances the identity of the CO will be readily apparent and will be the officer appointed in command of the ship, unit or establishment in which an individual is serving. The Armed Forces (Meaning of 'Commanding Officer') Regulations ('the meaning of CO Regulations') specifies that a person must be appointed 'in command' of a unit, ship, establishment, and if any doubt arises over the authority of an individual to act as a CO for discipline purposes, the appropriate Career Manager and JPA record should be consulted (see also Chapter 59 and the Annexes thereto). Where doubt remains, the matter should be referred to CNLS SO1 Discipline Law.

c. Regulation 3 of the Meaning of CO Regulations also allows the appointment of other officers to be the CO for purposes under the Act, such as exercising disciplinary functions. Such 'Regulation 3' or 'bespoke CO' appointments may be made in circumstances where the normal CO is unavailable, such as when elements of a unit are on detached duty, or when it would be inappropriate for the normal CO to exercise disciplinary functions. An example of the latter would be when a number of individuals from different units are accused of joint offending which may be appropriately dealt with by Summary Hearing. Rather than holding several separate summary hearings, one CO can be nominated under Regulation 3 to hold a single hearing.

d. The Defence Council has authorised Royal Navy officers (this includes officers of the Royal Marines) in Command at 1* rank or above to appoint officers for Regulation 3 purposes with respect to personnel within their chain of command. In determining the chain of command, Table 20-1 should be consulted. Where it is necessary to make such an appointment for a large number of individuals across a range of commands, Dir P&T/Naval Secretary will normally be the most appropriate officer to make such appointments. Legal advice should be sought.

e. It should be noted that Regulation 3 'bespoke CO' appointments carry no authority broader than that which is contained in the appointment itself. Thus, where the appointment is made for 'disciplinary purposes', the officer so appointed has the full powers that the original parent CO would have had to authorise custody or bring charges etc. but they do not have powers in relation to other non-disciplinary matters (for example, the handling of Service Complaints) which remain the responsibility of the parent CO. Similarly, the appointment relates only to matters regulated under AFA 06. It does not convey any authority in relation to matters not regulated by the Act, such as the disposition of forces or the conduct of operations.

f. Wherever practical before exercising a function likely to have a significant impact on an individual (e.g. imposing a sentence of detention or reduction in rank) a Regulation 3 CO should normally consult the parent unit CO. The decision remains, however, that of the Regulation 3 CO.

2010. Personnel Embarked in RFA Vessels

a. **Royal Fleet Auxiliaries.** RN and RM personnel embarked in RFA vessels remain subject to AFA 06 at all times and are not subject to the RFA's own disciplinary or administrative procedures. Key to the successful integration of Naval personnel into a RFA vessel is the maintenance of the highest professional standards and a culture of mutual respect and trust. There have been occasional cases where this respect and trust has been undermined by a perception that the Service Justice System is slow and unresponsive; this has been particularly so where cases have had to be referred to parent units for decisions and authorisations. To avoid delay, units should consider the appointment, whenever practicable, of a temporary CO in accordance with the provisions of Regulation 3 of the Armed Forces (Meaning of "Commanding Officer") Regulations (see Para 2009 above). The appropriateness of such an appointment will vary according to the type and number of personnel embarked and the length of the deployment. For example, there may be little utility in appointing a Regulation 3 CO where only a few individuals are embarked for a two-week exercise, but more benefit may be gained when a large number are drawn from disparate units for a prolonged deployment. Any Regulation 3 CO appointed may only exercise their powers in relation to those under their command and has no authority over the vessel or its RFA crew.

b. Whether a Regulation 3 CO is appointed or not, the senior officer of embarked RN/RM personnel is responsible for ensuring that all those subordinate to them comply with the orders and directions of the ship's Commanding Officer. The CO of a RFA vessel remains ultimately responsible for the safety of the ship and personnel onboard and retains the right to have any individual removed from the vessel in order to ensure the safety of the ship. BRd 875[2] 0322 gives guidance to RFA COs on the circumstances in which they can exercise their right to remove embarked RN/RM personnel and the procedure to be followed, including the requirement to consult DACOS RFA Personnel Ops SO1 and the Regional Legal Office.

c. The RFA alcohol testing policy does not apply to embarked RN/RM personnel. Whilst it is not unlawful to require embarked personnel to comply with RFA breath testing, this should only be used as a last resort, where existing AFA 06 disciplinary provisions - s.20 (drunkenness) and s.20A (exceeding prescribed limits) – are not practicable.

2011. Embarked Army, RAF and Royal Marines Units

a. The MSL Chapter 2, paragraph 22 provides that, as a general rule, when Army and RAF personnel are embarked in HM Ships they are subject to the exclusive jurisdiction of the CO of the ship. It also provides that, when a 'formed unit' of the Army or RAF is embarked, the default position is that the CO of that ship (or ships if the embarked unit is dispersed across a number of vessels) will exercise disciplinary powers over the unit unless prior notification has been given by HQ Land Forces or Air Command, in which case the COs of the Army and RAF formed units may retain their full disciplinary powers when embarked. This special arrangement for formed units is subject to the caveat that the CO of the ship may take jurisdiction in any case where an alleged offence committed by one of the embarked personnel affects the operational efficiency of the ship or the incident occurs overseas where the sovereign immunity of the ship is an operative factor.

b. Although not specifically mentioned in the MSL, the above policy applies in relation to embarked RM personnel. Where RM personnel are embarked as singletons or sub-units in warships (including those units which form part of the Ship's Company, e.g. the Assault Squadrons embarked in amphibious shipping or a FSRT in FF/DDs) the CO of the ship will be their CO for disciplinary purposes, although they may delegate subordinate commander powers to, for example, OCRM. Where RM units embark as formed units (i.e.. units which have their own COs) the unit CO retains their disciplinary powers, subject to the CO of the ship (or ships) having the discretionary right to take jurisdiction over those matters outlined in sub-para a above. This aligns RM units with embarked Army and RAF units. While formal notice in writing will not be required for RM units (unlike the other Services) COMOPS is to be informed of any RM CO's declared intent to exercise retained disciplinary powers, e.g. at pre-embarkation conferences.

[2] BRd 875 Regulations for Royal Fleet Auxiliaries.

Table 20-1. Naval Service Discipline Chains of Command

Unit/Establishment	Sub Cdr	CO (Note 3)	HA (Note 3)		Regional Legal Office (RLO)
			1* (if applicable) (Note 7)	2*	
Plymouth					
HM Ships[3]	XO	CO	COM SURFLOT	Dir FGen	Western
HM Submarines	XO	CO	COM SUBFLOT	Dir SM	Western
SURFLOT HQ, ETS-W FSU-C T23 RSG WLSG FHMU	Cdr X(AFH) Cdr L Cdr Op Eng Spt SO1 War	Chief of Staff SURFLOT HQ	COM SURFLOT	Dir FGen	Western
HMS DRAKE/HMNB DEVONPORT	BXO	COB (**Note 8**)	NBC D	Dir SM	Western
RNRC Hasler		OC	NBC D	Dir P&T	Western
Shore-based RNP		PM(N)	COS HQ		Western
Portsmouth					
HM Ships[4]	XO	CO	COM SURFLOT	Dir FGen	Eastern
SURFLOT HQ (SS), ETS-E FSU-A & B T45 RSG WLSG	Cdr X (C&D) Cdr L Cdr Op Eng SO1 War	Chief of Staff SURFLOT HQ	COM SURFLOT	Dir FGen	Eastern
Mine Counter Measures Squadron 2		Cdr MCM2	COM SURFLOT	Dir FGen	Eastern
Overseas Patrol Squadron		Cdr OPS	COM SURFLOT	Dir FGen	Eastern
Coastal Forces Squadron		Cdr CFS	COM SURFLOT	Dir FGen	Eastern
HMS NELSON/HMNB Portsmouth	BXO	COB	NBC P	Dir FGen	Eastern
HMS TEMERAIRE	XO	CO		Dir P&T	Eastern
HMS EXCELLENT	XO	CO	NBC P	Dir FGen	Eastern
Diving and Threat Exploitation Group	Chief of Staff	CO	COM SURFLOT	Dir FGen	Eastern
A Sqn		CO	COM SURFLOT	Dir FGen	Eastern
B Sqn		CO	COM SURFLOT	Dir FGen	Eastern

[3] [2] All P2000 units are included as part of HM Ships, however, due to their command structure, will not have a subordinate commander.

Unit/Establishment	Sub Cdr	CO (Note 3)	HA (Note 3)		Regional Legal Office (RLO)
			1* (if applicable) (Note 7)	2*	
C Sqn		CO	COM SURFLOT	Dir FGen	Northern
D Sqn		CO	COM SURFLOT	Dir FGen	Eastern
E Sqn		CO	COM SURFLOT	Dir FGen	Eastern
Mine and Threat Exploitation Group	Chief of Staff	CO	COM SURFLOT	Dir FGen	
MST1		CO	COM SURFLOT	Dir FGen	Eastern
MST2		CO	COM SURFLOT	Dir FGen	Eastern
MST3		CO	COM SURFLOT	Dir FGen	Northern
HQ Provost Marshal (Navy), SPLI, Shore-based RNP		PM(N)	COS HQ		Eastern
HQ Band Service Royal Marines and Royal Marines Bands		PDM	DD Pol&Eng	Dir StratPol	Eastern
Maritime Deployed Hospital Care	XO	CO		CSF	Eastern
Sea Preparation Squadron		CO SPS	DDPD	Dir P&T	Eastern
Faslane					
HM Ships	XO	CO	COM SURFLOT	Dir FGen	Northern
HM Submarines	XO	CO	COM SUBFLOT	Dir SM	Northern
SUBFLOT HQ	SXO	COS	COM SUBFLOT	Dir SM	Northern
HMS NEPTUNE/HMNB Clyde	BXO	COB	NBC C	Dir SM	Northern
Shore-based RNP		PM(N)	COS HQ		Northern
Naval Aviation					
HMS HERON/RNAS Yeovilton	XO	CO	DD NavAvn	Dir FGen	Western
Lynx Wildcat Maritime Force HQ		CO	DD NavAvn	Dir FGen	Western
VL based Squadrons	XO	CO	DD NavAvn	Dir FGen	Western
CHF HQ		CO	DD NavAvn	Dir FGen	Western
CHF Squadrons		CO	DD NavAvn	Dir FGen	Western
FW Squadrons		CO	DD NavAvn	Dir FGen	Western
HMS SEAHAWK/RNAS Culdrose		CO	DD NavAvn	Dir FGen	Western
CU based Squadrons	XO	CO	DD NavAvn	Dir FGen	Western

Unit/Establishment	Sub Cdr	CO (Note 3)	HA (Note 3)		Regional Legal Office (RLO)
			1* (if applicable) (Note 7)	2*	
HMS GANNET	XO	CO	DD NavAvn	Dir FGen	Western
Training Units / Establishments (see Note 6)					
HMS RALEIGH	XO	CO	DDPT	Dir P&T	Western
BRNC	XO	CO	DDPT	Dir P&T	Western
CTCRM HQ		Comdt CTCRM	DDPT	Dir P&T	Western
CTCRM Training Wings		Wing CO	DDPT	Dir P&T	Western
HMS / MWS Collingwood[5]		CO	DDPT	Dir P&T	Eastern
MWC Collingwood	XO	CO		CSF	Eastern
FOST (S)		Capt (S)	COM FOST	Dir FGen	Western
FOST (N)		Capt (N)	COM FOST	Dir FGen	Northern
DCTT	XO	CO HMS SULTAN		Dir P&T	Eastern
DSLA		CO CTW and Hd of Naval Training		Dir P&T	Eastern
DTUS Southampton		CO		Dir P&T	Eastern
Defence Diving School		CO	DDPT	Dir P&T	Eastern
INM (incl RNMS in Training Margin)		CO		Dir P&T	Eastern
URNU units		CO BRNC		Dir P&T	Western
COTC (incl RNSTC, SMERAS, MTE(N), FFTI (Lingwood), Diligence Squadron)		CO TRG CLYDE	DDPT	Dir P&T	Northern
Ships in Build/Refit					
		SNO (see **Note 2**)		Dir Naval Acq.	Relevant Geographic RLO
Royal Marines					
3 Cdo Bde HQ		Dep Comd	Comd 3 Cdo	CSF	Bde LEGAD
3 Cdo Bde Units (incl RM bases)		CO	Comd 3 Cdo	CSF	Bde LEGAD
RM Poole		CO		CSF	Eastern
Overseas Units					
JSU Gibraltar	2 i/c	CO	CBF Gibraltar	COM OPS	Eastern
Gibraltar Squadron Units		CO Units / CO RNGS	CBF Gibraltar	COM OPS	Eastern
UKMCC Bahrain (UKNSF Bahrain)		CO	UKMCC	COM OPS	Eastern
BIOT	XO	CO	UKMCC	COM OPS	Eastern
Joint Units (Note 4)					

[5] The roles of CO HMS Collingwood and CO MWS Collingwood are performed by the same person, who hold powers of punishment separately for each position. As CO MWS Collingwood, the incumbent holds primary jurisdiction to exercise disciplinary powers of punishment over personnel in MWS outstations but may defer to local COs should they wish.

Unit/Establishment	Sub Cdr	CO (Note 3)	HA (Note 3)		Regional Legal Office (RLO)
			1* (if applicable) (Note 7)	2*	
JSU Northwood	XO	CO		COM OPS	Nwd LEGAD
JHG (S) (**Note 10**)		CO		CSF	Eastern
JHG (SW) (**Note 10**)		CO		CSF	Western
Defence School of Healthcare Training		CO		Dir P&T	Eastern
Reserves					
RMR Units (see Table 20-3)		CO	COM MARRES	Dir P&T	Relevant Geographic RLO
RNR Units		CO	COM MARRES	Dir P&T	Relevant Geographic RLO
RNR Air		CO	COM MARRES	Dir P&T	Relevant Geographic RLO

Notes:

1. The disciplinary powers of sub-commanders are not inherent in their appointments. These powers must be specifically delegated – in writing – by the CO and the exercise of those powers by sub-commanders will remain subject to certain limitations (see the MSL Chapter 6).

2. A SNO does not automatically acquire powers as CO but may be appointed as CO for disciplinary purposes under 'Regulation 3' (see Para 2009).

3. Where the nominated 1 or 2* Higher Authority is unavailable, another Higher Authority from the list at Para 2008 may act in lieu.*

4. In accordance with 2018DIN01-073 (see the MSL Chapter 44), disciplinary responsibility for joint units is divided between the three Services. Lodger dental and medical units will fall under the disciplinary chain of their host units.

5. Special arrangements apply to Army Air Corps units located within Naval Air Stations – Cos should seek legal advice.

6. Special arrangements apply to lodger sub-units (see the MSL Chapter 2 for definition) within Naval Establishments, e.g. Submarine School and Board and Search School at HMS RALEIGH. Refer to relevant local memoranda and seek legal advice as required.

7. 1 Has are defined where there exists an applicable Command position to fulfil this function.*

8. The roles of COBs and NBCs in fulfilling these roles remain extant but will be reviewed in the event of further developments arising out of the RN Transformation Programme.

*9. As part of the restructuring and alignment of the CSF Enterprise under RN Transformation, COS CSF, COM LSG and COS CSG have all been appointed as Cos under AFA 06 and ACOS MARWAR has been nominated as a 1*HA as per Fleet Cdr decision of 30 Jul 20.*

10. Joint Hospital Groups South and South West replace the names Defence Medical Group Portsmouth and Derriford, respectively.

Table 20-2. Legal Advisers - Contact Details

Area	Email
EASTERN	NAVY LEGAL-RLO MAILBOX (MULTIUSER) NAVY LEGAL-RLOMAILBOX@mod.gov.uk
WESTERN	
NORTHERN	
NORTHWOOD	NAVY LEGAL-LEGAD NORTHWOOD
3CDO BDE	NAVY LEGAL-LEGAD 3CDO BDE

Out of hours, the duty lawyer is contactable via the Duty Fleet Controller.

Table 20-3. G1 Discipline Support for RMR Units

RMR Unit	G1 Discipline Support
RMR City of London	RM Poole
RMR Bristol	40 Cdo RM
RMR Merseyside	43 Cdo FPGRM
RMR Scotland	45 Cdo RM

SECTION 4

DISCIPLINARY AND ADMINISTRATIVE ACTION

2012. Discipline and Administrative Action - the Distinction

a. Separate to, but running in parallel with, the formal disciplinary system, there exists a range of administrative measures and sanctions that may be used to deal with personal or professional failings or minor indiscipline. Guidance on the administrative sanctions which may be imposed following a minor, serious or gross security breach committed by Royal Navy or Royal Marines personnel is outlined at Annex 20P.

b. The distinction between disciplinary action and administrative action is an important one. As a general rule, disciplinary action should be used where an offence is suspected which is wholly deserving of the consequences of the application of Service law and where an individual should, if convicted, expect to be punished. Administrative action – which is intended to address professional and personal shortcomings – should be used where it is clear that criminal and/or disciplinary measures are not necessary, appropriate or desirable. Any administrative sanction must be proportionate to the professional failing and must seek to correct the shortcoming, rather than punish the individual. While distinct, the two forms of action are not mutually exclusive, however; ‘upholding good order and Service discipline’ and ‘correcting personal or professional failings’ may cover the same central ground and, typically, disciplinary action may be appropriate where (e.g. minor) administrative action has patently failed for personal shortcomings such as lateness or slackness.

c. The availability of an administrative action regime does not preclude the Command from proceeding directly to disciplinary action where that is considered to be the more appropriate course. Placing an individual under warnings for discharge or reversion (as applicable) should always be considered where that person displays repeated indiscipline, even when administrative action alone has been used to seek to address the behaviour. Warnings may be particularly effective in dealing with persistent minor absence or minor but repeated negligence by an individual in the conduct of their duties. Where consideration is being given to administrative action other than warnings in the context of matters that are the subject of disciplinary proceedings, Cos should normally wait for the conclusion of the Summary Hearing or Court Martial before deciding on administrative measures.

d. Minor Administrative Action (MAA) may not be taken in conjunction with disciplinary action for the same misdemeanour, but it may be appropriate where there is insufficient evidence to support a formal charge but, on the balance of probabilities, there remains clear evidence of some other failing. Similarly, some professional failings can be dealt with appropriately without recourse to disciplinary action, MAA or major administrative action. For example, minor transgressions can and should be corrected informally and immediately, often verbally.

2013. Deciding on Method of Investigation

a. **Generally.** The decision whether to have a matter investigated by RN Police (RNP)[6], or through some other, formal, disciplinary investigation must be taken with care. In the event that an allegation or apparent shortcoming is amenable to MAA or other administrative disposal, an RNP investigation may not be required. Cos should ensure that the authority to consider and use MAA is clearly understood within their unit. Superior officers (at every level) should be supported in their decision to use MAA, but they should be guided on when it will be appropriate to use it (and crucially, when it will not be) by the CO and the unit management. The process for deciding whether and how to use MAA is set out in JSP 833 Chapter 3 which should form the basis of unit orders and training. It should be noted that, under AFA 06, 'prescribed circumstances' or 'Schedule 2' offences **must** be reported to the RNP as a matter of law and regardless of whether the CO believes that administrative disposal would be more appropriate. Guidance is contained within the MSL Chapter 6.

b. **Alleged Sexual Offences.** All alleged sexual offences are to be reported to the RNP for investigation.

[6] The term RNP embodies the Royal Marines Police Troop (RMPT) and, for the purposes of this Chapter, RNP can also be read as 'Service Police'.

SECTION 5

MINOR ADMINISTRATIVE ACTION

2014. Introduction

a. Minor Administrative Action (MAA) gives the power to all Service personnel from Leading Hand/Corporal upwards to impose 'minor sanctions' to rectify minor professional and personal failings (e.g. minor leave breaking, poor turnout, failure to comply with Standing Orders, failure to attend, etc). A similar but distinct system of Remedial Training is used in training establishments for the management of personnel during Phase 1 and 2 Training, but this is distinguished from the MAA regime which applies in all units.

b. The tri-Service policy is contained in JSP 833 – Minor Administrative Action (Ref A). All ships, units and establishments are to follow JSP 833 for the guiding principles and administrative arrangements for MAA. This section provides single Service guidance to supplement the JSP.

2015. Aim

This Section aims to guide RN/RM Cos in the application and administration of MAA within RN/RM units.

2016. Overview

a. MAA is part of the overall system for the maintenance of Service ethos and standards that encompasses everything from the immediate rebuke to minor and major administrative action, summary trial and Court Martial. The CO is central to the maintenance of discipline within their unit; they set the standard that is essential for operational efficiency and timely justice.

b. This Section is designed to give Cos a framework on which to write their own unit orders based on the context in which their unit operates.

2017. Whether to Take Minor Administrative Action or Disciplinary Action

a. It will be up to Cos to decide and define whether MAA or disciplinary action is the appropriate route to take depending on the circumstances. Seagoing units will operate different routines to shore establishments, which may in turn differ from air stations, while submarines operate differently to surface units and units undergoing extended maintenance periods may adopt tailored working practices. Some guidance on the types of individual shortcoming, which might amount to a disciplinary offence, but which could also be suitable for MAA, is at Para 2028 below. Cos should also consider including a requirement that, where it is unclear whether MAA is an appropriate response, such cases should be referred to the Chain of Command.

b. Superior Officers (Leading Hands and above in the RN, LCpl and above in the RM) are able to use MAA instead of instigating formal disciplinary action to deal with minor professional and personal failings. MAA is never to be taken in conjunction with disciplinary action for the same misdemeanour or shortcoming. The freedom to choose to deal with a shortcoming through MAA as an alternative to disciplinary action persists only up to the point at which a person committing the personal or professional failing is charged in relation to that failing. The moment that a charge is brought (i.e. the accused has been served with a charge sheet and relevant supporting papers) is that when MAA is no longer an option for the Command.

c. However, MAA must not be confused with major administrative action. This description of administrative action (which includes, for example, Discharge Shore or SNLR, Reversion and warnings for these procedures etc), may - and often should - be taken in conjunction with disciplinary action. In addition, personal failings may be noted in appraisal reports in accordance with current guidance if necessary. If in doubt as to the potential combination of desired measures, legal advice should be sought.

d. Administrative action is intended to set straight professional or personal shortcomings and should not be used in response to matters which are clearly criminal in nature. The action taken should fit the failing and be clearly designed to correct it. MAA policy has been developed to correct inefficiency, unacceptable behaviour and minor misconduct. This supports all levels of leadership, particularly at lower levels, by ensuring that personnel are empowered to take the most appropriate action and to prevent any temptation to take unofficial ‘punitive’ action.

2018. Minor Administrative Action and the Chain of Command

Authority to impose MAA lies throughout the chain of command, subject to the direction of the CO. By granting more junior personnel the authority to deal swiftly with failings in their subordinates, MAA strengthens the chain of command and emphasises the importance of leadership by superior Officers (Leading Hands and above). Cos are therefore encouraged to delegate authority to impose MAA to the lowest level commensurate with the efficient management of their ships, establishments and units.

2019. Imposition of Minor Administrative Action

a. The guidance in JSP 833 is to be followed in all cases. All matters should be dealt with at the lowest level commensurate with maintenance of discipline and standards and the efficient management of the unit. It is therefore important to decide as quickly as possible the most appropriate course of action. Delay in imposing MAA may undermine the system, and all MAA should usually be initiated within 48 hours of discovery of the failing. This time limit may be extended where necessary, such as where a disciplinary investigation was initially considered appropriate but subsequently terminated without bringing a charge. It may be possible to deal with a professional or personal failing immediately, without resorting to MAA or formal disciplinary action. For example, someone who turns to in an unacceptable state of dress may be ordered to clean their boots or iron their shirt; but where someone turns to 15 minutes adrift MAA may be appropriate depending on the ship's programme and impact on the unit (disciplinary action may be necessary where the ship is under sailing orders). Guidance as to the types of AFA 06 offence which might be suitable to be dealt with by MAA as an alternative to disciplinary action is given below.

b. In order to make this judgement, all personnel involved in the process of imposing and administering MAA should be given appropriate training and guidance within the unit concerned, including instruction on the content and application of the CO's policy for the individual unit, contained in Ship's Standing Orders or a CO's Temporary Memorandum as appropriate.

c. Any MAA sanction imposed must fit the failing identified in order to restore the service person's efficiency. Guidance as to which sanction might be appropriate to given situations should be provided during such internal training in order to ensure consistency within units. Superior Officers authorised to impose MAA, and Reviewing Officers, should also be instructed on the two-stage test to be applied before imposing any sanction:

(1) Has a failing occurred, on the balance of probabilities (i.e. is it more likely than not that the person has failed to meet the required standard, committed the misdemeanour alleged etc.)?; if so;

(2) Is the Service test satisfied? i.e. *'Have the actions or behaviour of a serviceperson adversely impacted or are they likely to impact on the efficiency or operational effectiveness of the Service?' "Service"* in this context includes the duty watch, department, ship, unit etc. as appropriate to the situation.

d. Consideration should be given to advising those imposing sanctions, if in doubt as to whether to impose a sanction or which sanction to impose, to seek advice from an appropriate person of Reviewing Officer rank (see paragraph 2021 below) before any action is taken. In the interests of empowering Leading Hands and above to take appropriate action to correct failings as swiftly as possible, however, with proper training and published guidance it should not usually be necessary for designated superior officers to seek prior approval for such action. Training in the purpose and application of MAA is included in Command Courses and the Divisional Officers Course.

2020. Available Sanctions

a. There are a number of authorised minor administrative actions available, and these are set out below. In addition, Table 20-4 is to be consulted on the sanctions applicable to each rank/rate:

(1) **Report Back Muster/Parades.** Up to three musters/parades (45 minutes maximum duration) between 0700–2300, in whatever appropriate uniform and equipment as directed by the superior rank imposing the sanction. These may be appropriate in cases of poor timekeeping, turnout or standards of equipment. Relevant skills training, such as properly supervised drill and physical training, may be included if the service person's failing warrants it. A drill lesson can only be imposed as a sanction to address failings in drill. All training is to be conducted by an appropriately qualified instructor. Presenting at a poor standard may result in an order to 'show again', up to a maximum of two 'show again' musters for each Muster/Parade imposed.

(2) **Extra Duties/Tasks.** Up to three extra tasks or duties may be imposed to correct a professional failing directly connected to an individual's normal work or duty. The additional task or duty nominated must be of the same nature as the duty in which the individual failed. For example, a minor failure on gangway watch as QM could result in extra QM duties, or poor task-book progress may lead to further task-book training. Any duty or task should be of the same or lesser duration than the normal period of duty. A duty should not extend beyond 24 hours and there should be at least 48 hours between each 24-hour period of extra duty.

(3) **Extra Work.** Up to three periods of four hours (maximum) of extra work can be given. Work is to be of a type that benefits the unit but is not associated with the individual's normal duties. Such an action would be appropriate to address a failing not directly associated with an individual's normal tasks or duties. For example, a failure to conduct a chart outfit spot-check may result in the imposition of further spot-checks or similar administrative tasks.

(4) **Return to Unit (RTU).** RTU can be used during non-career courses or temporary loan (for example a squadded rating loaned to another unit for employment); in most circumstances the person should have been previously warned and their unit informed of the situation.

(5) **Informal Interview.** An Informal Interview may be conducted in order to brief a serviceperson on their shortcomings and to give advice on how they may be rectified. Such an interview would normally be expected to take place within the divisional system when a serviceperson needs to be made aware of minor failings, weaknesses, or mishandling of personal affairs (for example financial irresponsibility).

(6) **Formal Interview.** A Formal Interview is intended to make a serviceperson aware of their shortcomings and advise them on how to rectify their behaviour. It would be appropriate when an individual's persistent personal and professional failings need to be addressed before more formal action becomes necessary. The interview should be noted on the form T-WS-MAA02 'Record of Formal Interview', giving details of the failing and the actions required to correct it. For a rating this will normally be conducted by the Divisional Officer or Divisional Senior Rating; for an officer this would be conducted by the training Officer, HoD or CO as appropriate. Failure to respond to a Formal Interview may result in disciplinary or major administrative action such as formal warning or censure.

b. No sanctions other than these, and the relevant limitations on imposition, are permissible (albeit noting the provision below at Para 2026.c regarding the realignment of leave balances for incidents of AWOL). All minor sanctions except for Informal and Formal Interview are to have been completed within eight days of being issued. Imposition of report back musters and associated skills training, extra tasks and extra work may not be combined, i.e. only one type may be imposed to correct a failing. All must be properly supervised, at an appropriate level, throughout.

2021. Reviewing Officers

a. Cos should designate Reviewing Officers within their units, **both** within departments (it is recommended that DEPCOs be designated for MAA imposed to Junior Ratings, and that HODs be designated to review MAA imposed to Senior Ratings) **and** on a whole ship basis (it is recommended that EWO/BWO be designated for CPO/CSgt Ratings and below and the XO (of at least SO2 rank) for WO1s, WO2s and officers). These designations should be promulgated within the unit. Reviewing Officers will decide whether or not MAA is appropriate in the circumstances. If the Reviewing Officer considers that MAA is appropriate, they must offer the subject of the sanction the opportunity to request a formal review, and in all cases ensure the person in receipt of MAA is informed about the sanction and the reasons for its imposition.

b. The table below shows those ranks and rates that may be made the subject of sanctions; who can impose sanctions; who reviews the imposition and which sanctions may be imposed upon certain ranks or rates. A CO may vary upwards the rank or rate of those who have power to impose a minor sanction if this would be more appropriate to the maintenance of operational effectiveness within the unit; the precise authority of personnel will be dictated by the CO of a unit, based on the needs of that unit.

Table 20-4. Naval Sanctions

Ser (a)	Subject (b)	Minor Sanction imposed by (Lowest Rank/Rate) (c)	Minor Sanction Reviewed by (Lowest Rank/Rate) (d)	Sanctions available (e)
1	Cdr/Lt Col	Capt RN/Col	Cdre/Brig	RTU, Informal Interview, Formal Interview
2	Lt Cdr/Maj	Cdr (Note 1)/Lt Col	Capt/Col	
3	Mid/SLt/Lt/Capt (RM)	Lt Cdr (Note 2)/Maj	Cdr Lt Col	RTU, Informal Interview, Formal Interview, Extra Tasks / Duties
4	WO1	Lt Cdr (Note 3)/Maj	Cdr/Lt Col	
5	WO2	WO1	Lt Cdr/Maj	All but Report Back Musters / Parades
6	CPO/CSgt	WO2	WO1	
7	PO/Sgt	CPO/CSgt	WO1	
8	LH/Cpl	PO/Sgt	CPO/CSgt	
9	LCpl	LH/Cpl	PO/Sgt	
10	AB/Mne	LH/LCpl	PO/Sgt	All Available

Notes:

1. Except that a CO of the rank of Lt Cdr/Maj may impose sanctions at this level.

2. Except that a CO or MWV XO of the rank of Lt may impose sanctions at this level.

3. Except that a CO of the rank of Lt may impose sanctions at this level.

2022. Conduct of MAA Review

a. Whenever MAA has been imposed it must be reviewed by a Reviewing Officer. The Reviewing Officer is to ensure that it has been appropriately investigated by the person initiating the action; that correct procedures have been followed; and that the sanction is an appropriate one in the circumstances. The Reviewing Officer may decide that MAA is inappropriate and cancel the sanction. This might be because they consider that either disciplinary or major administrative action should be taken instead or, equally, it may be that they deem that no action is necessary. If, having reviewed the matter, a Reviewing Officer decides that MAA is appropriate, they may then either uphold or reduce the sanction imposed.

b. Having confirmed that MAA is appropriate, the Reviewing Officer must offer the recipient of the sanction the opportunity for a formal review. If the individual does not request such a review, then the sanction is to be performed. If, however, the subject of the MAA requests a review, that person is to be offered the opportunity to say why they believe the finding to be unfair or why they should not receive the sanction imposed. The Reviewing Officer is then to consider the matter considering the representations made by the subject of the sanction and any other relevant factors. The Reviewing Officer may decide to uphold the sanction imposed, to reduce it or to cancel the MAA altogether.

c. In conducting a review, the Reviewing Officer must ensure that:

(1) On the balance of probabilities, the alleged incident took place;

(2) The Service Test has been satisfied; and

(3) The sanction imposed is fair and proportionate.

d. The person seeking formal review should normally be given the opportunity to appear before the Reviewing Officer to state their case. In certain circumstances, for example when a ship is at sea, it may not be possible to take the individual before an officer of appropriate rank; in such cases review may be carried out by other means (including telephone and electronic means), and the Reviewing Officer should sign the form at the first reasonable opportunity thereafter.

e. The review is normally to take place as soon as possible after imposition of the sanction and, in any event, within 24 hours and before any sanction is performed.

2023. Complaints and Redress

If, after review by an appropriate superior, an individual considers him or herself to have been wronged by any administrative action taken then they are entitled to submit a Service complaint under AFA 06 and JSP 831. The submission of a complaint must not delay the conduct of any sanction imposed.

2024. Records and Subsequent Action

a. The administrative process is quicker and simpler than the disciplinary process. The action must be properly recorded, however, to ensure fairness, to discourage misuse and to facilitate audit by higher authority. A full audit trail is also required in order to ensure the MAA system is used appropriately. Continual failings on the part of an individual should lead to a formal warning (e.g. DO's warning for Discharge Shore (Inadequacy) or Reversion) or, if a particular failing is repeated several times and it amounts to an offence under the AFA 06, disciplinary action should be taken. It will rarely be appropriate for one superior Officer to take MAA against an individual repeatedly. All cases of repeated failing should be discussed with a Reviewing Officer, Head of Department or the CO as necessary.

b. Once approved, the action should be formally recorded on form T-WS-MAA01 'Record of Minor Sanction Awarded' and placed in a unit folder[7], in a Departmental subsection. In addition, if a Formal Interview is conducted this must be recorded on form T-WS MAA02 'Record of Formal Interview' and placed with the individual's service documents for the period of their current assignment. Both forms are contained in JSP 833 and are available from JPA.

c. The recording proforma is straightforward and contains the details of the individual involved, details of the personal and/or professional failing and the remedial action proposed. It must be signed by the subject and the imposing officer and countersigned by the Reviewing Officer. This will ensure that the action is properly endorsed and allows for formal review. Having endorsed the imposition of a sanction the Reviewing Officer is to inform a rating/other rank's DO or an Officer's 1RO of the decision. When a sanction is completed the tear-off slip is to be signed by the person supervising the conduct of the sanction.

d. Departments are to keep a record of MAAs awarded which is to be inspected monthly by the XO/HoD/OC and quarterly by the CO. Records of Formal Interviews are also to be retained with the individual's Divisional Documents or personal files as appropriate for the duration of their assignment and a copy held by the individual subject to the interview. If an individual is assigned when subject to the review period of a Formal Interview, the CO must decide whether the receiving unit should be made aware of the circumstances. Records of MAAs are to be held by the unit for 2 years for audit and inspection. Flotilla Commanders and FOST will inspect records during routine visits/OST periods to monitor consistency of standards.

2025. Requirement for Returns

There is no requirement for a formal return on MAA: units should retain records of individual MAAs until the individual leaves the unit, or for two years, whichever is less. The register of MAAs imposed should be retained and archived iaw JSP 441 for statistical purposes. There is no facility or requirement to record MAA on JPA.

2026. Unauthorised Absence

a. **Use of Minor Administrative Action (MAA).** In the first instance, where it has been established on the balance of probabilities that an individual has been absent without leave, units should consider whether or not the matter can be dealt with appropriately by means of MAA. Disciplinary action should only be taken against an absentee where a decision has been made not to use MAA. Unless the Command determines that there are exceptional reasons to merit departure from this policy, administrative action should be taken in the following circumstances:

(1) For ships and submarines alongside in the UK which are not under sailing orders, unauthorised absence up to a maximum of 48 hours.

[7] 'Unit' denotes the level in the chain of command at which the day-to-day management of MAA is devolved. There should normally be only one MAA Folder per Unit, with subsections for Departments; held by the EWO/COX'N/BWO for that Unit. Dependent upon the size and complexity of a unit or establishment, however, the CO may deem it necessary to hold more than one.

(2) For ships and submarines alongside abroad, which are not under sailing orders, unauthorised absence up to a maximum of four hours.

(3) For all UK shore establishments, unauthorised absence up to a maximum of 48 hours.

b. Exceptionally, unauthorised absence may be dealt with by disciplinary rather than administrative means when:

(1) The ship or submarine is under sailing orders.

(2) Previous use of MAA or disciplinary action has proved ineffective in addressing an individual's misconduct or unauthorised absence. In these cases, units should consider whether the individual is fit to retain their rate or rank or to remain in the Service, instigating warning procedures where necessary.

(3) Due to their absence, the absentee was unable to perform their duty as a member of the Duty Watch or in support of a major evolution (e.g. ammunitioning ship).

(4) The absentee ignored orders to return immediately to the unit or establishment.

(5) The individual was absent deliberately in order to avoid an arduous duty or pre-deployment training.

(6) For deployed units, significant resources were expended trying to locate the individual.

(7) Individuals breached a local curfew.

(8) The Command determines that disciplinary action is necessary in the circumstances to maintain operational capability.

c. **Leave Account Regularisation.** For absences of between four and 48 hours, one day's leave may be deducted from an individual's leave account for each day or part of a day of unauthorised absence. Deductions to a leave account may only be imposed by the CO or an officer designated by the CO.

d. Whether or not a decision is made to take administrative or disciplinary action against an absentee, units must still comply with Provost Marshal (Navy)'s Technical Instruction Number 8 and take the necessary action in relation to missing persons.

2027. Conclusion

MAA has a proven track record for dealing with minor personal and professional failings without resort to time consuming, resource intensive disciplinary procedures, or worse, failing to take appropriate action or resorting to unofficial 'punishments'. Used properly, it is a powerful weapon in the management arsenal. Cos are to ensure it is used appropriately within their units, that consistency of approach within units is maintained, that Leading Hands and above are thus suitably empowered to enforce ethos, discipline and standards, and that the appropriate use of MAA is recognised.

2028. Guidance On Offences Which May Or May Not Be Dealt with Using MAA

This is at Table 20-5 below.

Table 20-5. Guidance on Offences Which May or May Not Be Dealt with Using MAA

s.9 AFA 06	**ABSENCE WITHOUT LEAVE CONTRARY TO SECTION 9 OF THE ARMED FORCES ACT 2006**
Administrative Action	• IF THE UNIT CIRCUMSTANCES ARE CONSIDERED APPROPRIATE BY THE CO - ABSENCES OF UP TO 48 HOURS MAY BE DEALT WITH BY MAA. HOWEVER, THIS IS NOT MANDATED AND IF THERE ARE AGGRAVATING FACTORS THEN COMMAND IS ENTITLED TO USE DISCIPLINARY MEANS IF IT IS DEEMED TO BE MORE APPROPRIATE IN THE CIRCUMSTANCES. • Consult JSP 833 for guidance.
s.10 AFA 06	**FAILURE TO CAUSE APPREHENSION OF DESERTERS AND ABSENTEES CONTRARY TO SECTION 10 OF THE ARMED FORCES ACT 2006**
Administrative Action	• May not be dealt with by MAA.
s.11(1) and 28(1)(b) and 28(2) AFA 06	**MISCONDUCT TOWARDS A SUPERIOR OFFICER CONTRARY TO SECTION 11(1) (USING VIOLENCE) and RESISTANCE TO ARREST CONTRARY TO SECTION 28(1)(b) and 28(2) (USING VIOLENCE) OF THE ARMED FORCES ACT 2006**
Administrative Action	• May not be dealt with using MAA.
s.11(2), s.12, s.28(1)(a) and s.28(1)(c) AFA 06	**MISCONDUCT TOWARDS A SUPERIOR OFFICER CONTRARY TO SECTION 11(2) (NO VIOLENCE), DISOBEDIENCE TO LAWFUL COMMANDS CONTRARY TO SECTION 12 and RESISTANCE TO ARREST (NO VIOLENCE) CONTRARY TO SECTIONS 28(1)(a) or 28(1)(c) OF THE ARMED FORCES ACT 2006**
Administrative Action	• Insubordination must be suppressed as soon as possible. The rapid institution of MAA may be more appropriate and have more impact than a protracted disciplinary investigation. MAA, however, will generally only be appropriate when the overall incident is minor and there are mitigating factors.
s.13 AFA 06	**CONTRAVENTION OF STANDING ORDERS CONTRARY TO SECTION 13 OF THE ARMED FORCES ACT 2006 (General guidance)**
Administrative Action	• May be dealt with by MAA except where the contravention would have been dealt with under the Road Traffic Act had an equivalent offence been committed on the public highway.
s.15(1)(a) and s.15(1)(b) AFA 06	**FAILURE TO ATTEND FOR A DUTY CONTRARY TO SECTION 15(1)(a) and UNAUTHORISED LEAVING OF DUTY CONTRARY TO SECTION 15(1)(b) OF THE ARMED FORCES ACT 2006**
Administrative Action	• May be dealt with by MAA, unless there are aggravating factors.

(Continued)

Table 20-5. Guidance on Offences Which May or May Not Be Dealt with Using MAA (Continued)

s.15(1)(c) and s.15(2) AFA 06	**NEGLECT OF DUTY CONTRARY TO SECTION 15(1)(C) and FAILURE TO PERFORM DUTY CONTRARY TO SECTION 15(2) OF THE ARMED FORCES ACT 2006**
Administrative Action	• May be dealt with by MAA, unless there are aggravating factors. • For Negligent Discharges see specific guidance in the MSL.
s16(1)(a) and s16(1)(c) AFA 06	**MALINGERING CONTRARY TO SECTION 16(1)(a) or 16(1)(C) OF THE ARMED FORCES ACT 2006**
Administrative Action	• May not be dealt with using MAA.
s.17 AFA 06	**DISCLOSURE OF INFORMATION USEFUL TO AN ENEMY CONTRARY TO SECTION 18 OF THE ARMED FORCES ACT 2006**
Administrative Action	• May not be dealt with using MAA.
s.18 AFA 06	**MAKING FALSE RECORDS CONTRARY TO SECTION 18 OF THE ARMED FORCES ACT 2006**
Administrative Action	• May be dealt with by MAA if very strong mitigating factors.
s.19 AFA 06	**CONDUCT PREJUDICIAL TO GOOD ORDER AND DISCIPLINE CONTRARY TO SECTION 19 OF THE ARMED FORCES ACT 2006 (General guidance)**
Administrative Action	• May be dealt with by MAA, unless there are aggravating factors. Aggravating factors include any sexual element to the behaviour, and any demonstration of hostility based on a protected characteristic.
s.20 AFA 06	**UNFITNESS THROUGH ALCOHOL OR DRUGS CONTRARY TO SECTION 20 OF THE ARMED FORCES ACT 2006**
Administrative Action	• Poor turnout, attitude or work as a result of previous overindulgence in alcohol may be dealt with by MAA. • Unfitness through drugs may not be dealt with by MAA. • Administrative action may be ordered (not under MAA) which does not form part of a disciplinary sentence, but which might be an appropriate ancillary measure to deal with alcohol abuse. For example: • Restriction of beer or spirit ration, or use of bar facilities on board, base or camp for up to one month. Guidance on alcohol education can be obtained from: DRST CDT MAA: 93832 8885 Alcohol Treatment Unit - Ft Blockhouse 93806 65146/65379 HMS DRAKE 9375 67593.
s.20A AFA 06	**EXCEEDING ALCOHOL LIMITS FOR PRESCRIBED SAFETY CRITICAL DUTIES**
Administrative Action	• The circumstances where MAA is appropriate for such an offence will be rare. • Where a person is actually performing a safety-critical duty (s.20A(1)(a)), MAA may not be used. • In exceptional circumstances, MAA may be used where: • the accused might reasonably be expected to perform such a duty but are not actually performing it (s.20A(1)(b)); • the duty is subject to the upper limit (i.e.. MAA may not be used for lower limit duties); and • the proportion of alcohol is only marginally above the prescribed limits. • In all circumstances where MAA is being considered for this offence, legal advice should be sought. • The additional administrative measures detailed above for s.20 offences also apply.

(Continued)

Table 20-5. Guidance on Offences Which May or May Not Be Dealt with Using MAA (Continued)

s.21 AFA 06	**FIGHTING OR THREATENING BEHAVIOUR CONTRARY TO SECTION 21 OF THE ARMED FORCES ACT 2006**
Administrative Action	• May not be dealt with by MAA.
s.22 AFA 06	**ILL TREATMENT OF SUBORDINATES CONTRARY TO SECTION 21 OF THE ARMED FORCES ACT 2006**
Administrative Action	• May not be dealt with by MAA.
s.23 AFA 06	**DISGRACEFUL CONDUCT OF A CRUEL OR INDECENT KIND CONTRARY TO SECTION 23 OF THE ARMED FORCES ACT 2006**
Administrative Action	• Where an incident involves lawful activity which is considered inappropriate because of Service context MAA may be used however incidences of this kind will be extremely rare. In all other cases disciplinary action will be appropriate.
s.25 AFA 06	**MISAPPLYING OR WASTING SERVICE PROPERTY CONTRARY TO SECTION 25 OF THE ARMED FORCES ACT**
Administrative Action	• May be dealt with by MAA.
s.27 AFA 06	**OBSTRUCTING OR FAILING TO ASSIST A SERVICE POLICE OFFICER CONTRARY TO SECTION 27 OF THE ARMED FORCES ACT 2006**
Administrative Action	• May not be dealt with by MAA.
s.29 AFA 06	**ESCAPING FROM LAWFUL CUSTODY OR USING VIOLENCE OR THREATENING BEHAVIOUR AGAINST A PERSON IN WHOSE CUSTODY AN OFFENDER IS IN CONTRARY TO SECTION 29 OF THE ARMED FORCES ACT 2006**
Administrative Action	• May not be dealt with by MAA.
s.30(1) AFA 06	**NEGLIGENTLY ALLOWING ESCAPE OF PRISONERS CONTRARY TO SECTION 30(1) OF THE ARMED FORCES ACT 2006**
Administrative Action	• May not be dealt with by MAA.
s.34 AFA 06 s.35 AFA 06	**LOW FLYING AND CONTRARY TO SECTION 34 OF THE ARMED FORCES ACT 2006 and ANNOYANCE BY FLYING CONTRARY TO SECTION 35 OF THE ARMED FORCES ACT 2006**
Administrative Action	• May not be dealt with by MAA.
s.36 AFA 06	**INACCURATE CERTIFICATION CONTRARY TO SECTION 36 OF THE ARMED FORCES ACT 2006**
Administrative Action	• May not be dealt with by MAA.
s.42 AFA 06 AND s.39 CJA1988 or s.47 OAPA 1861	**COMMON ASSAULT AND BATTERY CONTRARY TO SECTION 42 OF THE ARMED FORCES ACT AND SECTION 39 OF THE CRIMINAL JUSTICE ACT 1988 and ASSAULT OCCASIONING ABH CONTRARY TO SECTION 42 OF THE ARMED FORCES ACT AND SECTION 47 OF THE OFFENCES AGAINST THE PERSON ACT 1861**
Administrative Action	• Very minor offences constituting a 'technical' assault may be suitable for MAA where there is strong mitigation and no aggravating factors; legal advice is always to be sought. • It will only be in exceptional circumstances that an assault, other than common assault, can appropriately be dealt with by way of MAA.
s.42 AFA 06 AND s1(1) TA 68	**THEFT CONTRARY TO SECTION 42 OF THE ARMED FORCES ACT AND 1(1) OF THE THEFT ACT 1968**

(Continued)

Table 20-5. Guidance on Offences Which May or May Not Be Dealt with Using MAA (Continued)

Administrative Action	• May not be dealt with by MAA.
s.42 AFA 06 +	**DISHONESTY OFFENCES OTHER THAN THEFT**
Administrative Action	• May not be dealt with by MAA.
s.42 AFA 06 AND s.1(1) CDA 1971 s.24 AFA 06	**DAMAGE TO OR LOSS OF SERVICE PROPERTY CONTRARY TO SECTION 24 OF THE ARMED FORCES ACT 2006 and CRIMINAL DAMAGE CONTRARY TO SECTION 42 OF THE ARMED FORCES ACT AND SECTION 1(1) OF THE CRIMINAL DAMAGE ACT 1971**
Administrative Action	• May be dealt with by MAA where there are strong mitigating factors.
s.13 AFA 06 OR s.42 AFA 06 AND s.139 CJA 88 or s.1 PCA 53	**CONTRAVENTION OF STANDING ORDERS (weapon offence) CONTRARY TO SECTION 13 OF THE ARMED FORCES ACT 2006 or HAVING OFFENSIVE WEAPON IN PUBLIC PLACE CONTRARY TO SECTION 42 OF THE ARMED FORCES ACT 2006 AND s1 PREVENTION OF CRIME ACT 1953 or HAVING ARTICLE WITH BLADE OR POINT IN PUBLIC PLACE CONTRARY TO SECTION 42 OF THE ARMED FORCES ACT 2006 AND S139 CRIMINAL JUSTICE ACT 1988**
Administrative Action	• May not be dealt with by MAA.
s.42 AFA 06 AND s.5(2) MDA 71	**POSSESSION OF A CONTROLLED DRUG CONTRARY TO SECTION 42 OF THE ARMED FORCES ACT 2006 AND SECTION 5(2) OF THE MISUSE OF DRUGS ACT 1971**
Administrative Action	• May not be dealt with by MAA. • Administrative Discharge (Major Admin Action), which is quick, cheap and less resource-intensive than disciplinary action, will be appropriate in the following circumstance: • Personnel who test positive for Class A, B or C drugs (whether by CDT, disciplinary investigation, PIDAT or any other investigation) but who are not caught in physical possession of them; and may be appropriate when: • Personnel voluntarily admit to drug misuse. Where the only evidence in a case is a confession, a conviction is by no means certain, although it is still possible providing the Trying Officer is sure that the confession is reliable and credible. Care should be taken, however, to spot the false confession. Difficulties can arise where the confession is disputed, and in all cases legal advice must be taken with a view to deciding whether application for Discharge or warning and monitoring is appropriate, or whether the case should be directed for trial by court-martial.
ss. 93A, 93E, AND 93G AFA 06	**FAILURE TO COMPLY WITH PRELIMINARY TESTING REQUIREMENT, FAILURE TO PROVIDE A SPECIMEN, FAILURE TO CONSENT TO LABORATORY TEST OF A SPECIMEN CONTRARY TO SECTIONS 93A, 93E OR 93G AFA 06**
Administrative Action	• May not be dealt with by MAA.

SECTION 6

MAJOR ADMINISTRATIVE ACTION

2029. Choice of Administrative Action

a. Where an event or behaviour is not suitable for MAA, Cos must consider whether other Administrative Action is appropriate – either alone, or in conjunction with disciplinary investigation and action. For Officers, KRRN Chapter 38 should be read in conjunction with this Chapter.

b. Administrative Action includes censure, reversion, recommendation for re-assignment, discharge for inadequacy or recommendation for special reporting. This Chapter is limited to guidance on the applications of censures for officers and letters for guidance, and administrative action available to ratings. Further guidance is contained in BRd 2 Chapter 38 (Misconduct and Negligence of Officers), BRd 2 Chapter 39 (Civil Power), BRd 3(1) Chapter 54 (Discharges), BRd 3(1) Chapter 57 (Appraisal and Warnings), BRd 3(1) Chapter 60 (Removal from Assignment), and BRd 3(1) Chapter 70 (Reversion).

c. Where an issue arises over the appropriate disposal, Cos should take legal advice before disclosing their intended course to the subject concerned. Where a matter is or may be linked to a protected characteristic[8], this should be highlighted when advice is sought. Such behaviours are not in keeping with RN values and standards and will inevitably be considered serious.

d. **Ratings.** Where a rating is found to have breached Service policy which is not disposed of via disciplinary action, the following administrative actions are available:

(1) **Discharge SHORE/SNLR.** Discharge is appropriate in the most serious of cases indicated in the relevant policy. See Chapter 54 for further guidance.

(2) **Reversion.** Reversion is appropriate in circumstances where the CO decides that the individual's actions call into question their suitability to continue in their current rate. See Chapter 70 for further guidance.

(3) **Career Check.** A Career Check (CC) may be awarded in instances where the CO decides that the incident warrants a permanent marker in the individual's record and that the incident should not go unchecked in their career. The level of authority to award a CC is as for the award for a CC for a Service Penalty.

(4) **Administrative Formal Warning.** Notwithstanding the above, COs are reminded that the formal warning process remains available and may be an appropriate option. See Chapter 57 for further guidance.

[8] As defined in the Equality Act 2010, Part 2.

SECTION 7

CENSURES AND LETTERS FOR GUIDANCE

2030. Administrative Censure of Officers

Administrative censure constitutes Major Administrative Action and is not a punishment. It reflects the right of the Service as an employer, after due process which includes the rules of natural justice, to admonish employees for failing in their duties or for failing to maintain the required standards of performance or conduct. Officers may be censured as a result of a conviction by a civil court (see Section 19), as well as for certain acts of misconduct and negligence as well as for poor or inadequate professional performance. A censure stands in its own right as a formal correction and as a warning about future performance or conduct and may properly be taken into account in decisions concerning the officer's career.

2031. Scope

Nothing in this guidance is intended to inhibit Commanding Officers from warning officers informally about their conduct should it fall, or risk falling, from the high standards expected; nor does it affect action taken in general to accord with the customs of the Service (e.g. stopping the use of bar facilities). The award of an administrative censure is not a bar to subsequent trial by Court Martial on the same issue if this is considered necessary.

2032. Available Censures and Their Effects

a. The censures which may be awarded, and their practical effects, are as follows:

(1) **Admiralty Board's Severe Displeasure.** Always to be available to Career Boards and Career Managers. Discretion to direct that the recipient is not to be considered at Career Boards and/or direct de-selection.

(2) **Fleet Commander's or Second Sea Lord's Severe Displeasure.** Always to be available to Career Boards and Career Managers. Discretion to direct that the recipient is not to be considered at Career Boards and/or direct de-selection.

(3) **Fleet Commander's, Second Sea Lord's or other 2* Higher Authority's[9] Displeasure.** Not to be made available to Career Boards or Career Managers.

(4) **Commanding Officer's Logging.** Not to be made available to Career Boards or Career Managers.

[9] Other Higher Authorities authorised to award these censures are those officers listed in Para 2008. sub para d of 2* rank or above.

b. **Career Effects.**

(1) **Prevent consideration by Career Boards**. When awarding a Severe Displeasure, the awarding officer must decide whether consideration by Career Boards should be barred, and if so, for how long (**one or two** years). The censure will stipulate the period for which an individual will be prevented from consideration within the overall censure period. Thus, an individual can receive a Severe Displeasure which prevents consideration by Career Boards for 2 years and thereafter, is available to Career Boards for the remainder of the directed period.

(2) **De-select.** If an individual has been selected for promotion, commission transfer or command/professional command, but it has yet to become effective, the officer awarding a Severe Displeasure has the discretion to direct that they be de-selected[10]. It is possible to both de-select and prevent from future consideration for one or two years.

c. Consideration of Censures by Career Boards and Career Managers

(1) As directed above a Severe Displeasure is to be made available to all Career Boards and Career Managers for the period stated.

(2) A Displeasure is not to be made available to Career Boards or Career Managers. Such a censure is designed to make the recipient aware of the Higher Authority's disapproval of their conduct or performance, but it is a standalone re-proof.

d. **Length of Censure.** A Severe Displeasure can be awarded for up to five years. However, censures that are awarded as a result of a civil conviction(s) will be treated as spent after the period appropriate to that conviction as specified in the Rehabilitation of Offenders Act 1974. The letter of censure will stipulate the end date of the censure.

2033. Commanding Officer's Logging

A logging is retained locally in the unit, until the officer leaves that unit. A logging is not available to Career Boards or Career Managers. Should a Commanding Officer subsequently report a matter to Higher Authority for consideration of administrative action, which has been subject to a logging from them, the record of the logging is to be included in that report. It is also inappropriate for any mention of loggings to be made in an officer's OJAR, although the behaviour or error which led to the logging may influence the content of the report[11]. The wording to be used in a logging is at Annex 20A.

2034. Censure and Subsequent Misconduct

If an individual has received a censure and falls below the expected standard again, the existence of a previous censure is a factor that should be considered and may be reflected in the award of a subsequent sanction.

[10] The requirement for an adverse report as detailed at BR3(1) Chapter 66 paragraph 6624 is removed, paragraph 6624 is to be updated to reflect that the award of a censure can direct de-selection.
[11] Refer to direction in JSP 757 Volume 1, Chapter 4, Paragraphs 13-14.

2035. Procedure for Imposition of Censures

a. **Commanding Officer's Report and Recommendations.** If an officer falls below the standard in performance or conduct, the Commanding Officer[12] must first obtain legal advice from the Regional Legal Offices as to the appropriate level of administrative action. Application for censure will then be sent directly to the relevant office, via the RLO. The individual will be given opportunity to comment when they receive the Letter of Allegation. The Commanding Officer would wish to ensure that their immediate superior in the chain of command is informed of the application.

b. Where the **Higher Authority, Second Sea Lord or Fleet Commander agrees** that an officer appears to have been at fault, the specific allegations will be presented to the officer through their Commanding Officer. In cases where the censure is to be considered by the Admiralty Board, the Fleet Commander or 2SL will arrange for this to be staffed through the relevant Regional Legal Adviser.

c. **Individual's Right to Comment on Allegations.**

(1) Before any censure is awarded to an officer, they must have been acquainted with the specific allegations against them and invited to comment or put forward any relevant matters for consideration if they so wish. Such an explanation should normally be obtained in writing.

(2) If the allegation arises from the report of a Service Inquiry, the officer will, at the President's discretion, be supplied with a copy of the relevant part of the report of proceedings. Evidence before a Service Inquiry or similar fact-finding investigation, or of an officer's account submitted before specific allegations have been made against them, should not properly be regarded as a rebuttal to the allegations. An explanation, however, may already exist when, for example, the recommendation for administrative censure is the result of a trial before a civil court and the officer has made their defence or mitigation. Even in such cases, the officer may make representations, should the officer so wish. If the officer does, the explanation is to be forwarded with the report of the conviction.

d. **Administration (Same Assignment).** When an officer who is still serving in the unit in which the matter arose is to be censured:

(1) Two copies of the letter of censure[13] are sent to the officer's Commanding Officer under a covering letter of instruction.

(2) The Commanding Officer is to hand the officer the original letter of censure for their retention and obtain the officer's signature acknowledging receipt of the censure on the duplicate.

[12] There may be occasions where the report of conduct/performance is made directly to a Higher Authority or when a matter needs to be brought to the attention of a CO when the individual is in a new assignment. Examples may include, but are not limited to, the decision of a Service Complaint where administrative action is recommended, or when the matter under scrutiny is removed in time and place from its occurrence.
[13] Promotions (NAVY PEOPLE - PROMS Hd) are to be copy addressees on the censure letter.

(3) The signed duplicate is to be sent by the Commanding Officer to office of the awarding officer for retention of the paper record.

e. **Administration (New Assignment)**. Where an officer is no longer serving in the same ship/assignment in which the matter arose, for which a previous Commanding Officer made report to Higher Authority, any correspondence will normally be addressed to the officer personally at their new place of work and not through their present Commanding Officer[14]. The officer is, however, at liberty to bring it to the notice of their new Commanding Officer if they so wish.

f. **JPA action**. The staff of the awarding officer are to input the award onto JPA into the Warning and Sanction area.

(1) A Severe displeasure is to be placed in the 'Severe Displeasure' option, with the from and to dates completed. Where an individual is de-selected or prevented from consideration by Career Boards, that detail is to be input into the 'Description' line.

(2) A Displeasure is to be placed in the 'Letter of Censure' option. As this is a standalone reproof, the from and to date will be the same.

g. **Censure of Ship's or Establishment's Commanding Officer**. In the event of a Higher Authority other than the Fleet Commander or Admiralty Board taking action against a ship's or establishment's Commanding Officer, the Fleet Commander is to be informed.

2036. Letters for Guidance

The issue of 'Letters for Guidance' (LFG) is a well-established customary practice. An LFG is neither a warning nor a censure but is intended to provide guidance to an officer, following an incident or investigation in which the officer's conduct or performance may have been under scrutiny. Nor should an LFG be used as a 'back door' route to warn or censure an officer, although an LFG may accompany or follow the imposition of a censure. An LFG is time sensitive, relates to a particular event and the Chain of Command's perspective of the officer's part in that event, with a view to offering guidance in respect of future conduct and/or performance. Only two copies are to be produced, one for the recipient and one which is to be kept by the author. The author's copy is to be retained only until such time that either the recipient or the author is reassigned when it must be destroyed. An LFG is always addressed to the individual officer personally, and it is not to be recorded by way of being placed in an officer's official records. If an error of judgement or shortcoming is considered significant enough to merit being recorded (e.g. by placement in an officer's official records) then a recorded censure is to be issued, either in place of or alongside an LFG.

[14] It may be necessary to involve the new CO, if for example, a matter hitherto undealt with manifests when in a new assignment.

2037. Letters for Guidance and the Appraisal Process

Legal advice should be sought prior to writing a Letter for Guidance (LFG) in all but the most straightforward cases. Reference is not to be made to the fact of a LFG in an officer's report (JPA Appraisal - OJAR), although there is no bar to mentioning that an officer has "responded to advice" or "required advice and guidance" in respect of a potential shortcoming. An LFG is not a substitute for ongoing assessment of an officer's general and/or professional performance, which the appraisal process should cover.

2038. Letters for Guidance - Other Considerations

Commanding Officers and others in the chain of command enjoy a wide discretion to give LFGs; this should be exercised with due regard to the nature of the incident, conduct or performance; the specific, related evidence which suggests that guidance is called for; consideration of which officer is the most appropriate person to give such guidance; ensuring that the language used does not appear censorious and the possibility that the LFG may have to be disclosed subsequently[15].

2039. Professional Negligence by Ratings

It is the general policy that professional negligence by ratings should be dealt with by disciplinary proceedings rather than by major administrative action because the duties of a rating generally provide less risk of their being accused of professional negligence. Minor instances of professional negligence by ratings may be dealt with via Minor Administrative Action.

2040. Warrant Officers

Warrant Officers may be regarded as an exception to the above principle since they have wider responsibilities than other ratings. Cases which do not therefore involve gross negligence yet require warning and censure action beyond that available to a Commanding Officer may be dealt with under the procedures at Para 2032 sub-para b, sub-para c or sub-para d. Admiralty Board censures or warnings are not considered appropriate, as cases likely to require such a high degree of censure would normally attract disciplinary action. Any censure given is to be conveyed orally to the Warrant Officer concerned by the Commanding Officer and an official record of the censure, and the circumstances that led to it, retained by the Commanding Officer.

2041. General

Nothing in this guidance is intended to affect the normal practice by which any rating may be formally warned by an officer (recorded as necessary in appraisal records) or the procedure for reversion.

[15] Following a Subject Access request under the Data Protection Act 2018, under the terms of the Freedom of Information Act 2000 or through the disclosure process attendant on civil litigation.

SECTION 8

FORMAL DISCIPLINARY PROCESS

2042. Investigation of Offences

a. The MSL Chapter 6 gives detailed guidance on the conduct of investigations. All investigations which are not conducted by the RNP are referred to as 'Commanding Officer's Investigations'. This includes investigations by RN Cox'ns and RM CSMs. RN Cox'ns are nevertheless in a different position to others who conduct CO's investigations. Having received basic training in Police and Criminal Evidence Act (PACE) procedures, Cox'ns should use those procedures where disciplinary action is anticipated, providing that they fulfil the requirements in accordance with the relevant Provost Marshal (Navy) Technical Instructions (PM(N) TI). Cox'ns should bear in mind that any offence for which a charge is brought for Summary Hearing may end in a Court Martial or in the SAC. The best evidence available is always to be sought. Cox'ns should always seek advice from Regional Police Commanders (RPCs) before conducting PACE interviews. It will normally be inappropriate for a Cox'n to conduct an interview where the accused has legal representation. Disciplinary action under AFA 06 cannot be taken by units until a disciplinary investigation has been completed and a report made to the CO. Where borne on the Ship's books, either the RNP or RN Cox'n should investigate offences which require a formal disciplinary investigation. Where no RNP or Cox'n is borne, other than for minor offences, COs should seek legal advice before directing an investigation.

b. All disciplinary investigations need to be thorough, yet expeditious, and will benefit from early legal advice in all but the most minor (and factually and evidentially straightforward) cases. Whatever the nature of the offence, RNP should be prepared to seek early legal advice through their RPC and, where the issues cannot be resolved at that level, the SPA in accordance with established protocols (see PM(N)'s TIs). Cox'ns should seek such advice through RPCs and RM CSMs through local RMPT or their RPC. The SPA's role is to advise the RNP on their investigations up to the point at which a charge is recommended. Pre-charge advice is particularly important because it can assist in the identification of evidence to support the more serious charges or conversely suggest alternative charges that may be easier to prove. In this way, hard-pressed RNP can focus their resources more effectively. NLS Regional Legal Advisers advise the Command throughout. Service legal advice will only be available to personnel post-charge (save in relation to custody hearings) and only where a Service lawyer is available; civilian legal advice may be taken by individuals at any stage. See the MSL Chapter 6 and below for circumstances in which COs must seek legal advice before bringing a charge or deciding the appropriate disposal of a case.

c. When conducting investigations, RNP are independent of the chain of command. This is essential in order that they fulfil their statutory duties. COs should be aware that when conducting higher level investigations, RNP often act under the guidance of the DSP. The senior RNP will need to prioritise disciplinary investigations (especially those where SPA may be engaged) and balance these against unit duties or other non-police tasking. But, commensurate with the primary role and purpose of the RNP and the exercise of their statutory duty to investigate, discipline will normally come first. Any member of the RNP who believes that they are subject to improper interference in the conduct of an investigation should report that fact without delay to the senior RNP member in their unit, RPCs, or PM(N). Reporting officers who are not members of the RNP are not to comment in OJARs/SJARs on an individual RNP member's exercise of their investigatory functions. COs may however comment on RNP member's general qualities. For example, comments such as "PO(Police) Smith manages her busy workload well" would be appropriate but "PO(Police) Smith conducted a prolonged investigation into a serious assault entirely to my satisfaction" would not.

2043. Better Case Management in the Service Justice System: Avoidance of Delay

a. Delay has an adverse effect on the impact of the process and undermines operational efficiency. It may:

(1) Reduce the prospects of a proper conviction or hinder the mounting of a proper defence;

(2) Result in a significant reduction in sentence on appeal following successful prosecution; and

(3) Contribute to the discontinuance of proceedings by the Director Service Prosecutions (DSP) or their decision not to contest summary appeals.

(4) Ultimately, unreasonable delay may result in the effectiveness and credibility of the Service Justice System being undermined.

b. To address delay in the progress of disciplinary cases, on 1 Sep 16 the initiative 'Better Case Management in the Court Martial (BCM(CM))' was introduced. The key features of BCM(CM) are as follows:

(1) The RNP's completion of an expedited Initial Detail of the Prosecution Case (IDPC) which will be forwarded to the accused's CO or DSP as applicable as soon as the Evidential Sufficiency Test (EST) is met. The IDPC will contain the following:

(a) The Service Police Case Referral (SPCR), which will include a summary of the circumstances of the offence and any account given by the accused in interview[16], whether contained in that summary or in another document;

[16] Where the RNP consider that the EST is met prior to any interview, they may decide to refer without conducting an interview.

(b) Any available supporting statements;

(c) Details of the accused's previous convictions and disciplinary record;

(d) Any CCTV recording (as applicable) if available; and

(e) Any other documents which support the case against the accused.

(f) Submission of the IDPC to the CO or DSP will not be delayed pending receipt of evidence which does not impact on the EST. COs or the DSP will not receive full transcripts of interviews if this will delay progress of the case; summaries will suffice.

(2) Target timelines for the referral of a case to the CO or DSP. In straightforward cases, the target timeline is 21 days after a complaint or report of an offence. The Judge Advocate at a CM will make some allowance for the impact of deployments or the complexity of a case on an RNP investigation.

(3) The Service Prosecuting Authority (SPA) operates as an independent prosecuting body and sets its own target timelines for case decisions. These targets are determined by the Director of Service Prosecutions.

(4) A revised timetable for proceedings in the CM, as part of which the prosecution and the defence will be required to indicate to the Court the matters in issue at an early stage. The case thereafter will be carefully managed by the Judge Advocate, with time permitted for further evidence to be gathered and disclosure matters to be dealt with as required.

c. The RNP will apply the BCM(CM) provisions in all cases noting that, with the universal right to elect for trial by CM, any disciplinary case may be referred for trial by CM. Accordingly, where a case is referred by the RNP to the CO of the accused, the CO will receive an IDPC which may contain less evidence than RNP reports which were produced prior to 1 September 2016. This is a function of the expedited referral process and the IDPC will still contain information deemed sufficient to meet the EST. The RNP will identify two main areas: 'Key evidence', which is evidence that is available and relates to an evidential point to prove; and 'Non-Key evidence', which is evidence that is available but has not been gathered because it is not key. If the CO determines that disciplinary action should be taken, they will then proceed in accordance with JSP 830 Chapter 6 Part 4, namely:

(1) Decide whether or not they has initial powers in respect of the case; then

(2) Decide the appropriate mode of trial; then

(3) If a decision is taken to deal with the matter summarily, decide whether or not to bring a charge. Generally, a CO should not charge a person with a Service offence if it is plain that either there is no basic evidence against the suspect, or the evidence is clearly outweighed by evidence in the suspect's favour. Legal advice must be sought where mandated as a matter of policy17.

d. If the CO requires further evidence in order to decide any of the matters outlined at sub-paragraphs (1)-(3) above, they should request that the RNP gather that evidence accordingly. Any requests for additional evidence should be clear and focussed, with the justification for the request articulated. The Regional Legal Offices remain available to support the CO should they require advice on evidential sufficiency or similar matters.

e. The CO's options in relation to a case which has been referred to them by the RNP are unaffected by BCM(CM) and remain as follows: request that the RNP conduct further enquiries; hear a charge which is listed in Schedule 1 of the Armed Forces Act 2006; refer the case to the DSP for trial by CM; discontinue the case and take no further action; or discontinue the case and take administrative action.

f. Other than in exceptional circumstances, on receipt of an SPCR or conclusion of a CO's Unit Investigation, any Summary Hearing is to be held within 21 days. Exceptional circumstances may include, for example, illness of the accused or the non-availability of a key witness. Unless the CO determines that there is an exceptional need to do otherwise, leave should not be prioritised over discipline matters. Where the 21-day time limit is exceeded, detailed reasons must be recorded on the Record of Summary Hearing form.

g. Units are to promptly and accurately record the progress of disciplinary cases on the JPA system. Minimum recording standards are outlined at Sections 16 and 20 below.

h. COs are responsible for ensuring that there is no unreasonable delay in completion of the disciplinary process for personnel within their units, and for those landed for squad rotation or other purposes pending the outcome of proceedings. For the avoidance of doubt, this includes:

(1) Timely completion of investigation;

(2) Prompt analysis and decision to determine whether administrative or disciplinary action is appropriate;

(3) Seeking early legal advice as to disposal of the case and, if disciplinary, any appropriate charge(s);

(4) Timely appearance of accused at Summary Hearing;

[17] BRd 3(1) Chapter 20 Para 2048.

(5) Where the matter (either a case or a charge(s)) is referred to the DSP, timely despatch of appropriate documentation to the SPA and Military Courts Service (MCS) as appropriate;

(6) Timely bringing of charges at the direction of the DSP and service of papers on the accused;

(7) Ensuring availability of the accused (and witnesses if appropriate) for CM and SAC hearings;

(8) Ensuring the accused has the opportunity to receive early and appropriate legal advice; and

(9) Ensuring the accused is appropriately supported by the Divisional System, including attendance of DO or other appropriate person (as Defendant's or Appellant's Assisting Officer) at CM or SAC hearing.

(10) Ensuring that appropriate progress, recording and sentencing action is taken on JPA and the record is forwarded to the Summary Hearing Review Cell for closure in a timely fashion.

i. COs should take a personal and direct interest in the effective processing of disciplinary cases in their unit. Whilst COs cannot interfere in any investigation being undertaken by the RNP, they are nevertheless entitled to inquire into general progress with a case and should ensure RNP (and Cox'ns and CSMs) are progressing investigations and reports - including recommending charges where appropriate - in a timely manner. COs should note that the administration of summary justice should take priority over leave, such that the accused's leave may be postponed in order to conduct interviews, bring charges and serve papers on the accused, and complete the Summary Hearing process. The use of a routine meeting to discuss the administration of pending disciplinary cases is encouraged (this is wholly viable, as the CO is not precluded from dealing with the case before hearing it summarily).

2044. Commanding Officer's Delegations

Under AFA 06, COs have authority to delegate certain statutory duties relating to investigation and bringing of charges to personnel under their command. Guidance on delegations to subordinate commanders is given in the MSL Chapter 9 Part 1 and FLAGO Chapter 16. On appointment, COs should consider the need for, and effectiveness of, delegations to other personnel in their unit.

2045. Delegation of Disciplinary Powers to a Subordinate Commander

a. COs may delegate (in writing) their disciplinary functions to one or more Subordinate Commanders (Sub Cdr), for example the XO or OC. The Sub Cdr must be of OF2 rank or higher (see also FLAGO Chapter 16).

b. When the Sub Cdr is temporarily unavailable to exercise their responsibilities for the administration of justice, the CO of a ship, unit or establishment may delegate another officer to assume such responsibilities. This delegation must be in writing, is to be promulgated within the ship, unit or establishment and is to specify the period during which the named officer is to fulfil these duties.

c. Only one Sub Cdr may hold the CO's delegation for a particular charge. In effect this means that the CO may delegate disciplinary powers to the XO/OC, but if the XO's/OC's powers are insufficient to deal with a particular charge then the CO would have to revoke the delegation in respect of that charge and deal with the matter personally. Such revocation need not be in writing, but may be executed by the action of bringing the charge or hearing the charge personally. Ideally, however, the revocation should be in writing.

2046. Recommending, Bringing and Serving Charges

a. Where an investigation is completed, the RNP will either refer the case to the CO or the DSP. If referred to the CO, the CO must then decide whether a charge is brought, what that charge should be, or whether they should refer the matter direct to the DSP without bringing a charge. Guidance on recommendation, bringing and serving of charges is contained in FLAGOs Art 1606 and below.

b. Where authority to bring charges has been delegated, care is required - powers of punishment will be capped at the level of the officer who brings the charge, which may not always be the same as the officer who hears the charge (see Section 9 - Mode of Trial (Para 2049 et seq.) below).

c. Whenever RNP investigate a case with a view to disciplinary action, they must consider, where necessary having consulted with the SPA, whether there is sufficient evidence to bring a charge. Where there is sufficient evidence to bring a charge, they must either recommend a charge to the CO or, if the offence is not a 'CO Offence' i.e. it is a Schedule 2 offence, one suspected of having been committed in prescribed circumstances or is unlisted, the case must be referred to the DSP. Recommended charges should normally be produced in writing. Where there is sufficient evidence to bring a charge, it is most important that the RNP recommend potential charges to the CO (see the MSL Chapter 6 paragraphs 51-53).

d. If the RNP does not recommend a charge(s), the CO has no power to bring a charge in relation to that case unless the case has been referred to the DSP and the DSP:

(1) Directs that charge(s) be brought; or

(2) Refers the case to the CO.

e. Where the DSP directs that a charge(s) be brought, the CO must bring the charge(s). Where the DSP refers the case to the CO, the CO should decide the most appropriate course of action, taking into consideration any advice and charge(s) recommended by the DSP, seeking further legal advice as necessary.

f. Those conducting CO's investigations (as distinct from RNP investigations) should recommend charge(s) but if they do not, then the CO may nevertheless bring a charge if one is potentially capable of proof. Other than in very minor and non-criminal conduct cases, COs should seek legal advice before doing so.

g. Except where the DSP directs the CO to bring a charge, wherever the CO has power to bring a charge, which charge is brought is a matter entirely for the CO, or that of the person acting on the CO's delegated authority. Legal advice on the appropriate charge should be sought in all but the most simple or routine cases, however, and in particular if the CO wishes to bring a charge different to that recommended in an SPCR.

h. Under AFA 06, when an offence is to be heard summarily, the CO (or delegated Officer not below the rank of OF2 (such as the XO/OC)) will be required to 'bring' the charges. Guidance on delegation of this function is given in FLAGO Chapter 16. Bringing a charge is a three-stage process:

(1) Preparation of the charge sheet.

(2) Signature by CO or delegated Officer.

(3) Service of the charge sheet on the accused.

i. In RN units the RNP or the Cox'n, having investigated the offence, should normally prepare the draft charge sheet with a recommended charge. In RM units, this should be done by the G1 Discipline Adviser or the CSM.

j. The person preparing the charge sheet should then present the case papers, including the draft charge sheet, to the CO (or XO/OC etc. as appropriate) for consideration. It is the responsibility of the charging Officer to decide whether, and if so how, to charge based on the information given, but if they decide not to proceed with charges recommended then legal advice must be sought before informing the accused of the decision. If borne, the LO or DLO should advise the person finalising the charge sheet, having sought legal advice as required. The CO (or XO/OC etc.) should sign the charge sheet only if they are content that the charge is appropriate, having ensured that the evidential sufficiency and Service interest tests are met (see the MSL Chapter 6 paragraphs 93 and 94) and that they are the appropriate officer to hear the case. If in doubt as to the most appropriate charge, legal advice is to be sought. A Sub Cdr may also seek the CO's guidance on whether they should hear a case (and therefore whether they should bring a charge).

k. Service of the charge is the process of giving the charge sheet and associated case papers to the accused individual. This will normally be carried out by the RNP or Coxswain or in the RM by the G1 Disc Adv or CSM, but it may be more appropriate for the CO to serve charges on officers or Warrant Officers or charges directed to be brought by the DSP. Once a charge sheet has been signed and served, the charge is said to have been “brought”.

l. When appropriate the CO can delegate power to bring charges to an officer under their command (not below the rank of OF2). The delegation can be subject to such conditions the CO might consider appropriate and can be revoked at any time. See FLAGO Chapter 16.

2047. Preparation and Service of the Case Summary

a. After the charge is brought, the CO or a person authorised by them must also serve a Case Summary. Guidance on its content may be found in the MSL Chapter 9 Article 34. The Case Summary is a summary of the evidence which the CO considers relevant to the charge. In RN units this will normally be prepared by the Command Adviser. Best practice requires that the Case Summary is prepared and agreed by the CO (or officer hearing the case) before the charge is brought. It should provide sufficient information to put the offences in context and indicate any particular aggravating or mitigating features. The CO (or officer hearing the charge) must approve the content of the Case Summary before it is served.

b. The Case Summary is not evidence and is only to form part of the Summary Hearing where the accused admits the charge. Before approving a Case Summary, COs must satisfy themselves that there is sufficient, relevant evidence relating to each element of the offence to be charged and any aggravating features. Any cases of doubt should be referred for legal advice before a charge is brought. There will be no opportunity to ‘top up’ the evidence once a charge is brought. In particular, if a case is subject to summary appeal (either against finding or punishment) sufficient evidence setting out the relevant features of the offence (including any aggravating features) will be required.

c. Where evidence is not already gathered, the RNP may be asked to re-visit an issue. There are limitations on whether they may interview an accused after recommending a charge, but other evidence, including witness statements, may be taken (provided they are served on the accused in the proper way before a summary hearing). Where a fact will be important to the determination of a case, or the level of sentence likely to be imposed, COs should ensure that evidence is gathered before the charge is brought.

d. The case summary, with the other case papers, is to be served no less than 24 hours before the Summary Hearing.

2048. Seeking Legal Advice

a. COs should not hesitate to seek legal advice at any stage in the process, particularly when they do not have a Command Adviser or RNP on board. Advice should normally be sought, via the Command Adviser, from the Regional Legal Office set out in Table 20-2.

b. Legal advice must be sought by completing the form at Annex 20S in the following circumstances:

(1) Where the offence alleged is a Schedule 2 offence, one suspected of having been committed in prescribed circumstances or is unlisted (the MSL Vol 1 Chapter 6). Note, however, that such offences should be referred by the RNP direct to the DSP; it would be unusual, therefore, for a CO to deal with an offence in one of these categories.

(2) Where the CO requires the permission of Higher Authority to hear the charge (offences listed in the MSL Vol 1 Chapter 6 Annex B).

(3) Where, were the charge to be proved, the CO may require extended powers of punishment.

(4) Where the CO is considering the following punishments if the charge is proved:

(a) A period of detention;

(b) A period of suspended detention;

(c) A financial penalty, the combined effect of which is in excess of 14 days' pay; or

(d) A Service Supervision and Punishment Order.

(5) Where the offence alleged was committed while the accused was under a suspended sentence of detention.

(6) Where the CO intends to refer the case or charge to the DSP.

(7) Where the CO intends not to proceed with a charge(s) recommended by the Service Police.

(8) Any offence alleged to have been committed by an officer.

(9) Where the circumstances of the case indicate a sexual element to the offending (though note these are likely to amount to Schedule 2 offences in any event).

(10) Any case in which the offence alleged had, at any stage, been suspected of having been committed in prescribed circumstances.

(11) Any offence which involves a person under the age of 18 years, whether that be as accused, alleged victim or witness.

(12) Any offence alleged to have been committed by a member of the Reserve Forces.

(13) Where the charge(s) recommended by the Service Police are recordable on the Police National Computer, namely all Criminal Conduct offences and the following Service offences:

(a) s11 - Misconduct towards a superior officer (but only when the offence is under s11(1));

(b) s14 - Using force against a sentry;

(c) s24 - Damage to or loss of public or Service property (but only when the offence is under s24(1) and relates to damage to property and not loss of property);

(d) s27 - Obstructing or failing to assist a Service Police Officer (but only where the offence is for obstructing a Service Police Officer and not failing to assist);

(e) s28 - Resistance to arrest (in the case of an offence under section 28(1), only where the conviction is for conduct within section 28(1)(b) or (c));

(f) s29 - Offences in relation to Service custody;

(g) An offence under s30(1) of negligently carrying out an act that results in a person's escape, or an offence under section 30(2), allowing escape, or unlawful release, of prisoners (but only where the conviction is for conduct within s30(4)(a));

(h) s96 or s97 of the Reserve Forces Act 1996.

c. The application for advice should include all the information required for an application for extended powers of punishment and to hear a charge summarily and any guidance issued separately by legal advisers. With the exception of the imposition of the sentences in Para 2048.b sub para (4) above, however, and personnel under suspended sentence of detention, the relevant legal adviser may, in exceptional cases, dispense with the requirement to forward full documentation. Where advice is sought by the command, written advice will be provided by the relevant legal adviser.

d. Where legal advice has been sought, a record that advice has been sought is to be made on the Record of Summary Hearing (T-SL-SH01 - the MSL Vol 1 Chap 9 Annex C) under 'Miscellaneous matters', and in the case of Activation Hearings, on the Record of Activation Hearing (T-SL-SH02 – the MSL Vol 1 Chap 9 Annex I). The name of the legal adviser providing the advice is to be recorded on these forms, in case of a requirement to contact the relevant legal adviser, e.g. on review of the case by the Summary Hearing Review Cell.

e. **RNP and Coxswains.** Advice to the RNP and Cox'ns on the investigation, up to the point of recommending a charge, is provided by the RPC who will seek further advice from DSP Service Police Liaison staff as appropriate. Procedural advice may be sought from the appropriate DSP legal adviser at any stage. Once a charge has been recommended, legal advice (for example on formulating the final charge) may also be sought. Where a case is to be referred to the DSP, the investigator should always consult DSP Service Police Liaison staff.

f. **Legal Advice to the Accused.** An accused person is to be informed that they have the opportunity to seek legal advice on whether to elect for trial by CM when the charge sheet and case papers are served before a hearing. They should also be given a copy of the guide 'Your rights if you are accused of an offence under the Service Justice System' (the MSL Chapter 6, Annex G). Legal advice and representation may be obtained from a naval barrister post charge, subject to their availability. Legal Aid is also available for those considering mode of trial, facing CM or the SAC. The Accused's Assisting Officer (AAO) (see below) should ensure that the accused is aware of the opportunity to seek advice and should assist the accused in that matter if required. Further guidance on Legal Aid, including personal contribution towards costs, in contained in JSP 838. Requests for a naval barrister to assist an accused should be made to:

Email: NAVY PEOPLE-SCL SC MC CPO

g. The accused is not allowed legal representation at the Summary Hearing but may be assisted by their AAO. A naval barrister may only assist as an AAO if the barrister is the accused's Divisional Officer.

SECTION 9

MODE OF TRIAL

2049. Importance of Mode of Trial

a. The structure of the Service Justice System relies on careful selection of the Mode of Trial, which may be a Summary Hearing or CM.

b. Guidance on Mode of Trial is in the MSL Vol 1 Chapter 6. Where it is intended the case should be heard summarily, the proposed Hearing Officer should bring the charge(s) against the accused. Where the case is more appropriate for CM, the CO should refer the case to the DSP without bringing a charge (see also Para 2052 below).

2050. Choosing the Hearing Officer

The most appropriate Hearing Officer (usually CO or XO/OC) should be determined before any Summary Hearing, usually on the advice of the unit's command adviser (LO, DLO, EA or G1 Disc Adv), such that the case is dealt with at the correct level, and preferably by the same officer, from the outset. It should be noted that only the CO can hear a charge summarily when the offence alleged was committed during the operational period of a suspended sentence of detention.

2051. Hearing Officer's Decision

Before bringing any charge, Hearing Officers must always consider whether they have sufficient powers of punishment to deal with an offence in the event of an admission of the charge or finding the charge proven, in accordance with their delegated powers of punishment and the limitations in the MSL Vol 1 Chapter 13 Annex A. If the proposed Hearing Officer considers their powers of punishment to be inadequate, they must pass the case on to the next higher authority (e.g. XO/OC refers to CO; CO refers the case to the DSP for CM trial) without bringing a charge. The person who is to hear the charge (i.e.. who intends to conduct the disciplinary process) should then, if they consider it appropriate to do so, bring the charge(s) against the accused. In the event that a charge has already been brought, and the Hearing Officer considers their powers of punishment to be inadequate, then they should consult the CO. The CO may then revoke the delegation to hear the charge, and hear the charge, or refer the charge to the DSP. In cases of doubt, advice on the correct procedure to follow should be sought from the appropriate Regional Legal Adviser.

2052. Referral for Court Martial (No Option)

a. In some cases, it will be either mandatory or appropriate to refer the **case** to the DSP for consideration for a CM trial, without bringing a charge and without giving the accused the option. In other circumstances it will be appropriate to refer a charge to the DSP, without giving the option. Once a case or charge has been so referred, the CO loses their powers to deal with it (although they remain responsible for completion of the JPA discipline record).

b. Situations when a CO has no discretion whether to refer a case to the RNP/DSP are as follows:

(1) **Prescribed Circumstances.** Offences suspected of having been committed in certain circumstances are considered inherently more serious and must always be reported to and investigated by the RNP. The RNP will then either refer the case to the DSP or consult with the DSP before reporting the case to the CO (see the MSL Vol 1 Chapter 6 paragraphs 59 and 60). Where the case has been referred to the DSP the CO has no power to deal with it summarily unless the DSP refers it back to the CO. Where the RNP have consulted the DSP, however, and the DSP is satisfied that there is insufficient evidence to charge an offence committed in prescribed circumstances, the RNP may refer the case to the CO. The CO will then have the power to bring a charge capable of being tried summarily. Unless the DSP directs the CO to bring a charge(s), COs dealing with a case in which the offence alleged had at any stage been suspected of having been committed in prescribed circumstances, must seek legal advice before bringing any charge(s).

(2) **Serious Offences.** Serious offences which are capable of being tried only by CM are listed in Schedule 2 to AFA 06 and in the MSL Vol 1 Chapter 6 Annex C. These cases must be referred to the DSP. Certain other offences (listed at the MSL Vol 1 Chapter 6 Annex B) may be tried summarily only with permission from the relevant HA. If the CO brings such a charge, and subsequently the HA refuses permission to hear the charge, the charge must be referred to the DSP without giving the accused the option. Even where the charge is capable of being heard summarily, the CO has the choice of whether to bring such a charge or refer the case to the DSP.

(3) **Unlisted Offences.** On 1 July 2019, an amendment was enacted to Part 5 AFA 06 such that offences which are not listed in either Schedule 1 or 2 of AFA 06 must be referred by the RNP direct to the DSP.

c. Situations when a CO has discretion, but should normally refer a case are as follows:

(1) **Sentencing Threshold.** Where a conviction, following denial of the offence(s), is likely to merit a sentence beyond the CO's maximum powers (either with or without extended powers of punishment), the CO should refer the case for CM. COs should be aware that when an accused elects for trial by CM, the sentencing powers of the CM will be capped at the CO's maximum (the MSL Vol 1 Chapter 13 Annex A). If the CO has been granted extended powers of punishment before giving the accused the option, the CM's powers are capped at the CO's maximum with extended powers. In all other cases, regardless which Hearing Officer gave the accused the option, the CM's powers are capped at those of the CO without extended powers.

(2) **Witness Difficulties.** Where a ship, unit or establishment will have difficulty securing or co-ordinating the attendance of witnesses, for example when there are civilian witnesses involved or Service witnesses are scattered, a CM may be the most convenient method of trial. Legal Advice should be sought.

(3) **Legal Difficulties/Complexity.** Where the case is legally complex, e.g. the proposed charge is technical or involves multiple witnesses, difficult 'points to prove', the case involves expert evidence or there are issues of admissibility, the CO should consider referral to the DSP. The CO should seek legal advice before referring any case to the DSP.

d. In all circumstances where the CO refers the case for trial by CM, the DSP will have full powers to deal with the case in the manner most appropriate. This includes preferring charges they deem have a realistic prospect of conviction and referring the case or part thereof back to the CO, as well as discontinuing the case. Significantly, the sentencing powers of the CM will not be limited to those of the CO, as they would be if the accused elected for trial by CM.

2053. Accused's Option for Trial by Court Martial

a. It is obligatory to give all personnel the option of trial by CM (the MSL Vol 1 Chapter 9) (unless the case or charge is to be referred direct for trial by CM).

b. If an accused elects to exercise their right to trial by CM at a Summary Hearing, charges will already have been brought and hence it is the charge which will be referred to the DSP, not the case. This is very significant, because the DSP's powers to deal with the case in terms of preferring different or additional charges will be limited. Furthermore, where an accused elects for trial by CM the powers of punishment of the CM will be limited (see above). In addition, once a charge has been referred to the DSP, the CO will no longer have powers to deal with it. If the accused wishes to withdraw their election for trial by CM, they will have to make a representation to the DSP through the CO and the DSP will decide whether to refer it back to the CO.

2054. Referral of a Case or Charge to the DSP for Trial by Court Martial

Whether the matter is proceeding towards CM as a case or charge via direct referral by the CO, or at the Accused's option, the procedures for referring a case or charge to the DSP are detailed in the MSL Vol 1 Chapter 6 (Investigation, Charging and Mode of Trial). When referring cases and charges to the DSP, COs should ensure that a covering letter includes full particulars of factors that the CO took into account when deciding whether the case should be dealt with by CM. In addition, if the RNP have referred a case directly to the DSP, the CO of the accused is entitled to provide the DSP with any additional information relevant to the case. Such information may assist the DSP in deciding whether it is in the Service interest to prosecute the case. COs must seek legal advice when considering referring a charge or case for consideration of trial by CM. If the DSP decides to allocate a case for CM, the CO will be directed to bring a specified charge(s); the CO should sign the charge sheet and serve it on the accused (see paragraph 34 for service of charges).

2055. Applications for Extended Powers or for Authority to Hear Certain Charges Summarily

a. COs of below 2* rank must apply to Higher Authority *in advance* for extended powers of punishment if the offence to be charged, if proved, would merit one of the following punishments:

(1) Detention of more than 28 days.

(2) Detention for Leading Hand/Lance Corporal.

(3) Forfeiture of seniority (officers only).

(4) Disrating/reduction in rank (one step only).

b. Applications for extended powers of punishment should be submitted to the appropriate HA by completing Annex 20T, supported by the documents listed in the MSL Vol 1 Chapter 9 paragraph 18, including a copy of the Case Summary. If the application is approved by the HA, the HA will notify the CO in writing, and the CO must provide the accused with a copy of the notification not less than 24 hours before the hearing. The notification need not be signed by the HA personally.

c. In addition, COs must apply to HA for permission to hear certain summary offences in advance of the proposed Summary Hearing. These include more serious but not uncommon ‘summary level’ offences, such as assault occasioning actual bodily harm, unlawful possession of an offensive weapon, fraud/dishonesty; such offences are listed in the MSL Vol 1 Chapter 6 Annex C and Chapter 9 paragraph 13. Applications for permission to hear such charges summarily should be submitted to the appropriate HA by completing Annex 20T, supported by the documents listed in the MSL Vol 1 Chapter 9 paragraph 14, including a copy of the Case Summary. If the application is approved, the HA will notify the CO in writing, and the CO must provide the accused with a copy of that notification not less than 24 hours before the hearing.

d. Applications for extended powers of punishment and for permission to hear a charge summarily should be accompanied by an application to impose forfeiture of GCB(s) if the CO considers it appropriate and if forfeiture is not an automatic consequence of the proposed punishment. In the event of a finding that the charge is proved, where relevant, the imposition of a Career Check, which is obligatory depending on the punishment imposed, and the forfeiture of GCB(s) should be notified to the accused when the sentence is imposed. See below and Annex 20C on the Administrative consequences of punishments.

e. Applications should normally be prepared by the LO/DLO (where borne) assisted by the senior Logs (Pers) rating. In MWVs an application should be prepared by CORRO assisted by the Coxswain. In RM units the Adjutant should prepare the application, assisted by the G1 Disc Adv. In all cases the CO should approve and sign the application.

SECTION 10

OFFENCES BY OFFICERS

2056. Choice of Administrative Action, Summary Discipline or Court Martial

a. The most minor professional or personal failings by officers up to the rank of Cdr/Lt Col may be dealt with by Minor Administrative Action (see JSP 833). For officers below the rank of Capt RN/Col RM, where the Hearing Officer determines that they have sufficient powers of punishment, offences amounting to misconduct may be dealt with by means of a Summary Hearing. More serious offences should be considered for trial by CM. In certain circumstances, Administrative censure action may provide a suitable alternative to disciplinary action. BRd 2 Chapter 38, the MSL Chapter 12, this Section and Para 2012 should be considered before a decision is made on the appropriate disposal.

b. Careful judgement is needed to weigh the factors which determine the appropriate course to adopt in any given situation and, in order to ensure consistency of treatment throughout the Service, guidance should be sought from Legal Advisers in all but the most straightforward cases.

2057. Negligence

a. An officer's wide responsibilities make them more susceptible than a rating/other rank to allegations of negligence, and censure action provides an effective and convenient way of dealing with less serious instances of this kind. BRd 2 Article 3802 advises that negligence of a serious or gross degree will normally lead to disciplinary proceedings against the officer concerned whereas other cases may be dealt with administratively. In cases of professional negligence, a view can be taken, based on the findings of a Service Inquiry or Immediate Ship’s Investigation/RM Unit Inquiry and dependent upon the degree of negligence involved, on whether the matter requires disciplinary action or administrative censure.

b. Negligence is defined in the MSL Chapter 12. In essence, an officer is negligent if either they have done something which a reasonably capable and careful person of their seniority and experience in the Service would not have done, or has failed to or omitted to do something which a reasonably capable and careful person in their position in the Service would have done. The degree of negligence is not determined by the consequences of the act or omission, but by the extent to which the conduct failed to reach the standard of the reasonably capable and careful person. Where something has gone wrong, it does not necessarily mean someone must have been negligent. Similarly, a person may have been negligent but have caused no loss or injury.

c. Serious or gross negligence can be regarded as a marked or notable failure to act in the way that a reasonably capable and careful person would have done. Wilful negligence, which is to say negligence with a reckless regard to the possibility of loss, damage or injury, will almost always be serious.

d. For negligence that is not serious, administrative censure action is normally the most appropriate course of action where:

(1) Culpability is not disputed;

(2) The degree of negligence is assessed, having regard to all the circumstances, as being unlikely to attract a punishment (should the allegations be proved summarily or in CM) greater than a Severe Reprimand; and

(3) There are no overriding considerations demanding disciplinary action.

e. Where the evidence suggests that disciplinary action is appropriate, then consideration should be given to whether the matter can be heard summarily or whether referral should be made for trial by CM. Summary Hearing will not be appropriate where serious negligent failings are identified by Immediate Ship's Investigation/RM Unit Inquiry or Service Inquiry. Nevertheless, Summary Hearing may be appropriate in some cases, e.g. persistent minor neglect to carry out routine but essential tasks. Referral for trial by the CM would also be appropriate where the issues are complex. In all cases, legal advice should be sought.

2058. Officers Under Training

The option of administrative action for minor misconduct may sometimes be more appropriate for officers under training because of their lack of naval (and perhaps general) experience. Cases in which misconduct is clearly attributable to misplaced exuberance may, where the circumstances and interests of discipline allow, fall into this category. Young Officers and officers under training who have, however, previously been warned about their conduct but have nevertheless repeated such or similar misconduct are less likely to avoid disciplinary action than might otherwise be the case.

2059. Senior Officers

a. An officer of the rank of Capt RN/Col RM (or other Service equivalents) and above cannot be dealt with summarily. For officers below this rank, COs may hear a case summarily, provided there is at least a two-rank separation between the Hearing Officer and the accused officer. If the two-rank separation does not exist but a CO considers that Summary Hearing is appropriate, they should forward the case to their relevant Higher Authority who will appoint a bespoke CO for the purposes of hearing the case.

b. COs themselves, and Chaplains, may similarly be dealt with summarily. The Fleet Commander is to be informed where charges are being considered against a CO. For summary discipline purposes, Naval Chaplains are to be treated as though they hold the rank of Commander.

2060. Available Punishments

The punishments which may be imposed summarily upon officers are laid down in JSP 830 Chapter 13 Annex B, and include the following:

a. Forfeiture of seniority (extended powers of punishment required).

b. Fines not exceeding 28 days' pay.

c. Severe Reprimand.

d. Reprimand.

e. Admonition.

f. Service Compensation Order.

2061. More Serious Cases

Any offence thought to justify punishment in excess of the CO's summary powers should be referred to the DSP for CM using normal procedures. COs must take legal advice before bringing any charge against an officer and proceeding to Summary Hearing.

2062. The Obligatory Option of Court Martial

As is the case for ratings/other ranks, it is obligatory to give officers the option for trial by CM in every case, unless the CO refers the case to the DSP for consideration for trial by CM or the DSP has referred a case back to the CO with the written consent of the accused.

2063. Joint Hearings with Ratings/Other Ranks

Unless the interests of justice require it, the Summary Hearing of officers and ratings/other ranks should be conducted separately. Therefore, if it appears an officer and rating/other rank are both involved in an incident likely to give rise to disciplinary proceedings, legal advice on the method of trial/hearing should be sought at the earliest opportunity.

2064. Sentencing

The general sentencing principles set out in the MSL Chapter 14 apply equally to the summary punishment of officers as for ratings. Whilst the starting point in the detailed MSL guidance should be at least that for experienced senior ratings/SNCOs (bearing in mind the limitations on punishment) COs should have particular regard for the status and responsibilities of officers when deciding what punishment to impose.

2065. Reporting and Recording

a. Punishments imposed summarily upon officers are to be recorded on JPA but, as is the case for ratings, are subject to the Rehabilitation of Offenders Act 1974[18]. Offences may be considered for promotion and appointing purposes until the individuals have become rehabilitated and therefore may be included on the official record as follows:

(1) **Forfeiture of Seniority.** Spent immediately; not to be recorded.

(2) **Fine.** Recorded at the discretion of the officer imposing the fine. A fine of over 14 days' pay should normally be recorded for one year from the date of conviction (six months if imposed upon a person under 18).

(3) **Admonition.** Spent immediately; not to be recorded.

(4) **Reprimand.** Recorded at the discretion of the officer imposing the reprimand. A reprimand should normally be recorded for one year from the date of conviction (six months if imposed upon a person under 18).

(5) **Severe Reprimand.** Recorded for one year from the date of conviction (six months if imposed upon a person under 18).

(6) **Service Compensation Order.** Recorded until the date on which payment is made in full.

b. Administrative censures are recorded in JPA and are included in the Personal File record held by Career Manager.

[18] As amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012 and the Armed Forces Act 2021.

SECTION 11

PREPARING FOR THE SUMMARY HEARING

2066. Preparation by the Hearing Officer

Before the Hearing, the CO (or officer conducting the SH) must familiarise themself with the case papers, including the evidence. They must understand the issues in the case, and the facts which must be proved for the offence charged to be made out.

2067. Role of the Accused's Assisting Officer (AAO)

The role of the AAO is an important one. The CO must satisfy themself that the individual acting as AAO is capable of doing so, and that they have been afforded adequate time and facilities to prepare for the Hearing. The AAO's role begins when a charge is brought – and they should be involved with the accused from that point forward. Guidance on their role is contained in the MSL Chapter 9 Annex G and in Section 23 to this chapter, which the AAO must read. HODs should be encouraged to take an interest in the progress of the case, including the role and responsibilities of the AAO.

SECTION 12

SUMMARY HEARING PROCEDURE, ROLES AND RESPONSIBILITIES

2068. Inquisitorial Summary Hearing

The Summary Hearing is inquisitorial rather than accusatorial; there is no 'prosecution' by XO, RNP or Coxswain, but rather the Hearing Officer plays the role of investigator. The CO must consider the case, examining evidence from witnesses in support of the charge, the accused and witnesses for the accused before coming to a finding. The Hearing Officer will have seen the case papers beforehand and will usually have brought the charge. Because it is a hearing, not a trial, the accused will not plead guilty or not guilty, but will instead admit or deny the charge(s). The finding of the Hearing Officer will be that the charge is proved or not proved. The Summary Hearing procedures under AFA 06 are essentially the same across the Services, but with slight Service-specific differences in terms of the 'ceremony' of the Summary Hearing. Before the hearing begins, the accused will be afforded the opportunity to elect for trial by Court Martial. If the accused elects for Summary Hearing, they will then be asked to admit or deny the charge. If they deny the charge, the evidence of witnesses will be considered and, if necessary, the witnesses may be questioned before the Hearing Officer comes to a finding. The accused will be supported and represented by an Accused's Assisting Officer who may question witnesses on their behalf and give mitigation and character evidence. The MSL Chapter 9 describes in detail the procedure to be followed, and the form 'Record of Summary Hearing' (RSH) is to be used as a guide and made out by the Hearing Officer during the proceedings. A CO should not find a charge proven unless they are sure that the accused committed the offence as charged.

2069. Requirement for Global Sentence

Where a Hearing Officer records findings that two or more charges against a person have been proved, the sentence they impose must be a single 'global' sentence and not separate sentences for each charge.

2070. Role of the Hearing Officer

a. The Hearing Officer will be the CO or delegated Sub Cdr (normally the XO/OC but may be any officer of Lt RN/Capt RM rank or above who has delegated disciplinary powers). The CO will follow the procedure laid down in the RSH (Annex C to the MSL Vol 1 Chapter 9) in considering the case, coming to a finding and, if the charge is found proved, imposing a sentence.

b. In cases where the accused admits the charge it will be the Hearing Officer who reads out the Case Summary. If the accused denies the charge, the Hearing Officer will read out the witness evidence and, if necessary, question witnesses before giving the accused the opportunity to do so. If the accused states (in advance of the hearing) that they wish to challenge the evidence of the witnesses, or ask further questions of them, then the CO is to require the attendance of those witnesses. The CO may also question the accused. Detailed instructions on the Summary Hearing procedure are in the MSL Vol 1 Chapter 9.

2071. Completion of the Record of Summary Hearing

The officer hearing the case should normally maintain the RSH themself. Where necessary, they must make a written record of any oral evidence; since the record is likely to be a paraphrase of what was said it is important that what is recorded is the understanding of the Hearing Officer, not a third party, and that it is completed at the time of the Hearing and treated as a live record. There is no requirement for a fair copy to be typed after the hearing. The RSH must be retained in the unit for two years before archiving iaw JSP 441.

2072. Role of RNP/Coxswain/Company Sergeant Major (CSM)

Before the hearing the RNP or Coxswain/CSM who investigated the charge should prepare the case papers, including the draft Case Summary (which in an RN unit will be prepared by the Command Adviser) and the draft Charge Sheet with the recommended charge and present them to the Hearing Officer, normally through the Command Adviser. Once the Hearing Officer has signed the charge sheet it should normally be the RNP/Coxswain/G1 Discipline Adviser or CSM who serves the charge sheet and case papers on the accused. The Hearing Officer may, however, decide to do this personally in appropriate cases, e.g. CO bringing a charge on the direction of the DSP. The CO should conduct the Summary Hearing in person, including, should the matter be admitted, reading out the Case Summary, and the written evidence of any witnesses where it is not. At the direction of the CO, the RNP/Coxswain/RSM/CSM should continue to arrange and stage manage the table/hearing. They should muster and march in the accused (and witnesses) and ensure that customary Service procedures are followed. They must not act as 'prosecutor' or read out the case summary or other evidence. If the RNP/Coxswain/RSM/CSM is to be a major witness at the hearing, in order to preserve the fairness of the proceedings, another suitable rating/rank such as the EWO, CBM/senior Logs (Pers)/alternative CSM should assume this role.

2073. Accused's Assisting Officer (AAO)

a. All accused Service personnel are entitled to an AAO to help them before, during and after the hearing. In the RN it is expected that the AAO would normally be the DO or DSR of the accused and must be an officer or Senior Rating. In the RM it is expected that the AAO would normally be the Tp Cdr/HOD/Tp Sgt of the accused and must be an officer or SNCO. The potential AAO must consent to being nominated, and there may be circumstances under which the candidate is unable to act for the accused, for example if they are a witness. If the accused is unable to secure the services of an AAO the CO must nominate two suitable officers or senior ratings/SNCOs between whom the accused can choose. The services of an AAO are not mandatory and a hearing can go ahead if the accused chooses not to be supported by an AAO.

b. During the hearing the AAO may question witnesses on behalf of the accused. The AAO may make a plea in mitigation also give character evidence on behalf of the accused. The AAO may present an appraisal report or assessment of the performance of the accused for the Hearing Officer's perusal if the accused so wishes, but to do so is not mandatory; negative inference should not be drawn if the appraisal or assessment is not presented, it is simply an opportunity for mitigation which has not been taken. Detailed instructions are in Annex G to the MSL Vol 1 Chapter 9 – which must be read and understood by the AAO, together with the relevant Annex to that Chapter.

2074. Witnesses

Witnesses may be required to attend the hearing if the Hearing Officer or the accused wish to question them. The accused will be notified of the witnesses whose evidence the Hearing Officer wishes to use when they are served with the case papers. The accused should also notify the Hearing Officer of the witnesses whose evidence they wish to call at least 24 hours in advance where possible; this is not a legal requirement but allows for effective management of the case and is in the interest of all concerned.

2075. Command Adviser

If borne, the LO, DLO or CorrO will normally advise the command before and during a Summary Hearing. In RM units the Adjutant or G1 Discipline Adviser will normally advise the command. When required they will prepare the applications to HA for permission to hear certain charges summarily or for extended powers of punishment (see above). Under direction of the Hearing Officer, they shall also finalise the Case Summary. In RM units the Case Summary will be prepared by the G1 Discipline Adviser or CSM. The Command Adviser shall supervise the completion of all post-hearing actions (including the RSH, JPA record and submission of materials for review). It remains the CO's responsibility that the review process is followed (see Para 20103).

SECTION 13

SENTENCING (INCLUDING GIVING REASONS)

2076. Sentencing Guidance

Guidance on the sentencing process and summary punishments is contained in the MSL Chapter 13. The MSL Chapter 14 includes a Sentencing Guide, which sets out the features and considerations in different cases, and gives guideline sentences. Both chapters should be consulted by officers exercising powers of summary discipline, and by AAOs. Guidance on the imposition of specific punishments, and the processes involved, are set out in this section.

2077. Requirement to Give Reasons

When sentencing, Hearing Officers must give reasons, which should include an explanation of the facts which they found proved, whether any credit has been given if the charge was admitted, and any aggravating or mitigating features. In order to consider sentence and prepare their reasons, Hearing Officers should not hesitate to break proceedings after finding the case proved and hearing any mitigation. The RSH should be used to record the reasons given. Hearing Officers should take care to set out the salient facts proved, particularly where these have been disputed by the accused, or where they form features which aggravate the offence and had an effect on the sentence. Hearing Officers must explain any discount they apply to the sentence.

2078. Announcing Sentence or Imposing Sentence in the Presence of the Ship's Company

a. Under AFA 06 there is no equivalent to the former RN warrant punishment, and consequently no requirement to conduct a formal reading of a Warrant to announce the sentence imposed. As part of the Summary Hearing process, the Hearing Officer will, in all circumstances of imposing punishment summarily, inform the accused of the sentence.

b. COs may open the sentencing phase of the Summary Hearing to the Ship's Company. This should only be done where legal advice on the charge and sentence has been received. This procedure is only to be used in relation to ratings and other ranks below the rank of Warrant Officer.

c. It is left to the CO's discretion when such a procedure should be followed, but in the majority of cases such a procedure will not be appropriate. The procedure is to be used only where the CO considers there will be a tangible benefit in terms of the maintenance of discipline in the ship, unit or establishment.

d. There is no formal procedure for opening the sentencing part of the Summary Hearing to members of the Ship's Company. COs will invariably wish to consider and prepare their sentencing remarks before conducting the proceedings, however, and a stand over prior to the sentencing part of the hearing will be necessary. The CO should then re-convene the hearing before members of the Ship's Company. The CO should then sentence the accused and give reasons for the sentence in the usual manner. COs may then wish to call a short stand over and then re-convene in the absence of the Ship's Company to complete the summary hearing process. This will include ensuring the accused understands their rights and, in the case of Detention, asking the accused whether they wish to go to Detention immediately or wait until the initial appeal period has passed.

e. Announcement of sentences imposed can be an important reminder to the Ship's Company of the Royal Navy core values and standards. Where, in more serious cases, the CO does not consider it appropriate to announce the sentence in front of members of the Ship's Company but does wish the sentence to be fully understood, the CO should consider conducting a Clear Lower Deck of the Ship's Company or relevant Department in the absence of the accused to explain the sentence and reasons for it. This method has considerable benefits: it can be timed to occur after the accused has commenced the sentence, reducing the artificiality involved in a sentence of detention being announced but not implemented; it allows the CO to explain the context and reasons for the sentence – and explain what they expect of the Ship's Company in future; and the risk of an intemperate response from the accused or others may be reduced. The normal management practice by which the ship's senior management (XO, EWO, HOD, DOs) may informally debrief the Ship's Company as to the effect of a severe punishment, e.g. on loss of pay, pension, eligibility for the LS&GC medal, promotion opportunity etc, continues under AFA and is to be encouraged. In all cases COs will wish to consider publishing punishments on Daily Orders. Where an accused subsequently appeals, the fact of the appeal and the outcome of any appeal should also be published. Consideration should be given to explanatory notes following conviction at CM.

SECTION 14

GUIDANCE ON PARTICULAR SENTENCES

2079. Dismissal

Dismissal is not available as a summary punishment under AFA 06. It remains the responsibility of the accused's CO to take the necessary administrative actions, however, that give effect to dismissal where it is awarded by CM. For certain offences, for example drugs offences, COs should consider administrative discharge (see FLAGO Chapter 16 and BRd 3(1) Chapter 54). In addition, where a sentence of imprisonment is imposed by the CM, administrative discharge must be considered and is the responsibility of the accused's CO to action. Administrative discharge may also be considered where a CM has not imposed dismissal, but the CO considers discharge to be appropriate. In all such circumstances, legal advice should be sought.

2080. Detention and Short-Term Detention

a. **Sentencing Approach.** The correct approach is to consider **first** whether a proved offence justifies a sentence of Detention, **second**, if so, what period, and **third**, whether the sentence should be committed or suspended. Legal advice must be taken if a CO is considering a sentence of detention, no matter what length.

b. **Is a Sentence of Detention Justified?** There are restrictions on Award of Detention. A CO may only impose detention summarily to personnel of or below Leading Rate or Lance Corporal RM. The CO may not summarily sentence a PO or Cpl RM, or above, to detention. The CO may not impose a sentence of detention, of any permitted length, to a Leading Hand/Lance Corporal unless they have applied for, and been granted, Extended Powers of Punishment. When imposing a sentence of detention to a Leading Hand/Lance Corporal the CO should consider, separately, whether or not to impose a separate sentence of Disrating/Reduction in Rank; the CO may (but need not) impose that accompanying punishment. Re-promotion following reduction in rank is governed by Chapter 70 and requires a minimum of 12 months Career Check free service. In any event, during the time that any Royal Navy offender is in custody at MCTC, they are for all purposes treated as being of the rank or rate of able rate or marine.

c. **Offences Justifying Detention.** Advice on offences justifying detention is given in the MSL Chapter 14 under each specific offence.

d. **Length of Sentence.** When calculating the appropriate length of sentence, COs should take the following matters into consideration:

(1) **MCTC Colchester Training Programmes.** Sentences of Detention for RN/RM personnel will normally be served at MCTC Colchester. The minimum effective course of corrective training at MCTC is 21 days. MCTC will take personnel into Service Detention for periods of less than 21 days, but the corrective training value and rehabilitative effect will be severely limited. After 21 days, the next natural training step is set at 28 days. Where COs conclude that, in all the circumstances, a longer period of training is merited, consideration should be given to imposing a sentence in excess of 28 days. In cases where the CO believes that the offender is not likely immediately to respond to corrective training and taut discipline, consideration should be given to imposing 36 days. The next steps up in length of sentence are generally accepted as being 42 days, then 60 days, and finally the summary maximum of 90 days.

(2) **Remission.** Remission is not granted for sentences up to 24 days. Beyond 24 days, $^{1}/_{3}$ sentence is automatically remitted to a minimum of 24 days. Therefore, for sentences of 25 days to 36 days the sentence that will be served is 24 days, for a sentence of 42 days it will be 28 days, for 60 days it will be 40 and for 90 days 60 will be served. For sentences of detention over 90 days, further remission of up to $^{1}/_{6}$ of the portion of the sentence over 90 days may be earned for exceptional behaviour. Sentences in excess of 90 days may only be imposed by CM.

(3) **Intermediate Periods of Detention and Time Spent in Custody.** COs retain the lawful authority to impose a sentence of less than 21 days, but must in all cases consider suitable alternatives. It will be the exception to the norm that other punishments, or a combination thereof, are not far more appropriate and effective. In addition to seeking legal advice, where sentences of less than 21 days are under consideration, COs must contact the RPC to ensure suitable arrangements can be made for detention either at MCTC or, if necessary and/or desirable, regional facilities run by the Army. It should be noted that regional facilities may well require additional supervisory personnel to be provided by the discharging unit, and for operational/logistical reasons, RPCs may not be in a position to provide either transport or escorts. Time spent in pre-trial custody after charge should be credited against any sentence of detention (see the MSL Chapter 13). COs should impose the full sentence of detention and MCTC will calculate the time remaining where time spent in custody is to count as time served. There is no legal requirement for time spent in custody before charge to be counted against any period of detention subsequently imposed, but a CO may take such periods into account when determining the length of a sentence to be imposed. Periods spent under arrest during interview will usually be so short as to be not worthy of taking into account in calculating the 'discount'.

(4) **Travelling Time.** COs should take into consideration the impact of travelling time when determining whether the period of detention proposed is adequate, subject to the principle that the length of detention proposed must still be appropriate to the offence and to the offender. Therefore, even where a sentence of 21 days detention or more would be appropriate, an alternative punishment might be better where it would not be possible to transfer the offender to and from MCTC within the requisite timescale.

(5) **Escorting Detainees.** Historically, RNP facilitated the transportation of Detainees Under Sentence (DUS), however, this is now a unit Command responsibility. Guidance is contained within JSP 837 Part 2 'Service Code of Practice – Custody and Detention and Committal to Civil Prison'. It is advisable that, where possible, the I/C Escort is of superior rank or seniority to the detainee. The driver should not routinely be counted as an escort. For example, a unit sending an offender to the MCTC by a road move would require I/C Escort, second escort, and driver (total of three personnel) in order to safely move the detainee. RPCs are available to provide support and guidance where concerns exist that an offender is likely to become violent and/or abscond prior to successful committal to MCTC or HM Prison.

e. Sentences of 90 days must be reserved for the most serious of cases. Command Advisers (LO, DLO, Adjt/G1 Disc Adv or EA) should consider carefully, on the basis of the papers and any admissions made in interview, the likelihood of the accused opting for Summary Hearing and admitting the charge. In the majority of serious cases, it will be more appropriate to refer the matter to the DSP for trial by CM (without giving the option), thereby allowing the CM full sentencing powers (instead of being capped to the sentencing powers of the CO).

2081. Suspended Sentences

a. Once a sentence of detention has been decided upon, the CO must then consider whether the sentence should be suspended or committed. The MSL Chapter 13 describes the factors that should be taken into account when making this decision.

b. A sentence of detention may be suspended for a period of a minimum of 3 months and up to 12 months (the Operational Period). The CO must consider the length of time it is likely to take the offender to reform when deciding the Operational Period. The period of Detention imposed may inform the CO as to the most appropriate period of suspension. As a rule of thumb, the longer the sentence imposed, the more serious the offence, and the more likely it is to be necessary to suspend the sentence for a longer period.

2082. Activation of Suspended Sentences

a. A CO may activate a suspended sentence of detention which has been imposed at a Summary Hearing or by the SAC if the offender is found guilty of an offence in a civilian court or when an offence which has been found proved at a Summary Hearing was committed during the operational period of the suspended sentence. The MSL Vol 1 Chapter 9 gives full details of the procedure for activation during a Summary Hearing when a service offence is found proved and during an activation hearing following a civilian conviction. In all cases where a CO is considering the activation of a suspended sentence, legal advice must be sought. As stated, Disrating/Reduction in Rank is incurred automatically by activation, where this was not imposed as a separate, optional punishment with the (suspended) detention.

b. Whenever a CO intends to activate a suspended sentence and at the same time award a further sentence of Detention, the two may be ordered to run concurrently or consecutively in accordance with the MSL Chapter 13. The maximum of both sentences must not exceed the CO's powers of punishment, i.e. 28 days, or 90 days if extended powers have been granted.

2083. Alternatives to Sentences of Detention - Fines, Stoppage of Leave, Restriction of Privileges and Service Supervision and Punishment Order

Under AFA 06 COs may impose up to 28 days' detention *without reference to higher authority*. Before sentencing an offender to a short period of detention the CO should consider whether an alternative punishment would be more effective, both for the offender and the unit. A combination of a fine, stoppage of leave (SoL) and restriction of privileges (RoP) will have a similar financial effect on the offender and limit the offender's liberty whilst retaining them on board. For more serious offences where detention of 28 days or more is being considered a Service Supervision and Punishment Order (SSPO) might be an appropriate alternative. The table below lists possible alternatives to Detention, and should be read in conjunction to the MSL Vol 1 Chapter 14. The Table should be read as a whole, e.g. seven days' detention = 14 days SoL + 14 days concurrent RoP + a fine equivalent to seven days' pay:

Table 20-6. Alternatives to Detention

Short Detention (Days)	SoL + RoP (Days)	Fine (Days' Pay)
1-2	3	2
3	5	3
4	7	4
5	10	5
6	12	6
7	14	7
8	14	9
9	14	11
10	14	13
11	14	15
12	14	17
13	14	19
14	14	21

2084. Deployed Ships - Alternatives to Committed Sentences of Detention

When it is considered that a committed sentence of detention is the correct punishment, deployed ships should not suspend a sentence solely on the grounds of cost of air transport, difficulty of arranging transport to the UK, or problems of providing escort. In such cases suspension is appropriate only if no transport is available or if duration of passage would be so excessive as to render time spent in MCTC too short to be effective. In such circumstances an SSPO or a combination of a fine, stoppage of leave and restriction of privileges may be considered as alternatives, in accordance with the comparable tariff in the table above.

2085. Financial and Other Consequences of Detention

It is essential that personnel under corrective training are made aware how significantly a sentence of detention will affect them financially. Consideration should be given to informing a Ship's Company of the consequential, and in particular financial, effects of a sentence of detention by means of a note in Daily Orders after an offender has been sentenced to detention.

2086. Leave on Completion of Detention

The Commandant MCTC does not have authority to grant leave on completion of sentence. During main leave periods, the units to which an offender is to be assigned should advise MCTC of the date by which the offender is required to re-join. This advice must specify:

a. The authority for leave.

b. The authority for leave travel if applicable.

2087. Commencement of Sentence of Detention

a. Before sending personnel to MCTC, COs are to ensure the offender has all necessary kit and is prepared in all respects for the training regime. It is the responsibility of the committing CO to ensure that all necessary administration is complete – see JSP 837 'The Code of Practice for the Management of Personnel Within Service Custody and Committal to Service Custody Premises and Civil Prisons'.

b. COs should note carefully the provisions of the MSL Vol 1 Chapter 15 paragraphs 65-66, which determine the date on which a sentence of detention begins. These provisions explain when ordinarily a sentence of detention begins and when the sentence actually begins if the offender exercises their right to appeal to the SAC.

c. All relevant paperwork must accompany the offender sent to detention. This will be examined by MCTC on arrival and sets out the legal authority for them to take the person into custody. If paperwork is missing or incorrectly completed, MCTC may have no option but to return the offender to their parent unit.

2088. Forfeiture of Seniority

COs with extended powers of punishment have the ability to impose the forfeiture of up to all of an officer's seniority as a summary punishment. If a CO is considering forfeiture of seniority, they should consider the financial and career consequences for the officer involved, consulting Career Managers as appropriate. In all cases legal advice must be sought.

2089. Disrating/Reduction in Rank

A CO may, with extended powers of punishment, disrate or reduce the rank of a Warrant Officer or non-commissioned officer of or above the rank of Leading Hand or Corporal. Extended powers of punishment are not needed for a CO to reduce in rank a Lance Corporal. A CO may only remove one acting or substantive rank or rate under this punishment; multi-step reductions are not allowed.

2090. Service Supervision and Punishment Order (SSPO)

The effect of an SSPO is described in full in the MSL Vol 1 Chapter 13, and is similar to that of the former naval punishment of Reduction to the Second Class for Conduct. It is designed to punish and reform a persistent offender without the need to impose detention. It may be imposed summarily by the CO to an able rate or marine without reference to Higher Authority. When imposing the punishment, the CO will add whichever of the discretionary requirements of the punishment they consider to be necessary (see the MSL Chapter 13 paragraph 71b). The CO may delegate, in writing, responsibility to permit the offender to leave the ship, unit or establishment or enter specified areas to another officer not below the rank of Lt RN/Capt RM or equivalent, and it is recommended that they do so to appropriate duty personnel including the DCO/OOD/Duty Staff Officer (DSO) and to the XO/OC as appropriate to the unit (see FLAGO 1608). Where the requirement to undertake extra duties is imposed, the CO may detail what extra duties are to be performed (for example extra work or training), for how long and when. The CO is permitted to delegate, however, in writing, this function to a person of or above the rate/rank of CPO/CSgt. They may wish to prescribe the routine to be followed in SGOs/USOs (see recommended routine in Table below), but it is also recommended the function be delegated to the XO/Adjt/MAA/Cox'n/OOD/DSO/CQMS and the OC as appropriate (see FLAGO 1608) in order to cater for circumstances in which, for any reason, the normal routine cannot be followed. The DPO/DSNCO (if Sgt) will be unable to allocate the work or duties to be performed, but must seek the approval of the OOD.

2091. Stoppage of Leave and Restriction of Privileges - Routines

a. Stoppage Of Leave (SOL) and Restriction Of Privileges (ROP) will usually be the most commonly imposed punishments. Stoppage of leave will require the offender to be confined to their ship or establishment and to muster periodically during the period of the punishment. Restriction of privileges will require the offender to muster periodically and perform extra work, training or any other Service duty (up to 5½ hours per day). Both punishments may be imposed individually, or in combination.

b. As far as possible units should strive to achieve consistency in the punishment routine within the unit, and any routine worked must be clearly distinguishable from sanctions imposed under MAA. It is suggested that the relevant routines are published in SGOs/USOs. Adjustments may have to be made, however, depending on the unit's programme and the availability of staff to manage the routine, to achieve a punishment routine that is both relevant and contemporary.

c. In many cases it may be desirable for extra work to be carried out within the offender's department. Whilst it is ultimately for each ship and establishment to determine its own routine, the table below provides a model which may be adopted or adapted:

RN Ship/Establishment Routine:

Routine	Muster at:	Work until (RoP only):
Daily Harbour	0630	0700
	1230	1315
	1630	1730
	1855 or 5 minutes before evening rounds	Evening Rounds
	1915 RoP Only	2100*
	2200	Muster Only
Saturday Harbour	0630	0700
	1230	1315
	1630	1730
	1855	Evening Rounds
	1915 RoP Only	2100*
	2200	Muster Only
Sunday Harbour	Half hour before call the hands	Muster Only
	1300	Muster Only
	1630	Muster Only
	1855	Evening Rounds
	2200	Muster Only
Tropical Harbour	Half hour before call the hands	Work for 30 minutes
	1330	1600
	1630	1730
	1855 or 5 minutes before evening rounds	Evening Rounds
	1930 RoP Only	2100
	2200	Muster Only
Daily Sea	0630	0700
	1230	1330
	1630	1830
	1855 or 5 minutes before evening rounds	Evening Rounds
	2000 RoP Only	2100*
	2200	Muster Only
Saturday Sea	0630	0700
	1300	1500
	1630	1830
	1855 or 5 minutes before evening rounds	Evening Rounds
	2000 RoP Only	2100*
	2200	Muster Only
Sunday Sea	Half hour before call the hands	Muster Only
	1300	Muster Only
	1630	Muster Only
	1855 or 5 minutes before evening rounds	Evening Rounds
	2200	Muster Only

Notes:

** If a night watch is kept then secure at 2000.*

1. Specify place to muster.

2. Direct offender to muster in correct rig of the day, which is to be clean and in good repair.

3. Instruct offender to produce 'excused chit' in advance of foreseeable absence from time and place of muster.

4. Following from Note 3, if a night watch is kept the offender may be excused the first muster, but the DPO must be informed the day before.

5. If the offender is required for work within their own department at the time of a muster, this must be agreed beforehand between the DepCo and the XO/MAA/DCO/DSO/OOD or OC responsible for deciding which duties are to be performed. The presumption is that an offender should attend a muster and then return to their departmental work.

RM Unit/Establishment Routine:

Other Ranks on SoL and/or RoPs are to report to the DSNCO at the Unit/Establishment Guardroom (or as otherwise detailed) at the following times daily:

Mon to Fri (Parade - SoL and RoP)	Work Until (RoP only)
0630 hrs	0730 hrs
1230 hrs	1330 hrs
1700 hrs	Parade Only
1800 hrs	2100 hrs
2000 hrs (SoL only)	
2230 hrs	Parade Only (30 minutes max)
Saturday	
0700 hrs	0800 hrs
1000 hrs	1230 hrs
1400 hrs	1500 hrs
1800 hrs	Parade Only (20 minutes max)
2000 hrs	Parade Only (20 minutes max)
2230 hrs	Parade Only (20 minutes max)
Sunday	
0700 hrs	0800 hrs
1000 hrs	1230 hrs
1400 hrs	1500 hrs
1800 hrs	Parade Only (20 minutes max)
2000 hrs	Parade Only (20 minutes max)
2230 hrs	Parade Only (20 minutes max)

Notes:

1. Other ranks placed on RoPs will be informed by the DSNCO of the period(s) of extra duties, work or training during non-working hours to be completed (no more than 5½ hours in any one 24-hour period). The maximum number of working hours (16 in any 24-hour period is not to be exceeded). Note: Where the requirement to undertake extra duties is imposed, the CO may detail what extra duties are to be performed, for how long and when. The CO is permitted to delegate, however, in writing, this function to a person of or above the rate/rank of CPO/CSgt. Therefore, a DSNCO of Sgt rank must obtain authorisation from the Duty Officer when considering extra work for ranks on RoPs outside of that which the CO or an Officer authorised by them has already laid down.

2. If an offender is required for night duty they are not to be paraded before the start of their normal working day (i.e. normally excused the first muster time).

3. The offender is to report for each parade in the rig of the day or as directed in Unit Standing Orders or unless directed otherwise by the DSNCO.

4. If the offender is required for work at their normal place of work at the time of a muster, then their Tp Sgt/HOD should liaise with the DSNCO/Duty Officer to de-conflict, the presumption being that the offender should attend a muster and then return to their place of work.

5. The offender is to parade in MTP if they are due to carry out work or training. At the other times they can be detailed to parade in for example No 1 Blues, No 3 Lovat dress or No 4 Combat Dress with CEFO.

2092. Delegations Relating to Stoppage of Leave/SSPO

The CO may delegate, in writing, the function of granting permission to leave the ship, unit or establishment to an officer under their command of or above the rank of Lt RN/Capt RM or equivalent whilst an offender is under SoL (see the MSL Chapter 13 paragraph 132). It is recommended this be delegated to duty personnel including the DCO/OOD/DSO and to the OC as appropriate to the unit (see FLAGO 1608). They may also delegate, in writing, to a person under their command of or above the rank/rate of CPO/CSgt, the function of deciding which extra duties the offender must carry out (see the MSL Chapter 13 para 140). It is recommended the routine be set out in SGOs/USOs, but the function should also be delegated to the XO/Adjt/MAA/OOD/DSO/CQMS/Duty SNCO and the OC as appropriate (see FLAGO 1608) in order to cater for circumstances in which, for any reason, the normal routine cannot be followed.

2093. Deferral of Stoppage of Leave and Restriction of Privileges

Hearing Officers imposing SoL and RoP should note that the commencement of these punishments may be deferred by up to 28 days, and the punishment can be applied on specified days within a further 28 days. The purpose of this is to give Hearing Officers the discretion to maximise the effect of the punishment by applying it only on days when the ship is alongside, or the unit is on stand-down i.e. the punishment does not have to be conducted in one continuous block within the parameters above. Deferral is therefore rarely appropriate for shore establishments or ships alongside for a protracted period. When imposing deferred punishments on specified days, Hearing Officers should bear in mind that the punitive effect may be more severe than when the punishment runs continuously from imposition.

2094. Supervision of Service Supervision And Punishment Order, Stoppage of Leave and Restriction of Privileges

Hearing Officers are to ensure that all personnel subjected to an SSPO or a combination of SoL and RoP carry out the routine under the close and careful supervision of a senior rating/SNCO.

SECTION 15

THE ADMINISTRATIVE CONSEQUENCES OF PUNISHMENTS

2095. Requirement to Consider Administrative Consequences

a. The table at Annex 20C summarises the administrative consequences of punishments imposed under AFA 06. It lists the administrative actions which are to be taken automatically (obligatory), and those which may be taken (optional), when a member of the Royal Navy is punished under AFA 06. This includes forfeiture of LS&GC Medal or the MSM, forfeiture of GCBs and the imposition of a Career Check (obligatory only).

b. The potential imposition of administrative action under this section following a conviction by CM or the SAC, or a finding by a CO that a charge is proved, is triggered by the punishment imposed. Where the sentence was imposed by CM or the SAC, the offender's CO should consider whether any such action should be taken. All administrative actions dealt with under this article require approval, save that a Captain Royal Navy/Colonel Royal Marines may order forfeiture of one GCB and a CO may impose a Career Check without seeking such approval.

c. Where an offence dealt with at CM or the SAC calls into question an individual's suitability for continued service, or to continue to hold their current rank or rate, the CO must also consider action under Section 19 of this chapter.

2096. Meritorious Service Medal

The award and forfeiture of the MSM is governed by Chapter 9 of JSP 761, which should be referred to where an offender holds the MSM.

2097. Forfeiture of Long Service and Good Conduct Medal (LS&GCM)

The regulations for the award and forfeiture of the LS&GCM were revised with effect from 1 Oct 16. An individual who has been awarded the LS&GCM and subsequently incurs an entry on their disciplinary record cannot now forfeit the medal unless they are sentenced to imprisonment for a period greater than six months and/or are dismissed. Further details regarding the award and removal of medals are contained in JSP 761 Chapter 5. Under AFA 06 deprivation of the LS&GCM is no longer a punishment in itself. All circumstances giving rise to forfeiture of the LS&GCM are to be reported to the Naval Secretary (Honours and Awards).

2098. Forfeiture of Good Conduct Badges

As with the LS&GCM, under AFA 06 deprivation of Good Conduct Badges (GCBs) is not a punishment. GCBs may, however, be forfeit following disciplinary action. This preserves the previous position whereby under the Naval Discipline Act 1957 the officer or court imposing a punishment was obliged also to consider whether deprivation of GCBs was obligatory or optional as part of the overall punishment imposed.

a. **Obligatory Forfeiture.** Forfeiture of all GCBs is mandatory whenever any of the following punishments is imposed under AFA 06:

(1) Imprisonment.

(2) Dismissal.

(3) Detention over 14 days.

(4) Suspended sentence of detention over 14 days.

(5) Service Supervision and Punishment Order.

b. **Optional Forfeiture.** Forfeiture of one or more GCBs is to be considered whenever a rating/other rank holding GCBs is sentenced to any of the following punishments:

(1) Detention up to 14 days.

(2) Suspended sentence of detention up to 14 days.

(3) Reduction in rank/disrating.

(4) Fine.

(5) Severe reprimand.

(6) Reprimand.

(7) Service Compensation Order.

2099. Effect of Activation of Suspended Sentence of Detention on GCBs

Where an offender has been sentenced to a short period of suspended detention, GCBs were not forfeit as a result of that punishment, and that punishment is subsequently activated either wholly or in part, by a CO, CM or SAC, the CO should consider whether the circumstances merit forfeiture of GCBs. This action may be taken whether the offence triggering activation of the suspended sentence was dealt with by a civilian court, a Service court, or by the CO.

20100. Factors to Consider when Forfeiture of GCBs is Optional

Wherever forfeiture is optional the following factors should be taken into consideration:

a. **Punishment Imposed.** The more severe the punishment, e.g. the longer the period of detention or the greater the financial penalty, the more appropriate it may be to impose forfeiture of one or more GCBs. Noting that in some (in particular, joint) units short periods of detention may be imposed in preference to a combination of Restriction of Privileges and Stoppage of Leave, care should be taken to ensure GCBs are not forfeit as a result of a relatively minor offence.

b. **Offence Committed.** The type of offence committed may influence the decision whether a GCB should be forfeit. Offences involving poor conduct in relation to the offender's or another person's duty may justify forfeiture of one or more GCBs, particularly if the offence was committed deliberately or involves dishonesty. In particular, Desertion (AFA 08 s.8) repeated or long absence without leave (AFA 06 s.9), failure to cause the apprehension of deserters or absentees (AFA 06 s.10), misconduct towards a superior Officer (AFA 06 s.11), disobedience (AFA 06 s. 12), using force against a sentry (AFA 06 s.14), serious neglect of duty (including sleeping on watch) (AFA 06 s.15(2)), malingering (AFA 06 s.16), making false records (AFA 06 s.18), conduct prejudicial to good order and discipline (AFA 06 s.19), serious or repeated drunkenness (AFA 06 s.20), ill-treatment of subordinates (AFA 06 s.22), and misapplying or wasting public or service property (AFA 06 s.25) may justify forfeiture of a badge or badges. In addition, any offence involving physical violence, dishonesty, criminal damage, smuggling, contravention of censorship regulations or possession of an offensive weapon will usually justify forfeiture. Failure to report any of the offences listed in this paragraph, in contravention of standing orders, is also a serious matter which may warrant forfeiture of a badge(s). The list of types of offence in this paragraph is not exhaustive.

c. **Disciplinary Record.** Repeated offences may indicate that the offender is unfit to hold one or more GCBs. Conversely, where an offence can properly be regarded as out of character the forfeiture of a badge, and the associated impact on award of LS&GC Medal, may be regarded as unduly harsh.

d. **Conduct.** Forfeiture of one or more badges following a relatively minor offence may be appropriate where the offender has previously been subject to MAA instead of disciplinary action for similar incidents. The offender's general conduct should also be taken into consideration. Any MAA taken against the offender in the current unit may indicate that the offender's general conduct has fallen below the required standard and therefore that they are no longer fit to hold one or more badges.

20101. Approval of Forfeiture of GCBs

Where forfeiture of GCBs is obligatory, prior approval to impose forfeiture is not required. COs of the rank of Captain Royal Navy/Colonel Royal Marines and above may impose forfeiture of one GCB without seeking approval. In all other circumstances application to impose forfeiture of GCBs must be made to the Higher Authority.

20102. Applications for Approval by Higher Authority

Where forfeiture of a GCB requires approval, the application is to be made in writing to the HA, utilising the form at Annex 20T. Where forfeiture of a GCB is optional and the CO subsequently orders that a GCB is to be forfeited, the accused is to be informed of their right to state a Service Complaint in relation to the matter.

SECTION 16

REVIEW OF SUMMARY HEARINGS

20103. Review of Summary Hearings - Purpose and Method

a. AFA 06 requires the review of Summary Hearings where a finding that the charge has been proved has been recorded. Review ensures that no mistake has been made in law and that the punishment imposed is commensurate with the offence.

b. It is Naval policy that review will be conducted on behalf of the Defence Council by the Summary Hearing Review Cell (SHRC). The Defence Council has delegated all barristers on the staff of NLS of the rank of Cdr RN and above as Reviewing Officers. Only these personnel may apply for leave to appeal to the SAC or, where the accused has already lodged an appeal, notify the SAC of relevant matters.

20104. After Hearing Actions - Preparing the Case for Review

After a charge is found proved at a Summary Hearing, unit staff are to perform the following tasks without delay to facilitate a timely review of the case:

a. Complete the JPA record in accordance with the Business Process Guide.

b. Complete Annex A v.9/16 (Summary Hearing Review) (available from the SHRC) and attach it to the JPA record; and

c. Assign the JPA case to the SHRC, granting it instant access to the whole record. (If connectivity issues preclude the use of JPA then the Annex A v.9/16 should be emailed or faxed to the SHRC and the remaining actions completed as soon as JPA connectivity is returned.)

d. After Hearing Actions are to be completed within 48 hours of sentence, or within 24 hours of punishment where detention (including suspended sentence of detention) or SSPO has been imposed.

20105. Actions by Summary Hearing Review Cell (SHRC)

a. A preliminary screening will be conducted by SHRC staff, who will check that the punishment was lawful, was within the powers of the person imposing the punishment, and that the severity was not manifestly excessive for the offence proved.

b. Any practical difficulties which will lead to a delay in completion or transmission of the case papers to the SHRC are to be raised at the earliest opportunity.

c. If any potential discrepancy is detected the SHRC will call for the case papers. If staff encounter a potential legal difficulty, they will refer the case to a Reviewing Officer on the staff of NLS of rank not lower than Cdr RN/Lt Col RM (usually NLS SO1 Discipline Law). The Reviewing Officer will, where necessary, make application to the SAC for leave to appeal or notify the SAC of relevant matters. The appeal may be against sentence or against finding and sentence. The offender may abandon any appeal which has been referred to the SAC by the Reviewing Officer if they do not wish to take the matter further.

20106. Expedited Review of Sentences of Detention

COs must always seek legal advice when they are considering imposing a sentence of detention summarily. For all sentences of detention, no matter what length, the policy for the Royal Navy will be that a preliminary review is to take place within 24 hours. If an offender opts to commence their sentence of detention immediately on being sentenced, commencement should not be delayed pending review. COs are to ensure that case papers are passed to the SHRC with appropriate expedition.

20107. Contact Details for the Summary Hearing Review Cell

Email (MODNET): NAVY LEGAL-SHRC MAILBOX
SHRC i/c (WO1) 93832 5210 (02392 62 5210)
SHRC Admin (Discipline Process Queries) (LLogs) 93832 5859 (02392 62 5859)

SECTION 17

REPORTING SERIOUS DISCIPLINARY AND PERSONNEL INCIDENTS

20108. Service Policy and Employment

a. The Royal Navy, both as an employer and a public body, must take account of pending and completed civil offences in order to regulate the workplace, protect the legitimate interests of the accused and their colleagues, to maintain the discipline and ethos of the Service, to assist the Court and the criminal justice system, and ensure that public confidence is maintained.

b. KRRN Chapter 39 should be consulted together with this section.

20109. Reporting

a. In order to ensure that all personnel are aware of the requirement to report interactions with the criminal justice system, COs are to issue Standing Orders requiring a report in the following circumstances: any arrest, fixed penalty notice, summons, conviction, Police Caution, Anti-Social Behaviour Order (ASBO), Football Banning Order (FBO), reprimand or warning (for persons under 18, under the Crime and Disorder Act 1998).

b. Fixed Penalty Notices for motoring offences need not be reported.

c. Where a CO becomes aware of an allegation, pending case or conviction, they must consider whether the fact should be reported immediately to Higher Authority, following the guidance below. Where a civil case is brought to the CO's attention, they should keep the progress of the case under active review – both to ensure proper and full support to individuals involved, and to update Higher Authority as required.

20110. Informing Navy Command HQ

a. COs are to report serious disciplinary and personnel incidents through the Chain of Command (CoC) and to other NCHQ stakeholders by completing the Report Form at Annex U and sending it to their immediate superior officer and Duty Fleet Controller (DFC), who will distribute it as appropriate. 'Serious disciplinary or personnel incident' should be interpreted to mean as follows:

(1) Any alleged offence listed in Schedule 2 of the Armed Forces Act 2006;

(2) Any serious harm to RN/RM personnel, or

(3) Any other personnel matter which is likely to attract media and/or Ministerial interest.

b. Serious disciplinary or personnel incidents can have significant ramifications for operational effectiveness and/or the reputation of the RN. As such, the CoC and appropriate stakeholders within NCHQ must be made aware of a situation at the earliest opportunity to ensure that a swift, appropriate and coherent response may be made. The speed of response is particularly critical when details of the incident are already within the public domain or are likely to be so imminently. If in doubt whether or not to report an incident, COs or their representative must seek **immediate** advice from the DFC.

20111. Cases to be Reported

The term 'serious disciplinary or personnel incident' is broad and covers criminal and non-criminal conduct committed by or against RN/RM personnel. COs are empowered to exercise discretion in determining whether or not this threshold is met; examples of such incidents are outlined below, but this list is not exhaustive. In all circumstances, COs will need to assess the situation and consider the potential administrative and reputational ramifications for the Service.

If in doubt, units should seek advice from the DFC

a. A fatality;

b. Any incident where there is actual or potential media or Ministerial interest;

c. Any incident that has or could have been filmed and/or photographed and that is at risk of entering the public domain.

d. An incident involving the authorities of a host nation;

e. Significant injuries to one or more persons;

f. Domestic abuse;

g. Harassment/stalking;

h. Alleged sexual offences [alleged victim not to be identified];

i. Offences involving children;

j. Drugs offences, which involve large numbers of individuals or large quantities;

k. Harm or damage to civilians or their property;

l. Arson;

m. Illegal possession/use of a firearm (inc. ammunition) or offensive weapon;

n. Significant fraud, especially if involving public property;

o. 'Hate' crimes;

p. The loss or damage of significant amounts of Service property;

q. Mutiny or desertion;

r. Initiation ceremonies or rituals involving alleged physical or mental abuse;

s. Mistreatment of Captured Persons.

20112. Types of Offence that Need Not be Reported to NCHQ

a. The following list of examples is not exhaustive and is intended only to give a broad indication of the type of Service or civil offence which, when reported to the CO, is unlikely to be noteworthy or require further management outside the unit (at least until completion of the case). In cases of doubt ships/units are to contact the DFC and NAVY CULTURE-DISCIPLINE HEAD SO2:

(1) Minor motoring offences (including speeding, parking and fixed penalty offences).

(2) Less serious drink driving offences which have not resulted in accident/injury.

(3) Low level assault on adults falling short of ABH.

(4) Police Cautions (except those for sexual offences, serious assault or drugs), Anti-Social Behaviour Orders for infringements such as littering or abandoning cars.

(5) Football Banning Orders for minor matters such as taking alcohol/fireworks to football matches.

(6) Minor dishonesty, non-possession of TV licences etc.

(7) Minor damage to property.

(8) Fixed Penalty Notices.

(9) Additionally, the following incidents should be reported by using the established reporting routine:

(a) Navigational/seamanship incidents.

(b) Aviation incidents.

(c) Operational incidents.

(d) Serious security breaches/incidents (including terrorism and espionage).

b. However, where there has also been a death in Service an Annex U report is to be submitted alongside the established reporting process.

20113. Updates as Cases Progress

a. The CO is to ensure that updates are forwarded to DFC as cases progress. Such updates will typically be required when:

(1) The precise charges and custody position become known.

(2) Detail of any next step (date of court appearance for hearing, bail, fine, formal caution issued, charges dropped, etc.) is known.

(3) The date, time and place of trial are known.

(4) Any significant Service disciplinary issues occurring while the individual(s) are awaiting trial (e.g. AWOL or other offences).

(5) Any relevant welfare issues of the individual(s) become apparent

(6) The name and contact details of the officer or senior rating (usually the individual's Divisional Officer) who will accompany the accused to court for hearings to watch the trial and report back to NAVY CULTURE-DISCIPLINE HEAD SO2 once the outcome is known.

(7) The outcome of each court appearance is known and should be notified to NAVY CULTURE-DISCIPLINE HEAD SO2 by the unit on the same day directly after the court appearance (so that a timely adjustment can be made to the Defensive News Brief (DNB) ahead of fresh press enquiries and in preparation for any adverse coverage that may appear in the next edition of newspapers/news broadcasts, etc.)

(8) There is any indication of known interest/coverage by local and/or national press reporters including television and radio and especially whether they were present in the courtroom.

b. This list is not exhaustive and if there is any material change to the case DFC should be informed at the earliest opportunity and by telephone if that is quicker or more convenient.

20114. Method of Reporting

a. COs are to inform their immediate superior officer and DFC using the Form at Annex U. Existing direction regarding reports to the DFC remains extant[19] and applies to all ships, submarines, Naval Air Squadrons, RM units and establishments of the Fleet, namely:

> "The Duty Fleet Controller (DFC) is the first point of contact for any accident or incident, and any event which may attract the attention of Flag Officers, Ministers or the news media. Out of hours, the DFC is also the first point of contact for all Fleet business except submarine operational matters, for which the Duty Submarine Controller (DSMC) is the first point of contact."

b. The Duty Fleet Controller will distribute Annex 20U to the following Tier 1 recipients:

(1) Fleet Commander, 2SL, COMOPS[20], Dir P&T[21], DDC, and SECPOL.

(2) Other key individuals will be added at the discretion of the DFC for current operations, Death and VSI. The Navy Culture Discipline Team will receive all Annex 20U.

c. The Navy Culture Discipline Team will distribute Annex 20U to Tier 2 recipients:

(1) 1SL Outer Office, 2SL Outer Office, STRATPOL, NAVY COMMS, LEGAL-RLO, Discipline Law, Culture, Navy Safety Centre, and DCOTF.

(2) Amending the list according to the subject matter on a need-to-know basis and retaining as records for trend analysis.

d. Reporting procedures for the following, as set out in this chapter also remain extant: alleged sexual offences[22]; alleged Schedule 2 offences or those committed in 'prescribed circumstances' under the Armed Forces Act 2006[23]; or for those appearing before civil courts.[24]

e. When the unit/personnel are operating outside single service Joint Command there is likely to be a requirement to inform the Operational Commander. In most cases this will be executed through the DFC by a 5W return as coordinated by DFC. For more serious incidents a PJHQ SINCREP (as available on PJHQ website) will be required. DFC will coordinate all returns to the Joint Commander and can provide templates upon request.

[19] BRd 9467 Fleet Administrative and General Orders Article 0115.
[20] Including those personnel critical in execution of OPCON/OPCOM.
[21] Including those personnel critical in execution of welfare and discipline.
[22] BRd 3(1) Article 20015, Article 20123, Chapter 20 Section 22.
[23] BRd 3(1) Article 20013(a).
[24] BRd 3(1) Articles 20117-20118 and 20120-20121.

20115. Allegations of Sexual Offences

Where a CO receives an allegation that suggests that a sexual offence may have been committed or that there may be a sexual element to an offence, legal advice must be sought. COs, NCHQ, Career Managers and Welfare Staffs have specific responsibilities in cases involving allegations of Sexual Offences (whether these allegations are being investigated by Service or civil police). Direction and guidance is contained in Section 22 of this Chapter.

20116. Media Attention and Defensive News Brief (DNB) Produced by NCHQ

COs should not underestimate the effect that media attention can have in turning what is a minor incident into something that is perceived as serious. This is particularly the case where photographs or film of an incident exists and may have been provided to the media. Where any doubt exists as to whether an incident has been notified to the media, this reporting process should be followed.

a. A DNB using information supplied by ships/units will be produced only when the NCHQ stakeholders (NAVY CULTURE-DISCIPLINE HEAD SO2, POL SEC, MEDIA, NLS)) agree that the following two conditions are met:

(1) Based on experience the situation is assessed as having a strong likelihood of there being press/media interest in the case at either a local or national level; and

(2) The press interest in the incident is assessed as being likely to result in adverse coverage and therefore constitute a risk to the reputation of the Royal Navy that cannot be allowed to go unanswered when media ask for a MOD response to news coverage or proposed news coverage.

b. All the types of offence listed at Para 20111 above can warrant a DNB to be prepared for issue at the most suitable stage of the proceedings, and the question of when is an important consideration and subject to agreement between the relevant NCHQ stakeholders.

c. Other than for the typical exceptions listed below, a DNB will be produced only when an enquiry is received from the Press or when charges have been raised by the Police. In all these exceptions, and any others on which NCHQ discretion may be used, a DNB will be produced as soon as sufficient accurate and reliable information is notified by the ship/unit and before charges are brought:

(1) Incidents occurring overseas.

(2) Fatality or serious injury.

(3) Firearm/weapon incidents.

(4) Sexual offences where there is a particularly predatory element.

(5) 'Hate' crimes.

(6) Any case where the individual, their family or their ship/unit will require media guidance/assistance from NCHQ Media/Comms (i.e. media shielding).

d. The DNB consists of two or sometimes three parts, the first being the Background which is not for release and explains the details of the alleged incident; the second part is the Line To Take (LTT) forming the response to enquiries that the MOD is able to make without compromising future proceedings, the privacy/anonymity and human rights of those involved; in some cases it will be appropriate to have a third section Q&A brief with the answers to anticipated lines of questioning ready prepared some of which will be used only if pressed.

e. Although a copy of the DNB will be sent to the ship/unit for information, any enquiries received from the press should be referred to NAVY MEDIA for the appropriate handling. The DNB will be updated whenever significant developments are reported to NAVY CULTURE-DISCIPLINE HEAD SO2 by the ship/unit and this should happen promptly once new information is known.

20117. Ministerial Submission (Min Sub) Produced by NCHQ

a. In this context a Min Sub serves the purpose of alerting the relevant Minister's Private Office to an incident involving naval personnel that could break in the Press with news that it is thought will reflect badly on the reputation of the Royal Navy as well as the wider MOD or *in extremis* the UK Government. With the appropriate lines in place and the relevant background to the incident, the Minister will not be caught unawares if the matter is addressed to them either in Parliament, by the media, or by communication direct with the Private Office.

b. Determining the requirement for, and timing of, a Min Sub will be agreed between NAVY CULTURE-DISCIPLINE HEAD SO2 and Pol Sec on a case-by-case basis, however based on experience the criteria that have most frequently been found to make this necessary are as follows:

(1) Criminal incidents occurring overseas especially in EU countries, countries of NATO allies and countries where diplomatic relations may be sensitive and thus the British Government as well as the department may be caused embarrassment.

(2) Serious crimes that reflect badly on the standard of conduct of naval personnel when they are off duty.

(3) Serious crimes that have a particular relevance to current issues already in the news.

(4) Serious crimes that can be viewed as sensitive in the current political climate.

(5) Serious crimes involving the abuse of young recruits to the Royal Navy.

(6) Serious crimes involving equality and diversity issues.

c. One or more of these criteria may be applicable to a particular case but one can be enough to trigger the requirement for a Min Sub to be prepared. In many less-serious cases it will be sufficient for the Private Office to be alerted by a copy of the DNB.

d. When a case clearly requires a Min Sub, a submission will be made to the Private Office as soon as sufficient detail of the case is obtained from the ship/unit and further updates provided whenever significant developments occur. NAVY CULTURE-DISCPLINE HEAD SO2 will prepare the draft for agreement with NAVY MEDIA/COMMS and clearance by NAVY SEC-HD.

e. The Min Sub for reporting of discipline matters follows a format including the current DNB as an Annex. Particular care will be taken to ensure consistency between the Min Sub and the DNB, although it is possible that the Min Sub will contain rather more background information for the Minister than is made available to Navy Comms and the MOD Press Office in the DNB. Information provided as background may include sensitive personal data and therefore be subject to data protection rules; it may also include information that is sub judice and not to be disclosed without permission of the author.

SECTION 18

DIVISIONAL ATTENDANCE AT COURTS

20118. Guidance for Attending Officers

a. This guidance should be read in conjunction with BRd 2 Art 3903.

b. If a member of the Royal Navy is to appear in the Crown or Magistrate's Court, an officer (usually the Divisional Officer/Troop Commander (DO)) should normally attend. Divisional representation from another ship or establishment better placed than the accused's own may be arranged. For minor offences dealt with in the Magistrates Court it may not be necessary for divisional staff to attend and guidance may be sought from a Legal Adviser if required.

c. Prior to attending court, DOs should receive a brief from the Command Adviser, Adjutant or G1 Adviser on the purpose of their attendance, the information they may give the court, and the information they must obtain from the court. They should wear smart plain clothes in court.

d. Attending Officers should be ready to assist the court in the following areas:

(1) **Character.** DOs may testify as to the person's character. Where available they should take a copy of the rating's appraisal reports to assist them, but these should not be given to the court unless the person consents or the court so directs. The Formal Disciplinary Record (including print of JPA discipline record/S3300D Conduct Record (where still held)) should not be taken, or given to, the court.

(2) **Pay Details.** Broad details of pay should be obtained from the UPO/JPA.

(3) **Likely Penalty.** A court may be particularly interested to know whether an individual is likely to be discharged from the Service or whether the Service would be able to accommodate someone who has been made subject to a Community Sentence. The decision on discharge from the Service lies with the CO and Higher Authority and will take into account many factors. The DO cannot give anything more than a broad answer. A useful line to take, both to the court and to any press, is as follows:

> "In line with the principle that any employer is entitled to consider the effects of a conviction in a civilian court upon an employee's position, the Royal Navy/Royal Marines reserves the right to take any administrative action against any Service personnel so convicted. The type of action will very much depend upon the nature of the offence and how it reflects on the person's character and reputation, the punishment imposed by the court and in serious cases could result in termination of service."

(4) Payment of a fine through deduction from pay is not allowed save in exceptional circumstances. The responsibility for paying the fine remains the individuals, and the court will usually allow payment by instalments. In certain circumstances, however, the Defence Council may order deductions from a person's pay in satisfaction of the amount ordered by a civilian court (see the MSL Chapter 20 (Forfeitures and Deductions) and JSP 754 for further guidance).

(5) **Bail.** If the court has to decide between remanding the individual on bail or in custody, the individual should be encouraged, through their legal adviser, to ask for bail. Courts have a variety of possible bail conditions but may assume, incorrectly, that the Service can supervise such conditions. The Service can usually provide the individual with Single Living Accommodation in a suitable area, but no undertaking can be given to the court that the Service will supervise bail conditions. If the court appearance is abroad there is a strong Service interest in the individual being granted bail.

(6) **Community Orders.** The Community Order (see note below) is the sentence of the court, not of the Service, but a court may inquire whether, if the rating were retained, a Community Order would be consistent with their service in the Royal Navy. As a general rule no assurance should be given that an individual's duties can be arranged to allow compliance with a Community Order. It is, therefore, important that the court is informed of the individual's Service commitments. Where, however, a Community Order can be carried out over evenings and weekends without detriment to Service duties, the imposition of a Community Order, instead of a custodial sentence, is to the benefit of both the Service and the individual. Normally a Pre-Sentence report (written by a Probation Officer) will be requested before such a sentence is imposed. The Probation Officer (if at court) may seek assistance from the DO.

Note. *Courts are able to choose different elements to make up a bespoke Community Order which is relevant to the offender and the crime(s) they committed. There is a range of requirements available within a Community Order including: unpaid work, participation in specified activities, participation in programmes aimed at changing offending behaviour, prohibition from certain activities, curfew, exclusion from premises or locations, residence requirements, drug treatment, alcohol treatment, supervision and (for offenders under 25) attendance at a centre. For offenders under 18, youth rehabilitation orders may also be available.*

(7) **Suspended Sentences of Service Detention.** In light of a subsequent conviction for an offence, AFA 06 enables COs to commit to detention those already under a suspended sentence of detention where the sentence was imposed summarily or by the SAC. Such action is NOT a consequential penalty, but part of the summary discipline process. In addition, where the offender has committed an offence whilst under a suspended sentence of detention (or imprisonment or a detention and training order) imposed by a CM, the CM has the power to activate the sentence. COs should report such offences to the Court Administration Officer, and the DSP will decide whether to apply for CM activation proceedings. DOs should be prepared to advise the civilian court that such action is a possibility which may be considered by the CO and should note any comments made by the court in relation to the matter. No undertaking should be given, however, as to whether such action will be taken or the likely outcome of such proceedings.

e. DOs should take a blank copy of Form C57 to the court. Ships and establishments are advised to produce a DO's Attendance at Court Proforma to ensure that the CO is provided with all the relevant information. In summary, the DO should:

(1) Establish the circumstances of the offence and arrest.

(2) Record the details of the court, and the date and time of the court appearance.

(3) Record the wording of the charge(s), including the Act and Section.

(4) Record the plea.

(5) Record the sentence of the court.

(6) Summarise the court's sentencing considerations.

(7) Provide an immediate update to NAVY CULTURE-DISCIPLINE HEAD SO2 where the case meets the criteria mentioned in Para 20111.

f. In a few isolated cases, Court ushers have reprimanded Attending Officers for taking written notes of court proceedings. For clarity, those Court ushers have been misguided. The Criminal Practice Directions issued for use in civilian courts make clear that so long as it does not interfere with the proper administration of justice, anyone attending court 'may quietly take notes, on paper or by silent electronic means'[25]. Attending Officers, if challenged by a Court usher, should highlight this fact to ensure that they are able to take a full record to report back to the accused's CO. In exceptional cases, the Judge may prohibit note taking 'if that is necessary and proportionate to prevent unlawful conduct' or there is reason to believe that the individual(s) are in fact engaged in the transmission of live text-based communications[26]. The default position therefore is that those attending public court hearings should be free to make notes of what occurs without seeking permission from the Judge unless the activity is likely to interfere with the course of justice.

g. Court Clerks are generally helpful and approachable; once the Judge or Magistrate has left the courtroom the DO can speak to the Clerk.

h. It is normal practice for the accused's name and address to be disclosed in court and many journalists will subsequently report these details in the media. Attending Officers should ensure that the accused is aware of this fact and encourage them to raise any resulting security concerns with their legal representative (or with the court directly if they are un-represented). In certain circumstances, it may be possible for the court to make an order banning publication of the accused's identity and/or address details.

[25] Criminal Practice Direction 1 paragraph 6D.1.
[26] Criminal Practice Direction 1 paragraph 6D.2.

SECTION 19

ADMINISTRATIVE ACTION FOLLOWING CONVICTION

20119. Guidance on Dealing with Convictions

a. Regulations relating to the reporting of convictions and the Service's entitlement to take action as a result are contained in BRd 2 Chapter 39, which should be read in conjunction with this Section. Legal advice should be sought using the Request for Legal Advice - Service Penalty form at Annex 20V.

b. The purpose of this Section is to outline the criteria to be applied by COs and Higher Authorities in determining whether or not to take administrative action against a Service person who has been convicted of an offence, either within the UK or abroad. This is referred to as a Service Penalty. This is not a further punishment but enables the Service, as an employer, to decide whether in light of a conviction an individual is fit to remain in the Service, remain in their rank or rate or retain an unblemished Service record. The criteria have been carefully drawn up, and Service Penalties should be applied consistently. A key aim of the Service Penalty is to achieve comparable consequences for those convicted under different systems. This action will be less common following conviction in the Service Justice System because a wider range of punishments are available, but the same principles apply. The Service is also entitled to take into account character and conduct when considering whether individuals may hold superior rank or rate or be employed in positions of particular authority. Legal advice must be sought in all cases, even where the CO considers that a Service Penalty should not be imposed. In the case of officers, Censure action (or administrative discharge as appropriate) will be considered in accordance with this Chapter. Form C57 should be used to record officers' civil convictions and censure action taken (including no censure).

c. The approach that a CO should take is as follows:

(1) **Can the individual continue to serve?** In some cases, a conviction will call into question an individual's suitability for retention. This may be because:

(a) The nature of the offence is fundamentally incompatible with Service values and standards or has irredeemably damaged the trust between the individual and the Service.

(b) Where an offender was convicted in a civilian court, the seriousness of the offence as indicated by both the charge sheet and the court's sentence would have been likely to lead to dismissal had they been sentenced under AFA 06.

(c) The effect of the punishment, alone or in combination with any registration or offender management requirements, is incompatible with further service.

(d) The nature or circumstances of the offence dictate that retention would have such a detrimental impact on Service reputation or morale that discharge is appropriate. In these circumstances, discharge should be considered. If the individual can continue to serve, go to sub-paragraph (2) below.

(2) **Can the individual continue to hold the same Rank or Rate?** Where the circumstances of the offence do not rule out further Service, the CO must consider whether it indicates that the individual can no longer exercise the responsibilities required by their rank or rate. This may be because:

(a) The offence calls into question their suitability to exercise leadership and command.

(b) The effect of the offence or punishment is incompatible with discharging their professional responsibilities (e.g. the individual has lost a necessary professional registration).

(c) In these circumstances reversion/reduction in rank should be considered. Where an individual cannot be reverted/reduced in rank but cannot continue to serve in their current rank or rate, then discharge should be considered.

(3) **Can the Individual Continue to Progress Unchecked in Their Career?** Would the offence, in combination with the offender's Service record (their conduct record and annual appraisal) have attracted a punishment which would incur a Career Check in accordance with BRd 3(1) Annex 20C? If the answer is 'yes' then a Career Check should normally be imposed.

d. Table 20-7 outlines the Service's policy in relation to Service Penalties in the light of a conviction for a particular offence. The penalties indicated are starting points, not a rigid tariff, and each case must be considered on its merits. In cases that are particularly minor, or serious, in the context of the offence charged it may be appropriate to move up or down the scale of penalties. Legal advice will give consideration to the merits of the case, as well as the views of the CO, in advising on the appropriate Service Penalty.

e. If the CO proposes not to impose a Service Penalty, legal advice is still required and a C57 must still be raised to record any civil conviction and the CO's reasons for not imposing a penalty. This is primarily because there is a requirement to keep a record of civil convictions, whether or not they lead to a Service Penalty. In addition, if a C57 is not raised and, for example, in preparation for a later Court Martial trial totally unconnected with the civil conviction, a prosecuting authority runs an antecedents check on the Police National Computer, the conviction will be shown but there will be no record of a C57 in the accused's Conduct Record. The suspicion may then arise that the accused has committed an offence of not reporting a conviction by the civil power to Service authorities.

f. Notwithstanding the table below, iaw KRRNs Art 3906(7), where a civil conviction has resulted in the imposition of a custodial sentence, whether suspended or committed, the decision as to what Service Penalty should be imposed is to be taken at a level no lower than Dir P&T/NavSec.

20120. Offences and Naval Penalties

The following Table gives starting points for Service Penalties.

Table 20-7. Offences and Naval Penalties

Service Penalty	Offences
Career Check	• Serious offences of careless driving • Drink driving offences (first offence and under 3½ times the legal limit - see Notes) • Driving whilst disqualified by court order • Battery or common assault • Low level assaults occasioning actual bodily harm • Serious criminal damage
Reversion (Requires approval in accordance with Annex 54A)	• Assault occasioning actual bodily harm • Low level offences of wounding or inflicting GBH (s.20 OAPA 1861) • Minor dishonesty offences • Drink driving (second offence (where the first conviction is not spent under ROA 74) or if 3½ times the legal limit - see Notes) • Low level arson • Affray
Discharge SNLR (Requires approval in accordance with Annex 54A)	• Drugs offences • Very serious criminal damage • Arson and aggravated arson • Sexual offences • Domestic abuse[27] • Criminal harassment • Hate-related offences • Burglary • Robbery • Causing GBH with intent (s.18 OAPA 1861) • Dishonesty other than very minor • Homicide

[27] Domestic Abuse is not a specific criminal offence in England and Wales; see paragraph 20123 below.

Notes:

1. The limits for alcohol in England, Wales and Northern Ireland are:

   35 microgrammes of alcohol in 100 millilitres of breath.

   80 milligrammes of alcohol in 100 millilitres of blood.

   107 milligrammes of alcohol in 100 millilitres of urine.

2. The limits for alcohol in Scotland are:

   22 microgrammes of alcohol in 100 millilitres of breath.

   50 milligrammes of alcohol in 100 millilitres of blood.

   67 milligrammes of alcohol in 100 millilitres of urine.

3. The limits for alcohol in England, Wales and Northern Ireland are higher than the limits for alcohol in Scotland. As a matter of policy, and to ensure parity of treatment for Service personnel throughout the UK, the limits for England, Wales and Northern Ireland will apply for the purpose of Service Penalties.

20121. Offences Related to Unlawful Making and Storing of Images of Minors

a. There is a strong tri-Service presumption that sexual offending, including indecent images, will result in discharge. But each case should be considered on its merits.

b. In making a recommendation, COs are to take into account the full facts of each case. It is important to establish the basis upon which a court sentenced an individual. The key facts to establish are the number of images held and the seriousness of each image. Images are normally classified into three categories of seriousness ranging from Category A (most serious) to Category C (least serious). Units are to note in detail the precise charges and the total number of images involved, often represented by sample charges, as well as the level of seriousness of the images. Sentencing remarks in court will also usually give an indication of the overall seriousness of the offending behaviour and therefore care should be taken to accurately capture such remarks, word for word if possible.

20122. Offences Contrary to Service Values and Standards

Some offences are by their nature fundamentally at odds with the Values and Standards of the Royal Navy. Commission of such offences will always reflect extremely badly on the character, trustworthiness and employability of the individual, and may also reflect on the reputation of the Service. A presumption of discharge exists where an individual has committed:

a. A sexual offence; or

b. An offence demonstrating hostility to a group or individual based on a protected characteristic.

20123. Domestic Abuse

Domestic Abuse is defined in the Domestic Abuse Act 2021 Section 1. This covers a variety of behaviours between people with many different types of relationships. The fact that an offence falls within this definition will often not be apparent from the charge and care must be taken to interrogate the circumstances of each case to establish whether the presumption of discharge is engaged. In most cases, domestic abuse will involve abuse of power and it is this which gives rise to the presumption of discharge. In some cases, the facts of the offence may indicate that there is no such power dynamic, for example where a fight occurs between siblings; in these cases, a lesser penalty may be appropriate.

20124. Custodial Sentences

Where a civil conviction results in the imposition of a custodial sentence, including a suspended sentence, there is a strong presumption that the individual will not be fit to remain in the RN, as by its sentence the court has indicated that a serious offence has been committed. Discharge SNLR (Ratings) or Misconduct (Officers) will usually be appropriate. Where exceptional circumstances lead the delegated authority to consider retaining someone subject to a custodial sentence, NAVSEC/DirP&T must be consulted. In addition, it may be appropriate to direct forfeiture of pay in accordance with the MSL Chapter 20 (Forfeitures and Deductions). Legal advice must be sought in all cases. Whenever a custodial sentence is imposed an updated Annex U should be raised.

20125. Committal for Contempt

The Service Penalties authorised by KRRN 3906.4(d) are intended to follow criminal convictions and are inappropriate for individuals who are committed to prison for default in payment of court orders or for other forms of contempt. COs have the option of granting leave, from annual leave allowance, for the relevant period, if the circumstances justify it. Where it is inappropriate to grant leave or the offender's leave balance is zero, COs should consider whether the offender's pay should be forfeit for the period committed for contempt. See the MSL Chapter 20 (Forfeitures and Deductions) for guidance. Legal advice should be sought in these circumstances.

20126. Binding Over

The power to bind a person over to keep the peace and/or to be of good behaviour can exist both where there has been a conviction (when it can be imposed in addition to a fine or punishment) and where there has not. In effect, the court requires the individual to promise to be of good behaviour for a specified period. Where no conviction is imposed, for instance, when the Magistrates decide not to try a complaint of a trivial nature but instead offer the option to be 'bound over', a Service Penalty cannot be imposed.

20127. Absolute and Conditional Discharge

An absolute or conditional discharge is an order of a Magistrate or Crown Court following a conviction for an offence. While Service Penalty action should always be considered, the type of discharge imposed will determine whether Service Penalty action can be applied under the Rehabilitation of Offenders Act 1974. To that end, legal advice must always be sought when considering possible Service Penalties following sentences of conditional discharge.

20128. Police Cautions

a. If the Civil Police form the view that the offence is not serious enough to justify criminal proceedings, they have the discretion to issue a Police Caution (PC). Increasing use of PCs is being made, however, in cases which would be regarded, particularly when committed by Service personnel, as more serious. Typical examples are theft and unlawful possession of controlled drugs.

b. Amendments to the Rehabilitation of Offenders Act 1974 make the determination of Service Penalties for PCs particularly complex. Since November 2009, Simple Police Cautions become spent immediately after they are issued, while Conditional PCs become spent on completion of the condition. Where PCs are considered spent, an employer is restricted in their ability to ask questions or take action in relation to that caution. There are a number of exceptions to the 1974 Act that apply to the Armed Forces, and in certain circumstances a PC issued to some personnel, such as RNP, lawyers, medical personnel or those involved in youth training, may trigger appropriate administrative action. Legal advice should be sought whenever a CO becomes aware that one of their personnel has received a PC.

c. No Service disciplinary action under the AFA 06 is to be instituted for an offence for which a PC has been given.

d. **Scotland.** PCs are not issued in Scotland, where a Fixed Penalty Notice (FPN) may sometimes be issued for minor offences. The Procurator Fiscal also has discretionary power to give an oral or written warning in suitable cases, rather than proceed to trial. These ‘Alternatives to Prosecution’ should be considered in the same way as a PC issued in England and Wales. Where other Scottish penalties are issued legal advice should be sought.

20129. Fixed Penalty Notices/’Community Resolutions’

FPNs, issued by Police Officers, and ‘Community Resolution’ measures do not normally require C57 action and will not normally attract a Service Penalty. But where the FPN/Community Resolution is made in relation to behaviour considered incompatible with Service life, such as for possession of illegal drugs, other administrative action may well be appropriate. Where a CO is considering administrative action following an FPN, legal advice should be obtained.

20130. Giving Reasons

The CO or Higher Authority deciding upon a Service Penalty must give reasons. These are to be explained to the individual when they are informed of the penalty.

20131. Administrative Notes for Service Penalties

A Service Penalty of a Career Check has no permanent effect on an individual under the age of 17½.

20132. Civil Offences Committed During the Operational Period of Suspended Sentences

Where an offender is convicted by a civilian court of an offence committed during the operational period of a suspended sentence of Service detention imposed summarily or of a suspended sentence of Service detention or imprisonment imposed by the CM, COs should consider whether the suspended sentence should be activated or whether the offence should be reported to the Court Administration Officer with a view to CM activation proceedings. In all such cases legal advice should be sought.

20133. Requirement to Allow Representations Before imposing a Service Penalty

Before imposing a Service Penalty, the individual is to be reminded of their right to make a representation (BRd 2 3906.8).

20134. Right to Complain Against Service Penalty

After imposing a Service Penalty, the individual is to be reminded of their right to submit a Service Complaint (JSP 831 and BRd 2 Chapter 42). The effect of the penalty will not be held in abeyance pending consideration of the complaint.

20135. Impact of Pending Appeal on Imposition of Service Penalty

If the individual is appealing against their civil conviction or sentence, then reference should be made to BRd 2 Art 3906.12.

20136. Recording Service Penalties

a. All civil convictions and associated Service Penalties must be recorded in JPA Discipline under ‘Warnings and Sanctions’ (JPA W&S) in accordance with the relevant JPA Business Process Guide (BPG). This reporting includes the requirement for details of all civil convictions to be recorded in JPA W&S.

b. The Form C57 is to be used as a record of the CO’s action and for submission to Higher Authority when approval is required for the penalty proposed. Blank forms may be requested from the Regional Legal Office. It can also serve as a template in which to collate the details that will need to be input to JPA W&S. Instructions for the completion of Form C57 are at the section below.

c. In addition to details of Service offences/convictions, details of civil convictions (including the relevant rehabilitation period) and consequential Service Penalties occurring after 31 October 09 can be printed automatically from JPA as the Formal Discipline Record (FDR) which has superseded the paper Conduct Record.

20137. Review of Service Penalties

Service Penalties are reviewed by the Summary Hearing Review Cell (SHRC). The JPA record and a copy of the C57 is to be forwarded to the SHRC within five working days of completion.

20138. Form C57 Service Penalty for a Civil Conviction - Completion

All sections must be completed as follows (those not applicable should be annotated as such):

a. **Section A.**

(1) Insert Date, Time and Place of Arrest.

(2) Insert Date and Time of which leave expired (including night leave). Insert Date and Time of return to Ship/Unit if the accused subsequently attends Court.

(3) Insert all period(s) accused is absent from ship/unit to attend court (use attached sheet if required).

(4) Insert date Convicted at Court or date of PC.

(5) Enter details of Court in which charged or Police Station in which cautioned.

(6) Insert rank/rate and name of Court Attending Officer.

(7) Insert Offence(s) in exact terms of Charge(s) (Attach sheet if necessary).

(8) Insert Order of the Court in exact terms of the order and state whether the fine/costs have been paid, if ordered.

b. **Section B.**

(1) Tick either ‘Yes’ or ‘No’.

(2) Tick either ‘Yes’ or ‘No’.

(3) Tick either ‘Yes’ or ‘No’. If ‘Yes’, insert rate to which Reversion is being considered.

(4) Tick ‘Yes’ or ‘No’. If Discharge SNLR, Discharge SHORE or Reversion is imposed, then a CC is automatically incurred.

(5) No longer applicable.

(6) Insert Rehabilitation Date: see separate instructions on Rehabilitation of Offenders. This date starts from the date of Conviction/PC at Section A4.

(7) In CO’s Observation box, in addition to the penalty imposed, ensure that the fact that the individual has been given the right to make a representation and right to make a complaint in accordance with Paras 20133 and 20134 above is recorded.

(8) On completion of the Request Hearing the C57 must be signed by the Commanding Officer.

c. **Section C.** Completed by Higher Authority if required.

d. **Section D.** Forfeiture of Pay and Time is no longer imposed.

e. Where the CO implementing the administrative action takes a particularly severe or lenient course of action, this must be explained in the CO's box on the reverse of the form. Any letters or accompanying documents are to be attached to the C57.

SECTION 20

JPA DISCIPLINE REPORTING AND RECORDING PROCESS

20139. The Importance of Discipline Reporting and Recording

a. Maintenance of accurate disciplinary records is an important personnel management function which supports the disciplinary process, the Service Justice System, and allows the RN to comply with a number of statutory obligations. Sufficient information must be recorded in JPA to ensure that live discipline can be monitored, and an accurate record is maintained of completed disciplinary action.

b. A JPA record must be created by the investigator as soon as an investigation has commenced and must be regularly updated by the unit JPA discipline owner until completion of the case, when the record must be forwarded to the SHRC for review and closure. If at any stage during the disciplinary process the accused is reassigned, it is the responsibility of the 'losing' unit to assign the JPA discipline record to the appropriate JPA Discipline Group at the 'gaining' unit.

c. The following table outlines the JPA tasks that may be required. All JPA actions should be in accordance with the relevant BPG. Issues are to be raised at the earliest opportunity with the SHRC.

Table 20-8. Disciplinary Cases: Information to be recorded on JPA

Event To Be Recorded	Timescale	JPA Task
Creation of a Disciplinary Case (SL Crown Case) and subsequent SL Suspect Case on JPA. Details to be recorded include: • Details of the person(s) under investigation (Crown Case anonymous) • Unit details • Start and end dates of the investigation • Alleged offence(s) committed • SPCB IRN • Add investigation notes or documents to the SL Suspect Case as per the BPG	Within 24 hours of the start of a disciplinary investigation.	**Do not create tasks in the SL Crown Case.** The following task will auto populate when selecting type of investigation when adding the suspect to the SL Suspect Case. **SL Serv. Police Investigation** or **SL Unit Investigation**.

(Continued)

Table 20-8. Disciplinary Cases: Information to be recorded on JPA (Continued)

Event To Be Recorded	Timescale	JPA Task
Where Armed Forces Code of Practice for Victims of Crime 2015 applies: The conduct of a **Needs Assessment** in respect of the complainant. Details to be recorded include: • Whether the complainant is assessed to be vulnerable, intimidated, a victim of the most serious crime, or persistently targeted. • Whether the complainant has requested the use of special measures. • Whether the complainant has requested special investigation measures. • Confirmation that the complainant has been handed a "Victims Leaflet".	Within 24 hours of the Needs Assessment.	
Where Armed Forces Code of Practice for Victims of Crime 2015 applies: The assignment of a **Victim Liaison Officer** (VLO). Details to be recorded include: • Name and contact details of the VLO. • Confirmation that the VLO has been briefed by the Command on their duties and by whom.	Within one working day of a suspect being identified where the alleged victim is a victim of the most serious crime, persistently targeted, or vulnerable or intimidated. For all other cases, within three working days of a suspect being identified.	Add VLO details in Related Objects.
(*As applicable*) **Discontinuance** of a disciplinary investigation by the RNP, RMPT or unit investigator. SPIS, SPCR or Annex I is to be completed and uploaded to JPA.	Within 24 hours of a decision to discontinue a disciplinary investigation. **SHRC to be informed by email**.	For RN/RM Police add **SL Progress to SH Review** task and assign to the SHRC For Unit investigation add **SL CO Review** task with reasoning and **SL Progress to SH Review** task to assign to SHRC for closure
Referral of a Service Police Case Referral (SPCR) or Unit Investigation (UI) to the CO or the DSP. Details to be recorded include: • Date and means of despatch. • Intended recipient. • Recommended charges. • Ensure case is assigned to the Unit of the Suspect	Within 24 hours of referral to the DSP or CO.	Change the Group and Owner on the Workbench to move the case to the Command Adviser of the suspect's Unit CO. Add **SL Refer to Prosecuting Authy** if referring straight to DSP.

(Continued)

Table 20-8. Disciplinary Cases: Information to be recorded on JPA (Continued)

Event To Be Recorded	Timescale	JPA Task
Receipt of a SPCR or UI by the accused's Commanding Officer (CO).	**Within 24 hours of receipt by unit of SCPR or UI.**	**Add details to SL Serv. Police Investigation or SL Unit Investigation**
(*As applicable*) **Informing HA** of the JPA record (3CDOX and 3 Cdo Bde - Army only). Details to be recorded include: • Date HA informed	On submission of notification.	Create **SL Notify HA** task and assign as group and assignee **HQ 3 CDO BDE RM Discipline**.
(*As applicable*) Submission of a **Request for Legal Advice**. Details to be recorded include: • SR Number • Date of request • Relevant Regional Legal Office • Date of proposed Summary Hearing • SLA must be sought to discontinue a charge referred to CO by the Service Police.	Within 24 hours of submission of request.	If no legal advice requested create an **SL CO Review** task and include explanation of why no legal advice was sought by the CO. If legal advice sought, create **SL Legal Advice** task and include the date Legal Advice was requested.
(*As applicable*) **Receipt of Legal Advice**. Details to be recorded include: • Date of receipt. • Name of advising lawyer.	Within one working day of receipt of advice.	Add date Legal Advice received to **SL Legal Advice** task.
(*As applicable*) **Applying for Extended Powers**. Details to be recorded include: • Date EPs requested. • Date EPs were granted/rejected. • Details of what EPs have been approved and the details of the HA (Superior Officer)	Within 24 hours of submission of request.	Create **SL Request Extended Powers** task. Attach request and Annex T to JPA record. Add Superior Officer to related objects.
(*As applicable*) **Referral of a case to the SPA**. Details to be recorded include: • Date of despatch. • Unit's location at time of despatch.	Within two working days of despatch.	Create task **SL Refer to Prosecuting Authy**. and enter dates.
(*As applicable*) **Acknowledgment of receipt by SPA** of case referral, including the date of receipt.	Within two working days of unit's receipt of SPA's acknowledgment letter.	Add details to **SL Refer to Prosecuting Authy.** task.

(Continued)

Table 20-8. Disciplinary Cases: Information to be recorded on JPA (Continued)

Event To Be Recorded	Timescale	JPA Task
(As applicable) A decision not to bring any charges against an accused or not to refer the case to the SPA. Details to be recorded include: • The date the accused was informed of the decision and by whom. • Confirmation that any victim has been informed of the decision and by whom.	Within two working days of the accused being informed of a decision not to bring any charges against them.	Enter details in relevant task already created.
(*As applicable*) *Where Armed Forces Code of Practice for Victims of Crime 2015 applies:* **A decision by a victim to exercise their right to a review** of a CO's decision not to bring charges / not to refer the case to the SPA, including the date of the victim's decision.	Within 24 hours of the victim's decision being communicated to the CO.	Enter details in relevant task already created.
(As applicable) *Where Armed Forces Code of Practice for Victims of Crime 2015 applies and following a request by a victim for a review of a CO's decision not to prosecute*: **The appointment of a new bespoke CO** for disciplinary purposes. Thereafter all actions are to be recorded on JPA on behalf of the bespoke CO.	Within 24 hours of the appointment of the bespoke CO.	Create an **SL Bespoke Appointment of CO** task and enter details. Enter details in related objects.
(*As applicable*) **A decision by the SPA not to bring any charges against the accused**. Details to be recorded include: • The date the CO was informed of the SPA's decision. • The date the accused was informed of the SPA's decision.	Within two working days of the accused being informed of a decision not to bring any charges against them.	Attach the Non-Direction or similar letter to the record and record in **SL Refer to Prosecuting Authy.** task. Create an **SL Progress to SH Review** task to assign to SHRC for closure.
The bringing of charges against the accused. Details to be recorded include: • The date and time of charging. • The nature of the charges brought (*alleged offences only – the full wording of the charge is not required).*	Within 24 hours of the accused being charged.	Create an **SL Summary Hearing** task and add basic details for future tasks.

(Continued)

Table 20-8. Disciplinary Cases: Information to be recorded on JPA (Continued)

Event To Be Recorded	Timescale	JPA Task
The outcome of any Summary Hearing, including: • **The date of the hearing** • **Whether or not the relevant charge(s) was/were found proven or not proven.** • **Whether or not the accused admitted the relevant charge(s).** • **Any punishment imposed.** • **Any Administrative Sanctions.**	Within 24 hours of the completion of the Summary Hearing.	Update the SL Summary Hearing task and then update the Workbench and Charges/Warning and Sanction task to include the charges and punishments, as per the BPG/Guide.
The despatch of the Record of Summary Hearing to the Summary Hearing Review Cell.	Where a sentence of detention is imposed (included as suspended sentence) within 24 hours. For all other cases within 48 hours of the completion of the Summary Hearing.	Create **SL Progress to SH Review** with date sent, Do not enter closed date as will not appear in SHRC worklist. Assignee Type **Group** and Assignee is **NAVSEC Discipline**. Attach Annex A to SR and email SHRC to capture actions.
(*As applicable*) **An offender's decision to exercise their right of appeal** post Summary Hearing to the Summary Appeal Court (SAC). Details to be recorded include: • Whether the appeal is against finding and/or punishment.	Within 24 hours of the offender exercising their right to appeal. **SHRC is to be informed**.	Create **SL Summary Hearing Appeal** task and enter details. Attach the Appeal documents.
(*As applicable*) **The date of referral of a case to the SPA following the exercise by an offender of their right to appeal to the SAC**.	Within 48 hours of the offender exercising their right to appeal	As above.

(Continued)

Table 20-8. Disciplinary Cases: Information to be recorded on JPA (Continued)

Event To Be Recorded	Timescale	JPA Task
Court Martial. Once a case is referred to the SPA and a decision taken to prosecute record the following details: • Details of Legal Aid request and confirmation. If RN Barrister used enter dates of Legal Aid discussion and date when refused. • Details of all Preliminary Hearings. • Details of the Court Martial and whether the case was discontinued pre-trial, was tried, or was adjourned for sentencing proceedings. • Details of charges, redacting any victims under the SOA 03 as it is a criminal offence to name such a victim, whether the verdict guilty or not, their anonymity protected. • Punishment for each charge found guilty (no global imposition) • Assign the record to the SHRC to review the JPA record.		
Auditing and managing the Unit JPA Discipline Worklist.	Only live cases belonging to the Unit CO on worklist, other cases closed or assigned to subsequent Unit.	CO seeks assurance this is managed by their HR staff.
Managing physical SL and WS records.	Records retained and indexed in Unit or archive iaw JSP 441 and USO.	CO seeks assurance this is managed by their HR staff and USO.

d. Units remain responsible for recording details of CM, including pre-hearings and the trial. This will include the CO/Sub Cdr/Judge, accused's AO/DAO, outcome, sentence imposed and any consequential penalties. On completion, the record must be forwarded to SHRC for review and closure.

20140. Conduct Record and Formal Discipline Record

a. The arrangements for maintaining the Conduct Record for ratings are set out at Chapter 58 Annex 58K Para 10). The conduct record may be printed automatically as the 'Formal Discipline Record (FDR)' from data held in JPA HR and Discipline records compiled by ships/units. Where required (e.g. for consideration pre-sentencing at summary hearing), the FDR can be printed using the procedure published by SPVA in the JPA Portal (Instruction to Produce Disciplinary Document {Task 46}).

b. Any conduct history paper records prior to 31 October 2009 (i.e. RN Forms S3300d and S2200e) should be forwarded to NAVY SEC-DISCELL MAILBOX (93832 8692/ 02392 628692) to ensure the completeness of the RN Legacy Discipline Database.

c. Any unit or organisation requiring assistance with pre-JPA discipline records should contact NAVY SEC-DISCELL MAILBOX (93832 8692/02392 628692).

SECTION 21

IMPLEMENTING THE REHABILITATION OF OFFENDERS ACT

20141. The Act and its Effects

a. The general purpose of the Rehabilitation of Offenders Act 1974 (the 'Act') is to enable all but the most serious criminal offender to live down their criminal record after a specified period of time and, provided they do not acquire a fresh conviction during that period, to behave as if the conviction had not occurred. Once a conviction has been rehabilitated it is known as 'spent'. Many of the provisions of the Act were extended to Northern Ireland under the Rehabilitation of Offenders (Northern Ireland) Order 1978 and all references in these instructions to the 1974 Act should be taken to refer equally to the Northern Ireland Order 1978. These instructions apply to all members of the regular and reserve forces of the Royal Navy. In March 2014 significant changes were made to the rehabilitation periods under the 1974 Act, with many punishments to be regarded as being spent immediately: the guidance below reflects these changes.

b. The main effects for Service administration (subject to the exceptions at Para 20144) are as follows:

(1) Questions asked about previous convictions, offences or conduct are deemed not to relate to spent convictions and a person may lawfully answer accordingly (s.42(2)) [s.5(2)][28].

(2) A spent conviction, or any of the ancillary circumstances of a spent conviction, is not a proper ground for dismissing or excluding a person from any office, profession, occupation or employment or for prejudicing them in any way in any occupation or employment. Any person who does so is acting unlawfully. (Ancillary circumstances means the offence which was the subject of the conviction, or the conduct constituting the offence, or any proceedings preliminary to or following conviction such as an appeal, and any sentence, or anything done in pursuance of or in compliance with any sentence)(s.4(3)(b)) [s.5(3)(b)].

(3) It is an offence under the law, punishable by a fine (Level 4 for the disclosure of specified information and Level 5 or up to six months' imprisonment or both where specified information is obtained by means of any fraud, dishonesty or bribe) for a person to disclose information relating to a spent conviction to another person otherwise than in the course of their official duties (s.9(2)) [s.10(2) and (6)].

(4) Evidence relating to both spent and unspent convictions and ancillary circumstances remain admissible in any Service disciplinary proceedings or in any proceedings or appeal from any Service disciplinary proceedings (s.7(2)(b)) [s.8(2)(b)] (see para 20148.a.).

[28] Where a specific section of the Act is referred to, the corresponding Article of the Northern Ireland Order is given in square brackets.

c. It is therefore not lawful to take account of spent convictions, whether incurred before a person joins the Service or after, in any function involving personnel management other than disciplinary proceedings, unless the conviction is covered by exceptions listed later in these instructions.

d. The rehabilitation periods in England and Wales are shorter than the rehabilitation periods in Scotland and Northern Ireland. As a matter of policy, and to ensure parity of treatment of Armed Forces personnel throughout the UK, the Armed Forces will apply these shorter rehabilitation periods in its own internal processes.

20142. Application of The Act

The Act applies specifically to:

a. All civil offences dealt with under civil criminal proceedings.

b. All civil offences dealt with under service disciplinary proceedings i.e. those previously dealt with under Section 42 of the Naval Discipline Act 1957 (and similar offences under the Army Act applicable to the Royal Marines), or s42 of the Armed Forces Act 2006 (s.2(5)).

c. Any service offence dealt with under the Naval Discipline Act 1957 (or other service equivalent), or the Armed Forces Act 2006 (s.2(5)).

20143. Application of Rehabilitation Principle to Administrative Sanctions

a. The Act applies only to convictions. Where administrative action is used to address misconduct, it is RN policy that the rehabilitation principle should apply – and that sanctions (such as censures) should be treated as spent after a period of five years from the date of imposition (two and a half years where the subject is under 18 at the time of the imposition).

b. Administrative Action taken as a result of a civil conviction (a Service Penalty) is to be treated as spent in the same timescale as the offence to which it relates (noting that the rehabilitation period for an offence is set by reference to the sentence imposed).

c. Administrative decisions regarding character, conduct, badges, medals, reversion and forfeitures of pay and time which were correctly made at the time under the influence of a conviction which subsequently becomes spent are not altered retrospectively. The effect of the March 2014 changes to the 1974 Act, however, mean that even if a punishment and consequent administrative action were imposed prior to the changes, the rehabilitation periods are to be calculated by reference to the Act as it stands currently. In any event, all administrative sanctions are to have no effect after five years (unless a further conviction has occurred), and are thereafter not to be taken into account in administrative decisions.

d. Offences committed overseas which are subject to Service jurisdiction are subject to the 1974 Act.

20144. Extension of Rehabilitation Periods

The Act's provisions for extending rehabilitation periods are detailed later in this section; it should particularly be noted that a conviction for a summary offence by a civil magistrates' court does not extend earlier rehabilitation periods.

20145. Exceptions

Certain exceptions are made under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and Rehabilitation of Offenders (Northern Ireland) Order 1978 (Exceptions) Order 1979 of which the significant ones for Naval administrative purposes are as follows:

a. **Any Action Taken for the Purposes of Safeguarding National Security.** In effect this means vetting procedures and any consequential administrative action, and additionally in Northern Ireland for protecting public safety or public order.

b. **RNP, Medical, Legal and Dental Personnel.** The effect of this exemption is that evidence of spent convictions may be used when making administrative recommendations or decisions in respect of the personnel of the exempted branches. Nevertheless, exemption does not authorise uninhibited use of evidence of spent convictions. Records of all convictions, whether spent or unspent, may be placed before those making recommendations and decisions in these branches but spent convictions must be annotated as such, and should not be taken into account unless they indicate a lasting defect of character that could by itself, or in combination with other factors, render the individual unsuitable *for the actual duties being considered.*

20146. Administrative Action

a. The Act does not preclude keeping official records of convictions which have become spent, and indeed such records are necessary in connection with the proper use of spent convictions in Service disciplinary proceedings or where national security is affected. The Act does not prevent an official having custody of or access to such records in the course of their official duties. It provides that, if an individual in the course of their official duties has custody or access to records containing details of spent convictions, they must not disclose such information otherwise than in the course of their official duties, and must help ensure that such information is not used to the prejudice of the person concerned.

b. Wherever practicable those making decisions on matters such as advancement, promotion, assigning, re-engagement or consideration of administrative discharge should not have access to details of spent convictions. Should they see a conviction that may be spent they must, if there is no firm evidence that it has been extended, treat it as spent and disregard it for administrative purposes.

c. Where it is necessary for medical purposes to include in medical documents reference to activity of a criminal nature (e.g. drug abuse), no mention should be made of any conviction arising out of that activity or behaviour. A reference should merely be made to the particular activity, which requires a medical note to be recorded.

20147. Reports and Correspondence

a. Reports and correspondence should not normally contain evidence of spent convictions. When it proves necessary to refer to a spent conviction, it should be annotated as "spent".

b. Unspent convictions may be referred to in reports and correspondence, even when the conviction is shortly due to become spent (e.g. in the case of recent minor civil convictions). Care is required because the document concerned will require special handling both by the sender and recipients as soon as the convictions become spent. This should not inhibit reference to recent convictions when this is essential for the purpose of the report, but the date on which a conviction becomes spent should be stated.

20148. Disciplinary and Civil Court Proceedings

a. In summary hearings account may be taken of spent convictions when deciding sentence. Any spent convictions must be identified as such when they are brought to the notice of the officer hearing the case. Any questions relating to the use of such spent convictions should be referred to a Legal Adviser.

b. At CM proceedings the Judge Advocate is responsible for advising the court on the implications of the Act.

c. In proceedings in a civil court full details of all convictions, whether spent or unspent, should be provided, but the officer providing them must not refer orally to spent convictions in open court, except with the express leave of the court.

20149. Disclosure and Complaints

a. **External Disclosure.** Information on spent convictions is not to be given in response to enquiries from outside the Service, from home or overseas, unless the enquirer is able to provide evidence of exemption under the ROA 1974 (Exceptions) Order 1975. In cases of doubt on the disclosure of records of offences, spent or otherwise, outside the Services (other than in police or security vetting fields), NAVY SEC-DISCELL MAILBOX is to be consulted.

b. **Disclosure to a Rehabilitated Offender.** A rehabilitated person may, at their personal request, be provided with details of convictions spent under the Act, but any such requests must be referred to the sponsor, who will send the information direct to the applicant.

c. **Complaints.** Complaints about alleged breaches of the Act are to be referred through normal channels.

20150. Problems Arising

The implications of the Act are sometimes complex, and any cases of doubt should be referred to the POC. Advice in specific cases is available from Legal Advisers.

20151. Rehabilitation Periods

A summary of the most common (civilian and service) sentences, and their rehabilitation periods with effect from 10 March 2014 is set out in Table 20-9 below. Legal advice should be sought if there is any doubt.

Table 20-9. Rehabilitation Periods for Service and Civilian Sentences

Sentence		Adult (18+) when convicted Rehabilitation period (from end of sentence (including any licence period) where indicated or from date of conviction where not)	Under 18 when convicted Rehabilitation period (from end of sentence where indicated or from date of conviction where not)	Note
Custodial sentence (1)	Over 4 years	Never	Never	
	More than 30 months and less than or equal to 4 years	Seven years	Three and a half years	(2)
	More than 6 months and less than or equal to 30 months	Four years	Two years	(2)
	Less than or equal to 6 months	Two years	18 months	(2)
Service Detention including where the sentence is suspended		One year	Six months	(3)
A Community Order including a Service Community Order or Overseas Community Order (4)		Last day order has effect + 12 months	Last day of order + six months	(5)
A sentence relating to Removal from Her Majesty's service (including Dismissal and Dismissal with Disgrace)		One year	Six months	
Fine		One year	Six months	(6)
Compensation Order including a Service Compensation Order		The date on which the payment is made in full	The date on which the payment is made in full	
Reparation Order		Spent Immediately	Spent immediately	
Absolute Discharge , Admonishment , Discharge by Children's Hearing in Scotland following acceptance or judicial establishment of the commission of a criminal offence by the child		Spent Immediately	Spent Immediately	
Conditional Discharge, Bound over to keep the peace, Bound over to be of good behaviour, a Hospital Order, a Street Offences Act Order, a Referral Order under section 16 of the Powers of Criminal Courts (Sentencing) Act 2000		Last day order has effect	Last day order has effect	(7)
A relevant order (not listed elsewhere) which imposes a disqualification, disability, prohibition or other penalty		Last day order has effect	Last day order has effect	(7)

(Continued)

Table 20-9. Rehabilitation Periods for Service and Civilian Sentences (Continued)

Sentence	Adult (18+) when convicted Rehabilitation period (from end of sentence (including any licence period) where indicated or from date of conviction where not)	Under 18 when convicted Rehabilitation period (from end of sentence where indicated or from date of conviction where not)	Note
Conditional Caution	Three months; or earlier, when the caution ceases to have effect	Three months; or earlier, when the caution ceases to have effect	
Formal/Simple Caution,	Spent Immediately	Spent Immediately	
Alternatives to Prosecution - Category 1 – warnings given by a constable or a procurator fiscal, fixed penalty notices under section 129 of the Antisocial Behaviour (Scotland) Act 2004.	Spent Immediately	Spent Immediately	
Alternatives to Prosecution – Category 2 – fiscal fines, fiscal compensation orders, fiscal work orders, fiscal activity/treatment orders and a notice to comply with a restoration order.	Three months from the date made	Three months from the date made	
Forfeit of Seniority	Spent Immediately	Spent Immediately	
Reduction in Rank	Spent Immediately	Spent Immediately	
Severe Reprimand	One year	Six months	
Reprimand	One year	Six months	
Service Supervision and Punishment Order	For the period specified in the order	For the period specified in the order	(8)
Stoppage of Leave	Last day order has effect	Last day order has effect	(9)
Restriction of Privileges	Last day order has effect	Last day order has effect	(9)
Admonition	Spent Immediately	Spent Immediately	

Notes:

1. Includes Imprisonment (including suspended sentences), Detention in a young offender's institution, Borstal training, Youth Custody, Corrective Training, Detention, and Detention and Training orders. Does not include sentences of Service detention either in MCTC or other service custody facilities – see Service Detention.

2. Starting from the day on which the sentence (including any licence period) is completed.

3. Starting from the day on which the sentence is completed i.e. the date on which the individual is actually released from Detention.

4. Includes a Community Order, Community Rehabilitation Order, Community Punishment Order, Community Punishment and Rehabilitation Order, Drug Treatment and Testing Order, Drug Abstinence Order, Probation Order, Community Service Order, Combination Order, a Youth Rehabilitation Order, a Curfew Order, Exclusion Order, Attendance Centre Order, Supervision Order, or Action Plan Order.

5. From the end of the order. This period starts from the last day of when the order given by the court has effect. When no such date is provided, the rehabilitation period for the order is two years starting from the date of conviction.

6. Includes fines imposed by a Service court or a CO at a Summary Hearing, and fines upon children or young persons but ordered to be paid by their parents.

7. The day provided by or under the order as the last day on which the order is to have effect. Where there is no provision for such a day, rehabilitation is 24 months beginning with the date of conviction.

8. For example, where an individual is made subject to a SSPO for 60 days the sentence will be rehabilitated after 60 days even if the individual's CO reviews the punishment and decides to conclude the punishment earlier.

9. Where the CO decides that the punishment should not begin immediately, the sentence will be rehabilitated on the last day the order has effect.

20152. Rules for Extending Rehabilitation Periods - Further Convictions

a. Where more than one sentence is imposed at the same time, the longest rehabilitation period applicable to those sentences counts in determining when the conviction becomes spent.

b. A person who has been convicted of an offence and given a conditional discharge or probation (first sentence) may, if they are in breach of the condition of probation, be brought back before the court and given another sentence (second sentence) for the original offence. Normally this would be done within the first rehabilitation period so that Para 20141 would apply. There may, however, be cases where the breach occurs right at the end of the first rehabilitation period and it is not possible to get the person before the court until after the period expires. In these cases the second sentence will usually attract a rehabilitation period longer than the first and, if so, the first is deemed not to have expired until the completion of the second.

c. In the event of a further conviction during the rehabilitation period the basic rule is that if a person is convicted during the rehabilitation period of another offence attracting a rehabilitation period which would end later than the first, the first period is extended to expire at the same time as the second. An earlier rehabilitation period, however, will not be extended:

(1) Where the second conviction is by a Magistrate's Court, or its equivalent in Scotland, of an offence which can only be tried by such a court (a summary offence).

(2) Where the second sentence is only a disqualification, disability, prohibition etc.

(3) Where the second sentence is of a court outside Great Britain and the conduct to which it relates would not have been an offence in Great Britain.

d. Some Service offences (under NDA or AFA) act to extend the rehabilitation period of an earlier offence (where the maximum sentence allowed by law is more than two years imprisonment). The following Service offences will have extended the rehabilitation period of an earlier offence (AFA 96 Sch.4 and AFA 06 Sch 16 s66):

NDA Section	Offence
2	Misconduct in action
3	Assisting the enemy
4	Obstructing operations, giving false air signals etc.
5	Looting
9	Mutiny
10	Failing to suppress a mutiny
16	Desertion
19	Loss or hazarding of ship
20	Dangerous flying
23	Prize offences by CO
24	Other prize offences
34	Unauthorised disclosure
36	Scandalous conduct
36 A	Ill-treatment of a subordinate
37	Disgraceful conduct
42	All civil criminal offences except summary only

AFA 06 Section	Offence
1	Assisting an enemy
2	Misconduct on operations
3	Obstructing Operations
4	Looting
5	Failure to escape
6	Mutiny
7	Failure to suppress mutiny
8	Desertion to avoid period of active service
11	Misconduct towards a superior officer (using violence or threatening behaviour)
12	Disobedience to lawful commands
24(1)	Causing damage to public or service property
31(1)	Hazarding of ship
32	Giving false air signals
33(1)	Dangerous Flying

Note. *If both a disqualification etc. and another punishment, such as a fine, are imposed for the subsequent offence then the first rehabilitation period is extended by reference not to the disqualification but to the other punishment, e.g. the fine.*

SECTION 22

SUSPECT OFFENDER RISK MANAGEMENT

20153. Introduction

a. This section sets out the process for managing those Royal Navy personnel who are subject to ongoing investigation by Home Office Police Forces (HOPF) or Service Police (RNP, RMP, RAFP, DSCC / DSCU) for alleged offences of a serious nature such as sexual offences, those of serious violence, offences of terrorism, extremism, Prevent referrals, Domestic related offences such as offences of stalking, harassment, controlling coercive behaviours, non-fatal strangulation. Offences relating to child abuse / neglect. Sexual offences against children, including offences relating to images of children. Those Royal Navy personnel who are considered to be a Registered Sex Offender (RSO) or have exceptionally been retained following conviction for such an offence as an RSO. Commanding Officers will need to ensure adequate resources are dedicated to all aspects of such cases while also observing the appropriate discretion given the sensitivity.

b. The Roles and Responsibilities described in Annex 20D and processes described in Annex 20E to Annex 20H are designed to ensure that full and proper consideration is given to the assignment and tasking of Royal Navy personnel who are either suspected of, or convicted of a sexual offence and placed on the Sex Offenders Register, while limiting the spread of sensitive information including details of the police investigation. Additionally, performance of the roles and processes is to ensure that the Royal Navy meets its responsibility to assist HOPF to mitigate the risk of re-offending and to exercise the duty of care to the individual who is suspected or convicted of such an offence.

c. COs and Career Managers (CMs) are advised to familiarise themselves with the process described in this section. The number of Service personnel typically under investigation for relevant offending at any given time suggests that there is a high probability that such key stakeholders will have need to follow this guidance for one or more individuals under their command or within their assignment plots.

d. Conversely, the number of personnel retained following conviction for a sexual offence is exceptionally low. Tri-Service policy prompts a presumption of dismissal or discharge for convicted sex offenders, save in the most exceptional circumstances. This reflects the gravity of sexual offending, its damaging effect on cohesion and the considerable additional administrative burden involved with managing an individual with registration requirements (see Para 20121 and Para 20122 on Service Penalties).

e. The guidance given here, and examples used, are very much based on experience to date where sometimes mistakes have been made and lessons learned to inform future activity. If any circumstances appear not to be covered or there is doubt about how to proceed then Commanding Officers and their representatives are encouraged to contact NAVY CULTURE-DISCIPLINE (MULTIUSER) and / or NAVY POLICE-HQ INTEL PPU MAILBOX (MULTIUSER) for assistance at the earliest opportunity.

20154. Confidentiality

The availability of information about suspected or convicted sex offenders should be kept to the absolute minimum with only those who strictly need to know being given access to the sensitive information about the accused, the victim, the circumstances and the charge(s)/conviction(s). Failure to observe this may breach the human rights of individuals, the Sexual Offences Act 2003, the Sexual Offences (Scotland) Act 2009 or the Data Protection Act 2018, and could therefore lead to a service complaint, subject the alleged offender to reprisals or increase risk of deliberate self-harm and ultimately undermine the integrity of the investigation process to the point that it cannot proceed. In certain circumstances the disclosure of sensitive information relating to the investigation of sexual offences may constitute a criminal offence in itself under the Sexual Offences (Amendment) Act 1976 and 1992. If there is any doubt about what information can be disclosed, advice should be sought from RNP Public Protection Lead (+44 (0) 300 163 2082). Email: NAVY POLICE-HQ INTEL PPU MAILBOX (MULTIUSER). The flow of sensitive information should initially be limited to those stakeholders identified in Annex 20D. Other staff with responsibility for the individual's movements or welfare may in certain circumstances need to be informed of the allegation or offence and should be reminded of the need for absolute discretion.

20155. Restrictions That Can Apply to Suspected and Registered Sex Offenders

While it is the personal responsibility of an offender to comply with registration requirements imposed on them because of conviction for a sexual offence, there are potentially several accompanying restrictions that the Service will need to consider the implication of immediately after conviction and when looking at assignment options. Although not exhaustive, this list includes some of the more common restrictions that can apply to Service personnel suspected of sexual offences or those convicted and placed on the Sex Offenders Register.

a. Many serious criminal offences (arrest before conviction or caution) may prohibit a suspect or an offender from legitimately entering certain countries without applying for a full Visa. (e.g. USA, Canada, Australia, or New Zealand).

b. Assignment to British Overseas Territories may be problematic (e.g. Gibraltar, Falkland Islands and the British Indian Ocean Territory (BIOT) do not recognise the Sexual Offences Act 2003 or Sexual Offences (Scotland) Act 2009 and therefore have no powers / mechanisms in place to manage a person during the period of their stay).

c. A Sexual Harm Prevention Order (SHPO) may prohibit the offender from: personal use of the internet and / or any electronic communication devices which allow them to make contact with juveniles or other vulnerable groups; or accessing certain premises.

d. Barring by the Disclosure & Barring Service (D&BS) or Protection of Vulnerable Groups (PVG) from performing any regulated activity with adults or children.

e. A convicted sex offender is unlikely to be granted clearance to engage in regulated activity (i.e. positions requiring a Disclosure & Barring Service or Protection of Vulnerable Groups check clearance).

20156. Assignment Restrictions for Career Managers

a. A standard Assignment Restriction that states **"Not to be reassigned without first contacting NAVY CULTURE-DISCIPLINE HEAD SO2"** is to be placed on the JPA HR record of both a suspected and a Registered Sex Offender (RSO) to ensure that future assignment plans are developed using the full information of what the restriction involves. Career Managers will receive an email to advise of the assignment restriction requiring their acknowledgement. The standard wording of the restriction is designed to avert the disclosure of sensitive information. Upon request, NAVY CULTURE-DISCIPLINE HEAD SO2 will endeavour to give approval or provide further guidance within 48 hours except when an Employment Suitability Risk Assessment (ESRA) meeting is deemed necessary (see Annex 20E).

b. In order to reflect the practical implications of appointing these individuals, DDPD requires the attachment of an additional Assignment Restriction stating that a suspected or RSO is **"Not to be considered for any LFS, Loan or Exchange position**".

c. Career Managers are not expected at any given time to be aware of all the limitations placed on individuals within their assignment plot as these will change over time. It is therefore essential that stakeholders ensure that JPA Assignment Restrictions are kept up to date and that Career Managers check and act on them before an assignment is approved. Failure to take account of these restrictions could result in the assignment having to be withdrawn at short notice leading to complications and inconvenience for the Service, the individual and their family.

d. The JPA Assignment Restrictions stipulated above will remain in place for the duration of an active relevant police investigation or, in the case of a RSO, for the duration of the period the individual is on the Sex Offenders Register or until they leave the Service, whichever is sooner.

20157. Instructions for Managing Personnel Accused or Guilty of Sexual Offences and Offences involving Children - Suspect Offender Risk Management (SORM):

a. There are differences between managing those personnel who are under investigation for an offence, those charged with an offence, and those who have entered a guilty plea or been found guilty at a Civilian Court or Court Martial. At every stage, an Employment Suitability Risk Assessment (ESRA) is the key framework to use to mitigate any risk of harm to others the individual, and the trust and confidence in the Royal Navy. If in any doubt seek advice from NAVY CULTURE-DISCIPLINE HEAD SO2. The processes set out in Annex 20E - Annex 20J should support.

(1) **Presumption of Innocence.** The criminal justice system operates under the principle that those accused of a criminal offence are innocent until proven guilty. There should be no determination of an individual's guilt relating to a criminal offence until the matter has been determined by a civilian or military court. 29

(2) **Assignment Considerations:**

(a) Keep the individual gainfully employed within their trade where possible having taken all assignment considerations below into account.

(b) NAVY CULTURE-DISCIPLINE HEAD SO2, on behalf of DDir Leadership and Culture, may direct that an application for removal from assignment be submitted[30] or additional safeguards/mitigations are implemented during investigations or proceedings.

(c) **Separation from Complainants:** Do not employ or accommodate the accused in the same Ship/Unit/Establishment as the complainant(s). Seek advice from the Casework Cell or Regional Legal Office on making an application for *Removal from Assignment* if necessary.

(d) **Accommodation:** Ensure the accused current Service accommodation arrangements are reviewed and risk assessed using the ESRA process.

(e) **Witness Protection:** If there is a risk of interference with witnesses, consider what additional measures need to be in place and seek advice on applying for *Removal from Assignment* from the Casework Cell or Regional Legal Office. Additional advice can be sought from the RNP or DSCU Public Protection Units[31].

(f) **Vulnerable Groups:** Do not assign the accused to roles involving or that have contact with vulnerable persons (e.g. trainees, cadets, detainees) or people within the alleged offence victim or survivor group.

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[30] This is not automatic and will require a RFA application to be made to the appropriate Deciding Officer, with advice from the relevant Regional Legal Office.
[31] NAVYPOLICE-HQINTELPPUMAILBOX@mod.gov.uk or DSCU-PPU-MAILBOX@mod.gov.uk

(g) **Deployment:** Avoid deploying the accused overseas or on operations without risk mitigation discussions with NAVY CULTURE-DISCIPLINE HEAD SO2[32].

(h) **Public Duties:** Exclude the accused from public or representative duties.

(i) **Other Duties:** Conduct an Employment Suitability Risk Assessment (ESRA) to ensure all their duties do not pose risks to the accused, the complainant(s), work colleagues, victims or survivors if known, and the general public.

(j) **Conviction:** If an accused enters a guilty plea or is found guilty at Civilian Court or Court Martial, place the offender on Directed Leave[33], ensuring the necessary divisional and welfare support is in place.34 Following the introduction of 2025DIN01-043, Service personnel convicted of a sexual offence will be administratively discharged. On conviction, advice should be sought from the Casework Cell and Regional Legal Office.

(k) If the accused cannot be assigned to any role due to security clearance suspension/removal, or risks that cannot be mitigated, apply for *Removal from Assignment*. Consider how the person will be supported if they are unable to access MOD sites and include details in a care action plan to ensure access to divisional and welfare support.

(l) As a result of an accusation(s), if an individual cannot be employed in any assignment after removal, they should be instructed to remain contactable but be sent on directed leave. There may be occasions that the Service considers discharge in these circumstances, legal advice must be sought. Consider how the person will be supported if they are unable to access MOD sites and include details in a care action plan to ensure access to divisional and welfare support.

b. **Duty of Care - Legal and Welfare Considerations:**

(1) Enable the accused to comply with police or court bail conditions and Service Police / Command orders.

(2) Ensure any assignment allows access to legal advice for defence preparation.

(3) Consider information from the Vulnerable Risk Management Information System (VRMIS) regarding self-harm risks and ensure welfare support is provided to complainants, those accused, and witnesses.

[32] Naval Personnel Management - BRd 3(1) Part 5 Chapter 20 Section 22 Para 20155 (a) (b).
[33] Naval Personnel Management - BRd 3(1) Part 7 Chapter 60 Section 1 Para 6006 (g) (2) – Directed Leave

c. **Overseas Deployment.** Alleged offenders deployed overseas may need to return to the UK due to restrictions in certain countries. Apply for *Removal from Assignment* and place the accused on Directed Leave until a decision is made.

d. These steps ensure fair and informed management of personnel while safeguarding others and maintaining operational integrity, trust and confidence You may not know the identity of the victim or their location, this and where the system can support to help mitigate any risk, must be captured in the ESRA.

20158. Royal Navy Suspect Offender Risk Management / Employment Suitability Risk Assessment

a. Suspect Offender Risk Management (SORM) is a practice which ensures the Royal Navy effectively manages and mitigates where possible, known risks posed by personnel who are suspected of committing, or have been convicted of, serious criminal offences. These persons are considered to require specific direct management to safeguard other personnel and associated communities. SORM utilises the Royal Navy Annex 20 series of Employability Suitability Risk Assessment (ESRA) proformas.

b. There are currently two versions of the Royal Navy ESRA form which serve as the prompt for up-to-date assessments of an individual who is either suspect of, or convicted of, an offence in the following circumstances.

(1) Annex 20I – Sexual Offences.

(2) Annex 20J – Registered Sex Offender.

c. The regular completion of the appropriate Annex 20 series Royal Navy ESRA forms detailed at Annexes 20I and 20J by the Commanding Officer serves a dual purpose.

(1) Firstly, it ensures the CO is aware that a member of their unit is either under investigation for an unproven allegation of a 'specified offence'[35] as detailed within Schedule 15, Schedule 16 and Schedule 17 of the Criminal Justice Act 2003; or has Registered Sex Offender (RSO) status and may therefore require specific employment consideration.

(2) Secondly, it ensures that other stakeholders responsible for the overall management of an individual are aware of any changes in the circumstances and are given the opportunity to offer advice. New information may also prompt a requirement to hold a Multi-Agency Risk Assessment Committee (MARAC) or a Multi-Agency Public Protection Assessment (MAPPA) meeting with appropriate RN representation.

(3) On completion of the relevant version of the form a hard copy, signed by the CO, is to be forwarded to RNP Public Protection Unit. (See Annex 20E and Annex 20F). A CO's digital or electronic signature is acceptable but hard copies should be retained.

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35 https://www.legislation.gov.uk/ukpga/2003/44/schedule/15/enacted#:~:text=SCHEDULE%2015%20Specified%20offences%20for%20purposes%20of%20Chapter,section%2016%20of%20that%20Act%20%28threats%20to%20kill%29.

d. COs are required to complete a fresh ESRA on the following occasions:

(1) On notification that a Service Person under their command is the subject of a police investigation for a qualifying alleged criminal offence.

(2) On notification that a Service Person has been convicted of a sexual offence and / or placed on the Violent / Sex Offenders Register (ViSOR).

(3) When a suspected or RSO's personal circumstances have changed significantly (e.g. charges have been raised or if suspected of being in breach of a Sexual Harm Prevention Order (SHPO)).

(4) On notification that a Service Person has been convicted of a serious offence of violence and they are placed on the Violent / Sex Offenders Register (ViSOR).

(5) Prior to implementing any plan which changes the individual's UK geographical location or responsibilities for a consecutive period in excess of 48 hours (e.g. external training / loan temporary duty intentions / directed or domestic leave, overseas leave / overseas deployment) or taking permanent assignment action, a suitable ESRA is to be produced. When a person moves between units, a CO-to-CO ESRA handover must take place.

(6) Within the first week of receiving command responsibility for a newly assigned suspected or convicted person, or RSO.

(7) Six months have elapsed since the last ESRA was completed.

e. COs should therefore ensure lines of communication are in place to keep them informed of any local factors such as external training or loan temporary duty / detachment plans for such a person under their command, and that the responsibility for ongoing management is formally handed over to their successor. This is especially important in the case of ships entering refit when the command responsibility may be delegated to lower ranked officers in a much-reduced crew.

f. On receipt of a completed ESRA, RNP Public Protection Unit may choose to liaise with NAVY CULTURE-DISCIPLINE HEAD SO2, the Service Police Crime Bureau (SPCB) or HOPF Police Offender Management Centres and provide the appropriate input to the MAPPA process and / or provide relevant guidance to the Command as necessary.

g. It is important to distinguish between the Royal Navy ESRA and the risk assessment produced by the Home Office Offender Manager (HOOM) in consultation with the SPCB. The HOOM / SPCB risk assessment is conducted in accordance with Home Office Police protocols and satisfies a legal requirement solely in respect of those convicted of a sexual offence, whereas the Royal Navy forms are mandated internal employment tools used to assist the good management of both suspected of serious criminal offence involvement and those who are RSOs, whilst they are serving.

20159. Plans for the Management of Suspected or Registered Sex Offenders

a. The most effective method of managing a suspected or RSO will usually be through assessment of the individual's circumstances at a given point (for example, on initial notification or when considering alternative employment if the individual's circumstances change) and sometimes the outcome may be that little or no modification is needed. Other more challenging situations will require an Employment Suitability Risk Assessment meeting to be facilitated and chaired by NAVY CULTURE-DISCIPLINE HEAD SO2 (see Annex 20E and Annex 20F).

b. Attendance at these meetings will vary depending on the circumstances which typically require input from RN Family and People Support (RN FPS), British Forces Social Work Service (BFSWS) for overseas investigations, representatives of the person's current (and future) units, Career Manager, RNP Public Protection Unit Lead, Defence Serious Crime Unit and/or Home Office Police and the SPCB Violent and Sexual Offenders Register (ViSOR) Manager. The chairperson will ensure that any limitations agreed for current and future employment are documented and, where possible, explained to the individual. The ESRA meeting will be in addition to any Social Work assessment required to mitigate risk from a Safeguarding perspective.

c. Meetings may also be called by external agencies such as Home Office Public Units or Children's Protection Agencies. Naval representation at these meetings is likely to be limited to PM(N) staff (RNP PPU) and NAVY CULTURE-DISCIPLINE HEAD SO2 and the output may prompt further engagement with Royal Navy stakeholders as deemed necessary depending on the circumstances of the case.

d. In managing cases of this nature effectively the Service can provide assurance to the public, Parliament, and the wider Service community that, at any given time, the Royal Navy can identify all such individuals in our employment and that the appropriate management plans and safeguards for them are in place.

e. The requirement of all suspected or RSO management plans is that they are:

(1) Properly considered by staff who are appropriately informed.

(2) Justifiable and proportionate to the risks perceived.

(3) Fair in taking account of the individual's requirements and any restrictions placed upon them by a Court Order; and,

(4) Not capable of being construed as the imposition of any form of penalty.

f. Registered Sex Offenders (RSO) are monitored by the designated HOPF and attend as directed for administration by their appointed handler. COs are to provide full contact details of the appointed HOPF handler, and any restrictions imposed by the order (e.g. access to media/internet devices, places or persons and travel) to RNP Public Protection Unit.

20160. Issues Specific to Suspected or Registered Sex Offenders under RNR/RMR Command

a. In recognition of the part-time nature of reserve employment RNR/RMR COs will need to ensure that they are contactable at all times in order to serve as the officer responsible for the management of suspected and RSOs under their command. Should stakeholders experience difficulty in contacting the respective RNR/RMR CO, however, then assistance should be sought from the unit Support Manager or the Regional Staff Officer; if neither of these is available then CMR Policy staff are best placed to provide assistance. NAVY CULTURE-DISCIPLINE HEAD SO2 and the RNP Public Protection Unit should be consulted at the earliest stage in all cases where a deployment abroad is contemplated or if a requirement emerges for the individual to carry out any training or an assignment in a Phase 1 or Phase 2 training establishment or RNR/RMR unit.

b. Those involved in the management of suspected or RSOs will need to appreciate that a reservist's JPA record cannot be relied upon as a tool with which to monitor an individual's current or future movements. Good communication between RNR/RMR COs and other stakeholders is therefore especially important to ensure there is timely consultation over movement plans. CMR HQ is to be notified of all movements and will apply agreed Assignment Restrictions on JPA as required.

20161. Record Keeping – Suspect or Offender Risk Management (SORM)

a. Home Office Police maintain the national 'Violent and Sex Offender Register' (ViSOR), Due to the transient nature of Armed Forces employment, the SPCB provides assistance in maintaining the National Register and managing the risk, primarily while a Service offender is deployed outside of the UK. At present the MOD carries out this function in respect of sex offenders but not for violent offenders. Information provided by a convicted Royal Navy Registered Sex Offender, their CO, RNP Public Protection Unit and NAVY CULTURE-DISCIPLINE HEAD SO2 may be recorded on ViSOR.

b. The primary record in the local management of a suspected or RSO in the Royal Navy is the entry for them in the 'RN ViSOR Database', a MODNET based solution which is maintained by RNP Public Protection Unit. The entry consists of both investigative detail as well as a record of deliberations over assignment of the person. Access to the database is strictly controlled to satisfy the requirements of the Data Protection Act (DPA 18) and the personal data policy set by the National Police Chiefs Council (NPCC). It is from this database that NAVY CULTURE-DISCIPLINE HEAD SO2 will also collate anonymised details for the creation of statistics for Parliamentary Questions, Freedom of Information Act 2000 requests and to produce general management information.

c. JPA is a key tool in the administration of those deemed to require Suspect or Offender Risk Management (SORM)and must therefore be maintained as completely, accurately and up to date as possible. Assignment Restrictions applied should avoid any direct reference to an individual's status as a suspected or RSO and must be amended or removed when NAVY CULTURE-DISCIPLINE HEAD SO2 indicates that it is necessary following the completion of any registration period, the discontinuance of a police investigation or the completion of legal proceedings. Also, the RNP Public Protection Unit will conduct regular checks of suspected and RSOs' JPA 'move and track' records to ensure that the ViSOR accurately reflects the individual's current and planned movements within the Service.

d. Copies of ESRA meeting records held by stakeholders should be destroyed in accordance with DPA 18 when they are no longer in force.

e. Stakeholders must be careful to observe the lasting right to anonymity of every victim in a sex offence case as required by the Sexual Offences Act 2003 under which it is an offence to publish the identity of the victim or to publish details that could lead to their identification whether or not a complaint subsequently leads to prosecution.

20162. Useful Contacts

Advice on the process and individual cases can be obtained from:

NAVY CULTURE-DISCIPLINE HEAD SO2
Second Floor West Battery
HMS EXCELLENT
Whale Island
Portsmouth
PO2 8BY

Tel: +44 (0) 300 163 8412

Email:
NAVYPEOPLE-PSPEXECDISC@mod.gov.uk

RNP Public Protection Unit
Ground Floor West Battery
HMS EXCELLENT
Whale Island
Portsmouth
PO2 8BY

Tel: +44 (0) 300 163 2082

Email:
Navypolice-hqintelppumailbox@mod.gov.uk

SECTION 23

ROLE OF DIVISIONAL OFFICER IN THE DISCIPLINARY PROCESS

20163. Role of the DO and AAO

a. The Divisional Officer (DO), when acting as Accused's Assisting Officer (AAO) at Summary Hearing or CM, has a vital and challenging role. Careful preparation, a willingness to seek advice and appropriate support from line management are essential to success.

b. HODs and Line Managers should take a direct interest in DOs who are required to act as AAOs, and should make themselves available to advise and assist, particularly where DOs are inexperienced, or cases are complex or serious. The burden on AAOs is not to be underestimated, and the Line Manager should allow time and facilities accordingly. The Command Adviser (LO, DLO, Adjutant, G1 Adviser) can provide further assistance.

c. Should AAOs require further advice or assistance they should contact NLS CPOWtr (details below under 'legal advice').

20164. Preparing to act as AAO

JSP 830 Chapters 6 and 9 (see Annex F and especially Annex G) guidance must be read by all DOs called upon to perform the role of AAO. RN DOs must bear in mind that the former, adversarial, summary trial process under the Naval Discipline Act has been replaced by an inquisitorial, summary hearing under the AFA in which the CO is personally investigating the case to determine whether a charge is admitted, or if denied, proved or not proved. The following guidance must therefore be construed in that context.

a. AAOs should familiarise themselves with the booklet 'Your rights if you are accused of an offence under the Service justice system' (T-SL-accused – as per Reference B Chapter 6 Annex G), which will be given to the accused.

b. DOs are also to familiarise themselves with the regulations, criteria and considerations applicable to personnel held in custody before or after charge (the MSL Chapter 5 and especially the Annexes thereto).

20165. Understanding the Charge

a. Analysis, by DOs, of an offence and charge in order to establish whether the individual has a defence available in law, and/or preparation of comprehensive, relevant and helpful (to the individual) mitigation continue to be among the weakest features of the Service Justice System at the summary level.

b. Before speaking to the Accused, the AAO should read all the papers in the case (which will have been served in preparation for the summary hearing). Using JSP 830, they should consider what the necessary ‘elements’ of the offence are – including the state of mind that the accused must have had to be guilty (for example, whether they must have *intended* to do something, or be *reckless* as to whether an event will occur). The AAO should decide whether they think all the elements of the offence can be proved using the evidence available. The AAO must bear in mind that the CO may choose to call a witness to ask them questions which go beyond what is in their written statement.

20166. Establishing What the Accused Says About the Charges

The AAO must establish what the accused says about each charge. It is for the accused to decide whether they will admit or deny the charge – and the AAO may advise and guide them through the process.

20167. The Decision the Accused Must Make

The accused must decide what they will say about each charge. Under no circumstances should the AAO ‘suggest’ or offer explanations for events or tell the accused or anyone else what they should say at the hearing. The choices the accused has are as follows:

a. To accept that they did the thing charged, with the necessary ’guilty mind’, and therefore should admit the charge.

b. To deny the charge(s). This may be because:

(1) The act/s did not occur.

(2) The individual was not involved.

(3) The individual did not have the alleged ’guilty mind’ (e.g. where it is alleged, they intended to do something, it was an accident; or where they are alleged to have acted dishonestly, they thought what they were doing was right).

(4) The evidence suggests the individual committed the offence, but it is not conclusive and/or they want to make the CO or Trying Officer determine whether or not they did. In the civilian system this is called ’putting the case (or prosecution) to proof’. See further below.

20168. AAO’s Responsibility to the Service

a. The AAO’s responsibility is to present the individual’s case as well as it can be put, whether that involves assisting the individual’s denial of the charge or mitigation. It is not to secure a finding that a charge has not been proved by improper means. In doing so, the AAO should bear in mind the responsibility of all superior officers for the maintenance of discipline.

b. The AAO's duty to the Service requires that they must not knowingly mislead an investigating officer or an officer conducting a Summary Hearing. This means, however, that if the individual did commit the offence and admits this to the AAO, the AAO can still take part in the summary hearing even if the individual decides to 'deny' the charge. For example, the AAO can highlight the failure of the investigator to adduce sufficient proper evidence to prove the charge, and/or the AAO can suggest that the evidence fails to reach the relevant standard. The AAO must only bring the case for the individual on the basis of testing the evidence supporting the charge i.e. putting the case to proof. In advance of the hearing, the AAO should tell the accused the following:

(1) That the only evidence given must be the truth (a person cannot give evidence which they or the AAO know to be untrue);

(2) That neither the individual nor AAO may call any defence witnesses whose evidence suggests the individual is not guilty (because the effect of that evidence will be misleading even if honest to that witness);

(3) That all the AAO can do is to cross-examine witnesses in order to suggest that their evidence is lacking, or unreliable, and/or to speak on the individual's behalf to suggest that the evidence is insufficient to make the CO sure that the accused is guilty.

c. Thereafter, the AAO can offer mitigation if the CO finds the charge proved.

d. In sum, an AAO must not allow the individual to put forward a positive defence when they have confessed that they committed the offence. If they insist on putting forward evidence to suggest that they did not commit the offence, the AAO must withdraw and may not represent or assist the individual. Where an individual proposes to 'put the prosecution to proof' – they should be warned that this will be the case.

e. The AAO is not a lawyer, and they must remind the accused of their right to seek legal advice, either from a naval barrister or a civilian solicitor (subject to AFCLAA funding, JSP 838 refers), should they feel it necessary. Even the simplest, low level charges can sometime raise difficult questions of law.

20169. Disputed Facts

Where the individual accepts the charge but not the full facts alleged, AAOs should consult JSP 830 Chapter 9 Part 5 (Disputed facts). The proper course is likely to be to admit the charge (or an alternative) but contest the facts via witness evidence.

20170. Mode of Trial

In all cases the option for trial by CM must be given. JSP 830 Chapters 6 and 9 should be read carefully. AAOs can assist in any decision to opt for Summary Hearing or CM but must bear in mind that the decision must be the personal choice of the accused. It may assist the individual if it is first established whether they are likely to admit or deny any charge(s).

20171. Choice of Mode - Guidance

Circumstances will vary enormously, and it is stressed that AAOs must ensure the decision is taken personally by the accused, but experience has shown the following worthy of consideration:

a. Broadly, individuals may be better served by electing Summary Hearing if they wish to admit the charge.

b. Summary Hearing is best if there is no real defence (see the MSL Chapter 12 and take legal advice) and the investigation and charge are sound.

c. Some individuals choose Summary Hearing if the overriding wish is to get matters over with quickly and/or ‘put it behind them’, restore normality etc.

d. It may be better to elect for CM if some of the evidence may be successfully challenged or proper testing of it in court would be to the individual’s advantage.

e. A CM gives a better chance of challenging weak evidence and proper legal advice, and representation will draw out any genuine defence.

f. Elect for CM if the evidence or law is complex (e.g. in some cases of negligence – especially if technical, alleged fraud where dishonesty is disputed, or claims of self-defence, especially if anticipatory).

g. AAOs must advise an individual of the general effect of opting for trial by CM, which might include the impact of any delay on proceedings. AAOs should refrain from advising an individual to opt for CM on the sole basis that this will delay the proceedings so as, for example, to allow the individual to take main or seasonal leave. This would be spurious justification, however superficially attractive, and undermine the overriding responsibility to uphold the timely and efficient working of the disciplinary system. Where leave is imminent, AAOs should address this in mitigation at a Summary Hearing and explain to a CO the impact of the likely range of punishments available, seeking to do the best for their individual. An individual may be required to delay or adjust their leave where under investigation, or to facilitate the service of charges or papers by COs, or for any Summary Hearing convened. AAOs must not, however, use this to deter an individual from electing trial by CM. To do so would be improper.

20172. Mitigation

a. AAOs must be familiar with the provisions of the JSP 830 Chapter 9 Annex G as regards their duties and Chapter 12 as regards Defences and Mitigation – and the differences therein. The difference between defence and mitigation must always be considered when the individual is considering whether to admit a charge and, if in doubt, legal advice should be sought.

b. Broadly, the role of an AAO is in presenting the best possible mitigation available – it is not appropriate for personal antipathy towards an individual, or personal distaste or condemnation of their actions, to form part of a statement in mitigation. Nor should AAOs misguidedly feel that in this capacity they must express their loyalty to the Service by, for example, criticising the individual, or suggesting there is no mitigation, or claiming the individual or the offence has no redeeming characteristics, or spontaneously casting doubt on the individual's future prospects in the Service. AAOs must not lie and should be slow to embellish the truth but are fundamentally to do the best they can for the individual.

c. In addition to JSP 830 Chapter 9 Annex G, which lists points which have proved relevant and helpful when preparing a statement in mitigation, it is worth adding that where the officer hearing the case has decided the charge is proved, mitigation must not resuscitate arguments which – mistakenly or deliberately - continue to assert the individual's innocence. Vague sentimentality is ineffective, but sincerity and facts, particularly if they indicate the offence was not so serious by type or degree, or not prolonged in time, or that the circumstances or impact of the offence are relatively trivial, or were quickly resolved, are not. Brevity and clarity are also key – preparation of points in writing usually helps. Time in custody before charge may mitigate sentence. Mitigation will be persuasive where resulting from an individual pleading guilty and showing genuine remorse, but even where a charge is found proven despite denial, an individual can still express remorse that the incident should ever have happened.

d. In addition, JSP 830 Chapter 14 lists specific mitigating factors relevant to each charge and should be consulted in all cases.

20173. Legal Advice and Legal Aid

a. Comprehensive guidance on eligibility for, application process and decisions on awards are contained in JSP 838, The Armed Forces Legal Aid Scheme.

b. All personnel are entitled to seek legal advice on the option for trial by CM and on appeal.

c. Head Naval Legal coordinates Naval barristers available to defend or advise accused personnel (telephone 93832 5739/02392 625739). Naval barristers do not attend police interviews under caution, but a Legal Aid duty solicitor can be arranged when one is required. Naval barristers can normally give advice or representation after an individual has been charged, and this advice can include on mode of trial and plea. Alternatively, individuals may seek civilian legal assistance subject to the normal legal aid rules. There is no right to legal representation at summary hearings, but personnel are entitled to be represented at SAC hearings and CM.

d. An individual who intends to represent him or herself at CM or in the SAC has a right to do so but should be advised in the strongest possible terms to seek professional legal assistance.

e. Representation and advice from a Naval barrister has the following advantages:

(1) A Naval barrister's overriding duty in advice or representation is to that individual personally, not the wider Service. Once instructed to advise or represent, they must and do act and advise fearlessly in that individual's genuine best interests. Their ethical and professional codes of conduct make it clear that they face no conflict of interest in representing individuals within the Service Justice System. Their professional conduct in this regard is regulated internally by Hd NLS and externally by the Bar Standards Board.

(2) Naval barristers have experience of the CM and SAC system and, as RN or RM officers, of the wider Royal Navy. They are experienced, professional criminal advocates with the advantage of close personal knowledge of the Service context, including of being deployed at sea and on operations.

(3) Statistics show no appreciable difference between acquittal rates achieved by Naval or civilian lawyers.

(4) There is no charge for a Naval barrister (legal aid, where available, is means tested).

20174. Consequential Effects of Punishments

a. The AAO is to explain the effect of the sentence to their individual, pointing out any other penalties which may be involved in the punishment imposed – whether obligatory or optional - and drawing attention to the consequential effects of each. The obligatory and optional administrative sanctions which may follow punishment are set out in Section 15 of this chapter and the consequential effects of each punishment are set out in JSP 830 Chapter 13, expanded further in the Naval context also in Annex 20C of this chapter. Typical sanctions include forfeiture of pay, imposition of a Career Check, forfeiture of Good Conduct Badges, or the Long Service and Good Conduct Medal (remember even the imposition of a Career Check may well entail a delay in promotion or award of badges).

b. When an individual is sentenced, whether summarily or by CM, the CO or Judge Advocate is required to explain the effects, both direct and indirect, of the punishment imposed. When an individual is sentenced to imprisonment or detention, however, the AAO is to brief the individual on the effect of such sentence on pay, allotments and marriage or dependants' allowances. The individual might be advised to inform the next-of-kin of the sentence and of its effects, and stress the desirability of writing immediately to the next-of-kin or any other person who might be affected by the sentence so that they do not hear about it from any other source (for example, as a result of stoppage of allotment). If necessary, and if the individual has no objection, the AOO may write to the next-of-kin and should, if possible, inform them of the name of the prison or detention location (most likely MCTC Colchester) to which the individual is being committed. Rules and regulations on administrative discharge are set out in Chapter 54 of this BR.

c. Equally, personnel about to be tried in civil courts on serious charges which, if proved, could lead to a sentence of imprisonment or any other form of confinement, or by CM on charges which, if proved, could entail sentence of dismissal, imprisonment or detention, are to be advised to inform their next-of-kin. Imprisonment, which is not suspended, by a civil court or CM will almost invariably result in discharge from the RN.

d. When personnel under the age 18 are involved, the AAO is always to inform the next-of-kin unless certain that the individual has done so.

20175. Detention

DOs must take a personal interest in any personnel sentenced to detention, whether the sentence is committed or suspended. The reformatory value of corrective training cannot be fully exploited unless effective after-care is exercised by the Divisional system on the individual's return to the ship/unit. The DO should be involved personally in the following arrangements at least:

a. Kit muster before any CM in which Detention might be an option, and before committal to Detention following summary hearing.

b. See individual immediately after sentence of detention is imposed.

c. Discuss financial arrangements whilst in detention.

d. Make telephone call to, or visit, MCTC to talk briefly to the DO appointed in detention, prior to the individual's release.

20176. Court Martial Cases

In all cases referred for trial by CM, the DO should be familiar with the case and, as a matter of law, must now give assistance to the individual's legal representative as Defendant’s Assisting Officer (DAO) (see JSP 830 Chapter 28 and Annex B to Chapter 29). This is a formal, significant, statutory and additional role which represents a notable change from the previous ad hoc role of a Naval DO acting in support of the Accused’s Friend (a qualified lawyer, Service or civilian) at CM. It is akin to the former Unit Defending Officer (UDO) role familiar to the Royal Marines. In most circumstances, the DO/DAO will be expected to attend each day of a CM trial and a unit should make suitable arrangements to facilitate this. If unable to attend the CM or complete the full range of duties as DAO, the CO must arrange for someone else to do so, enlisting a Transit Divisional Officer where appropriate.

SECTION 24

COMPENSATION FOR CRIMINAL INJURIES

20177. Introduction

This section deals with compensation for the victims of crimes (in addition to any compensation which may be imposed by a Service Court or civil court in the UK).

20178. Compensation for Injuries Suffered in the UK

Victims of crimes of violence in England, Scotland and Wales, including members of the Armed Forces, may be eligible to claim compensation from the Criminal Injuries Compensation Authority (CICA). Applications are assessed under a tariff Scheme made under the Criminal Injuries Compensation Act 1995. A separate scheme administered by the Northern Ireland Office operates in Northern Ireland for criminal injuries sustained in the Province. Further details of the CICA and the Compensation Agency (Northern Ireland) are available online at www.cica.gov.uk.

20179. Compensation for Injuries Suffered Outside the UK

a. For members of the Armed Forces and their dependants, members of the Reserve Forces and their instructors, and members of the Cadet Forces who, while serving overseas, sustain injury (including death) directly attributable to a crime of violence, the MOD operates similar, discretionary, ex-gratia, tariff scheme: Criminal Injuries Compensation (Overseas), (CIC(O)). The MOD scheme is designed to give comparable levels of compensation to that which would be imposed by CICA if the incident had occurred in Great Britain.

b. Whether or not to make a payment under the provisions of the MOD CIC(O) scheme, and the level of any payment, is wholly within the discretion of the Defence Council.

c. Compensation is not payable where death or injury is the result of war operations or military activity by warring factions.

20180. Administration of the MOD CIC(O) Scheme

The Scheme is administered by the Service Personnel and Veterans Agency.

20181. Applications and Assistance

a. Further information and the application form are available on the MODWEB by searching ‘Criminal Injuries’. Details of the scheme are in DIN 2017DIN01-100.

b. Assistance and hard copy application forms can be obtained from:

Service Personnel and Veterans Agency
Criminal Injuries (Overseas) Scheme
Room 6129
Norcross
Blackpool
FY5 3W
Tel: 01253 333442.

20182. Time Limit for Applications

Applications should be made as soon as possible after the incident giving rise to the injury, and within two years. Claims outside this period can be considered in exceptional circumstances; SPVA should be consulted for advice.

20183. Sources of Advice

Advice on access to free legal advice and assistance (including from Victim Support) in submitting a claim for members of all Services can be obtained from Unit Personnel/HR or G1 staff.

20184. Types and Limits of Compensation

Compensation payable under the MOD CIC(O) arrangement will be:

a. A standard amount of compensation based on the nature of the injuries. The injury must be serious enough to qualify for an award equal to at least the minimum amount payable under the CICA Tariff, currently £1,000 (full details of current Tariff rates are available at www.cica.gov.uk[36]).

b. Specific rules relate to multiple or minor injuries; the DIN should be consulted for details.

c. Where the applicant has lost earnings or earning capacity for longer than 28 weeks as a direct consequence of the injury (other than the injury leading to their death), an additional amount in respect of such lost earnings.

d. The maximum award that may be made in respect of the same injury (tariff and loss of earnings) will not exceed £500,000.

e. Where the applicant has lost earnings or earning capacity for longer than 28 weeks as a direct consequence of the injury (other than injury leading to their death), an additional amount in respect of any special expenses; for example, special care costs, which could include home mobility equipment and fittings, special wheelchairs, fees for care in a nursing home etc.

f. Where the victim has died in consequence of the injury, reasonable funeral expenses will be payable for the benefit of their estate if these expenses are not admissible from public funds under relevant Service regulations.

g. Where the victim has died since sustaining the injury, compensation may be payable to the deceased's spouse or the parent of a deceased child or the child of the deceased.

[36] http://www.cica.gov.uk/

20185. Eligibility to Receive Compensation

The Claims Officer may withhold or reduce an award where it considers that:

a. The applicant failed to take reasonable steps to inform relevant Service and/or civil authorities of the circumstances giving rise to the injury, or failed to co-operate in bringing the assailant to justice, or failed to give all reasonable assistance to the Claims Officer considering the application; or

b. The conduct of the applicant before, during, or after the incident, or their character, makes it inappropriate that a full award or any award at all be made.

c. Additionally, the Service Awards Panel will make an award only where they are satisfied that there is no likelihood that an assailant would benefit if an award were made.

20186. Contact Details for CICA

Criminal Injuries Compensation Authority
Tay House
300 Bath Street
Glasgow, G2 4LN

The Compensation Agency (Northern Ireland)
Royston House
34 Upper Queen Street
Belfast
BT1 6FD

SECTION 25

MARITIME RESERVES DISCIPLINARY REGULATIONS

20187. Maritime Reserves Disciplinary Regulations

Reference should be made to other publications (e.g. BRd 2 The King's Regulations for the Royal Navy, JSP 830, BRd 3(2) Naval Personnel Management – Reserves and other parts of BRd 3(1), as appropriate), especially with regard to detailed rules and procedures relating to disciplinary matters.

20188. Dealing with Misconduct of Reservists

COs may take the following action against reservists who commit offences or misconduct themselves, subject to prior consultation with CMR Staff and the appropriate Regional Legal Adviser:

a. Disciplinary/Criminal Action Under the AFA 06 (see above);

b. Disciplinary/Criminal Action under the RFA 96 (see below); or

c. Administrative Measures (see below).

20189. Members of the Reserve Forces and Individuals Liable to Recall - Liability to Service Law (AFA 06)

For a full discussion of the application of jurisdiction as to person for members of the reserve forces and individuals liable to recall see the MSL Chapter 3, Part 1, Paras 10-13 and Chapter 10, Annex A. Particular areas of single service relevance are set out below:

a. **Training and Duty.** Whether a reservist is undertaking training or duty at any given time is a question of fact. Where training and duties are officially authorised, no difficulty should arise; however, the terms of training and duty should be widely construed to include all activities engaged in by a reservist, which are pursuant to an objective, aim or purpose of the regular or reserve forces. The wearing of uniform for activities will give rise to a strong presumption that an individual will be undertaking training or duty, but the converse will not be true. The wearing of plain clothes does not prevent an activity being training or duty within the meaning of the AFA. Travel at public expense will be deemed duty for this purpose. Guidance on travel to and from a short duty, e.g. drill night, is contained in the MSL, Chapter 3, Part 1, Para 12.

b. **Social Events.** Social events may also amount to training or duty. Formal and representational occasions and those which form an integral part of a training or duty activity are more likely to be duty while informal events will be less so. Commanding Officers should determine in advance and promulgate by temporary memorandum whether a social event is considered to be training/duty.

c. **Failure to Attend for Training or Duty.** Where clear orders have been given for reservists to report to a given location for training or other duty, they are subject to the AFA 06 from the time given for them to report to the location concerned and, therefore, are liable to be charged for "failing to attend" under AFA Section 15 should they neglect to do so. Furthermore, section 97 of the Reserve Forces Act 1996 makes it an offence, in some circumstances, for a Reservist to fail to attend for duty or training. The preferring of such charges will be dependent on the facts of the case and whether the matter can be dealt with in the service or civilian jurisdiction.

d. **Referral of Criminal Activity to the Civil Police.** Within the UK, in respect of offences committed by persons subject to Service law, jurisdiction may lie with the Service authorities under the Act or with both the Service authorities and the civilian authorities under the ordinary law of the relevant part of the UK. In the latter circumstance, there are a number of established procedures and protocols that determine the exercise of jurisdiction and COs should liaise with the RNP and seek legal advice from the relevant Regional Legal Office on jurisdiction. (See the MSL Chapter 3, Part 3, Paras 50-55.)

20190. Offences Under The AFA 06 - Trial and Punishment

See the MSL, Vol 1, Chap 10, Annex A, Paras 3-4, and Vol 1, Chap 3, Part 4. Policy requirements are set out below:

a. Maritime Reserve Unit COs are to consult with their Regional Support Unit (RSU) Officer in Charge (OiC) in all cases, who will seek further legal advice in mandated cases (see below), prior to commencing any disciplinary proceedings against a reservist. RSU OiCs will inform CMR via routine Disciplinary Reporting.

b. Procedures for trial and punishments, which may be imposed summarily by COs under AFA 06, are shown in JSP 830. COs are reminded of the requirement to seek legal advice in the circumstances as set out in Para 2048.

c. Custodial sentences and other punishments, which would prolong a reservist's period of service and thereby prejudice their civilian employment, if held, should be avoided where possible. Substantial fines or Disrating may have to be imposed when Detention would have been applicable in the RN/RM. Detailed guidance on suitable punishments for particular offences is given in the MSL, but legal advice should be sought.

20191. Offences Under The RFA 96 - Trial and Punishment

See the MSL, Vol 1, Chap 10, Annex A, Paras 5-11. A summary is set out below for ease of reference:

a. A member of a reserve force convicted by a civil court of the offences listed below is liable to imprisonment for a term not exceeding 6 months or a fine not exceeding Level 5 on the standard scale (or both):

(1) Failing to attend for service on call-out or recall (RFA 96 s.96(1);

(2) Failing to attend for duty or training (RFA 96 s.97(1); or

(3) An offence under service law of desertion or absence without leave.

b. A person convicted of an offence under RFA 96 s.97(2) (failure to train) is liable:

(1) If convicted by the CM, to the same punishment as for an offender under service law of absence without leave, namely up to two years' imprisonment;

(2) If convicted by a civil court, to imprisonment for a term not exceeding six months or a fine, not exceeding Level 5 on the standard scale (or both).

c. Where a member of a reserve force or a person liable to recall is convicted of an offence of desertion, the time which elapsed between the time of their desertion and the time of their apprehension or voluntary surrender shall not be taken into account in reckoning their service for the purpose of release from permanent service or discharge (RFA 96 s.98(6).

d. Pursuant to s101 RFA 96, a person who, in the UK or elsewhere, by any means:

(1) Procures or persuades, or attempts to procure or persuade a member of a reserve force, or a person liable to recall, to commit an offence of desertion or absence without leave;

(2) Knowing that a member of a reserve force, or a person liable to recall, is about to commit such an offence, aids or assists them in so doing; or

(3) Knowing a member of a reserve force, or a person liable to recall, to be a deserter or an absentee without leave, procures or persuades or assists them to remain a deserter or absentee, or assists in their rescue from custody, is guilty of an offence and is liable on summary conviction in a civil court:

(a) In the case of an offence involving an offence of desertion or aiding a deserter, to imprisonment for a term not exceeding 6 months or a fine not exceeding Level 5 on the standard scale (or both); and

(b) in the case of an offence of absence without leave or aiding an absentee without leave, to a fine not exceeding Level 5 on the standard scale.

20192. Administrative Action

a. On receipt of advice of CMR Staff and legal advisers, administrative measures may be taken by COs against reservists in any of the following circumstances:

(1) When behaviour which would constitute a Service disciplinary offence has been committed but jurisdiction under the AFA cannot be established and the offence does not merit referral to the civil authority, i.e. not a criminal law offence.

(2) When the likely punishment under the AFA would be inappropriate or ineffective.

(3) When, despite warning, a reservist consistently falls short of the standards of conduct, appearance or attendance expected of a member of the Armed Forces.

(4) When a reservist's general conduct and performance indicate to their CO that they do not deserve to be paid part or all of their bounty, are unfit to retain their rate, or are unsuitable for retention in the RNR/RMR.

(5) When convicted of, or receiving a Police Caution in respect of a civil offence.

(6) Code of Social Conduct. In cases where a serious breach of the Armed Forces Code of Social Conduct has occurred or for a series of relatively minor offences where formal warnings have been given.

b. Administrative measures include:

(1) Forfeiture of part or all of a reservist's bounty.

(2) Forfeiture of GCB(s).

(3) Reversion as unsuitable to hold their substantive Rate.

(4) Discharge SNLR or SHORE as unfit to remain in the Reserves.

(5) Censure Action for officers (see Chapter 20 Section 6 and Section 7).

(6) Termination/removal of an officer's commission.

c. **Investigation prior to Administrative Action.** The CO is to conduct a formal investigation of the alleged misconduct or other shortcoming. Before reaching a decision, the CO must give the reservist full opportunity to state their case (including calling witnesses if desired), assisted by their DO or any other person in the unit who may reasonably be made available. If the reservist does not wish to state their case, they should sign a statement to that effect. Advice should always be sought from EA to CMR and the Regional Legal Office before administrative action is commenced.

d. **Forfeiture of Bounty.** As a criterion for the award of bounty, a reservist must have carried out all training and duties satisfactorily. If after the appropriate warning, the CO is not satisfied that a reservist has carried out all their training and duties satisfactorily, they may refuse to approve the award of bounty or direct that part of it be forfeited.

e. **Discharge.**

(1) Discharge SNLR and SHORE are administrative measures distinct from the punishment of Dismissal under the AFA. Powers of Discharge are pursuant to RFA 96 sections 14 and 15. Legal Advice should always be sought before such action is taken.

(2) When a rating is deemed to be unfit to remain in the Service, consideration may be given to discharge SNLR or SHORE. Authority for Discharge SNLR must be obtained from CMR. The CO has the authority to Discharge SHORE ratings who fail to fulfil their training obligations and are persistent bad attendees. In the case of the RMR, CMR must give authority for the Discharge SHORE of an NCO or Marine OR who has proved themselves unsuitable for the Reserve or inefficient in their rank for reasons other than bad attendance. The detailed procedures for discharge SNLR/SHORE, contained in BRd 3(1) Chapter 54 are to be consulted before application is made.

f. **Termination of an RMR Officer’s Commission.**

(1) An officer’s commission may be terminated at any time during their service for misconduct, inefficiency, unsuitability or physical unfitness. Officers discharged for any of these reasons are not eligible to be placed on the Retired List.

(2) Officers who continually fail to meet their training commitments may have their commissions terminated.

(3) Officers who fail to gain promotion during the prescribed 'in zone' period may have their commissions terminated.

(4) Application for termination of an officer’s commission should be made to CMR following legal advice. Prior to any such application the officer concerned should be subject to formal warning, and is entitled to forward a Representation, if he chooses to do so, with any such application. If the decision is made to waive this right a certificate to that effect should be signed accordingly.

g. **Termination of an RNR Officer’s Commission.**

(1) An officer's commission may be terminated at any time during their service for misconduct, inefficiency, unsuitability or physical unfitness. Officers discharged for any of these reasons are not eligible to be placed on the Retired List.

(2) Application for termination of an officer's commission should be made to CMR following legal advice. Prior to any such application the officer concerned should be subject to formal warning, and is entitled to forward a Representation, if they choose to do so, with any such application. If the decision is made to waive this right a certificate to that effect should be signed accordingly.

20193. Convictions by the Civil Power

See BRd 2 Articles 3901-3906 and BRd 3(1) Chapter 20 Section 19 and Section 20, for guidance on actions to be taken.

a. **Ratings - Reversion or Discharge SNLR/SHORE.** Detailed guidance is given in BRd 2 and this BR but, broadly, if the nature of an offence or offences shows the rating to be unfit to retain their rate/rank, or to remain in the RNR/RMR, a recommendation should be made on Form C57 and forwarded to CMR for approval for Reversion or Discharge SNLR/SHORE.

b. **Attendance of an Officer in Court.** An officer needs to attend Court when a rating is tried, only if the alleged offences occurred during, or in connection with, reserve service or training, or if attendance is requested by a Court and this request can be met without detriment to Service commitments. CMR staff is to be consulted if an officer is not available from the rating's unit.

c. **Officers.** The arrest, summons or conviction of an officer on criminal charges, other than minor motoring offences which do not require an appearance in court, is to be reported by the CO to CMR by letter. The CO is also to forward any representation the officer may wish to submit following a conviction. Conviction of an officer, or the issue of a Fixed Penalty, depending on the nature of the offence(s), may result in the imposition of a service penalty, which may range from a formal Censure to Removal from the Active List, or termination of their commission.

20194. Conduct Record and Formal Discipline Record

Ratings and ORs of the Maritime Reserves used CRs until 2010, since when their arrangements are the same as for regulars (see para 20140).

ANNEX 20A

LOGGING

1. When the Commanding Officer considers that minor misconduct by an officer, for which no further disciplinary or administrative action is to be taken, should be recorded, the following wording is to be used:

I have this day had occasion to log .....

for .....

.....

.....

.....

.....

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.....

.....

.....

.....

Signed .....
Commanding Officer

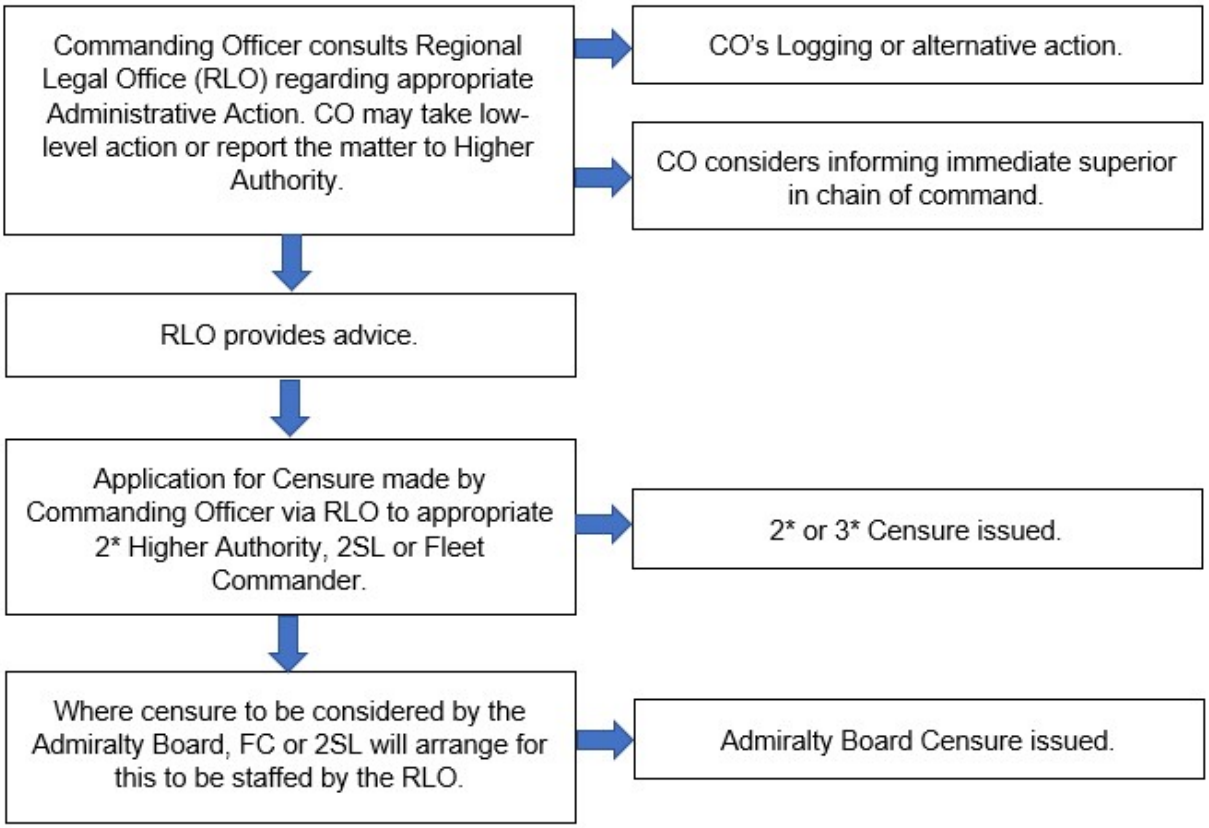
Read and understood

Signed .....

2. After signature the logging is to be filed in the Captain's office and retained there until the officer leaves the ship. Loggings are not to be reported to the Naval Secretary for recording on official or reporting records.

ANNEX 20B

CENSURES



ANNEX 20C

ADMINISTRATIVE CONSEQUENCES OF PUNISHMENT UNDER ARMED FORCES ACT 2006 - OFFICERS, RATINGS AND ROYAL MARINES OTHER RANKS

The table below lists the administrative actions which are to be taken automatically (obligatory), or which may be taken (optional), when a member of the Naval Service is punished under the Armed Forces Act 2006. These administrative consequences apply whether the punishment is imposed at Summary Hearing, by the Summary Appeal Court or by the Court Martial. This table is for guidance only. The relevant articles should be consulted.

AFA 06 Punishment	Forfeiture of LS&GC Medal (see Note 1)	Forfeiture of GCBs (see Note 2)	Career Check (Rating, SNCO or RMOR) (see Note 3)	Note on Official Record (Officers)	Explanatory Notes	References
Imprisonment	Obligatory when period of imprisonment is greater than 6 months.	Obligatory (all badges)	Obligatory (See Note 3 Note 4)	Obligatory	a. May only be imposed by Court Martial. b. Administrative discharge from the Service will be considered if dismissal is not imposed with imprisonment. c. If neither dismissal nor administrative discharge: CC with consequent effect on promotion (BRd 3(1) Part 8), and eligibility for GCBs, LS&GCM and MSM (JSP 761 Ch 5); stoppage of pay for period of imprisonment; loss of time for the period of the sentence imposed, less any remission (ie. time spent in custody). A CC has no effect when recorded on the CR of an individual aged under 17½.	
Dismissal	Obligatory for Dismissal with Disgrace.	Obligatory (all badges)	Obligatory (See Note 4)	Obligatory	a. May only be imposed by Court Martial.	

(Continued)

AFA 06 Punishment	Forfeiture of LS&GC Medal (see Note 1)	Forfeiture of GCBs (see Note 2)	Career Check (Rating, SNCO or RMOR) (see Note 3)	Note on Official Record (Officers)	Explanatory Notes	References
Detention and Suspended Detention > 14 days	N/A	Obligatory (all badges)	Obligatory (See Note 3 Note 4)	N/A	a. Punishment not available for Officers. b. CC with consequent effect on promotion (BRd 3(1) Section 8), and eligibility for GCBs, LS&GCM and MSM (JSP 761 Ch 5). A CC has no effect when recorded on the CR of an individual aged under 17½. c. Stoppage of pay for period of Detention. A family maintenance grant may be available at CO's discretion (JSP 754 Chap 8). d. Except in connection with advancement, loss of time for the period of the sentence imposed less any remission.	JSP 830 MSL Chap 13 para 34-44
Detention and Suspended Detention 14 days or less	N/A	Optional (See Note 2)	N/A	N/A	a. Punishment not available to Officers. b. Stoppage of pay for period of Detention. A family maintenance grant may be available at CO's discretion (JSP 754 Chap 8). c. Except in connection with advancement, loss of time for the period of the sentence imposed less any remission.	JSP 830 MSL Chap 13 para 34-44
Forfeiture of Seniority	N/A	N/A	N/A	N/A	a. Available for Officers only. b. Not to be recorded except as change in seniority date.	JSP 830 MSL Chap 13 para 85 - 93
Reduction in Rank/Disrating	N/A	Optional (See Note 2)	Obligatory (See Note 4)	N/A	a. Not available for Officers. b. CC with consequent effect on promotion, and eligibility for GCBs, LS&GCM and MSM (JSP 761 Ch 5). A CC has no effect when recorded on the CR of an individual aged under 17½.	JSP 830 MSL Chap 13 para 94-104
Fine >14 days' pay	N/A	Optional (See Note 2)	Obligatory (See Note 4)	Obligatory	a. CC with consequent effect on promotion, and eligibility for GCBs, LS&GCM and MSM (JSP 761 Ch 5).	JSP 830 MSL Chap 13 para 105 - 122
Fine 14 days' pay or less	N/A	Optional (See Note 2)	Obligatory for WO	Optional	a. CC with consequent effect on promotion, and eligibility for GCBs, LS&GCM and MSM (JSP 761 Ch 5).	JSP 830 MSL Chap 13 para 105 - 122

(Continued)

AFA 06 Punishment	Forfeiture of LS&GC Medal (see Note 1)	Forfeiture of GCBs (see Note 2)	Career Check (Rating, SNCO or RMOR) (see Note 3)	Note on Official Record (Officers)	Explanatory Notes	References
Severe Reprimand	N/A	Optional (See Note 2)	Obligatory (See Note 4)	Obligatory	a. CC with consequent effect on promotion and eligibility for GCBs, LS&GCM and MSM (JSP 761 Ch 5). A CC has no effect when recorded on the CR of an individual aged under 17½.	JSP 830 MSL Chap 13 para 123 - 126
Reprimand	N/A	Optional (See Note 2)	Obligatory for WO	Optional	a. CC with consequent effect on eligibility for LS&GCM and MSM (JSP 761 Ch 5).	JSP 830 MSL Chap 13 para 123 - 126
Service Supervision & Punishment Order	N/A	Obligatory (All badges)	Obligatory (See Note 3 Note 4)	N/A	a. Not available for Officers. b. CC with consequent effect on promotion and eligibility for GCBs, LS&GCM and MSM (JSP 761 Ch 5). A CC has no effect when recorded on the CR of an individual aged under 17½.	JSP 830 MSL Chap 13 para 68 - 84
Service Compensation Order > 14 days' pay	N/A)	Optional (See Note 2)	Obligatory (See Note 4)	Optional	a. CC with consequent effect on promotion eligibility for GCBs, and LS&GCM and MSM (JSP 761 Ch 5). A CC has no effect when recorded on the CR of an individual aged under 17½.	JSP 830 MSL Chap 13 para 152 - 179
Service Compensation Order 14 days' pay or less	N/A	Optional (See Note 2)	Obligatory for WO	Optional	a. CC with consequent effect on eligibility for GCBs, and LS&GCM and MSM (JSP 761 Ch 5).	JSP 830 MSL Chap 13 para 152 - 179
Restriction of Privileges	N/A	N/A	N/A	N/A		JSP 830 MSL Chap 13 par 136 - 148
Stoppage of Leave	N/A	N/A	N/A	N/A		JSP 830 MSL Chap 13 para 127 - 135
Admonition	N/A	N/A	N/A	N/A		JSP 830 MSL Chap 13 para 149

Notes:

1. *This Table defines the consequence of punishment under AFA 06 on eligibility to hold LS&GC Medal for members of the Naval Service. JSP 761, Chapter 5, para 5.20 states that, "An individual who has already been awarded the LS&GCM who subsequently incurs an entry on their disciplinary record cannot forfeit the medal but will incur an automatic delay before the clasp can be awarded. However, an individual who is sentenced to imprisonment for a period greater than 6 months and/or is dismissed with disgrace is liable to forfeit the LS&GCM or VRSM as well as Campaign, Commemorative and other Service medals in accordance with Chapter 9 of JSP 761. All medals can be restored after a further period of service on application to the Defence Council in accordance with Chapter 9 of JSP 761." All such offences should be reported to Naval Secretary (Honours and Awards), Navy Command Headquarters, Leach Building (MP 3.1), Whale Island, Portsmouth, PO2 8BY. In addition, where any punishment gives rise to optional forfeiture of LS&GC Medal, the offence is to be reported to the Naval Secretary (Honours and Awards).*

2. *Where forfeiture of GCBs is obligatory, all badges are to be forfeit. Where forfeiture is optional, any number of badges may be forfeit but legal advice must be sought in order to ensure consistency across the Service. See Chapter 20 Section 15 for guidance as to whether badges should be forfeit, and JSP 761 Chapter 5 Annex B Appendix 1 for restoration). Where forfeiture of a GCB is ordered the offence is to be reported to the Naval Secretary (Honours and Awards).*

3. *More information about the CC can be found at BRd 3(1) Chapter 58, Annex K, para 10(k); Chapter 67, para 6718; and Chapter 68 para 6806. Where detention or imprisonment is awarded, the CC date used for calculating future eligibilities is the date of release from custody. If a sentence of imprisonment/detention is suspended, the CC date is the date of conviction. Where the punishment is an SSPO, the CC date used for calculating future eligibilities is the last day of the SSPO (may be awarded for 30, 60 or 90 days duration).*

4. *Whenever a CC is imposed the offence is to be reported to the Naval Secretary (Honours and Awards). A CC at any time after the MSM has been awarded will automatically result in forfeiture of the medal (JSP 761 Annex 5A article 16). If the holder of an MSM comes to adverse disciplinary notice short of the award of a CC the circumstances are nevertheless to be reported to the Naval Secretary (Honours and Awards), Navy Command HQ where suitability to retain the MSM will be considered.*

ANNEX 20D

ROLES AND RESPONSIBILITIES FOR THE MANAGEMENT OF SUSPECTED AND REGISTERED SEX OFFENDERS (RSO) IN THE ROYAL NAVY

1. SPCB ViSOR Manager: - is responsible for:

a. Maintaining Home Office ViSOR system.

b. Informing Commanding Officer in writing of new conviction, implications and single Service procedural guidance.

c. Briefing of a Commanding Officer prior to the deployment of a RSO.

d. Informing RNPHQ Public Protection Lead and NAVY CULTURE-DISCIPLINE HEAD SO2 by email of new Visor cases and subsequent updates.

e. Arranging and conducting Matrix 2000 Risk Assessments where a Royal Navy RSO is outside the UK and any other appropriate occasion.

f. Attending Multi-Agency Public Protection meetings.

g. Providing advice on request to assist the RN/RM assignment process

See Annex 20F and Annex 20H.

2. Commanding Officer of Suspected or Registered Sex Offender (RSO): - is responsible for:

a. Managing Suspected or RSO under their command and that these responsibilities are handed over to any successor.

b. Completing and submitting Employment Assessments (see Annex 20I and Annex 20J).

c. Ensuring that they are notified of any external training or loan temporary duty/detachment intentions, and if these are to last for more than 3 consecutive days to forward details to NAVY CULTURE-DISCIPLINE HEAD SO2 (and SPCB for a RSO).

See Annex 20E, Annex 20F and Annex 20H.

3. RNP PUBLIC PROTECTION LEAD: - is responsible for:

a. Maintaining the RN/RM Sex Offender Management Database.

b. Requesting completion of Employment Assessments and drawing Commanding Officer's attention to BRd 3(1) Chapter 20 Section 22.

c. Attending Employment Suitability Assessment/Multi-Agency Risk Assessment Committee (MARAC)/Multi-Agency Public Protection (MAPPA) meetings.

d. Specifying limitations on what police information can be disclosed to other stakeholders.

See Annex 20E, Annex 20F, Annex 20G and Annex 20H.

4. NAVY CULTURE-DISCIPLINE HEAD SO2: - is responsible for:

a. Providing ViSOR and D&BS briefings to new Career Managers.

b. Arranging and chairing 'Employment Suitability Risk Assessment' meetings.

c. Production and maintenance of Defensive News Briefs (BRd 3(1) Chapter 20 Section 17).

d. Prompting NAVY PERS-CM DACOS COORD SO2C to add or delete JPA Assignment Restrictions.

e. Conferring with RNPHQ Public Protection Lead to consider the implications of new assignment plans notified by Career Managers.

f. Advising Career Manager on wisdom of planned assignment (where no Employment Assessment meeting was deemed necessary).

g. Informing RNP Public Protection Lead of Service Penalty once known.

See Annex 20E, Annex 20F, Annex 20G and Annex 20H.

5. NAVY PERS-CM DACOS COORD SO2C: - is responsible for:

a. Maintaining JPA Assignment Restrictions as prompted by NAVY CULTURE-DISCIPLINE HEAD SO2 and alerting specific Career Managers by e-mail.

b. If required, liaising with NPT(Reserves) for any amendments to JPA Reservists PIDs.

See Annex 20E, Annex 20G and Annex 20H.

6. DDPD: - is responsible for:

a. When necessary, conferring with RNP PPU Lead to examine the implications of a sentence to assist full consideration of Service Penalty action following a civil conviction or police caution for a sexual offence.

b. When necessary, convening multi-Agency employment meetings to gain the fullest possible picture of the offence and any limitations placed on the offender, to aid Service Penalty decision making.

See Annex 20H.

7. DDPD Career Manager: - is responsible for:

a. Checking and acting on all JPA Assignment Restrictions.

b. Implementing agreed assignment plans following discussion with NAVY CULTURE-DISCIPLINE HEAD SO2 or attendance at Employment Suitability Risk Assessment meeting.

c. Informing a new Commanding Officer of the provisions in BRd 3(1) before the reassignment of a suspected or RSO to a new post.

See Annex 20E and Annex 20F.

8. Regional Legal Adviser: - is responsible for:

a. Informing NAVY CULTURE-DISCIPLINE HEAD SO2 of Service Penalty following civil conviction or Police Caution for a sexual offence.

b. Requesting sentence implications from RNP Public Protection Lead.

See Annex 20H.

ANNEX 20E

INITIAL ACTIONS ON NOTIFICATION OF A CRIMINAL INVESTIGATION INTO AN ALLEGED SEXUAL OFFENCE

Annex 20U or INREP received notifying:

RNPHQ Public Protection Lead & Navy Culture Discipline Head that a member of the RN is subject to a Service or Home Office Police investigation into an alleged sexual offence.

RNPHQ Public Protection Lead is to:

- Create new record in the Violent and Sex Offenders Register (ViSOR) database.
- Send Offender's CO Registered Sex Offender Employment Suitability Risk Assessment (ESRA) Form Annex 20I for completion.

Offender's Commanding Officer is to:

- Complete ESRA Form Annex 20I, save in PDF format with CO's dated signature, scan and send by email: NAVYPOLICE-HQPPUMailbox@mod.gov.uk & NAVYPEOPLE-PSPEXECDISC@mod.gov.uk
- Notify PSyA by completing Aftercare Incident report (AIR) who will consider whether SC and/or DV need to be suspended.
- Consider the needs of any victim(s) or witness(es).
- Consider ongoing Divisional, Welfare, Medical & Pastoral support.

Navy People Discipline Policy Head is to:

- Contact NAVY PEOPLE-CM COMD POLICY SO2C to place assignment restriction and inform Career Manager.
- Consider convening and chairing ESRA meeting as required.
- Update Defensive News Briefs and issue Lines to Take as required.
- Direct Assignment Action to mitigate risk and protect Victim(s) and/or Witness(es) whilst complying with any conditions imposed by Home Office Police.

ESRA Meeting Required?

Navy Culture Discipline Head is to:

- Arrange & chair ESRA Meeting to include: RNPHQ Public Protection Lead, Home Office Police, Medical, Unit Rep, RN FPS, Personnel Support Group as required.

Navy Culture Discipline Head is to:

- Advise the Career Manager of any Assignment Action and need for any CO to CO ESRA Handover.

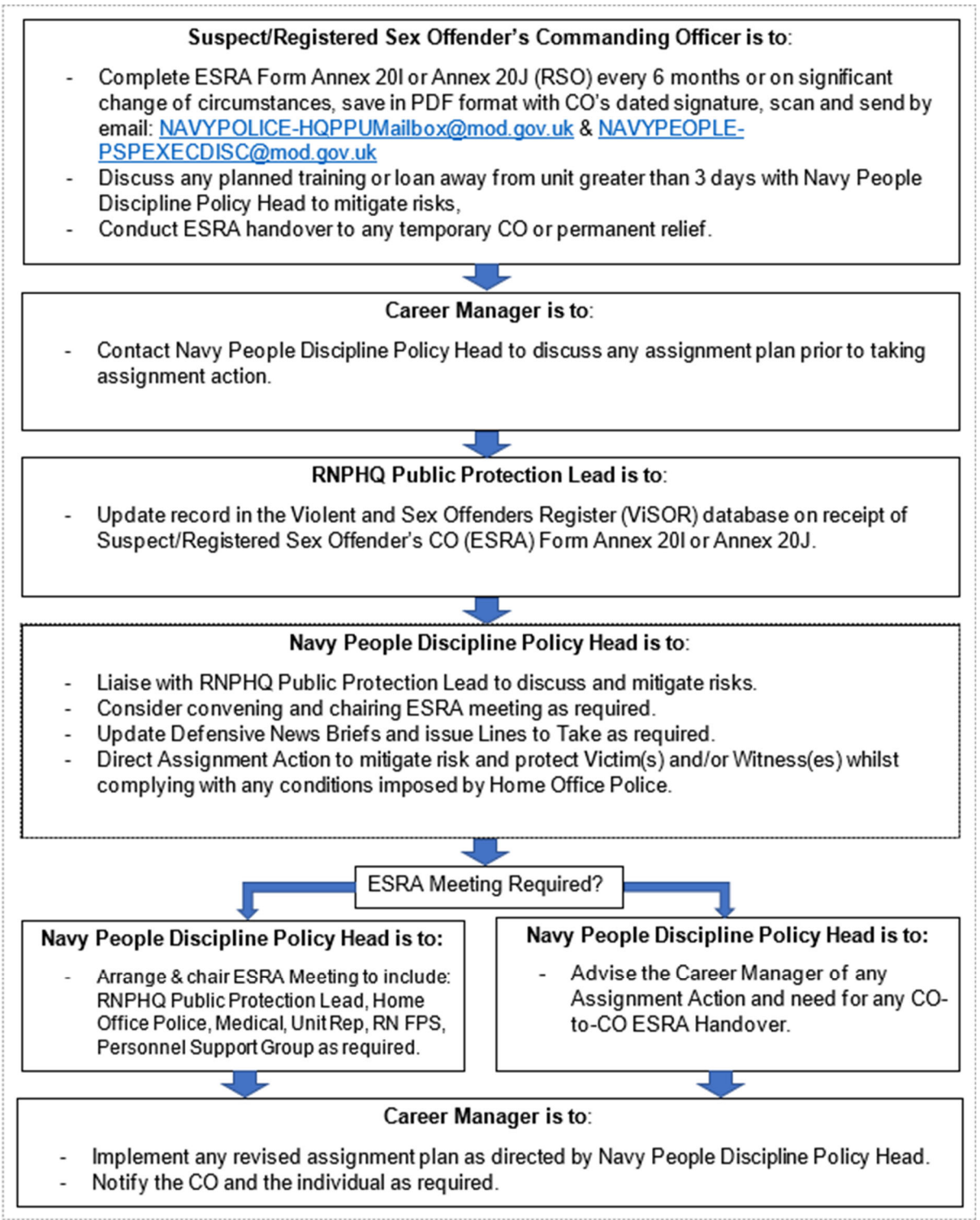
Career Manager is to:

- Implement any revised assignment plan as directed by Navy Culture Discipline Head.
- Notify the CO and the individual as required.

ANNEX 20F

ACTIONS TO ENSURE APPROPRIATE EMPLOYMENT OF SUSPECTED OR REGISTERED SEX OFFENDERS

Note. *The Employment Assessment of those 'suspected' of committing sex offences is to be conducted on a case-by-case basis being careful to avoid an assumption of guilt.*



ANNEX 20G

ACTIONS ON NOTIFICATION OF SEXUAL OFFENCE INVESTIGATION DISCONTINUANCE, A COURT CASE DISCONTINUANCE/ACQUITTAL/QUASHING OR THE SUCCESSFUL COMPLETION OF AN OFFENDER'S REGISTRATION PERIOD

On receipt of official notification that an investigation has been discontinued, court case discontinuance/acquittal/quashing or on successful completion of an offender's registration period:

RNPHQ Public Protection Lead is to:

- Update record in the Violent and Sex Offenders Register (ViSOR) database by the inclusion of a suitable comment and alteration of the record status, alerting Navy People Discipline Policy Head.

Navy People Discipline Policy Head is to:

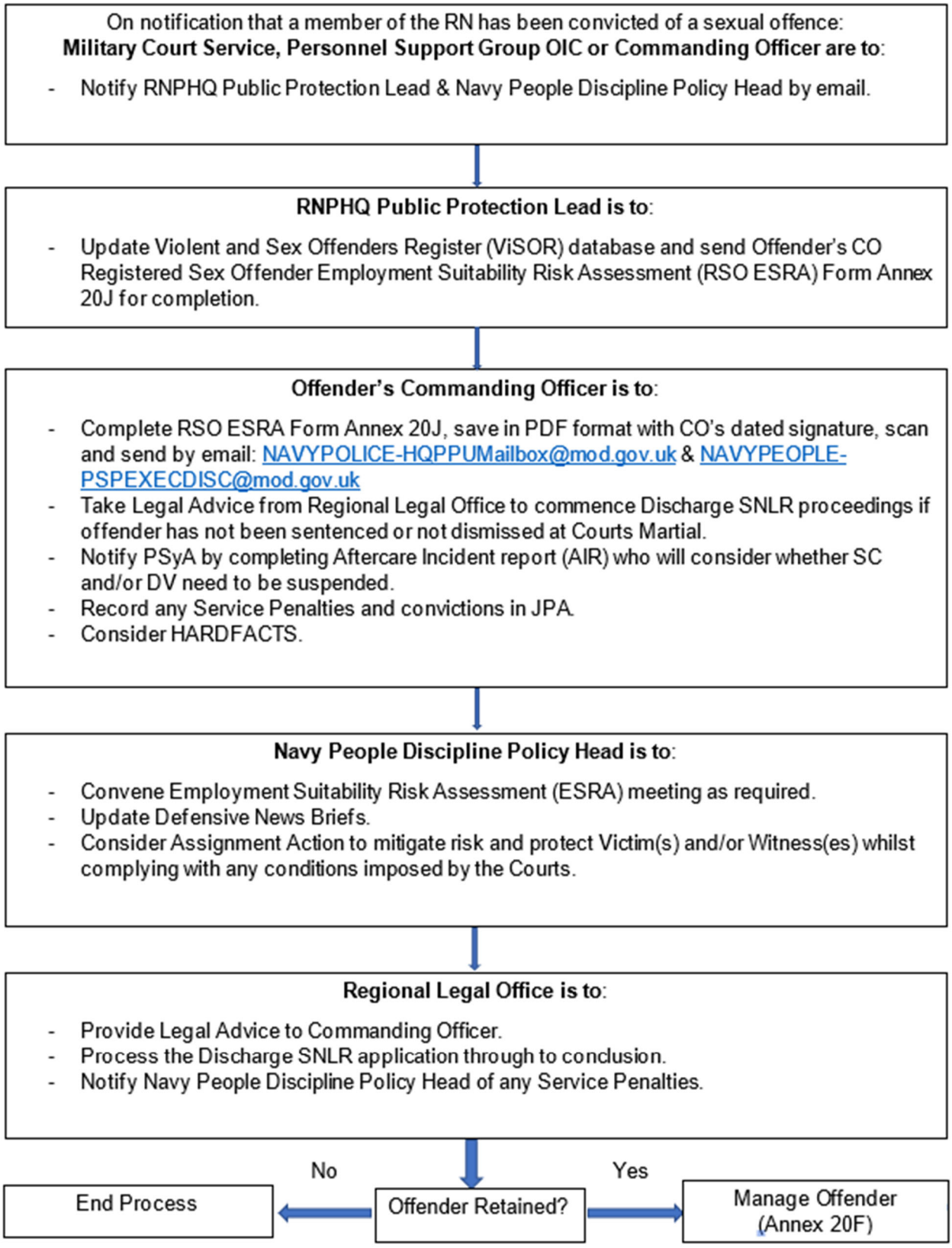
- Inform Navy Pers-CM DACOS Coord SO2C that the JPA Assignment Restriction is to be removed.
- Discuss with the Commanding Officer whether a Zero Tolerance/Unacceptable Sexual Behaviour Immediate Ships Investigation is required where the 100% threshold for conviction in Court is not met and there may be, on the balance of probabilities; a case to answer.

Career Manager is to:

- Remove the JPA Assignment Restriction.

ANNEX 20H

ACTIONS ON NOTIFICATION OF SEXUAL OFFENCE CONVICTION



ANNEX 20I

ALLEGED OFFENDER'S EMPLOYMENT SUITABILITY RISK ASSESSMENT (ESRA)

ALLEGED OFFENDER'S EMPLOYMENT SUITABILITY RISK ASSESSMENT (ESRA) *(Downloadable version available in BRd 3(1) Forms Section)*

ANNEX 20J

REGISTERED SEXUAL OFFENDER EMPLOYMENT SUITABILITY RISK ASSESSMENT (RSO ESRA)

1. Confidentiality Statement: In working with Registered Sex Offenders (RSO) all personnel have agreed boundaries of confidentiality. The information contained within this Employment Suitability Risk Assessment (RSO ESRA) respects those boundaries of confidentiality and is shared on the understanding that:

The assessment is called for in circumstances where it is felt that the risk presented by the offender is so great that issues of the service community or individual safety outweighs those rights of confidentiality.

2. This RSO ESRA is closed under the Freedom of Information Act under one or more of the following reasons:

a. Investigations and proceedings by public authorities (S.30(1)(B)).

b. Health and Safety (S.38).

c. Personal Information (S.40).

d. Information provided in confidence (S.41).

3. The questions in this risk assessment consider Article 8.2 European Court of Human Rights, with reference to:

a. Public Safety.

b. The prevention of crime and disorder.

c. The protection of health and morals.

d. The protection of the rights and freedom of others.

4. This RSO ESRA should not be photocopied, or the contents shared outside of the Command, Navy People Discipline Policy Head, RNPHQ Public Protection Unit, Personnel Support Groups (Devonport, Faslane and Portsmouth and their satellite offices) and the Armed Forces ViSOR Manager. If further disclosure is essential, then permission should be sought from RNPHQ Public Protection Unit..

OFFICIAL-SENSITIVE - CONDIS (when completed)
Handling Instruction: Limited Circulation
(Sexual Offences (Amdt) Act 1992 & SEXUAL Offences Act 2003 refer)

5. Offence related questions.

Full Name: .....

Service Number: .....

DoB: .....

Ship / Unit: .....

What is the trigger for completion of this form? (e.g., Guilty Plea at a Hearing / Conviction / Change in the offender's circumstances / Contemplation of re-tasking)
Give full details, including full contact details, the responsible authority and of the specific person appointed to manage this Offender for the duration of their awarded period as a Sex Offender.
Are there any known restrictions imposed by the Court, Police? (e.g., Restraining Order, Sexual Offences Prevention Order (SOPO), Barred from working with Vulnerable Groups etc.)
What is the Offender's current, and intended future tasking under your command? (To include job description, forthcoming deployments, including any Loan Temporary Duty period of 3 days or more).
Is the Offender currently engaged in Regulated Activity? (i.e. In a position that requires D&BS / PVG clearance?)

OFFICIAL-SENSITIVE - CONDIS (when completed)
Handling Instruction: Limited Circulation
(Sexual Offences (Amdt) Act 1992 & SEXUAL Offences Act 2003 refer)

Is the Offender employed in a supervisory capacity over any Juveniles (U18s) or Vulnerable Adults (ie Mess Deck Supervisor, Troop Commander, Line Manager etc).
What level of supervision will the Offender receive – give detail?
Does the conviction suggest an interest in a particular identified group of persons?
MALE: YES/NO **FEMALE:** YES/NO **U18:** YES/NO **U16:** YES/NO
Explain if the Offenders current or intended assignment causes contact with an identified group?
Does the post involve one-to-one contact with juveniles or vulnerable adults within such groups, as other service personnel, the public, potential recruits, or dependants?
Will the nature of the job present any realistic opportunities for the Offender to re-offend at work?
Is a management plan in place to mitigate any perceived risk? **(Management Plan to be attached and sent to RNPHQ PPU with this document).**

OFFICIAL-SENSITIVE - CONDIS (when completed)
Handling Instruction: Limited Circulation
(Sexual Offences (Amdt) Act 1992 & SEXUAL Offences Act 2003 refer)

Does the Offender's current or intended assignment require entry to another country, for which authorisation will be required, and is to be requested?
Does the individual have access to weapon systems or any munitions? If yes, what considerations / mitigations are in place to manage / restrict / deny access to such articles.
Are you likely to hand over command responsibility while the Offender remains attached to this unit? (If so, have you briefed your successor on the requirements of this chapter of BRd 3(1)?)
Has dialogue taken place with Navy People Discipline Policy Head to discuss the implications and restrictions of employment regarding the individual?
Are there any other considerations regarding the Offender / offences?
Has the individual been entered into VRMIS?
Is the Offender considered to be at risk of self-harm or harm from others? (e.g., reprisals)

Does the Offender's current assignment allow the individual to have practical access to their nominated legal representative?
Is the Offender required to appear before further Court hearings? (e.g. Sentencing / SOPO hearings)
What is the attitude of the individual towards the Guilty Plea / Conviction?
Has a media strategy been agreed by Navy People Discipline Policy Head?
Have Discharge SNLR proceedings commenced?
Are there any other considerations regarding the Offender?

OFFICIAL-SENSITIVE - CONDIS (when completed)
Handling Instruction: Limited Circulation
(Sexual Offences (Amdt) Act 1992 & SEXUAL Offences Act 2003 refer)

THIS RISK ASSESSMENT MUST BE SIGNED BY THE SUBJECTS COMMANDING OFFICER

6. Commanding Officers Details:

Name: ..... Rank: .....

Service Number: .....

Appointment: .....

Signed: ..... Date: .....

A fully completed and signed scanned PDF version of this document is to be emailed to the following mailboxes:

NAVY POLICE-HQ PPU MAILBOX (MULTIUSER)

and

NAVY PEOPLE-PSP EXEC DISC (MULTIUSER).

ANNEX 20K

THE ARMED FORCES CODE OF PRACTICE FOR VICTIMS OF CRIME 2015

1. Introduction

In accordance with The Armed Forces Code of Practice for Victims of Crime 2015 ('the Code'), alleged victims of crime (including victims of criminal and non-criminal conduct[1] offences under the Armed Forces Act 2006) are entitled to receive certain services where the alleged offence was committed in the European Union (EU) or criminal proceedings (including Summary Hearing and Court Martial proceedings) take place in the EU. Complainants are referred to as 'victims' within the Code. Service Providers under the Code include the Commanding Officer (CO) of the accused, the Service Police, the Service Prosecuting Authority (SPA) and the Military Court Service. Overall, the purpose of the Code is to ensure that victims of crime receive appropriate information, support and protection and are able to participate in criminal proceedings. Key features introduced by the Code include: an assessment of the victim's needs at the outset of an investigation; the appointment of a Victim Liaison Officer (VLO); and a victim's right to a review of a CO's decision not to bring any charge against an accused person or not to refer a case to the SPA. This Annex provides guidance to COs and VLOs in particular regarding their responsibilities. The RNP's responsibilities under the Code, including details of the procedure to be applied when a victim exercises their right to a review of a RNP decision to discontinue an investigation or not to refer any charges to the CO or the SPA, are set out in Provost Marshal Technical Instruction Number 31.

2. Application of the Code

There is a duty to provide services to victims when all of the criteria set out below are satisfied. The victim is entitled to access victim support services at any time, whether they have reported a crime or not, and after the conclusion of the investigation and prosecution.

a. A victim of an alleged offence has suffered harm, including physical, mental or emotional harm or economic loss, which was caused directly by a criminal offence. This includes a close relative of a person whose death was directly caused by a criminal offence. For victims aged under 18 years, their parent or guardian may also receive services under the Code.

b. The relevant offence was committed in the EU or is the subject of criminal proceedings which take place in the EU (including Summary Hearing and trial by Court Martial). The investigation stage forms part of 'criminal proceedings' for the purposes of the Code.

c. A victim, or a bereaved relative, has made a complaint to the Service Police or to the CO of the accused person, or the victim has been identified in a complaint made by a third party. The Code applies even if a suspect has not been identified.

[1] As defined in JSP 830 (MSL) Chapter 7.

d. The alleged offence is being dealt with by the Service Justice System (SJS). If the case is later transferred to a civilian jurisdiction, a victim will cease to be entitled to further services under the Code from the date of transfer provided they are notified of this fact. Responsibility for support will then transfer to the civilian sector. Where there is a joint civilian/military investigation, the Code applicable to the lead agency will apply.

e. The victim is present in the UK. Where a victim is not present in the UK or has left the territory of the UK, it is the victim's country of residence that should provide victim support services to that victim. As a matter of RN policy, the Code will apply when a victim is present onboard any RN warship, RN submarine or RFA vessel, even if that vessel is located outside UK internal or territorial waters.

f. The victim has not opted out of their entitlement to receive services under the Code. A victim may opt out of some services but retain their right to receive other services under the Code.

3. Key Features of the Code

The Code outlines obligations applicable to the SJS which the Service Police and the chain of Command must comply with. These include:

a. On receipt of an allegation, the conduct of a 'Needs Assessment' in relation to the victim. The purpose of this assessment is to identify any needs or support required by the victim. This includes whether and to what extent they may benefit from Special Investigation Measures[2] and Special Measures[3] to assist them in giving their best evidence in any proceedings.

b. The appointment of a VLO by the CO of the suspect. The primary role of the VLO is to keep the victim informed of key stages in the progress of the case. The VLO must be of the minimum rank of Petty Officer, not be part of the suspect's direct chain of Command and not have had any prior involvement in the case.

c. The victim's right to a review of a CO's decision not to prosecute. This includes a CO's decision not to charge any suspect with any offence in relation to a disciplinary investigation, or not to refer a case to the SPA where the matter cannot be dealt with by way of Summary Hearing. The victim is entitled to be notified of the reasons why this decision was made, how they can access further information about the decision and how they can seek a review of the decision. Victims may request a review within 3 months of them being notified of a CO's decision not to prosecute.

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[2] The following Special Investigation Measures may be available:
a. To have the same person, where possible, conduct all the interviews (unless to do so would prejudice the proper handling of the investigation);
b. To be offered the opportunity to have a person of the same sex conduct the interview where the individual is a victim of sexual violence, gender-based violence, or domestic violence (any request will be met where possible unless to do so would prejudice the proper handling of the investigation);
c. To have interviews carried out by or through professionals trained for that purpose;
d. To have interviews carried out in premises designed or adapted for that purpose.

[3] Special Measures is the term used to describe the measures a Service court can order to assist vulnerable or intimidated witnesses to give their best evidence in court.

4. Needs Assessment

In most RN cases, Needs Assessments are conducted by the Service Police. However, in accordance with RN policy4, there are some allegations which may be investigated by means other than a RNP investigation (for example by a Coxswain). In these circumstances, the unit investigator must conduct the Needs Assessment by reference to the guidance (at Annex 20L) which has been issued by the MOD. If Coxswains and other non-RNP personnel require advice and guidance on this process, they should contact their area NPM.

5. Victims Leaflet

Victims entitled to receive services under the Code should be provided with a copy of Annex 20M, completed with the relevant information. This should be provided to the victim by the RNP in the first instance, or by the unit investigator for non-RNP investigations.

6. Duties of the Commanding Officer

a. The CO must ensure that victims are provided with a written acknowledgement of the crime that they have reported including the basic details of the alleged offence. Where the matter is investigated by the RNP, the RNP will fulfil this duty. The victim must be asked if they wish to be referred to victim support services[5]. Where the RNP/CO considers there may be a risk of harm to the victim from sending a written acknowledgement (e.g. in domestic violence cases), they may agree with the victim not to send one.

b. Where a suspect is arrested, taken into custody or charged in respect of a criminal offence, a VLO is to be allocated to the victim's case no later than 3 working days after the day of the event, and within 1 working day where the victim is a victim of the most serious crime, persistently targeted, or vulnerable or intimidated. A VLO must be appointed by the suspect's CO. Upon allocation, the CO must inform the VLO of the event.

c. In appointing a VLO, a CO must take into account the factors outlined at paragraph 7 of this Annex. This is a non-exhaustive list and COs should apply common-sense in identifying a suitable VLO. On appointment, the VLO must be handed the guidance at Annex 20N. The CO should tell the VLO how often they wish the victim to be informed of the progress of the case; normally this will be monthly or whenever a significant event occurs.

d. The CO should inform the victim that they have a right to receive information about the progress of the investigation, including the information outlined at paragraph 8 of this Annex. The CO may direct the VLO to provide this information to the victim on their behalf. Where a suspect is arrested, taken into custody or charged in respect of a criminal offence, the CO must inform the VLO as soon as possible of the event.

[4] Provost Marshal (Navy) Technical Instruction 56.
[5] Details are at: www.victimsupport.org.uk or on 0808 1689293 in the UK.

e. The CO must inform the victim if they make a decision not to investigate the allegation and provide an explanation. The CO must also inform the victim if they conclude an investigation without any individual being charged. They must ask the victim if they wish to be informed if the investigation is re-opened (e.g. in the event that further evidence comes to light).

f. Where the victim is a victim of the most serious crime, a persistently targeted victim, or a vulnerable or intimidated victim, the CO must note any Special Investigation Measures identified as appropriate in the Needs Assessment or requested by the victim. Where it is assessed that a victim will or may require special measures to assist them in giving any evidence, the CO must seek legal advice prior to determining whether or not a case may be dealt with summarily or should be referred to the SPA for trial by Court Martial.

g. At a Summary Hearing, the CO must ensure the following:

(1) Where a victim is called to give evidence, they are given the opportunity to refresh their memory from their written statement or video-recorded interview (as applicable), shortly before the Summary Hearing.

(2) Victims, and any family members with permission to accompany them, can enter and leave the unit in which the Summary Hearing is being held through a different entrance and are seated in a separate waiting area from the accused where possible.

(3) Where circumstances permit, a member of the CO's staff meets the victim and answers any questions posed about the Summary Hearing process and where possible provides an indication of how long the victim may have to wait before giving evidence.

(4) Wherever possible, if there is a delay in proceedings on the day, a member of the CO's staff provides an explanation to the victim and indicates how long they may have to wait.

(5) That there is a CO's point of contact for victims in order that they can find out what is happening in their case while it is being heard.

(6) There are procedures in place for a member of their staff to take the victim's contact details if the victim needs to leave the unit at any time, to ensure that the victim can be contacted if necessary.

(7) The CO must ensure that the Summary Hearing is conducted in a fair and just manner. Part of the Summary Hearing process involves the questioning of witnesses to test their evidence. The CO will treat victims who are witnesses respectfully and, where appropriate, will intervene where questioning is considered inappropriate or too aggressive.

h. The CO must ensure that the victim is offered the opportunity to make a Victim Personal Statement (VPS) as outlined at paragraph 9 of this Annex. The CO must ensure that any VPS is forwarded to the SPA where applicable. If the case proceeds to a Summary Hearing, the CO must ensure that the VPS is included in the case summary and written evidence.

7. Appointment of Victim Liaison Officer

a. It may be that the most suitable individual to act as a VLO is not based in the accused's unit. Liaison between COs may therefore be required should a CO propose to assign a VLO who is not under the nominating CO's chain of Command. In nominating a VLO, the CO should take into account the following factors:

(1) The suitability of the individual to undertake the role by reference to their professional skills and personal characteristics. A VLO must have excellent interpersonal skills, with the ability to handle vulnerable or intimidated witnesses with empathy and discretion. They must also possess good written and oral communication skills and be well-organised. If the individual has not already been trained as a VLO, they must be directed to contact their Regional Legal Office in the first instance.

(2) **The Location of the VLO.** The VLO must be able to communicate effectively with the victim at regular and short-notice intervals as required.

(3) **The Rate or Rank of the Victim.** Where possible, it is advised that the VLO is a peer or superior in rank to the victim.

(4) The likelihood that an individual may become involved in the case as a witness or in an investigative capacity. If the individual is already involved, or if there is any prospect that they may become so, they must not be nominated as the relevant VLO.

(5) **The relationship of the VLO to the Victim.** The VLO should be able to remain objective and it is therefore undesirable that an individual is assigned who may have an emotional attachment to the victim or the case.

(6) The likelihood that the VLO is going to be able to see the case through to its conclusion. This is particularly important when an alleged Schedule 2 offence, or an alleged offence committed in prescribed circumstances, is involved which may be referred for trial by Court Martial. Where ever possible, changing a VLO part way through a case should be avoided.

b. The CO of the accused retains responsibility for ensuring that the VLO undertakes their duties. This may require cross-Command liaison. If an accused person is assigned to a new unit, the accused's new CO takes on this responsibility. In such circumstances, the original CO must ensure that all relevant information is passed to the new CO.

8. Duties of Victim Liaison Officer

a. Some of the functions required by the Code will be undertaken by the RNP in RN cases. The remaining duties must be fulfilled by the VLO, who must inform the victim verbally or in writing of the following information without delay:

(1) The date and time of any arrest of a suspect.

(2) The date and time of the release of the suspect from Service custody, including any release requirements that are imposed, changed or cancelled, unless the CO considers doing so would cause a risk of harm to the suspect.

(3) The progress of the investigation or criminal proceedings at intervals agreed with the victim at first contact.

(4) Any decision not to proceed with or to end an investigation, not to charge a suspect or not to refer the case to the SPA. The VLO must inform the victim that they have a right to a request a review of a CO's decision not to prosecute and to provide the victim with sufficient information to enable them to decide whether to request a review.

(5) Any decision to substitute a charge against the suspect with another charge, substantially alter a charge or to bring an additional charge against the suspect, together with a brief summary of reasons for the decision where available.

(6) The date, time and place of any Court Martial trial, Summary Hearing or appeal and the nature of the charges against the suspect.

(7) The final judgement of any Court Martial trial, Summary Hearing or appeal, including a brief summary of any reasons given.

b. The Victim Liaison Officer must inform the victim of their right:

(1) To opt into the Armed Forces Victim Contact Scheme (AFVCS) if the offender receives a sentence of Service detention or imprisonment. The AFVCS is offered to victims of offences including bereaved close relatives where the offender receives a sentence of Service detention. To opt into this scheme the victim should notify the Deputy Commandant MCTC[6]. The AFVCS provides victims who are concerned for their safety with information keeping them informed of the key stages of the offender's sentence, such as periods of unsupervised conditional release, as well as final release. The information is provided subject to the discretion of MCTC not to provide it in cases where there is an identified risk of harm to the offender which would result from the notification.

[6] 01206 816701 MCTC, Berechurch Hall Camp, Berechurch Hall Road, Colchester, CO2 9NU

(2) To apply for compensation under the Criminal Injuries Compensation Scheme (CICS) if the victim qualifies. The VLO should explain to the victim that the recommended tariff for Service Compensation Orders is closely related to the CICS and that any sum awarded by the CO would be deducted from the compensation scheme.

(3) To make a complaint if the victim does not receive the information and services that they are entitled to, and to receive a full response from the relevant Service Provider. The procedure for dealing with these complaints is at Annex 20O.

9. Victim Personal Statement

a. The RNP or CO must ensure that the victim is offered the opportunity to make a VPS in the following situations:

(1) For any victim, at the time that they complete a witness statement about what has happened.

(2) At any time for victims of the most serious crime (including bereaved close relatives), persistently targeted victims and vulnerable or intimidated victims, irrespective of whether or not they have given a witness statement about what happened.

(3) A parent or carer of a vulnerable adult or of a victim under the age of 18 unless it is considered not to be in the best interests of the child or vulnerable adult.

(4) In any other cases where the CO deems it appropriate.

(5) In most cases, the RNP will have discussed the issue of VPS with the victim and obtained a VPS in accordance with their wishes.

b. When a VPS is being taken, the person taking the statement must ensure that the victim is asked whether or not they wish the VPS to be read aloud or played (if recorded) if the matter proceeds to a Service court. For Court Martial proceedings, the victim must be asked whether they would prefer to read the statement aloud personally or whether they would like the SPA advocate to do this on their behalf. It must be explained to the victim that the VPS does not have to be read aloud if they do not wish this or, alternatively, to change their mind in this respect. The victim must be made aware that they may be questioned about the contents of their VPS in a Court Martial or a Summary Hearing, and that its contents may be reported by the media if the case is heard in a public Service court. Ultimately, the victim should be advised that it is a matter of judicial discretion whether a VPS is read aloud (and by whom) or played (where recorded) in full or in part before a Service court.

c. In relation to Summary Hearings, the victim must be advised that they may read out the VPS if they are called to give evidence as a witness; otherwise it will be provided as written evidence to the CO. The VLO must, wherever possible, notify the victim in a timely manner of the CO's decision about whether, and what sections of, the VPS will be read aloud (or played) and who will do this.

10. Expenses

As directed by the MOD, the unit must pay without unreasonable delay any expenses the CO has decided are due to the victim after receiving a correctly completed claim form.

11. Victims Right to a Review of CO's Decision not to Prosecute

a. The victim's is right to a review of a CO's decision not to prosecute applies where the CO has decided not to charge any suspect with any offence in relation to a disciplinary investigation or not to refer a case to the SPA where the matter cannot be dealt with summarily. The victim may notify the VLO or the CO, verbally or in writing, that they wish to exercise their right to a review of this decision. Where a victim nominates a third party to act on their behalf, the CO must be satisfied that the third party has the authority to do so. On receipt of a request from a victim for such a review the CO is to seek legal advice.

b. Where a review is to be conducted, a CO will be advised to refer the case to their Higher Authority (HA) who (provided that the HA is of the rank of at least Commodore) will appoint another officer to act as the suspect's CO for disciplinary purposes ('the Reviewing CO').

c. A Reviewing CO must conduct a review of the decision not to bring a charge or not to refer the case to the SPA, as applicable. They must consider the case afresh on the basis of the evidence presented. They may direct further investigation of the facts surrounding the alleged offence as they deem necessary. The Reviewing CO must not discuss with the original CO (or with those who advised them) the basis of the decision not to prosecute. Legal advice should be sought in line with existing RN policy.

d. In order to overturn the decision not to charge a suspect(s) or not to refer a case to the SPA, the Reviewing CO must be satisfied that the decision that the Evidential Test and/or Service Interest Test[7] had not been met was wrong and that for the maintenance of confidence in the SJS, the decision must be reversed. They must confirm in writing to the victim the outcome of the review. The victim is entitled to a single review only of a CO's decision not to prosecute.

e. If the Reviewing CO decides to overturn the original CO's decision not to prosecute, they must then try the case summarily or refer the case to the SPA as applicable.

[7] Evidential Test and Service Interest Test as defined at paras 93 and 94 of Chapter 6 of JSP 830 - Manual of Service Law

12. Complaints Procedure

A victim has a right to state a complaint under the legislation if they believe that they have not received, or are not receiving, the services under the Code to which they are entitled. Further details of this complaints procedure have been provided by the MOD, including the actions to be taken by the Command accordingly, as outlined at Annex 20O. In the event that a victim submits such a complaint, the CO must seek legal advice prior to taking any action in relation to it. This complaints procedure is separate to the Service Complaints process.

13. JPA Recording

The Needs Assessment and a record of rights offered and taken up by the victim must be recorded on JPA.

ANNEX 20L

VICTIM NEEDS ASSESSMENT

Investigation/Case Reference Number……..

Note. *Completion of this form does not mean that Special Investigation Measures or Special Measures* ***will*** *be implemented and* ***no assurances are to be given to the victim/witness***

Name ……Age ……..Date of Birth ……Gender ……

1. Identification of Victim/Witness

The Youth Justice and Criminal Evidence Act 1999 (YJ&CE 99) aims to assist certain vulnerable groups of witnesses[1] to give evidence at court with the support of 'Special Measures'. Similarly, the Armed Forces Code of Practice for Victims of Crime provides Enhanced Entitlements to certain groups of victims to assist in their provision of evidence during the investigation, at a Service court or Summary Hearing. Tick to show which of the group(s) below apply to the subject victim/witness.

a. **Vulnerable.**

(1) Person under 18 years of age ☐

(2) Person with a mental disorder ☐

(3) Person with a learning difficulty ☐

(4) Person with a physical disability/disorder ☐

b. **Intimidated.**

(1) Person in fear or distress about giving evidence ☐

(2) Complainant in a sexual/human trafficking case ☐

c. **Victims of the Most Serious Crime.** ☐

A victim of domestic violence, hate crime, terrorism, sexual offences, human trafficking, attempted murder, kidnap, false imprisonment, arson with intent to endanger life and wounding or causing grievous bodily harm with intent. This also includes a close relative bereaved by a criminal offence.

[1] In the majority of cases a victim will also be a witness in the case.

d. **Persistently Targeted Victims** ☐

A direct victim of crime repeatedly targeted over a period of time, particularly those who have been deliberately targeted or victims of a sustained campaign of harassment or stalking.

2. Eligibility for Special Investigation Measures/Special Measures

a. The YJ&CE 99 makes those victims/witnesses at paras 1.a(1) and 1.b(2) are automatically eligible for Special Measures. In addition, the Armed Forces Code of Practice for Victims of Crime **entitles** all victims of crime identified as belonging to one of the four groups within 1(a) to (d) above to Enhanced Entitlements, which includes Special Investigation Measures and Special Measures (see paras 3 and 4 below).

b. In relation to sub-paras 1.a(2), 1.a(3), 1.a(4) and 1.b(1), explain briefly below the nature of the vulnerability, fear or distress and show how it is likely to diminish the quality of the victim/witnesses evidence in terms of their evidence being complete, coherent and accurate. Coherence refers to their ability to understand the questions put to them and give appropriate answers.

Nature of disorder/impairment or witness fear/distress and effect on evidence (expert advice may need to be sought):		In relation to sub-para 1.b(1), consider and note these factors:
…… …… …… …… …… …… (*indicate here if a continuation sheet is used*)	☐	• The circumstances of the offence. • The age of the witness. • Their social and cultural background. • Their domestic and employment circumstances. • Any religious beliefs or political opinions of relevance. • Any behaviour towards the witness by the accused, their family or anyone else.

3. Special Investigation Measures - Victims

Special Investigation Measures must be discussed with a victim entitled to Enhanced Entitlements under the Armed Forces Code of Practice for Victims of Crime. The victim is entitled to request that Special Investigation Measures are used and their request is to be considered in deciding whether any such measures are provided. Special Investigation Measures are:

a. Having the same person, where possible, conduct all interviews (unless to do so would prejudice the proper handling of the investigation).

Requested ☐ Used ☐

Remarks: .....

.....

b. Be offered the opportunity to have a person of the same sex conduct the interview for victims of sexual violence, gender-based violence, or domestic violence (any request to be met unless to do so would prejudice the proper handling of the investigation).

Requested ☐ Used ☐

Remarks: .....

.....

c. To have interviews carried out by or through professionals trained for that purpose.

Requested ☐ Used ☐

Remarks: .....

.....

d. To have interviews carried out in premises designed or adapted for that purpose.

Requested ☐ Used ☐

Remarks: .....

.....

e. If the victim is under 18 years of age, an audio-visual recorded interview.

Requested ☐ Used ☐

Remarks: .....

.....

f. If the victim is under 18 years of age, suffers from a mental disorder, has a significant impairment of intelligence and social functioning, has a physical disability or physical disorder, the use of communication aids.

Requested ☐ Used ☐

Remarks: .....

.....

4. Special Measures

a. If a victim/witness is under 18, tick to show if the case is:

(1) Sexual Offence ☐

(2) Offence involving violence, cruelty or abduction ☐

(3) Any other offence ☐

b. The admission of a visually recorded interview should be considered, particularly if paras 4(a) and 4(b) above apply.

c. Which Special Measure(s) is/are likely to improve the ability of the witness to give evidence, and why? Consider: the needs of the victim/witness, age, development or disability, communication difficulties, the state of mind (distress, shock); the type and severity and/or the circumstances of the offence (e.g. offender known to the witness); the purpose and likely value of visually recorded interview on this occasion, perceived fears about intimidation and recrimination.

Special Measures	Tick if Required	State how this will improve the quality of the witness's evidence
Screens		
Live Link		
Evidence in Private		
Removal of wigs and gowns		
Visually recorded evidence		
Video cross-examination		
Intermediaries		
Interpreter		
Communication aids		

5. Please attach supporting evidence, e.g. birth certificate, medical report (if available).

Details of supporting evidence attached: .....

.....

.....

6. Give views of the witness as to why the measures sought are required.

.....

.....

.....

7. If appropriate, give views of interested parties, e.g. parent, carer, doctor, nurse, guardian, etc.

.....

.....

.....

8. Details of agencies involved, e.g. Social Care Services, SPA, SSAFA, etc. (include results of any communications and contact numbers, details and addresses).

.....

.....

.....

9. If you decide not to collect evidence from a witness by visual recording explain why.

.....

.....

.....

10. Indicate if a special measures meeting is required: Yes/No

Assessing NCO (name, rank, number)……Date……..

Contact Details……

GUIDANCE FOR COMPLETION OF VICTIM/WITNESS NEEDS ASSESSMENT

Note. *This assessment* ***MUST*** *be initiated* ***BEFORE*** *recording a statement from the Victim/Witness*

1. Purpose of the Victim/Witness Needs Assessment

a. The purpose of the Victim/Witness Needs Assessment is to:

(1) Identify whether the victim or witness is eligible for or entitled to any Special Investigation Measures or Special Measures.

(2) Allow for the victim or witness to request the use of any Special Investigation Measures and then document this request, as well as whether the measures are to be used.

(3) Provide information to the SPA for a Special Measures meeting if appropriate.

(4) Provide information to SPA to apply for Special Measures to the court.

(5) Record the views of the witness.

(6) Identify witnesses in need of special protection (see additional guidance notes below).

b. Where additional space is required, use a continuation sheet, indicating this on the assessment as appropriate.

2. Completing the Assessment

a. **Para 1.** Para 1 identifies the type of victim/witness who might be eligible for Special Measures.

(1) A vulnerable victim/witness is eligible for special measures if the witness is:

(a) Under 18; or

(b) Suffering from mental disorder, or significant impairment of intelligence and social functioning, or physical disability or disorder.

(2) An intimidated victim/witness is eligible for special measures if the witness is:

(a) In fear or distress about testifying; or

(b) Is a complainant in a sexual case.

(3) A victim of the most serious crime is defined by the Code as a victim of domestic violence, hate crime, terrorism, sexual offences, human trafficking, attempted murder, kidnap, false imprisonment, arson with intent to endanger life and wounding or causing grievous bodily harm with intent. This also includes a close relative bereaved by a criminal offence.

(4) A persistently targeted victim is defined by the Code as a direct victim of crime repeatedly targeted over a period of time, particularly those who have been deliberately targeted or victims of a sustained campaign of harassment or stalking.

b. **Para 2.** The assessment must take into account the victim's age, the nature and circumstances of the offence and any of the following factors that appear to be relevant:

(1) Social and cultural background and ethnic origins of the victim/witness;

(2) Domestic and employment circumstances of the victim/witness;

(3) Any religious beliefs or political opinions of the victim/witness; and/or

(4) Any behaviour toward the victim/witness by the accused, the family or associates of the accused or any other person likely to be an accused or a witness in the proceedings.

c. **Para 3.** Para 3 requires the assessor to inform an eligible victim of their entitlement to Special Investigation Measures and explain the range of measures that may be available to them to assist in obtaining the best possible evidence. The form allows the assessor to record any requests made by the victim for such measures, whether they were then used and the rationale should they not have been used.

d. **Para 4.** Para 4 requires the assessor to ensure that any victim/witness deemed to be 'in need of special protection' is identified. There are three categories of victim/witness who are under 18 years of age, as follows:

(1) Persons under 18 years of age giving evidence in a sexual offence case;

(2) Persons under 18 years of age giving evidence in a case involving an offence of violence, neglect or abduction; or

(3) Persons under 18 years of age giving evidence in all other cases.

3. Those under 18 years in the first two categories in particular should be considered for the provision of audio-visually recorded interview and for this to be used as evidence in court. For any other offence, under 18 year olds may be eligible for both visually recorded statements to be admitted and other testimony by live link.

4. Para 4 continues for all other cases by requiring justification of why a measure or measures would be likely to improve the quality of evidence by the witness. For example, give details of the special measures for a complainant in a sexual offence.

5. Para 5

Para 5 requires that any evidence which can be obtained to support the application should be submitted if available.

6. Para 6

It is essential that the victim/witness be asked to give their views, since any proceedings which consider the granting of a measure must take into account all circumstances of the case when deciding where the interests of justice lies, and in particular the views of the victim/witness. For similar reasons it is an important consideration in determining whether Special Investigation Measures are appropriate. It is essential to canvass the views of the victim/witness before deciding how to take their evidence.

7. Para 7

a. Para 7 requires that the views of interested parties such as a parent or carer, etc. be recorded. It should only be completed in appropriate cases, where the views of the victim/witness can be supported or assisted by such a person. Hence, this may/will include:

(1) The views of the carer about the victim/witness going to court;

(2) How supportive is the carer of the under 18 year old and the prosecution; and/or

(3) Strengths and weaknesses of the person under 18, such as:

(a) Developmental age.

(b) Linguistic and emotional development (e.g. their level of understanding or grasp of time intervals may be relevant to specimen charges); and

(c) Attention span relevant to requests for breaks when giving evidence.

(4) The person under 18 years own preference, the carer's and Service Police or CO's view about how the child should give evidence (ie. use of screens, TV link, and\or other special measures).

b. Inform any victim/witness aged under 18 years that, should they be called to give evidence at a Service court, the Military Court Service will send them an information leaflet designed specifically for them.

8. Para 8

Para 8 requires the details of other agencies involved, e.g. Social Services or a school, will assist the prosecution to ensure relevant assistance is given to the victim/witness. Include details of any work progressing with the witness, such as continuing support.

9. Para 9

In the event that a written statement is taken from any witness under 18 years of age, the investigator must ensure that any decision to do so is recorded and a sufficient explanation given having regard to “Achieving Best Evidence”.

10. Para 10

A Special Measures meeting is a meeting that takes place between the investigating and prosecuting agencies to discuss and agree which Special Measures may be required and applied for. Assessors are to ensure that the Service Police Case Referral or CO’s case papers indicate that a Special Measures meeting is required.

ANNEX 20M

VICTIM'S LEAFLET

1. Thank You for Reporting this Incident

This leaflet sets out what you can expect from the Service Justice System if you are a victim of crime. It contains information about organisations that you can contact for free advice, practical information and emotional support.

2. You can find some details below about the incident you have reported and other useful contact details. You may find it useful to keep this leaflet for future reference so that you have all the contact details and important information about the incident you have reported in one place, together with details about advice and support services that may be available to you.

3. Details of the crime you have reported:

4. Initial Contact

Name of person recording incident: .....

Phone number: .....

5. Person Dealing with the Case (if different from above)

Name: .....

Phone number: .....

6. Crime Case Details

Date incident reported: .....Date of incident (if different): .....

Investigation Reference Number (if assigned): .....

Description of the Incident: .....

.....

.....

.....

.....

.....

7. Next Steps

a. You will be informed by the person investigating your complaint about what to expect from the Service Justice System, including information about the Victims' Code. The Victims' Code sets out the services that victims can expect from Service Justice providers. A "needs assessment" will be conducted and you will be asked questions to establish what help and support you might need. The Victims' Code also sets out your rights to make a complaint under the Victims' Code if you are unhappy with the service you receive. If you would like to read the Code in full please visit: https://www.gov.uk/Armed Forces Code link.

b. If the crime against you did not take place within the European Union (EU), you will still be entitled to many of the services set out in the Victims' Code, but only in relation to criminal proceedings that are taking place in the EU. However, if you are not present in the UK, the country in which you reside should provide any Victim Support services to you.

8. The Victim Personal Statement (VPS)

The Victims' Code entitles victims of crime to make a Victim Personal Statement (VPS). The VPS helps give victims a voice in the Service justice process. In your VPS you can inform those hearing your case how the offence has affected you or your family. If the case is tried in a Service Court you can choose to read your statement aloud in court or have it read out on your behalf if the accused is found guilty. If your case is subject to Summary Hearing, your VPS will form part of the case papers considered by the CO.

9. Victim Support

If you are present in the UK or are a person subject to Service discipline, with your agreement your details will be passed on to an organisation that provides services to victims of crime. In the majority of cases, your details will be passed on to a local victim support service. You can also contact these services directly if you would like support following a crime. To find out more, visit: www.victimsupport.org.uk or phone 0808 1689293 in the UK or 05251 1809340 in Germany. Additional support, including for those in other theatres, may also be available through SSAFA, single Service welfare agencies and the Forces Helpline.

10. Working Together to Investigate your Crime

To assist those who will investigate your crime, you should let them know:

- if you remember something not already included in your current statement;
- if your contact details change;
- if the crime involved any type of hostility, for example if you believe you were targeted because of your actual or perceived race, sexuality, religion, disability or gender identity; and
- if you have any specific needs, for example, mobility, communication or religious requirements.

11. Protection Against Harassment or Intimidation

If you, or others close to you, are harassed or threatened in any way during an investigation or a trial, you should contact the Service Police immediately. If the accused is released from Service custody, requirements may be imposed that would prevent them from making any contact with a named person or persons. Protection for victims and witnesses against witness intimidation extends for up to one year after the end of a trial.

12. Criminal Charges

If there is sufficient evidence to charge the person(s) who committed the crime against you with a criminal offence, it may be dealt with at Summary Hearing by the suspect's CO, or the case may be referred to the Service Prosecuting Agency (SPA), who will decide whether to prosecute or not and whether to take your case to a Service court. To find out more about the SPA and for a useful overview of the Service Justice System visit: http://spa.independent.gov.uk/index.htm

13. Victim Liaison Officer

A Victim Liaison Officer (or in some cases a Service Police Liaison Officer) will be appointed to you to inform you about the progress of your case, including the date and outcome of any hearings. The Victim Liaison Officer will agree with you how often you will be updated about the progress of your case. They can also provide information on claiming any expenses that may be incurred should you be required to attend a Summary Hearing or Service Court to provide evidence.

14. Going to a Service Court as a Witness

The Military Court Service (MCS) is responsible for administering all Service courts (the Court Martial, the Standing Civilian Court and the Summary Appeal Court). To find out more visit: https://www.gov.uk/guidance/the-military-court-service. In advance of a trial, the MCS will provide a witness support leaflet to all witnesses who have been called through the Military Court system. The leaflet provides information on claiming expenses for attendance at court, such as travel, accommodation, meals and loss of earnings. It also contains details of what you can expect on the day and court procedures.

15. Witness Service

The Witness Service, run by Victim Support, helps victims and witnesses attending court. They are trained staff and volunteers who you can talk to about what to expect before going to court during a pre-trial visit, and who are also present to support you at court. The Witness Service cannot discuss the case or the contents of your evidence with you. To find out more, visit: www.victimsupport.org.uk or call 0808 1689293.

16. Compensation - UK

If you have been a blameless victim of a violent crime, you may be eligible for compensation. If the incident took place in the UK, this will be via the Criminal Injuries Compensation Authority (CICA). You can apply online at www.gov.uk. If you need help to complete an application by telephone, contact the CICA Customer Service Centre advisors on 0300 003 3601. You can apply for compensation whether someone has been prosecuted for the offence or not but you must apply within two years of the date of the incident. You should not wait until the end of Service court proceedings before applying for criminal injuries compensation. To find out if you are eligible for payment for having suffered immediate financial hardship, contact Victim Support on 0808 1689293 or visit: www.victimsupport.org.uk as soon as possible.

17. Compensation - Overseas

If you are a Serviceperson and have been the blameless victim of a violent crime overseas, you may be eligible to claim compensation via the Criminal Injuries Compensation (Overseas) Scheme, for which information can be found at www.gov.uk/government/publications/guide-to-the-criminal-injuries-compensation-scheme. Similarly, for Civil Servants there is the Civil Service Injury Benefits Scheme, for which information can be found at www.civilservicepensionscheme.org.uk.

18. Translation and Interpretation

If you do not understand or speak English, you are entitled to ask for interpretation into a language you understand when reporting a crime, being interviewed in respect of the crime and/or when giving evidence in criminal proceedings. The Victims' Code sets out your entitlement to request the translation of key documents as part of the case, including the written acknowledgement.

19. Conviction, Sentence, Release and Probation Supervision

When someone is convicted of an offence and sentenced to detention at the Military Corrective Training Centre (MCTC) or imprisonment in a civilian prison, they will pass into the care of the relevant detaining organisation. If this is the case, your Victim Liaison Officer will inform you of your entitlement to opt into the Armed Forces Victim Contact Scheme, following which you can be informed of the key stages of the offender's sentence, such as release information.

20. Special Measures

The Code sets out enhanced entitlements for victims entitled to receive services in the following categories:

a. Victims of the most serious crime.

b. Persistently targeted victims.

c. Vulnerable or intimidated victims.

The content of those enhanced entitlements is explained in the Code. If the CO considers that you fall into one of these categories, he will refer your case to the RMP who will explain the measures to you and apply any that are required.

21. Further Information

a. You can use the Victims' Information Service to find more detailed information about support and services for victims within the UK at:

www.victimsinformationservice.org.uk

or

Telephone 0808 168 9293.

b. Within the UK, Citizens Advice can help with financial problems or advice, legal issues or other practical problems. To find out more, visit: www.citizensadvice.org.uk or call 0845 126 4264.

c. Members of the military community can also call Forcesline (Mon–Fri, 1030–1930 (UK local time) on Freephone:

UK	-	0800 7314880
Germany	-	0800 1827395
Cyprus	-	800 91065
Falkland Islands	-	#6111
Rest of the World	-	+44(0)1980 630854 (staff will call back immediately)
Operational Theatres	-	Paradigm - dial access code, then enter *201 at the PIN prompt
Email	-	www.forcesline.org.uk

ANNEX 20N

GUIDANCE FOR VICTIM LIAISON OFFICERS

1. Who is a Victim?

The Victims' Code defines a victim as a natural person[1] who has suffered harm, including physical, mental or emotional harm or economic loss, which was caused directly by a criminal offence. This includes a close relative of a person whose death was directly caused by a criminal offence and who has suffered harm as a result of that person's death. If a family is bereaved as a direct result of a criminal offence, the deceased's close relatives are entitled to nominate a family spokesperson to act as the single point of contact to receive services under this Code. If the close relatives cannot choose a family spokesperson, the Service Police Senior Investigating Officer working on the case must choose the family spokesperson. Similarly, if the victim has a disability, or is badly injured as a result of the offence such that they are unable to communicate, the victim or their close relatives are entitled to nominate a family spokesperson to act as the single point of contact to receive services under this Code. A victim under the age of 18 and their parent or guardian are also entitled to receive services under the Code. Where a victim is not present in the UK, it is the victim's country of residence that should provide support services to that victim.

2. To Which Offences does the Code Apply?

The Code applies in respect of victims of alleged criminal or non-criminal conduct offences under the Armed Forces Act 2006. Providing the victim has suffered harm or economic loss, such offences therefore would include (but are not limited to): sexual offences (e.g. rape, assault by penetration, sexual assault); violence offences (e.g. battery, assault occasioning actual bodily harm, wounding, inflicting grievous bodily harm, fighting, using violence against a superior officer, ill-treatment of subordinates, disgraceful conduct of a cruel or indecent kind); theft; and criminal damage. The Code applies when such offences are committed within the European Union (EU) or when criminal proceedings take place in the EU (including Summary Hearing and trial by Court Martial).

3. From What Stage does the Code Apply?

The investigation stage forms part of 'criminal proceedings' for the purposes of the Code. Therefore the Code applies as soon as a victim, or a bereaved relative, makes a complaint to the Service Police or to the CO of the accused person. It also applies when a complaint has been made by a third party which identifies the victim. The Code applies even if a suspect has not been identified. The victim is entitled to access services under the Code regardless of whether anyone has been charged or convicted of a criminal offence and regardless of whether the victim decides that they do not wish to cooperate with the investigation. If a case is transferred to civilian jurisdiction, the civilian authorities will then be responsible for providing support services to the victim and the Armed Forces' obligations under the Code will cease.

[1] Legal persons (e.g. businesses) are not included in the definition of a victim.

4. Who Assigns the Victim Liaison Officer?

The Victim Liaison Officer (VLO) is assigned by the CO of the suspect. For RN investigations, some of the VLO's tasks will be undertaken by the Service Police. The VLO must be of the minimum rank of Petty Officer, must not be part of the suspect's direct chain of Command and not have had any prior involvement in the case. The VLO may not necessarily be serving in the same unit as the victim. Where a suspect is arrested, taken into custody or charged in respect of a criminal offence, the VLO will be allocated to the victim's case no later than 3 working days after the day of the event, and within 1 working day where the victim is a victim of the most serious crime, persistently targeted, or vulnerable or intimidated. Upon allocation, the CO will inform the VLO of their appointment as VLO.

5. What do I have to do as the Victim Liaison Officer?

The following actions should be undertaken by you as VLO:

a. Confirm with the Service Police whether or not they have provided the victim with the "Victim of Crime" leaflet. If they have not, arrange with the Service Police for this to be actioned.

b. Confirm with the Service Police whether or not a "Needs Assessment" has been conducted in respect of the victim and that the victim has been given the opportunity to make a Victim Personal Statement. If either has not occurred, arrange with the Service Police for this to be actioned.

c. You must keep the victim updated on the progress of the case. Therefore, as soon as you are informed of the following either verbally or in writing, you must inform the victim without delay of:

(1) The date and time of any arrest of a suspect. You will need to liaise with the Service Police to agree whether this information will be conveyed to the victim by you or by the Service Police.

(2) The date and time of the release of the suspect from Service custody, including any release requirements that are imposed, changed or cancelled, unless the CO considers doing so would cause a risk of harm to the suspect.

(3) An update on the investigation or criminal proceedings at intervals agreed with the victim at first contact. During the investigation stage, you will have to obtain such details from the Service Police. On completion of the investigation, the updates must be obtained from the CO of the suspect. If the matter has been referred to the SPA, you may have to contact the prosecutor who has been assigned to the case. Where the case is referred to the SPA by the Service Police, the Service Police will be informed by the SPA by letter of the name of the prosecutor. Where the case is referred to the SPA by the CO, the CO will receive this letter.

(4) Any decision not to proceed with or to end an investigation, not to charge a suspect or not to refer the case to the SPA. If the Service Police decide to end an investigation they may inform the victim of this fact, and you will have to confirm with the Service Police that this has occurred. If the CO decides not to charge the suspect or to refer the case to the SPA, the CO may inform the victim personally. If not, they may direct you to convey this information to the victim. You should be provided with a brief summary of the reasons for the relevant decision where available. Where a CO has decided not to charge any suspect or not to refer a case to the SPA, you must inform the victim that they have a right to a review of that decision.

(5) Any decision to substitute a charge against the suspect with another charge, substantially alter a charge or to bring an additional charge against the suspect, together with a brief summary of reasons for the decision where available. It may be that the CO or the SPA cannot provide reasons for the decision because they are not permitted to discuss evidence with a victim in ongoing criminal proceedings.

(6) The date, time and place of any trial, Summary Hearing or appeal and the nature of the charges against the suspect. When a case is to be tried in the Court Martial, the SPA will write to the victim directly informing them of these facts. For RN cases, the Naval Courts Administration Office will also inform the victim of the date, time and place of the Court Martial. However, you will have to provide this information to the victim in respect of Summary Hearings. Thereafter, update letters will be sent by the SPA after the Plea and Case Management Hearing and prior to any trial or sentence hearing. However, for Summary Hearings you will have to liaise with the Command Advisor (e.g. the DLO in a FF/DD) to obtain the information required and communicate these details to the victim.

(7) Wherever possible, notify the victim in a timely manner of the CO's decision about whether, and what sections of, the Victim Personal Statement will be read aloud (or played) and who will do this.

(8) The final judgement of any trial, Summary Hearing or appeal, including a brief summary of reasons for the decision where available. Again for Court Martial proceedings, the SPA will inform the victim of the outcome of any trial or sentencing hearing. However, for Summary Hearings you will have to liaise with the Command Advisor (e.g. the DLO in a FF/DD) to obtain the information required and communicate these details to the victim.

6. By What Means Must I Communicate with the Victim?

You may provide information to the victim by posting or personally delivering a letter to their last known correspondence address, or by sending an electronic message to the electronic contact details given by the victim to the Service Police, CO or to you. If written communication is not required, communication may be made by telephone call, audio-visual communication or a face to face meeting. Where there is a high number of victims involved in a case, or where otherwise appropriate in exceptional cases, information may be provided to a victim through alternative channels such as a website. In these circumstances, you should ascertain the CO's intention. Nothing in the Code requires a VLO, CO or Service Police to provide information where disclosure of that information could have the following consequences:

a. Result in harm to a person.

b. Affect the proper handling of any criminal investigation or prosecution, or could otherwise prejudice any civil or criminal case; or

c. Would, in the service provider's view, be contrary to the interests of national security.

Again, in these circumstances, you should consult with the CO to receive direction.

7. Can a Victim Decide to Opt Out of the Code?

A victim may decide that they do not want some or all of the information or services to which they are entitled under the Code. Similarly, they may want to access the services but then opt out of receiving these at a later date. If that is the case, then the victim can discuss with their VLO and/or the Service Police how the entitlements should be best tailored to their needs. A victim may opt back into receiving services under the Code at any time while the case is under active investigation or prosecution.

8. What Happens if a Victim Does Not Receive the Services to which they are Entitled under the Code?

If the CO, Service Police, VLO or other Service Provider fails to provide the services on behalf of the Armed Forces to which the victim is entitled and desires under the Code, then this places the UK in breach of its obligations under the relevant EU Directive. In such a situation, the victim is also entitled to make a complaint in accordance with the applicable complaints procedure.

9. Are any Victims Entitled to Enhanced Services under the Code?

Three categories of victims are entitled to enhanced services under the Code. These are as follows:

a. Victims of the most serious crime.

b. Persistently targeted victims; and

c. Vulnerable or intimidated victims.

10. The Service Police will determine whether or not a victim falls into one of these categories. On your appointment as VLO, you should check with the Service Police or CO whether or not the victim is entitled to enhanced services. Such services may include Special Investigation Measures, namely:

a. To have the same person, where possible, conduct all the interviews (unless to do so would prejudice the proper handling of the investigation).

b. To be offered the opportunity to have a person of the same sex conduct the interview where they are a victim of sexual violence, gender-based violence, or domestic violence (any request will be met where possible unless to do so would prejudice the proper handling of the investigation).

c. To have interviews carried out by or through professionals trained for that purpose.

d. To have interviews carried out in premises designed or adapted for that purpose.

11. The victim may also ask for Special Measures to be put in place to assist them in giving evidence during a trial. These Special Measures will be discussed with the victim by the Service Police. However, if the victim indicates to you that they would like to make use of Special Investigation Measures or Special Measures which they have not told the Service Police of previously, you should inform the Service Police of this.

ANNEX 20O

ARMED FORCES CODE OF PRACTICE FOR THE VICTIMS OF CRIME - COMMANDING OFFICERS' COMPLAINTS PROCEDURE

1. Introduction

a. The Armed Forces Code of Practice for Victims of Crime ('the Code') sets out the services to be provided by Service Providers to the victims of crime committed by persons subject to Service law or civilians subject to Service discipline. Included in the list of Service Providers are Commanding Officers who exercise powers of investigation or charge, and Victim Liaison Officers[1]. Victims are entitled to be treated by Service Providers in a respectful, sensitive and professional manner, without discrimination of any kind.

b. The Code provides that if a victim entitled to services under the Code believes that they have not received the services and support that they are entitled to by virtue of the Code, they can make a complaint. This Annex sets out the procedures for making and dealing with such a complaint.

2. What is a Complaint?

a. As set out above, this Annex applies to complaints made by a victim entitled to services under the Code who believes that they have not received the services and support that they are entitled to by virtue of the Code. It applies only to complaints made about Commanding Officers who exercise powers of investigation or charge, and Victim Liaison Officers. Complaints against other Service Providers should be made using their individual complaints procedures.

b. This procedure is distinct from the Service Complaint procedure described in JSP 831 - Redress of Individual Grievances: Service Complaints.

3. How May a Complaint be Made?

a. If the victim feels comfortable in doing so, they should first talk about their complaint with the person they have been dealing with as the representative of the Service Provider. This may help to answer or deal with the complaint. However, if this does not help answer the complaint, or the victim is not comfortable in dealing with the person directly, they may make a formal complaint in accordance with this procedure. A victim entitled to services under the Code is entitled to receive information about how to make a complaint, including contact details and the process for dealing with a complaint.

b. When making a formal complaint, the complaint must be made in writing[2], and should be addressed to the Commanding Officer of the person being complained about. The word 'complaint' need not be used and care must be taken to ascertain whether in such correspondence the victim has a considered grievance needing to be resolved, rather than an observation to be noted or question that a victim wishes to be answered.

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[1] A list of service providers is set out in paragraph 7 of the Introduction to the Code.
[2] This may include electronic communication, primarily email.

4. Who can Complain?

a. The complaint may only be made by a victim entitled to services under the Code, or someone acting on their behalf[3]. If it is being made by someone on the victim's behalf, evidence of their authority to act should normally be sought.

b. For crimes that occurred outside the EU, the complaints process is only available to victims in relation to criminal proceedings that take place within the EU4.

5. When can a Complaint be Made?

Complaints must be made within 3 months of any obligation to the victim as required by the Code. Should a victim wish to make a complaint outside of this timescale because they were previously unaware of their entitlements under the Code and therefore did not know that they had not been met, the person receiving the complaint has discretion to decide whether it can be allowed, taking into account the circumstances of the incident and investigation and whether to do so would be fair and just to all concerned.

6. Out of Scope Complaints

The following complaints do not fall within the scope of this procedure:

a. Complaints about the decision of a CO not to charge a suspect or, in cases where a CO is unable to hear a charge summarily, a decision not to refer the case to the Director of Service Prosecutions. All matters concerning these decisions must be dealt with in accordance with the COs' Victims Right to Review Scheme.

b. **Anonymous Complaints.** All complaints must be made by the victim or by a person acting on behalf of the victim, with their consent.

c. Complaints about the manner in which an investigation was conducted (e.g. a complaint regarding the quality of the evidence gathered).

d. **Complaints Older than 3 Months**. Such complaints will be subject to the discretion detailed at para 5 above.

e. Complaints which are deemed vexatious or oppressive.

7. The Complaints Procedure

The aim of this procedure is to resolve any complaints made by victims at the lowest level, expeditiously and to their reasonable satisfaction, taking appropriate action where relevant or providing information to the victim to demonstrate that any obligations required by the Code had been met.

[3] For example, a legal adviser.
[4] In a case, some criminal proceedings, such as the interview with the victim, may take place outside the EU, while other criminal proceedings, such as the Summary Hearing, may take place within the EU. The Code does not apply to those criminal proceedings that take place outside the EU.

8. Receipt of a Complaint

a. Receipt of a complaint made under this procedure must be recorded at the earliest opportunity in order to ensure that an audit trail is maintained. Should a complaint be sent to the wrong Service Provider, they must use their best endeavours to redirect the complaint to the correct Service Provider, and inform the complainant that they have done this.

b. All complaints must be acknowledged within 3 working days of receipt. This acknowledgement must state that the complaint has been received and is being dealt with. It should also contain information about how complaints are dealt with and indicate how long it may take to receive a full response to the complaint.

9. Local Resolution

Local resolution is a way of understanding a complaint and resolving it directly with the person making the complaint as quickly as possible. For local resolution to be successful, the complainant must give their consent and cannot be forced or feel under any pressure to proceed in that manner. Where both appropriate and possible, local resolution at the lowest possible level is the preferred method of addressing a complaint, as this will deal with the matter expeditiously for all involved in the process. Local resolution may be in the form of a personal visit from an officer with the authority to resolve issues or to issue an apology/explanation as appropriate. Should local resolution be achieved, it must be followed up by correspondence to the complainant confirming the nature of complaint and the resolution provided.

10. Commanding Officer Complaint Analysis

On receipt of the complaint, the Commanding Officer of the person being complained about is to conduct an analysis of the complaint. On conclusion of that analysis, it should be apparent whether the matter can be resolved by way of local resolution or whether the matter requires further enquiries in order to respond fully to the complainant. Broadly, the analysis should focus on assessing the following:

a. Who is complaining?

b. What are they complaining about?

c. Does the complaint fall within the scope of this procedure?

d. If relevant, do the circumstances leading to the complaint seem to be as a result of a genuine error or honest mistake?

e. What, if any, resolution is being sought by the complainant?

f. Can the complaint be resolved locally?

g. Are there wider lessons to be learnt from the circumstances that led to the complaint?

h. Is there any suggestion of negligence or other misconduct?

i. Does the matter require administrative or disciplinary processes to be initiated?

j. Does the complaint appear to be vexatious or oppressive (see paras 19-22 below)?

11. Determining Complaints

The Commanding Officer addressing the complaint is to:

a Consider the complaint, taking into account the obligations of the Service Provider and entitlements afforded to the victim by the Code, together with the circumstances of the incident/offence investigated.

b. Decide whether the matter can be dealt with by local resolution.

c. Decide what action is necessary and proportionate (e.g. the taking of administrative/disciplinary action, additional training, the giving of an apology or the provision of a previously denied service) and initiate it.

d. Identify any organisational learning from the matter and disseminate it.

e. Communicate the findings to the victim complaining. This may be conducted in person or in writing; however, if carried out in person this must be confirmed in writing.

f. A copy of the decision and finding is to be forwarded to the single Service Discipline Branch.

g. The determination of the complaint must be completed and the victim advised of the outcome within 10 working days from receipt of the complaint, where practicable. If this is not practicable, the victim must be informed in writing of progress and an anticipated completion date in accordance with paragraph 8 above.

h. All records must be retained for a minimum of 6 years from the date of the complaint.

12. Possible Outcomes

Following analysis of the complaint (at all levels) the range of outcomes may be one or more of the following:

a. **Complaint Rejected.** The complaint may be rejected if the analysis and/or any fact finding identify that the complainant's belief is incorrect. The complainant should be informed of the finding and rationale/evidence for it in person or in writing. If in person, it is highly recommended that the conversation is confirmed in writing.

b. **Local Resolution.** Local resolution could include an apology to the complainant and/or the provision of a service under the Code previously denied to the victim.

c. **Administrative Action.** In some cases, it may be appropriate for administrative action to be taken. Decisions on whether this is appropriate should be made in accordance with applicable joint and single Service guidance. This should not delay the provision of a service under the Code previously denied to the victim where this is appropriate.

d. **Disciplinary Action.** Where appropriate, disciplinary action may be commenced under the Armed Forces Act 2006. This should not delay the provision of a service under the Code previously denied to the victim where this is appropriate.

e. **No Action.** Notice that no action will be taken should the complaint be classified as vexatious or oppressive.

13. Apologies to Persons Making a Complaint

It is possible that in the interaction with a victim, mistakes will be made in the informing or delivery of their entitlements under the Code. If, on analysis of the complaint, there has been a mistake or error made by the person being complained about or personnel acting on their behalf, then it may be appropriate that an apology is offered as soon as is reasonably practicable once the facts have been established. Specialist advice should be obtained from personnel and legal staff.

14. Vexatious or Oppressive Complaints

a. Following analysis, it may be apparent that the complaint could be considered vexatious or oppressive. It is important to note that it is the complaint itself that must be judged vexatious or oppressive, not the complainant. The complainant's past complaint history may however be relevant to show that the current complaint is vexatious or oppressive. The complaint history may be relevant, for example to show whether there have been a series of like complaints that have been addressed, either directed at the person subject to the current complaint or another person.

b. Proportionate assessment of the complaint remains necessary to establish whether a complaint lacks foundation or amounts to an abuse. Information and explanation should be provided to support that assessment.

c. 'Vexatious' and 'oppressive' should be given their usual dictionary meanings. A vexatious complaint will be one that is without foundation which is intended, or tends, to vex, worry, annoy or embarrass. For a complaint to be vexatious, it does not have to be repetitious.

d. An oppressive complaint is without foundation and is intended, or likely, to result in wrongful treatment of the person complained against or creates a disproportionate organisational burden on the Service.

15. Disclosure

Disclosure of material is governed by the MOD disclosure policy and procedures. If requested by the person complaining, a copy of their complaint and the record of decision/finding may be provided once the CO has made a determination of the complaint. This will exclude any data protected by the Data Protection Act 1998, including, where appropriate, investigative material or security protected material. This may require the provision of a redacted copy of the relevant material, which must be sent to relevant single Service Discipline Branch for authority to release.

ANNEX 20P

GUIDANCE ON THE ADMINISTRATIVE SANCTIONS WHICH MAY BE IMPOSED FOLLOWING A MINOR, SERIOUS OR GROSS SECURITY BREACH COMMITTED BY ROYAL NAVAL OR ROYAL MARINES PERSONNEL

1. Introduction

2015DIN02-004 promulgated revised procedures for the reporting of security incidents with effect from 6 Jul 15. Further, it outlined guidance for assessing the severity of a security breach which is to be classified as 'minor', 'serious' or 'gross'. The aim of this Annex is to provide guidance to Commanding Officers and line managers regarding appropriate administrative sanctions following the commission of a security breach by Royal Naval (RN) or Royal Marines (RM) personnel. This guidance applies only where a decision has been made to take administrative, rather than disciplinary, action against an individual.

2. Investigation of Security Incidents

In the event of a security incident, extant tri-Service and RN regulations and guidelines apply in relation to the conduct of an investigation. From a disciplinary perspective, further guidance is provided in Chapter 20 for those deciding on the method of investigation.

3. Disciplinary Action

Chapter 20 explains the distinction between disciplinary and administrative action and outlines what factors should be considered when determining how to proceed. Security breaches assessed to fall into the 'gross' category as defined in 2015DIN02-004 should normally be dealt with by disciplinary means. The particular circumstances of a case, however, may dictate that administrative action is a more effective means of maintaining operational capability. Alternatively, criminal and/or disciplinary action may not be necessary, appropriate or desirable for some other reason. For security breaches assessed to fall into the 'serious' or 'gross' categories, whether or not disciplinary action or administrative action is appropriate must be determined by the unit's Commanding Officer, having obtained legal advice. This decision may be delegated to an officer not below the rank of Commander (or equivalent).

4. Administrative Action

a. Where a decision has been made to take administrative action against an individual, the sanction to be imposed will depend on the circumstances of the case. To that end, it is not appropriate or desirable to specify definitive sanctions for particular types of behaviour. This Annex, therefore, provides only general guidance.

b. In the first instance, legal advice must be sought before a decision is made to impose a sanction for a 'serious' or 'gross' security breach. Further guidance regarding major administrative action is contained in Chapter 20. For officers, this includes censure action for which reference should also be made to BR 2 (QRRN) Chapter 38. Army or RAF legal advisers should seek assistance from Naval Legal Services in providing advice to the Command about administrative action in respect of RN or RM personnel serving outside the RN chain of Command.

c. Where a decision has been made to take administrative action, the following ranges of sanction will normally apply for security breaches as defined in 2015DIN02-004:

(1) **Minor Breaches.** Informal interview - Formal interview.

(2) **Serious Breaches.** Formal interview - Major Administrative Action.

(3) **Gross Breaches.** Major Administrative Action.

d. These sanction ranges may be departed from in light of any aggravating or mitigating factors. For the most serious security breaches, major administrative action includes discharge. Commanding Officers, line managers and those advising them should be cognisant of both an individual's intent in the commission of a security breach and of the impact of that breach. Examples of behaviour likely to attract particular sanctions are outlined at Annex 20Q.

5. Aggravating and Mitigating Factors

It has been recognised by Navy Command Headquarters that there is a need for a robust system of sanction to counter security breaches while ensuring that rewards exist to influence behaviour. There must be a firm response to such breaches, but it would be undesirable to create a draconian security culture in which fear of sanction motivates concealment of security failings. To that end, the factors set out below must be taken into account in determining what administrative action may be appropriate. The lists are not exhaustive and other considerations may be relevant in a particular case:

a. **Aggravating Factors.**

(1) Blatant disregard for security procedures.

(2) Repeated misconduct.

(3) Breach(es) over a prolonged period of time.

(4) Attempt(s) to disguise or hide conduct.

(5) Failure to heed prior warnings.

(6) Rank/seniority of individual.

(7) Abuse of trust.

(8) Breach relates to cryptographic material, ammunition or explosives.

b. **Mitigating Factors.**

(1) Youth or immaturity of individual.

(2) First security-related transgression.

(3) Isolated incident.

(4) Early and voluntary admission of conduct.

(5) Poor training or lack of appropriate supervision.

6. Reporting Security Breaches to First Reporting Officer

The First Reporting Officer (1RO) of the individual concerned must be made aware of a security breach which is assessed to be ‘serious’ or ‘gross’. 1ROs must consider whether or not to comment on such a breach in the compilation of the individual’s next appraisal report.

7. After Action

After action will includes the reporting of security breaches, mandatory vetting and Aftercare Incident Reports in accordance with extant regulations.

8. Reporting of Sanctions Imposed

Any administrative sanction imposed following a ‘serious’ or ‘gross’ security breach is to be reported directly to PSyA by completing Annex 20R and sending it to the NAVY-WARP MULTIUSER mailbox within 5 working days of the imposition of the sanction.

ANNEX 20Q

EXAMPLES OF SECURITY BREACHES: SANCTIONS

Examples	Normal Sanction Starting Point
Inadvertent introduction of Personal Electronic Devices into SECRET or TOP SECRET working areas.	Formal Interview
Unauthorised transmission of OFFICIAL-SENSITIVE material over the Internet.	Formal Interview
Deliberate contravention of security orders, including: Connection of unauthorised ICT to any system.	Major Administrative Action
Use of Personal Electronic Devices in SECRET or TOP SECRET working areas.	Major Administrative Action
Unauthorised publication of OFFICIAL documents on social media, including photographic reproduction of official documents and official passes.	Major Administrative Action
Deliberately engineering through hardware or software or physical alteration to the system, the circumvention of any hardware or software security implementation on a MOD ICT network or system.	Major Administrative Action
Facilitating unauthorised access of personnel to a MOD establishment.	Major Administrative Action
For Officers:	
Negligence in accounting for cryptographic material, Charge Books, or ammunition with no attempt to conceal behaviour.	Censure: Displeasure
Negligence in accounting for cryptographic material, Charge Books, or ammunition coupled with attempts to conceal behaviour.	Censure: Severe Displeasure
Storing SECRET information on a personal laptop.	Censure: Severe Displeasure
Storing TOP SECRET information on a personal laptop.	Censure: Admiralty Board Severe Displeasure

ANNEX 20R

SECURITY BREACH SANCTION REPORT FORM

SECURITY BREACH SANCTION REPORT FORM *(Downloadable version available in BRd 3(1) Forms Section)*

ANNEX 20S

REQUEST FOR LEGAL ADVICE (RFLA) - DISCIPLINE

REQUEST FOR LEGAL ADVICE (RFLA) - DISCIPLINE *(Downloadable version available in BRd 3(1) Forms Section)*

ANNEX 20T

APPLICATION BY COMMANDING OFFICER TO HEAR A CHARGE SUMMARILY OR FOR EXTENDED POWERS OF PUNISHMENT OR FOR FORFEITURE OF GOOD CONDUCT BADGE AS AN ADMINISTRATIVE CONSEQUENCE OF PUNISHMENT

APPLICATION BY COMMANDING OFFICER TO HEAR A CHARGE SUMMARILY OR FOR EXTENDED POWERS OF PUNISHMENT OR FOR FORFEITURE OF GOOD CONDUCT BADGE AS AN ADMINISTRATIVE CONSEQUENCE OF PUNISHMENT *(Downloadable version available in BRd 3(1) Forms Section)*

ANNEX 20U

SERIOUS DISCIPLINARY AND PERSONNEL INCIDENT REPORTING FORM

SERIOUS DISCIPLINARY AND PERSONNEL INCIDENT REPORTING FORM *(Downloadable version available in BRd 3(1) Forms Section)*

ANNEX 20V

REQUEST FOR LEGAL ADVICE – SERVICE PENALTY

REQUEST FOR LEGAL ADVICE - SERVICE PENALTY *(Downloadable version available in BRd 3(1) Forms Section)*

CHAPTER 21

THE DIVISIONAL AND REGIMENTAL SYSTEM

(Sponsors: Navy Culture-EXECPOL-SO3 (General Divisional Matters)
NAVY PEOPLE-TMG CDR RNLA (CLM and Divisional Training))

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CHAPTER 21

DIVISIONAL POLICY AND PROCESSES

SECTION 1

GENERAL

2101. Aim

'The primary role of all in authority (i.e. Leading Hands/Corporals and above) is to offer leadership. The Divisional and Regimental System enables us to achieve that aim.'

2102. History

a. The Divisional and Regimental System can be traced back to 1755, when Vice-Admiral Thomas Smith issued orders to his Captains to organise their ships' companies into divisions, commanded by junior officers, with the aim of improving discipline, the running of the Fleet and well-being of sailors.

In 1779, Admiral Richard Kempenfelt wrote a famous letter in which he said:

> *"The only way to keep large bodies of men in order is by dividing and subdividing them with officers over each to inspect and regulate their conduct, to discipline and form them. Let the ship's crew be divided into as many companies as there are Lieutenants, except the First Lieutenant, whose care should extend over the whole. The companies to be sub-divided and put under the charge of mates and midshipmen, and besides this, every 25 men to have a foreman to assist in the care of the men, as a sergeant or corporal in the Army".*

b. The general introduction of the system brought immediate advantages to the Navy. Treatment of sailors became more humane, their efficiency improved, and the level of disease fell. The Divisional/Regimental System has remained in place ever since, proving itself to be sufficiently robust to deliver the need for leadership and welfare, whilst also flexible enough to adapt to changes in warship design, the art of warfare, and technology.

SECTION 2

RESPONSIBILITIES AND ORGANISATION

2103. Commanding Officer

The responsibilities of the Commanding Officer (and other members of the Divisional Team) are articulated in BRd 2 as follows: the CO is to organise the ship's company, exclusive of the Royal Marines, into divisions, and is to appoint an officer in charge of each division. The CO is to be the DO to the Executive Officer, Heads of Department and any other specifically named officers where appropriate. All other officers should have a nominated officer as their DO as delegated by the CO.

2104. Commanding Officers of Training Establishments

Commanding Officers of Training Establishments are to ensure that Phase 1 and 2 trainees have absolute and guaranteed confidential access through the Divisional and Regimental System to a Commissioned Officer in order to discuss issues concerning their well-being or welfare. Administrative and training issues should be represented through the normal chain of command. The existence of this route for confidential advice is to be made known to the trainees on joining the establishment.

2105. Executive Officer/2IC

The XO is to supervise the organisation and administration of the ship/unit's Divisional and Regimental System and to act as the focal point for the dissemination of policy matters. The XO is supported, in this role, by the Executive Warrant Officer (EWO), Coxswain, RSM or equivalent. In this respect, the XO's responsibilities are as follows:

a. Act as the overarching Divisional or Regimental champion within the unit.

b. Produce the formal agenda for Divisional Meetings, which are to take place three times per year (normally termly). The termly meetings should include the DO&TC Briefing Notes on The Helm as these underpin the generic Divisional policy updates from Navy Command HQ.

c. Produce feedback on completion of each round of Divisional Meetings highlighting any issues requiring Navy Command input to the NCHQ Exec team via the Divisional Reporting Tool (see 2118.h.).

2106. Divisional Officer/Troop Commander

The DOs'/Tp Cdrs' primary task is to command, lead and manage their people. In doing so, they will supervise and prioritise the work of their DSR/SNCOs. Although acting as first reporting officers (1RO) for the more senior members of their division and being 2RO for the remainder, DO/Tp Cdrs must avoid becoming embroiled in process at the lower levels. Although accountable to HODs in the first instance, DOs/Tp Cdrs are subject to the functional authority of the XO/2IC for matters of discipline (see Chapter 20) and Welfare (see Chapter 24). A comprehensive list of a DO/Tp Cdr's tasks is contained in Section 3 of this Chapter; specific responsibilities are as follows:

a. Becoming familiar with the needs, goals and capabilities (both professional and personal) of each member of their division/troop as soon as possible, ensuring that they are aware of their duties and responsibilities as well as opportunities available to them.

b. Supervising and developing their DSR/SNCOs and LH/Cpls to ensure that the whole divisional and regimental structure is providing all necessary support at the appropriate level and at the right time.

c. The personal and professional aspects of the lives of the members of their division/troop, including induction, training and education, welfare, career development, advancement and maintenance of ethos, standards and core values.

d. Making members of their division/troop aware of the Personnel Functional Standards (PFS) and Guidelines (see Chapter 22) that apply to them and draw to the attention of their HOD any shortfalls in PFS delivery.

e. Providing impartial and non-judgmental support if the individual is involved in a disciplinary offence or when the individual suffers a grievance and needs to make a Service Complaint; the DO must ensure that the Service person is fully aware of all their rights and has access to appropriate publications and legal advice.

2107. Divisional Senior Rate/Senior NCO

The Divisional Senior Rate/Troop SNCO has, among others, the following specific responsibilities:

a. DSR/SNCOs play a very important part in the Divisional and Regimental System, primarily as the vital first 'link' in the chain that allows contact between the most junior sailor/marine and the CO. It is expected that all senior ratings, SNCOs and NCOs will be involved in divisional and regimental management and day-to-day running of the division/troop.

b. The DSR/SNCO will be responsible for running the divisional/troop diary/bring-up system, briefing the DO/Tp Cdr in good time for any forthcoming requests or interviews that require preparation or action[1].

c. The DSR/SNCO will be responsible for meeting new members of the division/troop on joining, and guiding them through the initial joining and induction processes.

d. DSRs should be alert to unit memoranda (CTMs/XTMs etc.) concerning personnel matters which may require action by members of the division/troop.

e. It is not appropriate to provide a list, comprehensive or otherwise, of the duties that may be required of a DSR/SNCO as these will almost certainly be different for each division. In short, the DSR/SNCO is required to keep himself/herself aware of the general state of morale within the division and is to deal initially with all requests from division members, including those where an individual wishes to see the CO on a private matter. DSR/SNCOs will personally lead the induction process for JRs and, through their detailed knowledge, will perform the role of first reporting officer for JRs. They are strongly encouraged to act as 'gatekeeper' and as an 'early warning system' for the DO/Tp Cdr.

[1] Care must be taken to ensure that the Data Protection Act is applied i.e. that personal details are not divulged inadvertently.

f. In performing this function for ABs, DSR/SNCOs must draw on the knowledge of LH/Cpls. DSR/SNCOs will perform career management and welfare support work under the supervision of the DO and HOD. Overall, DSR/SNCOs have a pivotal role in communicating information down and equally importantly, up the Command chain, and are expected to put a human face on the traditional aspects of the Divisional and Regimental System.

2108. Leading Hands/Corporals

LH/Cpls have an important leadership function as they have the closest knowledge of the ABs/Marines in their messdeck and working environment. Divisional LH/Cpls have, among others, the following specific responsibilities:

a. Div LH/Cpls must have a formal role in contributing to the reporting process

b. Div LH/Cpls are to be responsible as ‘sea parents’, or to allocate an experienced AB/Mne or LH/Cpl from within the same division/troop or mess to be a ‘sea parent’, for more junior new joiners. This is especially important if the new joiner is arriving in their first complement billet after initial training (some individuals may benefit from this support beyond the initial induction period).

c. It is vital that they play a full part in the communication chain, which is at the heart of a good Divisional and Regimental System. Equally importantly, they must keep their DSR/SNCO informed about the changing support needs of the division. They will often be the first to identify emerging issues for their subordinates, especially impending welfare issues which may burden the individual.

2109. Professional Divisional Officers

The concept of the Professional Divisional Officer (PDO) has been developed in major shore [training] establishments. PDOs are defined as those officers, WOs, CPOs and SNCOs who are employed primarily as DOs to larger than normal numbers of newly entered Able Ratings (ABs) while they undergo Phase 1 or Phase 2 training, or within a Personnel Support Group, Recovery Troop and RNRC Hasler. CTCRM incorporates Troop Commanders within the Phase 1 and 2 training construct. PDOs are borne on the unit’s Establishment List specifically for this task and normally spend over 90% of their time at work on such duties. In this context a PDO should be able to manage up to 60 ratings throughout the early part of their training. ABs will normally be allocated to a new division on arrival in each new training establishment, and at every stage of their training. For those undertaking split training courses, it is imperative that the correct divisional care is provided, and local arrangements must be made to ensure that all trainees know who their DO/DSR/SNCO is and how to contact them.

2110. Transit Divisional Officers

Officers and ratings are frequently landed or assigned away from ships or shore units for leave, harmony, professional development courses or on medical or disciplinary grounds. Such personnel will be managed ashore by the Personnel Support Group (PSG) and the Margins MA4/5/6(A)/7(A, B, C, D or E). If an officer or rating is landed to a PSG, they remain assigned to their parent unit and that unit retains full divisional responsibility; the PSG TDO will administer local divisional advice and guidance. It is paramount the parent unit informs the PSG of the landed person if they require PSG involvement or assistance. If an officer or rating is assigned to a PSG, COs are to ensure that a full handover is conducted between the sending unit's DO and the PSG receiving the individual. For officers of the rank Lt Cdr and above assigned to MA5 and MA6 only, divisional responsibility will defer to that individual's Career Manager unless otherwise agreed. All other officers assigned to a PSG are the divisional responsibility of the OC of that PSG. Within a PSG, the recommended divisional ratio is 1:40, and 1:20 for higher dependency divisions. At no stage must an individual have any doubt as to where their divisional care resides. It is re-emphasised that, in all cases where an individual is not formally assigned to the PSG, the ship or unit retains full divisional responsibility and the ship's DO and DSR should remain fully engaged and in contact with the rating on a weekly basis.

2111. Civilians with Divisional Responsibilities

The Divisional and Regimental System depends on the principle that there should be a clear and obvious link between CO and the most junior individual. The joint responsibilities and activities of XOs, the DOs, DSR/SNCOs and LH/Cpls provide that chain. The Divisional and Regimental System should be totally integrated into the departmental structure, and so far as practicable into the operational line management. The organisational structure below is based on the system at sea and should be adapted to circumstances ashore or other fighting arm elements as appropriate. In general, all officers and most SRs/SNCOs should have roles within the system; exceptions should be made only for those with very heavy workloads or with broader remits to the whole unit, such as EWOs, RSMs and Departmental Co-ordinators**. PO/Sgts are not to be employed as Divisional Officers - there is no exception to this**. Detailed guidance is as follows:

a. The Divisional and Regimental System employed within each ship or unit is the responsibility of the CO.

b. Every effort should be made to prevent any member of the management chain having direct responsibility for more than 15 subordinates and the range seven to 12 is optimal. To achieve this at sea, most PO/Sgts and some CPO/CSgts will need to be employed as DSR/SNCOs.

c. It is entirely proper for the Command to nominate experienced DOs (probably Lt Cdr/senior Lt) to supervise junior or inexperienced DOs. These 'Supervising DOs should still have divisions in their own right but can also exercise oversight of up to three 'junior' divisions. Care should be taken that such Supervising DOs are not overburdened with 2RO reporting responsibilities in these circumstances.

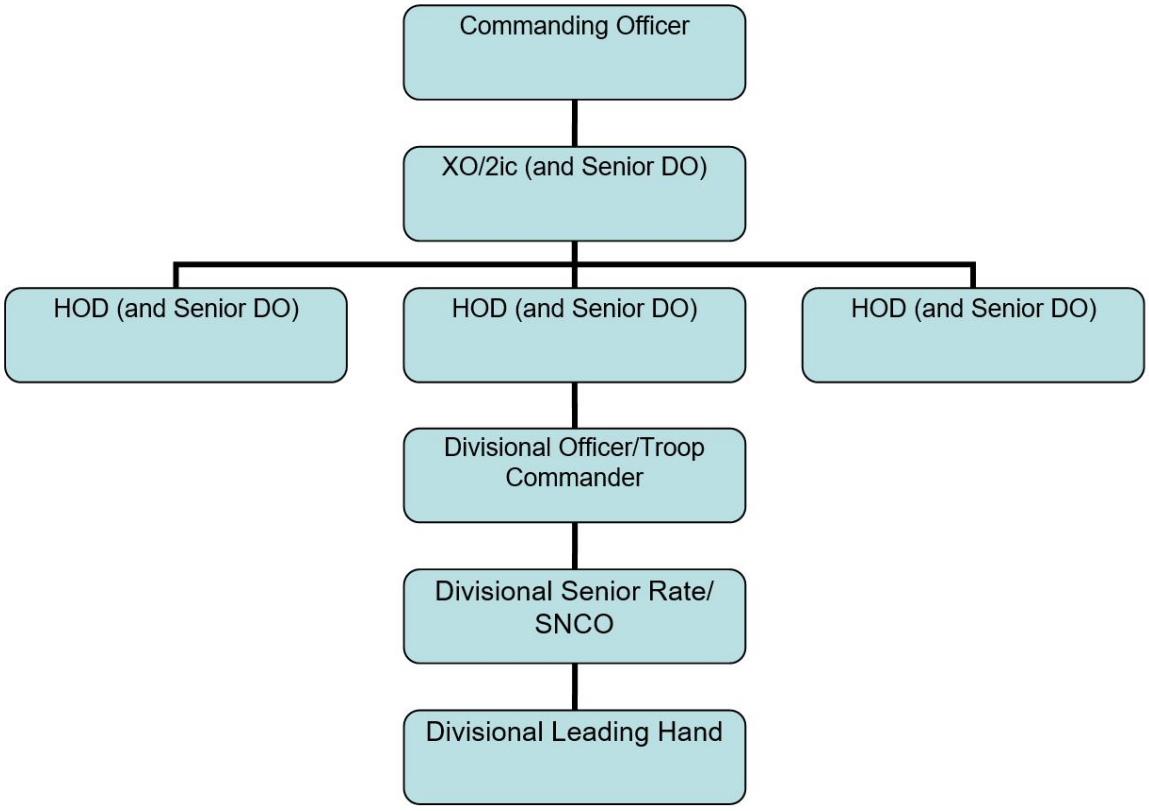
d. Ratings/ORs who have DOs of WOs or CPO rank must always be provided with access to a commissioned officer (e.g. their Supervising DO, HOD or DHOD) should they require it. This does not call into question the ability of SRs to carry out the full duties of a DO but is a 'safety net' to ensure personnel allocated to SR DOs do not feel disadvantaged. This does not affect the Service custom whereby any rating may request, through their DO, to see the CO on a private matter (BRd 2 4201.3.b).

e. On joining a ship/unit, each rating/OR is to be allocated to a division. Individuals do not have the right to question this allocation, nor may they request to change divisions.

f. On arrival in each new training establishment, ratings/ORs will be allocated a new division, and so on at each stage of their training. For those undertaking split training courses, it is imperative that divisional care is provided and local arrangements must be made to ensure that all trainees know their DO/Tp Cdr/DSR/SNCO and how to contact them.

g. WOs, CPOs and SNCOs who are DOs are to be provided with divisional/troop Officers to provide for their own professional and welfare needs.

Figure 21-1. Typical Ship/Establishment/Regimental Divisional Organisation



SECTION 3

DUTIES OF A DIVISIONAL OFFICER/TROOP COMMANDER

2112. Introduction

A DO's duties are many and varied and, while guidance on their principal duties is covered in this section, direction on specific policy matters may be found elsewhere in this BR. The incoming DO/Tp Cdr initially has the vital task of getting to know their division/troop, obtaining their trust and respect as someone who can be turned to with confidence for advice, assistance or help in times of difficulty.

2113. Duties on Taking On/Handing Over a Division/Troop

On assuming responsibility for a division there will be much information to discuss between outgoing and incoming DO. As a minimum, the following tasks are to be completed as part of the handover, before the outgoing DO/Tp Cdr departs:

a. Conduct a discussion on each member of the division, their objectives, welfare needs and the status of their appraisal report.

b. Carry out a check on the 'bring-up' method in use and note taken of any imminent/outstanding requests.

2114. Annual Mandatory Personal Information Check and Divisional Officer/Troop Commander's Dashboards

a. SCIO (Appendix 8 to Annex 21A) is an application within JPA that allows users to view and interrogate JPA information. It also collates all the information held in various areas within JPA into a useful one-page summary. When used correctly, it will save the DO/Tp Cdr a huge amount of time and effort in staff work. It is each individual's responsibility to carry out a JPA Data Check at least annually. UPO/unit HR staffs will carry out periodic reviews to provide assurance that data held by JPA is accurate and that JPA Data Checks are being carried out. A detailed guide of how to carry out a JPA Data Check is at Appendix 1 to Annex 21A.

b. The DO/Tp Cdr dashboard within SCIO builds upon the JPA Data checks and enables DOs, Tp Cdrs and the Chain of Command to access data on their people in a number of different views. Importantly, it highlights when individuals have out of date/incorrect information in JPA as well as automatically displaying bring-up actions or other information on other displays. It is therefore imperative that personal information held on JPA is accurate, in order to inform vital processes such as NOK Casualty Reporting, Souls on Board accounting and career assigning. Information changes constantly and these checks apply to all members of the Service irrespective of rank/rate. The dashboard is simple and intuitive to use and is accessible through the front page of JPA. In addition, inspecting authorities will subject divisional work to scrutiny as part of the work-up process by Holding to Account (H2A) individual DOs/Tp Cdrs whose divisional work is untimely, or lacks the necessary quality or rigour. A detailed guide of how to conduct the DO/Tp Cdr's Dashboard is at Appendix 3 to Annex 21A .

2115. Appraisal Reporting

a. Appraisal is one of the most important functions of **leadership,** providing the chain of command with a dynamic mechanism for engaging fully in the development of its people, thereby enhancing morale and operational effectiveness. To this end, all SP regardless of rank, are to receive honest feedback on their performance against agreed roles, responsibilities and objectives. Additionally, appraisal provides individuals with the opportunity to positively influence their own career path, while enabling Reporting Officers (ROs) to support career management by commenting on potential in terms of both promotion and future employment.

b. The fair, timely, responsive and accountable career management of military personnel is a critical aspect of retaining their trust. It also ensures their careers are properly progressed, a key part of the offer. The delivery of appraisals is at the heart of this process; to ensure they deliver what is required, they must be actioned within clearly defined direction. JSP 757 is the authoritative policy and guidance for military appraisals.

c. There are generally two occasions when DOs/Tp Cdrs need to make formal appraisals of the members of their division/troop, the Annual Report (AR) and the Mid Period Appraisal Review (MPAR). Further details on these are at Annex 21C.

2116. Joining Letters

Joining Letters are normally the first contact the prospective member of the division/troop receives from their new ship or unit and therefore have great impact. Even in the digital age of electronic communication, the Joining Letter sets the tone to the new joiner, delivers vital information, and provides the first opportunity to welcome and absorb them into their new operational setting. Even if subsequent contact is by email, text or mobile phone, a Joining Letter should always be sent. Detailed guidance, together with a template for a Joining Letter, is at Annex 21D.

2117. Joining Routine and Interview

New members of the division/troop should be met on joining by the DSR/SNCO (at least), who should ensure that the individual is guided and supported through the initial joining and induction processes (see also Paras 2107 and 2108, DSR and LH responsibilities). The new joiner should be interviewed by the DO/Tp Cdr as soon as practicable after joining. The interview should be conducted in the DO’s cabin (or other similarly private area), be programmed for at least 30 minutes (possibly up to an hour) and be free from interruption. A check-off list and further guidance on the joining interview is at Annex 21E.

2118. Divisional/Troop Meetings and Briefings

Divisional Meetings are to be held at least three times each year; the XO is responsible for producing formal agendas. The following describes the process step by step:

a. The XO, following consultation with the CO and HODs, issues an XTM containing a skeleton agenda, brief on whole ship items and dates by which meetings should be held.

b. In addition to the skeleton agenda, the DO/TC Briefing Notes supported by the latest 60 Second Update video (when applicable), gives personnel ‘hot topics’ and key points that are to be discussed at divisional/troop meetings. DO/TC Briefing Notes are held at The Helm and are updated throughout the year. This gives units the opportunity to plan divisional/troop meetings at their convenience.

c. In addition to the DO/TC Briefing Notes, the agenda for divisional/troop meetings must include updates on RN policy on alcohol/drug misuse (Para 2137-2140) and RN D&I policy (Chapter 30).

d. HODs brief departmental DOs as required, adding any departmental specific items to the agenda.

e. DOs add any divisional/troop specific items and ask DSR/SNCO to obtain bids and questions from divisional members (always retaining an ‘any other business’ item).

f. Agenda promulgated in good time to the division/troop.

g. Meeting takes place, chaired by DO/Tp Cdr, assisted by DSR/SNCO and LH/Cpl.

h. Feedback from divisional/troop meetings is to be captured using the Divisional & Regimental Reporting tool (D&RRT) on SCIO (Appendix 5 to Annex 21A). This will allow HODs and Unit Exec the opportunity to respond and provide feedback for unit related issues or escalate the issue to NCHQ for further investigation or guidance.

i. Once feedback has been captured on D&RRT, unit Exec teams are to brief the CO regarding issues raised from divisional/troop meetings.

j. Divisional and Troop meetings need not be confined to the termly events described above. A DO/Tp Cdr may wish to have a weekly get together over coffee, a monthly discussion, or take them to play sport at regular intervals. There is no mandated policy: it is strongly recommended, however, that DOs/Tp Cdrs gather their people at the mid-point between termly meetings to discuss issues at departmental, unit or Service level; the aim being to build esprit de corps and hence operational effectiveness.

2119. Leaving and Exit Interviews

Shortly before departure from the division/troop in normal course (unless an annual Appraisal Report (AR) has taken place in the recent past), the leaving member of the division is to be interviewed by the DO/Tp Cdr. Amongst other things, the leaving interview provides the follow opportunities:

a. To investigate how well the Divisional/Regimental System has met the needs of the individual during their time in the ship/unit.

b. To remind the individual of all they, and the unit, have achieved during their time onboard/in the unit and to thank the individual for their contribution.

c. To establish if the individual has received a Joining Letter from their forthcoming ship/unit and the identity of their new DO/Tp Cdr. If such information is not available, the DO is to establish the receiving DO's name and inform the leaving individual.

d. To inform the individual of any information or matters of concern that are to be forwarded to the new DO/Tp Cdr.

e. To inform the individual that, should they have a period of leave before joining their next unit, their current division (and ship/unit) should be called upon for assistance if required[2].

f. In addition to the routine leaving interview, DOs/Tp Cdrs are to ensure that personnel leaving the service (through Voluntary Outflow) are given an appropriate 'Exit' interview. All COs/LMs are to conduct an Exit Interview as soon as possible following the submission of an individual's notice to leave. Guidance on the conduct of Exit Interviews is currently being re-written (expected to be complete mid 2023). In the interim, reference should be made to RNTM 01-078/18.

2120. Discipline

The DO/Tp Cdr's role in the discipline process is explained at Chapter 20 Section 5.

[2] Mindful that Data Protection Act regulations require any relevant paperwork to be passed to the next unit e.g. Certificates or competences.

SECTION 4

DIVISIONAL GUIDANCE AND ADVICE

2121. Counselling and Welfare Matters

The following guidance is provided on matters of counselling and welfare:

a. One of the DO's tasks is to provide help and advice on personal matters. The DO/Tp Cdr and DSR/SNCO are the first line of 'Welfare Care' to individuals and as such are an integral part of RNRM welfare provision. DO/Tp Cdrs bear primary responsibility for members of their division/troop; whilst the EWO, Chaplain and Medical Officer (or other equivalents) may provide support to the DO/Tp Cdr (but do not replace them).

b. **Individuals must feel confident they can approach their DO/Tp Cdr for an interview whenever the need arises; it is the DO/Tp Cdr's duty to create an atmosphere of approachability and an awareness that 'welfare issues' carry no stigma**. Occasionally, operational circumstances may require that the interview be deferred or it may be prudent not to conduct an interview at the time (e.g. if the individual is in an emotionally excited state, or has been drinking), nonetheless the interview should take place as soon as possible.

c. Inexperienced or young DO/Tp Cdrs may feel reticent about discussing problems, particularly with older ratings, in areas where they have no personal experience, e.g. marriage. DOs/Tp Cdrs should bear in mind, however, that often the individual's prime need is simply to discuss the matter: just by listening, (perhaps with the occasional question for clarification) the DO/Tp Cdr goes part of the way to setting the individual's mind at rest.

d. What may seem a small matter to the DO/Tp Cdr may be of great importance to the individual. It may be that all the individual requires is informed, factual information. Here, if the DO/Tp Cdr does not have the information to hand they should investigate and consult as necessary to obtain the facts or refer the individual to a subject matter expert.

e. Some of the most difficult problems are those of a moral or religious nature that require practical advice or assistance (such as relationship breakdown or bereavement matters). Sometimes the actual or imagined seriousness of a family or personal problem is causing mental or emotional stress to the detriment of the individual's professional performance and may cause disciplinary or administrative problems. If the DO/Tp Cdr feels that their inexperience deprives them of the ability to give practical advice, there may be benefit in arranging an interview with their HOD or the XO, whilst the DO/Tp Cdr remains responsible for oversight of the problem and individual.

f. A member of the division/troop with a personal problem may disclose it to a Chaplain or Medical Officer whilst feeling unable to discuss it with their DO/Tp Cdr. This may be for reasons of embarrassment or fear of being perceived as a burden that tarnishes their career prospects. The Chaplain/MO can translate the situation to the DO/Tp Cdr without necessarily divulging intimate or confidential details, and trust between the DO and Chaplain/MO can develop into a strong working relationship.

g. If a welfare investigation is required, the individual's consent is to be sought and it is expected that they will inform their family. Full details of welfare matters can be found at Chapter 24.

2122. Walking the Patch

The DO/Tp Cdr's primary role is to know and lead their people; this cannot be done from behind a desk or computer. It can only be done by meeting people 'face to face' (humans naturally respond to eye contact and body language) and this is where the inexperienced DO/Tp Cdr builds trust. Meeting members of the division/troop on their territory will make them much more willing to engage and enable DO/Tp Cdrs to learn about their people, their background, family, religion, sport etc. Sailors and marines enjoy 'chat' and welcome genuine interest (which cannot be conveyed by email). A walkabout does not need to cover the entire division/unit or everyone in it, or be conducted at a set time or frequency. The value of a brief chat, however, should not be underestimated; even a brief five minutes of a DO/Tp Cdr's time can make a huge difference to the individuals met. This applies equally to the DSR/SNCO and improves cohesion, morale and effectiveness. Perhaps the single biggest failure of a DO/Tp Cdr is when one's division/troop perceives that they do not know their DO or that they 'never see them'. Walking the patch also gives DO/Tp Cdrs the opportunity to assess their people (their professional standards, attitude, dress, hopes and fears). For individuals, engagement is key to making them feel valued by the organisation. Advice on walking the patch, in the form of a set of 'dos' and 'don'ts', is offered at Annex 21G.

2123. Time Allocated to Divisional/Troop Work

The amount of time allocated to divisional/troop work will depend on operational circumstances and cannot be pre-set or measured in terms of hours per day, week or month. On the basis that leadership, including divisional/troop work, is the prime responsibility of everyone at LH/Cpl and above, DO/Tp Cdrs are to allocate *'as much time as is necessary'* to divisional/troop duties, which are to be given at least equal status to their primary professional role. Time management is an extremely difficult art to perfect. It is routinely 'easy' to continuously prioritise departmental work over divisional duties, however this **must** be monitored and balanced accordingly. COs and HODs are to ensure that officers and senior ratings afford sufficient priority to divisional/troop work and that they are not overwhelmed with secondary duties to the detriment of their responsibility for people. Although it is strongly encouraged for XOs to programme divisional periods into the working day when possible, DOs/Tp Cdrs are to be aware that divisional and regimental duties and responsibilities are a 24/7 responsibility.

2124. Communication

Good communication, both up and down the chain of command, is the lifeblood of the Divisional and Regimental System and it is imperative that DO/Tp Cdrs establish good and regular communications with their division/troop members. Communication starts when the Assignment Order is received (i.e. before they arrive) and continues until either the DO/Tp Cdr or individual is assigned elsewhere. Similarly, DO/Tp Cdrs must regularly brief their HODs/line managers, the XO/Adjutant and, on occasion, the Commanding Officer, acknowledging that this may require moral courage when the message is of an unwelcome or contentious nature. Briefing upwards will build Command confidence in the DO/Tp Cdr and provide assurance that the unit Divisional/Regimental System is working.

2125. Dissemination of Information

In Fleet units, the Executive Officer/2IC, together with the Executive Warrant Officer/RSM, Coxswain or equivalent, is the focal point for the dissemination of information in support of the Divisional and Regimental System and associated issues. From Navy Command, Dir P&T will 'push' relevant policy and procedural information to these points of contact either directly or via Executive teams. Divisional coordinators and EWOs are responsible for pulling information from the DO & TC Briefing Notes held on the Helm. Such information should be disseminated either by routine orders, temporary memoranda, or divisional/troop meetings as appropriate. Feedback on divisional and regimental issues should be forwarded via the Divisional Reporting Tool (see 2118.h.).

2126. Oversight of Initial Trainees

Commissioned Officers are to be given responsibility for the welfare of initial trainees. DOs/Tp Cdrs for initial trainees are to conduct internal quality assurance audits of training undertaken (notwithstanding the requirements of the Defence Centre for Training Support (DCTS)) to ensure that best practice is maintained and that initial trainees are not placed at risk or subject to bullying or harassment at this early stage of their Service careers.

SECTION 5

REQUESTS

2127. Requests

DOs/Tp Cdr's responsibilities concerning requests can range from simple requirements, which can be authorised by the divisional and regimental chain, to more complex tasks which must be approved or seen by the CO. The scope of requests can be quite wide but some of the common subjects/occasions are as follows:

a. Award of GCB.

b. Imposition of Naval Penalties.

c. Confirmation of promotion.

d. Request to become an Upper Yardman/Senior Upper Yardman candidate.

e. Request to see the CO.

2128. Timeliness

The requirement to ensure timely submission of requests applies in all cases. It is essential that the DO/Tp Cdr or DSR maintains a BU Diary to ensure that necessary action is taken in a timely manner. OBIEE provides an electronic BU Diary, although a local paper copy may be the preferred method for many DOs. Extraction of key data and future dates forms part of the Joining Interview which is then updated by the Annual JPA Check using the OBIEE dashboard.

2129. Actions

If the DO/Tp Cdr can deal with a request, the Request Form/JPA Workflow should be returned to the individual with the decision recorded. If the request requires approval at a higher level, the individual should be informed what action is to be taken and when that might be expected. Whilst some requests may be dealt with 'papers only' by appropriately authorised personnel, due regard should be paid to ensure that an appropriate level of prestige and recognition, for example in the award of a Good Conduct Badge, is given to significant stages of an individual's career, which should merit formal or informal presentation by the CO.

SECTION 6

TRAINING, EDUCATION AND PHYSICAL DEVELOPMENT

2130. Training of Divisional Officers/Troop Commanders

The following regulations apply to the training of personnel involved in divisional/troop management.

a. DOs/Tp Cdrs and DSRs/SNCOs must have completed the Divisional Officers' Course (DOC) at the Royal Naval Leadership Academy (RNLA) East, Divisional Training Unit (DTU), HMS COLLINGWOOD (or CTCRM Lympstone for RM) not more than six months prior to, and certainly not after, assuming responsibility for their first Division. DOs/Tp Cdrs and DSR/SNCOs are then to keep themselves up-to-date by accessing the DO & TC Briefing Notes held on the Helm, and other publications (e.g. 60 Second Update videos, DINs, RNTMs and Galaxy Briefs).

b. The Divisional Officer[3] Toolkit (DO Toolkit) was created to provide up-to-date information to DOs across a broad spectrum of areas a DO may be reasonable expected to deal with. The toolkit is updated frequently with up-to-date policy changes and information that are designed to help the DO in quickly finding the most recent guidance and policy information.

c. Continuation of DO/Tp Cdr training is a natural part of RN CLM. There is no formal training package to be completed post completion of DOC and DOs are to keep themselves abreast of changes via the DO Toolkit. In the unlikely event that a CPO, WO or Commissioned Officer does not lead and manage a division for over 5 years, there may be a requirement for that individual to retake DOC. This should be discussed by the responsible unit and the Training Delivery Unit (HMS COLLINGWOOD or CTCRM..

d. WOs, CPOs, SNCOs, and MOD civil servants and members of the Army or RAF who are given responsibility for a division or troop of RN/RM personnel must have completed the Divisional Officers Course (DOC) (RM equivalent is embedded in professional career courses) before assuming that duty. This is a Cat 'A' Personnel Functional Standard (PFS): failure to provide a trained DO/Tp Cdr must be reported to Navy Command Headquarters. If a DO/Tp Cdr is non-commissioned, each member of the Division/Troop must have a formally notified means of access to a nominated commissioned officer.

e. Upon successful completion of the DOC, WOs, CPOs and SNCOs may act as full DOs. WOs may act as DOs/Tp Cdrs for CPOs/CSgts and CPOs/CSgts may act as DOs for POs/Sgts.

f. COs are to take a personal interest in the training and development of their DOs/Tp Cdrs, SRs/SNCOs and LHs/Cpls. Heads of Department are responsible for ensuring that members of their department receive advice and guidance in performance appraisal and reporting.

[3]https://modgovuk.sharepoint.com/sites/IntranetNavy/Documents/Forms/Sports.aspx?id=%2Fsites%2FIntranetNavy%2FDocuments%2FRNLA%2DDivisional%2DOfficers%2DToolkit%2Epdf&parent=%2Fsites%2FIntranetNavy%2FDocuments

g. Details of Divisional and Command, Leadership and Management (CLM) training are at Section 10.

h. Eligibility for DOC is a minimum of Selected CPOs, WOs and all Commissioned Officers post Phase 2 training prior to compliment assignments. All bookings for DOC are managed and allocated through respective Career Managers.

2131. Individual Training

The subject of training, education and development of individuals is one of the main tenets of the Divisional and Regimental System and must be given appropriate priority by DOs. The 'Teach, Coach, Mentor' culture is already firmly embedded within the RM and is gaining growing recognition in the broader RN. Various branches and 'groupings' have mentor networks established. Details of personal training and development may be found at Chapters 95 and 96.

2132. Physical Development and Well-being

DOs/Tp Cdrs are to actively encourage participation in sport and organised recreation among division members. Personnel Functional Standards (PFS) set out standards and guidelines for many aspects of Service personnel issues (see Chapter 22). DOs/Tp Cdrs are to ensure that their division/troop are aware of the PFS and of the Cat 'A' entitlements and Cat 'B' aspirations. COs, XO, HODs and DOs should all actively promote and encourage a positive environment for physical health and well-being. It is accepted that often the pace of day-to-day operations can lead to insufficient time being afforded to promoting a NavyFit culture. Ultimately, the ability of a unit to prioritise physical development and/or sport periods into the working day/week will only routinely occur if it is Command led. This is strongly encouraged whenever possible.

2133. Royal Navy Physical Employability Standard (PES) (Previously RN Fitness Test)

Every member of the RN has a responsibility to maintain their physical fitness and to be fit in all respects for operations. The PES is the minimum baseline of requirement. It must be completed at intervals of not more than 12 months, and an individual must be in date at their Common Promotion Date to be eligible for promotion. **It is the individual's responsibility to remain in date**, but DOs must pay a close interest and pay particular attention to those on conditioning programmes or who have been temporarily medically downgraded. Refer to Chapter 29 for detailed guidance.

SECTION 7

ETHOS, VALUES AND STANDARDS

Protecting our Nation's Interests. 24 Hours a day, seven days a week, at sea, on land and in the air, the Royal Navy is on duty around the globe.

2134. Ethos, Values and Standards

In the Royal Navy the 'The Team Works': this short phrase describes how our fighting spirit, 'can do' attitude, and high standards of professionalism, behaviour and self-discipline have enabled us (sailors and marines) to deliver operational success consistently down the centuries. We have a duty to sustain that tradition and ethos in order to continue 'Protecting our Nation's Interests'. Our Core Values and other components of Ethos, Values and Standards are detailed at Annex 21H.

SECTION 8

PERSONAL CONDUCT

2135. Armed Forces Code of Social Conduct

a. The Code of Social Conduct explains the Armed Forces' policy on personal conduct, paying particular close attention to relationships involving Service personnel (SP). It applies to all members of the Armed Forces regardless of their gender (including gender reassignment status), sexual orientation, race, religion, belief, ability, rank or status. The Armed Forces Code of Social Conduct policy and application of the Service Test is detailed in JSP 887; this article provides subordinate supplementary single Service guidance to COs and those involved in the management of personal relationships and social misbehaviour.

b. Unacceptable social conduct requires prompt and positive action to prevent damage to operational effectiveness, thus it is important that DO/Tp Cdrs are aware of what action should be considered. Further guidance for the management of personal relationships and social misbehaviour is contained in Annex 21I and associated Appendices.

2136. Substance Misuse

Alcohol and Substance Misuse and Testing policy for the Armed Forces is detailed in JSP 835. In certain areas, however, tri-Service policy requires single Service interpretation and clarification. Royal Navy guidance on this subject is therefore given at Annex 21J (see also BRd 2 Art 3625). In addition to the testing policy, the Alcohol and Substance Misuse Education and Management programme exists as the primary preventative measure to guard against future misuse. The main safeguard against the alcohol culture and drug misuse threat in the Service is a continual programme of education, and advocating core values, ethos and standards of behaviour and personal responsibility. Full details of the RN Alcohol Education policy and management of alcohol abuse strategy are at Annex 21J Appendix 1.

2137. Compulsory Drugs Testing (See also BRd 2 Art 3625 and JSP 835)

Detailed policy and guidance on Compulsory Drugs Testing may be found at Annex 21K.

2138. Involuntary Drug Use (Spiking)

a. The spiking of drinks is unlawful and must be reported to the civil police and Service Police as soon as reasonably practicable. There have been incidents of SP suspecting that their drink has been spiked whilst they were ashore. This can be very worrying, given the penalties for drug related offences. Action to be taken in the event of suspected spiking is to be discussed as part of divisional/troop meetings and is covered at Annex 21K Appendix 1 (see also BRd 9600 Ship's General Orders - SGOs).

b. Guidance on the provision of out of hours supervision for Royal Navy personnel who may be at physical risk, e.g. due to substance abuse or misuse of legal, prescribed or illegal substances, acute distress, or are threatening to cause self-harm, may be found at Annex 21K Appendix 2.

2139. Stress

JSP 375 states the following: “Stress affects people in different ways at different times and is often the result of a combination of factors in their personal and working lives. Work related stress arises where the combination of pressure from workload, working practices, work relationships, etc. exceed the person’s capacity and capability to cope, resulting in adverse physical and/or mental reactions”[4]. Service in a deployable fighting force brings with it inevitable pressures, such as separation from family and friends, and periods of intense, sometimes dangerous, activity. Whilst these pressures do not inevitably cause stress and many personnel cope with extraordinary demands without suffering ill effects, anyone can begin to suffer from stress at any time. DOs/Tp Cdrs need to be aware of the possibility of stress as a cause of problems in both themselves and their division and should refer to the detailed guidance that may be found at Annex 21L.

2140. Deliberate Self Harm or Suicide

In comparison to the UK population, deliberate self-harm (DSH) and suicide are not common in the RN. Nonetheless, a basic understanding and knowledge of what to do if their suspicions are aroused is essential for all DOs/Tp Cdrs. Full information is given at Chapter 24 (Welfare) Para 2418 and Annex 24D which should be referred to for detailed guidance.

2141. Diversity and Inclusion

All personnel have the right to work in an environment free from harassment and bullying, and to be treated with fairness, dignity and respect. Any form of bullying, harassment or unlawful discrimination will not be tolerated in the Royal Navy as it undermines team cohesion and weakens operational effectiveness. Creating a culture and working environment which recognises diversity and inclusion (D&I) is the business of everyone in the Service. DOs/Tp Cdrs must be particularly aware of ensuring their people feel valued and included within the team. If issues do occur, DOs/Tp Cdrs must ensure that they are taken seriously and dealt with correctly. Complaints may well be one person’s word against another and will thereby become difficult issues to resolve. DOs/Tp Cdrs must take immediate action engaging with the unit Equality and Diversity Adviser (usually the EWO or equivalent). Guidance on what may be appropriate can be found in Chapter 23 (Service Complaints), Chapter 30 (D&I) and BRd 2 Chapter 42 Section 2. A strong Divisional/Regimental System and application of the Royal Navy Ethos (respect for others) ensure a diverse and inclusive workplace for all that will reduce the likelihood of issues or unfair treatment.

2142. Security

Security is the business of all Royal Navy personnel. All aspects of security are dealt with in JSP 440, the Defence Manual of Security, and specifics on Security Vetting policy can be found in Chapter 63. It is essential that security be brought to the attention of all serving personnel. This is to be done by regular security briefings by the Unit Security Officer (USO). All personnel are required to complete the General Security Awareness Training (GSAT) annually, and the Cyber Security Awareness Training (CSAT) every 2 years. DOs/Tp Cdrs are to monitor their division/troop’s currency for this lecture as part of the Annual Mandatory Check of Personal Information held on JPA (OBIEE Dashboard).

[4] JSP 375 Management of Health and Safety in Defence Pt 2 Vol 1 (V1.0 Dec 14) Para 17.1.5.

2143. Wills

COs have a responsibility to ensure that personnel are both encouraged and provided with the opportunity to complete a Will. This responsibility may be devolved to DOs/Tp Cdrs to manage within their Divisions/Tps. The MOD is not authorised or competent to provide advice on Wills or Will making which, if required, should be sought from a solicitor or other specialist adviser. Detailed guidance on Wills can be found at Annex 21M.

2144. Social Media

The use of social media/social networking sites is widespread throughout society, including the Royal Navy. Whilst acknowledging the benefits, social media has nevertheless brought challenges for the military in terms of security, discipline and reputation. Detailed guidance for individuals on their use of social media, and for Command teams in dealing with the consequences (intended or otherwise) of communications on social media, can be found at Annex 21N.

2145. Fraud and Irregularity

Fraud costs the public sector £21 billion per annum. The law against fraud and irregularity is shaped by two key pieces of legislation, the Fraud Act 2006 and the Bribery Act 2010. Fraud and Irregularity have no place in the RN. DOs/Tp Cdrs are to ensure that their divisions are aware of the Service's zero tolerance to fraudulent activity and irregularity and are to ensure that the tri-Service Hotline and online reporting website are known about. Details on Fraud and Irregularity can be found at Annex 21O.

2146. Caldicott Principles

The Caldicott Principles are a list of seven principles subsumed into the NHS confidentiality code of practice. They are intended to protect the personal medical information of individuals and govern how such information can and cannot be used. This is relevant to DOs/Tp Cdrs and all others in the chain of command who may on occasion be exposed to an individual's personal medical circumstances, e.g. circumstances leading to medical downgrading. DOs/Tp Cdrs are under the same obligations as the medical profession to respect the confidential nature of this information and ensure it is handled correctly. Details of the Caldicott Principles pertinent to DOs/Tp Cdrs can be found at Annex 21P.

SECTION 9

FINANCIAL AWARENESS

2147. Financial Awareness

While the majority of training establishments deliver financial briefings within Phase 1 and 2 courses, all personnel on the trained strength need to maintain continued financial education and support through-career. Two organisations are authorised to give these briefings: the Money and Pensions Advice Service and the White Ensign Association (WEA).

a. The Financial Services Act required the Financial Services Authority to establish the Money Advisory Service, since renamed the Money and Pensions Service (MaPS) in 2019. The MaPS' primary remit is to enhance the public's understanding and knowledge of financial matters and to improve their ability to manage their own financial affairs, and they have survived the dissolution of the FSA. It remains an independent body which provides and delivers financial briefings on request, as well as individual advice. In the course of surveying financial awareness education, it has become apparent that there are some Independent Financial Advisors (IFAs) offering their own financial briefings to RN units and establishments. CDP has directed that IFAs should not have access to recruits or trainees under the banner of financial briefings, but for all other personnel it is for the CO to decide whether to grant IFAs access to unit personnel in the workplace. It is arguable that some financial education is better than none, but not all providers come without a sales pitch. MaPS' services may be enlisted directly or through RN People and Family Support (RN FPS).

b. Not funded by government but of equal status with respect to financial briefings, the WEA promotes financial responsibility and awareness to members of the Royal Navy (ratings and officers), making free, confidential and impartial advice available to individuals as required. The WEA also delivers financial briefings on request and is used by MaPS on occasion as a proxy to deliver their briefs to units. The WEA and MaPS are both independent and work very closely with all three Services.

c. To maintain awareness and education, or when operations and deployments preclude formal external briefings, self-help training packages are available from:

www.learndirect.co.uk, which provides courses for our people and their families;

Defence E-learning Centres www.delc.co.uk.

2148. Financial Counselling

DOs/Tp Cdrs may need to conduct basic financial counselling for individuals in their Division. A proforma is at Annex 21Q should this be required. DOs/Tp Cdrs are not to give financial advice as such but can and should signpost individuals to professional bodies. Listed below are some of the professional bodies and other websites which can offer assistance:

a. Money and Pensions Service (MaPS) – www.maps.org.uk

b. The White Ensign Association (WEA) – www.whiteensign.co.uk

c. A number of links are available at www.rncom.mod.uk

d. www.nff.org.uk.

2149. Maintenance of Spouses/Civil Partners and Children

a. Married SP in a civil partnership are to be encouraged to make adequate financial provision for the maintenance of spouses/partners and children. It should be fully explained to an individual who neglects to support the family adequately that MOD (Navy) has authority under the Naval Forces (Enforcement of Maintenance Liabilities) Act 1947 to make Compulsory Maintenance Deductions from an individual's pay whether or not a Court Order for maintenance has been obtained. Once a Court Order is obtained deductions from pay will be made in compliance with that order.

b. An individual on assignment to a seagoing ship (home or abroad) or to a shore station abroad involving family separation should be strongly encouraged and given every opportunity to split their net pay (JSP 754 Chap 2 Sect 2), whereby they can have a proportion of their pay sent to their spouse/registered partner or guardian's bank account/building society (if they do not hold a joint account). The DO/Tp Cdr must be satisfied that adequate arrangements exist for the proper support and maintenance of the family. If adequate arrangements have not been made, the DO will inform the CO, who, if they consider the circumstances warrant further action on their part, may interview the individual to encourage them to provide the necessary minimum maintenance.

c. DO/Tp Cdrs should warn individuals who decline to make proper arrangements to support their families that their Personal Status Category will have to be changed which, in turn, will render them liable for Food and Accommodation charges (where applicable), and may reduce or stop allowances they may have been eligible for as a married/registered person.

d. Any order for maintenance or Child Maintenance Service (CMS) requests for deductions from pay on a Maintenance Assessment (MA) will be enforced (JSP 754 Art 02.0605f refers).

2150. Maintenance of Spouses/Registered Partners and Children - Service Personnel Committed to Imprisonment or Detention

It is essential that the families of individuals in Personal Status Categories C1 to C4 be properly cared for whilst the spouse/registered partner is undergoing a period of detention and who therefore is not in receipt of basic pay. The following guidance is designed to assist DOs who have responsibility for such ratings:

a. **Family Maintenance Grants (FMG).** The rules for payment of an FMG are contained in the Business Process Guide. Application for payment is to be made by the offender's Commanding Officer and forwarded to the JPAC. FMG is payable for a maximum of only eight weeks.

b. **Supplementary Benefit Payments.** Where the individual is to be discharged from the Service on completion of sentence, the FMG is payable only up to the date of discharge from the Service or for a maximum period of eight weeks beginning from the date of sentence. When entitlement to the FMG ceases, it will be necessary for the recipient to apply to the local DSS Office for Supplementary Benefit payment.

c. **Rent Payment.** In addition to the FMG there is an element to cover rent, which in the case of a family occupying Service Family Accommodation is the actual rent paid. For those in private accommodation (including owner-occupiers), the rent payment will be based on actual cost up to a maximum of the rent for a Type C Grade 1 unfurnished SFA. The Supplementary Benefit payable by the DSS also includes an element for rent.

d. **Family Accommodation Entitlement.** (see also Chapter 25). If the individual is being retained in the Service on completion of sentence, the family retains their entitlement to occupy SFA. If, however, the individual is to be dismissed on completion of sentence, the entitlement to occupy SFAs ceases on discharge from the Service. Individuals dismissed with an accompanying sentence of detention are considered discharged on the date on which they would be released from detention if they had earned maximum remission. Individuals sentenced to imprisonment are discharged immediately, prior to undergoing their sentence.

e. **Dismissal and Imprisonment.** In all cases where an individual's pay ceases as a result of imprisonment or dismissal, DOs/Tp Cdrs, in conjunction with RN FPS staff, should offer counselling to the individual and family in order to assist them in the transition from Naval to civilian life.

2151. Relationship Breakdown

a. Attention is drawn to Chapter 24, Para 2419. A period of 93 days is allowed before estrangement is deemed to have occurred in circumstances when a marriage or civil partnership is in serious difficulties. DOs/Tp Cdrs who identify individuals with marital or partnership problems should record the date of the initial Divisional Counselling interview in the Divisional BU Diary. A structure for this interview is at Annex 21R.

b. All SP with marital or civil partnership problems should be urged to seek family counselling advice from RN FPS (see Chapter 24 Section 3), a Chaplain or other spiritual adviser (see Chapter 31 and KRRN).

c. At the end of the 93 day period, or when evidence of a positive breakdown in a marriage or civil partnership is received, or when it is apparent no reconciliation is possible, whichever is the earlier, the CO should assess an effective date of estrangement on JS Form JPA N001 (Change of Personal Status, raised by unit HR) and certify that marriage counselling advice has been offered to both parties of the partnership (JSP 752 Ch 1 Section 4 refers). DOs/Tp Cdrs should note the stress on the word 'offered': there is no obligation upon either the individual or their spouse or partner to accept this marriage counselling advice.

d. **Advice.** Marital or partnership breakdowns leading to estrangement or divorce/dissolution have many Service implications. It is most important that individuals be fully briefed on the actions they should take in such circumstances. The following sub paragraphs summarise the main considerations and sources of advice.

e. **The Logistics Officer/Imprest Officer** Chapter 27 and

Change in Personal Status	JSP 752 05.0507
Long Service Advance of Pay	JSP 752 05.0701
Service Families Travel	JSP 752 Ch 6 Sect 3
Home to Duty Travel	JSP 752 Ch 7 Sect 3
Get You Home	JSP 752 Ch 7 Sect 4
Married rates of LOA (if accompanied abroad	
Child Benefit)	JSP 752 Ch 9 Sect 7
Relocation benefits	JSP 752 Ch 12
Education Allowance	JSP 752 Ch 14
Income Tax	JSP 754 Art 02.0105
Food and Accommodation charges	JSP 754 Ch 6 Sect 2

f. **RNRM Welfare**

Relationship Guidance (3-month cooling off period)	Chapter 24
Service Family Accommodation	Chapter 25

g. **The DE Housing Officer** Notes for Guidance (Issued by DE)

Out Muster
Responsibility for damages, telephone, domestic services
Application for waiver of damages for trespass
Application to re-accommodate spouse

h. **The Legal Advice Officer** Chapter 20

Legal Aid Qualification
Solicitor
Financial Statement/Affidavit of means
Court Maintenance Order
Responsibility for joint debts

i. **The Chaplain/Spiritual Adviser** Chapter 24 and Chapter 31

Marriage/Relationship guidance
Religious and ethical problems

SECTION 10

COMMAND, LEADERSHIP AND MANAGEMENT (CLM), AND DIVISIONAL TRAINING

2152. Introduction

The aim of this Section is to describe the training that ratings and officers should undertake as part of their Command Leadership and Management (CLM) development. As leaders and managers, all Divisional Officers have a responsibility to develop their subordinates; this section provides guidance and advice that will help this process. This section outlines the following: the CLM and Divisional training delivered by the Royal Naval Leadership Academy (RNLA) at BRNC Dartmouth, HMS COLLINGWOOD and OLTC Talybont. It provides:

a. A description of the Leadership Courses (LCs) delivered by the RNLA, including their content, and recommendations for pre-course preparation.

b. The need for post course development, together with guidance on how to maximise the benefit of such activities.

c. Details of assistance available from RNLA.

2153. General

a. The RNLA is comprised of three Squadrons and an HQ which are located across three sites. Royal Arthur Squadron (RAS) and Royal Victoria Squadron are based at HMS COLLINGWOOD, whilst the HQ, and Royal Oak Squadron (ROS) are based at BRNC Dartmouth. ROS is also responsible for the Outdoor Leadership Training Centre (OLTC) at Talybont-On-Usk, Brecon, South Wales (Under Royal Oak Squadron).

b. CLM and divisional training is provided to RN personnel throughout their careers, principally in support of promotion, recognising that those selected will be required to exercise greater levels of leadership; divisional training is also provided to any individual across the NS, Army and RAF with divisional reporting responsibilities. All ratings receive an element of team building while undergoing Phase 1 and the Able Rates' Leadership Course (ARLC) during Phase 2 training before being accepted onto the trained strength. This acts as a precursor to subsequent formal RNLA CLM LCs once selected for promotion. Officers receive a significant amount of leadership training as part of their Phase 1 Initial Officer Training (INT(O)) package. They also should undertake Junior Officer Leadership Course 1 (JOLC1) immediately prior to commencing their first complement assignment and will, in due course, undertake a two-week continuation leadership package in Junior Officer Leadership Course 2 (JOLC2).

2154. Output

The RNLA currently delivers the following:

a. **Royal Arthur Squadron (RAS).** The primary purpose of RAS is to deliver mandated CLM training for ratings, and RN divisional training. In addition, a number of smaller courses are run or administered through RAS. All courses delivered are detailed below:

(1) **Leading Rates' Leadership Course (LRLC).** The aim of LRLC is to prepare ABs for their role as a leader through exposure to various leadership models and scenarios. LRLC culminates in a four-day Dynamic Leadership Exercise (DLX) assessing the leader's ability to deliver practical leadership tasks. All ratings joining the RN after 1 Apr 13 must have completed Able Rates' Leadership Course (ARLC) prior to being assigned to LRLC.

(2) **Senior Rates' Leadership Course (SRLC).** SRLC is aimed at developing the leadership and management skills of supervisors through receiving instruction in the theoretical and practical aspects of leadership and management. The 4-week SRLC includes training in; self and group motivation and morale, team building, decision making, problem solving, and priority setting. This is also assessed through a 4-day DLX. The final week of the SRLC is focused on preparing students for the role of Divisional Senior Rate.

(3) **Divisional Officers' Course (DOC).** DOC provides the information and theory necessary to be a Divisional Officer within the RN. The course covers: D&I, SJAR, discipline, H&S, education and resettlement; and includes scenario role plays and visits by external speakers on divisional matters. Any individual with divisional reporting responsibilities for RN personnel, including RM, Army and RAF, **must** attend DOC

(4) **Support to Bespoke CLM Packages.** RAS is also able to support, resources permitting, approved bespoke ship/unit Continuation Training packages. Facilities include:

(a) Low Ropes site.

(b) Practical Leadership Task site.

(c) Assault Course.

b. **Royal Oak Squadron (ROS).** ROS's principal remit is to deliver further CLM training for officers, Warrant Officers and the introduction of teambuilding to Phase 2 ratings.

(1) **Junior Officer Leadership Course 1 (JOLC1).** JOLC1 is designed to build on the CLM training Junior Officers received during their time at BRNC. The course will broaden and develop their ideas of CLM theory but, most crucially, enable contextualisation through practice and real situations. JOLC1 is delivered at OLTC using Adventurous Leadership and Resilience Training (ALeRT) models and controlled exposure to risk by conducting activities in a challenging environment. Uniquely, it also affords officers the chance to lead, mentor and interact with the ratings of ARLC (possibly for the first time in their career) under field conditions, with the two courses being symbiotic and intrinsically linked.

(2) **Junior Officer Leadership Course 2 (JOLC2).** JOLC2 Encourages mid-seniority OF2 Officers to reflect on their leadership journey so far. To be eligible to attend, officers must have a minimum of 2 years' OF2 seniority before the course start date. The seniority requirement gives trainees an appropriate amount of lived experience as an officer in the RN to fully contribute to the course. The course introduces leadership models in context and an exploration of how an understanding of different personality types, including their own, can shape the selection of a leadership style. The students also receive Level 3 coaching training, with the course culminating in a leadership-focused NAVEX and Team Dynamics Exercise at OLTC. During these activities, students have the opportunity to apply the practical aspects of the theories covered and reflect on the concepts discussed earlier in the course.

(3) **Warrant Officers' Staff Course (WOSC).** To deliver further CLM development for the challenges faced at this senior level, the reinvigorated WOSC challenges both substantive and selected Warrant Officers to develop their knowledge around the areas of Command Estimate, briefings and awareness of issues outside their source branch.

(4) **Heads of Department Leadership Course (HODLC).** The HODLC is a four-day course designed to prepare prospective Heads of Department for the CLM challenges that they will face on taking up their Charge assignments. Utilising a deeper exploration of personality-based leadership methods, coupled with briefings from external SME, the course aims to provide the prospective HoD with an enhanced skillset to lead effectively up and down the Chain of Command.

(5) **Able Rates Leadership Course (ARLC).** Delivered at OLTC, ARLC gives all Phase 2 ratings the transferable skills required to work as an effective team member in arduous and demanding conditions. It introduces the students to a variety of leadership and coaching models via Adventurous Leadership and Resilience Training (ALeRT), along with the implementation of core values and principles of followership. Crucially is the interdependence that ARLC has with JOLC1, and the interactions that take place between both cohorts through shared hardship in challenging environments, under field conditions. All ratings joining the RN after 1 Apr 13 must have completed ARLC prior to being assigned to LRLC.

(6) **Executive Warrant Officers' Course (EWOC).** Upon assignment to an EWO appointment, a Warrant Officer must first attend this staff and management training course, delivered by ROS and various subject matter experts. The course equips students with a deeper understanding of advising senior management on human resources, large-scale workforce allocation, and associated procedures and processes. Official guests facilitate high level briefings and understanding to give the EWO the skills to advise the Senior Management and Heads of Department on allocation of work to others, to achieve specific results by using resources effectively, to implement policy in their defined areas of authority and to contribute to broader activities, such as Diversity and Inclusion and Trauma Risk Management (TRiM).

(7) **Departmental Coordinators' Management Course (DEPCO).** The Departmental Coordinators' Management Course is a three-day course that enables students to carry out the functions of a Departmental Coordinator by developing their management knowledge and informing them of their responsibility to the Head of Department for the training, administration, morale and discipline of the department.

c. **Royal Victoria Squadron (RVS).** The primary purpose of RVS is to deliver mandated CLM training for officers and ratings, and divisional training to the Maritime Reserves. Joining Instructions for all RVS courses are promulgated on the RVS site in the Defence Connect application on Defence Gateway. A number of shorter courses for RNR personnel are also run or administered through RVS.

(1) **Senior Rates' Leadership Course RNR (SRLC RNR).** SRLC RNR is aimed at developing the leadership and management skills of supervisors through receiving instruction in the theoretical and practical aspects of leadership and management. SRLC RNR mirrors the training provided to regular service counterparts includes training in; self and group motivation and morale; team building; decision making; problem solving; and priority setting. All of this is assessed via a three-day Dynamic Leadership Exercise (DLX) (see Para 2157). The training is distributed over three separate sessions: the RNR Divisional Senior Rate Course; a pre-SRLC training weekend; and a continuous twelve-day period of training which culminates in the DLX. SRLC RNR is accredited with an Institute of Leadership and Management Level 5 award in Leadership and Management.

(2) **Leading Rates' Leadership Course RNR (LRLC RNR).** The aim of LRLC RNR is to prepare ABs for their role as a leader. As with the SRLC RNR the LRLC has a three-day DLX. As with SRLC RNR there is also a pre-weekend of training that must be completed in advance of attending the course. Successful completion of LRLC is accredited with the award of Institute of Leadership and Management Level 4 award in Leadership and Management.

(3) **Divisional Officers' Course RNR (DOC RNR).** The DOC RNR provides the information and theory necessary to be a Divisional Officer. The course covers: D&I; SJAR; discipline; H&S; education and resettlement; and includes scenario role plays and visits by external speakers on divisional matters. Any individual with divisional reporting responsibilities for RN personnel, including RM, Army and RAF, **must** attend the DO's Course.

(4) **Junior Officers Leadership Course RNR (JOLC RNR).** JOLC RNR is designed to build on the CLM training officers received whilst completing Phase 1 training at BRNC. Delivered at RNLA East (HMS COLLINGWOOD) it explores the concepts of leadership agility and coaching over two separate weekends.

(5) **Leadership Development Weekends.** RVS offer four weekends per training year, for individuals of any rank or rate to attend for CLM development. The packages are tailored to individual needs and can be used as preparation for mandated leadership training or for leadership CPD. Minimum entry requirement is Midshipman or AB1.

2155. CLM Continuation Training

Booking requests for use of RNLA's facilities or training resources should, in the first instance, be addressed to the Academy's Operations Officer (NAVY PEOPLE-TMG RNLA OPS).

2156. Booking

Attendance at an RNLA Career course (WOSC, JOLC1, JOLC2, SRLC and LRLC) should be booked through the individual's Career Manager and will be notified via workflows on JPA. Any queries about a specific course booking should be addressed in the first instance to the Career Manager. Joining Instructions for courses are contained within the extant RNTM and available on the RNLA DefNet page.

2157. Preparation for Leadership Course and the Role of the Divisional Officer

a. The Divisional Officer, Divisional Senior Rate and Divisional Leading Hand play pivotal roles in both the physical and mental preparation of a prospective LC student. DOs are to pay particular attention to the completion of pre-joining documentation, including the training documentation in the extant LC RNTM.

b. DOs are to ensure that all ratings assigned to LC training are made aware of the consequences of failing a LC, which are detailed below in Para 2159 in the RNTM and also Chapter 69. Standard joining instructions are issued annually by the RNLA in the form of an RNTM. All students attending RNLA must read the RNTM and Chapter 69 prior to their arrival at RNLA for LC training. A flow chart for guidance of DOs in preparing members of their division for attendance on Leadership Courses is at Annex 21S.

c. Personnel are required to be in date for the RNPES prior to, and for the duration of, the course. This is to ensure that they are able to undertake the course safely and to ensure that insufficient individual personal fitness does not degrade the quality of training for the group. It is recommended that ratings take the RNPES less than three months prior to joining leadership course to ensure they are at the necessary physical standard. **DOs should enforce this if they are in any doubt as to the rating's physical preparedness for the course**.

d. DOs are strongly encouraged to help prospective students prepare for their LC. This preparation should cover both physical and mental aspects, i.e. general physical fitness, teamwork and communication skills including verbal, Defence Writing and presentational. Preparing students for their LC should be an integral part of a unit's CLM development programme.

e. **Presentations and Lectures in LC.** SRLC students will be given a Naval Ethos presentation title on day one of LC and are expected to prepare a 15-minute presentation to be delivered in Week 3. LRLC students will conduct a seven minute and 12-minute presentation during LC training. All presentation subjects are to have a military title and context. Prior preparation is essential as presentations are given early in the course. All presentation methods are acceptable and are to be in the following basic format:

(1) **Introduction (including Personal).** Setting out the scope of the lecture and the aim. 5% of total time.

(2) **Objectives.** What it is intended to convey in the lecture. 5% of total time.

(3) **Main Body of the Lecture.** The 'meat' of the information to be delivered. 80% of total time.

(4) **Conclusion.** A summary of the main points. 10% of total time.

f. LRLC personnel should prepare and bring with them any props, models, PowerPoint presentations etc. they wish to include, as there is limited time and facilities available for self-help once on course. It is recommended that DOs arrange for students to rehearse their presentations in front of a suitable audience, and have sufficient opportunity to make initial amendments prior to starting course[5].

[5] Outlined in current RNTM.

2158. Return to Unit (RTU) from SRLC/LRLC

a. The Training Performance Statement requires LRLC/SRLC to be physically and mentally demanding, resulting in a considerable amount of pressure being placed on the student's character. In order to succeed on course, candidates must demonstrate the required professional and Character and Leadership (C&L) standards. Each student's performance is assessed continuously whilst on LC, with formal, summative assessments for key Training Objectives (TOs). A warning system is in place throughout courses whereby, if a candidate falls short of the required professional or C&L standard, they will be issued with a written warning that will detail the shortfall and guidance required to redress it.

b. The warnings process is fully briefed to all students at the beginning of course and there is also comprehensive coaching support offered to all students during course to help rectify shortcomings. The RNLA will RTU any student who receives an accumulation of multiple professional and/or C&L warnings.

c. C&L warnings are commonly received for, but are not limited to, the following reasons whilst on course:

(1) Lack of commitment or poor attitude.

(2) Lack of effort and commitment in PT evolutions.

(3) Inadequate timing or preparation for presentations or briefs.

(4) Inadequate standard of uniform; in particular No 1s.

(5) Lack of military bearing during Divisions and within establishment boundaries.

(6) Poor state of accommodation during daily accommodation rounds.

(7) Attitude or conduct unbecoming of a SR or LH, i.e. unreliability, poor judgement, lack of team spirit.

d. Professional warnings are imposed for failed formal assessments of key TOs such as presentations, practical leadership tasks, defence writing and exams.

e. In addition, students will face RTU action immediately if they:

(1) Are not in date for RNPES on the first day of course.

(2) Fail the Dynamic Leadership Exercise.

(3) Fail the initial assessment and subsequent failures meet the RNLA warnings criteria for RTU.

f. RNLA Training Orders and LC assessment specifications provide further detail on these orders. Students are briefed on this on the first day of their course.

2159. Implications of Failure

a. Under the RN system of 'select – train – promote', leadership courses are often the final stage of training prior to promotion and success can lead to this reward. However, leadership courses are not simply attendance courses and failure can have severe consequences for candidates, as detailed below:

(1) **Relinquishment of the Acting Higher Rate.** Failure of an LC will lead to the relinquishment of an Acting Higher Rate if held (see Para 6916 sub-para h).

(2) **Financial.** Failure to complete the relevant LC prior to the Common Promotion Date (CPD) for non-service reasons that are within an individual's control, which includes failing a course, will result in pay and seniority not being back-dated to the CPD. Individuals who have not completed an LC will not, under any circumstances, be substantively promoted to the higher rate (see Para 6703 sub para b(4), Para 6714 and Para 6719).

b. Individuals who fail either LC will be advised on the minimum amount of time recommended before being allowed to re-attend the LC and, depending on the level of failure, de-selection will not normally be recommended. Individuals who fail an LC as a result of their final DLX, and who do not merit de-selection, will be given the opportunity to attend a two-week Leadership Development Package. On successful completion of this course, they will not be required to re-attend the LC. Those who are required to re-attend an LC or the Development Package should be aware that promotion and CPD time limits continue to apply.

2160. Post Course Development

a. **Why Post Course Development is Important.** The RN commits considerable resource, in terms of both time and money, to train and improve the CLM capabilities of its personnel. Whilst a well-designed and executed course can help improve an individual's performance, the course alone cannot produce sustained performance improvement. It has been shown that newly acquired knowledge and skills deteriorate dramatically, within weeks of the course. In traditional training regimes, nothing happens before training, so the knowledge and performance lines stay the same. During training, individuals are exposed to new knowledge, and this significantly increases. Given the opportunity to practice, the performance line will also increase. However, both will decline unless the student is given the opportunity to embed their new abilities in the workplace, as the new knowledge and skills are quickly forgotten. In this situation, the course will be seen as nothing more than a 'tick in the box' that once completed can be forgotten about. If, however, the student is encouraged to prepare for the course and upon returning to their unit given the opportunity to develop their new capabilities then a significant and lasting improvement is seen. The benefits to the individual will extend beyond the initial improvement, as their confidence and willingness to accept additional responsibility increases. Such post course development should be framed within coaching techniques, as detailed in Annex 21U and Annex 21V.

b. **Post Course Development Strategy.** There are three simple strategies that the line managers/students can employ during the post course development phase:

(1) Quickly seek out opportunities to apply the newly acquired skills. This could include helping to prepare other students who are about to start the LC or as part of the wider CLM development programme onboard.

(2) Making the students accountable for the application of the new skills, by providing coaching and feedback. Individuals must take ownership of their own development and ways to achieve it.

(3) Incorporate development goals and plans into the formal performance appraisal process.

2161. RNLA Help and Assistance

a. **RNLA Web Site.** The RNLA SharePoint contains background information on course structures, Defence Writing, presentations, NSOs and several practical applications. These can be used by students to help them prepare for their LC.

b. Points of Contact.

CDR RNLA
Email: NAVY PEOPLE-TMG CDR RNLA

OPS RNLA
Email: NAVY PEOPLE-TMG RNLA OPS

EWO RNLA
Email: NAVY PEOPLE-TMG RNLA EWO

OiC Royal Arthur Squadron
Email: NAVY PEOPLE-TMG RNLA RASQN OIC

2iC Royal Arthur Squadron
Email: NAVY PEOPLE-TMG RNLA RASQN 2IC

Divisional Training Officer
Email: NAVY PEOPLE-TMG RNLA RASQN DOCO

OiC Royal Oak Squadron
Email: NAVY PEOPLE-TMG RNLA ROSQN OIC)

OiC Royal Victoria Squadron
Email: NAVY PEOPLE-TMG RNLA RVSQN OIC

2162. Coaching and Mentoring

Coaching and mentoring techniques are key leadership skills; they create favourable conditions for individual, group and team learning and collaboration which in turn are likely to result in improved performance and consequently benefit Operational Capability. People who are coached and mentored well usually find the experience highly motivating and fulfilling, which increases the persons sense of value and intrinsic motivation; which can lead to the likelihood of their retention in the Service. Skilled application of coaching and mentoring is therefore beneficial to CLM, and the implementation of the Divisional and Regimental System; as such coaching and mentoring are tools which all personnel are expected to use throughout their areas of responsibility while leading, developing and motivating their people. Although coaching and mentoring may require some initial investment in growing leaders' skills and confidence, and in setting expectations for all personnel, they offer a worthwhile economy of effort: once coaching and mentoring is the norm, leaders will gain more capable, dynamic and resilient teams which need less direction and supervision. Coaching and mentoring are essential tools for professional development in the workplace, across training environments (formal and informal), and within front-line units.

a. **Coaching and Mentoring Policy.** NCHQ P&T directorate is the lead for RN coaching and mentoring policy, with Navy Culture-EXECPOL-SO3 as the key HQ stakeholder. Activities essential to implementing the policy are delivered by the RNLA (this includes career leadership courses), CTCRM, FOST (N) and (S), LDOs (ashore and afloat), establishment Coaching Advisory Support Teams (CASTs), unit CLM Development Officers, MentoRNavy, the Defence Academy, and the DLE.

b. **Coaching.** Coaching is defined by the RN as: "*Unlocking a person's, team's or organisation's potential to maximise their own performance*". Proficient coaching causes self-awareness, reflection and learning (Annex 21T); all are essential components of performance improvement. The spectrum of possible coaching activities ranges from a series of scheduled and relatively formal one-to-one meetings, with a clear agreement between a coach and a coachee on the terms and objectives for the coaching (a common format if using a coach from an external team or organisation), to entirely informal, on the job, one-off, short and sometime opportunistic 'corridor coaching'. While most uses of coaching in the RN will fall somewhere between these extremes, a common set of foundation coaching skills and behaviours is applicable to all situations (Annex 21U); it is therefore necessary for leaders and managers at all levels to continually develop and practise these skills and behaviours.

c. The Service recognises the value of coaching in helping individuals, teams and organisations to make progress towards excellent performance regardless of their current level of performance. All personnel are therefore strongly encouraged to seek regular coaching, as well as developing their ability to coach others. DOs are expected to set a positive example in this respect through divisional activities such as MPAR's and joining interviews. Individuals who seek coaching for the purpose of improving their performance are displaying positive and commendable behaviour and attitude; leaders at all levels are expected to recognise this and give appropriate credit, including recognising such actions as positive evidence in appraisals.

d. There are two main techniques that personnel are expected to adopt at every level to ensure the Service achieves maximum benefit from coaching: GROW (Annex 21V) and Effective Debrief/Feedback Annex 21W). These techniques are suitable for use within MPAR (Annex 21C). Trainers in all training establishments and work-place training environments are trained in using coaching skills and are expected to routinely apply, a blend of Teaching, Coaching and Mentoring (TCM) approaches. Leadership students on career leadership courses are developed by, and are taught to use, coaching and mentoring techniques.

e. Where a unit has a Coaching, Advisory Support Team (CAST), the focus of the team should be on supporting and developing the coaching skills, behaviours and mind-sets of the unit's leaders and/or trainers. In this way, CASTs can support the development of unit cultures that value and enable performance enhancing learning and self-development at all levels.

f. **Coaching Skills Development.** Awareness of coaching theory and practical development of foundation techniques is delivered by the following courses:

(1) **Coaching Introduction.** This is conducted at BRNC and HMS Raleigh to phase 1 trainees which highlights the benefits of being a coachee / mentee and the departments / services that are available to seek a coach or mentor.

(2) **Coaching Workshop 1 (CW1).** CW1 is split into three components (theory, DLE refresh and practical) which covers the basic principles and techniques of being a coach. The minimum requirement is to cover the theory within Annex 21T (The Learning Cycle), Annex 21U (Foundation Skills and Behaviours for Coaching), Annex 21V (GROW) and Annex 21W (Effective Debrief/Feedback). CW1 is delivered in three sections that covers theory session would normally be expected to require 90-120 minutes (although this may vary according to the delivery environment).

(a) Delivered by:

i. HMS Raleigh and RNLA to phase 1 trainees. DLE component to be completed before attending JOLC1 or ARLC. Practical application and assessment of coaching skills are to be conducted during JOLC1 or ARLC.

ii. CTCRM.

iii. LDOs on request by units and establishments.

(b) Achieves a JPA competence mandated for all RN personnel. Competences awarded are to be recorded in JPA by the unit/team delivering the workshop.

(3) **Coaching Workshop 2 (CW2).** CW2 focuses on the effective employment of coaching techniques in the workplace. The minimum requirement is to cover CW1 and also ensure all attendees actively participate in a practical session (which may be contextualised as appropriate) applying Foundation Skills and Behaviours for Coaching (Annex 21U), GROW (Annex 21V) and Effective Debrief/Feedback (Annex 21W). As a guideline, the CW2 practical session would normally be expected to require 120 minutes in addition to any time required to cover, or refresh, CW1 content (although this may vary according to the delivery environment).

(a) Delivered by:

i. Establishment Coaching Advisory Support Teams (CASTs).

ii. CTCRM.

iii. LDOs on request by units and establishments.

iv. RNLA Coaching Cell on request.

v. DLE.

(b) Achieves a JPA competence. Competences awarded are to be recorded in JPA by the unit/team delivering the workshop or course.

(4) Coaching Workshop 4 (CW4). To prepare and ensure coaching is aligned to the code of ethics laid down by the EMCC and RNLA, it is vital that supervision is made available to all those in a CAST so that there is no ethical drift from the standards and practices of coaching. The CW4 is the opportunity to allow experienced coaching practitioners to reflect on their own abilities and start to transition towards understanding the role of a coaching supervisor.

(a) Delivered by:

i. Establishment Coaching Advisory Support Teams (CASTs).

ii. LDOs on request by units and establishments.

iii. CTCRM.

iv. DLE.

v. RNLA Coaching Cell.

(b) Achieves a JPA competence. Competences awarded are to be recorded in JPA by the unit/team delivering the workshop or course.

(5) **Coaching Workshops Alignment and Assurance.** RNLA acts as the RN (excluding RM) CW1 and CW2 delivery lead with responsibility for promoting alignment and congruence between CW deliveries. The purpose of alignment activity is to ensure consistent messages about coaching are communicated which meet the requirements and uphold the intent of this policy. CW deliveries are not expected or required to be identical between organisations and tailoring the delivery of the core CW1 and/or CW2 syllabus to the context of the audience is encouraged. Each organisation delivering CW1 or CW2 shall nominate a point of contact to liaise regularly with RNLA on CW delivery alignment matters, sharing good practice and lessons identified. NCHQ will provide second party assurance of RNLA as in this capacity during routine second party assurance visits.

(6) **Advanced Coaching Skills: National Qualifications Framework (NQF) Level 3/Level 5 Certificates and Awards in Coaching.** The CMI level 3 coaching and mentoring award is integrated onto JOLC2 and LRLC whereby all RN LH's and Lt's will hold the JPA competence and will have the opportunity to complete the CMI level 3 award through the completion of a written assignment post the course. Therefore, coaching can be utilised, where appropriate, as a leadership skill for on the job (OJT) and divisional roles, as well as a conducting formal coaching within a CAST. The CMI level 5 professional coaching practice provides training for service personnel to undertake coaching supervision within the CAST which provides governance and ensure ethical coaching practice is being provided to those that have requested coaching services. Once personnel have completed the course, they can attend the monthly CAST dial in sessions which is conducted by RNLA Coaching Cell. Service personnel who have attended the Level 3 or Level 5 accredited qualification are eligible for a JPA competence which will enable the RN to effectively employ individuals. Unit HR administrators are able to award the JPA competence on production of an individual's original certificate of qualification.

(7) **Coaching Advisory Support Team (CAST).** The function of the CAST is to provide a multitude of coaching functions which range from coaching services, supervision and CPD sessions for the Level 3 coaches. Every establishment / platform, where practicable, should have a CAST which has oversight by the BWO or EWO to ensure coaching services are available and assure that ethical practice is being conducted. This also includes the CAST's conducting the CW2 and CW4 where possible and with authorisation from RNLA Coaching Cell. The amount of supervision per coach is laid in the CAST RNTM and governed by RNLA Coaching Cell which is subject to change if required when coaching maturity evolves over time and supervision is utilised more often by the CAST's. RNLA Coaching Cell are to conduct QA checks on the CASTs to ensure their data record management is being adhered too, CPD is provided, supervision is being conducted, and ethical coaching practice is being maintained. This is done through the CAST local procedures of coacher's onboarding into CAST's, supervision / CPD records and the general management of coaches.

Each CAST will function differently due to the culture, trades and function of the establishment which is accepted and supported due to the unique requirements from the service personnel. If personnel do not have access to a CAST, then they can contact RN personnel who are within the RNLA and CAST network through a multiuser (NAVY PEOPLE-TMG COACHING SUPPORT).

g. **Mentoring.** Mentoring is defined by the RN as "a relationship and process where a person with more experience in a particular field, offers help, guidance and support to facilitate the learning and/or development of a colleague at an appropriate stage in their career". In parallel with coaching, there is a spectrum of possible mentoring activities: at one end is the establishment of a mid to long term mutual, voluntary, mentoring relationship within defined boundaries between a mentee and a mentor who ~~may~~ is likely to be outside of the mentee's management chain; at the other it is possible for very effective mentoring to occur in informal and unplanned circumstances. As mentoring can have substantial overlap with coaching, the foundation skills and behaviours for coaching (Annex 21U) are equally applicable for mentors.

h. **Mentoring Skills Development.** Awareness of mentoring theory and practical development of foundation techniques is delivered by the following courses:

(1) **Mentoring Fundamentals v2.0.** This is an online course accessible to all personnel via the DLE. The aim of this online mentoring awareness training is to provide MOD personnel with an overview of the knowledge and skills that can be used to be successful when undertaking the role of a mentor or a mentee. The completion of this course is a pre-requisite to undertaking the Mentoring in Defence course.

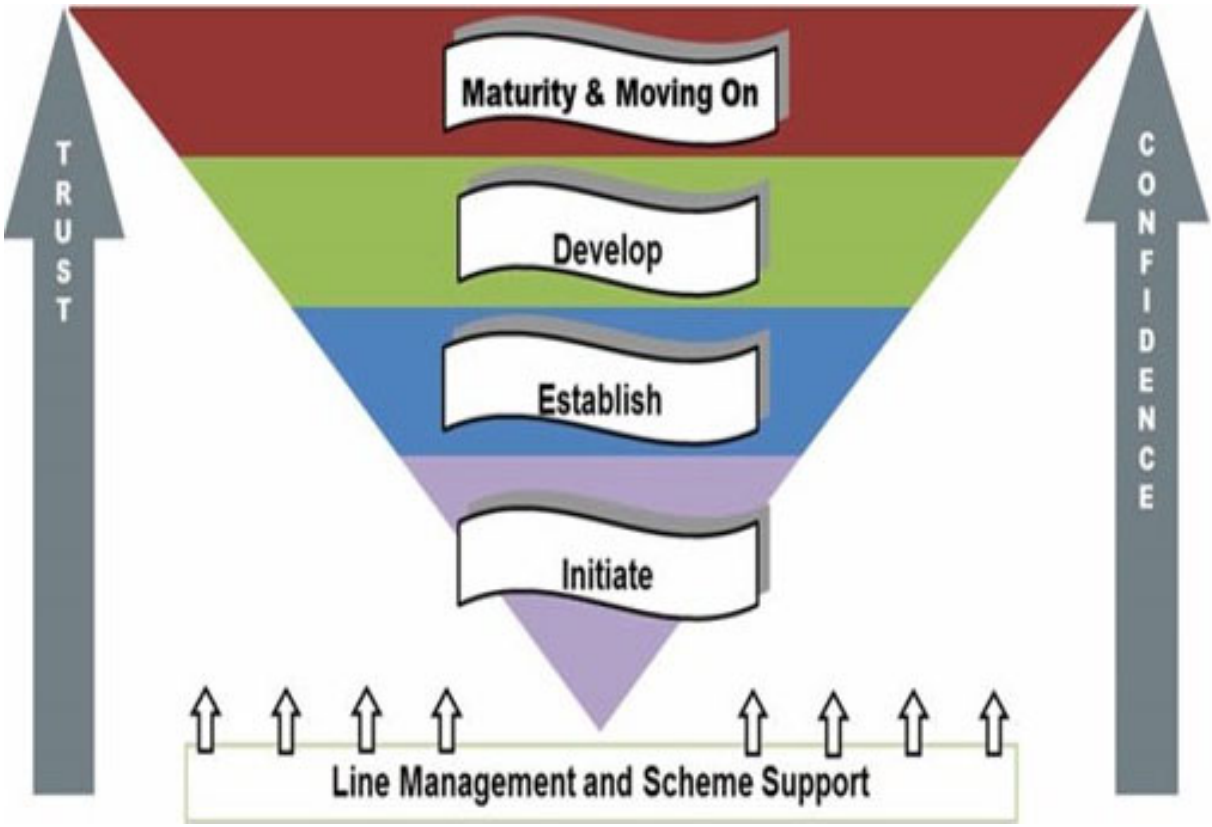
(2) **Mentoring in Defence (Virtual).** This course is facilitated by the Defence Academy through the Defence Leadership Centre (course code RO46) and is accredited by CMI. It is run virtually over three days; one day's preparation delivered via online learning, followed by two days in the virtual classroom. During the course students are introduced to 'mentoring best practice' to enhance their mentoring knowledge, skills and behaviours to support future mentoring relationships. Students build on their mentoring fundamentals knowledge and have an in depth look at the mentoring process. Attendees have the opportunity to practice mentoring skills, learn about reflective practices, questioning skills, listening skills and goal setting. Successful completion of this course will result in a CMI Level 3 Certificate in Coaching and Mentoring.

(3) **Level 5 Coaching and Mentoring Award.** On successful completion of the Mentoring in Defence course, students can opt to complete additional work for the CMI Level 5 Certificate in Coaching and Mentoring. There is an additional cost to the individual for this but for military personnel, SLCs can be used to offset this cost.

i. Mentors can support and guide a mentee in various ways which assist the mentee to progress around the learning cycle (Annex 21T). Mentors might provide an objective, informed and separate perspective, helping a mentee to decide how best to approach their personal and professional development. They can provide the indirect learning benefit of describing examples or situations from their own experience, discussing what they did and the effects of their actions. They can guide and support the mentee's reflection and thinking, and contribute lessons from their own thinking and analysis. They can assist the mentee in making plans and developing mechanisms and strategies for dealing with the upcoming challenging situations they expect to face.

j. **Mentoring Process**. A mentoring relationship can last between six and 24 months, the duration will vary dependant on the purpose of the relationship. However, whether formal or informal mentoring is taking place, it is best practice to follow the mentoring process. There are four stages in a mentoring relationship and below is a diagram illustrating these stages. It additionally highlights the importance of support from Line Management and the programme/scheme coordinator (if applicable).

Figure 21-2. Mentoring Process



k. The RN recognises the value of mentoring in helping individuals, teams and organisations to make progress towards excellent performance regardless of their current level of performance. All Naval personnel are therefore strongly encouraged to seek regular mentoring, as well as developing their ability to mentor others, an ability that necessarily requires drawing upon their experience in their field. DOs are expected to set a positive example in this respect. Individuals who are actively engaged in mentoring for the purpose of improving their performance are displaying positive and commendable behaviour and attitude; leaders at all levels are expected to recognise this and give appropriate credit, subject to evidence of performance, including recognising such actions as positive evidence in appraisals.

l. Mentoring is already in use in a number of areas in the RN: the MentoRNavy Team have run several mentoring programmes, open to regular, reserves, RFA and civil servants. In addition, mentoring is used effectively within some branches and within the RN networks. Mentoring can help develop individuals to the benefit of themselves and the Service and has been proven to increase employee engagement. The introduction of a mentoring programme aligns with an overall vision to reinforce an inclusive and supportive culture within the Service. This process provides an opportunity for all personnel to develop and to maximise their potential.

ANNEX 21A

DIVISIONAL AND REGIMENTAL DIGITAL TOOLKIT

1. The Digital Toolkit to the Divisional and Regimental System is a series of tools designed to enhance access and useability to Divisional and Regimental information including a new “off-line” tool to enable reporting when SCIO is inaccessible. The details below will provide an overview of each of the tools and how they benefit all RN and RM personnel.

2. The Digital Toolkit is to increase the efficiency of Divisional/Regimental processes allowing for greater interaction with the Division/Troop as a whole. It also provides the Chain of Command with increased oversight ensuring maintenance of standards, professional output and tailored support to our people.

3. The key users of the Digital Toolkit referenced in this document are:

a. The Individual

b. Divisional Officer (DO)

c. Troop Commander (TC)

d. Executive staff:

(1) Warrant Officer (EWO)

(2) Departmental Coordinator (DEPCO)

(3) Squadron/Company Sergeant Major (SSM/CSM)

4. Working in conjunction with JPA and SCIO, the Digital Toolkit is comprised of the following elements:

a. JPA Data Check (Appendix 1)

b. DO/TC Dashboard (Appendix 3)

(1) Performance Improvement and Empowerment Record (PIER) (Appendix 4).

(2) Divisional and Regimental Reporting Tool (D&RRT) (Appendix 5).

(3) SP SLI Check & Guidance (Appendix 6&7).

5. The JPA Data Check, DO/TC Dashboard and the Divisional and Regimental Reporting Tool will work collaboratively, improving the accuracy of JPA data and so improving efficiency of the Divisional and Regimental system.

6. To make the learning process as seamless as possible, easily accessible user guides and instructional videos will be made available through the Divisional and Regimental review SharePoint.

7. To maximise the benefit of these tools, it is critical that they are endorsed by unit Senior Management. It remains the responsibility of Divisional and Regimental staff to effectively performance manage their people, but they should encourage personnel to take ownership of their appraisal narrative by embracing these new reflective practices.

8. Although BRd3 does not specify any pre-set time to complete Divisional/Regimental duties, adopting the following battle rhythm is recommended to allow sufficient opportunity to optimise value gained from the D&RT:

a. Divisional administrative hour once per week.

b. Divisional discussion once per fortnight involving all personnel who hold Divisional/Regimental responsibilities - to align divisional understanding, communicate changes in policy or interpretation, discuss divisional trends, themes, problems or plan future training/events.

c. Executive N1 Forums once per month.

9. Allocating timeslots for divisional and regimental responsibilities should not be viewed as a replacement to ‘walking the patch’ or to providing reactive support when required.

10. SCIO. The Digital Toolkit uses SCIO to access and manage information at both a divisional and individual level. SCIO is accessible through Google Chrome on both ModNet and DII platforms.

11. SCIO will use the JPA hierarchy and the responsibilities associated with each individual JPA line number to automatically determine the structure of a division and the appropriate level of functionality required within the tools. Divisional structure may then need to be refined using the DO/TC Dashboard within SCIO - changes in SCIO will not be written back to JPA.

Note. *It is essential for all units to ensure that their divisional hierarchies are accurate and that individual roles reflect the appropriate JPA line number correctly.*

12. SCIO is a user-friendly platform which can operate under a reduced bandwidth which will optimise the opportunities available for Individuals to access the tools in environments where connectivity is limited.

13. Users can also login to MySCIO via JPA by clicking through ‘JPA Self Service’ > ‘My Dashboards’ > ‘JPA Dashboard Function’ > ‘NAVY’, and then on the SCIO link (see above) when the OASIS Dashboard has loaded.

APPENDIX 1 TO ANNEX 21A

JPA DATA CHECK

1. JPA data drives career management, promotion, and all other Tri-Service HR functions. Thus, although the maintenance of JPA data is the individual's responsibility, it also informs policy and decision making in NCHQ and the wider MOD.

2. The JPA Data Check replaces the JPA Personal Information Check performed using OBIEE, negating the need to print paper copies for the DO/TC and Unit Personnel Office (UPO). Currently, any changes to personal data will still be made using JPA, which will be reflected on MySCIO within 24 hours.

3. The tool will enable the individual to acknowledge that data held within the Oracle database is up-to-date and correct; the DO/TC will be able to see that this has been completed when they access the DO/TC Dashboard. This information provided on the DO/TC Dashboard is for informational purposes only; responsibility for processing 'date last verified' (DLV) data remains with the UPO.

4. The Dashboard will utilise a traffic light system to indicate to the Individual - and their DO/TC - that their check is in date (Green), 30 days from expiry (Amber), or expired (Red).

5. The JPA Data Check displays an Individual's personal details in an easily readable format, taking the user through a series of pages with acknowledgment points where, for audit reasons and prevention of fraud, they will be required to make a digital declaration. Should an Individual require a change to their data, they will need to alter the details in JPA which will then update MySCIO within 24 hours.

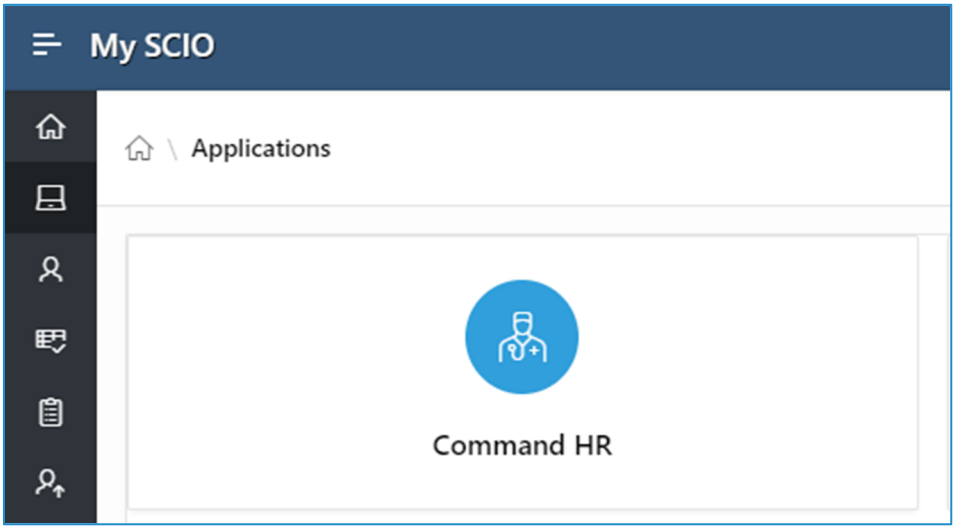
6. The JPA Data Check tool is also available via the MyNavy app.

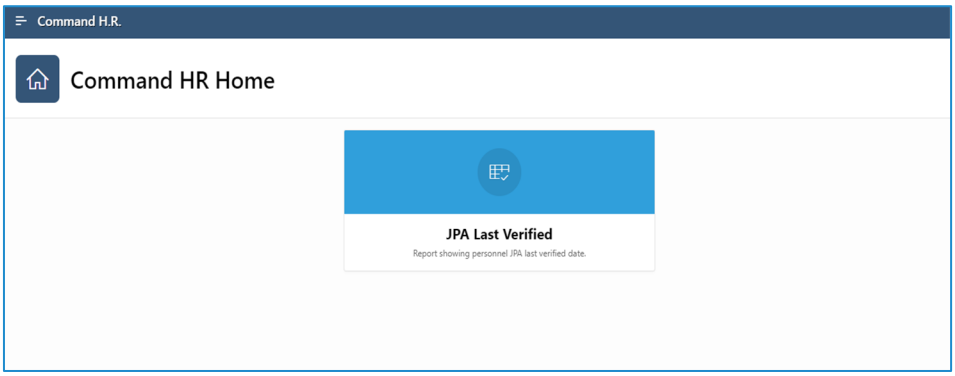
7. A simple integrated user guide will be available within the app to ensure that users are able to complete the check correctly and swiftly.

APPENDIX 2 TO ANNEX 21A

COMMAND HR – JPA LAST VERIFIED APP

1. The JPA Data Check in SCIO, is not tracked within JPA. Therefore, unit personnel with JPA access as 'Unit MI Manager' or 'Unit HR Admin' should be able to access the SCIO 'Command HR – JPA Last Verified' App to view their unit data for the annual JPA data checks, if this access hasn't been granted, the SCIO MB, NAVY PCAP-PPLAN HRA SCIO MAILBOX (MULTIUSER) NAVYPCAP-PPLANHRASCIOMAILBOX@mod.gov.uk can be contacted to request SCIO access for this App.





APPENDIX 3 TO ANNEX 21A

DIVISIONAL OFFICER/TROOP COMMANDER DASHBOARD (DO/TC DASHBOARD)

1. The use of the DO/TC Dashboard enables the divisional and regimental system to work more effectively. Once the positional hierarchy is established and maintained in line with the unit's Divisional/Regimental structure, the dashboard draws on JPA data and offers a quicker solution to retrieving that information than is currently available. Units should aim to establish use of the D&RT DO/TC Dashboard App as soon as possible. All units require a nominated individual to have DO/TC Dashboard 'Unit Administrator/EWO' access to the App, to manage their Divisional/Regimental Plot.

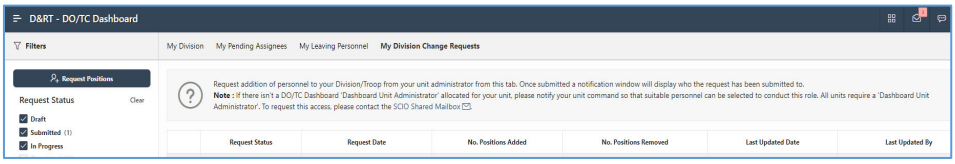
2. The DO/TC Dashboard is intuitive to use and the CoC is able to access and utilise data in several different views. Importantly, it highlights when individuals have out-of-date/incorrect information within JPA as well as automatically displaying bring-up actions.

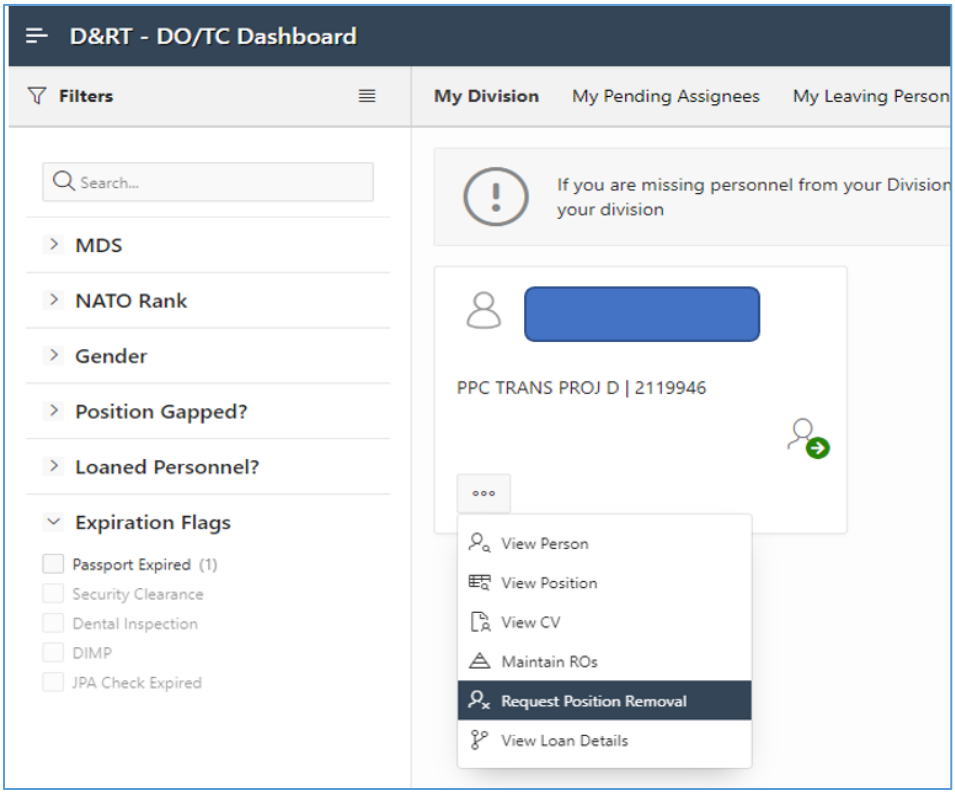
3. The DO/TC Dashboard provides managers with the function to request to add new joiners to their Division / Troop once an individual has been assigned to the unit; this is then approved or rejected by the executive staff. Alternatively, the releasing DO/TC, if applicable, can use the dashboard to request a transfer of the individual to the Division/Troop of the gaining DO/TC with full Command oversight. Once the Individual is added, their new DO/TC will have access to their information (i.e. fitness test results, JPA last verified, NOK details, Naval Core Training/Military Annual Training Tests dates, passport details etc).

4. In the 'My Troop/Division' section, the DO/TC will see an overview of key details for their entire Division/Troop such as Service Number, DOB, JMES etc. From there, they can select an Individual to view more details. They will also be able to see a list of their pending assignees and leaving personnel.

5. Executive staff will have administrator access and will be able to move/assign individuals to any Division/Troop within their unit, providing them with the ability to 'build' if required. They will have oversight of all Divisions/Troops and will be able to monitor DO/TC activity including approval and rejection of requests.

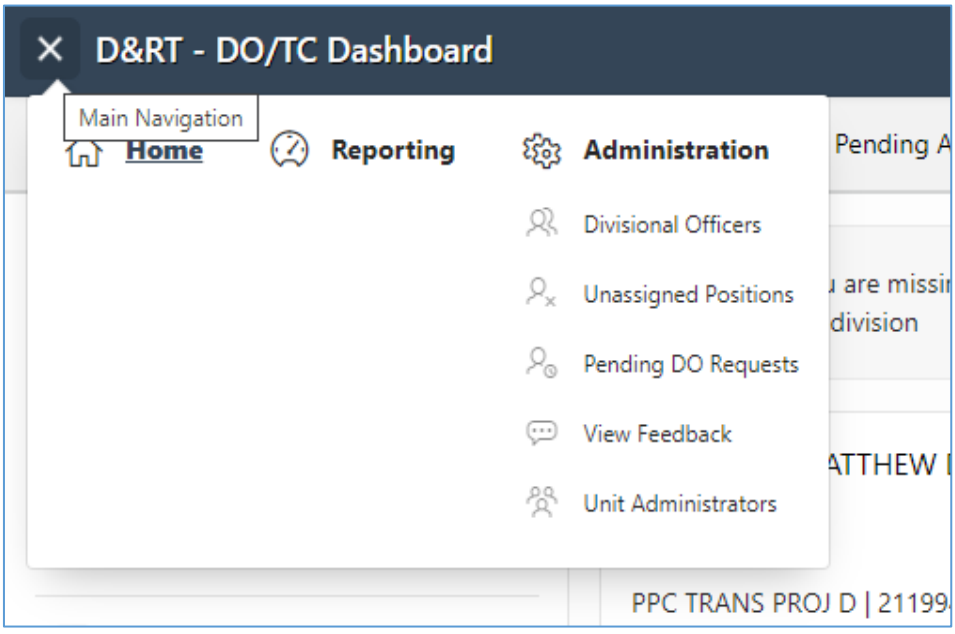
6. DOs and Tp Cdrs can request addition or removal of personnel from their 'Unit Dashboard Administrator'. Additions are requested from the 'My Division Change Request' Tab and removals can be actioned from the individuals Tile within the 'My Division' Tab.

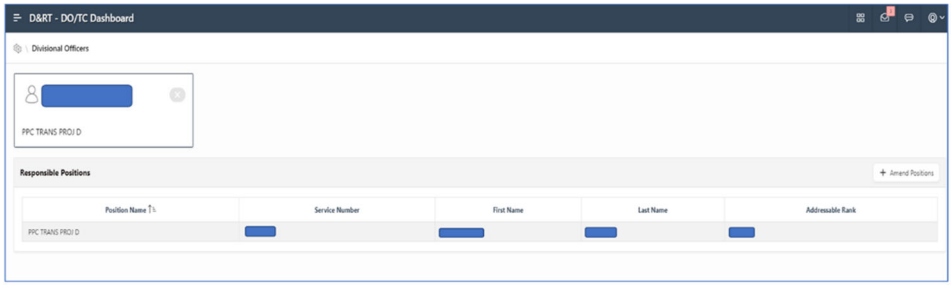




7. 'Dashboard Unit Administrators' are able to access 'Division Change Requests' from DOs/TC via the 'Administration' menu, by selecting 'Pending DO Requests'. The requests can be 'Granted' or 'Denied' by the administrator.

8. 'Dashboard Unit Administrators' are able to manage their unit Divisional/Regimental plot within the 'Administration' menu by selecting 'Divisional Officers'. This will enable them to add/remove personnel for a selected DO/TC, by selecting the required DO/TC and then selecting 'Amend Positions'.




D&RT - DO/TC Dashboard
Divisional Officers
[redacted]
PPC TRANS PROJ D
Responsible Positions
+ Amend Positions
Position Name
Service Number
First Name
Last Name
Addressable Rank
PPC TRANS PROJ D
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APPENDIX 4 TO ANNEX 21A

PERFORMANCE IMPROVEMENT AND EMPOWERMENT RECORD (PIER)

1. PIER is a tool for use between the DO/TC and their Division/Troop, encouraging more constructive and refined feedback between Individuals and the CoC. For units with limited bandwidth or limited access to SCIO, an offline template is available.

2. PIER enables individuals to set and record activities and gain feedback/endorsement for their completed activities. An individual's PIER can be accessed by the immediate line management (1UP/2UP) and reporting chain (1RO/2RO), who will also be able to provide feedback. Access to an individual's PIER will be via the 'Subject's PIER' tab. It is a bottom-up initiative and pertinent to performance development and individuals career aspirations, which is designed to result in improved reporting (MPAR, SJAR, OJAR etc).

3. There is a section in 'MyPIER' for Individuals to conduct self-reflection and a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis, which is aided by a 9-box Format Performance/Potential Matrix. PIER will assist both the subject of an MPAR/SJAR/OJAR and the reporting officer by developing an evidence portfolio.

4. **My SCIO PIER Digital Tool.** The main areas the 'Subject' uses are:

a. **'Access Rights'.** This shows who has access to a Subject's 'MyPIER' (1UP, 2UP, 1RO, 2RO, DO/TC), and enables them to select their 1UP/2UP if necessary.

b. **'Activity Record'.** Division/Troop members set themselves activities which provide tangible evidence for their own SJAR/OJAR. On completion of the activity, the subject records their own analysis of their performance and requests an endorsement (at least 1 rank or rate above the subject). Endorsements should be framed around performance attributes that are reported on within SJARs/OJARs. The subject's 1UP/2UP or 1RO can review the 'Activity Record', including endorsements and provide further comment against the activity.

c. **'Self-Reflection'.** The performance/potential matrix assists the subject in identifying their performance and potential as a basis for discussion and a foundation for their SWOT analysis.

d. **'Evidence'.** This drag and drop box is for evidence uploads to MyPIER which can include emails of endorsement, presentations and files related to recorded activities. This will provide an easily accessible list of files verifying the Individual's performance.

e. **'1RO Narrative'.** This is where the 1RO provides performance feedback to the subject, independently of the subject's own activity record. Entries can be related to any observed performance or task and are to provide constructive feedback, but it must include advice for improvement. There is also a function for 'Subject Response' to the 1RO narrative. This area is only viewable by the 1RO and Subject.

APPENDIX 5 TO ANNEX 21A

DIVISIONAL AND REGIMENTAL REPORTING TOOL (DR&T)

1. The D&RT will facilitate faster issue resolution and improve communication within the CoC enabling greater oversight of Division/Troop status and maintaining the integrity and credibility of the D&RS. Units should ensure that the D&RT Reporting Tool App is used by all DOs and TCs. Units will also need to ensure that the HoDs and Unit Executive Staff have the appropriate access to the Reporting Tool App.

2. The D&RT captures issues by allowing users to raise ‘tickets’, which are then escalated incrementally through the CoC as required. An opportunity to resolve a ticket is present at each level, however, if the originator or the individual ‘holding’ the ticket feels it needs more senior input, they can then escalate it. This process, along with unit-wide transparency of raised tickets, will see issues resolved more promptly and at the appropriate level without diluting data collection capability.

3. Data collection facilitates the ability to conduct trend analysis at Flotilla, Brigade and NCHQ level, allowing more effective allocation of resources and forward planning to be conducted on a service-wide basis.

4. The D&RT will use the following standards as guidance when categorising a ticket:

a. Support.

b. Career.

c. Harmony.

d. Accommodation.

e. Healthcare.

f. Wellbeing.

g. Fitness.

h. General Standards.

5. The above standards are subsequently divided into the following sub levels:

a. Support:

(1) Primary level welfare provision.

(2) Family support welfare provision.

(3) Deployed welfare support & families information pack.

(4) RN websites.

(5) Youth forum.

(6) Other.

b. Career:

(1) JPA preferences.

(2) Preference E24.

(3) Jobs list (SCIO).

(4) Maternity, paternity and shared parental leave.

(5) Serving with dependent children.

(6) Branch transfers.

(7) Gunwharf.

(8) Promotions.

(9) Recovery pathway.

(10) Terminations.

(11) Exit interviews.

(12) Other.

c. Harmony:

(1) CAT A.

(2) CAT B.

(3) CAT C.

(4) Separated service.

(5) Other.

d. Accommodation:

(1) SLA.

(2) SFA.

(3) SSFA.

(4) FAM.

(5) Other.

e. Healthcare:

(1) Health promotion.

(2) General.

f. Wellbeing:

(1) General.

g. Fitness:

(1) Synopsis Sport.

(2) Recognised Sport.

(3) Approved Sport.

(4) Training.

(5) AT.

(6) Other.

h. General Standards.

(1) General.

6. The Qualitative Assessment (QA) made by the originator will be key to informing Command and facilitating prompt resolution of issues. QA will be implemented using the following categories:

a. Satisfactory.

b. Minor Weakness.

c. Serious Weakness.

d. Very Serious Weakness.

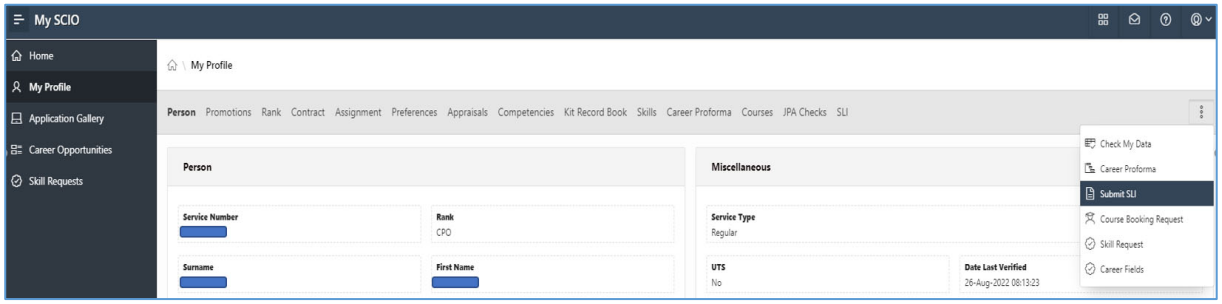
7. This tool operates separately to Personnel Functional Standards (PFS), but both can be used to report issues on the respective categories available in each.

8. Appendix 10 contains a template that may be used when access to SCIO is limited. The completed document should be emailed to NAVYPEOPLE-PSPDIVREPORTING@mod.gov.uk

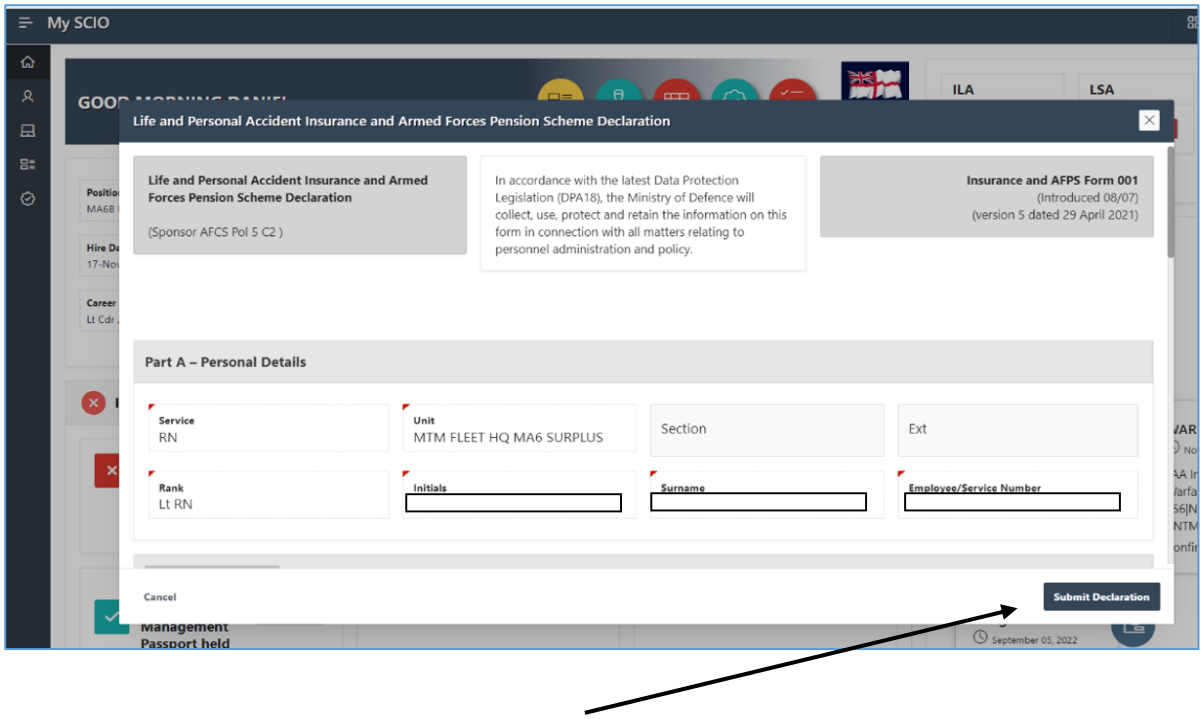
APPENDIX 6 TO ANNEX 21A

GUIDE TO UPDATING/CHECKING SLI STATUS

1. When it is necessary to update your SLI Form, it can be accessed via the My SCIO – My Profile page. Select the 'Submit SLI' from the 'Actions' icon on the right side of the grey banner.

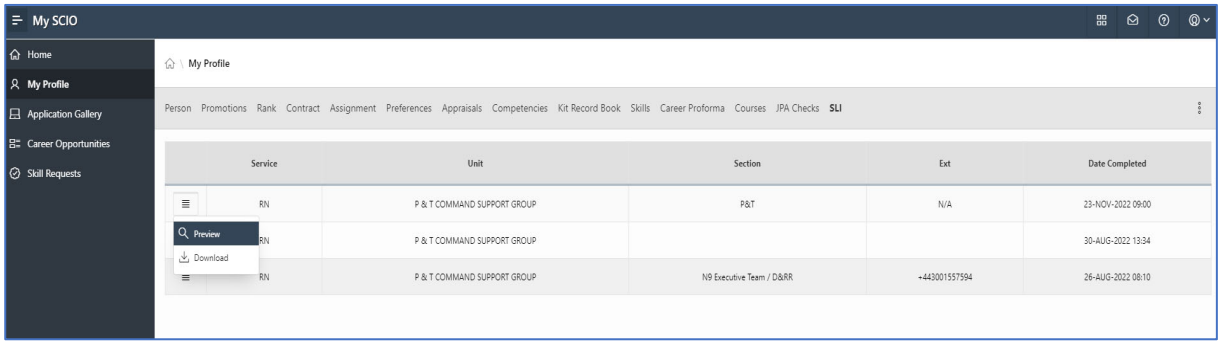


2. Selecting this icon will open up the 'Life and Personal Accident Insurance and Armed Forces Pension Scheme Declaration', shown below.

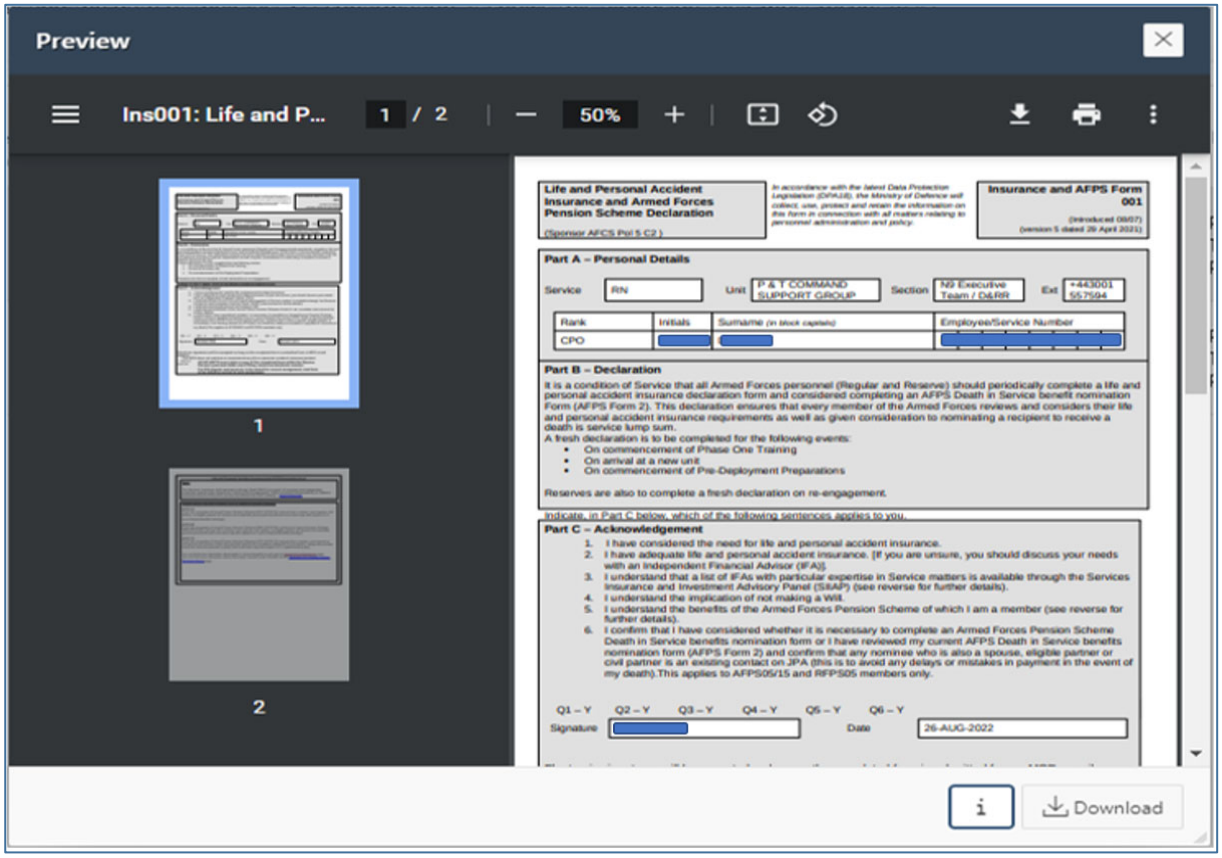


3. Once the declaration is complete, it can be submitted using the 'Submit Declaration' button at the bottom of the page.

4. To view in date or historic SLI Forms in SCIO, select the SLI Tab from within the grey banner in the My SCIO – My Profile page.



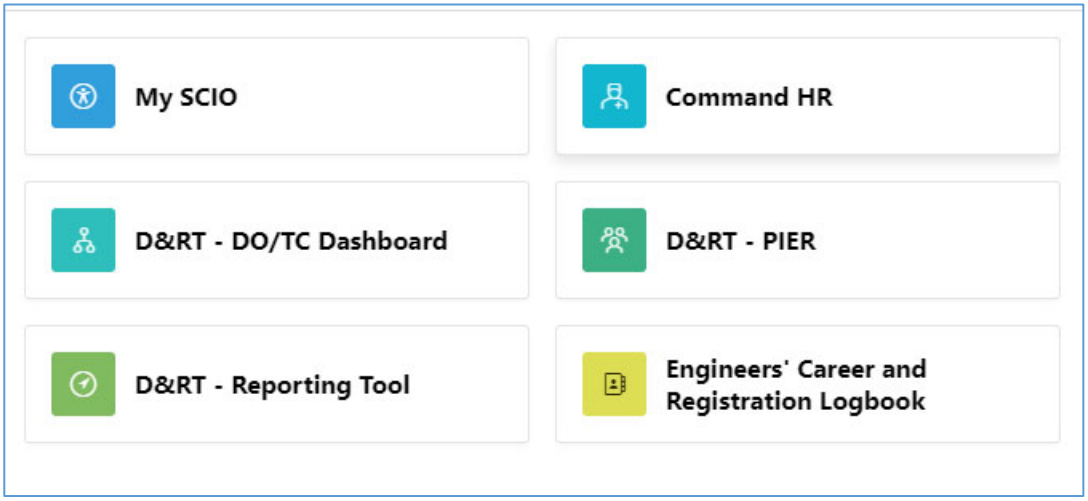
5. Completed SLI Forms can be viewed or downloaded by selecting the row 'actions menu'.



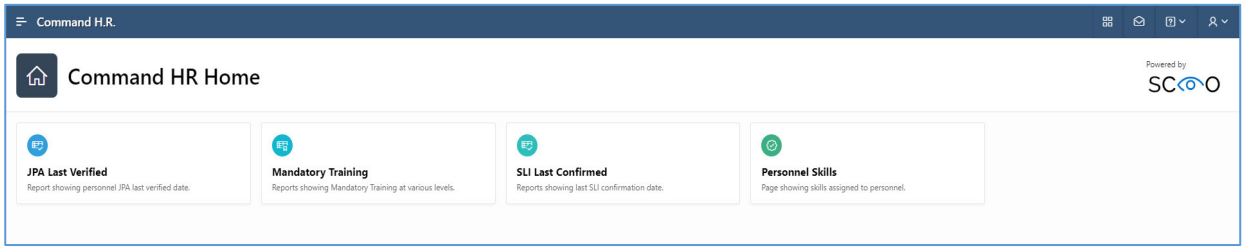
APPENDIX 7 TO ANNEX 21A

COMMAND HR GUIDANCE FOR CHECKING SPs SLI STATUS

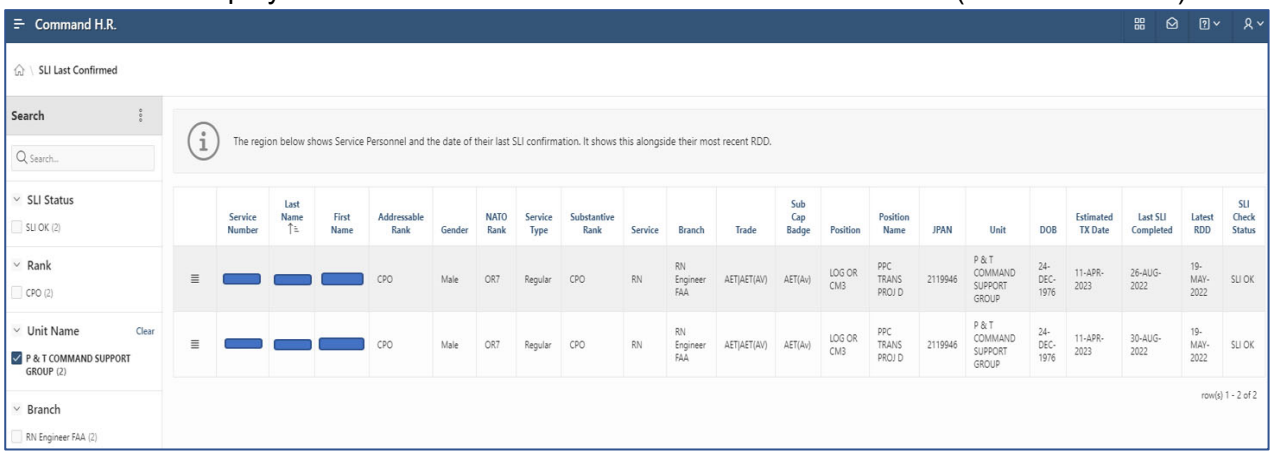
1. To ensure that a Unit is fully in date for an SLI declaration, the Command HR function allows full access to check that all SPs have carried out the procedure in Annex F. Users with JPA 'HR Admin' rights or the 'Unit MI manager' can access this function through the SCIO homepage by clicking on My Apps and Command HR.



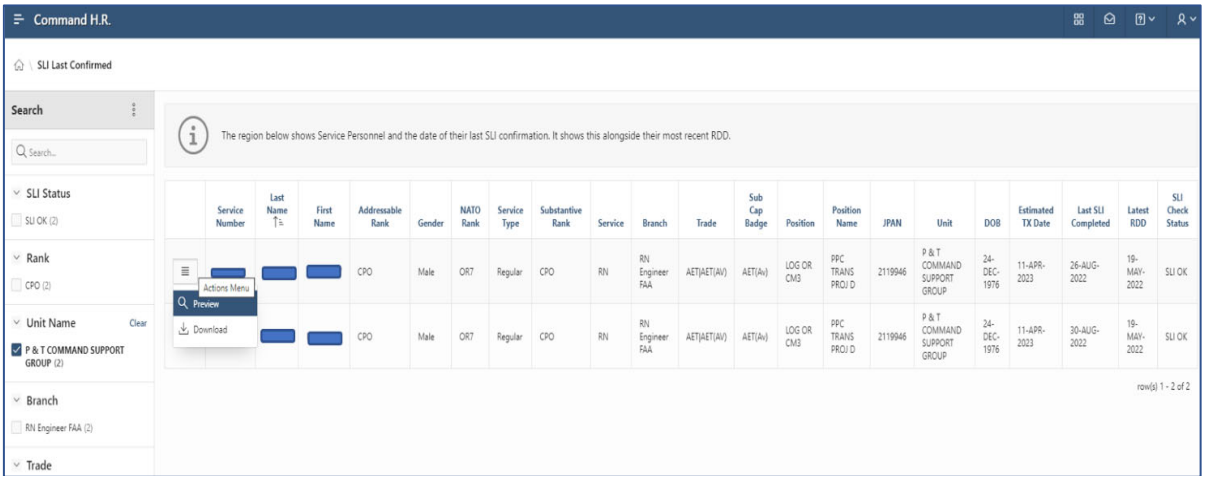
2. Command HR – SLI Last Confirmed.

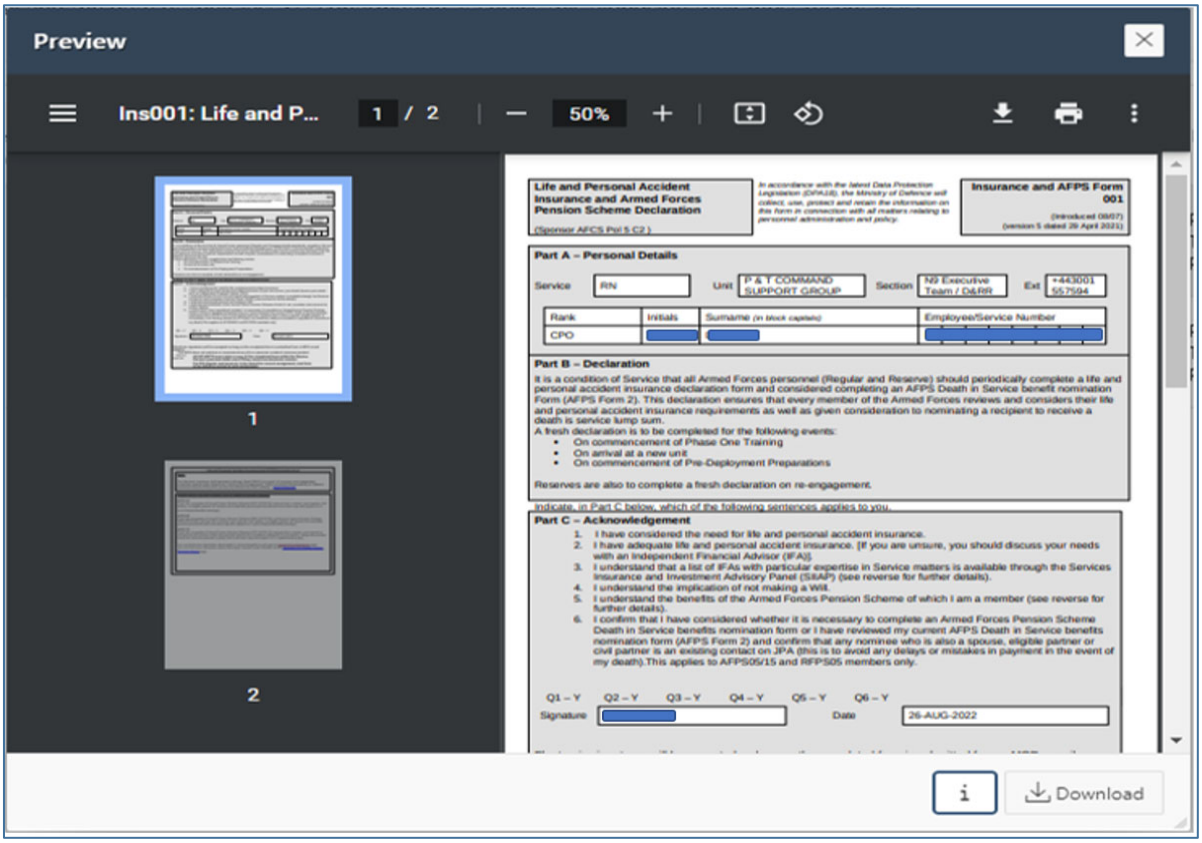


3. This will display the list of SPs and the last verified date of their SLI (Unit/View Filters).



4. The preview/download function allows the user to see the digital SLI form and print if necessary.





APPENDIX 8 TO ANNEX 21A

SCIO DIGITAL ACCESS INFORMATION

1. Email **NAVYPCAP-PPLANHRASCIOMAILBOX@mod.gov.uk** for any SCIO access issues or requests for access permissions to the D&RR Digital Toolkit Apps, if automatic access has not been granted. Please see the information below to detail user types and access levels.

2. Please provide App Title, User Permission required, the individuals PUID and additional justification if required.

App	User Permission	Name & PUID	Justification
D&RT - DO/TC Dashboard	Unit Dashboard Administrator (EWO/RSM auto-access)		
	DO		
D&RT- Reporting Tool	DO		
	HoD		
	Executive		
D&RT - PIER	User		

3. The option to provide feedback directly through SCIO is available in the PIER tool and the DO / TC Dashboard.

4. The Divisional and Regimental Review Team (D&RR Team) is available to deliver training sessions and support. Units may request support by contacting **NAVYPEOPLE-DIVREGREVIEW@mod.gov.uk**

5. Additional resources are available to users via the links detailed below:

a. **Divisional and Regimental System Review Homepage (Legacy)[1].** This should be accessible through DII(F), there is a PowerPoint Brief in the 'Useful Documents' List 'Digital Toolkit Roll Out Brief' however, this version does not contain demo video clips, there are video demos for each App within the 'Digital Toolkit' List.

b. **Divisional and Regimental System Review Homepage (DefNet)[2].** This site contains the MODNet SharePoint version of the D&RSR Homepage, with all the information required for users, this contains a Pre-Recorded version of the Digital Toolkit brief. There is a range of information within this site which includes user guides and demo videos.

[1] Divisional and Regimental System Review Homepage (Legacy).
[2] Divisional and Regimental System Review Homepage (DefNet).

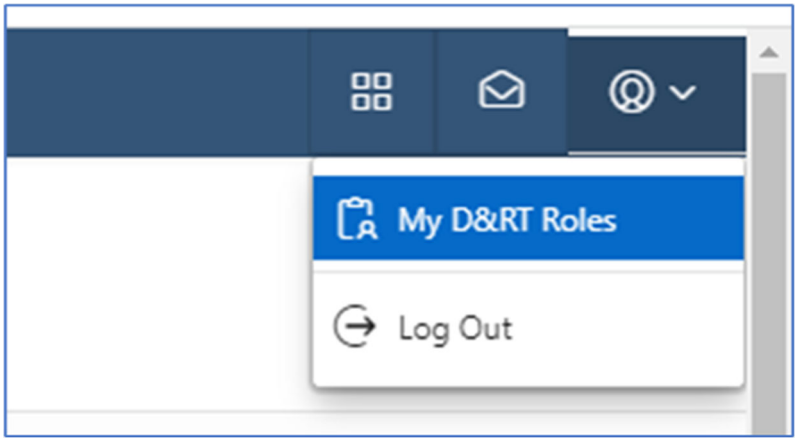
6. Levels of Access. The current levels of access for both DO/TC Dashboard and Divisional & Regimental Reporting Tool (Reporting/Ticketing) are detailed below. The main access positions that are not easily identified and linking to correct positions, is for personnel in positions requiring Administrator/Executive or HoD access. It is likely that units will need to identify who should have this level of access and should request access permissions.

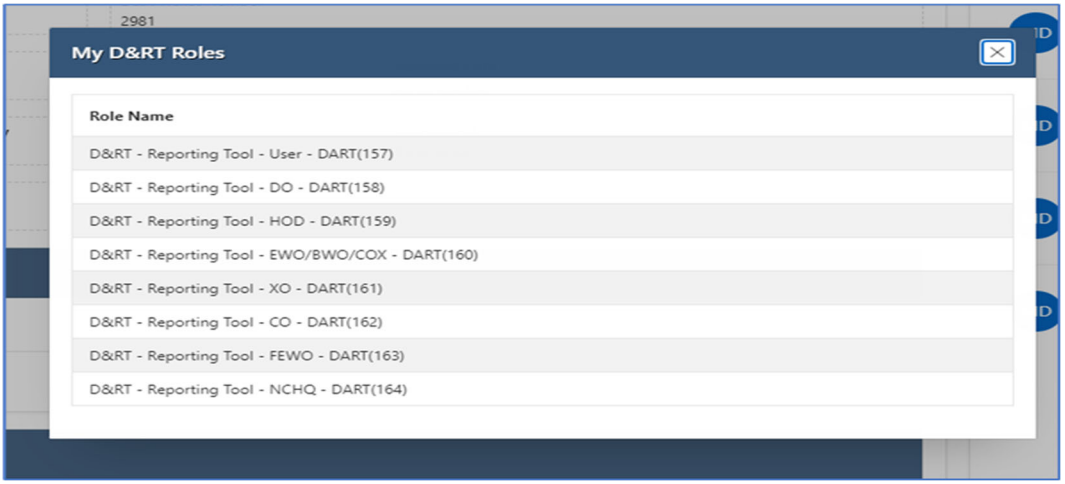
App	User	Access Requirements	Positions Identified for Automatic App Access.
D&RT - DO/TC Dashboard	Unit Dashboard Administrator (EWO/RSM auto-access, all other personnel requiring function will need to apply for user permissions)	Allocate personnel to DO/TC IAW the unit Divisional/Regimental plot.	Granted to SP in positions tagged as 'BWO', 'EWO', 'UWO', 'RSM', 'CSM', 'SSM', 'COX'N', 'DEPCO'.
	DO/TC	DO or TC for accessing personnel data and managing their personnel within their Division/ Troop.	All RN OR7 and above with DO Course JPA competence. All RM OR7 – OR9 with SLDC JPA competence. All RM OF1 and above.
D&RT- Reporting Tool	DO/TC	DO/TC access to raise a ticket for personnel within their Division/Troop. Resolve or Elevate ticket to HoD.	All OR7 and above with DO Course (& RM Equivalent) JPA competence.
	HOD	HoD access to view all raised tickets within their department and Resolve or Elevate tickets allocated to them up to their unit Executive personnel.	JPANs tagged with 'Capital/DD/FF - HODS (LO-MEO-WEO-XO-EWO) Desig (CBRNDC 4)' and 'CBRNDC 4a'.
	Executive	Unit Executive personnel are able view all raised tickets within their department and Resolve or Elevate tickets allocated to them up to NCHQ.	Granted to SP in positions tagged as 'CO', 'XO' (or equivalent, e.g. 2I/C), '1LT' (or equivalent, e.g. Adjutant) 'BWO' & 'EWO' (or equivalent, e.g. RSM, CSM, SSM), 'UWO', 'COX'N'.
D&RT - PIER	User	All RN/RM	All RN/RM
	1UP/2UP (Line Manager)	N/A Selected by PIER user.	N/A Selected by PIER user.
	1RO/2RO	Set by DO within DO/TC Dashboard.	1RO/2RO
	DO/TC	Determined by DO/TC selected in DO/TC Dashboard.	DO/TC

APPENDIX 9 TO ANNEX 21A

USER ACCESS

1. To check allocated user access granted for the D&RT DO/TC Dashboard and D&RT Reporting Tool, you can view current permissions via the D&RT Reporting Tool, select the 'sign out' icon in the top right corner and select the 'My D&RT Roles' option. To request the required level of Digital Toolkit Apps access/permissions, please use information in the 'SCIO Links/Toolkit Access Information', Appendix 8.





APPENDIX 10 TO ANNEX 21A

OFFLINE DOCUMENT FOR DIVISIONAL AND REPORTING TICKET (D&RT)

Service Number:
Name:
Rank:
Unit:

Symptom: ***(Free text)***

Assessment: ***(see over for definitions)***
Assessment:

Sub Level: ***(see over for definitions)***
Sub Level:

Standard: ***(see over for definitions)***
Standard:

Email to: NAVYPEOPLE-PSPDIVREPORTING@mod.gov.uk

Standard	Sub-Level
Support	Primary Level Welfare Provision
	Family Support Welfare Provision
	Deployed Welfare Support
	RN Websites
	Youth Forum
	Other
Career	JPA Preferences
	Preferences E240
	Jobs List (SCIO)
	SC & DV
	Maternity, Paternity, Shared Parenting
	Serving With Dependent Children
	Branch Transfers
	Promotion
	Recovery Pathway
	Terminations
	Exit Interviews
	Other
Harmony	Separated Service
	Cat A
	Cat B
	Other
Accommodation	SLA
	SFA
	SSSA
	FAM
	Other
Healthcare	Health Promotion
	Other
Wellbeing	General
Fitness	Synopsis Sports
	Recognised Sports
	Approved Sports
	Training
	AT
	Other
General Standards	General

Assessment	Definition	Qualitative Assessment
Satisfactory	No shortfall identified	The standard has been met to acceptable quality levels
Minor Weakness	The shortfall may require a change in priorities at unit level to rectify the problem.	A single serious shortfall or a number of minor shortfalls in the delivery of acceptable quality levels.
Serious Weakness	The shortfall may require a change in priorities at Command level to rectify the problem.	A single very serious shortfall or a number of serious shortfalls have been identified which severely restrict the delivery of acceptable standards.
Very Serious Weakness	The shortfall is critical to the achievement of core TACOS. Very Serious Weakness issues should be directed to Navy Command TLB/NAVB for consideration	The shortfall from target is considered critical to the delivery of core TACOS.

ANNEX 21B

SPARE

ANNEX 21C

APPRAISAL REPORTING

1. The definitive guidance and authoritative document for all matters pertaining to appraisal reporting remains JSP 757, however the following paragraphs are offered as initial guidance for Divisional Officers.

2. Reporting Officers

Except in the most exceptional circumstances (and in the RM where other arrangements may be in place), DOs/Tp Cdrs are to be either the first (1RO) or second (2RO) reporting officer for every member of their Division. DOs are to liaise closely with line managers of individuals in order to track and report on professional progress. Where there is not an officer of at least the rank of OF3 (or OF2 if in Command) in the reporting chain, an appropriate OF3 is to be the 3RO. This ensures that the Command Chain remains fully engaged in the alignment and quality control process. This is to ensure that ratings/ORs in such situations are not disadvantaged (see Chapter 57 and JSP 757 for detailed guidance).

3. Mid Period Appraisal Review (MPAR)

The following actions are to be carried out in respect of MPARs:

a. MPARs for all personnel are mandatory. In normal course, following the joining procedure, the next formal interview to be carried out by the DO/Tp Cdr will be the Mid Period Appraisal Review (MPAR). The MPAR is the method by which the Naval Service informs its people how they are performing and what they must do if improvement is required and how to enhance their professional development. Every individual is entitled to an MPAR and one must precede each appraisal report.

b. An MPAR must also be held whenever an individual's performance noticeably deteriorates. In such a case the MPAR would be the likely precursor to a 'Special' report as part of the professional warnings process. This occasion should be taken as an opportunity to address matters such as unsatisfactory social behaviour e.g. persistent misuse of alcohol or abuse of social media. In these regards it acts as an effective audit trail and is a far better tool than a simple verbal debriefing (which in all likelihood is quickly forgotten and in any event does not form a recordable evidence chain).

c. It is important to understand that the MPAR is a management tool that enables the best possible performance to be derived from our people as much as keeping them informed of how they are perceived. DOs/Tp Cdrs should therefore be familiar with the coaching techniques at Annex 21V (GROW) and Annex 21W (Effective Feedback) and make every effort to use these techniques appropriately in MPARs.

d. Whenever possible, MPARs should be held mid-way through the period between appraisal reports. With the inception of Common Reporting Dates aligned to rate/rank, DOs/Tp Cdrs need to plan an MPAR schedule to ensure each member of their division is given ample time for their MPAR. Individuals should always be given at least 24 hours' notice of an MPAR and the opportunity to comment against it. DOs/Tp Cdrs may wish to draw up a draft report for use during an MPAR or use local templates; a copy should be given to the individual and one retained by the DO/Tp Cdr.

e. Preparation is the key to a successful MPAR. A DO/Tp Cdr must gather as much relevant information about the individual as possible. The DSR/SNCO should be consulted together with the employing officer (where they are not the DO) and the individual's line manager. While it is appropriate to give praise when due, the MPAR must inform the individual of how they are performing in all aspects of their job including those 'whole-ship' tasks such as duties and communal roles. Where the DO/Tp Cdr is unable to comment objectively from their own knowledge or experience they must seek advice from appropriate sources. Telling someone that they have a weak area, or other problem is never easy, and DOs must ensure they are well informed and briefed before raising such matters.

f. The DO/Tp Cdr must listen during the MPAR. The individual should be put at their ease, encouraged to join in a dialogue and given the opportunity to describe whether outside factors have been adversely affecting their performance at work; this may well yield some important information. The MPAR is not a mechanism for individuals to negotiate a report that is acceptable to them, but it is a two-way flow where both participants have an equal investment in the individual's career. An effective tool to guide this conversation is the GROW model (Annex 21V), which provides a means for the DO to assist the individual to develop towards realising their full potential. Applied appropriately, GROW will work regardless of the starting level of performance: those already at a satisfactory standard can be stretched and challenged toward excellence while those underperforming can be supported in reaching the required performance standard.

g. DOs/Tp Cdrs must be ready to articulate and explain their views when addressing someone's faults; although this takes moral courage, it is their absolute duty. An effective tool for the DO to structure feedback, including honest articulation of shortcomings and credit where it is due for strengths, is the Effective Feedback model (Annex 21W).

h. Finally, the purpose of airing problems at the MPAR is to achieve an improvement in the individual's performance. A recovery plan must be agreed and progress checks made at appropriate milestones which may require follow-up interviews. Where problems are rectified between the MPAR and the report due date they should be discarded and not included in the subsequent report. The MPAR, although in most cases produced electronically, should still be signed both by the DO/Tp Cdr and the individual. This provides assurance that both parties are content with the report and the measures proposed/implemented within. Once the final report is completed, the MPAR form can be destroyed. 1RO must retain a copy for 6 months after the AR has been finalised IAW JSP 757.

ANNEX 21D

DIVISIONAL JOINING LETTERS

1. General

DO/Tp Cdrs are to make official contact with officers/ratings/marines assigned to their division as soon as the initial Assignment Order is received. A joining letter is always to be sent, even if the majority of contact is by telephone or email. The exact content of the letter is left to the discretion of the author but DO/Tp Cdrs may find the format and possibly even the content of these letters largely decided by the Command in some units. In the case of Senior Ratings/SNCOs, it is recommended and encouraged that, in addition to the formal letter of introduction, the current incumbent writes to their relief to give greater detail about the job and also more general useful information (e.g. mess social events etc.).

2. Contents

Several important subjects must be covered, some of which may only be applicable to seagoing or deployed units. These include the following:

a. Details of the individual's intended employment, all aspects to be covered; enclose a copy of the current Job Description/TORs (NB: Where appropriate, the accuracy of all assigned Temporary Employment Modules (TEMs) is to be confirmed by the DEPCO who is to check the Establishment List. Any errors or omissions are to be set out in the joining letter and resolved immediately with DDPD).

b. Confirmation of the joining date and place (NB: Where this differs from the date on the Assignment Order it is essential that the discharging unit and DDPD are informed, in accordance with Chapter 61 Section 2).

c. Details of the ship's/unit's medium term programme (classified not above 'OFFICIAL' accompanied by the emphasised statement that the programme is for the individual and their immediate family only); a copy of the latest 'Midcast' or 'Longcast' will suffice if it meets the classification caveat.

d. Details of tropical or other kit that will be required on joining or for deployment if applicable.

e. Names of main ship's personalities (CO, XO, HoD, EWO/RSM, DSR/SNCO, LHOM, etc.).

f. Any medical requirement (i.e. vaccinations, dental check, JMES review, PULHEEMS, diving medical, hearing conservation programme, deployment specific medical prophylaxis, etc.) to be undertaken prior to joining.

g. Reference to Service Family Accommodation (SFA) entitlement if applicable.

h. Requirement for any specialised training or equipment and any special information such as:

(1) OPTAG training.

(2) Requirement for General Service Respirator.

(3) Passport.

(4) Personal insurance.

(5) Encouragement to make a Will.

(6) Unit contact details for family (if joining whilst deployed).

(7) Ship/Unit specific NCT.

3. Signatories

In some ships/units, the CO may wish to send the ‘official’ joining letter, especially for certain key senior rates/SNCOs. Alternatively, the DO/Tp Cdr may wish to send an over-arching introductory letter and then leave the DSR/SNCO to send a follow-on letter or email with detailed instructions/content (the latter may be delegated to a Leading Hand/Corporal if appropriate). Some DOs may prefer to retain sole custody of the initial contact.

APPENDIX 1 TO ANNEX 21D

EXAMPLE OF A DIVISIONAL OFFICER'S JOINING LETTER

HMS [Name]
BFPO [No]

Rate/Rank/Name/Service No
Address
Date

Dear [*Name*],

1. On behalf of the Commanding Officer, [*Rank and Name*], welcome to HMS [*Name*], which, as you probably already know, is a Type/Class [*describe ship*] that is based at [Base Port].

2. I am [*Rank/Rate/Name/Title*] and I will be your Divisional Officer/Troop Commander. [*CPO/PO/CSgt/Sgt/Name*] will be your Divisional Senior Rate/SNCO. It is anticipated that you will be employed in the [*Name*] Part of Ship/Section, and will initially be working for [*CPO/PO/CSgt/Sgt/Name*]. I have enclosed a copy of the current Job Description/TORs for your post to give you an insight into your job.

3. For your information, I have also enclosed a copy of the Ship's/Unit's Longcast which is Protectively Marked Official and should be discussed only with your close family/friends. As always, the programme is subject to change at short notice.

4. Your Unit Personnel Office/Ship's Office/Unit HR has been advised of your joining instructions, which are as follows:

a. You are to join the Ship/Unit at [*Place*] by [*Time*] on [*date*] and should be in possession of a full Blue uniform (plus Tropical uniform if appropriate) and a serviceable GSR.

b. You should bring a photocopy of your current Weapon History Sheet.

c. You are required to check your personal Force Health Protection (FHP) Measures within My Health on JPA, and the Healthcare site within MyNavy App to review your deployable fitness standard. You are to ensure that your Medical Deployability Standard and any MES limitations are correctly identified.

d. You are to ensure you are in-date for all vaccinations and are to include any vaccinations that are due to expire within six months of joining.

e. You are to ensure that you are Dental Category 1: Fully Fit and in date for Personal Dental Inspection. If you are Dental Category 3 or 4 you are to seek dental advice.

f. You should also ensure that you are in-date for your Hearing Conservation Programme.

g. You are to attend your Medical/Dental Centre and request that a check of your documents is made to ensure that you are in date for all medical/dental checks, as previously detailed, along with PULHEEM/Diving Medical etc. prior to joining, and unlikely to go out of date prior to [*add date*]. Furthermore, you are to request the following vaccinations/prophylaxis: [*details to be supplied by ship/unit's medical staff*]. Failure to do so may prejudice your ability to enjoy shore leave during our forthcoming programme.

h. Your passport should be valid for at least the next [*number*] months.

i. As a [Name of Base Port] based ship, you and your family may be entitled to Service Family Accommodation (Note 1) in the local area, for which you are advised to apply as soon as possible.

j. On joining, [*Rank/Rate/Name*] will be your 'Sea Parent' (Note 2) for your first two weeks onboard and will acquaint you with the ship's/routines and guide you as required.

5. I look forward to meeting you on joining; however, in the meantime, please do not hesitate to contact me if you require any further information.

[*Signature Block*]

Enclosures:

1. Job Description.
2. Longcast.

Notes:

1. *Only if appropriate - i.e. the person is married.*

2. *For Senior Ratings only, replace with: "You will shortly receive another letter from [Name] - the present incumbent of the position you are going to fill, who will send more details of your job."*

ANNEX 21E

DIVISIONAL JOINING INTERVIEWS

The following points represent best practice when a DO/Tp Cdr conducts a Divisional Joining Interview:

a. The interview should be in the DO/Tp Cdr's cabin/office or other similarly private area and programmed for at least 30 minutes (possibly up to an hour) which must be free from interruption. The interview should be kept as informal and welcoming as possible. The DO/Tp Cdr may need to take some notes but this should be kept to a minimum. The joining interview is part of the formal 'induction' procedure, completion of which is mandatory. As such the interview must take place as soon as practicable but absolutely within 28 days of the new joiner's arrival.

b. Personal style will influence the exact conduct of the interview, however in general it is probably a good idea to begin by showing an interest in the individual and by initially talking about their previous assignment, family, home and personal circumstances; this should help draw information, overcome initial shyness and gain the individual's confidence. Establishment of the individual's domestic status, whether they have children, and whether there are any particular problems in these areas (e.g. moving to a new base port, entitlement to and availability of SFA etc). Then matters such as the following may be addressed:

(1) Service Engagement – confirm Termination date and resettlement status if appropriate.

(2) GCBs held/due (include LSGCM if appropriate).

(3) Professional status and aspirations.

(4) Educational status and aspirations (is the rating educationally qualified to Petty Officer/Sergeant (PO/Sgt) or an SUY candidate – do they aspire to this?).

(5) Pre-promotion training performance (if this is their first assignment in a higher rate).

(6) A full JPA check in accordance with Annex 21B.

c. Some DO/Tp Cdrs may be uncomfortable with discussion of the more personal aspects of an individual's life, especially if this involves protected characteristics. It is the DO/Tp Cdr's job to overcome any awkwardness and getting to know the person pays long term dividends. This can save embarrassment for both parties through asking inappropriate questions at a later date. DOs can then appreciate what is important to the individual which, in turn, will make the individual feel valued.

d. For many individuals joining from initial training there is a high likelihood that they will be involved with an accreditation route to achieve an NVQ or Apprenticeship Programme. DOs have an important role in ensuring these ratings achieve valuable civilian qualifications (see Individual Training Policy in Chapter 95).

e. For individuals who have recently been deployed on operations, their Service Documents will contain records of Post Operational Stress Management (POSM) (1 per deployment). The content of these should be reviewed by the DO/Tp Cdr and, if necessary, discussed with the individual to ensure continuity of divisional/troop (and any other necessary) support. (NB: If the rating joins under punishment or suspension of punishment, it is essential that the new DO explains the full implications of the punishment, i.e. it should not be assumed that the rating has been briefed.)

f. Once the appropriate Arrivals action has been taken on JPA and the AR initiated by the Appraisal Administrator, the DO and First Reporting Officer (1RO) should discuss the individual's intended employment. The Roles and Responsibilities will have been established prior to the Subject joining their unit and, where available, TORs should also have been briefed. Personal Objectives should be agreed and Career Preferences and Aspirations discussed. The individual is, in an agreed timeframe (recommend maximum of seven days), to enter their Personal Objectives, Career Preferences and Aspirations into JPA. Once this has been done the front page of the SJAR should be printed and handed to the rating. The DO should explain in straightforward terms what is expected of the individual, covering all aspects of employment including that for 'duties' and other 'whole ship' tasks. The DO should set objectives for the individual to achieve over the forthcoming reporting period and ensure the individual understands what is expected of them. Similarly, the individual's training state should be assessed and the DO must draw up a personal training and development record for each individual.

g. A draft Personal Plan (PP) will also be drawn up at this stage for 'squadded' personnel and may include the individual's plans and aspirations for leave, harmony time, educational courses and Adventurous Training. The PP should be discussed in advance with the DEPCO for de-confliction and with the EWO for endorsement; this is an ideal role for the DSR/SNCO. Full instructions on the GSP system, PPs and the DOs responsibilities are contained in the GSP CONOPS, Fleet JR Squad System Divisional Aide Memoire and the Squad System Desk Instructions held by waterfront PSGs. The EWO and DEPCO are focussed on the delivery of OC to the Command from a workforce perspective and, as a consequence, it is deemed best practice to formulate a PP for all members of the division, including Senior Rates and those who are not part of a squad. Remember that the details submitted to the DEPCO for ratification by the EWO are aspirational and, although every effort will be made to meet any agreed arrangement, the operational commitment of the unit has primacy; this should be made clear to individuals.

ANNEX 21F

DIVISIONAL FEED BACK SPREADSHEET

Divisional Feedback Spreadsheet *(Downloadable version available in BRd 3(1) Forms Section)*

ANNEX 21G

WALKING THE PATCH - SOME DO'S AND DON'TS

1. DO'S

a. Do make sure that you have enough time to stop and talk; it would be counter-productive to start a conversation only to dash off to a meeting as the individual starts to confide in you.

b. Instinctively know the individual's name and have something to say; a few 'ice breaking' conversation pieces. There is nothing worse than silence. Ask how the individual is, whether they were ashore last night, plans for the weekend, how the deployment is going, complimenting their part of ship or work, how is their task book training? As you grow in confidence and get to know your people you can become more adventurous. How is the family, did you get the course you were hoping for, how is morale in the mess? Then just have a normal conversation.

c. Do be aware of body language and avoid being 'defensive' in posture.

d. Do be prepared to answer questions on unit policy. Sailors and Marines will be keen to glean the latest 'buzz' from the Wardroom/Officers' Mess; if necessary ask the XO for latest direction and guidance.

e. Do make sure that you acknowledge and take for action any issues raised and also feedback any salient points to the Command if the need merits.

f. Do make sure that your uniform and appearance is smart and proper. It would be awkward to pick someone up for not polishing footwear or for having a back pocket button undone if you are in the same state.

g. Do be interested in what they are doing; look, ask questions and listen conscientiously. If someone has an idea you the DO can act on, do so and tell them how it's going; if you can't act on it, tell them why not. More importantly, if saying that something will be done for someone, make sure that it is done.

h. Do use the opportunity to maintain standards and Naval Core Learning (NCL). Ask them if they are in date for respirator testing or alcohol lecture, for example "did you complete the brief you promised at our joining chat?". It all adds to the conversation.

2. DON'T'S

a. Don't be afraid to pick someone up for not maintaining standards. It is your job and your duty, so never fear from upholding standards by applying moral courage. However, this should not stop you having the conversation you intended in the first instance.

b. Don't be afraid to speculate for example about a forthcoming event or programme, but do make it clear that you are expressing a personal opinion and don't make a comment or speculation which would embarrass the Command later.

c. Don't be a 'fair weather' DO/Tp Cdr. Your people work in the wind and rain, so get out and see them when the going is tough - they will respect you more.

ANNEX 21H

ETHOS, VALUES AND STANDARDS

SECTION 1 - OVERVIEW

1. Introduction

The ethos, values and standards set out below have been selected as being those that experience has shown are vital for success on operations. It is only by fully accepting and living them 24/7, whether on deployed operations, peacetime tasking or off duty, that we can build that teamwork and the spirit to fight and win, which is so crucial to Operational Capability.

2. What is Ethos?

Ethos is the distinctive character, spirit and attitudes of a community, people, culture or group; it defines and motivates the shared ideas, understandings and customs. The ethos of the British Armed Forces centres on four tenets[1]:

a. Vision – how we see ourselves and our purpose;

b. The desire to achieve operational excellence (professionalism);

c. Our Values (what we stand for);

d. Our Traditions.

"Communicating them effectively not only influences how we see ourselves, but also how others perceive us. This underpins our credibility on the global stage".

3. What is Royal Navy Ethos?

By necessity, we operate many miles from our home ports, bases and families in the UK and therefore must bring everything we need with us in order to achieve our missions. The Royal Navy is a 'can-do' organisation and will attempt any mission we are given with the means we have available to us. The ethos of the Royal Navy is defined as:

"The enduring spirit derived from our people's loyalty to their ship, unit or team, sustained by high professional standards and strong leadership that gives us courage in adversity and the determination to fight and win".

It is what we do and how we do it.

[1] Joint Doctrine Publication 04 – Understanding, Para 403.

4. Aim

This Annex outlines the key components of Royal Navy ethos and the importance of understanding, encouraging, fostering and preserving it in order to ensure continued success in future operations and armed conflict. In this context, the Royal Navy comprises of the four Fighting Arms (the Surface Flotilla, Submarine Service, Royal Marines and Fleet Air Arm), the Royal Fleet Auxiliary and the Maritime Reserves and is broadened to include supporting civil servants and families in the collective. It is recognised that the guidance provided is generic and that individual Fighting Arms continue to emphasise their own and unique characteristics. For example, although the Royal Marines are an integral part of the Royal Navy, their history, operational role and characteristics demands a variation on this and is covered separately in the Royal Marine Ethos – 'The Commando Spirit' – documentation.

SECTION 2 - THE COMPONENTS OF ETHOS

5. Vision: How we see ourselves and our purpose.

The Royal Navy must be able to project maritime power to protect and promote our nation's interests. This will require a Royal Navy that is operationally versatile and interoperable in all environments as part of a joint, multi-national and multi-agency force. There is an imperative to be forward deployed, preventative in approach and culturally aware to build trust and make sense of an increasingly complicated world. The Royal Navy must innovate to be able to adapt more quickly than its adversaries and must be supported by lean, effective equipment and workforce structures. Success rests firmly upon the quality of the Royal Navy's people; well led, robust, committed and confident of operating in the maritime environment and expert in handling risk. The Royal Navy will continue to invest in high end technology but it is our people that will deliver the battle winning edge.

6. Standards: The desire to achieve operational excellence.

Our continued success in future operations must be founded on high professional standards. We must demonstrate a sustained desire for continued improvement and innovation to ensure that we maintain the edge over our potential adversaries and remain a world class Navy. To that end, the Royal Navy must be structured and trained to fight, not for the convenience of administration in peace. Whatever area we work in, ultimately the focus for all of us should be on maintaining and improving our current and future war fighting capability. Equally important is the demonstration of high personal standards; whether it is immaculate uniform, smart civilian attire or excellent behaviour at all times, our personal standards must remain consistently high. Divisional standards including knowing the team, working hard to keep on top of divisional staff-work and writing timely reports all have a part to play. Finally, it is our duty and responsibility to uphold and enforce professional and personal standards – setting the right example and encouragement is always better than enforcement.

7. Core Values: What we stand for.

Our core values should be displayed at all times by all of us, whether we are on duty or ashore with our friends and families. They should recognise our values and understand that we are different from society and justifiably proud of the high standards we uphold in support of our country.

a. **Commitment.** Selfless personal commitment is the foundation of Naval Service and enables us to demonstrate a sense of authority and purpose. We must be prepared to serve whenever and wherever we are required, and to do our very best at all times. This means that we accept that we will be expected to put the needs of the mission, and our team, ahead of our own interests.

b. **Courage.** Courage creates the strength on which fighting spirit, that essential element which turns a fighting force into a winning force, depends. We must have the physical courage to carry on with our task regardless of danger and discomfort, and the moral courage always to do what we know is right.

c. **Discipline.** The Royal Navy must be a disciplined service if it is to be effective. We must therefore obey all lawful orders from our superiors. Self-discipline is fundamental; being able to discipline ourselves will earn us the respect and trust of others, and equip us to cope with the difficult, individual decisions we will have to make during our service.

d. **Respect for Others.** Each one of us has the exceptional responsibility of bearing arms, either collectively as part of a unit or individually, and when necessary of using controlled force. In addition, we will sometimes have to live and work under extremely difficult conditions. In such circumstances, it is particularly important that we show the greatest respect, tolerance, understanding and compassion for others regardless of their personal background; leadership and teamwork depend on it, and we have the fundamental right to expect to be treated with the same degree of respect and dignity by all with whom we serve.

e. **Integrity.** Integrity is that quality of an individual's character that encompasses honesty, sincerity, reliability, and unselfishness. It is an essential requirement of both leadership and comradeship. Unless we maintain our integrity, others will not trust us and teamwork will suffer. Putting this integrity into practice sometimes requires us to show moral courage, because our decisions may not always be popular. This is not always easy; however, doing the right thing will always earn respect.

f. **Loyalty.** The Nation, the Royal Navy and those with whom we serve rely on our commitment, dedication and support. We must therefore be loyal to our leaders, those that we lead, our team, and our duty. Pass this test and we will never let others down.

8. Tradition – History, Heritage and Reputation: The Character of a Fighting Force

King Charles II:

> ***"It is upon the Navy…that the safety, honour, and welfare of this realm do chiefly depend".***

Being able to look back over a long and distinguished history is a luxury and privilege that many organisations do not have. The wide ranging history of the Royal Navy, far from being a shackle that holds us back, gives us a unique ability to understand complex situations, today and tomorrow. We can draw an immense amount of pride and satisfaction from this history and our many quirky and unique traditions. It allows us to appreciate the viewpoints of our partners, as well as our potential adversaries, to have an edge in leading in an international setting and to take the positive and negative lessons in order to gain the impetus to adapt and evolve. Our reputation is second to none; many attempt to emulate, but only a few succeed.

9. Leadership

Lieutenant General Capewell, Chief of Joint Operations (2013):

> ***"….chemistry is as important as physics, Emotional Intelligence is as important as IQ and that ATTITUDE invariably trumps aptitude".***

Leadership inevitably pervades all aspects of ethos and is absolutely fundamental to its maintenance. Good leadership inspires and underpins everything we do and is the glue that holds all our activity together. This is never more important than during periods of conflict when we need to overcome, or at least control, fear, fatigue, discomfort and uncertainty. In doing so, the duty of all leaders, at every level, is to maintain the morale and cohesion of the team. High morale is absolutely pivotal to the fighting efficiency of any Ship, Commando, Squadron or Submarine and depends on every individual playing their part and contributing to cohesion as a whole. No matter what their task is, every individual must believe that what they do really matters.

10. Teamwork

Strong teamwork is fundamental to our success and is the component that brings all our individual efforts together. It unites us in our understanding and commitment to work with each other, whatever our function in order to provide maximum unity of effort. Shared pride in success comes from good teamwork. Good teamwork is absolutely essential if we are to face and overcome the challenges inherent in war fighting. We are so much stronger, and have a better chance of winning, when we work together.

11. Morale

The maintenance of good morale is one of the principles of war. It is based on recognition of the needs of the individuals who collectively form the team, and it manifests itself in the will to win. Morale promotes the offensive spirit and determination to achieve the aim. Good morale is based on: a shared sense of purpose; clear understanding of, and belief in, the aim; discipline and self-respect; confidence in equipment; training; and well merited mutual trust and respect between those in and under command. The Naval systems of Command and its long standing Divisional and Regimental Systems provide a clear framework for effective leadership and support for the individual within the ship, or unit.

12. 'Can Do' Attitude

Many of the components of Naval ethos are captured neatly in the expression 'Can Do'. The Royal Navy has a legendary reputation for sticking to a task whatever the constraints or changes in circumstance. This was summed up by Admiral Cunningham's remarks during the evacuation of Crete in 1941:

"It takes three years to build a ship, 300 years to build a reputation - We'll stay."

13. Sense of Humour

Maintaining our unique Naval sense of humour and banter is vital to our ethos and way of life. It helps us face adversity, whether it is physical hardship, fear or uncertainty. It can break tensions, allowing events to be seen in a more balanced perspective. No matter how grim the situation, 'Jack' and 'Royal' will always see the funny side of it and almost invariably someone will have been in a 'worse' situation before. The almost limitless ability of our people to exchange anecdotes or 'spin dits' about all aspects of Naval life, many of which have a serious point, is a crucial means by which our ethos is sustained and instilled into our successors. However, if taken to the extreme, there is a fine edge of common sense and good taste when banter can be offensive and thus unacceptable.

14. Humility

We should not be self-important or arrogant, and we should never show condescension towards others. Instead, we should treat others with respect and, while confident in our own ability, we should value others and welcome and recognise their contributions. We should appreciate our own fallibility and learn from our mistakes.

15. Covenant

The Armed Forces Covenant (see Chapter 1, Para 0111) is the formalisation of the agreement by the citizens and Government of the UK to support the UK Armed Forces and their families. It states that we should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved. It is the written declaration that our nation supports us in what we do. Furthermore, there is a relationship that exists between the Royal Navy and its people and their families. This is represented as a series of mutual beliefs, perceptions, informal and formal obligations which engenders trust and mutual respect. An example of the expression of this 'bond' is Personnel Functional Standards (PFS) (see Chapter 22).

16. Standards of Conduct

a. The Royal Navy has an enviable and unrivalled reputation for operational success, both past and present. It is an enduring feature of which everyone can be justifiably proud, but we should not take this for granted. Awareness and continuity of our ethos is fundamental to maintaining this success in the future. Regardless of your rank or position, in terms of 'RN Ethos - The Spirit to Fight and Win', you therefore have a duty to understand it; recognise the pressures that could undermine it; and encourage, foster and preserve it. As members of the Royal Navy we are expected to conduct ourselves to a high standard at all times. A handful of simple guidelines should help:

(1) **We Must Obey:**

- Civil Law, wherever we are serving;

- Service Law, which includes additional offences that are required to maintain discipline and thus operational effectiveness; for example, absence without leave, and insubordination; and

- the Law of Armed Conflict, whenever we are on operations.

(2) **We Must Also Avoid:**

- any activity which undermines our professional ability, or puts others at risk, in particular the misuse of drugs and abuse of alcohol;

- any behaviour which damages the trust, confidence and respect between us and others in our team and unit. In particular, we must not:

- harass, bully, or discriminate against anyone, on any grounds; or

- behave in a manner which could undermine good order and naval discipline or tarnish the Service's long-standing reputation.

(3) **The 'Service Test'.** Ultimately, we must always measure our conduct against the following test:

"Have the actions or behaviour of an individual adversely impacted on the efficiency, operational effectiveness or reputation of the unit and/or the Service?"

b. If we can look ourselves in the mirror and say, honestly, "No, my action will not have an adverse impact" then we can be proud of the fact that we are living up to the values and standards expected of us. On the other hand, if we are unsure of our answer, or find ourselves saying "Yes", then we are about to over-step the mark. This is indeed what every Commanding or Divisional Officer will need to consider when assessing any potential Code of Social Conduct issue.

17. The Special Duty of our Leaders

Those in positions of authority, from Leading Hand upwards, have a duty of care towards our subordinates, looking after their interests and ensuring that they fully understand what is expected of them. This duty of care requires us to deal with any complaints brought to our attention in a thorough, impartial and timely manner. It is everyone's absolute right to make a complaint, and equally the duty of those in authority to do all in their power to assist them in the resolution or progress of that grievance. Above all, those in authority must make every effort to ensure that anyone who complains is not made to feel that they are being treated any differently, or victimised, because they have complained.

18. Conduct of those in Authority

In order to be an effective professional fighting team, mutual trust, obedience, loyalty and respect between all ranks and rates is essential. The conduct and behaviour of those in positions of authority must therefore be beyond reproach. Officers, Senior Ratings and Leading Hands should not defer from making well considered and necessary but unpopular decisions or giving reasonable but firm orders for fear that they will be challenged by a complaint on the grounds of harassment or discrimination. Any inappropriate behaviour, in particular that of bullies and harassers, must be challenged. Moral courage and appropriate leadership throughout the chain of command must be exercised at all times.

a. Officers

(1) Changes in society, together with a more egalitarian approach to entertainment ashore, have increased the tendency for officers and ratings to visit the same bars and clubs, particularly abroad. Whilst this can sometimes be useful in the context of team building, problems can arise in such a relaxed atmosphere where alcohol is being consumed. The trick is for the officers to be alert to the need to disengage before any difficulties arise. Dress also has a part in subtly reinforcing rank distinction. Further, a very late hour and excessive drinking before proceeding ashore have been common factors in a number of disciplinary cases involving officers and ratings; and previous over-familiarity on board has often been behind a breakdown of discipline. A guiding rule of thumb is that officers must be discernible as officers, by their dress, behaviour and conduct, at all times, in all places both on and off duty

(2) Being well informed about what is happening in the workplace, mess decks and accommodation is as important as ever for Divisional/Messdeck Officers in the care of their people. Even regular walking of the patch is unlikely to keep a DO/Tp Cdr sufficiently aware of issues in messes, especially those of a sensitive nature, such as bullying or any form of harassment. Two-way communication is vital in this area and frequent informal discussions with the DSR/SNCO will yield high dividends. Similarly, if DSR/SNCOs are doing their job properly and being observant, they will draw the DO/Tp Cdr's early attention to areas of potential difficulty. With mixed profession messdecks increasingly the norm, liaison is vital between the Messdeck Supervising Officer, the DSR and the Leading Hand of Messdecks in order to maintain an enjoyable and efficient working and living environment.

b. **Senior Ratings/Leading Hands.** There have been many occasions when incidents onboard and ashore could have been avoided if the Senior Ratings present or involved had acted with courage, conviction and in a responsible manner. With an increasing focus on the need for professional technical expertise, Senior Ratings need to be given regular reminders that first and foremost they are Warrant, Chief and Petty Officers with the responsibilities that come with those higher rates. Too often service discipline has been eroded by abrogating responsibility through condoning activities that are clearly contrary to good order. With this in mind, Senior Ratings and Leading Hands must know that they will be fully supported when they use their authority. The need for moral courage and resolute action extends to all supervisory levels, including Leading Hands, again, both on board and ashore. This is particularly so for Leading Hands of Messes who, while they have a responsibility to the Command chain, also have an important role to play in the divisional context and must be positively encouraged to keep the DO and DSR informed, and to be confident of their support. Periodic reminders to all in positions of authority of the words on the reverse of the certificate of advancement are commended, the key parts of which are as follows:

> "KRRN 3602. Maintenance of Good Order
>
> ***1. It is the duty of every Officer, Warrant Officer, Chief Petty Officer, Petty Officer and Leading Rating of each branch of the Service [including equivalent ranks in the RMs] to ensure that order and regularity are preserved in their vicinity among those Officers and ratings/ranks, of whatever branch and whether they are on duty or not, who are junior to them in rank or rate;***
>
> ***2. Conduct to be observed. All Officers and ratings/ranks are to conduct themselves with the utmost respect to their superior Officers and with strict obedience to their orders. They are at all times to discharge every part of their duty with zeal and alacrity and, so far as circumstances permit, to assist all Officers in the duties they have to perform. They should on all occasions strive to promote the welfare of the Naval Service and by the good order and regularity of their conduct show an example to those who may be subject to their command."***

19. Control of Standards

One key area where standards can be enforced is through the control exercised on the gangway (or, where uniformed gate staff are used, at establishment gates). The Officer of the Day (OOD), Duty Senior Rating (DSR) Quartermaster and Boatswain's (Bosun's) Mate are vital to the effective maintenance of standards, in particular standards of dress and the control of liberty routines, both proceeding ashore and returning onboard. Duty personnel should be briefed regularly and given firm direction on requirements, including a regular reminder that we have a duty of care for our people under Health and Safety legislation. There is a particular need for the OOD and/or DSR to be present on the brow when the majority of personnel go ashore and when they are expected to return. Many OODs have lost their nerve in demanding high standards and need to be clear on the requirements and confident of support. Both Senior and Junior Ratings need clearly to understand the authority vested in the Quartermaster (QM) and symbolised by the Naval Patrol badge, which must always be worn; the QM has both the duty and the right to forbid any unsuitably dressed rating (up to and including Warrant Officer) from going ashore.

20. ‘Walk on by’ Culture

In some quarters a ‘walk on by’ culture has been allowed to develop, where individuals fail to exercise the responsibilities they have, and where standards are allowed fall. This is caused partly by societal trends, partly by reticence to demand a standard for fear of being unpopular. More accurately, it is caused by a lack of understanding of responsibility and by a lack of moral courage to do the right thing. No-one is paid to be popular; they are paid to do their duty and shoulder their responsibilities. It is worth ‘leaders’ of all ranks and rates knowing that subordinates like being in a disciplined service and that they expect standards to be maintained, and thus they do not resent having them enforced. You cannot be wrong for maintaining standards.

ANNEX 21I

THE ARMED FORCES' CODE OF SOCIAL CONDUCT

Para

2101. The Armed Forces Code of Social Conduct

APPENDICES

Annex 21I1 The Armed Forces Code of Social Conduct - Guidance Notes for Commanding Officers.

Annex 21I2 Guidance Notes for Commanding Officers on the Practical Aspects of Implementing The Code of Social Conduct

ANNEX 21I

THE ARMED FORCES' CODE OF SOCIAL CONDUCT

2101. The Armed Forces Code of Social Conduct

The Code of Social Conduct explains the Armed Forces' policy on matters of personal conduct. Although often focussed on personal relationships involving Service personnel, it can also apply to any behavioural issue (e.g. alcohol or drug abuse, gambling, debt and other elements of financial irresponsibility) in which a reference to the Service Test is needed. It applies to all members of the Armed Forces, regardless of their sex (including gender reassignment), sexual orientation, race, whether they are married or in a civil partnership, religion, belief, ability, rank or status. The Code of Social Conduct policy and application of the Service Test in JSP 887[1] take precedence over BRd 3, including the supplementary single Service guidance to Naval Service COs and all involved in the management of personal relationships and social misbehaviour contained in this Annex and its associated Appendices. If in doubt, the relevant staff legal adviser is to be consulted.

[1] JSP 887 - Defence Strategy and Social Conduct Code to Meet Public Sector Equality Duties.

APPENDIX 1 TO ANNEX 21I

THE ARMED FORCES CODE OF SOCIAL CONDUCT - GUIDANCE NOTES FOR COMMANDING OFFICERS

1. Key Criteria

Incidents which involve the potential commission of a civil or military offence should first be considered for investigation in accordance with Service disciplinary procedures. As a general policy, the Services will only intervene in the private lives of individuals where it is necessary in the interests of preserving operational effectiveness. Following such consideration, where it is judged that a case should be dealt with by adopting administrative procedures, then the factors below should be used in applying the Service Test to assess the seriousness of the actual or potential impact of the alleged social misconduct:

a. **Rank, Status and Responsibility.** What are the ranks (or status) of the individuals involved? Was any influence, inducement, manipulation, coercion or threat exercised by virtue of rank or status (e.g. instructor/student relationship)? Or may an individual have justified reason to believe that they might be subjected to unreasonable influence?

b. **Extent of Service Involvement.** Does the social misconduct involve other Service personnel, spouses or dependants of Service personnel, or civilian employees? Has any relationship directly or indirectly impacted upon command or management chains? Does it involve working relationships and, if so, have, or might these have, been damaged or compromised to any extent?

c. **Damage to other Relationships.** Has the conduct damaged or placed in hazard the marriage, civil partnership or personal relationships of other Service personnel, or those within the wider defence community?

d. **Broken Relationships.** Experience shows that broken relationships can also provide disharmony, particularly where the breakdown was caused by the conduct of, or at the behest of, one of the parties. Again, once the friction and difficulties come to the notice of those in authority, the parties concerned should receive divisional counselling and removal may be appropriate in some cases. Unfortunately, broken relationships, particularly where third parties are involved may, on occasion, spill over. In a number of cases, assaults have been carried out on former girlfriends/boyfriends and divisional staff should maintain an ever-watchful eye. Also, further cases have come to light where an individual, affected badly by the break-up of a relationship, has attempted self-harm. The foundering of relationships is not confined to the Naval Service but Commanding Officers will be aware that the close confines of a ship may bring an unusually high intensity to relationships.

e. **Sexual Activity Onboard Ship.** Any sexual activity onboard ship, whether homosexual or heterosexual, involving two or more people, will prima facie be prejudicial to good order and naval discipline and is likely to be an offence under Section 19 of the Armed Forces Act 2006. If personnel are discovered taking part in sexual activity onboard they should be taken to separate locations and questioned by Ship's Service Police. A medical examination is only required where there is evidence of, or an allegation that, a serious sexual offence has been committed. In such circumstances the procedures laid down in FLAGO Article 1611-12 covering rape and other serious sexual offences are to be followed.

f. **Operational Circumstances.** Did the incident occur within an operational theatre or environment? If so, the impact may be more immediate and severe.

g. **Understanding of the Service Interest.** To what extent has the individual disregarded the Service's attitude towards social misconduct?

h. **Previous Warnings.** Has the individual been previously warned about their behaviour - if so, when and how and to what extent has the warning been disregarded? Has there been a formal audit trail of warnings including appropriate MPARs if necessary?

i. **Unwelcome Attention.** Has the behaviour involved unwelcome sexual attention in the form of physical or verbal conduct?

j. **Damage to Service Reputation.** Has the incident caused damage (actual or potential) to the reputation of the Service? If so, how and to what degree?

k. **Awareness of Circumstances.** Was the behaviour conducted in the knowledge of the circumstances of the status of all parties? Was a spouse or partner absent from the unit on an operational detachment, leave, temporary duty or other long-term detachment? Was there any evidence of collusion or abuse of privilege to facilitate that absence?

l. **Response to Discovery.** Did the individual volunteer the information before it came to light? Once the incident came to light, did they freely admit the misconduct, attempt to lie or prevaricate? Were the denials repeated? Did the relationship continue despite (repeated) denials? Did the individual show remorse?

m. **Any Other Factors.** Do any other factors, such as stress or a medical condition, have a bearing on the case? Is there a security aspect to the case?

2. Range Of Sanctions

A broad range of sanctions[1] is available to commanders in taking action against social misconduct. Sanctions arising from administrative action fall into three bands: informal action; formal action; and termination of service. Formal disciplinary action will be a matter for summary disposal or trial by court-martial. Administrative action might also have to be considered in the light of such disciplinary action.

1 Not all the range of informal and formal sanctions will necessarily apply to the 3 Services.

a. **Informal Action.** After due consideration, a Commanding Officer could decide to take no action. If action is considered appropriate, the range of informal sanctions might include:

(1) Counselling or warning about future conduct.

(2) Informal rebuke (which might subsequently be reflected in the character assessment made in an annual report).

(3) Posting within the Unit.

(4) If, after counselling and reminding them of Service policy, the individuals involved continue in its development, consideration should be given to the removal of one of the parties. The criteria set out should be considered carefully, but the position of the senior of the parties concerned should be the subject of the closest scrutiny, if their lack of judgement and conduct has caused the greatest risk or damage to operational effectiveness.

b. **Formal Action.** Formal action could include:

(1) Posting away from Unit or Theatre.

(2) Formally recorded administrative censure.

(3) Formally recorded warning about future conduct, including a written and signed MPAR.

(4) Reduction in rank/rate.

c. **Termination of Service.** The most serious sanction is termination of Service.

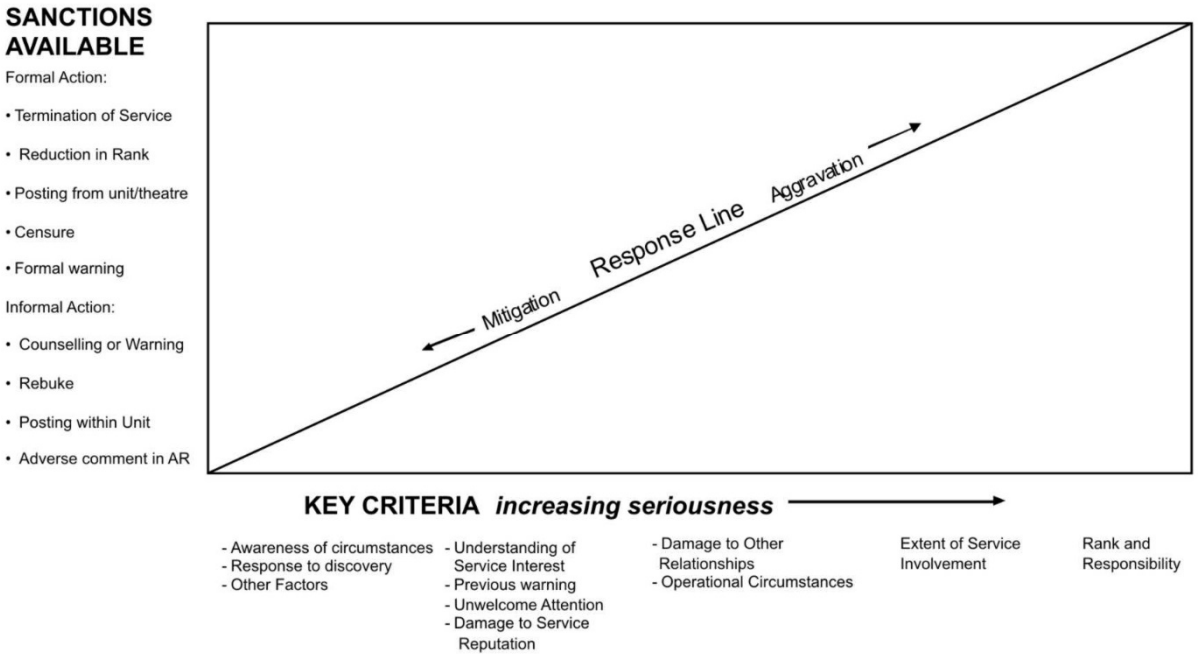
3. Application

a. The guiding principle in deciding the extent to which action might be taken against an individual for social misconduct will be that of proportionality. Against this principle, it is necessary for the three Services to work within a common framework and to judge each case, and the response to it, against the common set of criteria outlined above.

b. It is important to accept, however, that even when cases are judged within a common (tri-Service) framework, the outcome might well vary from one case to another. Such differences will reflect the relative impact that any of the distinguishing features of the case might have. Moreover, it should be recognised that such variations might occur not only between the three Services but also within a case involving personnel from only one Service. In all cases, social misconduct involving individuals from different Services will invariably be the subject of liaison between the relevant policy staffs of the respective Services involved.

c. In constructing a common framework, therefore, it is necessary to ensure that the approach for considering the action to be taken in the case of social misconduct is consistent. The following graph provides the starting point for such analysis. Whilst it is only a guide, it recognises that where cases of social misconduct involve certain identifiable characteristics, then consideration should be given to appropriate levels of response. It is for the chain of command to judge the overall level of response on the basis of all the circumstances of the case, taking full account of both its mitigating and aggravating features. Thus any case of social misbehaviour can be dealt with proportionately, can be judged against a common set of characteristics and can be disposed of by the appropriate chain of command after taking full account of all of the facts in the case. The response graph, Figure 21I-1-1-1, illustrates the key criteria on which cases might be assessed and the range of sanctions available.

Figure 21I/App1-1. Responsive Graph - A Guide



APPENDIX 2 TO ANNEX 21I

GUIDANCE NOTES FOR COMMANDING OFFICERS ON THE PRACTICAL ASPECTS OF IMPLEMENTING THE CODE OF SOCIAL CONDUCT

1. Introduction

This Appendix addresses the practical issues concerning the Armed Forces Code of Social Conduct (AFCSC). Implementation has been achieved with the minimum of fuss and disruption to unit life, and has been a process of adaptation rather than dramatic change. The changes achieved will be sustained by imaginative and firm leadership and the sensitive exercise of discretion rather than by over-regulation and confrontation. The key to success rests firmly with commanders at all levels, and specifically with Commanding Officers.

2. Principles

Commanding Officers are to be guided by the following principles:

a. The Armed Forces value the unique contribution which every individual makes to operational effectiveness.

b. There is no place in the Armed Forces for harassment, bullying or discrimination.

c. Commanders have a duty of care to all those under their command.

d. The Armed Forces respect the right to individual privacy of every Service Person and will only intervene in the private lives of individuals where it is necessary in the interests of preserving operational effectiveness.

e. Incidents which involve the possible commission of civil or military offences, or which come to a Commanding Officer's attention through a formal complaint, should be investigated and dealt with in accordance with Service disciplinary or administrative procedures.

f. The Service Test contained in the Code of Social Conduct should be applied when there is any doubt about the impact on operational effectiveness of any particular incident.

3. Practical Guidance Framework

Commanding Officers should use the following framework for dealing with any issue which might arise in applying the Code of Social Conduct:

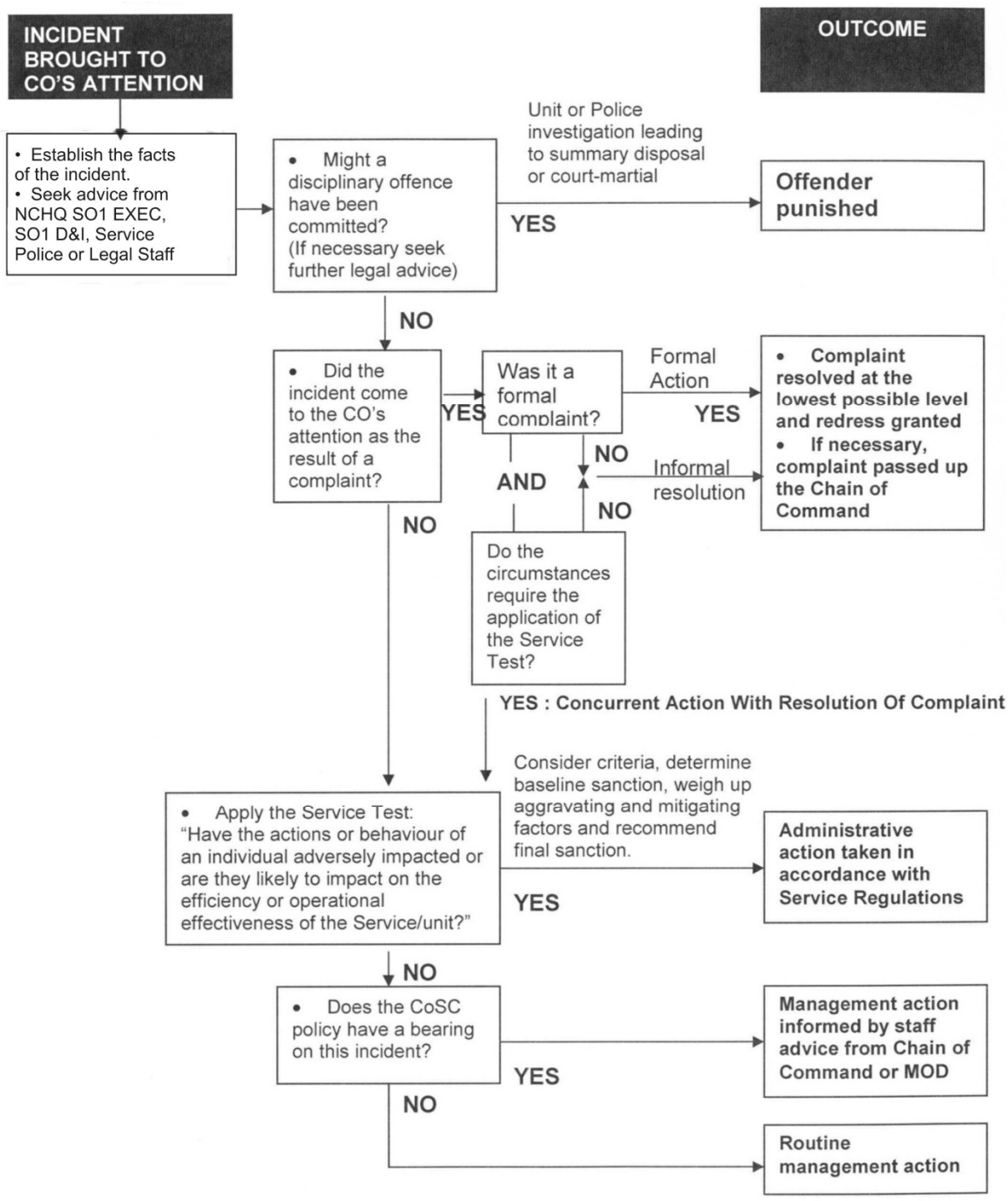
a. The disciplinary system should be invoked to deal with any incident which involves a breach of discipline.

b. The Service Test contained in the Code of Social Conduct should be applied to any incident which relates to personal relationships.

c. The internal complaints procedures should be followed to investigate and resolve any complaints which arise from alleged activity which has been construed as discrimination, harassment or which takes the form of bullying.

d. The framework has been expanded into a diagram that outlines the essential decisions which Commanding Officers will have to make in handling incidents.

Figure 21I App2-1. Commanding Officer's Guide to Handling Incidents Arising from the Code of Social Conduct



ANNEX 21J

SUBSTANCE MISUSE

1. Background

Substance misuse is unacceptable in the Royal Navy which maintains a policy of zero tolerance. Substance misuse is increasingly accepted in wider society, however, and it would be naïve not to recognise the cyclical public debate about decriminalisation of certain substances may affect the attitudes of some Naval personnel. It is known that drugs are more widely available than ever before and, consequently, many recent joiners have experimented with drugs and have more relaxed attitudes towards them than their line management. Although substance misuse is still 'relatively' rare in the Service (the average CDT positive rate, up to 2022 was 0.83% per annum although the 2020 figure reached almost 1% at 0.96%, thus there is a clear worrying increase in usage), management cannot be complacent and must remain vigilant at all times. Experience, supported by statistical evidence, indicates that younger sailors (especially those in the 18-30 age group) are the most likely to misuse, although not exclusively so; these are the most impressionable and vulnerable of Service personnel, and also the ones least likely to have the confidence to report suspicions about their mess-mates to the Chain of Command. At the simplest level there are two abiding reasons that the Armed Forces continue to take the toughest line on drugs:

a. **Misuse of Drugs is Illegal.** Those who misuse drugs have participated in criminal activity and had contact with criminals. They have injected money into a system that sponsors violence and exploitation worldwide. They have fallen far below the standards of conduct expected of members of the Armed Forces.

b. **Drugs are Unpredictable.** Many people who experiment may do so only for a short period with no lasting harm; but illegal drugs are controlled because their physiological and psychological effects are unpredictable and can be extreme. Sailors and Marines are in charge of dangerous, expensive and sensitive equipment. They are regularly in charge of the lives of others, both their colleagues and civilians. In the misuse of drugs they betray public confidence by putting their own performance at risk.

2. Civilian Law

The Law in relation to drugs can be summarised as follows:

It is an offence against the Misuse of Drugs Act (MDA) 1971 if the accused, without lawful authority or excuse, knowingly, is in possession or control of a controlled substance. The cultivation of cannabis is a specific offence under MDA 1971. Trafficking or supply of a controlled substance remains a serious criminal offence. Possession of a prescribed medicine without lawful authority or reasonable excuse and using any substance with the intention of obtaining an intoxicating or hallucinating effect are both offences against the Armed Forces Act (AFA) and may lead to charges under AFA Section 42.

3. Scope of AFA

The provision under the AFA includes the misuse of solvents, steroids and New Psychoactive Substances (previously called 'Legal Highs' but now illegal following the New Psychoactive Substances Act 2016). Within the AFA, the intention to achieve the effect is an offence, regardless of the actual effect achieved. The Service policy of zero tolerance makes very little distinction between different types of drug. All alleged drugs offences will result in administrative or disciplinary action and where individuals are convicted sentences are harsh, normally involving at least dismissal, with detention or even prison a probability in more serious cases, or where there has been any attempt to supply drugs to others.

4. Anabolic Steroids

Anabolic steroids are a Class C drug. Their use and possession is prohibited by criminal law and specifically by Service personnel for additional policy reasons, breach of which is an offence under AFA 06 Section 13 and this order. In sum, the possession or control, without lawful authority or reasonable excuse, of any anabolic steroid is an offence by virtue of the relevant criminal law and/or standing order. Anabolic steroids are pharmaceutical products but their misuse, in the view of the British medical profession, for bodybuilding, weightlifting and other recreational use, is dangerous to physical and mental health and hence is a significant threat to all Service personnel. All major sports organisations have banned the use of such drugs. Use or possession by Service Personnel will result in administrative action, with a strong presumption of Discharge. Commanding Officers who suspect steroid misuse in their unit should consult WO1 CDT (NAVY PEOPLE-POL EXEC CDT WO) Tel 02392 547324) or FXO (NAVY PEOPLE-PSP EXEC FXO) Tel Skype +443001698293). Further information on anabolic steroids is in JSP 835, articulated in Alcohol and Substance Misuse presentations and is widely available on the internet.

5. Body/Performance Enhancing Supplements

(See also JSP 835 Chap 3 Annex D). Evidence suggests that the use of body enhancing supplements by Service personnel is widespread and growing. Such supplements are usually consumed in the belief that they improve physique and performance. Although there is much scientific evidence that consuming whey protein (or soy/casein) and/or creatine will enhance anaerobic performance, there is little or nil evidence that the vast majority of other every day bought supplements will actually perform to their labelled claims.

a. The MOD's concern over these supplements is that they are manufactured by an unregulated industry, there is irrefutable scientific proof of one in 10 such products being contaminated (deliberately or otherwise) by anabolic steroids, and some manufacturers are less than scrupulous, often using ingredients with unknown physiological and psychological consequences.

b. Supplements can be obtained from a variety of sources, and when this includes the internet even greater caution is required; even 'over the counter' products from reputable outlets in UK cannot be considered 100% safe to use. A supplement sold in the NAAFI is no guarantee of its safety. Contaminated supplements therefore can theoretically lead to a CDT failure.

c. MOD policy is that the internet website 'Informed Sport' is the only recognised database of 'safe' supplements and even this is without a 100% guarantee. Other sites and companies purport to give quality assurance of supplements but it should be noted that the World Anti-Doping Agency, UK Anti-Doping and most UK based sports organisations defer only to 'Informed Sport' for ultimate assurance of 'safe' body and performance enhancing supplements.

d. The 'zero tolerance' policy still applies to a CDT 'positive result' caused by body enhancing supplements, and therefore their use is strongly discouraged.

e. **Supplement Myths.** Use of multiple, uncontaminated supplements DO NOT cause bio-symbiotic metabolisation as a steroid or any other illegal drug.

6. The MOD 'Line'

The MOD's view on body and performance enhancing supplements is as follows:

a. MOD has no requirement for any individual to use body/performance enhancing supplements.

b. The INM view is that there is no Service requirement for any individual to use body/performance enhancing supplements providing that they are eating a balanced diet and following a sensible exercise regime.

c. There are 'risks' associated with all body supplements and they may result in a positive CDT result. The risk is reduced (but not entirely removed) if the supplement is listed on the 'www.informed-sport' website.

d. The individual remains responsible for that which they ingest into their body and the MOD maintains a zero tolerance policy to substance misuse.

7. Dietary Supplements

Dietary supplements such as Vitamin C or Cod Liver Oil and similar, bought from reputable sources, are overwhelmingly unlikely to lead to a positive CDT result providing that they are used as directed.

8. Representative Sport

Any Service Person who participates in representative sport will be subject to the relevant Governing Body's regulations regarding substance misuse, as well the Service policy. Any individual who is subjected to a drug test by a sport's Governing Body is to notify their Commanding Officer or Service Sports Association within two weeks of the test. An individual who provides a positive result following a drug test, in accordance with the relevant Governing Body's regulations, is to notify their Commanding Officer and Service Sports Association immediately of the result and will be subject to administrative action by the Service, in addition to any action taken by the relevant Governing Body. Such Service administrative action will be decided by Navy Command HQ staff and will depend on the level and type of drug for which the test proved positive.

9. New Psychoactive Substances (NPS)

The possession, without lawful authority, of any herbal and/or chemical substance, in whatever form, which may be used to produce or cause an intoxicating, stupefying or hallucinatory effect, is an offence by virtue of this order and AFA 06 Section 13. Legal Highs are not legal, they are often produced in very dubious circumstances and are often mixed with known Class A, B and C drugs - they are dangerous to the individual. The effects of NPS will vary and are unpredictable. The long term side effects are unknown and unlikely to be known for years. The production, distribution and selling of NPS is now illegal following the ratification of the NPS Act 2016.

APPENDIX 1 to ANNEX 21J

ALCOHOL AND SUBSTANCE MISUSE - EDUCATION AND MANAGEMENT

1. Introduction

Royal Navy directed Substance Misuse education is combined with Alcohol education and delivered as a Naval Core Training (NCT) requirement on the Defence Learning Environment (DLE). NCT-5 is Compulsory Substance Misuse and Alcohol training, which all RN and RM Service Personnel are to complete at intervals not exceeding every two years. The presentations take approximately 40mins and focuses on the Command message of intolerance of substance misuse and the dangers associated with drinking alcohol. Units should maintain their own rolling education campaign, via notes in Daily Orders and discussions in divisional/troop meetings.

2. Responsibility

Completion of NCT-5 Substance Misuse and Alcohol DLE training remains the responsibility of the individual (as a Naval Core Training requirement) but Divisional Officers, Troop Commanders, line managers and ultimately Commanding Officers have a responsibility to ensure that their personnel are in date. DOs/Tp Cdrs should bring any shortfalls to the attention of their Command (using SCIO/DR&R Reporting Tool).

3. Periodicity

The RN Substance Misuse and Alcohol lecture is a mandatory Naval Core Training (NCT-5) Maritime Skill. It must be completed by all RN and RM Service Personnel at intervals not exceeding every two years. There is no longer an upper and lower age limited interval.

4. Delivery

a. The RN Substance Misuse and Alcohol lead is FXO and WOCDT. A small number of Substance Misuse and Alcohol ‘educators’ have been authorised to deliver NCT-5 in presentation form at the major RN and RM Training Establishments. The following establishments are to ensure the appropriate personnel have been authorised to deliver the brief:

(1)	BRNC	MAA
(2)	CTCRM	G1 Adviser
(3)	HMS RALEIGH	Initial Phase MAA
(4)	HMS Collingwood (RNLA (E))	Divisional Instructors

b. **Unit Education Support.** The anti-drugs message should feature regularly in unit Daily/Weekly Orders. Basic information about alcohol and drugs in the Service is contained within JSP 835 which includes ‘sound bites’ for Daily Orders. Additional support is also available from Community Mental Health departments at the Naval Bases (details in current RNTM) and NCXT.

5. Substance Misuse and Alcohol Education Competence Recording

a. On completion of the mandatory two yearly Substance Misuse and Alcohol NCT0-5 RN and RM Service Personnel are to ensure that it is recorded on as a JPA competence.

b. Executive departments are reminded of the importance of the Divisional and Regimental System, messdeck/barrack supervision and coaching/mentoring in promoting education and combating alcohol and drug misuse.

c. Specific guidance for Executive teams and Divisional Officers/Troop Commanders is available from Community Mental Health departments at the Naval Bases, and NCXT.

d. Specific guidance for Unit Personnel Office staff when inputting the above relevant competences may be found in the relevant Business Process Guide (BPG) on how to enter the information on JPA, which may be found by using the following path from the JPA Portal: JPA Portal – BPG – Personnel Processes – AP & PD – Updating SP Competencies. The BPG reference is 'Update Competencies against a Service Persons Profile IN915019'.

e. Evidence of successfully completing NCT-5 is the presentation of the award of the supporting certificate (E-Certs) may be used. The appropriate recorded JPA competence should be checked by DOs/Tp Cdrs during the Annual JPA Checks and any shortcomings addressed.

6. Alcohol Misuse[1]

a. **Responsibilities.** From the Service point of view, excessive use or misuse of alcohol is not acceptable as it adversely affects safety, efficiency, discipline and the reputation of the Service. On a personal level, any excessive use or misuse of alcohol can lead to errors of judgement, unacceptable behaviour, and in some cases tragic accidents, while regular and long-term misuse carries with it significant risk to health and/or social problems. Excessive is a relative term and, depending upon the circumstances, it does not require much alcohol to cause serious consequences. QRRN Article 3624.6 states that:

> *It is the duty of all those in authority, whatever their rank, to discourage excessive drinking and, by example and supervision, to foster a climate of opinion in which such drinking is regarded as unacceptable.*

b. Furthermore, DOs are to:

> *Be especially vigilant in such matters and are to ensure that alcohol education is a regular feature within their division and that counselling is readily available.*

[1] See also JSP 835 Chap 2, BRd 9467 (FLAGOs) Art 1627 and BRd 9600 (SGOs) Chap 10.

c. **Overview.** With the demanding workloads associated with lean manning, increasingly high-tech equipment and, of course, familiarity with the drink/driving regulations, Naval personnel have become more sensitive to the dangers of mixing alcohol consumption and the working environment. The vast majority adhere to the Naval code of sensible and responsible drinking and are increasingly aware of the risks, dangers and long-term physical and mental health effects associated with drinking. It is recognised that culturally, alcohol (consumed moderately) plays a role in our society, that as a Service we work hard and that most of our frontline personnel are aged between 18 and 30. Nevertheless, despite the 'work hard/play hard' ethic persisting, it should not be allowed to excuse heavy (binge) drinking sessions ashore or when off duty. There also remains a strong correlation between alcohol consumption and disciplinary incidents, to the extent that drunkenness and drink-related offences must continue to be dealt with and punished firmly. In addition, those found guilty of a drink-related offence should ordinarily be required to attend a Brief Advice Tool (BAT) (a one-on-one 'Brief Intervention' delivered by DCMH staff - see sub-para i below) if the Command deems it to be appropriate.

d. **Problem Drinkers.** The Royal Navy community reflects society at large and inevitably includes personnel who will drink to excess on occasion. The great majority will mature gradually and, without intervention, establish a more moderate and acceptable drinking style. There will be those, however, who are, for various reasons, disposed to consistent alcohol misuse and/or periodic bouts of uncontrollable drinking leading to alcohol dependence. These personnel must be the targets for early identification and intervention. For the DO who identifies a potential problem drinker there is no neutral position. Once identified, the DO can only intervene or collude; intervention must be early, firm and constructive. It is important to understand that the Divisional/Troop management process, including disciplinary actions, can and should run in conjunction with therapeutic and social interventions. Mess Presidents and Leading Hands of Messes also bear a responsibility and must use both judgement and moral courage to assist the Command in identifying and managing the 'problem drinker' for the greater good of both the Service and the individual. Continual education at all levels is by far and away the most effective weapon.

e. **Identification.** The harmful use of alcohol, and ultimately dependence does not happen overnight but, rather, by the gradual emergence of a pattern of heavy drinking within which an individual's reliance and involvement with alcohol can take on an overriding importance. This gradual, regular and excessive consumption and the potential to become a problem drinker may manifest itself in a number of ways, for example:

(1) Poor time keeping at work.

(2) Alcohol related disciplinary offences.

(3) Inconsistency at work and a decline in professional standards.

(4) Neglect of personal standards on issues such as dress, fitness and interaction with others.

(5) Increasing health problems.

(6) Financial and/or domestic problems.

(7) Mess deck feedback.

f. DOs must also be alive to the possibility that a problem drinker may have developed an ability to dissemble and have a tolerance to alcohol consumption that will enable them to show few overt signs of excessive drinking. Thus, they may appear quite sober, despite regularly carrying abnormally high concentrations of blood alcohol.

g. **Managing the Problem Drinker.** On becoming aware of a suspected alcohol dependent or a potential problem drinker and before any consideration of formal warnings, the DO should immediately instigate 'Recovery Action', as follows:

(1) **Informal Action.** Informal action will include giving divisional counselling to the individual, both in order to register the DO's concerns and to ascertain whether there is any underlying cause of the behaviour which may be solvable independently (e.g. by referral to RN FPS – see Chapter 24). If an informal verbal warning of the likely consequences of excessive drinking is appropriate, this should invariably be given in the presence of a third party (e.g. DSR/SNCO) and recorded on a locally produced form (an MPAR format is ideal). This form should be signed by the DO, the witness and the individual and kept with the individual's Service documents for a specified warning period (normally three months). Where a routine appraisal report falls during the designated period, no mention should be made of the informal warning. At this stage, depending on the trigger for, and outcome of, the discussion, the DO may consider recommending withdrawal of alcohol allowance (In cases of dependency on alcohol, Divisional Officers/Command are to consider the potential detriment to the service person by the withdrawal of alcohol allowance) and/or the privilege of living in private accommodation. Consideration should also be given to ordering the individual to attend a BAT (see sub-para i), or its equivalent. Speedy action in the early stages of a problem is more likely to be successful in the long term. The combination of divisional discussions, formal MPAR and attendance at the BAT will serve two purposes. Firstly, it is likely to 'nip in the bud' any situation which, if left unchecked, could escalate in severity and secondly, it provides the Command with the reassurance that appropriate duty of care has been afforded to the individual prior to any formal administrative action. It is important that **no warning procedure is commenced** without first conducting the above measures. This informal monitoring stage retains an indefinite timescale as every case will be different and must be assessed locally by the Divisional hierarchy and command. If it is felt that informal administrative action has been exhausted but ineffective, further formal action should be considered. Although there is no formal policy on the **minimum time** required to move from informal action to formal action and warnings, it is suggested that **three months is an appropriate and fair guide**. Advice can be sought from the relevant Regional Legal Office and/or Navy Command Executive team as necessary.

(2) **Formal Action.** If, as a result of persistently poor behaviour, attitude or alcohol-related offences, an individual is approaching the state where they are becoming an unacceptable risk or an administrative burden, and having exhausted the informal administrative measures detailed above, the DO should initiate formal warnings for administrative Discharge SHORE (Alcohol). This warning process should follow the three tier structure as detailed in Chapter 57 paras 5755-5765, with associated documentation being raised. Furthermore, it should be reported to the Command via the N1 Annex to the Weekly Logistics Summary Report. The warning documentation should refer to the attempt to resolve the matter informally and the delivery of an MPAR and attendance to a BAT. At the BAT, or alternative directed by the Royal Navy Mental Health Services, some individuals will be offered the opportunity to volunteer for formal treatment for their problem drinking. Should they decline this offer, and problems persist, they should be advised to consult with their unit MO. Refusal to accept referral or actively engage with any DCMH or medically recommended treatment should be clearly recorded as a poor attitude and may be commented upon when reviewing the current warning level and the consideration to raise to the next stage. It is always incumbent upon the unit to demonstrate that adequate measures were made to offer treatment to the individual if a subsequent request for administrative discharge is to be justified.

(3) **Discharge.** Should an individual fail to respond to the procedures listed above and still remain an administrative burden following the full three tiered warnings process, application should be made for administrative discharge. This process remains an Executive matter throughout. **There is no authority on medical grounds alone for discharge of an individual assessed as misusing alcohol**.

h. **Assistance Available from Other Agencies.** At any stage during this process, consideration should be given to seeking other means of assistance through RN FPS, Medical Services, the Chaplaincy Service, or outside agencies.

i. **Brief Advice Tool.** The Brief Advice Tool (BAT) policy is the result of collaboration between Navy Legal, Navy Pers Exec, Navy Med Div and DPHC.

(1) The BAT is a short, evidence based individual intervention by a mental health nurse, after which the individual will have the option of engaging in formal treatment for alcohol misuse if they so wish. If they opt for the latter, they will be offered an assessment appointment at the DCMH within 15 working days.

(2) The Executive, normally through the DO, can refer any service person to the BAT; they can be ordered to attend but cannot be ordered to undertake the treatment. Any service person whose alcohol consumption causes concern must be referred, particularly if disciplinary action is being considered. Personnel may also refer themselves for this intervention.

(3) Upon notification of a request or order to attend the BAT, Departments of Community Mental Health (DCMH) in the base ports will then offer an appointment to the person concerned, within 5 working days, at one of the regional centres.

(4) Personnel can book/be booked for a BAT on the following numbers:

(a) DCMH Portsmouth (all Portsmouth-based Units): 9380 26256 (mil) or 02392 726256 (civ).

(b) DCMH Plymouth (all units in the South West): 9375 65965 (mil) or 01752 555965 (civ).

(c) DCMH Faslane (all Clyde based Units, 45 Cdo and Units at Rosyth): 93255 5421 (mil) or 01436 674321 (civ).

(5) The service person will be given a letter of attendance that serves as confirmation that they have been given the opportunity to engage with specialist treatment for alcohol misuse if they so wish, thereby satisfying the requirements of Para 9.g(2) above.

(6) Further attendance at the BAT within a twelve-month period is not generally indicated. If problems persist, or reoccur within one year, the individual should be directed to see the Unit MO.

7. Safety Critical Duties - Testing for Cause for Alcohol and Drugs

The Armed Forces Act 2011 (AFA11) introduced testing for cause for Alcohol and Drugs in relation to Safety Critical Duties[2]. This brought with it a new offence namely 'Section 20A AFA 06 – Exceeding alcohol limit for prescribed safety-critical duties'. This Paragraph should be read in conjunction with the References footnoted below. Whilst it is intended to provide guidance on interpretation of the regulations, it is not intended to duplicate guidance already published in JSP 830.

a. **Policy Background.** Whilst it is reasonable to expect that all personnel will be in a fit state to perform their duties, certain duties are by their very nature safety-critical, where performing that duty while impaired by alcohol or drugs could result in a risk of death or serious injury to a person, serious damage to property, or serious environmental harm. The testing regime seeks to promote a professional, sensible and moderated approach to alcohol consumption, particularly in relation to safety-critical duties, and to a large extent mirror existing civilian provisions, such as are contained in the Railway and Transport Safety Act 2003 (to which RFA personnel are subject). They also arise as a consequence (but NOT the result) of a number of high profile incidents which had a detrimental effect on the reputation of the Royal Navy.

b. **Mechanism.** The mechanism for 'testing' is by use of the NON-evidential Lion 500A Alcometer (breathalyser) and, thereafter, an evidential urine sample. There is scope within legislation to use an evidential blood test but, as yet there is NO provision within the Royal Navy to take blood samples.

[2] References relating to AFA11 include: Armed Forces Act 2006, Armed Forces (Alcohol Limits for Prescribed Safety-Critical Duties) Regulations 2013, JSP 835 (Alcohol and Substance Misuse Testing) Chapter 5 (as amended to 1 Nov 13), JSP 830 (Manual of Service Law) (as amended to 1 Nov 13) and 2013DIN01-212 (The introduction of new powers to test personnel undertaking safety-critical duties for drugs and alcohol).

c. **Options for Commanding Officers.** Alcohol testing regulations supplement the existing provisions governing alcohol consumption in the Armed Forces. Commanding Officers (COs) will continue to have available to them a range of options to deal with incidents involving alcohol misuse. These responses range from Minor Administrative Action, divisional administrative action and education (including attendance on Alcohol Education Courses). The existing offence of 'Unfitness or misconduct through alcohol or drugs' contrary to Section 20 of AFA 06 remains and COs should note paragraph 11 of JSP 830 which makes clear that, while there is no power to order a person to submit to testing when the duty concerned is not safety-critical, it is still possible to pursue a charge of unfitness or misconduct through alcohol or drugs under Section 20(1)(a).

d. **Command Judgement.** Command judgement will invariably be required as to what best serves the Service interest, and a pro-active and pre-emptive alcohol and drugs education campaign will invariably reap dividends. It is envisaged and intended that the 'breathalyser' offers as much an opportunity for education and raising awareness of issues and consequences associated with alcohol consumption and culture, as it does for enforcing discipline. Often the key issue which will decide which course of action the Command takes is the requirement to achieve swift justice. Due to the requirement for laboratory analysis of a urine sample following a positive breathalyser test, this (Section 20A) route will invariably lead to a longer process than that followed by the Section 20(1)a 'subjective opinion' route. The command will need to decide whether proceeding under the Section 20(1)a 'misconduct through alcohol or drugs' route is actually more effective locally and will have greater deterrence than proceeding down the Section 20A 'over a prescribed limit for alcohol' route. Advice on this and similar issues can be obtained from local Service Police as well as NCXT or NCHQ Police personnel.

e. **Prescribed Duties and Alcohol Limits.** A CO has the power to require a person subject to Service law to submit to testing for alcohol or drugs, providing they have **reasonable cause** for believing that the person's ability to carry out the duty is impaired through alcohol or drugs or the person's blood alcohol level is over the prescribed limit. This power may be delegated through a Duty Officer or Senior Rating (minimum of OR6 – Petty Officer/Sergeant) - see sub-para l below. There is no requirement for an incident to have occurred before a person can be required to submit to testing. The alcohol limits for prescribed safety-critical duties have been set at two levels, as follows:

(1) **Higher Alcohol Levels.** The majority of safety-critical duties fall into the higher alcohol limit for testing of breath, blood or urine. The higher limits are as follows:

(a) Breath – 35 microgrammes of alcohol in 100 millilitres.

(b) Blood – 80 milligrammes of alcohol in 100 millilitres.

(c) Urine – 107 milligrammes of alcohol in 100 millilitres.

(2) **Lower Alcohol Levels.** Some safety-critical duties require a heightened speed of reaction in an emergency situation and therefore are subject to a lower alcohol limit. The lower limits are as follows:

(a) Breath – 9 microgrammes of alcohol in 100 millilitres.

(b) Blood – 20 milligrammes of alcohol in 100 millilitres.

(c) Urine – 27 milligrammes of alcohol in 100 millilitres.

f. **Testing.** The hand-held breathalyser devices issued to units provide a preliminary, non-evidential, test and may be used to determine whether it is necessary to proceed to an evidential test (or not). Because of the difficulties in calibrating evidential quality breath test devices, within the Royal Navy it is envisaged that urine tests will be the predominant means of evidential testing. Evidential urine tests are conducted by the RNP and are processed through Government laboratories (LGC Teddington) (akin to the process for CDT). The result forms the evidential basis for any subsequent disciplinary action.

g. **Command Declaration of Unfitness for Duty.** It should be noted that an individual may 'blow' negative in the breathalyser for alcohol but the Service Police, in communication with the Command, may still wish to conduct an evidential test if they suspect that the individual may be unfit through the influence of drugs. Individuals may also test negative but (assuming no suspicion of drugs) the CO may elect subjectively to declare the individual 'unfit for duty' through Section 20 under AFA 06 – in such instance the result from the breathalyser must be discarded and not used in subsequent investigation.

h. **Non-Prescribed Safety Critical Duties.** As well as the categories of prescribed duties detailed in the References at Footnote 2, there may be circumstances where a CO believes an offence under Section 20(1)(a) has been committed in respect of a non-prescribed safety critical duty. In such cases, a CO may order a preliminary or evidential test, however, the test can only be used to establish the presence of alcohol or drugs: the higher or lower levels detailed above do not apply. Even where the presence of alcohol or drugs is established, the other elements of an offence described under Section 20(1)(a) must also be proven.

i. **Safety Critical Duties - Definition.**

(1) Before determining an activity to be 'safety critical', the CO must first satisfy themselves that the duty meets the statutory definition:

A duty which the Commanding Officer reasonably believes is such that performing the duty with ability impaired by alcohol or drugs would result in a risk of death, serious injury, serious damage to property or serious environmental harm.

(2) Examples of when such testing would be appropriate could include: a person who appeared to be drunk when operating a vertiflow lift during a store ship; or a range safety officer who appeared to have been taking drugs when supervising a live shoot.

j. **Notification of Safety Critical Duties.** Although listing which duties a CO would regard as safety-critical is not required by the legislation, in order that individuals can plan ahead and either avoid consuming alcohol altogether, or moderate their alcohol consumption as appropriate, COs should use their Temporary Memoranda to detail those safety critical duties which are expected to be reasonably commonplace, and to make use of Daily Orders or other unit routine orders in order to 'activate' such duties. An infrequent or uncommon safety-critical duty can be detailed either in a short Captain's Temporary Memorandum (CTM) or equivalent, or Daily/Unit Orders – it is recommended that COs maintain a standing CTM template for such situations. A CO should avoid placing unnecessary liability for testing on any other person who may be required to perform any related or ancillary duty merely because it is convenient to do so (e.g. all members of a work party or team) but which is not genuinely safety-critical in nature. When personnel are required to complete an activity that is not within their normal daily routine, a CO should provide advance notification that their particular duty on a given day or for a given period may be regarded as safety-critical because of the heightened standards expected at the time. This may help deter excess alcohol consumption ahead of the duty and ensure all relevant personnel understand their liability for testing.

k. **Alternative Measures.** COs should not forget that they have a range of measures available to them in managing alcohol consumption and do not need to have to justify a position as safety critical. For example, a ship about to be involved in a Humanitarian and Disaster Relief scenario can apply a more stringent alcohol state (iaw BRd 9600 - SGOs) in order to prevent personnel from drinking prior to operations. In the same manner, a more restrictive 'alcohol state' can be applied when in Defence Watches rather than attempting to declare every position as 'safety critical'. COs are also at liberty to impose 'alcohol bans' when appropriate.

l. **Delegation of Authority for Ordering Test.** Whilst the CO is responsible for deciding whether an individual is referred to the Service Police for a preliminary alcohol or drugs test, the legislation permits delegation of this decision to Petty Officer or Sergeant level. The intent of this is to permit (for example) a Petty Officer performing duty as Officer of the Day in a Mine Countermeasures Vessel, or a Petty Officer Diver in charge of a diving unit detachment, to order a test. Navy Command intent, therefore, is that authority to test should generally be delegated to the XO, Heads of Departments and Officers of the Day/Duty Officers only, but may occasionally include others, e.g. those in charge of a detachment for a determined period, and that these delegations should be articulated in CO's Temporary Memorandum. COs wishing to delegate further should contact Flotilla or NCXT staff for advice.

m. **Reasonable Cause.** It is reiterated that 'Reasonable Cause' must be established prior to a test being ordered. In this respect 'Reasonable Cause' requires the same subjective judgement as for assessing an individual to be 'Unfit for duty' in accordance with Section 20(1)(a) of AFA06. It is impossible to give a definitive list of what constitutes 'Reasonable Cause', but factors taken into account may include:

(1) Verbal notification that an individual was seen/known to be drinking excessively prior to assuming a duty.

(2) Named in an alcohol related incident in the 'Daily Occurrence Book'.

(3) Obviously dishevelled or un-naval/military like in conduct, bearing or appearance.

(4) Smelling of alcohol.

(5) Been seen drinking to excess whilst ashore.

n. **Failure to Provide a Specimen for Analysis.** It is an offence for an individual to fail to provide a sample when required to do so in accordance with AFA 06 Section 93E(10), without reasonable excuse.

o. **Education.** The implementation of AFA 11 and associated legislation with respect to alcohol has been widely notified across the RN. All career courses are specifically briefed, and the sentiment is included in the routine 'Alcohol and Substance Misuse Lectures' delivered as part of the NCT programme. The physical presence of the Lion 500 handheld Alcometer offers a tangible, visible representation of the regulations and it should be used to develop a culture that is circumspect of anything more than responsible and moderate alcohol consumption. Alcohol calculators have also been distributed to educate personnel in the amount of alcohol contained within drinks (Percentage Alcohol By Volume, or %ABV), 'units' of alcohol and the time required for the body to process it.

p. **Ethos.** The RN Ethos advocates RN Core Values and Standards, amongst them professionalism and integrity. With respect to alcohol, the intent is to highlight the responsibility placed upon members of the Royal Navy and the need to maintain the highest standards of conduct and behaviour that is always expected of us by the Nation.

q. **Divisional Involvement.** The implementation of AFA 11, combined with Navy Command led campaigns on alcohol culture and ethos, provide the CO with the tools necessary to take forward the education process. The pro-active engagement of those in involved in the Divisional/Regimental System completes the 'triad' that will shape and maintain the irreproachable personal and professional standards that underpin the RN's global standing and good reputation.

r. **Medical Personnel.** Medical officers, dental officers, nurses or MAs are all subject to the AFA 11 and a CO may determine their duties to be non-prescribed safety-critical. It should be noted that were a member of the Medical Services found to be under the influence of alcohol or drugs they may also be liable to sanction by their respective professional bodies.

s. **Civilians Subject to Service Discipline.** In certain circumstances civilians subject to service discipline may also be subject to alcohol testing. Those situations will arise when the individual is suspected of committing an offence under certain Sections of the Railways and Transport Safety Act 2003. Wherever practical, COs should seek legal advice before ordering the testing of civilians.

t. **Summary.** AFA 11 aligns the Armed Forces more closely with domestic legislation and engenders a professional but pragmatic approach to alcohol consumption and culture. It is not designed to constrain personal freedom nor erode privilege, but it does re-emphasise the need for a mature and responsible approach to alcohol.

ANNEX 21K

COMPULSORY DRUGS TESTING

1. Compulsory Drugs Testing (see also BRd2 Art 3626 and JSP 835).

a. Every person in the Royal Navy is subject to Compulsory Drugs Testing (CDT), which may be carried out by RN or tri-Service CDT teams. Failure to comply, when required by a CDT team member of any Service (i.e. to produce a urine specimen) is a disciplinary offence with a punishment of dismissal and up to six months imprisonment or detention. Adulteration or substitution of specimens carries the same penalty. Divisional Officers/Troop Commanders are to counsel any member of their division/troop who refuses to supply a specimen to ensure that they understand the implications. If the individual continues to refuse to provide a sample, a refusal certificate obtained from the CDT team leader is to be completed immediately, in duplicate. One copy will be retained by the unit and the other taken by the CDT Team Leader. Disciplinary action is to be initiated by the unit.

b. The Navy Command Executive Team (NCXT) has complete discretion in deploying the RN CDT team. There are reciprocal arrangements with the Army and RAF for personnel serving in Joint units or with another Service. The decision as to when to test units will, as far as possible, take into account unit programmes, training cycles, operational requirements, historical frequency of tests, perceived risk of drug misuse and the travel and resource constraints of the CDT Teams. However, periodicity will deliberately be varied in order to avoid predictability and to maximise the subsequent deterrent effect of CDT. The CDT team are authorised to deploy globally to enforce the message that CDT can occur at any time and in any place.

c. The CDT team will not normally consult Administrative Authorities before arranging a test, save where particular complexities make this desirable. The OiC of the visiting team will normally consult with the Commanding Officer in order to agree dates and confirm logistic arrangements. **It is very important that disclosure of the pre-arrival of the CDT team should never take place**. This is particularly pertinent to persons involved in the logistical preparations of a unit. For example, placing a notice in a mess hall/briefing room several days in advance highlighting that the room will be ‘out of action’ due to drugs testing is clearly harmful to the deterrent effect of the visit. The CDT team do have a mandate to arrive at a unit ‘unannounced’ and may do so. Commanding Officers may request a visit from the CDT Team if they feel it necessary (i.e. following word of potentially suspicious activity reaching the Command’s ear), by contacting WO1 CDT Team - NAVY PEOPLE-POL EXEC CDT WO or via Skype +443001531062 / Mob: 07876 476937 or FXO - NAVY PEOPLE-TRG-HQ N9 EXEC FXO or via Skype +443001698293. Additionally, it is entirely appropriate and indeed encouraged, if deemed necessary by the Command, to send an individual(s) to the CDT at HMS EXCELLENT for testing. This procedure is designed as an alternative solution to specifically bidding for an on board CDT, (following reports of suspicious activity), and may be optimal if the CDT team is unable to reach the unit swiftly (e.g. a deployed unit believes it has a suspicious case on board and wishes to fly an individual(s) back to the UK for testing; this procedure is encouraged).

Finally, it is encouraged that unit Commanding Officers should, where possible, conduct local spot checks of their personnel by sending a small cross-section (e.g. six to eight people) to the CDT team at HMS EXCELLENT for random testing (although a powerful deterrent, it is appreciated this procedure is difficult for non-Portsmouth based units, however the methodology remains sound and is hereby recommended). The CDT Team will always endeavour to minimise the impact on a unit and take a pragmatic view on the unit's programme, however ultimately they are performing a task that is directed by the Defence Council. Experience has shown that the CDT process flows much more efficiently with proactive and supportive engagement from the unit XO/2IC and EWO/Cox'n or equivalents.

d. The CDT Team needs logistic support from the unit being tested in order to conduct testing. The Team will send details of this requirement to a unit prior to its arrival. This will include a requirement for (circa) six to12 SRs/SNCOs to act as Collection Assistants (manning desks) and double the number of JRs/Other Ranks to act as Monitors (escorts of individuals to/from heads). All units should have available dormant orders for CDT implementation. A template for such orders is available from WO CDT on request.

e. Upon arrival the CDT Team will need to train the assisting personnel, a procedure which takes approximately 30-45 minutes. Thereafter testing can begin. Assuming the host unit is supportive, CDT Team can test a full DD/FF Ship's Company, or approximately 250 personnel in a shore establishment, in approximately four to five hours. The CDT team and assisting Collection Assistants, Monitors and Computer Operators do not stop for lunch; units are required to provide packed meals for those concerned as agreed with Navy Command Logistics. The CDT Team will provide more details in advance.

f. The number of personnel tested during any visit and particularly when the visit involves an overseas unit or a major shore establishment/capital ship, will be a variable percentage of the Ship's Company as directed by the CDT Team; this will range from a full 100% test to a relatively small 'Dip Test' of just 10-20 personnel. However personnel selected to provide samples will be taken from across all ranks/rates. Details will be agreed with unit Command/Executive staff/RSMs at the time of the test.

g. Establishment and base port accommodation areas will be included within this revised practice. In which case, the CDT Team will liaise with local establishment and Royal Navy Police staff in advance to make the necessary arrangements.

h. The CDT Team is empowered by the Armed Forces Act (AFA) and exercise testing as part of the MOD's 'deterrence' policy associated with random testing. Therefore they are not able and will not 'target' individuals or groups, unless this has been specifically requested as highlighted above at sub para c. They will determine the numbers or percentage of personnel to be tested; thereafter it is for unit HR staff to select the specific individuals. The only exception is those who have previously been placed on the Individual Re-Test List, and these persons will be identified by the lead member of the CDT team.

2. Reporting or Suspicions of Alleged Drugs Offences

The most important link in ensuring early initial reports is Leading Hands (LH/Cpls), particularly Leading Hands of Messes (LHOM). All LHs are briefed to be on the lookout for and to report immediately any suspicions they may have of substance misuse. It is particularly important that such suspicions are not discussed in the messdeck. To do so will alert the suspect and could lead to evidence being destroyed. While LHs and the LHOM may be the first to become aware of a possible drug problem, everyone in the RN has a duty to report suspected substance misuse. Failure to report suspected drug offenders or evidence of drug abuse is a serious Service offence.

3. Positive CDT Results

a. **Army and RAF Personnel.** When Army or RAF personnel serving in a RN or RM unit provide a positive result following a CDT Test, liaison between local Command and the relevant Service Policy Desk Officer must occur before the individual is informed. WO1 CDT Team - NAVY PEOPLE-POL EXEC CDT WO or via Skype +443001531062 / Mob: 07876 476937 or FXO - NAVY PEOPLE-TRG-HQ N9 EXEC FXO or via Skype +443001698293 are to be contacted to facilitate this liaison.

b. **Process.** Personnel will be informed of the test result by their CO and advised of their right to make a representation against discharge. Additionally, they will be given 48 hours to decide if they wish to make a statement following interview, and if they do, they should be assigned an Assisting Officer. Within their statement, it is vital that they declare whether they are accepting or contesting the result of the positive test. They should be informed of the option to have the B-Sample of the urine specimen tested at an independent laboratory at their own expense. It should be made clear to the individual that there is no compulsion to provide at statement but failure to do so or not **provide sufficient detail, (that cannot be refuted on scientific grounds), and which is supported by independent evidence** may diminish the reliability of the individual's explanation. It is essential that the process laid out in JSP835 and this Annex is followed correctly. Should a B-Sample return as negative, the individual is reimbursed and the case immediately collapses. Those testing positive will usually be discharged from the Service.

c. **Controlled Drugs Detected Below the Cut-Off Level.** Where controlled drugs have been detected below the threshold for the drug(s) detected (i.e. Positive Sub Cut-Off), it is possible that the individual may have experienced accidental or indirect ingestion. Alternatively, an individual has taken a controlled drug unlawfully. In the latter case, the amount of drug misused may either have been very small or the passing of time may have reduced the residual level. In any event, such results indicate that the individual may, at the very least, have been in the presence of others while drugs have been misused. The CO is therefore, to issue the suspected Drug Misuse Warning. Personnel are retained in Service but are added to an Individual Retest List (IRT) for a period of five years. Throughout this period they will be liable for individual re-testing at any time and without warning by the CDT Team. This liability will remain, in accordance with single Service policy, from the date of the original test result.

d. **Second Sub Cut-Off**. If an individual who has previously tested Positive Sub Cut-Off produces a second Positive Sub Cut-Off result within the five year period, this is to trigger an investigation with a view that an application for discharged SNLR (CDT) will be submitted in the same way as a Positive CDT result.

e. **Hair Sample.** The individual has no right to demand a hair sample for testing. This procedure is an option for Commanding Officers only, and is only used as an aid to assess the likelihood of prolonged drug usage, if this is suspected, rather than to provide further evidence of a Positive result. Similarly, DNA testing is not conducted by the MOD. When an individual signs the CDT paperwork at the time of testing, they are declaring their acceptance of the current procedure. If, having received a Positive test result and subsequently a further Positive B-Sample, no further toxicology options are open to the individual.

f. **Decision.** The emphasis is placed upon the Commanding Officer to determine if, on balance of probabilities, **the individual Knowingly, Recklessly or Intentionally consumed an illegal substance;** in sum 'are they at fault or not?' FXO and Navy Legal Casework are available to be consulted at every step of the CDT process and early liaison is encouraged, if any doubt exists.

(1) '**Knowingly' and 'Intentionally'** can be taken to include an individual who, under the influence of alcohol, elects to try or experiment with a drug that is offered to them, or which they chose to obtain regardless of whether they would have done so when sober.

(2) An individual will have been '**Reckless'** when they know or should have been reasonably expected to know that there is a real risk that their conduct would lead to a positive test but did not take steps to prevent it; an example would be the use of body and performance enhancing supplements not listed on 'Informed Sport', or alternatively trying so-called novel foods and herbal/floral tea products without considering the potential that they may contain illegal or harmful substances which would provide a Positive result at CDT, or leaving drinks unattended or 'mine sweeping' in a pub where they knew illegal substances were in use. Additionally, cases of extreme intoxication in which the individual declares they have no memory of events during a night(s) in question will quickly draw a deciding officer to the conclusion of recklessness.

g. **Medical Prescription.** Some CDT positive results will be caused by a legitimate prescription of medical drugs. In such cases the Commanding Officer should call for a statement from the Medical Officer, (following the individual's consent; it is appreciated that it is contrary to logic that an individual would not provide consent if they were stood accused of a positive result), detailing the drugs prescribed and the dosage dictated. In such cases, it is prudent to call for a Toxicology Report (via contact with WO(CDT)) in order to verify that the prescribed drugs would have accounted for the positive result, (it is not always the case), and thereafter the paperwork can be forwarded to NAVY LEGAL-CASEWORK, with a recommendation that the case be closed with no further action required under the provisions of Para 3. h. sub para (1) below (**Satisfactory Explanation**).

h. **Potential for Retention.** There is only one scenario in which an individual **might** be retained within the Service following a positive CDT result:

(1) **Satisfactory Explanation.** The Individual provides a statement that satisfactorily explains the presence of a drug in their system. This might be a medical report confirming a prescribed medication, or a confession to the Police and subsequent arrest for criminal assault by a third party, that they deliberately 'spiked' an individual, or some other form of 'spiking'.

(2) In cases of an inadvertent or accidental ingestion such as spiking the Commanding Officer will need to establish that 'on balance of probabilities' all of the following criteria are met:

(a) The allegation cannot be refuted on scientific grounds.

(b) It is supported by independent evidence, including circumstantial evidence (e.g. if subsequent investigation by civil/service Police reveals that drink 'spikers' are known to operate in a particular pub/club).

(c) The CO accepts the explanation as completely valid.

i. As already stated, a positive test result will almost invariably lead to Discharge SNLR for Ratings or Misconduct for Officers. For some, especially those who claim 'spiking' and are adamant of their innocence, Divisional Officers/Troop Commanders are to ensure that appropriate pastoral support is given as necessary (DCMH, Chaplains, RN FPS, etc.) and individuals should be informed of their right to make a Service Complaint.

APPENDIX 1 TO ANNEX 21K

INVOLUNTARY DRUG USE (SPIKING)

1. Legal Considerations

The spiking of drinks is unlawful and must be reported to the Service Police as soon as reasonably practicable. The Service Police will be able to investigate the establishment where the alleged incident took place and gain additional evidence which may corroborate the allegation.

2. Education

There have been incidents of Service personnel suspecting that their drink has been spiked whilst they were ashore. This can be a very worrying situation, given the penalties for drug related offences. Action to be taken in the event of suspected spiking is to be discussed in divisional/regimental meetings:

a. The Service will generally consider that the individual has been careless and 'reckless' in failing to take adequate care of their own safety and allowing themselves to be placed in a situation of danger under excessive influence of alcohol. Reinforcing this message should be an essential part of the education campaign.

b. Never leave your drink unattended; if you need to go to the heads then get a trusted 'oppo' to look after it for you.

c. Always try and watch where your drink is being poured from.

d. A person who suspects being spiked whilst ashore should immediately cease their 'run ashore' and return onboard. Failure to report such a suspicion will greatly increase the likelihood of discharge if a subsequent positive drugs test is received.

e. The Duty Officer and Senior Rate/SNCO, MO and local Service Police are to be informed and the suspicion recorded in the Daily Occurrence Book or equivalent.

f. The individual should be given a medical examination.

g. The DO/Tp Cdr should be informed and start keeping a record.

h. At the earliest practical opportunity, the individual should be interviewed by the Service Police.

i. If deemed appropriate, the remainder of the Ship's Company/unit personnel should be informed to be wary for the possibility of spiking and if necessary be banned from dubious establishments.

j. The CO and XO should be informed at the first convenient opportunity.

3. Having tested positive and facing the likelihood of imminent Discharge SNLR, individuals frequently present stories of being spiked but without having undertaken the correct initial actions. Without credible detail of who, when, where and how, and good reason given for failure to report the suspicion immediately, these stories merit little consideration.

4. In considering a CDT positive result, and before initiating any administrative action, the CO has to determine, on the balance of probability, whether the individual has a legitimate reason for the positive test result (e.g. properly prescribed drugs), or whether they have knowingly, willingly or recklessly consumed controlled drugs and are therefore culpable. The onus is on the individual to provide robust evidence that this presumption of culpability should not hold. However, when they have reported suspicions of spiking immediately after the event rather than only once prompted by CDT, the explanation will carry much more credibility. COs are required to conduct a reasonable investigation where an individual puts forward an explanation for a positive result. What is reasonable will depend on the circumstances and legal advice should be sought where required.

5. Effects of Alcohol

Some personnel who offer ‘spiking’ as the reason for a positive CDT result (but have not previously mentioned it) will often cite that they were too drunk to realise their drink was being spiked or that that they frequently left their drink unattended, or that they were ‘mine sweeping’. In all these cases the CO must determine on the ‘balance of probabilities’ whether the spiking claim is true or not. A genuine case of spiking is capable of being a ‘satisfactory explanation’ for the presence of a drug. However, there must be sufficient evidence to show on the ‘balance of probabilities’ that this is what occurred. Clinical tests have shown that when drinks have been spiked with illegal substances there is often a variety of physical and chemical changes which are evident. Discolouration, altering taste and smell are all possibilities. Failure to notice these or any similar alterations following excessive drinking (e.g. the anaesthetic effect to the tongue and throat which occurs as a result of orally ingesting cocaine) will add weight to the Command’s assessment that an individual has been reckless.

APPENDIX 2 TO ANNEX 21K

OUT OF HOURS SUPERVISION OF ROYAL NAVY PERSONNEL

1. Introduction

a. OoHS is for personnel who may be at physical risk, for example, due to substance abuse or misuse of legal, prescribed or illegal substances, acute distress, or who have or are threatening to cause harm to themselves or others who have been discharged from medical care and require further oversight. It sets out how care out of hours should be afforded to ensure the wellbeing of the Service Person (SP) until other support systems can be accessed in the normal working day.

b. In order to ensure the safety of the individual within the Royal Navy, dedicated personnel, procedures and facilities are to be available outside of working hours, including weekends and main leave periods as required by Command. This Appendix will not distinguish between substance abuse or misuse of alcohol, drugs, prescribed medication or mental illness.

c. If in any doubt of any individuals condition then supervising personnel should immediately dial 999/111 followed by 2222 in the UK or when outside the UK the local authority's emergency number.

d. The spiking of drinks is unlawful and must be reported to the Service Police as soon as reasonably practicable. The Service Police will be able to investigate the establishment where the alleged incident took place and gain additional evidence which may corroborate the allegation.

2. Authorising Out of Hours Supervision

a. The Officer of the Day (OOD), Officer of the Watch (OOW) or Naval Base Duty Officer (NBDO) or equivalent, dependent upon establishment, is authorised to assess an individual's ability to be allowed to return to their own accommodation area. If it is deemed that the individual is a risk to either themselves, their establishment or their colleagues, the OOD, OOW or NBDO can authorise OoHS, this responsibility cannot be delegated.

b. The individual is not under arrest or being detained, but it is in their, and the Service's interest, if they can be ordered to remain within OoHS. When normal working hours resume, the Divisional Officer (DO), Troop Commander (TCdr) and Chain of Command is to be informed of OoHS in order that follow-on action may be taken. This may be referenced to the unit Case Conference, DCMH/Medical Centre, involvement of People Support, or other such organisations or possibly disciplinary or administrative action.

c. Any resistance or public nuisance by the individual during the OoHS process may be dealt with by the Service Police and may result in formal arrest and detention. Any assessment, medical inspection, decision and subsequent development regarding an incident involving OoHS is to be recorded in the Daily Occurrence Book (DOB).

3. Accommodated Personnel

a. **Onboard.** If a person accommodated onboard is found in a condition that gives cause for concern due to substance abuse or misuse or their welfare is in doubt, then the OOD/OOW/NBDO is to be informed immediately for them to assess whether OoHS is appropriate.

b. **Returning Onboard.** If the individual is accommodated onboard and returning from ashore, the Quartermaster (QM), Bosuns Mate (BM), MOD Guard Service or other Security Services may be the first person in authority to view them and form an opinion of their condition. The QM/BM or other Services will inform the OOD/OOW/NBDO for the OOD/OOW/NBDO to assess that the individual is in a condition that may warrant OoHS.

4. Non-Accommodated Personnel

For personnel who are not accommodated within the establishment but who present themselves to that establishment and whose condition is assessed as warranting OoHS, the OOD or OOW is to inform Parent Unit OOD, OOW or NBDO. If possible, the individual should be escorted back to their unit, however, it may require that the receiving unit's OoHS organisation needs to be utilised. Action taken in either event is to be recorded in the Daily Occurrence Book (DOB).

5. Personnel in HM Ships

For personnel serving in HM Ships alongside in a Naval Base who are returning from ashore, the OOD, OOW or Security Staff will form an opinion of their condition. This includes personnel returned aboard by Service Police or civilian police. The OOW/OOD is to inform the NBDO or DCO if it is assessed that an individual requires OoHS. If personnel who require attention are entering the Naval Base gates, then MOD Guard Service/MOD Police are to alert the OOW or OOD accordingly. The OOW/OOD or NBDO will contact the individual's ship and inform them of the situation and their assessment of OoHS requirement. If the ship decides that it does not want the individual returned, or does not have the capacity to provide the necessary supervision from among those onboard, then the OOD, OOW or NBDO will place them under OoHS. Local arrangements for the ship to provide personnel to assist with the supervision may need to be considered.

6. Personnel in HM Submarines

Action shood be taken in accordance with Para 5 with the exception that due to the increased risk in a submarine, an individual that has been assessed by the OOD/OOW/NBDO as requiring OoHS will remain in the Establishment Supervision suite in accordance with Para 5. The OOD, OOW or NBDO will inform the submarine OOD. Local arrangements for the crew to provide personnel to assist with the supervision may need to be considered.

7. Supervision Routine

a. Personnel, regardless of rank or rate, who require OoHS are to be managed by being placed under continuous watch, noting Action Briefs G and H, until the danger of harm through vomit induced asphyxia or another event has passed. Personnel in this category are not in custody but are to be described as under 'Supervision'. (This is not to be confused with personnel in 'Custody' who have been arrested by Civilian/MOD/RN Police etc and may be affected by substance abuse of misuse at the time of arrest.)

b. No medical examination is required before a person is placed under OoHS; however the Duty Watch should follow guidance in Action Brief B. A list of First Aid equipment is at Action Brief H. If there are concerns regarding the person's health, it is to be dealt with as a medical emergency.

c. Establishments will have a dedicated OoHS suite of a minimum of two beds, dependent on size of establishment, with furnishings to enable sentries to monitor and items required to sustain the monitoring of an individual(s) health.

d. The Duty Watch (DW) will require to be augmented in NB and SE to ensure that dedicated personnel are nominated, suitably qualified and in date for NCT 2 First Aid and Air Assessor training to maintain watch in a dedicated OoHS suite. NB and SE should consider the utilisation of personnel across their NB and SE including lodger units.

e. No Service individual under the age of 18 may be considered for this Duty.

f. Cases of self-harm may also be dealt with under the PS procedure, including the use of the OoHS.

g. Ships should establish OoHS within the First Aid Post onboard, with the Duty Watch providing the initial response, followed by individuals from the Ships Company of any rank to act as Sentries. The OOD and DPO are to ensure that these individuals are fully briefed and competent. If no non-DW are available outside assistance should be sought from either HMNB or an equivalent provider.

h. Sentries are to be briefed by the Executive Department, to include covering briefs from Service Police and Medical Centres during working hours, ensuring that they read and sign to say they have understood the Supervision Orders at Action Brief B before commencing their duty. The OOD, OOW and NBDO are also to attend briefings with amplification of any SP who may be included on the At-Risk Register ensuring that medical confidence is not breached. The OOD, OOW and NBDO will ensure that they have provided the sentry with all that is required to conduct the duty; that the sentries conduct their duties correctly; that the OoHS Log is completed (Action Brief C) and that valuables and loose items of clothing are kept securely and recorded in the Property Receipt Log (Action Brief D).

i. The DO/TCdr of any Service individual under the age of 18 who requires OoHS should be notified immediately.

j. **DCMH.** The OOD, OOW or NBDO should contact the Out of Hours Mental Health Nurse (24/7) should any Service individual who is receiving DCMH care request assistance whilst in OoHS.

(1) Out of Hours (OOH) advice and support for clinicians and executive (Not patients) are: National Tri-Service duty mental health clinician OOH number 07990 551693.

(2) RN OOH number 07990 551691.

(3) In hours (0830-1630 Monday to Friday) DCMH and ask to speak to the duty clinician. RN DCMH: Portsmouth 02392 726256/Mil 938026256. Plymouth 01752 555965/Mil 937565965. Faslane 01436 674 321 Ext 5421/Mil 93255 5421

(4) All personnel under OoHS may only be discharged personally by the OOD, OOW or NBDO to the care of their DO/TCdr or Divisional Senior Rate (DSR). The individual maintains the right to make a Service Complaint later in accordance with JSP 831[1]. The individual's DO is to be invited to the next N1 Unit Case Conference should the Executive Department deem necessary.

Action Briefs are available at the FORMS area of the Home Page:	
Action Brief A:	Incident Flow Chart
Action Brief B:	Post Incident Action Flow Chart
Action Brief C:	Sentry Orders for Out of Hours Supervision
Action Brief D:	Out of Hours Supervision Log
Action Brief E:	Property Receipt Log
Action Brief F:	Individual Suspected Of Substance Abuse Misuse Or Misuse - OOD/OOW/NBDO Actions
Action Brief G:	Self-Harm - OOW/OOD/NBDO Actions
Action Brief H:	Head Injury - OOW/NBDO Actions
Action Brief I:	Medical Considerations

[1] Ministry of Defence, JSP 831, Redress of Individual Grievances: Service Complaints, Annex F: Service Complaint Form

ANNEX 21L

STRESS

1. The MOD Health and Safety Handbook states the following:

Stress affects people in different ways at different times and is often the result of a combination of factors in their personal and working lives. Work related stress arises where the combination of pressure from work load, working practices, work relationships, etc. exceed the person's capacity and capability to cope, resulting in adverse physical and/or mental reactions[1].

2. Service in a deployable fighting force brings with it inevitable pressures, such as separation from family and friends, and periods of intense, sometimes dangerous, activity. Whilst these pressures do not inevitably cause stress and many personnel cope with extraordinary demands without suffering ill effects, anyone can begin to suffer from stress at any time. The potential catalysts range from extreme trauma to mismanagement over a long period of time. Mundane, chronic catalysts, such as domestic difficulties, excessive work demands and lack of support are the more common causes.

3. It is too easy for hardened line managers in the Service to take a dismissive attitude to stress. Although it is true that a moderate level of pressure, even stress, can be beneficial to performance and motivation, in extreme cases its effects on health are medically measurable, and its effects on behaviour and performance are an administrative concern. Symptoms may include frequent minor health problems, leave-breaking, poor time-keeping, impaired performance, lowered personal standards, and irritability.

4. DOs must be aware of the possibility of stress as a cause of problems in both themselves and their division. In particular they should be aware that many of the major causes of stress in the Royal Navy come from inter-personal relations: e.g. conflicting demands from line management, or lack of support from seniors or peers. In some cases, DOs must be prepared to examine their own style and recognise that they or other line managers may be causing or exacerbating stress if not providing a clear and supportive line of command. Alternatively, individuals are frequently enabled to come through periods of stress, improve their performance and cope with very high levels of pressure without suffering stress with the support that they receive from good DOs. The ability to cope may change and can be strengthened or undermined by how people are treated. Above all, making personnel feel valued and able to approach their line managers is essential.

5. When suffered for prolonged periods, stress can cause illness, but it is recognisable and can be treated. Sufferers may perceive succumbing to stress as a weakness, however, and may be unwilling to seek advice or attend treatment. The DO must make the time to listen to the fears and concerns of their Divisions/Troops and, where possible, help them find solutions which are appropriate to their needs. Stress relieving strategies that can be discussed are covered by the mnemonic ASPIRES, which is decoded as follows:

[1] JSP 375 Management of Health and Safety in Defence Pt 2 Vol 1 (V1.0 Dec 14) Para 17.1.5.

Assertiveness - know when to say ‘no’ and do not take on too much;

Self-Talk - assess the situation constructively and objectively;

Prioritising - manage time and delegate effectively;

Identifying sources of stress - act on them;

Relaxation - look after yourself and keep a balance of work and leisure;

Energy renewal techniques - e.g. physical activity; and

Support - communicate problems, talk to friends; seek help.

6. Where the DO seems unable to assist in resolving the problem, the individual should be made aware that professional support and help is available from a wide variety of sources, including RN FPS, the Confidential Support Line, Chaplains, Medical Officers and Medical Branch ratings. Further guidance can be found in Chapter 24 (Welfare) and Chapter 34 (Operational Stress Management).

7. DO’s are to be familiar with and utilise the Vulnerable Risk Management Information System (VRMIS) in accordance with current policy if necessary. VRMIS replaces legacy N1 and Unit Risk Registers and is to be used to identify, record and manage personnel assessed as vulnerable or at risk. It provides a command-led, multi-agency mechanism to support the management of individuals through the maintenance of a Care Action Plan (CAP), ensuring that risk, actions and outcomes are formally recorded and regularly reviewed. DOs will normally act as Care Action Plan (CAP) Leads and are responsible for the timely initiation, maintenance and update of CAPs, ensuring that appropriate control measures and support arrangements are implemented. They are also to ensure continuity of information during assignment between units and that all actions are recorded in accordance with policy to enable effective oversight by the Chain of Command.

8. The maintenance of a properly operating Divisional and Regimental System, where individuals readily seek advice and discuss their problems, should be the aim of all DOs and DSR/SNCOs. In getting to know their people, DOs should build up a reasonable picture of what to expect from each individual in terms of manner and performance. Knowledge of individual’s normal demeanour will assist DOs in identifying differences in performance, attitude and behaviour that may be the result of stress.

ANNEX 21M

WILLS

1. Commanding Officers have a responsibility to ensure that personnel are both encouraged to make a Will and provided with the opportunity to do so. This responsibility may be devolved to the DO/Tp Cdr to manage within the division/troop. The MOD cannot provide advice on the content of a Will which, if required, should be sought from a solicitor or other specialist adviser.

2. The recommended methods available to Service personnel for making a Will are as follows:

a. Drawing up a Will using expert advice.

b. Using a MOD Will Form (MOD Form 106).

c. Writing a simple Will on a sheet of paper.

d. Using one of the printed forms which can be purchased.

e. In exceptional circumstances an informal Will can be made.

Completed Wills, either MOD Form 106s or privately created, can be stored free of charge at the Defence Handling Centre (DHC) Glasgow; further details may be found in the references below[1].

3. There is a Service requirement for the status and whereabouts of a Service Person's Will to be recorded on JPA, or the fact that the Service Person (SP) has chosen not to make a Will or declare their intentions to the Service. Units are able to interrogate JPA to confirm those personnel who have a Will held at the DHC and those who have indicated to UPOs/HR Admin that they have a Will held under private arrangements. Units can also interrogate JPA to identify cases where Wills have been sent to the DHC but where receipt has not been entered onto JPA.

4. It is important that Wills are updated immediately to reflect any changes to personal circumstances (e.g. marriage, civil partnership, divorce, change of partner, births, or death of a named beneficiary). It is also important to update JPA quickly to reflect this so as to ensure that the correct Will is issued to the family/Executor.

5. Units are to ensure that personnel are made aware of the importance of both making a Will and updating it promptly if circumstances change. Whilst these are both personal responsibilities, units should programme time to facilitate this activity and ensure that MOD Form 106s and other relevant stationery are readily available. Operational Mounting Instructions will reiterate this requirement which is an essential part of pre-deployment preparations.

[1] QRRN Ch 55 J Section I Para J5501 and 2014DIN01-174.

ANNEX 21N

SOCIAL MEDIA

1. Introduction

This Annex provides clear direction on the rules and guidance for service personnel engaged on social media and is divided into three parts. The first provides generic guidance and the second discusses the responsibilities and behaviours of members of the Royal Navy, Royal Marines, Royal Fleet Auxiliary, and Civil Servants working with the Navy when using social media in a personal capacity. The final part provides guidance to those using official accounts, including those representing ships, squadrons, commando units, establishments, and sports teams.

PART 1 - GENERIC DIRECTION ON ALL USE OF SOCIAL MEDIA

2. Introduction

a. Use of social media - whether done in an official capacity or as an individual - counts as communicating in public and this RNTM must be read in conjunction with 2020DIN03-005, 'Contact with the Media and Communicating in Public' (which is expected to be superseded by JSP 758 in due course). It is imperative that all engagement on social media is done responsibly, safely, and in accordance with the core values of the service.

b. It should be noted **all** communication in public on contentious topics requires prior approval from the Directorate of Defence Communications (DDC). The list below provides an indication of such topics, though this is not exhaustive, and judgement should be applied. If there is any doubt about whether communications are potentially contentious, personnel must talk to RN Comms or DDC Secretariat prior to engagement.

- Annual Budget Cycles (ABC)
- Spending Reviews
- Defence Reviews
- Reductions in Service and civilian personnel
- Estates/Basing Strategy
- The Deterrent
- Materiel Strategy
- Scotland and Defence

c. All personnel should be aware that information sent via messaging services, including but not limited to WhatsApp, WeChat, Telegram, Signal, SnapChat, iMessage and Facebook Messenger, can be easily forwarded to others and should be treated with the same care as more obvious social media channels such as Twitter, Facebook, LinkedIn and Instagram, as well as forum-based activity including posts on Reddit and comments on online news story pages.

3. OPSEC and PERSEC

a. The normal rules of OPSEC[1] and PERSEC also apply to personal and official social media accounts. Misplaced and ill-thought social media could compromise the safety of you, your colleagues or family. Make sure your family and friends are also aware of the risks; it is not only you who can share sensitive information. Information posted on social networks may result in risks to personal safety so think carefully about what you want to share in all use of social media. Whether using an official or personal channel be cautious about posting detailed personal information. You should never mention your security clearance online. For more on staying safe online, see the "Think Before you share"[2] guidance on the GOV.UK website.

b. There are numerous instances on record of RN and RM personnel putting OPSEC, PERSEC and RN/RM Reputation at risk. All units and personnel are at continual risk from traditional enemies, terrorist organisations, subversive groups and deranged individuals, both at home and abroad. All information posted online is in the public domain and can be used to build intelligence on a particular group or individual – this may be a State intelligence organisation or a private citizen indulging in 'hacking'. Unit programmes are inherently at risk from individuals posting seemingly harmless comments. Using social media to report or comment on dates, places or circumstances can have severe consequences for a unit, including radical alteration of a unit's programme if compromised to the detriment of unit or personnel security – invariably this will be inconvenient to the personnel involved.

4. Investigations and rights of victims

Do not share information pertaining to events under investigation; this includes ship's investigations as well as matters under investigation by the Service Police, non-statutory and statutory investigations. Speculation and sharing of privileged information could have an adverse effect on the investigation or could prejudice outcomes. Personnel must note that after investigations have concluded some information remains sensitive – often including the outcomes and these should not be shared without authorisation. Moreover, all should understand that in cases involving accusations of rape, assault by penetration, sexual assault and causing someone to engage in sexual activity without consent, victims are given life-long anonymity, **regardless of the outcome of the case**, and no details that could identify a victim should ever be divulged by any means and to do so is a criminal offence.[3]

5. Complaints Processes

Nothing within this annex interferes with the rights of any Service Person to seek redress or to make a complaint in accordance with the normal processes. Further information on the informal complaints resolution process is in JSP 763 Part 2. Further information on reporting Unacceptable Behaviours can be found in RNTM 01-093/22.

6. Education and Training

COs of ships and establishments are to reinforce this guidance and policies as part of regular and divisional and regimental briefs.

[1] See JSP 440 Vol 5 Sect 6 Chap 6
[2] Think before you share online - GOV.UK (www.gov.uk)
[3] See Sexual Offences (Amendment) Act 1982

PART 2 - DIRECTION FOR PERSONAL USE OF SOCIAL MEDIA

7. Introduction

a. The Royal Navy encourages the responsible use of social media to engage with the public and colleagues in a positive way. However, communicating using social media is no different to communicating in real life and must always be done in accordance with the values and standards of the Service.

b. Acceptable behaviour is required offline or online, on duty or off duty, and personnel should always behave in a lawful and appropriate and professional manner – wherever you are in the world and whatever you are doing[4].

c. You should avoid saying anything on social media that you would not be prepared to say in person or on any other public channel – the rules of defamation apply as much in social media as they do in traditional media. Personnel who post or repost things on social media that are not true, and may impact people's reputation, could be personally sued by the person they are posting about.

d. All personnel should note that if you are clearly identifiable as a member of the Armed Forces (e.g. by sharing photos of yourself and friends in uniform) or refer to your Service or organisation (e.g. in bios or by using insignias or logos as profile pictures) the public and mainstream media can and will recognise you as such and regard your posts as if they were official comment. People and wider media will relate to what you say about the Service, even if you state your opinions are your own and could use them more widely in online, print, and broadcast media.

e. Personnel must never bring the Royal Navy into disrepute, divulge classified information, or take part in illegal or inappropriate behaviour online or in real life. To do so is unprofessional and risks harming the service. Moreover, it may result in administrative and/or disciplinary action. Do not ‘troll’ your oppos or line management/chain of command. It is contrary to our values and standards and could also be a criminal offence. The digital world is the **real** world with **real** consequences - **Think twice, post once - or not at all.**

f. Once you post on social media you lose control of the content and anyone else can amplify. You may have second thoughts and delete a post, but it is easy for others to take screenshots and they may already have captured such posts and then forward more widely and repost elsewhere. As already stated, this includes messaging services such as (but not limited to) WhatsApp, WeChat, Facebook Messenger, Signal, and SnapChat which should all be regarded as social media as well as the more recognisable platforms. **Think before you share.**

[4] See JSP 763 Part 1 Chapter 2 Para 253

8. Ethos and Core Values

a. Royal Navy and Royal Marines personnel should always comply with the Service's values. It goes without saying: this applies equally on social media as it does in real life.

(1) The Royal Navy's core values are:

(a) **Commitment.** Selfless personal commitment is the foundation of naval service and enables us to demonstrate a sense of authority and purpose.

(b) **Courage.** Courage creates the strength on which fighting spirit, that essential element which turns a fighting force into a winning force.

(c) **Discipline.** The Royal Navy must be a disciplined service if it is to be effective.

(d) **Respect.** Respect for others. Each one of us has the exceptional responsibility of bearing arms, either collectively as part of a unit or individually, and when necessary, of using controlled force. In addition, we will sometimes have to live and work under extremely difficult conditions. In such circumstances, it is particularly important that we show the greatest respect, tolerance, understanding and compassion for others regardless of their personal background; leadership and teamwork depend on it, and we have the fundamental right to expect to be treated with the same degree of respect and dignity by all with whom we serve.

(e) **Integrity.** Integrity is that quality of an individual's character that encompasses honesty, sincerity, reliability, and unselfishness.

(f) **Loyalty.** The Nation, the Royal Navy and those with whom we serve rely on our commitment, dedication and support. We must therefore be loyal to our leaders, those that we lead, our team, and our duty. Pass this test and we will never let others down

(2) The Royal Marines Commando values are:

(a) **Excellence.** Strive to do better.

(b). **Integrity.** Tell the truth

(c) **Self-Discipline.** Resist the easy option.

(d) **Humility.** Respect the rights, diversity, and contribution of others.

b. Our values and standards are inherent to our success as a service, which could be undermined by ill-considered communications that damage the reputation of the Service and erode the dignity of the individuals involved. Additionally, when photos of individuals are posted without the subject's permission, it can place personal security at risk. RN Comms and PSyA have been requested to intervene with social networking providers to protect individual and collective security, and individuals have had to submit complaints to social network sites to have pages shut down.

c. Our Ethos and Core Values always apply to us, on and off duty, and are the 'DNA' that set us aside from the civilian community. Communications on social media should be regarded as being the same as conversing face to face. Individuals should be reminded that the Service has credible and effective mechanisms for dealing with grievances, both through the Divisional, Regimental, and the Service Complaints systems. Airing grievances on social media, or passing derogatory comment on an individual or group, unequivocally demonstrates a lack of respect for others, moral courage, integrity, self-discipline, commitment, trust in the team and personal standards; in short, it fails the Service Test and it has no place in the Royal Navy.

9. Administrative and Disciplinary Action

Some communications via social media may be considered inappropriate in the eyes of the Service but not severe enough to merit Service Police investigation or disciplinary action. Commands may, however, consider that the Service Test (below) has been breached such that administrative action is required to safeguard and restore operational effectiveness and efficiency. Such administrative action should treat communications via social media in the same way as any other social interaction when applying the Service Test.

a. **Code of Social Conduct.** The following extracts from JSP 887 are pertinent when considering abuse of social media:

(1) **Para 2.** "the overriding operational imperative to sustain team cohesion and to maintain trust and loyalty between commanders and those they command imposes a need for standards of social behaviour that are more demanding than those required by society at large. Such demands are equally necessary during peacetime and on operations. Examples of behaviour that can undermine such trust and cohesion, and therefore damage the morale or discipline of a unit (and hence its operational effectiveness) include:

(a) Unwelcome sexual attention in the form of physical or verbal conduct.

(b) Misuse of rank and taking advantage of subordinates.

(c) Probing into a person's private life and relationships.

(2) It is important to acknowledge that, in the tightly knit military community, there is a need for mutual respect and a requirement to avoid conduct which offends or causes distress to others. Each case will be judged on an individual basis".

(3) **Para 3.** “It is not practicable to list every type of conduct that may constitute social misbehaviour. The seriousness with which misconduct will be regarded will depend on the individual circumstances and the potential for adversely affecting operational effectiveness and team cohesion”.

(4) **Para 4.** “Unacceptable social conduct requires prompt and positive action to prevent damage. Timely advice and informal action can often prevent a situation developing to the point where it could:

(a) Impact adversely on third parties; and/or

(b) Impair the effectiveness of a Service individual or unit;

(c) Result in damage to corporate image or reputation”.

(5) **Para 5 - The Service Test.** “When considering possible cases of social misconduct, and in determining whether the Service has a duty to intervene in the personal lives of its personnel, Commanding Officers at every level must consider each case against the following Service Test:

(a) "Have the actions or behaviour of an individual adversely impacted or are they likely to impact on the efficiency or operational effectiveness of the Service?”

(b) This Service Test lies at the heart of the Armed Forces’ Code of Social Conduct; it is equally applicable to all forms of conduct, including behaviour while not on duty”.

(6) **Para 7.** “We place additional responsibilities on every one of our leaders and managers, whether uniformed or civilian, at every level to set an example through their actions, behaviour and language of respecting and valuing the diversity of others in every aspect of life”.

b. **NCHQ Interpretation of the Service Test**. Misuse of social media would certainly impact upon the efficiency or operational effectiveness of an individual’s unit if, as a result, they succumbed or inadvertently contributed to a terrorist threat (or similar). Likewise, any tarnishing of reputation on social media fails the Service Test by having impacted on the efficiency of the Service.

c. **Minor Administrative Action**. Minor Administrative Action (MAA) will normally be the most appropriate means for dealing with inappropriate use of social media (but see sub para d below). When considering MAA, COs should remember that the assessment is to be made ‘on the balance of probabilities’ and not the more demanding criteria of ‘beyond reasonable doubt’ required for disciplinary action. MAA investigations need not be protracted and can be conducted by unit staff. For example, a printout of a screen-shot is likely to be admissible as evidence of a communication via social media for such administrative action. MAA would be predicated upon behaviour contravening the Code of Social Conduct or undermining Service Ethos.

d. **Divisional Warnings**. Even where MAA may be deemed inappropriate, Commands still retain the Divisional System at their disposal and may place individuals on professional warnings for conduct which fails to uphold Service Ethos and Values or conduct unbecoming and unacceptable of a particular rank or rate.

(1) **Values and Standards.** Service personnel are expected to adhere to the same high standards of conduct and behaviour online as they would in any other aspect of their professional or personal lives.

(2) Individuals are responsible for what they post on social media. When an individual posts a comment on social media, that individual is responsible for the content of that comment. If an individual passes on communications posted initially by another person then they are republishing them and become responsible for the content as well. Clicking 'Like' (or equivalent accepting action) to another person's post or comment attaches an individual's name to that post and implies that individual's support for its content.

(3) Talking on social media is the same as speaking face-to-face. Expectations of behaviour when communicating via social media are no different from expectations of behaviour when dealing with other methods of communication, such as face-to-face or on the telephone.

(4) **Offensive Material.** Disciplinary, administrative, or divisional warning action may be taken against Service personnel who post or republish offensive, indecent, obscene, false, abusive, racist or discriminatory images or literature on social media.

(5) **Respect for Others.** Service personnel should never use social media to bully, attack or abuse colleagues, or to create a hostile or intimidating environment at work. Information about third parties (for example, pictures of someone from a social event) should not be posted without first obtaining their permission.

(6) **Security - Personal.** Individuals are to be aware of the dangers to themselves and others in sharing information online. Control must always be maintained over personal information and operational security.

(7) **Security - MOD.** Individuals are required to seek authorisation before publishing any information relating to their work which: reflects on wider Defence and Armed Forces activity; attempts to speak, or which could be interpreted as speaking on behalf of the Service or the MOD; or relates to classified, operational, controversial, or political matters.

(8) **Advice.** If individuals are at all unsure, they should always seek advice via the Chain of Command prior to, rather than after, taking action that may cause offence or compromise personal or unit security.

10. Legal And Disciplinary Matters

a. **Criminal Offences.** Under Section 1 of the Malicious Communications Act 1988, it is a criminal offence to send an electronic communication which is indecent, grossly offensive, threatening, or false with the intention of causing distress or anxiety to the recipient. It is also a criminal offence under Section 127 Communications Act 2003 to send a message via a public electronic communications network which is grossly offensive or of an indecent, obscene, or menacing character. Such provisions have been used in many social media prosecutions. For example, a man was sentenced to 12 weeks' imprisonment for posting offensive 'jokes' and sexually explicit comments about a missing girl; another was given 240 hours community service for posting a message on Facebook about the deaths of six British soldiers which said: 'All soldiers should die and go to hell'.

b. **Other Offences.** There are other offences which can be committed via social media. For example, posts involving a threat of violence may constitute an assault or a public order offence; posts targeting a particular individual may constitute a course of harassment under the Protection from Harassment Act 1997; naming the victim of a sexual crime is illegal under the Sexual Offences (Amendment) Act 1992; and the deliberate publication of information in breach of a court order may amount to a contempt of court.

c. **Legal Policy.** If a Commanding Officer becomes aware of an allegation that a communication has been sent via social media which may amount to a criminal conduct offence, they should make an initial assessment of the content of the communication, consulting Legal Advisors as part of this process. If the assessment is that a communication falls into one or more of the categories described below, then it must be reported to the Service Police as soon as reasonably practicable. This is for two reasons: first, in view of the complexities in obtaining and securing evidence that is admissible to the standard required in criminal law, a Service Police investigation (or civil police investigation if the matter is passed to them) is likely to be more appropriate than a unit investigation; and, second, the Service Police is the most appropriate body to apply the CPS Guidelines and decide whether to recommend direct trial or otherwise to the independent Director of Service Prosecutions. Activities which typically merit investigation by Service Police include the following:

(1) Communications which may constitute credible threats of violence to a person or damage to property.

(2) Communications which specifically target an individual or individuals and which may constitute harassment or stalking within the meaning of the Protection from Harassment Act 1997 (noting that an allegation or circumstances which indicate an offence under Section 4 of that act has been committed by a person subject to Service law will be Prescribed Circumstances). This provision is proscribed in Section 114 of the Armed Forces Act 2006 and The Armed Forces (Part 5 of the Armed Forces Act 2006) Regulations 2009, Regulation 3.

(3) Communications which may amount to a breach of a Court Order. This could include offences under the Contempt of Court Act 1981 or Section 5 of the Sexual Offences (Amendment) Act 1992, breaches of a restraining order or breaches of bail.

d. Communications which do not fall into any of the above categories, but which may be considered grossly offensive, indecent, obscene or false (i.e. more than (in legal terms): “Satirical, or iconoclastic, or rude comment, the expression of unpopular or unfashionable opinion about serious or trivial matters, banter or humour, even if distasteful to some or painful to those subjected to it”) should be discussed with appropriate Legal Advisor with a view to subsequent Service Police involvement.

e. Where the Commanding Officer’s assessment is that a communication does not fall into one of the categories in sub para c above, but nevertheless represents a Service Offence (for instance, where there is a rank difference between sender and recipient), they may continue to refer the case to the Service Police for investigation.

f. **Legal Advice.** Whenever a Commanding Officer is considering whether to invoke a Unit or Service Police investigation in a case involving communications via social media, they should seek legal advice.

PART 3 – DIRECTION FOR USE OF OFFICIAL SOCIAL MEDIA

11. Introduction

a. Social media allows the RN, RM, and RFA to engage directly and closely with our stakeholders by providing channels to deliver our messages directly to our invested audiences and influence non-traditional audiences. Royal Navy Communications and Influence (RN Comms) administers the official social media accounts of the Royal Navy and Royal Marines (currently Twitter, Facebook, Instagram, YouTube and LinkedIn but this may increase in the future) and has overall responsibility for all social media accounts run by RN and RM units.

b. Use of social media must be authentic and represent the voice of the channel owner but must, above all, be consistent with the Royal Navy message and brand – RN Comms can provide guidance and direction.

12. Authorisation of Official Social Media Accounts

a. Units, establishments, networks and sports clubs, and other teams or groups within the Service may consider establishing social media accounts, subject to approval. In addition, holders of key posts and/or certain individuals including senior officers may wish to set up social media accounts. All such accounts will also be considered official social media accounts and must be endorsed and approved by RN Comms; this aligns with DDC direction. An application form for authorisation such accounts is at Annex A.

b. Where units, networks and teams have set up social media accounts that are classed as official but have not had the appropriate approval, they must engage directly with RN Comms and seek retrospective approval. RN Comms will review the content and suitability before approving and providing appropriate training for users. RN Comms must retain access to passwords to accounts so they can be retrieved in case of, for example, hacking and **any accounts that are seen to contradict our rules and policies will be shut down.** Furthermore, if a request is denied, units and teams must refrain from establishing unofficial accounts.

13. Uses of Official Social Media

Official social media channels can be used in these main ways:

a. **Passive.** Following discussions, keeping track of news and building networks as part of day-to-day work. If using social media for this, you may also wish to consider using digital tools that aggregate real-time news trends from social and mainstream media. If you need further guidance on this, please speak to RN Comms. Examples of free tools include Tweetdeck, Amplify, or Hootsuite

b. **Semi-Active.** Low-key, work-related activity, such as following Service influencers to highlight or amplify key messages, public information, or relevant Royal Navy activity.

c. **Active.** Active engagement and communication. Creating and disseminating content to inform and pass on unit and service messages.

14. How to use social media in an official capacity

a. Official accounts must be authorised, registered, monitored, and reviewed to ensure effectiveness and must be clearly and branded consistently iaw the direction given in BRd 9374.

b. There will be certain occasions that require publishers to follow the strict direction and guidance given by RN Comms, e.g. Op BRIDGE. Those responsible for official accounts are to respond to direction from RN Comms promptly to delete or edit content, or to go quiet on any account when so ordered.

c. All official social media accounts are, in effect, government communications channels which can and will be used by the media as official sources of information. As such all such accounts must comply with Government Communication Service guidance[5]. Accounts should be treated as official government channels and therefore must be rigorous in ensuring the veracity of all information posted. Official channels are not permitted to and must never post misleading or untruthful information.

d. Official accounts must not contradict HMG policy, be politically partial, bring the Royal Navy into disrepute, divulge classified information, or take part or be seen to take part in illegal or inappropriate behaviour in any other way.

e. Social media should not be used for policy announcements except when authorised by RN Comms and/or DDC.

f. Death in service must never be announced on any social media channels. It may be used to express condolences if deemed appropriate, however, all posts need to tasteful and should be made cognisant of family wishes and their privacy. Where deaths are subject to Coroner's Inquests or other investigations, personnel must not speculate on causes of death and should avoid posting information that has not previously been released from official sources or confirm or comment on information on which others have speculated. If in any doubt, contact the RN Comms Reactive Team Leader for guidance.

g. Official accounts should exert extreme caution before rebutting comments or engaging with other accounts that are either trolling or disagreeing with the nature and tone of our messages. It is not wise to engage in arguments on social media and it is often easier to ignore the trolls or simply respond to aggressive/offensive posts with accurate, light, and positive information. Seek guidance and support from RN Comms Digital Team and Reactive Team Leaders before rebutting or engaging with other users.

h. Further guidance is set out in the DDC Guide for Personnel Using Social Media[6].

i. A framework on when to seek clearance before publishing content on official channels is given in Table 1 below.

[5] Digital communication - GCS (civilservice.gov.uk)
[6] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/SitePages/Defence-Communications.aspx

Table 21N-1 - When to Seek Clearance Before Publishing Content on Official Channels

Go ahead	Content from within your area of responsibility.
Seek guidance from RN Comms/ PJHQ/DDC	Breaking news within your area of responsibility where there is no press line. The interpretation of a change of policy where the line is being agreed Any operational activity Rebuttal VIP/ Ministerial movements.
Don't do it	Subjects not in your area of expertise or direct responsibility. Any classified data.

j. For activity within CJO's JOAs and/or units under CJO OPCOM must seek should seek guidance from PJHQ J9 Media[7] before release on any social media channel.

k. Accounts should never be used for directed surveillance of an individual or group, without correct authorisation under the MOD Policy on Open Source Intelligence (OSINT). MIXG (as part of the Operational Advantage Centre) has the capability to conduct Regulation of Investigatory Powers Act 2000 (RIPA) authorised investigations if necessary. Seek advice from the Integrated Mission Support Cell (see 2021DIN03-017) if unsure on the correct and lawful use of these channels.

l. General points for running social media accounts:

(1) Update social media accounts regularly, otherwise do not request a separate account from the main Royal Navy accounts – tailor frequency, length and type of updates to audience needs and expectations.

(2) When sharing images, you must always consider OPSEC and PERSEC. Consider the cumulative impact of posts; individually they may not breach security but when taken with other messages they could divulge classified information. Where an image is of an individual you must ensure they have agreed for their image to go online if they are identifiable in the photo. Be particularly careful of any images of children and parental/caregiver agreement to use.

[7] UKStratCom-PJHQ-J9-Media-GpMbx@mod.gov.uk

(3) Official accounts allow us to target key audiences, deliver our messages and information directly, engage and be open to challenge, opening access to our officials and Ministers. Official social media accounts should provide relevant, useful information on Royal Navy activity. It should have a clear purpose, audience and be evaluated against those criteria. RN Comms can provide guidance for you on your evaluation.

(4) You can share interesting third-party content, e.g. media articles, NGO blogs, foreign partner military information, etc but only if you are sure that it is appropriate, and it is politically impartial.

(5) Consider inclusive language and cultural sensitivities and avoid posting anything that could be considered offensive by anyone who may see the page (including audiences from other countries).

(6) Debate is good; a protracted online argument is not. Take discussion best dealt with in private offline or into direct messaging, noting screengrabs may be made of instant or direct messages and could be posted by the other user.

(7) Do not post or share anything which breaches copyright or that could be construed as advertising or promoting a commercial company.

(8) Do not disclose information that is classified or privileged, or that may put you or your colleagues at risk, whether from crime, terrorism, or espionage.

(9) As with any form of communication, if in doubt, seek advice or do not post at all.

15. Summary

In summary, the right of individuals to make use of social media is completely respected as an individual choice and freedom. However, abuse of social media which threatens our and Core Values, personnel and/or operational security or the good name and reputation of the Royal Navy and Royal Marines is completely unacceptable and will not be tolerated.

APPENDIX 1 TO ANNEX 21N

SOCIAL MEDIA ACCOUNT REQUEST FORM

1. This form should be used to apply for all official Royal Navy social media accounts. This includes corporate accounts (e.g. a Facebook page for a unit) or an individual account (e.g. using your name/job title for a Twitter account).

2. If you have a PRO they must be made aware of this application.

3. More information is available via MOD social media guidance[1].

4. If you have any questions, please speak to your PRO or the RN Comms Digital Team about your application.

5. Your CO should approve the application before sending to the RN Comms Digital Team at NCHQ for consideration[2].

[1] Think before you share online - GOV.UK (www.gov.uk)
[2] NAVYDNS-COMMSDIGITALMAILBOX@mod.gov.uk

Applicant name	
Email address	
Establishment or unit	
Which social media tool is the application for?	
What would the name of the account be?	
What are your objectives for the account?	
Who is your target audience?	
What monitoring will you be doing?	
What conversations do you plan to engage in?	
Which strategic objective(s) does this support?	
Do you have the resource to make regular contributions?	
Please give an indication of how often you would post.	
How will you measure the success of this account?	
Are there are risks to opening this account?	
Is the management of this account included in your crisis handling plan?	
PRO or CO approval (and comment if appropriate)	
RN digital team comment & decision	

ANNEX 21O

FRAUD AND IRREGULARITY

1. The law against fraud and irregularity is shaped by two key pieces of legislation, the Fraud Act 2006 and the Bribery Act 2010.

a. **The Fraud Act 2006.** The Fraud Act 2006 created an offence of possession and making or supplying articles for the use of or connection with fraud and provides a statutory definition of the criminal offence of fraud, which is committed in three ways:

(1) Section 2 - Fraud by False Representation.

(2) Section 3 - Fraud by failing to disclose information.

(3) Section 4 - Fraud by abuse of a position of trust.

(4) It is no longer necessary to prove that the victim was deceived, but simply that the fraudster was dishonest by the standards of ordinary honest people and intended to cause loss to another or gain for themselves.

b. **The Bribery Act 2010.** The Bribery Act 2010 consolidates previous anti-corruption legislation and consists of four main offences:

(1) Offering, promising or giving a bribe in order to gain an advantage.

(2) Requesting, agreeing to receive or accepting a bribe.

(3) Bribing a foreign public official.

(4) Failure of a commercial organisation to prevent a bribe being paid or obtain or retain business or a business advantage.

c. Fraud and Irregularity have no place in the Royal Navy. DOs/Tp Cdrs are to ensure that their divisions/troops are aware of the Service's zero tolerance to fraudulent activity and irregularity. They are also to ensure that the tri-Service Hotline and online reporting website are known about, as follows:

(1) Fraud Incident and Irregularity Reporting Unit (FIIRU) Hotline - 0800 161 3665.

(2) Online Reporting - https://knowledge.chris.r.mil.uk/contact/fraud/index.php.

(3) Email - HOCSFD-FIIRUMailbox@mod.uk.

(4) Postal Service - Fraud Incident and Irregularity Reporting Unit, Room 209, Building 1071, MDP HQ Wethersfield, Braintree, Essex, CM7 4AZ.

2. Wrongdoing in the workplace is also taken seriously by the MOD. Individuals who witness wasteful or inefficient practices are encouraged to report them to line managers, or through the chain of command, or to make use of the MOD's suggestion scheme - GEMS[1]. If individuals are unable or unwilling to use these channels, they can report concerns to the MOD's Waste Hotline - contact details for which are as for the FIIRU as above.

[1] GEMS is the Defence-wide staff suggestion scheme that recognises and rewards implemented ideas which benefit the MOD, not just for savings but improvements across the Department.

ANNEX 21P

THE CALDICOTT PRINCIPLES

1. The Caldicott Principles comprise of seven principles subsumed into the NHS confidentiality code of practice. They are intended to protect the personal medical information of individuals and govern how such information can and cannot be used. This is relevant to DOs and all others in the chain of command who may on occasion be exposed to an individual's personal medical situation e.g. circumstances causing a medical downgrading or declaration of pregnancy. DOs are under the same obligations as the medical profession to respect the confidential nature of this information and ensure it is handled correctly.

2. A basic description of the principles is as follows:

a. **Justify the Purpose(s).** Every single proposed use or transfer of patient identifiable information within or from an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed, by an appropriate guardian.

b. **Don't Use Patient Identifiable Information Unless it is Necessary.** Patient identifiable information items should not be included unless it is essential for the specified purpose(s) of that flow. The need for patients to be identified should be considered at each stage of satisfying the purpose(s).

c. **Use the Minimum Necessary Patient Identifiable Information.** Where use of patient identifiable information is considered to be essential, the inclusion of each individual item of information should be considered and justified so that the minimum amount of identifiable information is transferred or accessible as is necessary for a given function to be carried out.

d. **Access to Patient Identifiable Information should be on a Strict Need-to-Know Basis.** Only those individuals who need access to patient identifiable information should have access to it, and they should only have access to the information items that they need to see. This may mean introducing access controls or splitting information flows where one information flow is used for several purposes.

e. **Everyone with Access to Patient Identifiable Information should be Aware of Their Responsibilities.** Action should be taken to ensure that those handling patient identifiable information (both clinical and non-clinical staff) are made fully aware of their responsibilities and obligations to respect patient confidentiality.

f. **Understand and Comply with the Law.** Every use of patient identifiable information must be lawful. Someone in each organisation handling patient information should be responsible for ensuring that the organisation complies with legal requirements (i.e. unit MO or senior medical rating).

g. **The Duty to Share Information can be as Important as the Duty to Protect Patient Confidentiality.** Professionals should, in the patient's interest, share information within this framework. Official policies should support them doing so (hence the need and right on occasion for Chain of Command/DO to be informed).

ANNEX 21Q

DIVISIONAL FINANCIAL COUNSELLING

1. It is of extreme importance that all Royal Navy personnel develop a responsible attitude to financial matters from early in their careers. (DOs/Tp Cdrs are not expected to have the financial knowledge acquired by professional training and experience (DOs/Tp Cdrs cannot, by law, provide financial or debt advice), but they should be able to discuss the options and signpost sources available to get that advice, a number of which are listed below. If more detailed guidance is required, it can be obtained via agencies and supporting organisations detailed in Chapter 24 or unit Logistics/Imprest Officers.

2. Financial counselling is complicated by a number of factors:

a. DOs/Tp Cdrs have little or no financial training.

b. Financial problems are invariably unique to the individual concerned.

c. People with financial problems are usually reluctant to talk about them, or even admit to them.

d. The DO/Tp Cdr may feel that an individual's privacy is being invaded.

e. Agencies outside the Royal Navy are invariably involved.

3. Aim of Financial Counselling

It should be remembered that the vast majority of Royal Navy personnel handle their financial affairs efficiently. The aims of financial counselling should be:

a. To maintain the high success rate of personnel managing their financial affairs effectively.

b. To prevent those facing financial difficulties becoming a debt crisis.

c. Signposting personnel to professional regulated debt counselling organisations, whilst ensuring that they are fully aware of the Service implications.

4. The Divisional Officer should be able to give basic guidance on the following:

a. Basic budgeting.

b. Pay and Allowances.

5. The DO is also likely to be involved whenever someone in their division requests and has EPICs denied, is unable to pay their debts or has a maintenance order made against them.

6. It is a strong indication that a Service Person is in debt crisis if:

a. They are struggling to pay basic outgoings, e.g. mortgage, rent, energy bills and credit card minimum payments, and/or

b. Their debts (excluding their mortgage) exceeds a year's income after tax.

7. To help the DO there are various charities which are able to provide financial assistance to members of the Royal Navy on an individual merit basis (see Chapter 32). Further advice and information is available from the following:

a. **The Logistics/Imprest Officer.** In any case of debt/financial irresponsibility the Logistics/Imprest Officer should be informed; they will invariably be able to advise the DO/Tp Cdr and the individual on how best to proceed.

b. **RN Family and People Support (RN FPS).** Debt is not purely a financial issue. It can be a cause or consequence of many external factors such as health, employment, family or housing problems etc. Money worries can break up families, adversely affect confidence, damage morale, cause mental health issues and even lead to suicide. The RN FPS portal (Tel: 0800 145 6088) is able to advise confidentially on how best to cope with a debt crisis and also hold information on professional debt counselling organisations and Naval Charities which are able to assist (RN staff are not authorised to provide debt counselling/advice).

c. **StepChange Debt Charity.** StepChange is the UK's leading debt charity. Every year, StepChange helps thousands of people overcome their debt problems. Through a telephone debt helpline, and online Debt Remedy tool, StepChange provides free and effective debt advice, and practical solutions, to help those struggling with the stress and worry of problem debt. StepChange can be accessed on Tel: 0800 1381111 or www.stepchange.org.

d. **National Debtline.** National Debtline is an independent charity, dedicated to providing free debt advice by phone and online to people across the UK. They provide expert debt advisers who are supportive and trained to a high standard. They can be accessed on Tel: 0808 808 4000 or www.nationaldebtline.org.

e. **SAIL.** SAIL is the only Citizens Advice Bureau service for seafarers (including the Royal Navy) and their families. They provide specialist telephone advice to seafarers, their families and dependants on a wide range of issues including:

(1) Benefits.

(2) Charity grants.

(3) Debt.

(4) Employment.

(5) Housing.

(6) Pensions.

SAIL can be accessed on Tel: 0800 160 1842 or http://sailine.org.uk/

f. **The Consumer Financial Education Body (CFEB).** The CFEB was established as a result of The Financial Services Act 1997. The CFEB is an independent body which provides and delivers financial briefings on request, its primary remit being to enhance the public's understanding and knowledge of financial matters and to improve individual's ability to manage their financial affairs. For personal advice, the CFEB's services may be enlisted via its website www.cfebuk.org.uk

g. **The White Ensign Association.** The White Ensign Association is a charitable organisation, officially recognised by the Admiralty Board, which provides an impartial advisory service on financial matters to serving and retired officers and ratings. It offers one-to-one guidance and referrals in all matters of personal finance, second careers, business start-up, personal administration and any general welfare issue. Requests for advice should be made either in writing to the Secretary of the Association, The White Ensign Association, HMS BELFAST, Tooley St, LONDON SE1 2JH Tel: +44 738 4575 598 or email office@whiteensign.co.uk. Full information is available at www.whiteensign.co.uk.

h. **Divisional Meetings.** DOs/Tp Cdrs should consider introducing financial affairs as a topic for discussion at Divisional Meetings. Warnings about the dangers of payday loans, 'loan sharks', door-to-door insurance sales, easy credit and HP agreements and the safe use of credit cards and cash point machines should be emphasised.

8. Financial Irresponsibility

a. Although an individual's financial affairs are their own responsibility (BRd 2 (KRRN) Article 3616), allowance is made for concerned interest to be shown by Divisional Officers. At the initial joining interview, DOs/Tp Cdrs should attempt to establish whether an individual is in debt crisis (see para 6) or struggling to service their debts and, if so, the total debt sum involved and monthly repayment rate. When, on this or any other occasion, an individual's debts give cause for concern, the DO/Tp Cdr will find it useful to encourage them to prepare a list of commitments, using the proforma at Appendix 1 as a guide. When total debts, plus mortgage, etc. approach or exceed 50% of the individual's income, they should strongly be advised not to incur further loans or hire purchase commitments. DOs/Tp Cdrs should report serious financial problems to Navy PSyA before they get out of control or raise security issues. If an individual has recurring financial difficulties or demonstrates financial irresponsibility then these facts should be recorded on the Appraisal Report, together with recording their attitude to the debt and response to support offered.

b. Experience has shown that, through fear, shame, denial or ignorance, the worst debt offenders do not disclose the full extent of their borrowing. The genuinely financially irresponsible individual is a rare phenomenon; the more usual case is that they have only considered the sum of the monthly payments, not the total outstanding or the amount they are paying in interest. The first indication of a problem arising is often the arrival of a letter from a creditor stating an individual is in arrears with loan repayments. This method of chasing debtors is prescribed by the Consumer Credit Act 1974 and a letter should be sent to the creditor as set out in Appendix 2 to this Annex. Other indicators include the following:

(1) Withdrawal of banking facilities.

(2) Major purchases, e.g. new car, by someone with suspected financial problems.

(3) Requests for Emergency Payments/Advances of Pay without good cause.

(4) Regular borrowing of cash from peers.

c. Should an individual demonstrate an irresponsible or dishonest attitude to personal debts, a warning should be given by the Executive Officer or Commanding Officer that should the individual fail to put their finances in order, application will be made for their Discharge SHORE. In accordance with KRRN Article 3615, any such warning must be recorded on their SJAR to provide evidence to support discharge should this course subsequently become necessary. At this stage, the individual should be urged to seek help from a Professional Debt Adviser.

d. In cases where dishonest intent can be proved, disciplinary action should be taken and early warning for Discharge SHORE given in order that the individual is fully aware of the Service implications if their attitude towards the financial situation fails to improve.

e. The DO/Tp Cdr’s aim must be to educate their people not to overstretch their resources, be able to recognise the warning signs and report any individual who is suspected of financial irresponsibility. A word of caution and advice at the early stage of a problem may bring an individual back on the path of financial responsibility but, if warning signs are ignored an individual can, by extent of their debts, become a major burden to the DO/Tp Cdr and the unit’s administrative resource, and will risk discharge as a consequence.

f. Individuals who have been financially irresponsible must be briefed on the Service implications of their circumstances. There is ultimately the possibility of Discharge SHORE either because the individual is a security risk or they have become an intolerable administrative burden. Failure to resolve financial problems will also affect eligibility for particular assignments (LFS, small ships and retinues) and may result in the individual not being recommended for advancement or promotion. The overriding consideration in such cases is not the debt as such but the individual's attitude towards clearing it.

APPENDIX 1 TO ANNEX 21Q

BREAKDOWN OF MONTHLY FINANCES

1. Income

Basic pay for 30 days (inc. Split Pay and SFA rent)	£	
Child Benefit (calendar month)	£	
Partner's earnings	£	
Other (Maintenance, DSS Benefits, etc).	£	
Total monthly income	£	(A)

Essential Outgoings

Mortgage or Rent	£	
Endowment assurance on Mortgage (if applicable)	£	
Home Contents Insurance	£	
Council Tax	£	
Gas, Coal, Electricity, Water, etc	£	
Life Insurance	£	
Food and Household requirements	£	
Telephone	£	
Car expenses OR Fares to work	£	
Clothing allowance	£	
School dinners and/or Nursery/Child Minder Fees	£	
TV Licence and Rental	£	
Any Maintenance or Court Orders	£	
Miscellaneous: emergencies, cigarettes, etc.	£	
Total essential outgoings	£	(B)
Balance remaining for Creditors (A-B)	£	(C)

Creditor(s)	Balance Outstanding	Current Payment
1.	£	£
2.	£	£
3.	£	£
4.	£	£
5.	£	£
6.	£	£
7.	£	£
8.	£	£
9.	£	£
10.	£	£

Total balance outstanding £ _____

Total monthly payments £ _____(E)

Credit or Debit Balance (C-E) £ _____(F)

2. Declaration

I certify that this is a true and accurate statement of my finances as they stand to date.

..... Signed

..... Rank/Rate

..... Name

..... Date

Cigarettes and entertainment should be allowed for, or the family may spend the money allocated for something else.

If there is a Debit Balance (F) the services of an Independent Financial Adviser, or one of the agencies listed at Annex 21Q Para 7, should be sought without delay.

APPENDIX 2 TO ANNEX 21Q

RESPONSE TO CREDITORS WHO REQUEST ASSISTANCE FROM COMMANDING OFFICERS IN THE COLLECTION OF DEBTS

Dear [Name]

It is policy that an individual's personal debts remain their own responsibility and I am therefore unable to offer you assistance in recovering the alleged debt owing to you. I am content to forward a letter to [*name*] on your behalf. The letter should be sealed, marked with the addressees name, rank/rate and service number and forwarded to this office quoting this letter. Otherwise I am only able to provide the Service address of [*name*] to a solicitor acting on your behalf for service of process upon receipt of that solicitor's written undertaking that the address will be used solely for this purpose and will not be revealed to any third party, including their client.

Yours faithfully

Note. *With the individual's agreement, a copy of this letter and the request form from the creditor should be sent to the local Consumer Protection Officer. Information about this type of harassment is regularly passed to the Office of Fair Trading, which monitors the activities of all licensed credit companies.*

ANNEX 21R

STRUCTURED INTERVIEW FOR CHANGING PERSONAL STATUS CATEGORY FROM C1

References: BRd 3(1) Chapter 24, Para 2419 and JSP 752

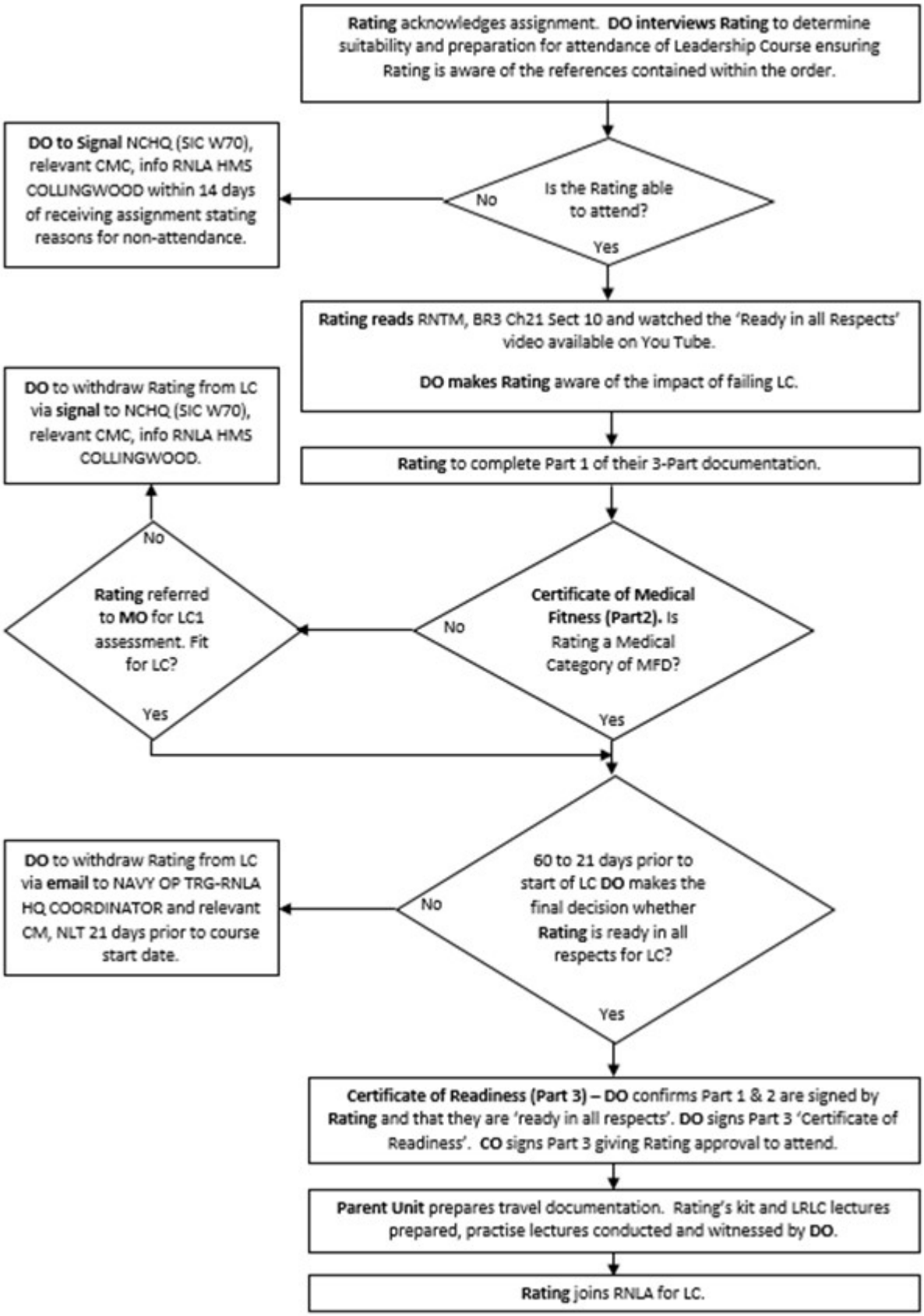
You are seeking a change of Personal Status Category. In order for the CO to consider your request, there are a number of questions or points of clarification, which we need to go through. Your responses may indicate that further help or support from other agencies may be appropriate and this will be discussed with you. If you do not wish to consider these questions that is your right but many find this to be a helpful aid.

Question	Response
Q1. How long is it since you felt your marital relationship or civil partnership has significantly deteriorated to the extent you want to end it?	
Q2. Is that view shared by your spouse /civil partner?	
Q3. Have you or your spouse/civil partner (or both of you) singly or jointly sought any professional help or advice with the difficulties you have had living together (e.g. Relate, RNRMW or other support agency).	
Q4. If NO to Q3: Do you believe that with such help or support, you could reconcile your differences and make a fresh start even now? If YES: Make steps to refer to RN FPS.	
Q5. If YES to Q3: When was this and what was the outcome (i.e. did things improve at all)?	
Q6. Have you read the SSAFA booklet 'A guide to help Service families during Relationship Breakdown'? Has your spouse/civil partner read the booklet? (Available from RN FPS)	
Q7. Do you have any children from the relationship?	

Question	Response
Q8. If YES: Have you considered the impact of your total separation on them? If YES: What steps have you considered for them?	
Q9. Services exist to help parents that intend to separate, with issues relating to the children (e.g. Mediation). Are you aware of them or would you like details? (Available via RN FPS/SAFAB/CAB)	
Q10. What legal and financial advice have you taken?	
What do you believe are your continuing financial responsibilities for your family?	
What is your knowledge of the CSA, who might take action if necessary?	
Q11. Is your spouse/civil partner in SFA or your own accommodation?	
Q12. If SFA: The UPO will advise DE of your change of circumstances. Are you aware of the timeframes (93 days) for being an Irregular Occupant and is your spouse/civil partner aware of the implications?	
What plans do they have?	
Q13. Would you (or your spouse/civil partner) like an appointment to see or talk to RN FPS prior to this final change of your marital category?	
Any other issues not covered above:	

ANNEX 21S

ATTENDANCE ON LEADERSHIP COURSE - FLOW CHART FOR DIVISIONAL OFFICERS



ANNEX 21T

THE KOLB LEARNING CYCLE

1. Professor David Kolb's model of experiential learning[1] describes the stages of an individual's learning as a cycle. In Kolb's model, learning happens within the learner, and:

a. is an unending process, not a result.

b. involves re-learning, again and again.

c. requires resolving conflicts of ideas.

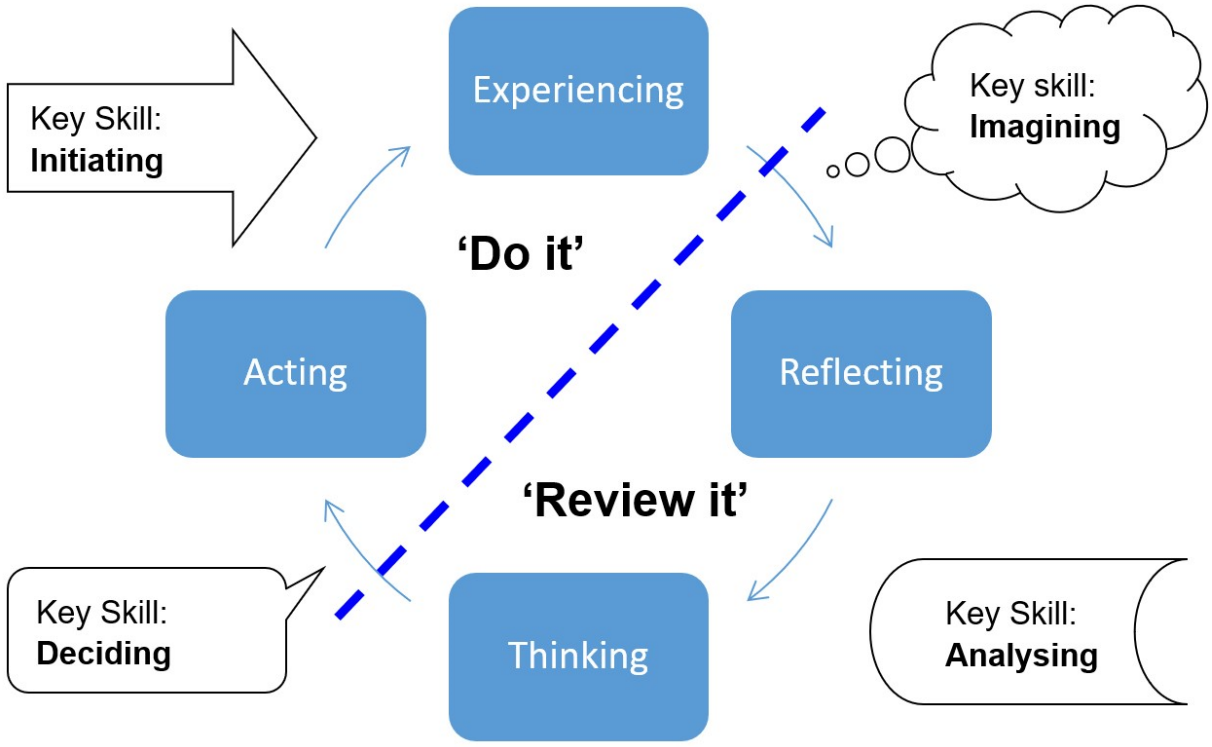
d. is adaptation to the world.

e. results from interactions between the person and the environment.

f. is the process of creating knowledge.

2. The learning cycle is outlined in the diagram below:

Figure 21T-1. KOLB Learning Cycle



3. To learn, a person must progress around the cycle. To learn deeply, to develop expertise, and to become a proficient and consistent performer, many cycles are necessary.

[1] Kolb, A. Kolb, D. Passarelli, A. Sharma, G. (2014) *On becoming an Experiential Educator: The Educator Role Profile.* Simulation and Gaming, 45(2), p. 204-234.

4. Preferred Learning Styles

Individuals tend to prefer one, or sometimes two, of the stages of the cycle and this tends to determine how they approach learning (and often any teaching they do too); some people like to dive straight in, others prefer to consider and plan first. However, for learning to occur, all stages of the cycle are important; it is therefore worthwhile for individuals to develop and practice all the key skills to improve their capacity to learn.

5. Helping Others to Learn

As learning happens within the learner, the most common pitfall for a well-intentioned person helping someone else to learn is to do too much for them: let the learner learn. It can be difficult and sometimes very frustrating for an expert to watch a novice struggle with something they know how to do with ease. However, the struggle is part of the learning: mistakes can be valuable learning events.

6. Impatience with a Learner

Impatience with a learner makes their learning more difficult as they must deal with both their own difficulties with the knowledge or skill as they progress around the learning cycle, and also the helper's well-meant interference. A learner will usually be concentrating hard so giving a series of instructions will tend to distract or confuse them. Taking over or getting involved in what they are doing can be highly de-motivating so should be avoided unless they are unsafe or are likely to cause intolerable damage. As a guiding principle, do the minimum possible to help the learner notice and figure out where they are going wrong, and change what they are doing to be more effective. It will take patience in the short term but the total time for the learner to become proficient will be less.

7. To really give valuable help, aim to guide, support and, if necessary, challenge the learner so that they progress around the learning cycle: create conditions that support learning and let the learner put in the necessary efforts.

8. When someone is struggling to learn, it is very easy to assume they are not trying hard enough; often (although not always) trying too hard can be the cause of the problem for a learner. There will be a reason behind any prolonged difficulty, but appropriate help can only be given if that reason is accurately established: find out. The simplest approach is to ask the learner about what they are doing, and how they are approaching it.

9. Learning in Royal Navy Training

Royal Navy personnel must be prepared to operate in very challenging, time pressured, often dangerous circumstances. The practical aspects ('Do it') of learning within training are therefore often deliberately made very challenging to prepare personnel accordingly. Some 'reflection-in-action' (thinking 'on one's feet') is possible in such circumstances. However, there is also the need to design in sufficient periods of deliberate 'reflection-on-action' so learners can adequately fulfil the 'Review it' aspects of the learning cycle necessary for learning to result from the training activities.

ANNEX 21U

FOUNDATION SKILLS AND BEHAVIOURS FOR COACHING

1. Coaching is defined by the Royal Navy as:

"Unlocking a person's, team's or organisation's potential to maximise their own performance".

Effective coaching causes learning; an essential component of performance improvement.

2. Royal Navy personnel are strongly encouraged to seek regular coaching, as well as developing their ability to coach others; receiving coaching allows a broader perspective on coaching to develop, including having direct experience of the subtle yet important factors that determine how well coaching supports learning.

3. Fundamental Principles of Performance Coaching[1]

Performance coaching should always aim to enable learning. In doing so, it must:

a. Increase learners' level of **awareness** about their situation.

b. Maintain, or increase, learners' sense of **responsibility** for their own learning and performance.

4. Foundation Coaching Skills

a. Four critical foundational skills are necessary for coaching:

(1) Listening.

(2) Observing.

(3) Asking Effective Questions.

(4) Providing Feedback.

b. These skills must be consistently put in to practise, as behaviours, for coaching to have beneficial effects. When used frequently they will become deeply integrated into the service person's character and the leadership approach.

5. Listening

a. A skilled coach will listen far more than they speak.

b. Superficial listening, where a listener hears what is being said but has other thoughts and questions in their mind at the same time, is not sufficient for effective coaching.

[1] Whitmore (2002) *Coaching for Performance: GROWing People, Performance and Purpose*. (3rd Ed) London: Nicholas Brealey Publishing.

c. Active listening, when the listener is engaged in the conversation and giving non-verbal cues to the speaker that they are paying attention. This is better; however if the coach's mind is forming questions, suggestions or recalling their own similar experiences then this will detract from the experience for the other person.

d. Deep listening, with the listener fully engaged while putting aside other thoughts, judgements and suggestions. This allows the other person the best environment to think and find solutions for themselves. The listener will have enough time to think about their next turn to speak when the other person has finished speaking; they will usually find that the details in what the other person has said (and what they have not said) which they have noticed as a result of listening deeply will make their own responses relatively easy and natural. Deep listening is a powerful way to quickly build rapport between people.

6. Observing

Observing may be split into two types:

a. Observing others' performance **in action** ('*Do it'* phase of the learning cycle):

(1) Make notes/records as appropriate.

(2) Focus on facts and details (what happened, when, how).

(3) Acknowledge that 'I am not able to observe everything'.

b. Observing others as they reflect, analyse, think and decide **after action** ('*Review it'* phase of the learning cycle).

(1) Give enough time and space for the learner to think.

(2) Watch the learner carefully for any physiological changes or reactions.

(3) Notice the words and types of language used when the learner speaks.

7. Asking Effective Questions

"A question works because, unlike a statement which requires you to obey, a question requires you to think. The mind seems to prefer to think, not to obey. In true emergencies like fires, shipwrecks and haemorrhages, the human mind obeys happily enough. But in ordinary life the mind wants to think for itself. It resists commands. It responds to questions." (Nancy Kline[2])

a. Structuring Questions.

(1) Ask only one question at a time.

(2) Begin with the 'question word' (i.e. What/How/Why/Where/Who…).

[2] Kline, N. (1999) *Time to Think: Listening to ignite the human mind*. London: Octopus Publishing Group.

(3) Keep the question as simple and clear as possible.

(4) Give time for the other person to think before they respond.

b. **Sequencing Questions.** The order and sequence of questions matters; using an appropriate order of question words helps to build rapport between coach and learner. The order of questioning can be aligned with the stages of the learning cycle, as shown in the table below.

c. Sample questions use 'X' or 'Y' for topic information; where the learner has spoken about the topic it is usually most effective to use the same form of words as the learner did.

d. Do not ask a question unless you are willing to give a learner sufficient time to think and to then listen to their answer.

Table 21U-1. Sequencing Questions

Stage of Learning Cycle	Useful Question	Elicits from Learner	Purpose
Reflecting (Imagining)	What happened? …What else? …Then what…?	Sequence of events.	Recalls the experience; begins to place events and actions in an order.
	Tell me more about X.	Details about a specific event or action.	Focuses attention on a specific event or action.
	Where were you when X happened? …Where was person X? …Where was object X?	Details about locations of people or objects.	Focuses attention on locations of people and objects.
	Who did X? …Who else was available?	Details about what people did.	Focuses attention on roles and actions of people.

Stage of Learning Cycle	Useful Question	Elicits from Learner	Purpose
Thinking (Analysing)	How did X happen?	Description of sequence of events. Some cause and effect.	Focuses attention on cause and effect.
	How did X cause Y?	Details of cause and effect between specified events.	Encourages analysis of cause and effect in the experience.
	How should X happen?	Theory of desirable process / actions / causes and effects.	Focuses attention on theory relevant to the experience.
	How is X related to Y?	Theory of cause and effect between specified events or entities.	Focuses attention on underlying theory or relationships relevant to the experience.
	Why does X result in Y?	Underlying theory of relationship between entities.	Focuses attention on underlying theory relevant to the experience.
	Why is X important?	Identifies role of an event or entity.	Focuses attention on consequences of a relevant event or entity and encourages learner to relate it to the experience.
	Why did you decide to do X in the way you did?	Explanation of thought process and specific decision.	Encourages learner to examine their own thinking and decisions.
	What could you do differently that would lead to a better result?	Alternative options for the future.	Encourages learner to consider alternative ways to think, decide or act.
	What changes would have the most significant effect on the result?	Comparison of effects of different options.	Encourages learner to consider priorities for developing their thinking, decisions or actions.

Stage of Learning Cycle	Useful Question	Elicits from Learner	Purpose
Acting (Deciding)	What will you do in the same way next time?	Commitment to continue to apply effective actions/behaviours.	Learner explains their plan for improved performance and takes responsibility for carrying it out.
	What will you do differently next time?	Commitment to apply different actions/behaviours to improve future outcomes.	Learner explains their plan for improved performance and takes responsibility for carrying it out.
	What else are you going to do that will improve the result next time?	Commitment to take broader actions or adopt new behaviours to improve future outcomes.	Learner explains their plan for improved performance and takes responsibility for carrying it out.
	What support or help will you need? ...from whom? ...how will you arrange that?	Consideration of resources, support and help that may be needed. Consideration of how to get access to them.	Learner makes sure their plan is realistic and workable.
Experiencing (Initiating)	How will you let me know what happens?	Commitment to update coach on the outcomes.	Increases learner's responsibility to carry out their plan. Gives coach feedback on results of their coaching.
	How committed to this plan are you? ...what would increase that commitment?	Assessment of their own commitment level. Explanation of how to increase it (if needed).	Opportunity to remove or reduce learner's own barriers. Increases learner's responsibility to carry out their plan.
	How will you ensure you carry out your plan?	Explanation of what the learner will do to ensure the plan is carried out.	Clarifies any necessary steps the learner may need to take. Increases learner's responsibility to carry out their plan.

8. Providing Feedback

Feedback may be split into two types:

a. Feedback on others' performance in action ('Do it' phase of the learning cycle):

(1) Make feedback short and precise.

(2) Draw the learner's attention to the one most important detail of the situation they are in.

(3) Give the learner the chance to react to the feedback before giving any more.

b. Feedback to others as they reflect, analyse, think and decide after action ('Review it' phase of the learning cycle).

Use the Effective Debrief/Feedback model.

ANNEX 21V

COACHING USING THE GROW MODEL

1. Background

GROW is a well-known coaching model that has been adopted by the Royal Navy in order to empower personnel to achieve their potential. It works by providing a structure to help a coach guide a coachee around the learning cycle and can be used just as effectively with individuals and teams alike; as with any coaching intervention, it relies on the coach asking effective questions and listening, with the coachee doing the majority of the talking. It is a useful tool in any situation where there is a need for development of the coachee, including during training, formal opportunities such as MPAR, and informal opportunities, such as a quick chat as the opportunity arises. GROW is an acronym for Goal, Reality, Options, Will. The example of preparing a rating for Leading Rates Leadership Course is used in the following guide.

2. Grow Model

a. **Goal.** The aim of this part is to establish what the requirement is. This may be a goal that has been set by the coach or by the coachee(s). It is essential that the goal is SMART:

(1) **Specific.** Both parties know exactly what needs to be achieved;

(2) **Measurable.** It is clear when it has been achieved;

(3) **Achievable.** It has to be achievable or the individual/team can become demoralised[1];

(4) **Relevant.** Both to the organisation and for the individual's development;

(5) **Time-bound.** Both parties are clear as to when the goal should be achieved by.

b. Setting the goal may take time; however, it is a worthwhile investment as it clarifies and focuses the intent. Without a clear goal, progress will be very difficult for the coachee. Setting a goal can be done through a series of questions, such as those shown below:

(1) **What do you want to achieve?** *I want to fully prepare for my forthcoming LRLC, which is in three months' time*.

(2) **What do you think you need to do?** *I need to prepare physically as I will need to pass my RNPES on Day One.*

(3) **How will you go about that?** *I could start lunch time circuits and I could approach the LPT to ask about a training programme.*

[1] This may require a goal being split into smaller goals to make it achievable. Initially preparing a 7 min presentation is less daunting than preparing both the 7min and 15 min presentations.

c. Ensure there is sufficient reason and motivation by asking questions that will affirm the importance of the goal to the individual:

(1) **What will this do for you?** *I keep to the programme that is provided as I need to pass LRLC for promotion.*

(2) **What will happen when you have achieved your goal?** *I will be ready in all respects for promotion.*

3. Reality

Reality establishes the current situation, and is necessary because the options will be dependent on where the coachee starts from. Having established the reality, it might be necessary to revisit and modify the goal. The reality is stated mostly by the individual, the coach may also need to point out some facts using questions such as the following:

a. **What are you doing that's helping you at the moment?** *I have begun to work on my presentations. I have two subjects and I am now preparing the Power Point slides.*

b. **What are you doing that's not helping you at the moment?** Answering this question takes a lot of trust because it's difficult for people to admit their faults and failings, but for progress to be made, the truth needs to come out, whatever it is. For LRLC there are possible issues such as fitness, uniform, a lack of confidence in speaking in public and lacking confidence in taking charge of a small team.

4. Options

This part explores all the options to move from the current situation (**Reality**) to achieve the Goal. The options should come from the individual, however, the coach may have more experience in the area, and therefore may also be able to offer further options. Questions used may include the following:

a. What could you do?

b. What else?

c. Have you thought of X as an option?

5. Will

This is where the coachee decides what they will do. It is very important, especially if they decide to take an option suggested by the coach, that they are empowered to choose the option that is the best for them. The following questions can be used to elicit the information:

a. **What are you going to do?**

b. **What will happen if you do this?**

c. **How are you going to stick to this plan?**

d. **What help will you need to achieve it?**

e. **When will you do this? (date/time bound)**

At this point, if it will help, a contract can be signed, or a note made, either formally or informally, as a record of what has been agreed.

6. Summary

Coaching with GROW may take longer than employing the traditional ‘tell’ style, however, the marked increase in ownership of the goal by the individual increases motivation and ensures that it is far more likely to result in success, and for such success to be achieved more efficiently than when the ‘tell’ style is employed. This is not, of course, to say that we should not tell people what to do; on the contrary, and especially in a disciplined force such as the Royal Navy, obeying orders is a primary requirement. It is, however, the case that telling is not always the most effective way to get the job done.

ANNEX 21W

EFFECTIVE DEBRIEF/FEEDBACK

1. The most effective way to learn is by progressing through the learning cycle. The Royal Navy gives personnel experience in real workplaces and also routinely carries out practical exercises which give personnel relevant experience and opportunities to practise skills (*'Do it'*). To ensure lessons are learned, an effective debrief should take place at every learning opportunity (*'Review it'*). This includes activities in training, and other levels of activity where there is room for improvement e.g. conducting an MPAR, organising an event, leading a working party, or producing a piece of project work. This is just as effective for individuals as it is for teams.

2. For the debrief to be effective, the person giving it must always adopt a coaching role, which means allowing the individual (or the team, focussed through a chosen individual), to do the vast majority of the talking. This process may initially take longer than a directive or 'tell' style of debrief, however, once the coach and the coachee are used to it, it can happen very quickly. Even if it does take longer than a 'tell' debrief, the far superior effectiveness makes it is much more efficient overall as people are being given the opportunity to learn.

3. Effective debrief is achieved by asking the following questions.

a. **How do you think that went?** Beginning with an open question that has no positive or negative terminology within the phrasing allows the individual to self-reflect on the whole situation in the first instance.

b. **What went well?** Allow sufficient time to reflect, think and analyse and encourage the coachee(s) to take credit for what they did well.

(1) Acknowledge their successes if you agree with them.

(2) If you believe they've missed something, prompt with a question such as: **How do you think X went?**

(3) If you disagree with their judgment of what went well, prompt them to reconsider, with a question such as: **You say X went well, what about when Y happened?**

(4) **As a last resort**, tell them, however, this is by far the least effective way to learn so should be avoided if it is possible to draw out the answer with effective questions.

c. **What didn't go as well as you'd have liked[1]?** Again, allow time to reflect, think and analyse. Allow and encourage the coachee(s) to answer you honestly, as the most valuable lessons can be learned with this question.

(1) Acknowledge if you agree.

(2) If you believe they've missed something, prompt with a question such as: **How do you think X went?** This will:

(3) Either remind them of another area that didn't go well, in which case, let them discuss it.

(4) Or be met with a blank look! If this happens, it is likely that they really didn't know this part of the activity hadn't gone well, in which case the coach needs to explain what didn't go well.

d. **If you were to do X again, or, better still, Next time you do X, what will you do differently to ensure it goes better?** This allows for mental rehearsal to ensure that mistakes are rectified and for decisions to be made about how to act in the future; it is the most important part of the debrief. Ensure the coachee(s) state exactly how they are going to ensure success for every part of the task that was mentioned in the second question.

[1] Do not limit this to the top three mistakes!. The brain is very powerful and can deal with all the mistakes if given the chance.

CHAPTER 22

PERSONNEL FUNCTIONAL STANDARDS

(Sponsor: NAVY PEOPLE-PSP EXEC SO3)

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2201. Introduction
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ANNEX

Annex 22A: Personnel Functional Standards

CHAPTER 22

PERSONNEL FUNCTIONAL STANDARDS

Notes:

1. Whilst the paragraphs in Chapter 22 and Annex 22A contain the existing policy for Personnel Functions Standards (PFS) for the Royal Navy, the standards are currently under review as part of the ongoing Royal Navy Divisional and Regimental (Div&Reg) review work. Accordingly, an automated PFS/Div&Reg tool is being developed.

2. The Div& Reg Review Team are working tirelessly to develop a solution that will enable PFS/Div&Reg issues to be raised at any level and elevated quickly within units and establishments. This will enable either prompt resolution at unit (CO) level or further elevation to 1 (Flotilla/Bde) level. If necessary, the issue can finally be elevated into NCHQ for consideration by the appropriate policy desk officer. Feedback will then be sent out to units to enable visibility of issues, solutions and responses where resolution is not possible at the unit and 1* Flotilla/Bde level.*

3. Until further notice unit and establishment PFS/Div&Reg issues are to be recorded in a single all-encompassing PFS/Div&Reg feedback document and included in Flotilla returns, as applicable.

4. Any questions or queries are to be forwarded via email to the NCHQ Desk Officer: NAVY PEOPLE-PSP EMP POL SO1.

2201. Introduction

a. Personnel Functional Standards (PFS) applies to all regular Royal Navy personnel and to Maritime Reserves (according to the level of Service commitment that a reservist is undertaking).

b. PFS supports 2SL's intent for Royal Navy personnel and is a mechanism that contributes to the delivery of sufficient, capable and motivated personnel. This, in turn, underpins the Navy's Strategic Plan and the MOD's Service Personnel Plan.

c. PFS has been developed not as a contract, but as defined essential Terms and Conditions of Service (TACOS) to which the Royal Navy is committed to deliver for its personnel within available resources. In challenging economic and demanding operational times, there may be times when PFS cannot be achieved. It is imperative, however, that all units, budget holders and the Chain of Command endeavour to meet the standards set within PFS for Royal Navy personnel who are at the heart of our military capability.

d. In order to assess how the Royal Navy is meeting its commitment to its people, honest evidence based feedback is required from units; this will be a ‘termly’ requirement to align with divisional meetings and the timing for Navy Board Holding to Account and MCofOC reporting requirements. This is necessary to establish objective evidence of issues affecting achievement of PFS and assist 2SL in monitoring prevailing Service Conditions and, where unacceptable trends are identified, to facilitate management action or influence policy change.

e. PFS and details of the reporting requirement are at Annex 22A.

2202. Further Information

The NCHQ lead for PFS is NAVY PEOPLE-PSP EXEC SO3. Personnel should consult with PFS Chapter Sponsors (see Annex 22A Contents at Page 22A-6) direct with any specific queries.

ANNEX 22A

PERSONNEL FUNCTIONAL STANDARDS

HOLDING NOTE:

Notes:

1. Whilst the paragraphs in Annex 22A below contain the existing policy for Personnel Functions Standards (PFS) for the Royal Navy, the standards are currently under review as part of the on-going Royal Navy Divisional and Regimental Review (Div&Reg) work. Accordingly, an automated PFS/Div&Reg tool is being developed.

A FULL UPDATE TO THIS ANNEX WILL BE PUBLISHED AFTER COMPLETION OF THAT REVIEW, INCLUDING AN UPDATE TO ROLE TITLES TO REFLECT NCHQ'S POST-TRANSFORMATION ORGANISATIONAL DESIGN.

2. The Div& Reg Review Team is working to develop a solution that will enable PFS/Div&Reg issues to be raised at any level and elevated quickly within units and establishments. This will enable either prompt resolution at unit (CO) level or further elevation to 1 (Flotilla/Bde) level. If necessary, the issue can finally be elevated into NCHQ for consideration by the appropriate policy desk officer. Feedback will then be sent out to units to enable visibility of issues, solutions and responses where resolution is not possible at the unit and 1* Flotilla/Bde level.*

3. Until further notice unit and establishment PFS/Div&Reg issues are to be recorded in a single all-encompassing PFS/Div&Reg feedback document and included in Flotilla returns, as applicable. A link to the combined return can be found here[1].

4. Any questions or queries should be forwarded via email to the NCHQ Desk Officer: NAVY PEOPLE-PSP EXEC SO3.

1. Introduction

a. PFS supports 2SL's intent for Royal Navy personnel and is a mechanism that contributes to the delivery of sufficient, capable and motivated personnel. Many of the standards contained in this document are well established, embraced by current practice and legislation and, in most cases, are incorporated in rules and regulations; where appropriate the regulations are identified and are the authority for individual entitlement or eligibility.

[1] https://modgovuk.sharepoint.com/:f:/r/sites/NAVYPT-PeopleStrategy-ExecPolicyTeam/Shared%20Documents/General/PFS%20%26%20DIV%20Returns%202022?csf=1&web=1&e=qp49Se

b. 2SL, on behalf of the Navy Board, is the sponsor of PFS and is responsible for monitoring the achievement and maintenance of the standards set therein. Reporting of the status of PFS by units is required on a 'termly' basis (Spring, Summer and Autumn) to align with Divisional Meetings and the timing for Holding to Account and Moral Component of Operational Capability (MCoOC) reporting requirements. Reserve Forces are required to report in Spring and Autumn only. This PFS 'battle rhythm' provides a sustainable staffing and feedback timeline that will enable units to assess the measures taken and advice given before compilation of the next PFS report, and will help establish objective evidence of issues affecting achievement of PFS, thereby assisting 2SL in monitoring prevailing Service Conditions and, where unacceptable trends are identified, to facilitate management action.

2. Why do we have PFS?

PFS has been developed, not as a contract, but defined essential Terms and Conditions of Service (TACOS) to which the Royal Navy is committed to deliver for its personnel within available resources. PFS applies to all regular Royal Navy personnel and to Reserve Forces according to the level of Service commitment that a reservist is undertaking. Applicability of PFS for Reserve Forces has been highlighted in each PFS Chapter. Reserve Forces comprise the Maritime Reserves (Royal Naval Reserve (RNR)), the Royal Marines Reserve (RMR) and Regular Reserves (Royal Fleet Reserve (RFR)):

a. It is used to set standards which should be provided to all members of the Royal Navy; and

b. It provides procedures for identifying and reporting deficiencies ('Breaches') through the Chain of Command to 2SL area for subsequent action.

3. What are the benefits of PFS?

By maintaining PFS we will ensure better motivation, retention, satisfaction and care of our people by creating a sense of belonging and improving the understanding of the TACOS under which we serve. This in turn will lead to the inculcation of ethos, respect, discipline and good leadership and management.

4. How does PFS work?

a PFS deals with important TACOS and, as such, requires to be constantly monitored so that management action can be initiated either to prevent breaches or rectify them when they occur. In the first instance action should be taken at unit level, with progressive referral, if necessary, up the Chain of Command. There may be occasions when PFS is intentionally or unavoidably breached, but generally these will only be for exceptional operational or resource reasons; such breaches need to be reported so that early management action can be taken and, when necessary, the reasons for non-compliance communicated to those personnel affected.

(1) **Terms of Service** are the rules and regulations which govern our careers, detailing commissions, engagements and matters such as promotion and assignments. They are predominantly the responsibility of the Head, Naval People Strategy.

(2) **Conditions of Service** are the financial conditions, such as pay, pensions and allowances, and non-financial conditions, such as leave, accommodation standards, quality of catering and levels of harmony, that Service Personnel receive or experience during their service. These are predominantly but not exclusively the responsibility of Dir P&T's Deputy Director People Strategy.

b. 2SL has engaged with counterpart officers in the Army and RAF, DE&S, Joint Commands and other MOD Departments to ensure that all Royal Navy personnel may expect compliance with PFS, irrespective of where they are serving. Additionally, where Royal Navy personnel are working on partnership contracts, PFS is to be referenced in such contracts. Where RN personnel find themselves subject to lesser conditions of service set by the other Services, or PFS achievement is deliberately constrained by contractual conditions, individuals are to be made explicitly aware of the reasons for deviations from PFS.

c. The Naval Senior Officer Network (NSON) will help ensure that PFS is disseminated through the diverse employment areas for Royal Navy personnel.

5. How can I use PFS?

a. PFS should be used as a ready reference but, for more detailed information, the relevant source document and lead authorities have been identified where appropriate.

b. PFS is available to all Royal Navy personnel. Commanding Officers, Divisional Officers, Troop Commanders, and Budget Holders are to ensure that in the exercise of their delegated authority they endeavour not to vary TACOS to the extent that PFS is breached. Individuals have a responsibility to ensure that enabling systems such as JPA are maintained with accurate and up-to-date information. This is essential if accurate assessment of areas of PFS is to be achieved by the Chain of Command. The Chain of Command must ensure that robust measures are in place within units to ensure that PFS is being met. Where PFS is being breached, despite all efforts by the Chain of Command to address them, then this is to be reported to the NPS Employment Policy area following the reporting guidance below.

6. What are the Categories?

PFS is divided into two separate categories which are defined as:

a. **Category A (CAT A).** Mandatory requirement, the cost of which must be included in the Planning Round and cannot be amended by Budget Holders. The target for all CAT A Standards, as mandatory costed items or statutory requirements, is to be 100%.

b. **Category B (CAT B).** Desirable objectives which Budget Holders are strongly encouraged to achieve in order to maintain balanced terms and conditions throughout the Royal Navy, but over which they have discretion as to the extent of application.

7. Measure of Effectiveness

a. Accurate and timely reporting of PFS breaches is essential as the information provided to Navy Command Headquarters (NCHQ) forms an integral part of the measurement of effectiveness of the Royal Navy's Moral Component of Operational Capability (MCoOC). Additionally, by receiving accurate assessments of the status of PFS standards within units, NCHQ is able to maintain evidence to support future changes to policy or processes where required. NCHQ will report Very Serious breaches of PFS through the Navy Board Standing Objectives Holding to Account Report and through 2SL's Personnel Executive Group (PEG) which specifically address risk reports.

b. In order to establish credible and objective evidence of PFS status, units are to report on the status of PFS on a termly basis (Reserve units have dispensation to report in Spring and Autumn only). **Assessments of CAT A PFS for Accommodation, Career Management, Harmony, Leave and Fitness, Sport and Adventurous Training are mandatory.** An Excel based PFS Reporting Tool has been designed to simplify the reporting requirement and which is available to COs of units, with supporting guidance notes, to complete PFS reports. Completed reports, with contextual comments, are to be returned to NAVY PEOPLE-PSP EMP POL SO1 on 31 Mar (Spring), 31 Jul (Summer) and 30 Nov (Autumn) annually.

c. Reports should follow the Qualitative Assessment criteria (detailed below). Feedback from PFS reports will be collated in a PFS Database, from which evidential reports will be used to inform NCHQ senior management and affect subsequent management action as necessary.

8. Qualitative Assessments and Feedback

a. The following table provides guidance on the definitions of the status of PFS and guidance to the qualitative assessments to be used. When reporting, units should indicate their assessment of PFS status against respective Chapter headings.

Table 22A-1. Guidance on the Definitions of the Status of PFS

	Definition	Qualitative Assessment
Satisfactory	No shortfall identified	The standard has been met to acceptable quality levels.
Minor Weakness	For assessments classified as 'Minor Weakness' the shortfall may require a change in priorities at unit level to rectify the problem.	A single serious shortfall or a number of minor shortfalls in the delivery of acceptable quality levels.
Serious Weakness	For assessments classified as 'Serious Weakness' the shortfall may require a change in priorities at Command level to rectify the problem.	A single very serious shortfall or a number of serious shortfalls have been identified which severely restrict the delivery of acceptable standards.
Very Serious Weakness	Assessments classified as very serious indicate that the shortfall is critical to the achievement of core TACOS. Very Serious Weakness issues will be directed to Navy Command TLB/NAVB for consideration.	The shortfall from target is considered critical to the delivery of core TACOS.

b. When reporting the following amplifying information should be included:

(1) The reason(s) for, and scale of, the variance.

(2) The effect(s) of the variance upon personnel.

(3) The proposed action to remedy the shortfall.

c. NCHQ Chapter sponsors will provide written feedback on Very Serious and Serious weaknesses through a consolidated feedback return to be released 31 May (Spring term feedback), 30 Sep (Summer term feedback) and 31 Jan (Autumn term feedback).

d. NAVY PEOPLE-PSP EMP POL SO1 is the desk level sponsor for PFS. ***Specific queries should be directed in the first instance to the relevant Chapter sponsor identified within PFS.***

e. Contact details for the PFS sponsor desk are:

DII(F) E-Mail: NAVY PEOPLE-PSP EMP POL SO1
Mil Tel: 93832 5514
BT: 02392 625514

f. PFS has been subjected to Equality Analysis. Specific policies referenced in PFS will be subject to Equality Analysis by policy sponsors.

CONTENTS[2]

Section Number	PFS Standard	Chapter Owner	Chapter Sponsor	Categories
1.	Accommodation	PFCS ACCOM SO1	NAVY NPS-PEOPLE SPT ACCOM SO1	CAT A CAT B
2.	Career Management	HD CM	CM POLICY & MI SO2C	CAT A CAT B
3.	Catering	LOG INFRA-OPS DACOS	NAVY LOG INFRA-OPS AFLO SO3	CAT A
4.	Representations and Service Complaints	PERSONNEL CASEWORK DACOS	NAVY LEGAL-CASEWORK TEAM LDR SO1	CAT A CAT B
5.	Data Protection Act	SEC-DEP HD	NAVY SEC-2 DPA CDPO	CAT A
6.	Discipline and Service Law	LEGAL DACOS	NAVY LEGAL-DISCIPLINE LAW SO1	CAT A CAT B
7.	Diversity and Inclusion	NPS	NAVY NPS-DANDI SO1	CAT A
8.	Fitness, Sport and Adventurous Training	NPS	NAVY NPS-PEOPLESPT DACOS	CAT A CAT B
9.	Harmony	NPS	NAVY NPS-STRATPOL EMPLOY POL SO1	CAT A CAT B
10.	Health Promotion	PERS-CNPD	NAVY PERS-CNPD	CAT A CAT B
11.	Health and Safety	SSM-CESO	NAVY SSM-CESO HS POL SO1C	CAT A
12.	Leave (Absence)	NPS	NAVY NPS-STRATPOL EMPLOY POL SO1	CAT A CAT B
13.	Lifelong Learning	TRG HQ-DACOS	NAVY TRG HQ-EL3 SO2	CAT A CAT B
14.	Pastoral and Spiritual Care	CHAPLAINCY-DCOTF	NAVY CHAPLAINCY-COTF-DCOTF	CATA
15.	Pay and Allowances	REM SO2	NAVY PEOPLE-REM SO2	CAT A
16.	Pensions	REM SO2	NAVY PEOPLE-REM SO2	CAT A
17.	Personal Health	MED-DACOS HEALTH	NAVY MED-INTEL CUST SO1	CAT A CAT B
18.	Resettlement	TRG HQ-DACOS	NAVY TRG HQ-EL3 SO2	CAT A CAT B
19.	Specialist Welfare	PERS-PFCS DACOS	NAVY PERS-PFCS SO1	CAT A
20.	The RN Divisional and RM Regimental System	NPS-COS	NAVY PEOPLE-PSP EXEC SO3	CAT A CAT B
21.	Travel	REM SO2	NAVY PEOPLE-REM SO2	CAT A
22.	Uniform and Specialist Clothing	LOG INFRA-OPS DACOS	NAVY LOG INFRA-OPS SC POL SO1	CAT A

[2] PFS Standards in bold have a mandatory reporting requirement.

SECTION 1

ACCOMMODATION

Single Living Accommodation (SLA)[3]

Sponsor: NAVY NPS-PEOPLE SPT ACCOM SO1

CAT A

a. To provide suitable accommodation, in accordance with **JSP 464** - Tri-Service Accommodation Regulations, for entitled personnel who choose or are obliged to live in SLA. Where, in Navy Command establishments and units, SLA is not available to meet the long-term programmed requirement, the need for increased provision is to be reported to NCHQ[4]. The short-term alternatives are:

(1) **Financial Recompense.** In the form of reduced accommodation charges on a sliding scale, when accommodation in the best condition cannot be provided.

(2) **Substitute Service Single Accommodation**. The provision, through an authorised agency contractor, of Substitute Service Single Accommodation (SSSA). SSSA is provided to meet requirements lasting six months or more, where there is no SLA available or the condition/type available is such that the Commanding Officer deems it unsuitable for allocation to the individual concerned.

(3) **Lodging Allowance.** When SLA is unavailable and SSSA is unavailable or inappropriate, Lodging Allowance is provided to enable Service personnel in the UK to rent accommodation and meet associated necessary costs.

b. To ensure that all plans for SLA new build and major refurbishment in Navy Command establishments and units will, providing it is achievable within the constraints of available space within the footprint of the establishment/unit and existing building limitations (e.g. where SLA is located within listed buildings), provide all trained personnel with single-occupancy cabins to the JSP 315 scales in force at the time of build/major refurbishment.

c. To ensure that in Navy Command establishments and units, TV rooms and other communal spaces are not misappropriated for use as SLA.

d. To ensure that, except when undergoing training, officers and senior ratings/SNCOs are always accommodated in single-occupancy cabins.

[3] Note that accommodation at sea is **not** classified as SLA.
[4] SLA Risk is to be reported via the Navy Command TLB Active Risk Manager (ARM) process. SLA requirements are to be raised via the Infrastructure Statement of Need (SoN) process and included in the site's Integrated Estate Management Plan (IEMP).

e. To provide accommodation services[5] for permanent and "duty" SLA (not transit) as follows:

(1) **All Ranks/Rates.** To clean all cabins/rooms, including en-suite facilities, on change of occupancy.

(2) **Officers.** To provide twice-weekly cleaning of cabin accommodation including en-suite facilities. Daily cleaning (Mon-Sun) of all communal areas and ablutions. Where cleaning is undertaken through an output-based contract, the appropriate Key Performance Indicators (KPIs) are to be met. Where necessary, clean Service linen to be provided and made up weekly (Service issue linen is cleaned at public expense).

(3) **Senior Ratings/SNCOs.** To provide twice-weekly cleaning of cabin accommodation including en-suite facilities. Daily cleaning (Mon-Sun) of communal areas and ablutions. Where cleaning is undertaken through an output-based contract, the appropriate Key Performance Indicators (KPIs) are to be met. Where necessary, clean Service linen to be provided weekly.

(4) **Junior Ratings/RMORs.** To provide twice-weekly cleaning of en-suite facilities. To provide daily cleaning (Mon-Sun) of communal areas and ablutions. Where cleaning is undertaken through an output-based contract, the appropriate Key Performance Indicators (KPIs) are to be met. Where necessary, clean Service linen to be provided weekly.

CAT B

a. SLA is always to be allocated by rank in accordance with the SLA eligibility table in JSP 464, Part 3, Chapter 3, Paragraph 0302 and the provisions of JSP 464, Part 3, Chapter 5.

b. In Navy Command establishments and units, SLA at or below Standard 4 for Condition is not to be allocated.

c. Other than in the most exceptional circumstances (requiring prior approval from NCHQ), SLA rooms in Navy Command establishments and units are not to be furnished with more bed-spaces than they were originally scaled for[6].

d. In Navy Command establishments and units, separation is to be maintained between SLA for officers, senior ratings/SNCOs and junior ratings/RMORs (i.e. not provided in the same accommodation block). Where this not achievable, prior approval must be sought from NCHQ to temporarily (normally no longer than 12 months) mix ranks/rates in the same building/accommodation block providing floor/wing separation is able to be maintained and, ideally, separate building/block entrances used.

[5] The NCHQ lead for Accommodation Services is NAVY LOG INFRA-INFRA SFM.
[6] The granting of approval is not to prevent such action being reported as a Cat B breach for as long as the accommodation remains compromised.

Service Family Accommodation (SFA)

Sponsor: NAVY NPS-PEOPLESPT ACCOM SO1

CAT A

To provide suitable family accommodation to entitled personnel, including Mobilised Mar Res and personnel on FTRS(FC), detailed in JSP 464.

Accommodation in HM Ships and Submarines

Sponsor: NAVY NPS-EXEC SO1

CAT A

a. The officers and Ship's Company of submarines operating outside of Base Ports are to be accommodated ashore in suitable Service Accommodation or hotels when not required for duties on board.

b. Embarked staffs and visitors to ships and submarines who are required to sleep in austere accommodation on board at sea (e.g. camp beds in fan chambers), are to be accommodated ashore, if necessary in hotels, when the unit is alongside.

c. All bunks are to be fitted with an appropriately sized curtain in order to provide privacy to the occupant.

d. All messdecks and recreational areas are to be fitted with appropriate soft furnishings including seat covers and curtains which are to meet extant DEFSTAN. Soft furnishings are to be clean, well-fitting and in good order, and are to be cleaned at Crown expense.

CAT B

a. Visitors to units, both Service and civilian of any of rank, rate or grade, are to be accommodated in a bunk appropriate to their rank, rate or grade. Where this is not possible, they are to be accommodated in the next best grade of accommodation. A CO's responsibility for Safety, Health and the Environment (SHE) is to have primacy over rank entitlements. Irrespective of 'bunking' arrangements, individuals are to dine and make use of recreational facilities in the mess appropriate to their rank, rate or grade. Austere accommodation is to be a measure of last resort.

b. Complement Ship's Company should not be displaced from their bunks in order to accommodate visitors or contractors. Exceptionally and where no alternative exists, a CO may authorise a short, temporary displacement of a ship's officer in order to accommodate a senior officer or VIP.

c. Carpets, in messes, messdecks and recreational spaces are to be contract cleaned at intervals not exceeding six months.

Relocation Allowances

Sponsor: NAVY PEOPLE-REM SO2

CAT A

a. To pay Disturbance Expenses to entitled personnel as a contribution towards the necessary additional expenses that may arise when the Services require personnel to make a qualifying move to or from a Residence at Work Address on permanent assignment (**JSP 752 Chapter 12 Section 1).**

b. To pay removal expenses to entitled personnel moving personal effects within authorised entitlement to a residence at a new place of duty (**JSP 752 Chapter 12 Section 4**).

c. To pay charges, within certain limits and subject to specified conditions, for unaccompanied baggage to entitled Service personnel and, where appropriate, their dependants, when moving at public expense within the UK and between the UK and worldwide destinations on change of permanent place of duty (**JSP 752 Chapter 12 Section 4**).

d. To pay charges, within certain limits, incurred by entitled personnel assigned overseas for the storage of personal effects in the UK (**JSP 752 Chapter 12 Section 4**).

Homeowner's Package

Sponsor: NAVY PEOPLE-REM SO2

CAT A

a. To provide financial assistance to entitled personnel to enable them to purchase their own property in accordance with Tri-Service Accommodation Policy by:

(1) Forces Help to Buy (**JSP 464 Volume 1 Chapter 6**).

b. The refund of legal expenses (within prescribed limits), and associated expenses for house purchase and sale (**JSP 752 Chapter 12 Section 3**) The refund of legal expenses (new buyer) if buying a first property for use as a Residence at Work Address at a new duty station (**JSP 464 Volume 1 Chapter 8**).

c. To refund legal expenses and solicitor's fees incurred solely in regaining possession of the property which had been let for Service reasons, subject to specific qualifying conditions. Expenses incurred in relation to rent arrears, damage to property, checking payments, tracing the tenant, and any costs incurred as a result of not using a solicitor to draw up the tenancy agreement, or any other matter not directly related to repossession are not included (**JSP 752 Chapter 12 Section 3**).

SECTION 2

CAREER MANAGEMENT

Definition of Career Management

"The assignment of individuals in accordance with endorsed current and future Service Requirements, exploiting skills, career development needs and, whenever possible, personnel preferences, whilst providing advice on future career paths."

Officers' Career Management

Sponsor: NAVY PCAP-CM POLICY & MI SO2C

CAT A

a. To assign officers to meet the requirements of the Service, to develop their careers to make the best use of their abilities ensuring that their suitability for promotion is developed and to give due weight to the preferences of individual officers concerning the type, location and timing of assignments, taking into account their family circumstances (see Chapter 59 Section 1).

b. All eligible officers are to be considered for selection to attend national or overseas staff courses.

c. All officers will have the opportunity to be considered for transfer to a longer career until they reach a Full Term Commission (FTC).

d. After the first 10 years of service all officers will have the opportunity to have a personal interview with their Career Manager to update them on their career aspirations and personal circumstances at least once every three years, but generally once per assignment (see Annex 58B).

e. To provide as much notice of assignments as practical (see Chapter 59 Section 11) and at least three months' notice for a home base[7] assignment and a minimum of five months' notice for non-home base or LFS assignments.

Notes:

1. Deputy Director People Delivery (DDPD) staff plan to give at least the minimum notice for all assignments as described unless operational reasons dictate that the required notice is unachievable. In such cases, authorisation must be given by Head of Career Management and an auditable trail will be created to show the decision making process.

2. It is often impractical for individuals assigned to and from courses to receive the minimum notice period (see Para 5942), therefore any such instances will be treated as a CAT B PFS breach and therefore do not require authorisation by Head of Career Management.

[7] A home base assignment is defined as one where the new assignment is to a location where the distance from their current residence at place of work address is no more than 50 miles (or 90 minutes by public transport) iaw JSP 752 article 04.1314.

f. All officers will be allowed to submit 12 months' notice to leave the Service, subject to a minimum Return of Service (RoS) after specified courses, or RoS associated in respect of promotion, training received or associated with the award of a Financial Retention Initiative (FRI).

CAT B

a. To achieve shore assignment lengths of 2½ years with six months' flexibility above or below (see Annex 59G).

b. Within the first 10 years of service officers have the opportunity for a personal interview with their career manager to update them on their career aspirations and personal circumstances generally once per assignment.

WO, Senior and Junior Ratings and RMORs' Career Management

Sponsor: NAVY PCAP-CM POLICY & MI SO2C

CAT A

a. For all WO, Senior and Junior Ratings to be assigned to meet the needs of the Service, where at all possible taking personal preferences and family circumstances into account (see Chapter 59 Section 1).

b. To enable personnel to realise their potential through advancement and promotion within their specialisation and in line with the needs of the Service by:

(1) The provision of appropriate training courses and associated facilities throughout a career to ensure people are properly trained to carry out the tasks expected of them when put to the test in a hostile environment; this should take the form of career training, TEM, PJT and PWT.

(2) The provision of professional qualifying courses.

(3) The provision of command courses (see Chapter 69 Section 3).

c. To provide the opportunity for eligible applicants to be considered for selection for promotion to commissioned rank (see Chapter 50).

d. To provide the opportunity for selected applicants in the RN, RM and QARNNS to serve beyond the completion of a 22-year engagement, as circumstances allow (see Para 4946).

e. DDPD staff are to provide Promotion Prospect Assessments (PPAs) for CPOs of at least five years seniority who are eligible in all respects for promotion to WO2 RN.

f. DDPD RM RCM staffs are to provide Promotion Prospect Assessments (PPAs) for all RMORs up to the rank of CSgt where positions exist at WO2 RM within Specialisation.

g. To provide access for individuals to receive assignments and career advice and guidance through face to face interviews with the DDPD Career Managers in NCHQ and the Waterfront Career Management Cells (CMC) in Portsmouth, Devonport and Faslane Naval Bases, and at Royal Naval Air Stations at Culdrose and Yeovilton. Advice is to be provided through interview giving guidance on direction, courses available and career planning.

h. To provide as much notice of assignments as practical (see Chapter 59 Section 11) and at least three months' notice for a home base[8] assignment and a minimum of five months' notice for non-home base or LFS assignments.

Notes:

1. DDPD staff plan to give at least the minimum notice for all assignments as described unless operational reasons dictate that the required notice is unachievable. In such cases, authorisation must be given by Head of Career Management and an auditable trail will be created to show the decision making process.

2. It is often impractical for individuals assigned to and from courses to receive the minimum notice period (see Para 5943), therefore any such instances will be treated as a CAT B PFS breach and therefore do not require authorisation by Head of Career Management.

3. Ratings in Shore Service not on LFS may be subject to Emergency Relief Pool (ERP) rules.

i. All ratings will be allowed to submit 12 months' notice to leave the Service, subject to a minimum Return of Service (RoS) after specified courses, or RoS associated in respect of promotion, training received or associated with the award of a Financial Retention Initiative (FRI). Ratings must complete 2½ years' service after completing their Standard Initial Training Period (SITP) before they may be released.

CAT B

a. Senior Ratings remaining on Sea Service will have a nominal Future Availability Date (FAD) of 36 months, after which they can expect a minimum of 18 months' Shore service.

b. If over-riding operational requirements dictate an extended Sea Service assignment of up to six years for a Senior Rating, this will be followed by a two year Shore Service assignment in First Preference Area, on condition that the declared First Preference Area is not changed within 12 months of Future Availability Date (FAD). Back-to-back sea assignments will be authorised personally by Head of Career Management. An assignment to a non-preference Shore Service Assignment will be given a FAD of two years from joining and will be reviewed prior to the 24 month point from joining.

[8] A home base assignment is defined as one where the new assignment is to a location where the distance from their current residence at place of work address is no more than 50 miles (or 90 minutes by public transport) iaw JSP 752 article 04.1314.

c. To assign ratings/ORs, where possible, to billets in their stated First Preference Area (see Para 5803).

d. Units are to endeavour to provide a minimum notice period of 30 days to an individual moving ashore from the seagoing unit where that individual would normally be exempt food and accommodation charges.

Squadded Ratings

To enable individuals in a Squad to plan their immediate programme, in consultation with the Divisional Officer and the individual, they will be provided with a rolling six month Personal Plan by the EWO/SM Cox'n.

Note. *FADs for Squad assignments will normally be set at 48 months after joining. Reasons for being assigned from the Squad include:*

a. Transfer to another ship, to a preference area or within the same base port.

b. Transfer to Squad requiring second AB tour (e.g. MWV).

c. Drafted to Shore Service or Local Foreign Service.

d. Branch or Arm transfer.

e. On promotion following command and qualifying courses, unless circumstances permit the return of the individual back to the original unit.

f. Assigned to a non-Squad Sea Service billet.

Personal Turbulence

a. Standfast volunteers, personnel should only be moved temporarily to fill (Note 1) another JPA assignment at short notice a total of three times in any 12 month rolling period, and for a cumulative total duration of no more than 57 days. Such movements (number and duration) are to be recorded in JPA (see Annex 59I) and reported in the professional section of any subsequent Pain and Grief proforma raised on an individual in response to a further request for temporary cover.

b. A Service person moved to provide a temporary fill should be given a minimum of two working days' notice to move (Note 2).

Notes:

1. A temporary fill is defined as a period of eight to 30 days inclusive. Periods greater than 30 days require the Career Manager to take assignment action (in accordance with Para 5948) and as such come under the Career Management PFS. Inter-unit loans of personnel lasting seven days or less should be regarded as routine business and are not affected by this PFS. Personnel movement to undertake training or training courses is exempt from this PFS, as are short notice assignments under existing ERP rules.

2. The notice to move is to allow personnel time to organise their personal lives. As such, when given notice to move the individual should be stood down immediately from their current place of work. They should not be required to present themselves for duty at the receiving unit, mounting centre, or point of departure (airport, railway station, etc.) for a minimum of two working days from this point. Longer notice may be considered appropriate particularly for Personnel e-OPDEFs at Category B or less, commensurate with the operational imperative.

Annual Appraisal Reports (see Chapter 57)

Sponsor - NAVY PCAP-CM POLICY & MI SO2C

CAT A

a. Annual appraisal reports are mandatory for all personnel – officers, ratings and other ranks (including those over-zone for promotion and pre-retirement). Reporting informs the Subject how well they have performed identifies their potential and advises how they may improve their performance and potential. It is also used for Career Management in selection for promotion and extended commission/career, assessing suitability for specific assignments and command selection.

b. All individuals are entitled to, and should have, identifiable and nominated 1st and 2nd Reporting Officers[9] (1RO and 2RO) to commence the reporting process at the beginning of the reporting period. Thereafter, the process is continuous with three distinct stages:

(1) Start of Reporting period – setting Roles and Responsibilities and Personal Objectives.

(2) Mid Period Appraisal Review (MPAR).

(3) Final Appraisal – e.g. End of Tour, Supersession or Annual at Common Promotion Date.

[9] Exceptionally, in certain cases such as personal staff officers and officers employed in small and/or remote organisations where the 1RO is a 1* or Flag officer, a single RO only is acceptable.

c. As a general rule, a full Appraisal Report is required for periods of six months or more with Short Stand-alone Tour (SST) reports for periods of two to six months; alternatively, for detachments of two to six months when the Subject is returning to their parent unit, an Insert Slip should be raised for attachment to the main appraisal report (**JSP 757**).

d. All personnel are to receive a Mid-Period Appraisal (MPA), which is to be a formal indication of their performance in an assignment, between the fourth to eighth months of the annual reporting cycle (**JSP 757 Articles 3.03b and 7.03b**).

e. All personnel will have access, through JPA, to the finalised Consolidated Appraisal Report written on them (**JSP 757 Articles 3.18 and 7.18**)

Maritime Reserve Forces

Sponsor: NPT(Res)

NPT (Res) will act as the focal point for the Career Management of the RNR and RFR and NPT(RM) for the RMR. They will utilise the categories of Reserve Service articulated in the Reserve Forces Act 1996 (RFA 96) to facilitate extraction of a Reservist from the Reserve Force into either FTRS, Part Time Reserve Service (ADC), or Mobilised Service depending on the needs of the Regular Service. Where applicable, PFS that apply to Regular Service personnel will apply to the Maritime Reservist. In addition to this the following standards will be applied:

Annual Appraisal Reports - Maritime Reserve Forces

CAT A

a. **Volunteer Maritime Reserves (Royal Naval Reserve (RNR)/Royal Marine Reserve (RMR) Personnel).** RNR/RMR personnel are to be reported on as follows:

(1) RNR/Queen Alexandra's Royal Naval Nursing Service Reserve (QARNNS(R)). Reports on OJAR/SJAR are to be completed on JPA on the same dates and occasions as for regular RN personnel (**JSP 757 Chapters 2 and 6, Annex C**), restricted to:

(a) **Officers**

i. In zone officers, holding substantive rank of Lt with more than five years' seniority.

ii. Over zone officers, when specifically requested by the individual.

(b) **Ratings,** when eligible for promotion.

(2) **RMR - List 1.** Reports on OJAR/SJAR are to be compiled on JPA on the same dates and occasions as for regular RM personnel. The parent RMR unit is responsible for ensuring that a request for a Detachment Insert Slip is made on JPA for RMR officers attached to RM units for periods of continuous training in excess of two weeks (**JSP 757 Article 9.05**).

(3) Volunteer Reserves (RNR/RMR/QARNNS(R)) Personnel on Full Time Reserve Service (FTRS). Volunteer Reserve (RNR/RMR/QARNNS(R)) personnel on FTRS are to be reported on as follows:

Reports for RNR and RMR officers and ratings/other ranks serving on FTRS are to be completed on JPA on the same occasions as for RN/RM personnel. The parent RNR/RMR unit is responsible for initiating reports, including setting the appropriate Reporting Chain, and liaising with the reporting officer in the FTRS employing unit (**JSP 757 Articles 2C.08 and 6C.06 – 6C.08**).

b. **Mobilised Maritime Reserves (RNR/RMR/QARNNS(R)) Personnel.** Mobilised Reserve (RNR/RMR/QARNNS(R)) personnel are to be reported on as follows:

Personnel of the Volunteer Reserves who are called out for active service or recalled for full-time service in peacetime are to be reported upon on JPA in the same manner and on the same occasions as regular service officers and ratings. Where a period of mobilisation is for six months or less, a Short Appraisal Report is to be raised (**JSP 757 Articles 5.07 and 9.07**). Responsibility for administration lies with the parent employing unit.

c. **Royal Fleet Reserve (RFR) Personnel on Mobilised or Full Time Reserve Service.** RFR personnel on Mobilised Service and FTRS Service are to be reported on as follows:

Reports on RFR personnel are to be completed on JPA by the employing unit on the same occasions as for RN/RM personnel. Where a period of mobilisation is for six months or less, a Short Appraisal Report is to be raised (**JSP 757 Articles 5.07 and 9.07**). In all cases, the final reporting officer is to include a statement regarding the suitability of the individual for further FTRS and, where appropriate, service in the acting higher rank/rate.

Career Management - Maritime Reserves Forces

CAT A

a. For all personnel to be assigned to meet the needs of the Service, where at all possible taking personal preferences and family circumstances into account

b. To provide as much notice as possible of FTRS new commitments, commitment renewals and at least:

(1) Three months’ notice for FC assignments.

(2) Four weeks’ notice of LC and HC assignments.

c. To provide six months' notice to terminate a FTRS FC and four weeks' notice to terminate a FTRS LC, HC and ADC in accordance with the notice periods articulated in BR 64 (BRd 3(2)).

d. Where possible to not exceed the limits of call-out in a specified period in accordance with JSP 753.

CAT B

a. To provide as much notice as possible to a Maritime Reservist who is called-out to permanent service and to issue call-out papers at least 60 days before the date of call-out.

b. To provide at least three months' notice if a commitment is not to be renewed

Stability for Service Personnel who are, or have Spouses/Partners who are Undergoing Courses of Assisted Conception Treatment

Sponsor: NAVY PCAP-CM POLICY & MI SO2C

CAT B

a. To provide, wherever possible, stability for regular Service personnel who are seeking to access NHS Assisted Conception Services for themselves or their spouse, civil partner or partner on condition that the chain of command and/or Career Manager is consulted early in the process in order to set the conditions to allow for planned stability.

b. Ensure, where possible, that any assignment generated by the need for stability does not adversely affect the Service person's career profile. However, personnel requesting stability for this purpose should understand the potential career implications of such a request and must accept that there may be occasions when this is not possible because of the overriding needs of the Service. No concession can be expected if a professional development course is missed in order to achieve stability for the purposes of accessing NHS assisted conception services, therefore, a period of stability may not be in the best interests of their military career.

(1) The length of the period of stability needed will vary with each case and according to the treatment being given, but will normally be up to six months. All pre-assisted conception investigations (in and outpatient) will not be subject to stability, rather this element would be as any other in or outpatient treatment is conducted. The period of stability will cover the time needed for one attempt at assisted conception to be completed, of around three months, and if the pregnancy is successfully achieved then the stability period may be extended to enable the couple to be together for at least three months in order to reduce the likelihood of stress induced miscarriage. Any longer period of stability to allow for further attempts to conceive if the first try is unsuccessful will be at the discretion of the Career Manager.

(2) These provisions do not allow personnel the right to demand an assignment in a particular location in order to seek treatment from a particular provider. Nor does access to NHS Assisted Conception Services entitle personnel to avoid an assignment for which an Assignment Order has already been issued.

SECTION 3

CATERING

Sponsor: NAVY LOG INFRA-OPS AFLO SO3

CAT A

a. To maintain compliance with the MOD's military feeding and catering strategy and the quality of life for Service personnel by:

(1) The provision of a varied, nutritious and healthy diet in keeping with the MOD's Nutrition Policy Statement (JSP 456 Vol 1 Chapter 4).

(2) The provision of three (four at CTCRM for all personnel undertaking the initial training phase) properly prepared meals per day to entitled personnel (subject to a contribution towards the cost of feeding through the appropriate daily food charge for those not entitled to be fed at Crown expense).

(3) The provision of separate messing facilities for officers, Warrant Officers/senior ratings/SNCOs and junior ratings/ORs to scale standards (JSP 315).

(4) Compliance with all relevant national and European Food Safety legislation.

(5) The provision of staff and facilities for Official Mess Functions for mess members in established Service messes ashore as follows:

(a) **Wardroom/Officers' Mess.** 12 Official Functions per annum. Generally, these are two seasonal balls and 10 other functions (e.g. Mess Dinners) as agreed by Mess Committees. For all such functions labour costs (up to midnight or as otherwise authorised by the TLB) are funded at public expense.

(b) **Warrant Officers/Senior Ratings/SNCOs Mess.** six Official Functions per annum. Generally, these are two seasonal balls and four other functions (e.g. Mess Dinners) as agreed by Mess Committees. For all such functions labour costs (up to midnight or as otherwise authorised by the TLB) are funded at public expense.

Note. *Maritime Reserves are not entitled to the crown funded functions (labour costs) for Officers and Senior Rates' messes as is the norm for other full time naval personnel. However, if they are serving in a unit which is attached or within a Naval establishment, and are Mess Members, they are entitled to attend those functions hosted in the respective Mess.*

(6) For Catering, Retail and Leisure (CRL)/Pay as You Dine (PAYD) units in established Service messes ashore the appropriate level of service for officers, Warrant Officers/senior ratings/SNCOs and junior ratings/RMORs will be provided in accordance with individual unit contract specification.

b. Individuals will be fed at crown expense when qualifying criteria are met as laid down in **JSP 754** and **JSP 456 Vols 2 and 4**.

c. Reclamation of the Daily Food Charge/Core Meal, and payment of Special Messing Allowance, Food and Incidentals Allowance, LOSLOA, when the qualifying criteria as laid down in **JSP 752** are met.

d. Provision of a duty meal or meals when entitled under the criteria laid down in **JSP 456** and **JSP 754**.

e. Catering for the dietary needs of individuals on religious, ethnic, medical or lifestyle choice (e.g. vegetarian) grounds, where logistic and operational circumstances permit.

f. **Maritime Reserves.** Where MR personnel serve in RN/RM units, then they will benefit from the same catering services as for regular Royal Navy personnel. Where RNR/RMR units are not co-located with RN/RM units they do not benefit from MoD funded catering services. There is a clear requirement for COs of Reserve units to comply with MoD Policy rules and regulations with regarding safety, including food safety (Reference BR 9147 – Navy Command Safety and Environmental Management System).

SECTION 4

REPRESENTATIONS AND SERVICE COMPLAINTS

see Chapter 23

Sponsor: NAVY LEGAL-CASEWORK TEAM LDR SO1

a. Handled properly, Representations and Service Complaints have the potential to highlight areas for management improvement and administrative efficiency, bringing a broader benefit to morale. This is particularly so where those exercising Service duty of care overtly promote and ensure a positive culture to support those involved in the Service Complaints process (including Complainants, Respondents and witnesses) and capture and implement lessons identified. In any leadership position, the receipt of a Representation or Service Complaint 'on your watch' should not be regarded as a sign of failure. Taking a positive and confident approach to ensure that Representations and Complaints are handled properly will be recognised as a sign of a successful, mature and capable management, and individual performance appraisal assessments should reflect capability and behaviour in this regard.

b. The general principle is that all Representations and Complaints are to be dealt with at the lowest level of the command chain commensurate with the provision of an authoritative reply.

c. Representations and Service Complaints apply to all members of the Royal Navy including the Reserve Forces, subject to policy and statutory limitations. The procedures to be followed can be found in BRd 3(1) Chapter 23, JSP 831 (Redress of Individual Grievance: Service Complaints) and JSP 763 (The MOD Bullying and Harassment Complaints Procedures).

Representations

CAT A

a. Any member of the Royal Navy wishing to make a Representation about any Service matter, whether personal or general, including matters affecting their or another's welfare and any suggestion connected with the Service, will be allowed to submit it to their Commanding Officer, through the divisional/regimental and command chain as appropriate.

b. Where the Commanding Officer rejects such a representation, a member of the Royal Navy who is personally affected by the issue will be allowed to submit a Service Complaint.

Service Complaints

a. Any member or former member of the Royal Navy who believes they have been wronged in relation to their service will be allowed to submit a Service Complaint.

b. Valid Service Complaints will be dealt with in accordance with BRd 3(1) Chapter 23, JSP 831 (Redress of Individual Grievance: Service Complaints) and JSP 763 (The MOD Bullying and Harassment Complaints Procedures) and any other tri-Service guidance as appropriate.

c. Any person entitled to submit a Service Complaint and any person implicated in a Service Complaint (a 'Respondent') is entitled to the support and advice of an Assisting Officer. An Assisting Officer should assist the Complainant with the drafting of the formal complaint in order to assist to focus the issues and make the complaint easier to investigate. Wherever possible the Assisting Officer will be an appropriately qualified person requested by the Complainant or Respondent (see also **JSP 831 Annex I**).

d. Every effort will be made to ensure personal differences are resolved as quickly, fairly and amicably, and at the lowest level possible. Any person concerned that they have been subjected to bullying, harassment or discrimination, and any person implicated, is entitled to receive advice and support from the unit Diversity and Inclusion Adviser (D&I(A)).

e. Complaints of bullying, harassment or discrimination that require formal investigation will be investigated thoroughly, expeditiously and impartially by Harassment Investigating Officers.

f. Commanding Officers will consider appropriate administrative or disciplinary action, including appropriate comment in annual appraisals, as regards any person under their command found to have bullied or harassed anyone, in accordance with CDS's guidance (CDS/1/1/6 dated 17 Sep 10) now incorporated into BRd 3(1) Chapter 23 Annex 23I.

CAT B

a. Timelines for resolution of Service Complaints are governed by JSP 831, JSP 763 and 2013DIN01-002 implementing a 24-week total timeline. In order to meet the overall 24-week timeline for handling all three levels of the Service Complaint Process, handling at Level 1 of the process should be complete within eight or 12 weeks, depending on the complexity of the case (BRd 3(1) Chapter 23 refers). CNLS staff are responsible for monitoring performance against the overall 24-week target set by the MOD and periodically will report unit complaint handling and JPA performance to 1*/2* higher formations.

b. Complainants and Respondents must be updated on the progress of the complaint at least every 30 working days.

The Service Complaints Commissioner for the Armed Forces

The role of the independent Service Complaints Commissioner (SCC) was established in 2008 and provides:

a. A rigorous and independent oversight of how the Services Complaints System is working which reports annually to Ministers and Parliament; and,

b. An alternative point of contact for Service personnel (or their family members, friends or other representatives) who do not feel they can raise a complaint or a concern within the chain of command without the independent oversight of the SCC.

SCC Contact Details

The Service Complaints Commissioner
PO Box 61755
London
SW1A 2WA
Telephone: 0203 178 7634
Email: SCC@armedforcescomplaints.independent.gov.uk or Contact@oscc.gsi.gov.uk

CAT A

a. Commanding Officers will, on receipt of an allegation from the SCC, inform the individual concerned that an allegation has been received and provide them with information and assistance (i.e. including an Assisting Officer) to submit a Service Complaint should they wish to do so.

b. Any Service Complaint arising from an SCC referral will be dealt with in accordance with JSP 831, JSP 763 and BRd 3(1) Chapter 23.

SECTION 5

DATA PROTECTION ACT

see Annex 1C

Sponsor: NAVY SEC-2 DPA CDPO

CAT A

a. All personnel, including all members of the Reserve Forces, have rights under the Data Protection Act 1998 (DPA98), in respect of personal data held by the Service about them. Anyone processing personal data must comply with the eight enforceable principles of DPA 98, which state that personal data must be:

(1) Fairly and lawfully processed.

(2) Obtained only for one or more specified and lawful purposes and shall not be processed in any manner incompatible with those purposes.

(3) Adequate, relevant and not excessive.

(4) Accurate and, where necessary, kept up to date.

(5) Not kept for longer than is necessary.

(6) Processed in accordance with the data subject's rights under this Act.

(7) Secure against unauthorised or unlawful processing of personal data and against accidental loss, destruction or damage.

(8) Not transferred to countries outside the European Economic Area unless that country ensures an adequate level of protection for the rights and freedoms of the data subject.

b. A summary of what personnel can expect from Navy Command TLB in respect of how their personal data is stored and processed, and the responsibilities of the individuals themselves can be found in RNTM 14/10 the 'Navy Command Personal Information Charter'.

c. Personnel may request copies of personal data held on them, whether in paper or electronic form by applying in writing or by submitting a Subject Access Request (SAR) application form available from their Data Protection Officer (See Note).

d. Following receipt of a SAR, it must be answered within a period of 40 calendar days from the date on which the individual has given sufficient information in order to locate the information sought. This right of access to personal data is subject to exemptions under DPA 98, which include data relating to third parties, data processed for the purpose of the prevention and detection of crime, management forecasts/planning, and legal professional privileges.

e. Personnel may also require inaccurate data relating to them to be rectified, blocked, erased or destroyed.

f. Further guidance on the DPA98 for all Royal Navy personnel is available on the Data Protection Act Support site located on the RN Web, accessed via the Defence Intranet homepage.

***Note*.**

Completed SARs are to be sent to:

Navy Disclosure Cell
Head, Naval People Strategy
Room 48
Mail Point G-2
West Battery
Whale Island
PORTSMOUTH
Hampshire
PO2 8DY

SECTION 6

DISCIPLINE AND SERVICE LAW

see Chapter 20

Sponsor: NAVY LEGAL-DISCIPLINE LAW SO1

CAT A

a. The right to legal advice, in accordance with the Police and Criminal Evidence Act (1984) and the Service Police Codes of Practice, when under investigation in connection with an offence.

b. The right to be assisted by an officer or senior rating (for example their Divisional Officer) as an Assisting Officer when facing a summary hearing under The Armed Forces Act 2006.

c. The right to elect for Court Martial trial in the circumstances prescribed under the Armed Forces Act 2006, having had the opportunity to consult legal advice.

d. The right to appeal to the Summary Appeal Court (SAC) against finding and punishment at Summary Hearing and the right to seek leave to appeal to the Court Martial Appeal Court (CMAC) if convicted before the Court Martial, having had the opportunity to consult legal advice.

e. The right to support and assistance from a Divisional Officer when tried at the Court Martial.

f. The right to legal representation before the SAC, the Court Martial or the CMAC, and when considering exercising the right to elect Court Martial trial or appeal to the SAC. Legal representation will be free of charge if provided by a service lawyer and will be subject to the rules of the Armed Forces Legal Aid Scheme if provided by a civilian lawyer.

CAT B

Investigations by the RN Special Investigation Branch (SIB) should be completed within four calendar months, from initial tasking to despatch of final SIB report.

Note. *Members of the Reserve Forces become subject to Service law in circumstances detailed in the Manual of Service Law (JSP 830 Chapter 3 Part 1 (Jurisdiction as to Personnel) but any decision on the application, or not, of Service law to them does not constitute an actionable breach of PFS.*

SECTION 7

DIVERSITY AND INCLUSION

see Chapter 30

Sponsor: NAVY NPS-DANDI SO1

CAT A

a. The Royal Navy recognises that its people are the most important factor in delivering operational effectiveness and values the diversity and range of individual skills and talents of its personnel. It is resolutely committed to ensuring that all Naval personnel have equality of opportunity for employment, training and advancement based solely on their merits and abilities and can work in an inclusive environment free from any form of intimidation, humiliation, harassment, bullying or other abuse or unfair treatment.

b. Diversity and Inclusion applies to all members of the Royal Navy, including the Maritime Reserves.

c. All necessary steps are to be taken to prevent discrimination on grounds of an individual's gender, sexual orientation, gender reassignment, race and ethnicity, religion or belief (or non-belief), marriage or civil partnership, pregnancy or maternity. The Royal Navy is exempt from employment legislation on the grounds of age and disability.

Access to a Diversity and Inclusion Adviser (D&I(A))

CAT A

All personnel are to have access to an D&I(A) within their unit who is trained to advise on all aspects of Diversity and Inclusion policy and the MOD complaints process. Whilst individuals are encouraged to approach a D&I(A) within their own unit in the first instance, individuals have the right to approach any D&I(A) they choose. Individuals should be confident of sensitive treatment by all those responsible for their care.

Informal Resolution

CAT A

All personnel wishing to make a complaint of Bullying, Harassment or Discrimination are to be supported by their chain of command in their attempts to achieve informal resolution. A trained mediator is to be provided where all parties to a complaint are willing to attempt mediation.

SECTION 8

FITNESS, SPORT AND ADVENTUROUS TRAINING

See Chapter 29

Sponsor: NAVY NPS-PEOPLE SPT COTEM PEDSO1

Physical Development (the trilogy of Sport, Adventurous Training (AT), and Physical Education (PEd)) makes an important contribution to the development and sustainment of the Moral Component of Operational Capability by delivering individuals who are mentally and physically robust with a high degree of war-fighting spirit; it also makes a critical contribution in the recruitment and retention of individuals, and the maintenance of high morale.

CAT A

a. **Facilities.** To maintain and improve existing Sport/Physical Training facilities through the provision of new 'Standardised Approach to Sports Halls' (SASH) buildings, artificial turf pitches and other sports facilities to scale in accordance with JSP 315 (Scale 48), with special emphasis on the provision of sport and fitness facilities in close proximity to ships, air stations and deployable RM units to enable personnel to maintain a level of fitness at least comparable with the RN Fitness Test (RNFT) and the RM Basic, Combat and Advanced Fitness Tests. Reserve Forces personnel working in a military establishment under FTRS will have access to all sport and physical training facilities. In addition, Maritime Reserve personnel in RNR/RMR units located in military establishments will have access. Remote RNR/RMR will have access through nearest military establishments.

b. **Duty Travel.** To allow all personnel who are members of a Combined Service, Single Service, Command or unit team in a synopsis or recognised sport, to travel at public expense (JSP 752 Chapter 4 Section 8).

c. **Time.** To promote fitness for operations, fighting spirit and individual well-being, personnel are to be provided with:

(1) **Phase 1 and 2 Training.** Five periods (Note 1) of vigorous physical activity (Note 2) per week. For Phase 2 flying training establishments, this should be five periods per week during ground training phase, reducing to two periods per week during the flying training phase (in accordance with JSP 898 Part 1 Chapter 2.8 Para 3b).

(2) **Trained Strength.** Minimum of three hours of vigorous physical activity per week programmed as part of the working day (either split over a number of days or as one session) (Note 3).

(3) **Reserve Forces.** Reserve Force personnel under training will have physical activity programmed into their course, dependent upon the length of the course.

d. **Adventurous Training (AT) and Challenging Activities (CA).** At least 20% of unit personnel are to participate in five working days of AT/CA each year. Such activity can range from an organised expedition lasting five days to a series of five individual daily activities and is to be counted as part of standard working hours. The definition, aim and guidelines for AT are contained in **BR 51 Vol 3 and JSP 419**. CA are those activities authorised by **BR 51 Vol 3** (see also Para 2905 sub para b). In sum, personnel and managers are urged to take advantage of the increasingly varied facilities and options offered by the Joint Services AT organisations and in particular our own Naval Outdoor Centre (Germany), the Joint Services Adventure Sail Training Centre (Gosport) and the Joint Services Sub Aqua Diving Centre (Devonport) as well as the equipment provided to all units. The regional ATI is available for advice and guidance. This applies to FTRS FC Mar Res, and 2.5 days AT for Volunteer Reserves.

e. FTRS (except ADC) are entitled to five days of AT/CA each year.

CAT B

a. **Time.** To promote fitness for operations, fighting spirit and individual well-being, personnel are to be provided with:

b. **Phase 3 Training.** Three periods of vigorous physical activity per week for courses in excess of four weeks' duration. However, training organisations are to ensure that courses achieve maximum compliancy within resources available.

c. **MARRES AT.** The amount of AT conducted by Maritime Reserves is at the discretion of the RNR/RMR unit's CO who will decide whether such training should be paid or unpaid. A maximum of two and a half days (RNR) five days (RMR) per Training Year may be allowed to accrue for Bounty qualification purposes. Paid AT in excess of five days per Training Year is subject to the prior approval of Commander Maritime Reserves.

Notes:

1. A 'period' is defined as being a minimum of 45 minutes duration, programmed as part of the normal training/working day, and is to contain a minimum of 40 minutes of effective activity. Periods may be used for either physical training or sport or a combination and may be delivered through a mix of single and double period allocations providing the minimum requirement for effective activity is achieved (i.e. 40 minutes for each period).

2. Vigorous physical activity is defined as organised, structured and supervised physical fitness programmes including sports (e.g. circuit training; personal fitness programme; team run; Synopsis, Recognised or Approved sports as determined by the Combined Services Sports Control Board; an Olympiad or other activity such as bucket ball that promotes teamwork and fitness). This may be as simple as a personal fitness regime organised by the individual, structured to ensure continual ability to demonstrate at least the fitness required to pass the relevant Service fitness test, and supervised by the Command chain through the reporting system.

3. Time in working hours for physical training is the Command contribution to fitness preparation and maintenance as a constituent element of personal Operational Capability; there is also a personal responsibility to train out of working hours if required to reach/maintain appropriate levels of personal fitness.

SECTION 9

HARMONY

Sponsor: NAVY PEOPLE-HQ N9 EMP POL-SO1

Royal Navy personnel have their Harmony measured by recording Separated Service (SS), which is defined as 'Absence from normal place of duty or lack of freedom to enjoy leisure at place of duty/residence at work address or leave. Full details of SS reporting and recording requirements are contained within Chapter 26 Section 5 and Section 6. These include when SS will accrue as a result of watch-keeping/shift workers, duties, excessive/late working, on call periods, voluntary waiver scheme and other exceptions which may occur at normal place of duty leading to lack of freedom.

CAT A

a. Except in times of significant war fighting, RN and RM personnel on the trained strength, except badged SF personnel, three watch crewed personnel (see Annex 22A, Section 9, Cat A, sub para b) and RN/RM junior officers during their first 10 years on the Trained Strength (see Annex 22A, Section 9 Cat B, sub para a), will have their individual harmony managed so as not to exceed the threshold of 660 days SS over a rolling three year period (expressed as 660/3).

(1) Geographical Squadded Personnel (GSP) Separated Service will be managed within the GSP System by the unit's EWO/Cox'n/RSM in conjunction with the DO/Troop Commander, Departmental coordinators/Company Sergeants and/or Career Management Cell on behalf of the Commanding Officer

(2) For non-Squadded personnel, Career Management (through assignment) and unit/platform programming will be the main processes for managing Separated Service.

(3) RN and RM personnel returning from a sea going deployment period of 228 days or more (including any mid-deployment leave of up to two weeks) will have a 16-month deployment restriction placed on their JPA record by their Career Manager. Personnel will not conduct a major deployment (in excess of four months) during the 16-month period following their return, but could be assigned to units at high readiness or sea going units providing there is no plan or expectation of the unit deploying for over four months during the 16-month period.

b. For personnel serving in three watch crewed vessels (3WC) a protected entitlement of 270 days 'off watch' over a rolling three year period; equivalent to a maximum SS threshold of 825/3.

c. Unless a voluntary waiver has been submitted and approved, an application to breach an individual's harmony measure must be made, in advance, by the individual's CO to DDPD through Head of Career Management. This would normally be on the grounds of preserving unit Operational Capability. If not approved, the individual will be assigned to employment (when practicable) so as to reduce their SS total below the appropriate threshold or (if possible) to provide a period of 16 months employment without a major deployment. If the breach is approved, SS continues to accrue and is to be addressed at the earliest opportunity (see Chapter 26 Section 6).

d. **Maritime Reserves.** Under the call out powers of RFA 96, the 'Time Out' Policy will apply to Mobilised service personnel such that they cannot be mobilised more than once in the period governed by JSP 753, unless they chose to volunteer.

CAT B

a. All officers of the rank of Lieutenant RN/Captain RM and below, during the first 10 years of service, are to have their SS managed to achieve the maximum amount of Harmony time consistent with their necessary career development and operational necessity; 660/3 remains a desirable standard to achieve. This also applies to badged SF personnel.

b. Overnight duties should be undertaken no more frequently than one in four for non-watch-keepers when alongside in Base Port and/or parent Air Station or in the Barracks of RM deploying units.

c. Personnel should not work more than an average of 48 hours a week over a rolling 17-week period in accordance with the Guidance on the Working Time Regulations (WTR) for Service Personnel (extant DIN refers). The principles enshrined in the EC Working Time Directive apply, with due regard to the overriding need to maintain operational effectiveness.

d. Whilst individual harmony thresholds are the overriding PFS, Navy Commitments will endeavour to achieve, in priority order, the following desirable objectives when planning and programming non-3WC units, recognising that these objectives do not fit all platform types. Some or even all of sub-paras a-h below are not concurrently possible, especially for submarines and MCMVs given their numbers, availability, distinct operating patterns and different crewing regimes:

(1) At least 12 months should exist between major (4 months or more) deployments or operational tours.

(2) Deployments/tours away from Base Port, parent Air Station, or parent RM barracks should not be longer than 7.5 calendar months, accepting that a transition to hostility or a specific operational requirement may necessitate longer deployments or tour lengths.

(3) Over a 3-year period Ships, Naval Air Squadrons and Ship's Flights, and RM units should spend at least 40% of their time in their Base Port, Parent Air Station or Parent Barracks respectively[10]. Extraneous tasking of personnel away from place of duty should be minimised to preserve individual harmony time.

(4) Look to programme at least 14 days of Operational Stand Down (OSD)[11] for deployments of between four and seven and a half months, for deployments of seven and a half to 11 months this will increase to 28 days with one period of OSD of sufficient length and specifically allocated to give families the opportunity to fly out and visit.

(5) Ships, RM Units, Naval Air Squadrons and Flights should not be deployed for consecutive summer leave periods or for consecutive Christmas leave periods. Deployments during both summer and Christmas leave periods in any 12 months should be avoided whenever possible.

(6) Non-deployed units should have the majority of their summer leave period coincide with Base-Port school holidays so that personnel with families can take leave during that period.

(7) For ships, leave and maintenance may be coincident, but wherever possible should be kept separate. For submarines, leave will usually be coincident, but at least one period within the leave year should be kept separate from maintenance.

(8) Except when deployed or when the Defence Industry Base dictates, Fleet Time Support Periods should take place at Base Ports. Ships RAMP/DPs are likely to be conducted at Base Port although they will be subject to commercial competition.

(9) Detailed programmes for operational periods should be published six months in advance, with the caveat that short notice commitments can occur at any time.

[10] This time is defined as days, or parts thereof, in which the Ship, NAS, RM unit is in their Base Port/Air Station/Barracks and is able to give night leave.
[11] Port visits of four days or more duration are included as OSD.

SECTION 10

HEALTH PROMOTION

Sponsor: NAVY NPS-PEOPLE SPT COTEM PEDSO1

a. Health Promotion is integral to the Physical Education pillar of Physical Development and aims to reduce injury and illness and promote a healthy lifestyle in order to maximise the number of personnel who are physically fit for their military task and mentally ready for deployment as well as enabling those who leave the Service to be fitter for longer.

b. Health promotion applies to all members of the Reserve Forces in Full Time Service and those on mobilised service and they should have access to information on Health promotion detailed in this chapter.

Smoking Cessation

Sponsor: NAVY NPS-PEOPLE SPT TEM 1LT

CAT A

a. All personnel in the Royal Navy are to have access to ‘Stop Smoking’ advisers either within the Royal Navy or by referral to NHS provided services.

b. All personnel who want to stop smoking are eligible for provision of medicines such as nicotine replacement therapy (NRT) to support cessation.

CAT B

All personnel should have access to carbon monoxide monitoring.

Responsible Attitude to Alcohol

Sponsor: NAVY NPS-PEOPLE SPT TEM 1LT

CAT A

a. All personnel are to have access, through a variety of media to education, advice and guidance on the effects of excessive consumption of alcohol. In particular, the provision of a formal presentation through the Substance Misuse Lecture that articulates the Royal Navy’s policy on excessive alcohol consumption, the dangers associated with such consumption and the avenues available for those in need of help to combat alcoholism.

b. All personnel who commit offences as a result of excessive alcohol consumption will be given access to an Alcohol Awareness Course.

c. All personnel will undertake alcohol consumption screening as part of their Periodic Dental check and a Brief Intervention will be offered if appropriate.

Healthy Weight Management

Sponsor: NAVY NPS-PEOPLE SPT TEM 1LT

CAT A

a. All personnel will be able to monitor their body size and health risk level through Body Composition Measurements (BCM) taken by Physical Training staff.

b. All personnel will have access through a variety of media to education, advice and guidance on maintaining a healthy weight.

Sexual Health

Sponsor: NAVY NPS-PEOPLE SPT TEM 1LT

CAT A

a. Access to information on contraception and contraceptive services will be made available to all personnel.

b. Access to information about the prevention of sexually transmitted diseases (including HIV) will be made available to all personnel.

c. All female personnel aged 25 and over will be invited for cervical screening in accordance with the National Cervical Screening Programme.

d. All personnel under the age of 25 will routinely be offered an annual Chlamydia test.

SECTION 11

HEALTH AND SAFETY

Sponsor: NAVY SSM-CESO HS POL SO1C

CAT A

a. To ensure, so far as is reasonably practicable, the health, safety and welfare at work of all personnel by:

(1) Compliance with the Health and Safety at Work Act 1974 and associated legislation, MOD policy (**JSP 815** and **JSP 375**) and the Navy Command Health and Safety Management System (**BR 9147**). There may be occasions when activities in the Navy Command are not covered by Health and Safety legislation, in which case the health and safety of Navy personnel will be ensured by adherence with MOD policy and **BR 9147** which optimise the balance between risks and benefits.

(2) The provision of a healthy and safe working environment.

(3) Arrangements for ensuring safety and minimisation of risks to health in connection with the use, handling, storage and transport of potentially dangerous articles and substances including the provision of all personal protective clothing and equipment as necessary.

(4) The provision of information, instruction, training and supervision to ensure personnel are aware of the need for health and safety at work and thereby enable them to comply with statutory legislation, MOD policy and **BR 9147**.

b. Health and Safety applies to all members of the Reserve Forces when serving in a MoD environment.

SECTION 12

LEAVE (ABSENCE)

see Chapter 26

Sponsor: NAVY PEOPLE-PSP EMP POL-SO1

CAT A

a. To ensure personnel take the minimum 28 days of annual paid leave, in accordance with the Working Time Directive, each year with timing subject to operational requirements.

b. To provide for personnel to take their Individual Leave Allowance (ILA), as defined in JSP 760, within the leave year that the allowance accrues. Or, exceptionally, where for Service reasons this is not possible, to provide for outstanding leave to be carried forward to the following leave year.

c. To provide personnel with a full explanation of the reasons when, for Service reasons, it is necessary to postpone or stop leave or to recall personnel already on leave.

CAT A - Reserve Forces

a. Unless otherwise stated Reserve Forces personnel are eligible for the same allocation and types of absence as Regular personnel subject to the type of Reserve service being undertaken.

b. MR (ADC) personnel are entitled to leave on a pro-rata basis in accordance with **JSP 760 Chapter 1**.

c. Mobilised MR personnel who are deployed on qualifying Operations will be entitled to Post Operational Leave (POL) on a pro-rata basis in accordance with **JSP 760 Chapter 11.**

d. MR personnel are to take leave within the period of their commitment.

CAT B

a. There should be two main periods in the year for taking annual leave, in the Summer and at Christmas. Other long leave is to be granted as convenient.

b. On Shore Service, a day's Authorised Absence (AA) may be awarded subsequent to a weekend duty. Any non-watch-keeper who is required to keep duty on a Saturday or Sunday or both days may receive one day's AA in lieu to be taken in the week following the duty. This is subject to CO's discretion and does not include duty on call when not called in.

c. On joining a dedicated watch-keeping post (including 3WC vessels or being nominated for shift duties), individuals should be clear of outstanding leave as the opportunity to reduce any balance is restricted due to the stand-down periods determined by local management. Any outstanding balance should be preserved until the end of such an assignment ensuring it is taken prior to the individual's next assignment.

d. Every effort is to be made to ensure personnel take leave prior to and after operational deployments to ensure high leave balances do not accrue.

SECTION 13

LIFELONG LEARNING

Individuals

Sponsor: NAVY TRG HQ-EL3 SO2

This section applies to all regular members of the Royal Navy, all Reserve Forces serving on FTRS (Full, Limited and Home) and RNR/RMR mobilised personnel - depending on their length of service and their particular eligibility criteria. Certain parts apply to non-full-time Reserve personnel i.e. FTRS (ADC), RNR and RMR personnel and are highlighted where applicable below.

CAT A

a. To provide Royal Navy personnel with the opportunity to access a Royal Navy Education Centre (Education Centre, Waterfront Training Centre and e-Learning Centre) and facilitate the use of its full range of activities.

b. To provide all Royal Navy personnel with access to a trained Education and Resettlement Officer who can provide impartial information, guidance and advice, on learning and resettlement opportunities.

c. To provide opportunities, including all Reserve Forces, to access on-line learning in all Royal Navy Education Centres, including qualifications such as ITQ.

d. To provide a refund of 80% of the fees normally approved for small scale learning activities up to the maximum level specified, via the Standard Learning Credit (SLC). The detailed eligibility criteria can be found in JSP 898, Part 4, Chapter 4.

e. To provide access for eligible Royal Navy personnel to enhanced sums of money for approved personal development courses sitting at Level 3 (or higher) on the Qualifications Credit Framework, via the Enhanced Learning Credit (ELC) Scheme. The detailed eligibility criteria can be found in JSP 898, Part 4, Chapter 3.

f. To provide support to personnel deemed to have Specific Learning Difficulties (SpLDs) in accordance with JSP 898, Part 4, Chapter 6 and BRd 3(1), Chapter 96 in order to maximise their learning, training and productive service.

g. To provide all Royal Navy personnel, including Reserve Forces, with a Personal Development Record (PDR) and access to a trained Personal Development Adviser, to enable them to record, review and plan their development.

h. To provide all Royal Navy personnel, including Reserve Forces, serving at sea with the opportunity to discuss their personal development with a Naval Education and Training Service (Operations) Officer at least once in a two-year appointment or draft.

i. To partially/fully accredit training to the highest level of recognition in accordance with Defence Policy for Accreditation[12]. To allow Service personnel to gain through-career qualifications for:

(1) Legislated training (eg. Health and Safety related qualifications).

(2) Trade and Branch skills.

(3) Generic Leadership and Management skills.

j. To provide all new entrants (ratings/ORs) to the Royal Navy with the opportunity to gain an Apprenticeship to the level appropriate to their branch/specialisation or trade within Phase 1 and Phase 2 Training.

k. To provide all eligible Naval College Entry and non-graduate Direct Entry Royal Marines with the opportunity to gain a fully funded Foundation Degree and subsequently to provide a funded route to an Honours degree.

l. To provide a recreational and reference library, ashore and afloat.

m. To provide access to language learning aids in support of individual language training, including Reserve Forces.

CAT B

a. To provide the opportunity for Royal Navy personnel to attend education classes (eg. GCSE, Functional Skills, Vocational Qualifications) in Royal Navy Education Centres (detailed in BRd 3(1), Part 9, Chapter 96). FTRS (ADC) and RNR/RMR Volunteer personnel may access classes only; personal study is to be within their own time.

b. To provide the opportunity for Royal Navy personnel to receive support for Education For Promotion (EFP) requirements, Mathematics and English GCSE in front-line units.

c. To provide the opportunity for Royal Navy personnel to attend elective civilian courses. The provision of this study time will be subject to the effect on OC of the officer's unit as determined by their Commanding Officer.

d. To provide the opportunity to register for study with a Higher Education institution. This includes the eligibility to attend five working days on residential study time as Service duty, if a student is registered for two courses they may attend a further five days, but this will be taken from the student's leave entitlement.

[12] JSP 898, Part 4, Chapter 5.

e. To provide any non-graduate officer, undertaking study on the In Service Degree scheme, the opportunity to take up to six weeks study time in any one academic year. This time will cover: private study, research, summer school attendance, examinations and civilian attachment and should be demonstrably related to some such specific activity. The provision of this study time will be subject to the effect on OC of the officer's unit as determined by their Commanding Officer.

Family Education

Sponsor: NAVY TRG HQ-EL3 SO2 & NAVY PERS-PPA SO1

CAT A

a. To provide the children of Royal Navy personnel when serving overseas on an accompanied posting, with an education of a type and standard comparable with that available in England and Wales, through provision of a Service Children's School or access to apply for an education grant. Continuity of Education Allowances (CEA) may also be available for those entitled (**JSP 752 Chapter 14**).

b. The payment of Continuity of Education Allowance (Board) (CEA (Board)) or CEA (Day) to entitled personnel to assist Service parents to achieve continuity of education for their children. Members of the Reserve Forces are not eligible for CEA.

c. To provide access to Special Educational Needs Addition (SENA) to entitled Royal Navy parents of children with Special Educational Needs (SEN). SENA assists with the costs of additional tuition that those children might require, based upon their certification of SEN as issued by the Children's Education Advisory Service (CEAS) or a Statement of SEN issued by a Local Authority.

d. To provide advice on all aspects of Service children's education via the CEAS, based in Upavon (Tel: 01980 618244; Mil: 94344 8244 or by e-mail enquiries@ceas.detsa.co.uk).

CAT B

a. Access to Education and Lifelong Learning advice and Education Resources, including but not limited to Ships' Library, e-LC and internet, including families of Reserve Forces.

b. Access to Functional Skills and GCSE education through spare capacity in Royal Navy Education Centres iaw BRd 3, Chapter 96, including families of Reserve Forces.

SECTION 14

PASTORAL AND SPIRITUAL CARE

See Chapter 31

Sponsor: NCHQ Deputy Chaplain of the Fleet

CAT A

a. To ensure that all personnel are free to practise their faith and worship within any reasonable constraints imposed by the demands of the Service.

b. To ensure access to a Naval Chaplain, whenever practicable, to provide both faith-specific support and general pastoral support to all Service personnel, their dependants, and the Divisional/Regimental System.

c. To provide access to a Civilian Chaplain to the Military (CCM) for appropriate ‘faith-specific’ support for personnel from World Faiths.

d. To guarantee confidentiality for all personnel who approach a Chaplain for counselling or advice in accordance with tri-Service policy.

e. To maintain, through the three Naval Base Chaplaincies, the availability of a Naval Chaplain at one hour’s notice to respond in person or by phone, 24 hours a day, 365 days a year. This applies to Reserve Forces personnel but the availability of a Naval Chaplain at one hour’s notice will initially be by phone.

SECTION 15

PAY AND ALLOWANCES

See Chapter 27

Sponsor: NAVY PEOPLE-REM SO2

CAT A

NAVY REM undertakes to:

a. Provide advice to the Centre on Naval Pay and Allowances (including additional pay and allowances and annual Reserve Bounties) in a timely and accurate manner.

b. To provide advice and guidance to the Service on Pay and Allowance policy and its interpretation in a timely and accurate manner.

c. To update and communicate significant changes in Pay and Allowance policy affecting the Royal Navy.

Notes:

*1. **JSP 752** is a publication which details the regulations for payment of military expenses and allowance. It is designed to be used by staff responsible for expense and allowance policy. The JSP contains the policy, direction and guidance on the processes involved and best practice to apply. The JSP is reviewed at least bi-annually.*

*2. **JSP 754** is a publication which details the regulations for payment of the military salary, Recruitment & Retention Payment (RRP), additional emoluments and food charges. It is designed to be used by staff responsible for pay policy. The JSP is reviewed at least bi-annually.*

SECTION 16

PENSIONS

See Chapter 27

Sponsor: NAVY PEOPLE-REM SO2

CAT A

NAVY REM undertakes to provide:

a. Advice to the Centre on pension policy affecting the Royal Navy within a timely and accurate manner.

b. To provide advice to the Royal Navy on the interpretation and application of regulations governing AFPS 75, AFPS 05 and AFPS 15.

c. To update and communicate significant changes in Pension policy affecting the Service.

SECTION 17

PERSONAL HEALTH

See Chapter 28

Service Health Care

Sponsor: NAVY MED-DACOS HEALTH HNNS

CAT A

To ensure and regulate provision, at no cost to individual Service Personnel, a balanced and cost-effective medical service which provides for:

a. Primary Healthcare (General Practice, Occupational Health, Rehabilitation, and Mental Health) delivered on all Shore establishments by Defence Primary Health Care (DPHC), and by Fleet on all Afloat Platforms to a standard at least as good as relevant UK civilian best practice.

b. Access to timely Secondary Healthcare in the UK at least equivalent to that provided by the National Health Service, to standards as laid down by current Surgeon General Policy and Standards documents for the Defence Medical Services (DMS).

Service Dental Care

Sponsor: NAVY PERS-CM OF MED DENTSO1

CAT A

To ensure and regulate provision by Dental Services under the command of DPHC, at no cost to individual Service Personnel, dental treatment in accordance with the Surgeon General's Policy and Standards document, and to a level at least equivalent to the National Health Service. This will include:

a. An initial and subsequent periodic dental inspections and treatment in accordance with policy.

b. Appropriate emergency dental care, dependent on facilities and location.

c. A referral service for appropriate advanced and specialist treatment.

CAT B

To ensure the waiting time for routine appointments will not be greater than five weeks.

Health Care - Reserve Forces

Sponsor: FLEET-ME NAVY MED-DACOS MED OP CAP

CAT A

To provide medical and dental treatment for the Maritime Reserves in accordance with BR 1991 Annex 17A - Matrix of entitlement to medical and dental treatment.

Family Healthcare

Sponsor: NAVY MED-DACOS HEALTH HNNS

CAT A

To ensure and regulate provision by DPHC access to healthcare, at MOD expense, for families, when serving overseas on an accompanied posting, of a type and standard broadly comparable with that provided by the NHS in the UK. Dental care is charged at NHS banded rates. The MOD will ensure repatriation of dependants in need of specialist or emergency care that cannot be provided abroad.

SECTION 18

RESETTLEMENT

Sponsor: NAVY TRG HQ-EL3 SO2

The Transition to Civilian Life

JSP 534 - The Tri-Service Resettlement Manual sets out the resettlement entitlement for all Service personnel including Reserve Forces[13].

CAT A

a. To assist all Royal Navy personnel in making a successful transition to civilian life by:

(1) Providing the opportunity for all personnel to obtain resettlement advice and information at any stage of their career.

(2) Providing personnel with access to resettlement provision through 1st, 2nd and 3rd Line resettlement advisers.

(3) Providing resettlement assistance on a graduated basis, both in terms of provision and time available, according to length of service.

(4) Providing the opportunity for entitled personnel, exceptionally, to apply to defer discharge, commensurate with any unused period of Graduated Resettlement Time (GRT), for resettlement purposes and where this is not appropriate to exceptionally apply for post discharge resettlement.

(5) Refunding a portion of the fees incurred on approved courses up to the maximum level specified.

(6) All entitled personnel leaving the Service to take terminal leave on the basis of one day for each completed month of service subject to a minimum of five working days and a maximum of 20 working days.

b. Providing the opportunity for eligible personnel to take time from normal place of duty to attend resettlement activities (consultancy sessions, finance and housing briefings, Career Transition Workshops, modular workshops, seminars, internal and external training courses, work attachments, and individual resettlement preparation) subject to certain criteria being met, on a can-be-spared basis.

c. Service Leavers with four or more years' service and who have membership of the Armed Forces Enhanced Learning Credit Scheme will have the opportunity to achieve their first full Level 3 qualification (A level or vocational equivalent) or a first foundation or first undergraduate degree free from tuition fees iaw JSP 898, Part 4.

[13] JSP 575 covers Early Service Leavers

CAT B

a. All RN and RNR personnel who complete a minimum of 12 years by their final day in service receive the following valediction upon retirement:

(1) Commanders and below. A Certificate of Valediction signed by 2SL.

(2) Ratings. A Certificate of Valediction signed by 2SL (Valediction will not be produced for personnel required to leave the Service for disciplinary reasons).

b. Additionally, any rating, regardless of the time served, who has made an outstanding and significant contribution to the Royal Navy during their tenure in the Service, may receive a CO's Valedictory Letter.

c. RMORs may receive a Valedictory Certificate and Testimonial.

SECTION 19

SPECIALIST WELFARE

See Chapter 24

Sponsor: NAVY NPS-PEOPLESPT RNRMW ASW O1

CAT A

To provide comprehensive information, advice and support services to Royal Navy and Royal Marines personnel and their families, and mobilised reservists including FTRS, by:

a. The provision of the Royal Navy Family and People Support (RN FPS) employing serving and civilian staff who are qualified and trained.

b. RN FPS provides confidential advice, assessment, support and/or practical help within the following timescale:

(1) Priority requests for investigation or assistance will be responded to within 24 hours.

(2) Routine requests will be responded to within three working days.

c. The provision of the RN FPS Information Support Service.

d. The promotion of community development amongst Naval personnel, their immediate families and extended families, wherever they live, so as to reinforce their ability to withstand the stresses of Service life, particularly arising from operations.

e. The RN FPS Portal can be used for all enquiries relating to personal or family issues, community development and welfare/information service, however, staff at the RN FPS Hub/Satellite offices are available for face-to-face discussions where necessary.

(1) The contact details for the RN FPS Portal are:

Tel: (Mil): 9380 28777 (Civ): +44 (0)23 9272 8777
E-mail: navypers-welfare@mod.uk

(2) The RN FPS Portal will operate during office hours 0800-1630 Mon–Thurs, 0830–1600 Fri. Outside of these hours, contact may be made with the Officer of the Watch, details below, who may direct callers to the Out-of-Hours service for emergency provision.

(3) Scotland Area - 01436 674321 Ext 4005

Eastern Area - 02392 726159
Western Area - 01752 555220
RM Stonehouse - 01752 836395
Central Area - 01935 455444

f. The provision of Forces Line which is available Mon-Fri 0900-1730. Tel: 0800 731 4880.

SECTION 20

THE ROYAL NAVY DIVISIONAL AND ROYAL MARINES REGIMENTAL SYSTEMS

See Chapter 21

Royal Navy Divisional System

Sponsor: NAVY PEOPLE-TRG-HQ N9 EXEC SO1

CAT A

a. To promote career development, high motivation and morale by maintaining the Divisional System and providing for every rating and officer (see Note 1):

(1) Regular access to a nominated and formally trained Divisional Officer (DO) for advice on Service, career and private matters (see Note 2).

(2) Allocation to a Division consisting of no more than 15 including Divisional Senior Rate(s) if in the same reporting chain. Leading Hands should be included in the Divisional management chain (see Note 3 for exceptions).

(3) Divisional meetings to be held at least three times a year. Minutes from Divisional Meetings are to be forwarded to parent Flotilla Staff and a summary sent to Fleet FXO; Para 2124 Refers.

(4) On changing DOs, within units or when reassigned, a ‘Hot Handover’ must be conducted between respective DOs; Para 2151 refers.

b. All personnel involved in the management of the Divisional System are to be properly trained and fully conversant with Chapter 20. DOs must have completed the Divisional Officers' Course (DOC) no longer than six months before, and not after, assuming responsibility for their first Division.

c. Contact is to be maintained by DOs or nominated SM 5th watch officers or SRs with personnel detached, for whatever reason, from their unit, (recommended at least once every 14 days), until the individual either returns to the unit or is re-assigned. If Ships Staff or Landed Officers/SRs are not available (Leave/Courses etc.) then this responsibility vests with the parent Flotilla Staff.

Notes:

1. Whilst the RN Divisional System is mandated for the management and care of ratings, it is implicit in the term 'Command' that the same standards are expected and are applied to all subordinates (irrespective of their rank).

2. Increasingly, RN personnel are deployed as Individual Augmentees (IAs) to Land Theatres and in an operational environment they also require access to single Service information and admin support. A theatre RN Divisional structure with a Senior Divisional Officer and Divisional Leaders is to be established for all IAs to supplement, but not supersede existing J1 organisations and personnel support.

3. The number of ratings in a Division may exceed this figure in those billets where Divisional Officer duties are the prime task, such as in New Entry Training Establishments and Recovery Cells. In all cases, the correct level of divisional care is to be afforded at all times.

4. Spouses, Partners or personnel in long term relationships or former relationships should not act as Divisional Officers, Divisional Senior Rates or Reporting Officers for each other.

CAT B

As a guiding principle, Divisional Senior Ratings (First Reporting Officers) should have divisional responsibility for no more than 14 ratings. Subject to unit composition, the unit Divisional System should be designed around this principle. Exceptions to this principle should be reported to the unit's parent Flotilla Staff.

Royal Marines Regimental System

Sponsor: NAVY PEOPLE-TRG-HQ N9 EXEC SO1

CAT A

To promote career development, high motivation and morale by maintaining the Regimental System and providing for every individual on joining their unit:

a. To be allocated to a Troop, Company or Department.

b. To have regular access to their Troop/Company Commander or Head of Department for advice on Service, career and private matters.

Reserve Forces

Sponsor: NAVY PEOPLE-TRG-HQ N9 EXEC SO1

CAT A - Reserve Forces

The RN Divisional and RM Regimental systems apply to all members of the Reserve Forces.

SECTION 21

TRAVEL

Duty Travel

Sponsor: NAVY PEOPLE-REM SO2

CAT A

a. All personnel required, and authorised, to travel on duty may do so at public expense by the most economical means available (**JSP 752 Chapter 6 Section 7**).

b. **Class of Travel.** For all personnel authorised to travel on duty by rail or ferry, the class to which they are entitled by rank or rate is detailed in **JSP 800 Volume 2**. All personnel authorised to travel on duty by air should travel at the class to which they are eligible by rank or rate, except where the length of the journey is also a factor in determining class of travel. However, travel by MOD Charter or on NATO duty will be at economy class (**JSP 800 Volume 2)**.

c. The payment of Subsistence Expenses, and where appropriate, the provision of accommodation via American Express (GBT) Booked Accommodation to reimburse actual allowable accommodation and food costs necessarily purchased when travelling on duty or detached duty, within MOD limits (**JSP 752 Chapter 5 Section 1)**.

d. Travel allowances apply to Reserve Forces personnel provided they meet the criteria detailed in **JSP 752 Chapter 6 Section 7**.

Leave Travel

Sponsor: NAVY PEOPLE-REM SO2

a. For all eligible personnel serving in the United Kingdom or in HM Ships based in the United Kingdom to be granted appropriate 'Get You Home' (GYH) leave travel assistance in accordance with the current regulations (**JSP 752 Chapter 7**).

b. For entitled personnel to transfer a specified number of their GYH (Seagoers) and GYH (Early Years) warrant entitlement to their family (**JSP 752 Chapter 7 Section 1**).

c. For entitled personnel to exchange either 5 or 10 GYH(Seagoers) warrants for one return journey to their country of domicile (**JSP 752 Chapter 7 Section 2**).

d. For entitled personnel serving on a permanent assignment overseas to be granted GYH (Overseas) journeys (**JSP 752 Chapter 9 Section 11**).

e. For entitled unaccompanied personnel serving on a permanent assignment overseas in a nominated country and has a Qualifying Residence in the UK to be granted Get You Home (European Commuting Allowance) journeys (**JSP 752 Chapter 7 Section 6**).

Additional Entitlements

Sponsor: NAVY PEOPLE-REM SO2

a. For entitled personnel in Personal Status Categories 1 or 2 to receive a specified entitlement to School Children's Visits to enable eligible children of personnel in receipt of CEA to visit them at their place of duty, subject to a personal contribution (**JSP 752 Chapter 10 Section 2).**

b. For personnel serving in a ship displaced from their UK Base Port to another port in the UK, members of the Ship's Company will be eligible to receive one additional GYH (Seagoers) warrant for each period of 36 consecutive days (**JSP 752 Chapter 7 Section 2**).

c. For entitled personnel granted specified leave and serving on the permanent strength of a resident unit in Northern Ireland to be granted a specified number of Northern Ireland Journey travel entitlements (**JSP 752 Chapter 8 Section 1**).

d. For entitled personnel and their immediate family serving on a permanent assignment overseas who qualify for a specified number of Respite Provision days to contribute towards travel and accommodation costs in order to achieve overnight respite from their duty station (**JSP 752 Chapter 9 Section 5**).

SECTION 22

UNIFORM AND SPECIALIST CLOTHING

See BRd 3(1) Part 6

Sponsor: NAVY LOG INFRA-OPS SC POL SO1

CAT A

a. To provide uniform, specialist and protective clothing through a Joint Business Agreement with the Defence Clothing IPT (DC IPT), to enable personnel to comply with standards of dress and scales of entitlement set in **BRd 3(1) Part 6** (Royal Navy Uniform Regulations) and to provide them with clothing appropriate to the environment in which they are serving by:

(1) A gratuitous issue of:

(a) Initial uniform outfits and accessories.

(b) Ratings/ORs badges on advancement/promotion.

(c) Tropical clothing to personnel on their first qualifying overseas draft/appointment.

(d) Cap ribbons to personnel in Class 2 Uniform on joining a new unit.

(e) Maternity uniform on the first occasion of need.

(f) Specialist clothing on personal or individual loan.

(2) For Ratings/RMORs, free replacement of compulsory items on a fair wear and tear basis.

(3) The sale of Uniform Clothing to officers (**JSP 886 Vol 6 Part 5 Section 3 Annex A Para 37**).

b. To sponsor, through the DC IPT, or as appropriate, by authorised local unit arrangements, contracts to provide at public expense:

(1) **Tailored Uniform to:**

(a) Personnel promoted into the Senior Rating structure (No 1 Suit only).

(b) RN and RM officers on entry.

(c) All Senior Rates/NCOs and Junior Rates/ RMORs when replacement is required.

(d) New Entrants to HMS RALEIGH and CTCRM Lympstone (including RM Musicians/Buglers).

(2) **For Ratings/RMORs:**

(a) The repair of parade boots and Service court shoes (**JSP 886 Vol 6 Part 5 Section 3 Annex A).**

(b) The necessary alteration of uniforms.

(c) The sewing on of badges and medal ribbons.

(3) For embarked personnel and personnel serving in certain posts ashore the laundering, at the required frequency, of all specified clothing for officers and ratings (within the terms set out in **JSP 886 Vol 6 Part 5 Section 5 Annex C**).

(4) The provision of clothing to personnel outside of the standard size range.

c. The provision of Officers' Uniform Income Tax Relief to assist officers in the maintenance of uniform clothing.

d. The provision of a cash grant to RN and RM Officers/WO1s to enable:

(1) The purchase of some items of initial uniform outfit by RM officers in accordance with **BRd 3(1) Part 6**.

(2) The lacing of uniform suits on promotion or reversion from an acting higher rank.

(3) The tailoring and fitting of Aiguillettes and Royal Cyphers for entitled personnel.

(4) The purchase of certain items of temperate and tropical clothing as scaled in **BRd 3(1) Part 6**.

(5) The replacement of clerical vestments necessarily used in the conduct of Divine Service and for which an initial cash grant was not made.

(6) RM personnel promoted to WO1 to purchase uniform clothing not available from service sources (see Annex 40C).

e. Payment of an allowance when civilian clothes are required to be worn on duty by ratings and RMORs (**JSP 752 Chapter 8 Sections 2 and 3**) and a one-off grant to contribute towards the costs incurred by female ratings who are required to purchase items of clothing that are not issued to them at public expense (**JSP 752 Chapter 8 Section 2**).

f. The development and maintenance of ranges and stocks of uniform and specialist clothing and equipment.

g. To identify additional items required to meet a new capability or major enhancement, for introduction through the Acquisition Cycle.

h. Maritime Reserves – Uniform and Specialist Clothing standards apply to all Maritime Reserves subject to **BRd 3(1) Part 6** regulations.

CHAPTER 23

SERVICE COMPLAINTS

(Sponsor: NAVY PEOPLE-SCL SC LAW SO1)

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CHAPTER 23

SERVICE COMPLAINTS

SECTION 1

SERVICE COMPLAINTS

References:

A. JSP 831 Redress of Individual Grievance: Service Complaints
B. JSP 763 Behaviours and Informal Complaints Resolution
C. Armed Forces Act 2006 (AFA 06)

2301. General Matters

a. **Policy.** It is the statutory right of all Service Personnel to make a formal Service Complaint (SC) if they feel wronged in a matter relating to the Service. The Royal Navy's Service Complaints Policy complies with JSP 831 and this chapter contains supplementary guidance for the submission and administration of Service Complaints for officers, rating and other ranks. Personnel who submit a Service Complaint, or are required to assist a Complainant or investigate, staff or decide a Service Complaint are to make themselves aware of the References above and the contents of this chapter and follow the direction and guidance contained within. All communication will be confidential and direct to the participants and/or their Assisting Officer as required.[1]

b. **Flow Diagram.** Annex 23A provides a flow diagram of the SC management process. It is designed to supplement, not substitute, the SC policy in JSP 831 and JSP 763.

c. **Definitions.** The person who decides the admissibility of a Service Complaint is the Specified Officer (SO). The person(s) who decides the merits of a Service Complaint is the Decision Body (DB). A glossary of terms common to Service Complaints is within JSP 831, Part 1 at Annex A.

d. **Records.** All admitted Service Complaints are to be recorded on the Case Management System (CMS) by the Central Admissibility Team (CAT) within Service Complaints and Litigation (SC&L)

e. **Time Limits for Resolution.** The MOD and the SCOAF require 90% of all Service Complaints to be completed within 24 weeks, irrespective of whether they have been finally resolved at the Decision Body or Appeal Body stage.

f. **Alternative Resolution.** Where possible there are opportunities to resolve Service Complaints without completing the formal SC process. This might include use of mediation or a Special-to-Type (STT) complaints process.

[1] It is the responsibility of all involved in the process to ensure complaints are handled confidentially, fairly, promptly and correctly.

g. **Mediation.** This is a confidential process that provides a facilitated environment for parties to resolve their differences. It can be considered at any stage of the process and will ordinarily be undertaken by the Complaints Investigation and Mediation Team (CIMT), or a trained mediator from within or external to the Service.

h. **Informal Complaints.** The term 'informal complaint' is used to cover all complaints which are non-statutory. An informal complaint may become a Service Complaint if it is submitted in accordance with JSP 831 and deemed admissible by the SO.

i. **Combinations.** Individuals are not to act together in bringing a Service Complaint or informal complaint, either by the appointment of committees or in any other manner. Each individual must make their own Service Complaint or informal complaint.

j. **Civilians.** Grievances by civilian personnel, including those against Service personnel, are not governed by Armed Forces Act and therefore the procedures set out in this chapter and JSP 831 do not extend to them. Civilians are capable of being a Respondent to a Service Complaint but may elect not to engage.

k. **Malicious or Vexatious Complaints.** Disciplinary or administrative action may be taken against a person who makes a Service Complaint or informal complaint which is knowingly false, disrespectful, insubordinate or subversive of discipline. But no one is to be victimised for simply submitting a Service Complaint or expressing a wish to do so.

2302. Time Limits and Delay

a. **Time Limits.** A Complaint must normally be submitted within three months[2] of the 'relevant day' to be ruled admissible. The 'relevant day' is the day on which the wrong occurred, or if it occurred over a period of time the last day on which it occurred. Where a Complaint concerns a course of conduct by the same Respondent, the most recent incident complained of is used as the 'relevant day'. Where an STT[3] process exists that is yet to be exhausted, the 'relevant day' is the day the final outcome of the STT was notified to the Complainant.

[2] Some Complaints will have longer time limits. For example, complaints of discrimination pursued under the Equality Act 2010 on the basis of a 'protected characteristic' attract a six-month time limit under the Act. In addition, complaints regarding Equal Pay will have a time limit of 9 months for submission.
[3] Special-To-Type complaint processes include complaints about pay and allowances, healthcare and housing (this list is not exhaustive) and are to be exhausted prior to using the formal Service Complaints process. For more information about the STT complaints processes, please refer to JSP 831, Part 1 Chapter 2 para 2.7 and Part 2, Chapter 2 para 2.6.

b. **Just and Equitable Delay.** Where a Service Complaint is submitted 'out of time', the SO may still admit the case if they deem it 'just and equitable' to do so. Allowing a complaint that is out of time for Just and Equitable reasons is the exception rather than the rule. A Complainant will be asked to provide reasons for delay; these reasons may be different for each Head of Complaint. In addition to the reason given, additional factors may be considered, such as: (i) how far outside the time limit was the Complaint; (ii) whether it is possible to conduct a fair and reliable investigation; (iii) could the Complainant have used a quicker method to submit the Complaint; (iv) if the Complainant was able to work during the time of delay; and (v) was the Complainant able to access information within the time limit when raising their Complaint. If a Complaint is 'out of time' it is essential that any reasons for late submission are clearly set out in the Annex F at Section 6. In all cases, the SO should be given reasons from the Complainant as to why they have submitted the Complaint out of time before making a determination on admissibility.

2303. Processing a Service Complaint

a. **Submission**. All Service Complaints from Royal Navy personnel must be submitted by the Complainant directly to NAVY PEOPLE-SCL SUBMIT COMPLAINT (MULTIUSER) NAVYPEOPLE-SCLSUBMITCOMPLAINT@mod.gov.uk., normally using an Annex F form[4]. In the alternative complaints can also be submitted via the My Complaints App which is accessed via SCIO. It will be acknowledged directly by the CAT on behalf of the SO who will then decide upon the Complaint's admissibility under the Armed Forces Act 2006 and secondary legislation.

b. **Heads of Complaint.** The CAT will draft Heads of Complaint (HOCs), which summarise how the Complainant believes they have been wronged and by whom, for consideration by the SO. To do so, the CAT may seek a clarification interview with the Complainant to ensure the Complaint is correctly understood. The CAT may delegate conduct of the clarification interview to another body such as the Complainant's CO. In such cases the Complaints Advice Form (CAF) at Annex 23 B may be used. The CAT may also suggest the Complainant and Respondent engages with mediation or another form or Alternative Resolution.

c. **Admissibility Decision.** The SO must consider whether each HOC meets all the criteria to be admissible as a formal Service Complaint. The criteria for this decision are contained within JSP 831, Part 1, Chap 2. The SO may deem each HOC admissible or inadmissible. The SO may also 'Stay' a Complaint until the Complainant has exhausted a relevant STT process (see footnote 3 above). The SO will write to the Complainant, Respondent(s) and any likely Potentially Affected Person (PAP)[5] advising them of their decision for each HOC and the reasons. The SO will also write to the Commanding Officer of the complainant (see para e. below).

[4] A statement of complaint can be submitted in any written format, provided it is signed and dated. However, the Annex F provides a 'check list' which ensures that all necessary information is recorded and provided to the SO.
[5] PAPs are those persons not named as Respondents within the Annex F, but whose conduct may be criticised by the Decision Body when deciding the complaint.

d. **Admissibility Decision (Appeal).** Where the SO determines that a Complaint is wholly or partially inadmissible, the Complainant will be advised that if they wish to appeal against the decision, they must refer the matter to the SCOAF within 4 weeks.

e. **Notification.** The SO may write to the Complainant's CO to ensure that the Complainant is given the support required from their Chain of Command or in order to assist with the disposal of the Complaint. Similarly, notification may be sent to the Respondent any Potentially Affected Person's Chain of Command. The notification letter will routinely include only the HOCs, however the full Annex F may be enclosed with the letter when there is a requirement for more information to be shared. The Chain of Command may also be notified should a Complainant not engage with the admissibility process in a timely manner.

f. **Appointment of Decision Body (DB)**[6]**.** The letter of appointment provided to the DB by the Royal Navy's Complaints Secretariat will specify that the DB is to investigate and decide the Complaint. Copies of this appointment letter will be provided to the Complainant and Respondent(s). Care will be exercised in determining who should be appointed to DBs balancing rank and experience versus the potential delay from having too small a cadre of persons who can be appointed DBs.

g. **Investigation.** Investigations may be conducted by an Investigating Officer (IO) or a Harassment Investigation Officer (HIO). The investigation must be objective and fair, addressing all admissible issues raised in the SC. All IOs and HIOs act on behalf of the DB and in accordance with their Terms of Reference. Where it is judged necessary to access medical-in-confidence information to deal with a Service Complaint, the individual's signed consent must always be obtained first before any request is made to medical authorities.

h. **Disclosure.** Once an investigation is complete, all documentation that the DB will consider to reach a decision (redacted where appropriate) must be disclosed to the Complainant, Respondents and PAPs. They must be informed that they may comment on the disclosure and that their comments will be put before the DB for consideration. Comments are normally required within 10 working days; however, a longer period may be appropriate for complex Complaints or where significant documentation is provided. The disclosure period, plus reasons for any extensions beyond 10 days must be noted on CMS. Privileged and protected information is not to be disclosed or paraphrased, except when advised to do so by the relevant legal adviser. Legal advice is not disclosed as part of the disclosure process since it is privileged information.

[6] The default position will be single person DBs, unless the circumstances of the SC require a panel of persons.

i. **Decision.** Upon receipt of the completed investigation from the IO/HIO, the DB is to ensure that all necessary lines of enquiry have been investigated and there is sufficient evidence for a decision to be made. If more evidence is required, the DB is to ensure that it is obtained in good time. The DB must decide, on the balance of probabilities, whether the SC (or each individual HOCs) is upheld or, alternatively, not upheld. In some instances, the DB may conclude that elements of the SC cannot be ruled upon, however, an overall decision to either fully or partially uphold or not uphold the SC must be made. The decision letter should address each element of the Complaint and identify the evidence relied upon as well as any comments provided in response to disclosure.

j. **Decision (Appeal).** The decision of the DB may be referred for appeal by the Complainant if they are not content with the decision by writing to the Royal Navy's Complaints Secretariat using e-mail address: NAVY PEOPLE-SCL APPEALS (Multiuser) (navypeople-sclappeals@mod.gov.uk) within 2 weeks of the DB's decision. The request for appeal must be signed and dated by the Complainant and must set out what aspects of the DB's decision they wish to appeal and the legal grounds upon which they consider an appeal to be valid. Guidance on the three valid grounds of appeal can be found in JSP 831 and from the DB's decision letter. The referral will be acknowledged by the Navy Service Complaints Secretariat and the SO will then consider whether the appeal is admissible. If the appeal is admitted, the Navy Service Complaints Secretariat will appoint an Appeal Body (AB) normally independent of the DB to consider the SC. If the appeal is not admitted, the Complainant may refer to the SCOAF for a review of this decision, the SO will also include advice on how to do this.

k. **The Defence Council.** When the Admiralty Board is acting on behalf of the Defence Council as a DB, the panel will normally consist of two or more members. The Admiralty Board may reserve certain cases for itself, e.g. an SC about a decision made by the Admiralty Board or a member of the Admiralty Board acting in that capacity. In this instance, the decision of the DB is final and there is no route for appeal within the internal Service Complaint system. A Complainant who is not content with a decision of the Defence Council may within 6 weeks refer the matter to the SCOAF for review.

l. **Financial and Non-Financial Redress.** Upon appointment, DBs (and Appeal Bodies) will be empowered to award appropriate non-financial redress where an SC is upheld. They will also be provided with a specific delegation by the Navy Service Complaints Secretariat for the award of financial redress, to be made using the latest version of the SCOAF Financial Remedy Guidelines.

m. **Administrative Action.** Following the determination of an SC, it may be necessary to consider administrative action. The most common example will be where an SC alleging bullying has been upheld and administrative action is considered against the Respondent(s). Such administrative action can only be taken or initiated by the unit which exercises command over the potential subject and that unit should seek advice before determining what, if any, administrative action to take. Further guidance is at Annex 23D.

n. **Legal Advice.** When an SC is allocated to a DB or AB by the Navy Service Complaints Secretariat, a legal adviser will be available. If the DB/AB requires legal advice at any stage in the investigation or deciding of the SC, they may refer to that legal adviser if required.

o. **Organisational Learning.** Where Service policy is the subject of a Complaint and is having an adverse impact on Operational Capability, this will be formally recorded using the Defence Lessons Management Information System (DLMIS). This will allow consideration to whether that Service policy has had an adverse effect upon the Moral Component of Operational Capability (MCOC). Personal data which may identify the Complainant, or any respondent will not be inputted into DLIMS. Recommendations referring to the conduct of a person or unit will be referred to the Conduct and Culture team.

2304. The Service Complaints Ombudsman for the Armed Forces (SCOAF)

Where an allegation of a wrong has been received directly by the Service Complaints Ombudsman for the Armed Forces (SCOAF), the SCOAF will refer the matter to the Navy Service Complaints Secretariat. The Service Complaints Ombudsman for the Armed Forces (SCOAF) has the power to investigate whether an individual's Complaint was handled correctly or whether there was undue delay in the process. The Ombudsman may also be able to investigate the substance of a Complaint when the Royal Navy's process has been completed. Full details of when the SCOAF can be asked to review a decision or investigate an SC and how to contact the SCOAF's office are in JSP 831 and online[7].

[7] www.scoaf.org.uk

SECTION 2

REASONABLE CHALLENGE

2305. Reasonable Challenge (formerly Representations)

a. The concept and purpose of Representations have been replaced by reasonable challenge, for which a guide is available on the intranet[8]. As a result the policy in relation to Representations will now adopt reasonable challenge as the appropriate method that a Royal Navy Service Person can raise an issue or suggestion that does not amount to a Complaint.

b. Representations did not alter, and so this section does not alter:

(1) The procedure by which Service Personnel may bring requests before Inspecting Officers at inspections in accordance with the custom of the Service.

(2) The custom by which any rating is allowed to request, through the Divisional Officer, to see the Commanding Officer with regard to matters of a private nature.

(3) The procedure by which local questions of welfare and amenities may be dealt with by the Welfare Committee.

2306. Guidance on Reasonable Challenge

a. The Iraq Inquiry (Chilcot) Report tells us that it's important to avoid 'groupthink' as we develop policy, and the best antidote to that is reasonable challenge. An environment in which challenge is expected and accepted is important. People should be receptive to reasonable challenge and assume that it is provided with the best of intentions, while those offering challenge should know how to do so effectively. Challenge isn't about proving someone right or wrong; rather it's about highlighting and exploring alternative options. These cultures and behaviours reflect a healthy organisation, and we have created the following guide to support their development.

b. For those **receiving challenge**, you should:

(1) Not take it personally – the challenge isn't about you; it's about the issue at hand.

(2) Make it known that you welcome reasonable challenge and create space in the way you run your business to receive it. Recognise that challenge might result in change.

(3) Seek real diversity of thought, not just shades of mainstream thinking.

[8]modgovuk.sharepoint.com/sites/IntranetHeadOffice/Documents/Forms/AllItems.aspx?id=%2Fsites%2FIntranetHeadOffice%2FDocuments%2F20170405-Reasonable Challenge the Guide-U%2Epdf&parent=%2Fsites%2FIntranetHeadOffice%2FDocuments

(4) Give staff the opportunity fully to articulate different views and give them credit for doing so. And remember that the person challenging shouldn't be expected to have a solution there and then.

(5) Demonstrate that you are giving serious thought to the challenge being offered – do not dismiss it out of hand and make sure people aren't just telling you what you want to hear.

(6) Respond respectfully – never belittle someone's view, and never (even after the event) sideline those offering it.

(7) If you do not accept the challenge, explain your reasoning, including supporting evidence when necessary.

(8) Encourage the use of evidence from beyond the immediate organisation, think tanks, academia and other sources.

(9) Support both junior colleagues and peers to raise a challenge with more senior colleagues.

c. For those **offering challenge**, you should:

(1) Make challenge with courtesy and politeness.

(2) Be prepared to explain the logic and reasoning behind your alternative view and provide evidence. Keep your challenge concise and relevant to the issue at hand.

(3) Think about the interpersonal dynamics. Keep it professional - it's the issue you're challenging, not the person. Be respectful to the approach from which you are differing.

(4) Choose your moment and your medium. A one-to-one discussion or a smaller team meeting may be more appropriate than a big meeting at which positions are being taken and decisions are expected; a gently probing conversation or email is better than a confrontational one.

(5) Raise issues in a timely manner. Don't leave your challenge too late in the process, when changing course could be too difficult.

(6) Accept if the eventual decision remains unchanged – a decision has to be taken once all reasonable challenge has been considered. Only in cases where regularity or propriety have not been observed should you need to turn to the Department's whistleblowing process.

SECTION 3

EMPLOYMENT TRIBUNALS

2307. Claims to Employment Tribunals

a. This Section is intended for general guidance only and individuals who wish to present an Employment Tribunal claim should consider obtaining their own advice before doing so (see Para 2309 below).

b. Royal Navy personnel have the statutory right to submit claims to Employment Tribunals (ETs) where allegations are made of discrimination because of the protected characteristics of gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Armed Forces are exempt from the legislation which prohibits discrimination in relation to age and disability and therefore Service personnel do not have the right of access to an ET for such matters. Discrimination may be either direct or indirect. Claims may also be made of harassment because of a protected characteristic, and victimisation. Royal Navy personnel also have the right of access to an ET in respect of claims alleging pay inequality and also claims under the Working Time Regulations 1998.

c. ETs do not have jurisdiction to hear other types of claims, including claims of unlawful deduction from wages, unfair dismissal (e.g. constructive dismissal) or wrongful dismissal (an action for breach of contract) from Royal Navy personnel. This is essentially because the Employment Rights Act 1996 does not apply to members of the Armed Forces and Service personnel are not employees governed by a contract of employment.

d. Legislation provides that an ET does not have jurisdiction to hear a claim made to it by a Service person unless it has first been submitted in the form of a Service Complaint (SC) under the appropriate internal redress procedures (see Armed Forces Act 2006 (AFA 06) and JSPs 831 and 763) and has not been withdrawn. Where an Application has been made to an ET, Navy People-SCL Litigation is to be kept informed of the progress of the SC.

2308. Time Limits

a. In recognition of the requirement for ET claims to be first submitted as an SC under the AFA 06 internal redress procedures, the statutory time limit for a Service person to refer their claim to an ET on eligible matters is 6 months from the date of the incident complained about or the latest date in a series of incidents giving rise to the claim, which is three months longer than for civilians. There is one exception to these time limits. Generally, where a claim is made alleging pay inequality, an application may be made to an ET at any time during the person’s service or within 9 months of leaving the Service, which is again, for the same reason, three months longer than the period permitted for an equivalent claim to be lodged by a civilian.

b. ET Claimants should note that ETs will normally refuse to accept a claim if it is submitted outside the appropriate time limit. Responsibility for complying with the time limit lies entirely with the Claimant.

c. Complainants who are awaiting the outcome of the internal redress procedures before applying to an ET must note the need to submit their ET claim before the six-month statutory deadline irrespective of whether the SC has been concluded. If a final decision on the SC has not been reached by then, the MOD will nevertheless continue its investigation with a view to reaching a decision before an ET hearing date has been set. The ET process may be put on hold pending the outcome of the SC procedure. If a decision on the SC is reached before the ET hearing and the Complainant is satisfied with its outcome, they may withdraw the application to the ET.

d. Please see Para 2310 concerning Early Conciliation and its impact upon time limits.

2309. Legal Advice

The decision as to whether to refer a claim to an ET is solely for the individual to make. Complainants may seek advice from an independent source at any time on any matter relating to a Complaint. Complainants may also take legal advice from a solicitor at their own expense at any time.

2310. ACAS Mandatory Early Conciliation

Before a person may bring an ET claim they must first notify the Advisory, Conciliation and Arbitration Service (ACAS), either over the phone or by completing an online form. The prospective Claimant will be required to provide prescribed information, and it is important that they provide accurate contact details concerning the organisation and any person they are complaining about (if that person is to be named as a Respondent) as ACAS will need to get in touch with them. If in doubt use the contact details at Para 2311 sub para f below. ACAS will send the information to one of its conciliation officers who will seek to promote a settlement within a one month 'prescribed period'. If a settlement is not achieved, either because it is not possible in the conciliation officer's view or the prescribed period expires, the conciliation officer must issue a certificate to this effect. A Claimant may not submit an ET claim without this certificate as it will contain a unique reference number which must be quoted on the subsequent ET form. The conciliation period may impact on the time limit for presenting claims to the ET but the Claimant will have at least one month following the unsuccessful conciliation to submit an ET claim. For further information visit the ACA website[9].

2311. Application

a. An application to the ET should be made on a Form ET1. Information on how to acquire a form in England, Wales and Scotland can be obtained from the Ministry of Justice website (see www.justice.gov.uk/tribunals/employment) or the Citizens' Advice Bureau. Advice on ET procedures can be obtained from the Public Enquiry Line (Telephone: 0300 123 1024 (England and Wales) or 0300 790 6234 (Scotland) or the Advisory, Conciliation and Arbitration Service (ACAS) on 0300 123 1100.

[9] www.acas.org.uk

b. If the claim is for an ET in England or Wales then it can be sent online. Alternatively, claims may be sent by post to:

Employment Tribunal Customer Contact Centre (England and Wales)
PO Box 10218
Leicester LE1 8EG

c. If the claim is for an ET in Scotland, then it can be sent online. Alternatively, claims may be posted to:

Employment Tribunals Customer Contact Centre (Scotland)
PO Box 27105
Glasgow G2 9JR

d. If the claim is for an ET in Northern Ireland, then it can be sent online. Alternatively, claims may be sent by post to:

The Secretary
Office of the Industrial Tribunals and the Fair Employment Tribunal
Killymeal House
2 Cromac Quay
Belfast BT7 2JD

e. A copy of the ET1 should also be provided to the Commanding Officer (CO). Any ET1 received by COs should be sent to Navy People-SCL Litigation-Litigation as quickly as possible, as MOD's response is subject to tight deadlines.

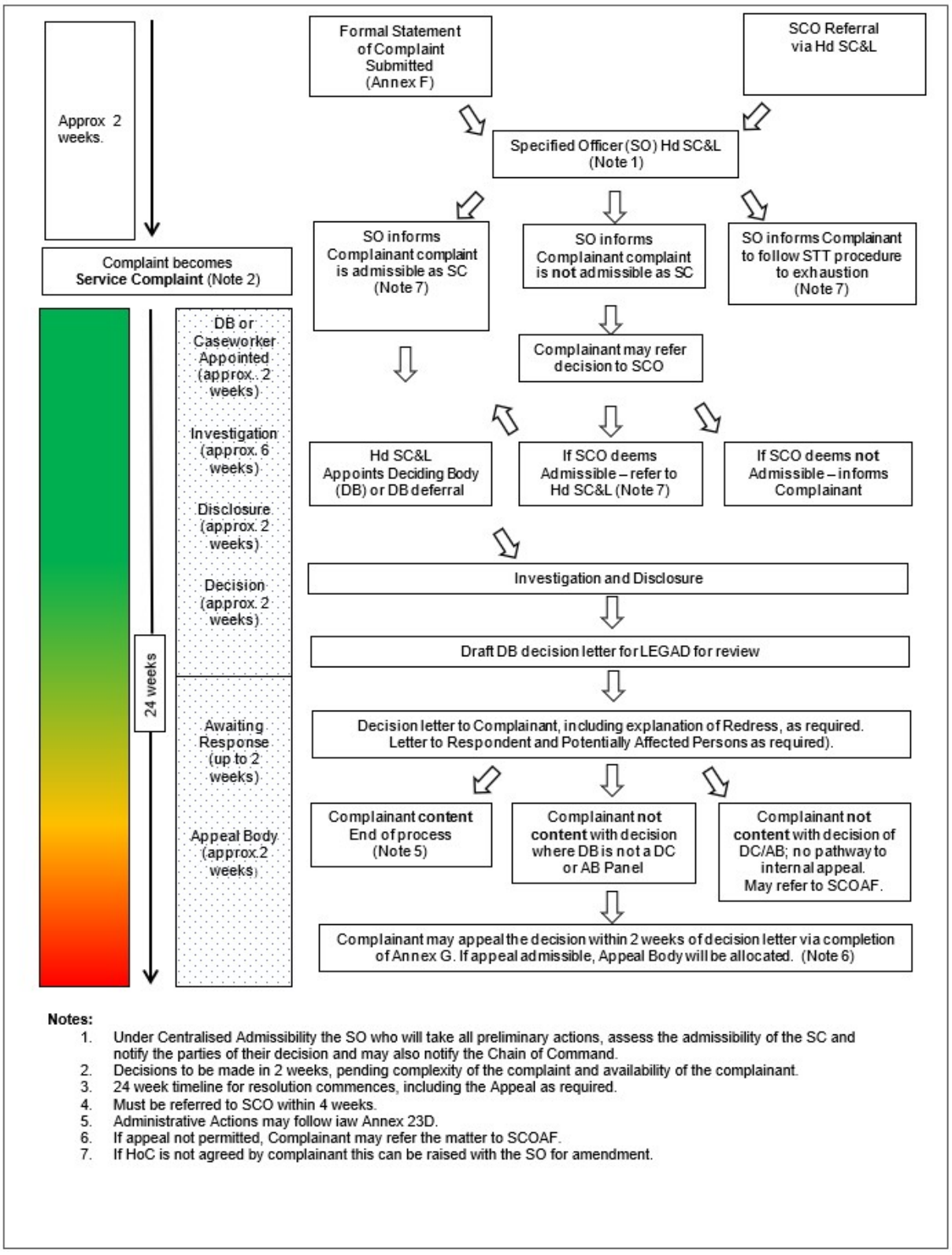
f. The Form ET1 asks for the name and address of the employer. To ensure that MOD is able to comply with the ET deadline for the employer's initial response, it is most important that the Claimant gives the correct MOD address on Form ET1.This is as follows:

Royal Navy
The Ministry of Defence
Navy People-SCL Litigation
1-Deck, People and Training Strategy, People and Training Directorate HQ,
Leach Building
Whale Island
Portsmouth PO2 8BY

g. If an SC is still being considered under the internal redress procedures when the Form ET1 is received, the MOD response will confirm this, indicating the likely duration of the procedures, and will normally request a stay of proceedings. It is general practice for ETs to refrain from listing a case for hearing if a final decision on a SC has not been made.

ANNEX 23A

FLOW DIAGRAM - SERVICE COMPLAINT MANAGEMENT IN NAVY COMMAND



Notes:

1. Under Centralised Admissibility the SO who will take all preliminary actions, assess the admissibility of the SC and notify the parties of their decision and may also notify the Chain of Command.
2. Decisions to be made in 2 weeks, pending complexity of the complaint and availability of the complainant.
3. 24 week timeline for resolution commences, including the Appeal as required.
4. Must be referred to SCO within 4 weeks.
5. Administrative Actions may follow iaw Annex 23D.
6. If appeal not permitted, Complainant may refer the matter to SCOAF.
7. If HoC is not agreed by complainant this can be raised with the SO for amendment.

ANNEX 23B

COMPLAINT ADMISSIBILITY FORM (CAF)

1. A formal statement of complaint (Annex F) must be submitted to the Specified Officer (SO) via the Centralised Admissibility Team (CAT) - NAVY PEOPLE-SCL SUBMIT COMPLAINT.

2. All initial actions will be completed by the CAT: acknowledging receipt; creating JPA record; and completing the CAF as far as is possible.

3. If the CAT cannot complete the CAF in full, the SO's appointed delegate, normally the CO, will be requested to meet with the complainant to conduct a clarification interview. The clarification interview should be used to obtain any missing information and to ensure that an Assisting Officer has been appointed and appropriate support is provided (see JSP 831 Part 2 Chapter 3 Para 23k). **These functions must not be performed by the CO or any person within their Chain of Command in cases which allege misconduct of a sexual nature, or in which the CO is otherwise implicated.**

4. **JSP 831 and BRd 3(1) Chapter 23** are useful references to assist with the compilation of this CAF. The completed CAF should be returned to the CAT within 5 working days.

5. Initial Actions

JPA Number:		**SCOAF Reference: (if applicable)**	
Date on Annex F:		**Date Annex F received by SO (CAT):**	
Date Acknowledgement letter sent:		**Date CAF sent to Delegated Officer for completion:**	
Delegated Officer for the purposes of completing the CAF:			
Informal Resolution - the following should be discussed with the complainant during the clarification interview.			

6. Personnel Details

Complainant's Details			
Name:		**Service Number:**	
Rank:		**Unit:**	
Service:		**Type of Engagement:**	
If the complainant has left the Armed Forces please provide their termination or discharge date:			

Commanding Officer's Details			
Name:		**Rank:**	
Position:		**Unit:**	

Commanding Officer's Immediate Superior's Details			
Name:		Rank:	
Position:		Unit:	

Assisting Officer's Details - Complainant			
Name:		**Service Number:**	
Rank:		**Unit:**	

Respondent's Details *duplicate as necessary			
Name:		Service Number:	
Rank:		Unit:	

Assisting Officer's Details – Respondent ***duplicate as necessary**			
Name:		**Service Number:**	
Rank:		**Unit:**	

Unit N1/G1 Advisor's Details			
Name:		**Rank:**	
Position:		**Unit:**	
Contact details :			

7. Complaint Checklist

Matter to be checked	Response by SO
Is the complaint in writing?	
Is the complaint dated?	
Is the complaint signed?	
Does the complainant state how they believe they have been wronged?	
Does the complainant state the redress they seek?	
Does the matter complained of relate to the complainant's service in the Armed Forces?	
Is the matter complained of excluded from the Service Complaints system? JSP 831 Part 1 Annex B	
Is there a relevant Special to Type Process for this type of complaint? JSP 831 Part 2 Chapter 3 & Annex Q.	
Has the Special to Type process been exhausted (i.e. every level of appeal has concluded)? Please provide date of final decision in the STT process.	
Does the complaint concern matters of a sexual nature?	
Is the complainant's CO implicated in the complaint?	
Are there any other related SCs of which the SO is aware?	
Is there any related Disciplinary or Administrative Action?	
Is there any related Employment Tribunal Action?	
Does the Annex F (or accompanying documents) provide dates for each alleged incident or decision which is the subject of the complaint?	
Has the complaint been submitted within 3 months[1] of the date on which the allegations occurred?	
If the complaint has been submitted 'out of time', has the complainant provided reasons for the delay to submission of the complaint?	

[1] If the complaint concerns discrimination on the grounds of gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation, the period for submission of the complaint is 6 months. If the complaint is a matter capable of being pursued as a claim the period for submission of the complaint is normally 9 months – see JSP 831 Part 1 Chapter 1 Para 18.

8. Legal Advice on Admissibility & Next Steps

ANNEX 23C

CERTIFICATE AUTHORISING THE RELEASE OF INFORMATION TO THIRD PARTIES

I

.....

(Rank, Initials and Name)

.....

(Service No)

give my consent/do not give my consent* for the release of the relevant parts of my Ministry of Defence medical records held by the Armed Forces/Ministry of Defence to those personnel responsible for staffing or deciding on my Service Complaint/s. I understand that the Medico Legal Services (Institute of Naval Medicine) will determine which elements of my medical records are relevant for the sole purpose of addressing or answering the points I raised in my Service Complaint/s.

*Delete as appropriate

Signed .....

Date .....

DATA PROTECTION ACT 2018

The MOD is committed to ensuring that all your personal data including that of a sensitive nature is used with your consent, respect for your privacy and only for the limited, clearly stated purposes within the form. This accords with our legal obligations under the Data Protection Act 2018.

Once completed, this certificate is to be returned to: [*originator insert details*]

ANNEX 23D

GUIDANCE FOR COMMANDING OFFICERS OF PERSONNEL AGAINST WHOM A COMPLAINT OF BULLYING, HARASSMENT OR DISCRIMINATION HAS BEEN UPHELD

1. Introduction

a. Discrimination, bullying and harassment are unacceptable in the Armed Forces. This means that where a complaint has been upheld and unless circumstance may prevent it, eg. where no respondent has been identified or the respondent is no longer serving, the CO of the respondent is required to consider initiating administrative action. In order to ensure that COs are informed of such cases, and where the Decision Body (DB) and CO of a respondent are not the same person, the DB will notify the CO of an individual against whom a complaint of bullying, harassment or discrimination has been upheld. The process of complaint management is detailed in JSP 831 and BRd 3(1) Chapter 23 and is not repeated here. Additionally, this guidance does not cover Service disciplinary procedures in any way nor is it intended for use before a CO decides a case.

b. Where a DB upholds a formal complaint of discrimination, harassment or bullying, COs are reminded of the importance of taking adequate, appropriate and prompt action in order to correct the behaviour of the respondent. In respect of Service respondents, there is a range of administrative sanctions for the CO to consider. Any action ultimately taken against the respondent should reflect the nature, seriousness and frequency of their behaviour, taking into account any other factors which may lessen or increase the severity of a sanction, and should be applied as consistently as possible. Appropriate comment should be included in an individual's SJAR/OJAR in accordance with JSP 757.

c. COs should refer to this guidance in order to provisionally determine what action should be taken. Advice must then be taken from the relevant Regional Legal Office as to the appropriateness of the proposed sanction. This guidance does not entirely limit CO's rights to apply sanctions as they see fit, which include the possibility of taking no administrative action (in exceptional cases), however the CO must appreciate that it has been designed to protect both them and the Service from criticism and possible legal action and to ensure consistency and appropriateness of sanction across the Service. Where a CO proposes to depart from this guidance, they must first seek the advice of the appropriate Regional Legal Office. In addition to recording the reasons for the imposition of a particular sanction (which is mandatory in all cases), if they choose to depart from this guidance, the CO must fully record their reasons for doing so.

2. Range of Actions

Following an upheld formal complaint of discrimination, harassment or bullying, the list of administrative sanctions that may be taken to deal with a Service Person is at Appendix 1 to this Annex. Tri-Service guidelines (used in this note hereafter) are shown aligned to the approximate equivalent single Service sanction[1]. Sanctions are shown in broad order of severity, from least to most severe. Minor Administrative Action sanctions are not listed in detail.

3. Guidance on Taking Action

a. Every complaint of discrimination, harassment or bullying is different and must be considered on its merits. Action taken to deal with a respondent will depend on all the circumstances of the case, including the nature, extent and seriousness of the behaviour involved and any other factor which might increase or reduce the severity of sanction imposed (see para 5 and para 6). Where it is found that an individual has behaved in an unacceptable way that is sexual in nature, this policy should be read in conjunction with 2022DIN01-035[2] and 2022DIN01-073[3]; in such cases there is a presumption of discharge and COs must seek legal advice from their Regional Legal Office.

b. Although the definitions of bullying, harassment at Part 1 Chapter 2 and of discrimination are within JSP 763 Part 1, Chapter 2, for all levels of behaviour detailed below, COs must always seek legal advice from their Regional Legal Office as to the appropriateness of the proposed sanction. Examples of some of the more commonly observed behaviours which may properly be the basis of a complaint follow. The examples are listed in lower and higher levels of severity, but COs must take into account the pertinent factors which may lessen or increase the severity of a sanction when considering where to place individual cases.

(1) **Lower Level.** Behaviours that might be considered to fall towards the lower end of the spectrum of severity will generally be 'environmental' in their nature (as opposed to targeted towards a specific individual/group of individuals). This may include behaviour where the action had resulted from a lack of education on the part of an individual on a particular issue or where the behaviour was well intended but ultimately misplaced, for example:

(a) Inappropriate banter, jokes and suggestions.

(b) Displaying, downloading, circulating, reading or watching offensive material or images in an environment shared by other personnel.

Sanction Entry Point[4]: formal written warning through to formal censure (see Appendix 1, Sers 5-7).

[1] The process by which sanctions are *applied* is through existing single Service administrative procedures. COs are to refer to specific single Service regulations for comprehensive lists, including caveats. These are BRd 3(1) Chapter 20 (RN), AGAI 67 (Army) and RAF QRs (RAF).

[2] Zero Tolerance to Sexual Offences and Sexual Relationships Between Instructors and Trainees.

[3] Zero Tolerance to Unacceptable Sexual Behaviour: A Victim Survivor Focused Approach.

[4] Where no other factors affecting severity of sanction have been taken into account.

(2) **Higher Level.** At the higher end of the spectrum are more deliberate, usually targeted behaviours. Any behaviours, including those which are environmental that relate to a protected characteristic[5] will also be considered under this higher level category. Examples include:

(a) Sexist/racist/homophobic and anti-religious language/action directed at an individual.

(b) Pestering someone for a relationship after being asked to stop.

(c) Inappropriate comments about someone's appearance/anatomy or sex life.

(d) Needless and invasive questions about someone's private life.

(e) Name-calling/taunts or jibes (especially about someone's gender, sexual orientation, colour, race, ethnic or national origin, religion or belief).

(f) Ridiculing someone because of the way they look, speak or dress.

(g) Obscene gestures or derogatory remarks; victimisation; unwarranted physical contact.

(h) Undermining or trivialisation of someone's job performance by a superior (in rank or grade) causing deliberate or unwarranted humiliation of a subordinate.

Sanction Entry Point[6]: formal censure, through to administrative discharge (see Appendix 1, Sers 7-12). When considering sanction entry point, 2022DIN01-035 and 2022DIN01-073 must also be consulted where the behaviour is sexual in nature.

(3) **Misconduct That May Constitute a Criminal or Service Disciplinary Offence**. In the event of a complaint being submitted or referred to the Service Police, any decision on administrative action must await the conclusion of criminal/disciplinary proceedings. Any consequent administrative action taken should be proportionate to the conduct and remain in line with published Service guidelines. Behaviours at this level include, but are not limited to:

(a) Sexual assault or other assaults, nuisance/obscene phone calls.

(b) Threatening behaviour, obscene acts, etc.

[5] As defined by Section 4 of the Equality Act 2010.
[6] Where no other factors affecting severity of sanction have been taken into account.

Such behaviours may be dealt with either through administrative procedures, Service disciplinary procedures or both. If dealt with through administrative procedures, then the **Sanction Entry Point**[7] is reduction in rank through to administrative discharge (see Appendix 1, Sers 11-12). When considering sanction entry point, 2022DIN01-035 and 2022DIN01-073 must also be consulted where the behaviour is sexual in nature.

4. Separating the Parties

During an investigation into a complaint, it may be necessary to take management action to avoid the risk of prejudicing the outcome, e.g. where possible and appropriate, separating the respondent(s) from the complainant to safeguard the parties and minimise any impact on operational effectiveness. In advance of a decision on the complaint by the DB, all such action is non-blameworthy and without prejudice. Further guidance is in JSP 831.

5. Factors Reducing Severity of Sanction Imposed

Factors that may be taken into account which might reduce the severity of a sanction include:

a. The individual's previous conduct and warnings.

b. Isolated incident/behaviour unlikely to recur.

c. Youth/immaturity/inexperience.

d. Genuine remorse/regret.

e. The individual's response to the discovery of the incident.

f. Any circumstances relevant to the degree of culpability (e.g. one-off mistake).

g. Unpremeditated/unintentional.

h. Informal resolution.

i. No harm done to/perceived by complainant.

j. Any relevant personal circumstances.

[7] Where no other factors affecting severity of sanction have been taken into account.

6. Factors Increasing Severity of Sanction Imposed

Factors that may be taken into account which might increase the severity of a sanction include:

a. Rank/position of responsibility/failure to set a good example.

b. Vulnerability of complainant.

c. Behaviour committed in presence of subordinates.

d. Breach of trust/abuse of rank or authority/exploitation of subordinates.

e. Repeated or persistent behaviour, despite requests to stop.

f. Behaviour motivated by gender, race, ethnic or national origins, sexual orientation, religion or belief of complainant.

g. Administrative and/or disciplinary action taken for prior misbehaviour.

h. Refusal to accept responsibility/acknowledge wrongdoing.

i. Lack of remorse/regret.

j. Acting as part of a group and/or inciting others.

k. Context in which the incident(s) occurred and any adverse effect on operational efficiency/unit morale.

l. Premeditated/intentional.

m. Complainant threatened/fearful of victimisation.

7. Communication of Decision

DBs should communicate their decision in respect of the Service Complaint in accordance with the guidance in JSP 831; this may include the fact that a recommendation has been made to the CO of the person against whom a complaint has been upheld that the CO considers taking appropriate administrative action. COs should report their decision in respect of administrative action to the chain of command in accordance with BRd 3(1) Chapter 20.

8. Record Keeping

Records of the action taken should be kept in accordance with the guidance in JSP 831 and as prescribed through JPA reporting of upheld complaints. For audit purposes, the CO should also record the reasoning behind a sanction. This information will be monitored by single-Service D&I Policy staffs and the Defence Service Personnel Policy Secretariat.

APPENDIX 1 TO ANNEX 23D

ADMINISTRATIVE ACTION TRI-SERVICE/SINGLE SERVICE EQUIVALENCY OF SANCTIONS TABLE

Ser	Tri Service Guideline	RN Approx Equivalent	Army Approx Equiv	RAF Approx Equiv
1	Minor admin action sanctions	As column b		
2	Counselling	As column b		
3	Additional E&D training[1]			Informal interview Formal interview Formal warning
4	Informal warning	(MAA)	Formal interview	
5	Formal written warning	(Ratings/RM OR only) for reversion/discharge CO's Logging (Officers) SPEC SJAR/OJAR (Ratings/ORs and Officers)	Formal interview	
6	Assignment restrictions	Career monitoring to be recorded between DO/CM. SJAR/OJAR to reflect	Assignment restrictions Letter of Censure	Formal warning (promotion restrictions)[2]. Removal of acting rank
7	Formal Censure	As per BR3(1) Ch 20 Para 2032		
8	Promotion restrictions	Quarterly Reports (Officers) FC/2SL Severe Displeasure Admiralty Board's Severe Displeasure	Rebuke[3] Expression of Displeasure Expression of Severe Displeasure	
9	Removal from appointment	Removal From Assignment - approval by NAVSEC	Removal from appt[4] by the Army Board.	QR 1027 Administrative Report (Assignment)

[1] To be delivered in unit by qualified Equality and Diversity Adviser.
[2] On issue, subject becomes a grade C candidate during the next promotion cycle and thus not competitive.
[3] Rebuke, Expression of Displeasure and Expression of Severe Displeasure involve promotion restrictions. They may also involve employment restriction in that they preclude consideration at command boards for the period of validity.
[4] Exceptionally, the Army Board is permitted to order removal from appointment as part of its sanctions and under this exception, and only this, removal from appointment can be ordered as a sanction - see AGAI 67, Appendix 3 to Annex D. Removal from appt not normally a sanction but may accompany another sanction.

Ser	Tri Service Guideline	RN Approx Equivalent	Army Approx Equiv	RAF Approx Equiv
10	Promotion blocked for a given period	Admiralty Board's Severe Displeasure FC/2SL Severe Displeasure	Rebuke Expression of Displeasure Expression of Severe Displeasure	Formal warning - on issue subject becomes a grade C candidate during the next promotion cycle and thus not competitive
11	Reduction in rank[5]	Reduction in Rank(RM OR only) Reversion (ratings only) involves Career Check for 6 months minimum	Reduction in rank	QR 1027 Administrative Report (Reduction in rank)
12	Administrative discharge	Administrative discharge	Termination of Service Discharge, Retirement or Resignation	QR 1027 Administrative Report (Discharge from the Service or termination of commission)

Notes:

1. Action may be taken against a Service Person who has behaved inappropriately, regardless of whether a formal complaint has been made and/or whether the matter has been resolved informally. This may be as a result of a CO-initiated formal procedure or taken from the findings of fact by another body (eg. summary hearing or Court Martial).

2. Sanctions are not always mutually exclusive and a combination of actions may be appropriate. The CO may also wish to take into account the views of the complainant, including those on the nature of sanction imposed; though this will not necessarily determine the outcome.

3. If a complainant were to claim in an Employment Tribunal (ET) that they had been unlawfully harassed or victimised, and the ET upheld the claim, the ET could decide to give the complainant 'aggravated damages' if it considered that the action taken against the respondent(s) by the CO (or the lack of any such action) suggested that the complaint was perceived to be trivial.

4. Given the desire for consistency across the Services, commanders at Joint Service establishments who are required to decide on sanctions against a respondent from a different Service should seek advice from specific single Service career managers and relevant legal staff.

[5] For administrative sanctions, this can only be one rank and can only be imposed upon NCOs, not officers.

CHAPTER 24

WELFARE

(Sponsor: NAVY PEOPLE-PS RN FPS HQ CW SO1)

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CHAPTER 24

WELFARE

SECTION 1

PRIMARY LEVEL WELFARE

2401. Introduction

a. Tri Service Operational and Non-Operational Welfare Policy, JSP 770, summarises that:

> *'The nature of military activity and way of Service life set Armed Forces communities apart from many areas of civilian society. The critical connection between welfare and operational effectiveness affirms that the support provided for Service personnel and their family is "core" Armed Forces business.'*

b. There exists clear guidance to all Services regarding the management, development, and provision of welfare. JSP 770 recognises the necessity for single service guidance to reflect the uniqueness of each service, the needs of its personnel and their families, the differing demands placed upon staff and the diversity of working environments that Service Personnel operate within.

c. Responsibility for developing welfare policy for the RN rests with Director People and Training (Dir P&T) who is a member of the Service Personnel Board (SPB). Whilst Dir P&T has responsibility for policy, implementation rests with the chain of command. Hd of People Support is responsible for the collation of welfare policy, although other desks within the P&T Directorate are sometimes responsible for its actual development.

2402. Welfare Provision

a. Welfare is provided by a number of organisations, both within the Command structure and externally through partner organisations and Local Authority agencies (see Section 8 of this Chapter, and Chapter 32) where appropriate. Provision can be defined as either one of two distinct levels of support.

(1) **Primary.** Primary welfare support is defined as the provision of support generally available from within unit resources. Primary welfare level support can be given by Commanding Officers, the Chain of Command, Divisional Officers and the unit pastoral and medical personnel.

(2) **Secondary.** Secondary, specialist, welfare support is defined as that which cannot or should not be dealt with at the primary or unit level since it requires specialist trained staff. Within the Royal Navy such support is provided by Royal Navy Family & People Support (RN FPS).

b. **Maritime Reserves Personnel.** Welfare support, including secondary (specialist) level welfare, for Maritime Reserves and their in-scope families, when mobilised, should be aligned as closely as possible with that offered to regular Service personnel to ensure that the specific needs of the reservist are met. This is to include the support required by reserve forces and their entitled families before, during and after mobilisation. Refer to JSP 753 (Tri-Service Regulations for the Mobilisation of Reservists).

2403. Command Responsibility

Welfare is a key function of command. The Commanders-in-Chief and theatre Commanders overseas are responsible for implementing policies within their own commands. In addition, there exists a number of agencies with specified roles to play that must be recognised and supported by the chain of command. The effectiveness of welfare support is dependent upon the direction and co-ordination of the work of the various specialist agencies, charities and volunteer groups (see Section 8 and Chapter 32) at the appropriate (normally local) level. This is to be achieved through a formal structure of welfare management committees and reinforced, where practical, by the co-location of specialists, services and activities. A Community Partnership Working Group (CPWG) should be in place to support the collaboration between RN FPS, charitable organisations, and partners that deliver community support activities to the service community. Unit budget managers should be consulted to ensure that public funds are only committed to MOD funded welfare elements and that value for money and affordability issues have been fully considered.

2404. Commanding Officer's Responsibility for Personnel Under Their Command

a. Welfare support to all unit Service personnel and the Service community is the responsibility of the CO. This responsibility is exercised through the chain of command, utilising specialist advisers and welfare workers, and by providing community support assets.

b. Commanders at all levels are to undertake the following:

(1) Provide and maintain as a minimum the standard of welfare and community support assets as detailed in JSP 770 Chapter 1, Annex D.

(2) Establish a stigma-free welfare culture that encourages personnel to seek support at the earliest opportunity through the Chain of Command or directly through specialist welfare personnel.

(3) Provide or ensure access to welfare resources where normal civil society does not meet the need.

(4) Ensure that all appropriate personnel undergo training suitable to meet their welfare responsibilities.

(5) Ensure that all vital information, including full details of welfare and community support services, is communicated effectively to the Service community in a way that is suitable to meet their individual needs, as identified in 2436 The Royal Navy Forum (https://forum.royalnavy.mod.uk) This is to include details of the MOD Equality and Diversity Policy, RN Diversity and Inclusion policy (see Chapter 30) and the MOD Unacceptable Behaviour Complaints Procedures (see JSP 763 and JSP 831), ensuring that the welfare needs of the parties to a complaint (complainant and respondent) are properly considered and that they are protected from the stresses of their situation, see JSP 770 Chapter 1 Annex D.

(6) Seek specialist support where necessary. Timely advice and guidance should be sought from higher authority where required. Potentially high profile and contentious issues should be referred to higher authority for consideration before unit action is taken.

(7) Maintain a close working relationship with specialist welfare organisations (i.e. RN FPS), granting suitable access where required. The CO is to regularly hold formal welfare conferences run by specialist welfare staff to address current welfare issues and ensure that a seamless and coherent welfare service is available.

(8) Institute a Carers' Forum, making use of the guidelines in Annex 24B. and develop a Community Partnership Working Group (CPWG) in collaboration with RN FPS, charitable organisations, and partners that deliver community support activities to the service community.

(9) Include welfare requirements within preparations for all exercise and operational deployments, ensuring contact is made to the RN FPS Deployed Asset Team; this should apply equally to mobilised reservists attached to the unit.

(10) Publish a Welfare Charter that sets out the unit welfare strategy. As a minimum, the document should cover: delivery, responsibility and funding framework. An example is at JSP 770 Chapter 1, Annex D.

(11) Disseminate, as part of the induction process for personnel newly arrived at a unit, the following information as a minimum:

(a) Details of the welfare Chain of Command. Personnel should be made fully aware of whom they or their families can contact.

(b) Assurances that the unit is a stigma-free welfare environment.

(c) MOD’s Equality and Diversity policy and RN Diversity and Inclusion policy (see Chapter 30) and the MOD Unacceptable Behaviour Complaints Procedures (see Chapter 23).

(d) Details of welfare facilities both on and off base. These should include the RN FPS Information Support Office (see Para 2456,) and community centre; education and sports facilities; social and retail facilities; and youth and childcare facilities and activities, and the RN Forum.

(e) Details of the Unit Welfare Charter in accordance with JSP 770 Chapter 1 Annex D.

2405. Welfare Within Ship, Submarine, Unit or Establishment

a. **Personnel.**

(1) **Chain of Command.** Welfare is a key function of command and, as such, COs have full responsibility for the welfare of the personnel and the Service community under their command.

(2) **The Divisional Officer (DO).** The primary duties of DO include knowing their personnel and being responsible for their pastoral care and morale (for divisional matters, see Chapter 21 and BRd 2 Chapter 18).

(3) **Unit Medical Staff.** Medical staff are present on all major military establishments and provide primary healthcare to all Service personnel and where applicable their families. For medical matters, see Chapter 28.

(4) **Chaplaincy (including Civilian Chaplains to the Military (CCMs)).** All Chaplains are to be actively involved in primary welfare support, principally in the context of pastoral care. Whilst they cannot offer specific religious care to members of a faith group different from their own or to those with no religion or belief, they are to offer independent advice and support to all personnel, including details of local faith group communities and centres of worship. They are to offer confidentiality according to their own Church discipline, advice and emotional support to all members of the Armed Forces and their dependants regardless of faith. The Armed Forces have appointed religious leaders (Civilian Chaplains to the Military (CCMs) from the Buddhist, Hindu, Jewish, Muslim and Sikh faiths) to act as advisers on matters specific to those faiths. For further information on religion and belief, see Chapter 31.

(5) Specialist Welfare Workers (employed within RN FPS). See Para 2412.

(6) **Community Development Workers (CDW) (employed within RN FPS).** See Para 2434.

(7) **Diversity and Inclusion Advisers (D&I(A)s).** All Service units and establishments are required to have least two D&I(A)s (an increasing number have a network of D&I(A)s and D&I(P)s), who are available to provide impartial advice on all aspects of Diversity and Inclusion and, in particular, procedures for making complaints of discrimination, harassment or bullying. See Chapter 30.

(8) **RN FPS Information Officers.** Employed within RN FPS . See Para 2435.

b. **Welfare Committee.**

(1) The institution of a Welfare Committee is in no way to interfere with or prejudice the right of an individual to put forward suggestions through the DO, nor to affect the responsibility of the DO for looking after the interests of those in the division.

(2) The items which Welfare Committees may discuss include living conditions in the ship, submarine or establishment, messing arrangements, recreational activities and any suggestions for the welfare of the ship's company. Responsibility for the administration of the ship's funds will also be undertaken by the committees (see Annex 24A).

(3) General conditions of the Royal Navy, such as discipline, working hours, pay, allowances and leave scales and such matters as cooking and serving food from galleys, are outside the scope of the Welfare Committee.

c. **Personnel Under 18 and Recruits.** The policy regarding the management and welfare of recruits and Service personnel under 18 years of age is contained in JSP 834 and Chapter 21. This policy provides additional advice to COs regarding the legal requirements associated with Service personnel aged Under 18 and, whilst maturity and experience vary considerably between individuals, it is clear that under 18s may be more vulnerable than those who are older, and their care may require particular attention.

d. **Care Leavers.** There will also be individuals joining the Armed Forces who are care leavers and therefore subject to the provisions of the Children (Leaving Care) Act 2000. This seeks to ensure that young people aged 16-21 years, or older, if in an agreed training or education programme, or who have had a significant period of being looked after by a Local Authority (LA), continue to receive advice, support and befriending for a period of time after they cease to be formally the full-time responsibility of the LA. Under 18s who are care leavers may not have the benefit of family support that others enjoy; this may make them more vulnerable. COs are to follow the advice contained in JSP 834.

2406. Preventative Welfare - Definition

The term 'preventative welfare' is used to describe the work of promoting the wellbeing of individuals and families before problems become evident, of limiting the intensity and duration of problems that arise, and of supporting existing problems in order to reduce future distress and limit further damage. Through communication with members of their Division, Divisional Officers can play a key part in preventing or reducing difficulties from arising.

2407. Welfare Provision to Service Personnel and Their Families

Although it is not always practical to provide the same welfare support to those who reside away from their unit, COs are to ensure that, at the very least, such personnel are presented with a comprehensive welfare information package. The package should include, as a minimum, contact details of the relevant welfare specialists, advice on what to do in given circumstances and the on-line options available. The Royal Navy Forum (https://forum.royalnavy.mod.uk) provides a safe and secure environment for this information, see 2436 para d.

2408. Deployed Welfare Support (DWS)

a. DWS is delivered by the Deployment Welfare Package (Overseas) (DWP(O)) or the Deployment Welfare Package (United Kingdom) (DWP(UK)). Full details are contained within JSP 770; however, the fundamental principles of operational welfare are as follows:

(1) Welfare support is intended to enhance and sustain operational effectiveness.

(2) Operational need has priority over individual welfare.

(3) The aim of welfare spending is to make sufficient provision for personnel welfare such that an individual can concentrate on the operational task in hand.

(4) The welfare of Service personnel is a Command function and key to sustaining the moral component. It is also important to ensure that individuals feel that their needs have been looked after from the perspective of job satisfaction and, ultimately, retention.

(5) There must be a level playing field wherever possible such that all Service personnel know and understand what support is available to them and that no group feels disadvantaged in comparison to another.

(6) In general terms, the provision of DWS means that individuals should not be disadvantaged financially or by lack of access to welfare facilities when deployed.

(7) Harmonised, common and agreed tri-Service procedures should be applied rather than ad hoc single Service solutions. Disparity in terms and conditions between personnel from different Services on operations have previously been identified as a significant irritant and must be eliminated wherever possible.

b. DWS seeks to achieve the following effects.

(1) **Communicate.** To enable deployed Service personnel to retain contact with family and friends.

(2) **Entertain.** To provide for the leisure and relaxation needs of deployed Service personnel.

(3) **Support.** To provide for the physiological needs of deployed Service personnel.

(4) **Connect.** To provide support for the families of deployed Service personnel and facilitate the Service person's reintegration into the family unit.

c. The components of the DWP(O) are:

(1) **Communication.**

(a) Provision of telecommunications.

(b) E-mail and SMS Texting.

(c) Forces mail.

(2) **Entertainment.**

(a) Audio visual.

(b) Internet.

(c) Printed matter and games.

(d) Combined Services Entertainment (CSE).

(e) Operational Fitness Equipment.

(3) **Support.**

(a) Shops (EFI and NCS).

(b) Laundry and shower facilities.

(4) **Connect.**

(a) Families Welfare Grant.

(b) Families Concessionary Travel Allowance.

(c) Rest and Recuperation.

(d) Post Operational Leave.

2409. Welfare Provision for Operational Deployments Within the UK

a. Full details are contained within JSP 770 Part 1 Chapter 6.

b. UK-based operations are primarily focussed on Military Aid to Civil Authorities (MACA). This includes:

(1) **Military Aid to the Civil Powers (MACP).** MACP is defined as support to the civil powers in the maintenance of law, order and public safety (e.g. support to counter terrorism operations).

(2) **Military Aid to Other Government Departments (MAGD).** MAGD is defined as assistance on urgent work of national importance or in maintaining supplies/essential services, e.g. Op FRESCO (provision of fire service support).

(3) **Military Aid to the Civil Community (MACC).** MACC is defined as the provision of unarmed military assistance in the event of a localised natural disaster or major incident, e.g. severe flooding.

c. Operations in Afghanistan identified a need to provide DWS for those Service personnel deployed in the UK in support of overseas operations.

d. **Eligibility Criteria.** The policy is designed for those Service personnel (regular and reserves) deployed away from their base location in formed and non-formed units (including augmentees who will, by and large, 'bulge' an existing establishment infrastructure) in support of:

(1) A MACA operation which has:

(a) An operational name;

(b) Is supported by a CDS directive and/or has MOD Ministerial authorisation;

(c) Is expected to last for seven days or more from the date of deployment or pre-training.

(2) Those Service personnel deployed away from their base unit in support of an overseas operation (for which DWP(O) is authorised and is supported by a CDS directive) but remain in the UK.

e. **DWP(UK) Provision.** DWP(UK) policy mirrors the principle adopted in the DWP(O) for overseas operations in that welfare support should be publicly funded. Unlike the DWP(O), which by and large requires an infrastructure to be put in place, e.g. telephones, internet, post, recreational facilities, etc. DWP(UK) aims to utilise the existing infrastructure in the UK.

2410. Other Welfare Funding

a. **Commanding Officer's Fund.** The Commanding Officer's Fund has traditionally been used to promote the smooth running and efficiency of a unit by purchasing items not normally available through the supply chain. BRd 18 should be referred to for further details of the operation of the CO's Fund.

b. **Gainshare Policy.** Under PAYD (Catering Retail and Leisure (CRL)), an element of profit made by the Commercial partner is returned to the MOD as 'gainshare'. Gainshare monies can be used by Commanding Officers to enhance welfare provision at unit/station level. The gainshare return will be split between the non-public and public funds on ratio 2:1 basis (⅔ non-public funds and ⅓ public). Commanders have a great deal of flexibility, within the single Service rules and regulations relevant to non-public funds, in the way that they utilise the non-public element of gainshare.

2411. Welfare of Parties to Unacceptable Behaviour Complaints

Refer to Chapter 23, JSP 770 Chapter 1 Annex D and JSP 763/JSP 831 (MOD Unacceptable Behaviour Complaints Procedures).

SECTION 2

SECONDARY (SPECIALIST) LEVEL WELFARE

2412. Royal Navy Family & People Support (RN FPS)

a. **Introduction.** Unless specifically stated the following provision applies to all RN/RM personnel, including mobilised reservists, and their families. The nature of military activity and way of Service life set Armed Forces communities apart from many areas of civilian society. The critical connection between specialist welfare and operational effectiveness affirms that the support provided for Service personnel and their families is 'core' Royal Navy business.

b. Accordingly, the RN FPS Mission Statement is:

'To provide accessible support services that strengthen and enhance the resilience and resourcefulness of Royal Navy and Royal Marine personnel, their families and communities in order to contribute to the Moral Component and optimise Operational Capability.'

c. RN FPS provides personal support, information and community-based support services to all RN personnel, reservists, and their families. RN FPS works in partnership with the Executive, Divisional and Regimental System to provide professional advice, support and recommendations to COs, including outcomes of investigations relating to compassionate action. RN FPS seeks to develop and deploy resources to anticipate and prevent personal or family circumstances from reaching crisis point and which promote improved morale, motivation and wellbeing. RN FPS has four key priorities:

(1) Deployment Support.

(2) Visiting Officer role.

(3) Crisis Intervention.

(4) Safeguarding.

These are achieved via three Pillars of Delivery:

(1) Casework.

(2) Community Development.

(3) Communication, Engagement and Information Support.

d. **RN FPS Organisational Structure.** The RN FPS is a multi-disciplinary and mutually supportive organisation which provides services for all RN and RM personnel and their families to ensure equal access to all.

(1) RN FPS Portal Team is the primary point of entry for specialist welfare i.e. investigations, assistance and assessments (Tel: 0800 145 6088/, email: navypeople-psrnfpsportal@mod.gov.uk

(2) Para 2414 sub para a. provides the information required by the Portal team to initiate an assessment or compassionate investigation. Area teams may undertake assessments on behalf of the Portal team, retain walk-in facilities and provide localised support for cases which are assessed as more complex and/or require face to face support, potentially including multi-disciplinary working.

(3) RN FPS offices are embedded into the local unit command structure and provide the professional lead.

(a) **Service Delivery 1.** Has main offices in HMS NELSON (RN FPS, Swiftsure Building, HMS NELSON, Queen Street, PORTSMOUTH PO1 3HH. Email: navypeople-psrnfpseast@mod.gov.uk) & Helensburgh (RN FPS, Triton House, 1-5 Churchill Square, HELENSBURGH, G84 9HL. Email: navypeople-psrnfpsscot@mod.gov.uk). Has satellites in Northwood HQ, Gibraltar, HMS SULTAN/COLLINGWOOD, RM Hamworthy, HMS EAGLET, HMS CALLIOPE, RAF Marham, 43 Cdo and 45 Cdo.

(b) **Service Delivery 2.** Has main offices in HMS DRAKE (B149, HMS DRAKE, HMNB Devonport, PLYMOUTH, PL2 2BG. Email: navypeople-psrnfpswest@mod.gov.uk) & RNAS Yeovilton (Somerset Court, RNAS Yeovilton, Ilchester, Somerset, BA22 8HT. Email: navypeople-psrnfpscent@mod.gov.uk). Has satellites in RNAS Culdrose, HMS RALEIGH, BRNC Dartmouth, 42 Cdo RM, RMBS Stonehouse/30 Cdo RM and the Royal Navy Recovery Pathway Hasler, HMS FORWARD, CLR, CTCRM and 40 Cdo.

e. Overall responsibility for the RN FPS specialist welfare provision, delivery and professional standards lies with the Hd of FPS, who is accountable to Hd of People Support. Email: navypeople-psrnfpshq@mod.gov.uk

f. When working directly with their service users, RN FPS military personnel are authorised to work without the use of rank or rate; they are, however, to adhere to Service protocols and appropriate marks of respect are to be applied at all times when dealing with the Chain of Command, and those within the Divisional/Regimental system. When working face to face with service users, RN FPS personnel are authorised to wear smart and appropriate civilian clothing in accordance with JSP 752.

g. **RN FPS Services.**

(1) A comprehensive, confidential (see para 2413), specialist welfare service to Service Personnel and their families.

(2) A professional service to the Executive, Regimental and Divisional System.

(3) Compassionate assessments, investigations and recommendations.

(4) A link between the Service person and their family in times of crisis or need.

(5) Provision of Visiting Officers (VOs) in accordance with JSP 751.

(6) Delivery of a timely, high quality, and effective service without discrimination.

(7) A professional link to external agencies, e.g. Local Authorities.

(8) A high-quality information service, both face-to-face and across several digital platforms - see Para 2436.

(9) A network of community activities, organised and bespoke, including the critical area of deployment support.

h. For the vast majority of cases, RN FPS can work alongside the Service person/NoK to achieve solutions without the need to recommend compassionate action.

2413. Confidentiality

The RN FPS code of confidentiality means that disclosure of confidential information should only take place if consent to share from the individual has been obtained. However, if prior permission from the individual is not given, and there might be serious consequences of not disclosing confidential information, the matter should be referred to higher authority for advice. For example, such circumstances might include the following:

a. Where there is a risk of harm to the individual or others. When assessing risk, it is essential to consider fitness for armed duties (i.e. access to or overseeing firearm(s)), when deciding on disclosure of information to the Chain of Command. Any concerns relating to an individual's fitness for armed duties must be disclosed to the Chain of Command and line managers and be recorded in the RN FPS case notes.

b. In order to prevent a serious criminal act.

c. If there is a serious contravention of military law.

d. If there is, or is likely to be, a serious breach of national security.

e. If an individual is unable to carry out their duties.

f. If there are concerns relating to adult or child safeguarding issues, domestic abuse or gender-based violence (including female genital mutilation (FGM)).

g. Any such disclosure must be in line with relevant privacy notices and the MOD's Personal Information Charter.

2414. Referral to RN FPS

a. Initial access to RN FPS should, where possible, be via the Portal (Tel: 0800 145 6088, Navypeople-psrnfpsportal@mod.gov.uk, each of which can be used to initiate/request a compassionate investigation/assessment. CoC requests for compassionate investigations should include the following information:

(1) Serving Person: full name, rank/rate, service number and unit;

(2) Address to be visited/contacted (including key contact and telephone numbers);

(3) Summary of situation: any previous compassionate action (e.g. compassionate leave); relevant contact details of NOK, extended family, professionals and organisations;

(4) Impact on the unit if the Service Person is granted compassionate action;

(5) Point of contact within Divisional/Regimental System.

(6) Consent granted by the Serving Person for RN FPS involvement

b. Urgent specialist welfare support outside of RN FPS daily opening hours can be accessed through OOW HMS NELSON (Tel: 02392 723875), OOW HMS DRAKE (Tel: 01752 555220), Duty Naval Base Officer Faslane (Tel: 01436 674321 Ext 4005) and Officer of the Watch RNAS Yeovilton (Tel: 01935 455444/5446).

c. **Tri-Service Arrangements.** The provision of specialist welfare support is a responsibility of the parent Service Command (in accordance with JSP 770) but there will be occasions when another service welfare provider (e.g. the Army Welfare Service) is able to meet the needs of a service user more effectively. The Tri-Service Specialist Welfare Agreement on mutual working and areas of responsibility (Annex 24F) applies. Compassionate action, assignments, discharge or services provided at public expense must involve the parent Service Chain of Command.

d. A referral for RN FPS casework services will result in a casefile being created and personal data being stored on a computer application (Joint Army Navy Information System (JANIS)), which is Data Protection Act (2018) compliant and registered on the Navy Command Information Asset Register.

SECTION 3

SPECIFIC WELFARE POLICY AND GUIDANCE

2415. Specific Welfare Policy and Guidance

A number of areas of welfare are covered by specific policy. This is covered in the following paragraphs.

2416. Events with Potential Media Interest

a. The appetite for news and the prevalence of social media means that the Chain of Command (CoC) should consider the implications of initial (incident) and subsequent related events (reports, court cases, appeals, inquests, etc.) on personnel and their families. This primary welfare responsibility extends beyond the personnel directly involved to those peripherally associated with the event and their families. There have been examples of media trawling housing estates and schools in an attempt to identify individuals connected, even indirectly, with an incident or unit. The role of the CoC is to consider the potential impact of the event on the people affected and put in place proportionate communications and support strategies.

b. The scale and characteristics of these events and the commensurate response will vary considerably, and each will require a bespoke approach. A multi-disciplinary perspective is recommended and the CoC should consider engaging with People Support (RN FPS, Operational Stress Management, media, Service Police, legal and secretariat advisers as appropriate). A mapping exercise to identify potential areas of focus may also be considered (see also Chapter 20 Section 17 - Civil Offences and Section 22 – Management of Convicted and Suspected Sex Offenders).

2417. Vulnerable Risk Management Information System (VRMIS)

The procedures for the management of Service personnel who may be ‘at risk’ are contained in Annex 24C.

2418. Deliberate Self-Harm (DSH) or Suicide

a. The procedures for management of DSH is contained in Annex 24D with associated appendices, which cover the following: sources of advice and support; an algorithm for Executive management of DSH; Case Conferences – Guidance for Medical Officers.

b. Action to be taken on discovery of a death or serious injury in an establishment is at Annex 24E.

2419. Relationship Breakdown

a. Relationship breakdown includes marriage and civil partnerships as defined for Service personnel in JSP 752. Couples who form a civil partnership and register the partnership under the terms of the relevant legal regulations have the legal status of “civil partner”.

b. When a couple realises that there are serious difficulties in their marriage/civil partnership they should try consulting with a suitably qualified person, third party or organisation such as RN FPS (see Para 2412), Relate (see Para 2463 and Chapter 32), or a Chaplain (see Chapter 31 and BRd 2) to take advice on their concerns and consider appropriate intervention before starting divorce proceedings.

c. Service Personnel in PStat Cat 1C/S, whose marriage or civil partnership has broken down, or estrangement is imminent, may take advantage of a 'cooling off' period. A period of up to three months may be allowed to permit counselling and a possible reconciliation before a change in PStat Cat is required. If no reconciliation has been achieved by then (or at an earlier stage if it becomes clear that no reconciliation is possible) the PStat Cat should be changed from that date. Details regarding responsibility for change of PStat Cat are contained in JSP 752.

d. Further details and information relating to SFA and SLA accommodation charges and entitlements are contained in JSP 464 Volume 1 Chapter 3 (Para 0349 relates to Estrangement) and JSP 464 Volume 2 Part 1 respectively. Details relating to accommodation charges are contained in JSP 464 Volume 3.

e. Where a relationship is considered to have irretrievably broken down but difficulties remain to be resolved, the use of conciliation services may prove beneficial. Conciliation services provide a means of resolving actual or incipient issues, clarifying confused situations, and reducing conflicts by mediating between partners; usually before formal proceedings begin and before contact through legal representatives has hardened attitudes. Conciliators will aim to foster good future parent/child relationships.

f. Information for Divisional Officers, including with regard to financial implications, is at Chapter 21 Section 7; and Annex 21R provides a proforma for a structured interview before change of PStat Cat.

2420. Domestic Abuse (Including Domestic Violence)

a. JSP 913 is the tri-Service Policy on Domestic Abuse and Sexual Violence.

b. The Information Sharing Agreement between the Royal Navy Police and RN FPS covering the sharing of information surrounding referral of victims of domestic abuse, honour-based and sexual violence and the safeguarding of adults and children is available on request from either organisation.

2421. Child Care

a. OFSTED[1] provides details of the defence Wraparound Childcare (WAC) scheme is available via the Defence Childcare Portal accessible via defnet and was rolled out across the UK in September 2022. WAC provides families with better flexibility and affordable childcare support.

[1] http://www.gov.uk/government/organisations/ofsted

b. JSP 770 Chapter 3 provides MOD Policy applicable to all officially recognised youth and play activities provided through the medium of MOD youth centres, youth clubs, projects, play centres, community services, activity centres, and gymnasiums. See 2025DIN08-009 : Activities that are not covered by the MOD's self-insurance arrangements – non-core business activities).

c. Youth and play activities may be provided for RN/RM dependants in each of the base port areas as well as in certain other bases/units. The National Community Development Manager (NCDM) acts as professional adviser to the base/unit CO and who maintains standards under the policy direction of RN FPS Head of Department. Wherever possible, activities are carried out in conjunction with the relevant local authority.

2422. Safeguarding Children

a. JSP 834 contains the Tri-Service Policy on Safeguarding and should be followed at all times. The Ministry of Defence (MOD) and Department for Education (DfE) are committed to working together to ensure the safeguarding of Service children and young people. Further guidance in all areas of safeguarding can be found in the DfE's Working Together to Safeguard Children.

b. **Child Protection.** In UK, all child protection concerns and referrals must be referred to, and dealt with by, the statutory authorities. RN FPS can offer advice and assistance in this process however; the needs of the child are paramount and immediate and serious concerns should be reported to the Civil Police and/or social services to ensure that the child is protected without delay. All child protection matters within the Royal Navy should be notified to the RN FPS Portal or the local RN FPS Service Manager.

c. The Information Sharing Agreement between the Royal Navy Police and RN FPS covering the sharing of information surrounding referral of victims of domestic abuse, honour-based and sexual violence and the safeguarding of adults and children is available on request from either organisation.

2423. Disability and Additional Needs

a. 2025DIN01-114-Armed Forces Carers Passport Guidance and Implementation.docx - The Carer's Passport facilitates and records discussions between a Service Person with caring responsibilities and their manager to balance caregiving duties with work and operational responsibilities. This is retention positive and enhances operational effectiveness.

b. Tri-Service Accommodation Regulations (TSARs – JSP 464 Volume 1 Part 2 Chapter 6 Annex C - provides details of the Additional Needs and Disabled Adaptations (ANDA) for Service Families Accommodation.

c. The Forces Additional Needs and Disability Forum (FANDF) is a tri-Service group for Serving personnel, reservists and their families who have a child or adult immediate family member with an additional need and/or disability. They also produce a useful guide.

d. The Royal Navy Forum holds useful information within the topical area and the RN FPS Portal is available to assess, advise and assist on individual circumstances. Tel: 0800 145 6088. Email: navypeople-psrnfpsportal@mod.gov.uk.

e. The Education Advisory Team (UK) (EAT (UK))is a service located within the MOD's Directorate with Defence Children Services (DCS) which is established to provide information, advice and support to Service parents about any issue relating to the education of their children, both in the UK and overseas. Much of the demand for the services offered by EAT (UK) comes from Service parents who have children with special educational needs (SEN) and, in Scotland, additional support needs (ASN).

2424. Sex Offenders

The management of convicted or suspected sex offenders in the Service is detailed in Chapter 20, Section 22.

2425. Adoption and Fostering

JSP 760 directs Service personnel to the correct policies and guidelines governing adoption and fostering. It should be read in conjunction with relevant Service and Command instructions (including JSP 464).

SECTION 4

COMPASSIONATE ACTION

2426. Compassionate Action

a. There are six types of compassionate action:

(1) Compassionate Leave.

(2) Compassionate Area Restriction

(3) Compassionate Assignment.

(4) Prolonged Shore Assignment.

(5) Permanent Shore Assignments.

(6) Compassionate Discharge.

b. With the exception of Compassionate Leave, all other compassionate actions must be investigated and recommended by RN FPS.

2427. Compassionate Criteria

a. Before RN FPS makes a recommendation to the chain of command for compassionate action, they need to be certain that the Service Person's presence (i.e. at home) is essential and that all other courses of action, feasible options and the opinions of other professionals (as appropriate) have been taken into account and assessed. As part of a thorough and holistic assessment process, it is often necessary for RN FPS to visit family members in their home environment to assess levels of support required.

b. Although no precise guidance can be laid down each case requires objective and holistic assessment. In the following circumstances a recommendation for compassionate action may be deemed appropriate:

(1) When the spouse/civil partner, child or in-scope relative (See JSP 751) of a Service Person is seriously ill or has died;

(2) When a Service Person's presence is the only means of preventing the break-up of their immediate family;

(3) Where the care of dependant/in-scope child(ren) can only be appropriately provided by the Service Person's presence;

(4) At other times when circumstances are assessed to be exceptional and more than usually distressing.

2428. Compassionate Leave

a. Compassionate leave is defined as an authorised period of absence to enable Service personnel to attend a personal/domestic crisis and does not count against an individual's annual leave entitlement.

b. The authorisation and duration of compassionate leave rests with the individual's CO, who may authorise up to 4 full weeks, although 2 full weeks will normally be sufficient in the first instance. Only in exceptional circumstances and following a re-examination of the circumstances should compassionate leave exceed 4 full weeks.

c. CO's, individuals and the chain of command can request support from RN FPS who will assist COs in reaching decisions on compassionate leave by undertaking investigations, making appropriate recommendations, and assisting individuals and families to explore all areas of support. Repeated periods of compassionate leave for the same/recurring situation should rarely be authorised and service personnel would be expected to utilise the welfare support available to resolve or improve their personal situation.

d. Referrals to RN FPS will need to have the consent of the individual concerned and should be offered at the beginning of the compassionate leave period especially when the situation is particularly complicated, or it is apparent that the timings may extend beyond the initial period. Requests for RN FPS investigate assessment can be found at Para 2414.

2429. Compassionate Travel

a. The criteria for categorisation of compassionate travel at public expense are detailed in JSP 751.

b. **Within UK Territorial Waters.** Authority for compassionate leave travel within the UK rests with the Service Person's CO and should only be granted when the circumstances are particularly distressing and a genuine need for travel at public expense (rather than personal) is identified.

c. **Outside of UK Territorial Waters and Units Overseas.** Compassionate travel from outside of the UK territorial waters will normally only be considered if the case concerns 'in-scope' relatives. JSP 751 contains a list of 'in-scope' relatives. The authorisation for compassionate travel at public expense from outside of UK territorial waters lies with the Joint Casualty and Compassionate Centre (JCCC) (www.gov.uk/joint-casualty-and-compassionate-centre-jccc JCCC Tel: 0044+ (0)1452 519951; Service: 95471 7325).

d. **Compassionate Leave Travel to Countries other than the UK.** Domiciled Collective Leave and Commonwealth Enlisted Compassionate Travel (DOMCOL and COMECT) arrangements are detailed in JSP 760.

2430. Compassionate Area Restriction

a. A Compassionate Area Restriction enables an individual to be present when a Service Person's situation falls within the compassionate criteria at Para 2427 but can be gainfully employed during the working day, negating the need for compassionate leave.

b. Recommendations for Compassionate Area Restrictions should be considered only when an holistic assessment has deemed that the Service Person's presence is essential to provide support outside of working hours. Recommendations made should detail working hours achievable by the Service Person for the duration of the area restriction.

c. Compassionate Area Restriction must only be utilised as a short-term measure to provide essential care/support in times of domestic crisis. Recommendations should be considered initially for up to two full weeks and should not exceed four weeks. If exceptional circumstances are present which warrant further area restriction, then the situation should be assessed for compassionate assignment.

d. The authorisation for and duration of Compassionate Area Restriction rests with the individual's CO. RN FPS is to conduct a full investigation and verification and present the CO with a formal recommendation and review date to assist the CO in reaching a decision.

e. Repeated periods of Compassionate Area Restriction for the same/recurring situation should rarely be authorised; service personnel are expected to resolve their personal affairs within a reasonable timescale using the welfare support available to them.

2431. Compassionate Assignments

a. Where Compassionate Leave/Area Restriction is insufficient to resolve a problem, a Compassionate Assignment may be considered. The authority for Compassionate Assignment recommendations rests with RN FPS; it will usually be for up to three months and not more than six months' duration.

b. Commanding Officers or assignment authorities who consider that a Compassionate Assignment may be necessary should request an investigation by RN FPS (see Para 2414). During the course of the investigation RN FPS should, if not already involved, consult with the appropriate assignment authority regarding the implications of a reassignment (e.g. impact on OC of resulting gap). It should be borne in mind that compassionate assignment action to resolve one person's difficulties can frequently disadvantage or significantly disrupt others, especially when a relief is sought at short notice and out of turn.

c. During the course of the compassionate investigation and any resulting action, the Service Person is expected to fully engage with RN FPS, the Divisional/Regimental System and, where appropriate, their allocated Personnel Support Group (PSG) or Recovery Cell. On completion of the investigation, RN FPS will make one of the following recommendations:

(1) Compassionate Assignment is not recommended.

(2) Compassionate Assignment is highly desirable, even though this may seriously interfere with the requirements of the Service.

(3) Compassionate Assignment is essential. This could be for the Safeguarding of children or vulnerable adults within the Service Person's immediate family.

d. The decision to approve the compassionate assignment recommendation rests with the CO, taking into account the Service requirement. In all cases RN FPS and the assignment authority are to be informed of the decision.

e. All Compassionate Assignments are subject to formal written review carried out by RN FPS, which will provide the following:

(1) An assessment of the current situation;

(2) An evaluation of progress to date;

(3) Necessity for the Service Person's continued presence;

(4) Range of options and specific recommendations.

f. The overriding principle is to keep the CO and Career Manager updated with progress and supplied with sufficient information in order to make considered decisions in a timely manner, benefitting the Service Person and the Service. Reviews are to be carried out a minimum of one month before the compassionate assignment is due to expire. Reviews should also be undertaken where there is a significant change to circumstances and the outcome of the review should be shared with the Command and, as appropriate, the Career Manager.

g. RN FPS recommendations should state only the general geographical area to which a person is to be assigned e.g. base port or county. The assignment authority should, wherever possible, seek to place the Service Person in a complement billet where the individual will work within their specialisation.

h. RN FPS should in all cases discuss with the assignment authority and, wherever appropriate and possible, with the receiving Command, any circumstances that may affect or impair the individual's employability whilst in the Compassionate Assignment.

i. Service personnel should be advised that, on completion of a Compassionate Assignment, they are subject to the requirements of the Service. They may return to their former place of duty or, where an assignment has been deferred for compassionate reasons, take up a planned or alternative assignment elsewhere that is within established assigning principles and protocols.

j. The case for an extension to a Compassionate Assignment should be supported by a RN FPS Social Inquiry Report (SIR) and appropriate recommendation by a RN FPS Service Manager. The completed SIR will be despatched to the Commanding Officer holding responsibility for the Service Person who, in turn, will forward a recommendation to the Career Manager (who will have a copy of the full report) for a decision.

k. **Assisted Conception Services.** Guidance for those seeking stability in order to access assisted conception services (including IVF), and those in chain of command and assigning authorities, is at Chapter 60, Para 6015 and 2021DIN01-020 – Assisted Conception services and Fertility Preservation.

2432. Prolonged or Permanent Shore Assignments

a. When a very serious or complex situation cannot be resolved within the limited period of a Compassionate Assignment, consideration can be given to an application for a prolonged or permanent shore assignment, or Compassionate Discharge.

b. When a Compassionate Discharge is not requested by a Service Person or is deemed inappropriate (e.g. within two years of completing relevant pensionable engagement), a case should be made to the CO for a prolonged or permanent shore assignment.

c. Prolonged shore assignments are usually of six to 12 months duration; permanent shore assignments normally cover the last 12 to 24 months of Service before Termination Date.

d. The case for a prolonged or permanent shore assignment must be supported by a Social Inquiry Report (SIR) and appropriate recommendation by RN FPS.

e. SIRs should be completed by RN FPS within a maximum of 20 working days of the initial, formal request from the CO or assignment authority. In exceptional circumstances where situations are complex or contact with professionals involved etc has been difficult to establish then the SIR timeframe can be extended. This will only be done where absolutely necessary. The Serving Person, Command and the assignment authority will be updated formally, in writing, before the end of the initial 20 day period. Extensions can only be authorised by the RN FPS Service Manager /Head of Department and should be authorised in no more than 10 working day intervals.

f. The completed SIR will be sent to the CO who, if content, will forward a recommendation to the assignment authority for a decision. In all cases RN FPS is to be informed of the decision.

g. Where the CO and the assignment authority are not in agreement, completed reports and recommendations are to be submitted to Deputy Director People Delivery (DDPD) for a decision.

h. Prolonged and permanent shore assignments are subject to a formal written review by RN FPS.

(1) Prolonged shore assignments are to be reviewed at least every three months, with a final review a minimum of three months before the assignment is due to expire.

(2) Permanent shore assignments are subject to formal written review at least every six months, with a final review a minimum of three months before termination date to enable consideration for continuing welfare needs in accordance with DBS transitional protocols.

i. When a significant change of circumstances is reported, or the CO or assignment authority requests that a formal review be undertaken, a written report should be completed by RN FPS within a maximum of 10 working days of the report/request.

2433. Compassionate Discharge

a. The full terms and conditions for Compassionate Discharge are detailed in Chapter 54. In circumstances where a Service Person's presence at home is deemed essential and their home circumstances have become wholly incompatible with a continued Service career as a consequence, an application may be made by the Service Person, through JPA, to the CO, for Compassionate Discharge. Compassionate Discharge must be supported by a Social Inquiry Report (SIR) (SIR to be completed within the timeframes laid down in 2432 para e) with a clear recommendation from RN FPS to the CO. In turn, the CO will forward a recommendation to the assignment authority for a decision.

b. In situations where Compassionate Discharge is not recommended, the CO is to forward the case to Navy Legal Casework Cell. A final decision will be made and the outcome passed to the assignment authority.

SECTION 5

COMMUNITY ENGAGEMENT

2434. Community and Engagement Team

a. The Community and Engagement Team consists of Digital, Information, and Community Delivery specialists. They are responsible for the promotion and delivery of a programme of proactive and preventative support for service personnel and their families, in order to enable RNFPS to meet their strategic aims. This team is responsible for:

(1) Managing the Royal Navy Forum which is the Royal Navy's official communication channel between units and their families.

(2) Delivering a variety of on-line and virtual community activities, in partnership with other organisations.

(3) Developing volunteers recruited from the local Service community, Serving personnel, veterans, and their families, in partnership with RNRMC.

(4) RN FPS are responsible for managing a programme of Family Support Activities (FSA), local Forces Families Events (FFE) and Deployment Support Events (DSE), facilitating the delivery of play work, delivering Youth Work in their area of operation.

b. This work is based on a three-tier model of service delivery of universal, targeted and open, targeted and closed. This model is delivered primarily through RN FPS Community Development Workers (CDW) and while the range of provision can vary geographically, it is focused upon the key areas in the Community Policy (as detailed in JSP 770 Chapter 3). In addition, facilities are widely used by other community service providers such as Health Visitor clinics, and Scout and Guide Groups. Details of what is available can be accessed via the RN Forum, RN Website or via email: navypeople-psrnfpscom@mod.gov.uk

2435. RN FPS Information Support

a. **Communication, Engagement and Digital Media.** The Community and Engagement Team manage the Royal Navy Forum, which is the Royal Navy's official and approved communication channel between units and their families, sharing service-related updates, promoting events and activities, and encouraging peer-to-peer support. The team also work closely with a variety of MoD departments and other organisations to ensure engagement and collaborative working where possible. Their main areas of delivery are relocation, deployment and enhanced peer support.

b. RN FPS Information Officers and Digital Moderators offer a confidential and accessible information and guidance service that will answer questions or signpost customers to appropriate sources of information and guidance, researching as required. It is a service for families seeking information on all subjects including local communities, relocation, education, housing, employment/training courses, health, wellbeing and travel. The Information Officers collaborate with RN FPS Deployed Asset Team on deployment support, ensuring units are provided with briefings as well as up-to-date information relevant to deployment. The Digital Moderators manage the RN Forums on behalf of operational units, Training establishments and local RN FPS areas. This service is accessible via email: navypeople-psrnfpsinfo@mod.gov.uk[2]:

2436. Royal Navy Forum

a. The Royal Navy Website contains a set of information pages specific to Families, enabling them to find specific information to support them whilst they are part of a Naval Service Family and beyond as a Veteran Family. These pages will provide links into the Royal Navy Forum. The Royal Navy Forum (https://forum.royalnavy.mod.uk) provides a safe and secure environment for families to be informed, involved and in touch with likeminded individuals and their Service Persons Unit.

b. The Topics area provides open-source information on a wide variety of subjects including deployment, education, health and wellbeing, finance, employment, relocation, resources and community support. It also provides space to ask questions and to get involved in Polls and feedback sessions.

c. The Events area contains two open access groups and a private members calendar, which hold various community activities and events, and training and support courses .

d. **Members' Area.** The Members' Area provides a Service Person and their friends/relatives membership to a password protected area where they can access ship/unit specific discussion forums. The site is moderated by trained personnel, who monitor content to ensure breaches of security are prevented, whilst also responding to queries or concerns within the online Service Community ensuring that the service is utilised appropriately. This also allows certain updates that cannot be open to all from the MOD and other stakeholders to be shared.

e. **Units.** Units, especially when deploying, must establish and regularly maintain a unit on-line community in partnership with RN FPS to communicate effectively with their families Annex 24G details guidance on establishing and maintaining an on-line community.

[2] navypeople-psrnfpsinfo@mod.gov.uk

2437. Short Term Family Accommodation (STFA)

a. In the base port areas and at some units a limited number of Service Family Accommodation properties are set aside for use as temporary self-catering accommodation, primarily for welfare reasons. The scheme is aimed at enabling Service personnel to utilise their facilities for both themselves and visiting friends or family members, with priority always being given to welfare/compassionate cases. Whilst use of the facilities will incur a cost to the Service Person, which is in excess of standard SFA rates, it will be less than that of privately rented accommodation. Users are liable for damages incurred and other local occupancy rules may apply, such as non-access for pets. For further information, personnel are advised to contact their local RN FPS Information Support or RN FPS Office https://forum.royalnavy.mod.uk/topics/accommodation-and-facilities/short-term-accommodation/.

b. Specialist Welfare staff may seek the utilisation of STFA for welfare/ compassionate cases if no suitable surplus SFA is available (in accordance with JSP 464 Volume 1, Part 2, Chapter 2, Annex C Serial 6 and Annex D Serial 5). Where specialist welfare staff apply for the use of STFA for welfare/compassionate cases, those responsible for the administration of STFA should allocate suitable accommodation where it is available, i.e. it is vacant or being used for lower priority or non-welfare reasons. In all cases the principles set out below will apply:

(1) Any information associated with the application to use STFA will be in accordance with the RN FPS code of confidentiality (see Para 2413).

(2) Following any initial approach, welfare/compassionate case applications will be confirmed in writing.

(3) Those responsible for the administration of STFA will provide written reasons in cases where no STFA is deemed to be available, confirming that there are no vacancies and/or accommodation is not being used for lower priority or non-welfare reasons.

(4) Where there are local criteria for the welfare use of STFA, these will apply where they adhere to these principles, however all applications will be dealt with on a case-by-case basis.

(5) The use of STFA will generally be in accordance with the SFA eligibility criteria set out by JSP 464, however in the case of welfare/compassionate cases a more flexible approach will apply based on the circumstances of each case.

2438. Welfare Funding and Support to the Community

Welfare is provided through a combination of public (core) and non-public (non-core) sources as well as (in the UK) Local Authority provision. Welfare support is separately delivered by a mixture of Service and civilian personnel and organisations. Information on supporting organisations may be found at Section 8 of this Chapter. Other details are contained within JSP 770 Chapter 2, which should be read in conjunction with JSPs 462 and 315 as well as single-Service regulations pertaining to Service Non-public Funds (BRd 18).

a. **Community Funding.** Funding from the Family Welfare Grant (FWG) is used to support families of RN personnel on qualifying deployments, which includes a programme of FWG events independent of deployed units. The respective Units will normally instigate and lead homecomings and other similar events alongside RN FPS staff however, the majority of FWG funding is primarily for events taking place before and during a period of deployment.

b. Building on existing policy, the RNTM 01-056-24 expands on the FWG eligibility and how it works in practice, providing examples of acceptable and unacceptable FWG spending. RN FPS holds the FWG budget however, NAVY PEOPLE-OPS DWP FIN SO3 manages it in practice. A portion of the FWG is ring-fenced for the RN FPS Community Support Fund (CSF), in line with existing policy and financial processes to ensure compliance with Navy Command policy and Corporate Governance. The aim of the CSF is to further support community development work and family activities in between deployment periods. Hd RN FPS provides a monthly report to Hd People Support on both FWG and CSF spend. For FWG / CSF budget requests, please contact:
NAVY PEOPLE-OPS DWP FIN SO3, NAVY PEOPLE-PS RN FPS HQ CL or NAVY PEOPLE-PS RN FPS Hd.

2439. Use of the Defence Estate

a. **Encroachment.** A number of welfare activities that are non-publicly funded operate from public buildings and, therefore, constitute an encroachment. Further guidance on encroachments can be found in JSP 850.

b. **Mixing of Public and Non-Public Funding on the Defence Estate.** Both government accounting regulations and JSP 462 make it clear that the MOD has no delegated powers to incur expenditure of a novel or contentious nature without the prior approval of HM Treasury.

2440. Secondary Duties - ‘Stand Behind’ Policy

Any Service Person engaged, as part of their duties, in Service non-public funds activities in support of unit welfare obligations, will be acting in the course of their employment with MOD or the Armed Forces. As such the MOD is vicariously liable for an individual’s actions in the pursuance of their duty. It is essential that personnel read and fully understand the latest DINs (currently 2025DIN03-007 and 2025DIN03-007) that outline this policy.

SECTION 6

CASUALTY SUPPORT

2441. Casualty Policy

Casualty policy, reporting and procedures are fully documented in JSP 751 Volume 1 (Management of the Casualty). The Royal Navy NOTICAS Directive is given at Annex 24H.

2442. Visiting Officers

The role and responsibilities of the Visiting Officer (VO) are detailed in JSP 751 Volume 2 Chapter 5 Section 5. In the Royal Navy, the VO role is fulfilled by trained RN FPS staff.

2443. Casualty Visiting Officers

At times of high operational tempo or in a mass casualty scenario a cadre of Casualty Visiting Officers (CVO) will be trained and supported to undertake the VO role and will usually deal with cases that present as less serious or complex. CVOs are primarily drawn from shore establishments, reserve units and rear parties.

2444. Visits by Relatives and Friends to Sick and Injured Personnel in Hospital

Arrangements for visits by relative and friends, including Dangerously Ill Forwarding of Relatives (DILFOR), are detailed in JSP 751 Volume 1 Part 1 Chapter 6. 2009DIN01-095 outlines the accommodation available for family members of Service patients at the Royal Centre for Defence Medicine (RCDM) in Birmingham.

2445. Casualty and Hospital Welfare Support

Primary Welfare support of patients remains the responsibility of the unit. Where there are complex welfare needs, specialist welfare support may be engaged. Serious and complex cases may have a Visiting Officer assigned and guidance of the management of the patient group can be found in JSP 751.

2446. Welfare Assessment

A Welfare Assessment may be undertaken at any time following admission and automatically after being admitted for seven days if an in-patient is considered to have additional needs beyond those of basic primary welfare. Welfare Assessments are to be undertaken by specialist welfare services, and a Welfare Co-ordinator will be appointed.

2447. Welfare Co-ordinator

The Welfare Co-ordinator will be appointed to manage the assessed welfare needs of the patient group and is usually part of the chain of command e.g. Recovery Cell staff. If the welfare needs are complex or require specialist input, a worker from RN FPS can be appointed.

SECTION 7

DECEASED PERSONNEL

2448. Management of the Deceased

JSP 751 Volume 2 (Management of the Deceased) covers the additional procedures to be adopted when death occurs in-service.

2449. Deaths in Ships, Units and Establishments

Initial action to be taken by non-police personnel on discovering an incident involving a death or where death is likely is contained in Annex 24E.

2450. Funeral Officers

a. If a Service Person dies, it is MOD policy to arrange a funeral at public expense or provide funding towards the cost of a private funeral, dependent upon the wishes of the Next of Kin (NoK).

b. Within the Royal Navy, Funeral Officers (FO) are appointed to work closely alongside the NoK, via the VO, to make arrangements for the funeral. FOs are appointed by the Royal Navy Casualty Cell (RNCC) and are drawn from a pool of trained and available personnel from the Naval Bases, larger shore establishments and RM units. FOs should be of CPO/CSgt rank or higher.

c. The FO role requires application of sensitivity as it can be an emotionally charged process. To assist with selection and appointment of FOs, and to avoid potential for being overwhelmed, the following criteria should be taken into account:

(1) Has the FO experienced a recent bereavement?

(2) Does the FO have a close family member or friend with a terminal or life-threatening illness?

(3) Has the FO been involved in a significant traumatic event e.g. serious road traffic incident, an incident involving death or near death, disaster relief?

(4) Does the FO have close family/significant other who is involved in hazardous duties?

d. FO training is co-ordinated and provided by the RNCC.

SECTION 8

ADVICE AND SUPPORT

2451. Welfare and Charitable Organisations

There are many organisations that may assist Royal Navy personnel and their families – these fall into three broad categories:

a. MOD Agencies and organisations funded by MOD (see Section 9);

b. Organisations not funded by MOD (see Section 10);

c. Charitable organisations (see Chapter 32).

2452. Defence Housing Assessments

a. In the first instance, housing applications and requests to transfer should be referred and supported, where necessary, by primary welfare providers, i.e. Divisional Officers/Regimental system.

b. If there is a clear requirement for Specialist Welfare input and support (e.g. the case is complex), RN FPS can be requested to undertake an assessment of need. If RN FPS's assessment concludes that there is a need, a supporting letter will be produced. This letter will give a clear explanation as to why the application is/is not supported by RN FPS, the anticipated effects on the family and the Service, and the associated risks if the application is not approved by Defence Infrastructure Organisation (DIO).

c. If an applicant(s) states a welfare need and requests specialist welfare intervention, they should be advised that before their request can be supported, a RN FPS case file needs to be opened.

SECTION 9

ADVICE AND SUPPORT: MOD AGENCIES AND ORGANISATIONS FUNDED BY MOD

2453. Veterans Welfare Service (VWS)

The VWS provides help and advice to veterans and is able to direct them to a range of government and charitable services. It also provides an integrated website and free helpline. The VWS can be contacted via the website on https://www.gov.uk/government/groups/veterans-welfare-service

2454. Hospital Welfare Service

The Hospital Welfare Service (HWS) is currently provided under contract to the Defence Medical Welfare Service (DMWS). The HWS assists commanders with the delivery of Primary Welfare to Service personnel in hospital and their families. https://www.gov.uk/support-for-veterans/defence-medical-welfare-service

2455. Medical Social Workers

The Defence Medical Rehabilitation Centre (DMRC) Stanford Hall maintains a team of qualified social workers in order to assist injured Service personnel and their families in coping with injuries and, where appropriate, in preparation for discharge on medical grounds. https://thednrc.org.uk/

2456. RN FPS Information Support

In addition to the RN FPS Information Support network, personnel and their families have full access to Army and RAF HIVEs in Army and RAF locations.

2457. Education Advisory Team (UK)

The Education Advisory Team (UK) (EAT(UK)) is part of Defence Children Services (DCS) and exists to provide information and support to Service families and eligible MOD civilians on all aspects of the education of their children in the UK. The most effective way to contact the EAT (UK) team is via email: RC-DCS-HQ-EAT@mod.gov.uk. https://www.gov.uk/government/groups/defence-children-services-dcs

2458. Defence Transition Services

Defence Transition Services helps service leavers and their families who face challenges as they leave the military and adjust to civilian life. Their services include transition to civilian housing, health and social care, finance, employment and education support. https://www.gov.uk/support-for-veterans/defence-transition-services

2459. Joining Forces CU

Joining Forces is a credit union service for the Armed Forces. It was launched to tackle problems faced by military personnel who may find themselves with limited access to financial services, leaving them a potential target for high-cost credit providers such as payday lenders and loan sharks. The service, backed by the MOD, makes saving simple and loans more affordable to the Armed Forces and its Veterans. Repayments come straight from your Armed Forces pay making savings and loans more manageable. The also off webinars and briefings. Credit Unions who are part of this can be found at www.joiningforcescu.co.uk.

SECTION 10

ADVICE AND SUPPORT: ORGANISATIONS NOT FUNDED BY MOD

2460. The Royal British Legion (RBL)

The RBL provides support to the Armed Forces Community who may need financial support. The RBL website is: https://www.britishlegion.org.uk/get-support/how-we-help.

2461. Seafarers' Advice and Information Line (SAIL)

SAIL is an advice service dedicated to all seafarers and their families across the UK. It is run by Greenwich Citizens Advice Bureau on behalf of the Seafarers Hospital Society and is funded in partnership with Seafarers UK and Greenwich Hospital. The website is sailine.org.uk.

2462. Citizen’s Advice Bureau (CAB)

The CAB service helps people resolve their legal, monetary and other problems by providing free information and advice from nearly 3,400 locations across the UK. The website is www.citizensadvice.org.uk.

2463. Relate

Relate offers a wide range of relationship counselling for couples, families and individuals and it supports people through all stages of their relationships and people can access the support individually or with others, face to face, on the phone or on the internet. The website is www.relate.org.uk.

2464. Samaritans

The Samaritans is a national charity with a network of autonomous local branches available 24 hours per day to provide confidential emotional support. The website is www.samaritans.org.

2465. Refuge

Refuge provides help and support to women and children escaping domestic violence. Refuge's network of safe houses provides emergency accommodation for women and children when they are most in need. The website is www.refuge.org.uk.

2466. Royal Navy and Royal Marines Widows’ Association (RNRMWA)

The RNRMWA is a group of volunteers which offers friendship, support and comfort to those bereaved when their spouse/recognised partner was serving in the RN/RM at the time of their death. The website is www.rnrmwidows.org.

2467. Stonewall

Stonewall works with a range of agencies which promote equality and justice for lesbian, gay, bisexual and transgender people in the wider community. The website is www.stonewall.org.uk.

2468. Royal Volunteer Service

The RVS is a large national welfare support organisation operating mainly on a volunteer basis, but with a dedicated full-time Service branch. This branch has a long-standing agreement and commitment to provide trained field officers to major Army units, particularly those with a training role or that are stationed overseas (including Northern Ireland resident units). The field officers, who are selected for their maturity and practical experience, are concerned mainly with single and unaccompanied soldiers. They seek to provide advice, guidance, sympathy and practical support in a variety of ways. Although their approach is essentially non-military, they are part of a unit's establishment and can undertake a variety of tasks on behalf of the CO, which may extend to the provision of small-scale clubs or leisure facilities. The RVS provides the service to the MOD under grant in aid terms. Nevertheless, RVS workers are not MOD employees and therefore have no authority to commit public funds. The website is www.royalvoluntaryservice.org.uk.

ANNEX 24A

WELFARE COMMITTEE AND SHIP'S WELFARE FUND

1. Introduction

This Annex applies to Royal Navy units; the word 'ratings' should be taken to apply also to Royal Marines Other Ranks borne in such units.

2. Object of the Welfare Committee

The object of the Welfare Committee in Royal Navy units is to provide a means for free discussion between officers and ratings of items of general welfare and general amenities within the ship or establishment that lie within the power of decision held by the Commanding Officer of their immediate administrative authority. Further details are as follows:

a. Subjects which the Welfare Committee may discuss include conditions in the ship, boat or establishment, messing arrangements, composition of meals, recreational activities, and any suggestions for the general welfare of the Ship's Company.

b. Subjects outside the scope of the Welfare Committee are general conditions of the Royal Navy (for example discipline, working hours, pay and allowances, leave scales, etc.) cooking and serving food from the galleys, and questions of primary welfare and amenities not directly connected with the particular ship, submarine or establishment.

c. The Welfare Committee is responsible for the administration of the Welfare Fund.

d. The Welfare Committee is to administer the affairs of the canteen if this is operated on the Service system. They are to investigate any questions and complaints that may arise about process and quality of canteen foods, weights and measures, and the general working of the canteen when it is operated by an outside contractor.

e. Nothing in this article is to interfere with or prejudice the right of an individual rating to put forward suggestions through their Divisional Officer or to affect the responsibility of the Divisional Officer for looking after the interests of those in the Division. See BRd 2 Chapter 18.

3. Formation of the Welfare Committee

a. A Welfare Committee is to be formed in each ship, submarine or establishment with a complement of 50 or more. A Squadron Welfare Committee is to be formed for ships with complements of less than 50.

b. Suitable arrangements are to be made by administrative authorities for other detached ships and small establishments with complements of less than 50.

4. Composition of the Welfare Committee

a. The committee is to consist of officers and ratings as laid down in BRd 9600 (Ships General Orders) Ch 7 Art 0702

b. Matters concerning the ship's canteen may be delegated to a small sub-committee appointed by the Welfare Committee from its members. In such circumstances, the sub-committee is to include the Logistics Officer, or their representative, and another officer.

c. The detailed composition of the Welfare Committee is left to the discretion of the Commanding Officer, subject to the following general principles:

(1) Representation should normally be by messes. Where this is not practicable, it should be by branches and or messes, or in shore establishments by any groups into which the establishment can most effectively be divided for the purpose of representation.

(2) Every rating borne must be able to vote for a representative, but no rating can vote for the representative of a division, mess branch or group other than their own.

5. Secretary of the Welfare Committee

A suitable rating is to be selected by the Welfare Committee to act as the secretary of the Welfare Committee. The secretary may be paid for their services from the Welfare Fund. The secretary is to be responsible to the Chair of the Welfare Committee for all aspects of their duties which include:

a. Collection of agenda items for Welfare Committee meetings.

b. Preparation of the agenda for approval by the Chair.

c. Circulation of the approved agenda to all representatives well before each meeting.

d. Recording the minutes of each meeting and exhibiting copies on noticeboards.

e. Maintaining records of any decision taken out of Committee. These should normally be kept for at least 2 years.

f. Maintaining records of all Welfare Committee meetings.

g. Taking actions as directed by the Chair of the Welfare Committee to implement decisions of the Committee.

6. Election of Representatives

a. When the composition of the Welfare Committee has been decided, a notice is to be exhibited showing the divisions, branches, messes or groups for each of which a representative is to be elected. Any rating in the Ship's Company or unit may then offer to stand for election to represent their division, branch, mess or group, and should submit their name to the nominated Returning Officer within 4 days of the notice appearing. It will also be open to each division, etc., to nominate a representative or representatives for election, subject to acceptance of nomination by the person concerned. The names of all candidates put forward are to be published on noticeboards for a period of 10 days before the date of the election, with any instruction that any candidate who has offered themselves or has been nominated for election but whose name is not on the list should immediately report to the nominated Returning Officer.

b. At close of nominations, if there is more than one candidate for a representative group then ballot papers are to be prepared for each of those voting groups showing the names of candidates for election. The ballot is to be run on the 'first past the post' principle, with the person receiving the most votes being elected. The paper must not be marked in such a way that the voter can afterwards be identified. For representative groups with only one nominated candidate, the nominated Returning Officer is to declare an uncontested election.

c. The ballot is to take place as required. The arrangements for recording the votes are to provide that the ballot is secret and takes place immediately after issue of the ballot paper and that no person can return more than one voting paper. Voting by proxy on behalf of personnel sick or on leave cannot be permitted.

d. The subsequent sorting and counting of votes is to be carried out in the presence of an officer and representative ratings. The results, including the names of any uncontested election, should be published on noticeboards as soon as possible thereafter.

e. Vacancies in the Committee are to be filled as they occur by means of by-elections. The tenure of a Welfare Committee representative should be no more than 24 months before being required to seek re-election. In seeking re-election, nominations are to be opened as detailed at para 6.a above. Commanding Officers may call for the re-election of the whole Committee if the conditions under which the ship is serving has or is planned to change, e.g. entering or leaving refit. In newly commissioned ships, however, a fresh ballot should be held after the ship has been three to six months in commission. A by-election will be necessary when any elected member of the Committee leaves the ship for any reason for more than 28 days (except on leave). Ratings sentenced to imprisonment or detention are to be removed from the Committee and their places filled by elections; those disrated for misconduct or reverted for unsuitability should be removed but not barred from re-election at the consequent by-election; those awarded a Service Supervision Order should be removed from the Committee and be ineligible for election until expiry of the Service Supervision Order.

f. In training establishments, to avoid the need for frequent by-elections, each class of trainees is to be represented by its class leader, provided that the courses are of sufficient duration; if not, the representation should be by suitable instructors.

g. A special organisation will be necessary for carrying out elections in ships with complements of less than 50, but it should as far as possible follow the principles laid down above and should be approved by the administrative authority.

7. Special Arrangements for Large Shore Establishments

At large shore establishments, including training establishments, where conditions differ considerably from those in other establishments and in ships, such arrangements for the composition of the Welfare Committee and the election of representatives are to be made as best suit the particular conditions. The arrangements should follow those for ships as far as possible and should not conflict with the general principles in these regulations without prior approval from Navy Command HQ.

8. Meetings of the Welfare Committee

a. Meetings of the Welfare Committee are to be held as required, but not less frequently than once every two months. Notice of subjects which it is proposed to raise at the next meeting should be given to the secretary, and an agenda should be circulated to committee members beforehand. Before circulation, the agenda must be approved by the Chair to ensure that the subjects for discussion are within the terms of reference of the Committee. Committee members will be expected to ascertain the views of the ratings they represent.

b. The Chair may arrange for the co-option of Divisional or other officers and ratings, when specific questions, in the discussion of which their experience would be of use, arise. The Canteen Manager may be invited to attend when the agenda includes items concerning the canteen.

c. No officers on the Committee are eligible to vote at the meetings.

d. Minutes of the meetings are to be kept for record, and copies are to be exhibited on noticeboards.

9. Welfare Fund

a. **Administration.** Administrative arrangements for the management of the Ship's Welfare Fund are contained in BRd 2 The King's Regulations for the Royal Navy Chapter 80 and BRd 18 Management and Accounting Instructions for Non-Public Funds.

b. **Trusteeship.**

(1) Trusteeship of the Welfare Fund of the ship, submarine or establishment rests with the Commanding Officer, who has a duty to veto any proposed expenditure which seems to them subversive of discipline, contrary to the law relating to charities, or otherwise improper. The circumstances in which such a veto is exercised are to be reported by the Commanding Officer to their administrative authority.

(2) The Commanding Officer is to pay due regard to the proportion of the Ship's Company who are able to take part in any particular form of recreation that may be the subject of assistance from the fund. In all other respects, subject only to the responsibilities of the Commanding Officer as trustee, the Welfare Committee is to have full discretion as regards expenditure.

(3) In judging whether disbursements are a proper charge to the fund it should be noted that, although the word 'efficiency' has in the context of Service administration acquired a limited meaning, in the charitable context it should be interpreted in the widest sense and taken to mean efficiency of the Service as an entity. It thus embraces measures to maintain or improve morale of members of the Royal Navy.

c. **Audit.** The accounts of the ship's Welfare Fund are to be kept and audited in accordance with the instructions in BRd 2 The King's Regulations for the Royal Navy Chapter 80.

d. **Disposal of the Fund on the Loss of Ship/Boat.** On the total loss of a ship/submarine, any balance in the ship's Welfare Fund is to be transferred to the Royal Navy and Royal Marines Charity.

ANNEX 24B

N1 FORUMS[1] AND UNIT CASE CONFERENCES WITHIN THE ROYAL NAVY

References:

A. BRd 439 Chaplain's Handbook.
B. BRd 1991 Instructions for the Royal Naval Medical Service.
C. RN FPS Confidentiality Code (see Para 2413).

1. Introduction

a. This annex provides direction on the implementation across all Commands of the N1 Forum (N1F) and Unit Case Conferences (UCC), which are subordinate to Case Conferences held by the Recovery and Resilience Margins HQ (RRM HQ) and the Unit Carers Conferences held by Royal Navy Family and People Support (RN FPS), yet should be considered mutually supportive.

b. It also provides guidance and standardisation to Commands for the conduct of N1F and UCC. The N1F and UCC are formal settings adhering to confidentiality practices, within which the agencies supporting the Executive organisation (RN FPS, Med, Chaplaincy, etc.) are brought together by the Executive, in order to assist the Divisional and Regimental System (Divisional Officer (DO) and Troop Commander (TC)), but primarily to support our Service Personnel (SP) and families.

2. Background

a. N1F and UCC already function across the RN providing support from Phase 1 throughout a SPs career. The agencies supporting the Executive organisation enable the coordination of appropriate care and support, ensuring it is delivered at the right time, when a SP or their family needs help. The best interests of the individual, their family and the Service are to be considered in order to maximise Operational Outputs.

b. The N1F is a formal setting for the Command, Divisional and Regimental Staff to discuss within a forum and with other Caring Professionals, the SP and families. Discussing matters that may be causing concern, placing personnel at risk to themselves or others, recognising symptoms and addressing matters before the need to escalate to other agencies, requiring the removal of the individual from their place of work. General concerns regarding wellbeing that may have been highlighted to the Command may also be discussed. The N1F, may, with the guidance of RRM HQ and RN FPS (Professional Agencies (PA)), wish to add the individual to the Risk Register (RR) or Vulnerable Risk Management Information System (VRMIS) where utilised.

[1] Although “Fora” is the grammatically correct plural of “Forum”, the more readable and widely understood “Forums” is accepted throughout this Annex.

c. The UCC is a formal setting which may be requested at any time by the Command, the DO, TC or any concerned party. It is chaired by the DO or TC with the Executive (Executive Officer (XO), Executive Warrant Officer (EWO)/Base Warrant Officer (BWO)/Coxswain (COXN) or Regimental Sergeant Major (RSM)) assistance and brings together professionals that may support and assist the SP, their family and the DO/TC. If the Executive deem any SP to be at risk, this individual should be referred to the appropriate PA where consultation may take place, with the possible inclusion on the RR.

3. Organisation

a. The N1F and UCC are administered by the XO, EWO, BWO, COXN, RSM and SO2/3 Logs on behalf of the Commanding Officer (CO). These individuals are to ensure that N1F are held regularly, dependant on the size, structure and function of the group or element, but no less than once per month and no greater than weekly, with UCCs being held as required, with the appropriate individuals in support listed below (Not all individuals may be available or required, particularly in ships and submarines):

(1) XO/2i/c.

(2) EWO/BWO/COXN/RSM.

(3) DO/TC.

(4) Departmental Co-ordinator/Troop Sergeant (If required for employment restrictions, etc).

(5) Legal.

(6) Service Police.

(7) Medical[2].

(8) Chaplaincy[3].

(9) Royal Navy Family & People Support (RN FPS).

(10) Any other supporting agency thought necessary (e.g. Career Manager).

b. Within Naval Bases (NB), RM Units and large Shore Establishments (SE) the Executive may wish to delegate the N1F and UCC to Heads of Department (HOD), Training Groups (TG) or Lodger Units (LU), with an approved nominated Officer of SO2 or above to chair the N1F or UCC when required, within each TG/LU, drawing upon the resource of departments as required. The CO and Executive are to be made fully aware and, if necessary, verbally briefed on any SP required to be discussed at an Executive N1F or UCC and immediately upon recommendation to be included on the RR/VRMIS.

[2] BRd 1991 Instructions for the Royal Naval Medical Service.
[3] BRd 439 Chaplain's Handbook.

c. Smaller Shore Establishments, Ships, Submarines and Units should manage centrally N1F and UCC within the Executive organisation. External professionals may be included, if possible, and the use of technology to ensure the most complete picture is compiled and the most comprehensive support is made available.

d. NBs and large SEs will convene an Executive N1F to discuss individuals or issues raised at the individual Group N1Fs that require Command attention (Phase 1 and 2[4] Elements will report directly to the CO). The purpose of the Executive N1F is to raise awareness of, and where possible resolve issues that cannot be addressed at TG/LU level. This forum will be attended as directed by the Executive and the TGs/LUs Divisional Staff.

e. Personnel Support Groups, Recovery Troops and RNRC Haslar exceptionally hold their own N1F and UCC given the numbers of personnel within their organisations ensuring concerns are shared with the Executive and included on VRMIS as required. Where necessary cases may be discussed at the Executive N1F.

f. Attendance to support a N1F or CC is to be given the highest priority by all concerned.

4. Confidentiality[5] [6] [7]

Appropriate confidentiality practices must be observed and guidance in support of the Executive and DO/TC should be briefed at each N1F and UCC.

5. N1 Register[8]

a. The N1 Register is a detailed diary of events, actions taken, recommendations and the category of risk, which may inform the RR/VRMIS. The N1F E-register is an Official Sensitive – Personal document and is to be maintained iaw the Data Protection Act 2018. Information from the N1 Register is only to be disclosed to those personnel on a ‘need to know Basis' determined at the N1 monthly brief with the CO or to those desired by the CO in the course of their duties. The N1 Register is held and maintained by SO Logs and briefed regularly to the Command.

b. The N1 Register will be reviewed at the N1F and any actions arising briefed for action by the DO and/or the individual. No cases will be removed from the register without the Command considering any new information pertinent to the case. Careful consideration must be made on the requirements to inform other units if it is deemed necessary for any individual to remain on the RR/VRMIS or within the N1F construct, when assigned.

[4] JSP 822 Part 1(Defence Direction and Guidance for Training and Education)
[5] JSP 950 Part 1 (Medical Policy) Defence Medical Services Caldicott Policy, Lft 1-2-15 (V1.2) Sep 16
[6] BRd 3(1), Naval Personnel Management, Ch 24 Welfare, Para 2413 Royal Navy and Family People Support Confidentiality Code
[7] RNGC1 02/104 (RN FPS Confidentiality Code)
[8] BRd 3(1), Naval Personnel Management, Chapter 24, Appendix 1 to Annex 24C (Management of Care Arrangements for Service Personnel 'At Risk' and Sensitive Case Reaction Team (SCART))

c. The N1 Register has two categories, A and B. These provide guidance on the delivery of Care and Welfare (C&W) (Executive, Medical, and Chaplaincy, etc.) and the level of support required:

(1) **Category A Cases.** Individuals who are considered highly vulnerable and are likely to require close and frequent supervision.

(2) **Category B Cases.** Individuals considered to be at an increased level of vulnerability and are likely to require routine and regular access to sources of assistance outside the Divisional system.

6. Management of Meetings

a. The Executive or TG/LU representative will be responsible for the creation of an agenda, records and must also provide actions (a plan) for each DO/TC regarding everyone discussed. UCC will be administered by the DO ensuring outcomes are recorded and comply with paras 4 and 5. The format may be created locally to suit the needs of the user; however, the Executive may wish to produce their preferred agenda.

b. The agenda may include, but is not limited to:

(1) Introduction and Apologies.

(2) Actions Review.

(3) Service Discipline (to include Minor Administrative Action).

(4) Civil Offences.

(5) Service Complaints/Representations.

(6) Warnings.

(7) Medical (Wounded, Injured and Sick (WIS), medically non-deployable, RNMBOS, Joint Medical Employment Standards).

(8) Recovery Plan.

(9) Review Risk Register/VRMIS.

(10) Review Actions.

7. Conclusion

The N1F and UCC construct provides an opportunity to exchange information about personnel assessed to be vulnerable, in a confidential environment, and by so doing so determines a course of action to reduce the risk to the SP or others and provides the DO/TC with the best means to assist individuals within their division. It is an important tool to assist in the delivery of support to our people as well as the maintenance of morale and discipline. It does not seek to replace the Divisional System, rather it augments it.

ANNEX 24C

N1 RISK REGISTERS – VULNERABLE RISK MANAGEMENT INFORMATION SYSTEM (VRMIS)

References:

A. Army General and Administrative Instructions Volume 3, Chapter 110 – Identification and Management of Vulnerable Individuals: AGAI 110[1]
B. VRM / VRMIS page of the Army Digital Services (ADS) Catalogue[2].

1. Introduction

a. The N1 Register is a tool to support N1 forums (sometimes referred to as Carer's forums) and Unit Case Conferences. VRMIS is a system introduced by the British Army and now adopted by the Royal Navy to support vulnerable people risk management, created with the aim of minimising the number of incidents of suicide and self-harm and provide guidance for Commanders and the CoC to:

(1) Assist them to identify personnel at risk of Suicide and Self-Harm behaviours.

(2) Signpost appropriate responses to actively manage and support individuals at risk.

b. Whilst broader RN policy regarding Vulnerability Risk Management (VRM) is under continuing review, the rollout of VRMIS minimises risk in losing information, or Commanders being unaware of vulnerable people assigned to their units. VRMIS supports the Commander and Executive Team to identify and review their vulnerable personnel or dependencies and assign lead officers or case workers. Importantly, it positively controls the passage of information between units if a vulnerable person is assigned. From a unit perspective, trends can be observed, which may warrant external support.

c. The VRM process is a leadership function and command led activity which requires a multi-agency approach to identify, manage, and support SP who are considered to be vulnerable and therefore potentially at risk of self-harm and/or suicidal behaviours. Each record on the Unit VRM Register held on VRMIS forms the case history of the actions taken by the CoC and those parties supporting the individual to manage, support and care for them whilst they are considered to be at risk. The full case history contained within the Care Action Plan (CAP) will be provided to the Coroner in the event of a death and to the President of any Service Inquiry that is convened.

[1] https://modgovuk.sharepoint.com/sites/IntranetArmy/Shared%20Documents/AGAI_110.pdf
[2] https://remedy19.ahe.r.mil.uk/dwp/app/#/catalog

d. VRMIS is a tri-service closed application, and access is strictly restricted to designated users (via their MODNET PUID), with only the Commanding Officer and the Unit VRM Lead having read-only access to all individuals' records within the unit because of the roles that they occupy. All personal, welfare and medical data must be protected in accordance with the Data Protection Act 2018 (DPA 18) and the General Data Protection Regulations (GDPR). Health and Social Care professionals should refer to the Caldicott principles and their own respective professional regulations around the duty to share information and/or breaching of confidentiality. The Data Protection Impact Assessment (DPIA) has been completed by the RNTM Sponsor with risk held at 2* level by Director People and Training.

e. Headquarters Command Force (HQCF) is responsible for ensuring that all RM and RMR Units have access to and are aware of their responsibility to use VRMIS for managing individuals assessed at risk. The Recovery and Resilience Headquarters have interim responsibility for all RN and RNR Units having access.

f. The VRMIS system has been successfully adopted across all RM Cdo units, the Royal Marines Band Service (RMBS), Royal Marines Reserve (RMR), Naval Base Personnel Support Groups (PSGs) and the Royal Navy Recovery Centre (RNRC) Hasler. It has been subjected to rigorous stress testing, both in terms of its functionality and its role in supporting vulnerable individuals and been pivotal in after-action reviews when individuals were at risk of self-harm. Moreover, it has played an important part in proactive intervention, allowing the Chain of Command to step-in before self-induced or system-induced pressure becomes a contributing factor.

2. Guidance for Chain of Command.

a. In determining who may be deemed vulnerable and at risk, there are many factors out-with diagnosis of psychiatric illness to consider, including:

(1) A history of self-harm.

(2) Relationship problems / breakdown / Family Issues / Toxic Relationships.

(3) Significant Loss.

(4) Substance Misuse including failed CDT.

(5) Alcohol misuse.

(6) Loneliness or isolation.

(7) Current pending legal or disciplinary action.

(8) Work related problems (stress, excessive workload, under manning/gapping).

(9) Investigations in relation to sexual offences.

(10) Financial problems.

(11) Transition (retirement, discharge etc).

b. It may not be the risk factor that is identifiable or identified, but a behavioural aspect or change as a result of that risk factor. Just because an individual has not been diagnosed with a psychiatric illness is not a reason in itself to exclude them from management under the VRM process.

c. Everyone has a responsibility to report to their immediate CoC if they have concerns of an individual that may be at risk of Suicide and Self-Harm behaviours or is vulnerable. Where ranks are highlighted the CoC should immediately convene a Case Conference (CC). The CC should consider appropriate attendees, being mindful of 'need to know' aspect of Caldicott, which may include the following:

(1) CO or delegated representative.

(2) Unit 2I/C/XO/CSM/SSM.

(3) RSM/EWO/Cox'n.

(4) Adjutant/Discipline Advisor.

(5) Medical Officer/Medical Branch Rating/DCMH practitioner/Mental Health nurse.

(6) Unit Padre/Chaplain.

3. Roles and Responsibilities. There are **three** defined User roles within VRMIS:

a. **The Commanding Officer.** The risk of self-harm or suicide behaviours is owned by the Chain of Command. As such CO's (or equivalent) are responsible for ensuring that BRd 3(1) Chap 24 is complied with, and that the VRM process (including maintaining the open CAP on the VRMIS system) is applied correctly within their unit. COs are also responsible for ensuring that a culture of trust, confidential disclosure, and non-stigmatisation of VRM issues is engendered throughout their unit to enable the effective identification and management of service personnel who may be vulnerable and therefore potentially a risk of self-harm or suicidal behaviours.

b. **The Unit VRM Lead.** Has overall responsibility for the maintenance and management of the Unit VRM process and Unit VRM Register on a day-to-day basis directly on behalf on the CO. They must be appropriately trained for the Unit VRM Lead role which should have been undertaken as part of their respective pre-employment training. They are also required to provide formal Level 1 assurance to the CO that the unit is complying with this RNTM and process and raise any concerns to the CO where there is non-compliance within their unit. The Unit Lead must ensure that CAP Leads are correctly trained on the management of a CAP and the use of VRMIS. Without being prescriptive, the VRM lead is likely to be the 1st Lieutenant, EWO, Cox'n, XO, G1 Advisor etc i.e. the role currently responsible for the N1/Carer's forum. The VRM lead will need to register for a VRM account by providing Army VRM lead with their PUID, role name and UIN (Army Pers-Health-HPW-VRMPol-SO2).

c. **The Care Assessment Plan (CAP) Lead.** The CAP Lead is normally someone in the individual's chain of Command and is responsible for creating, updating and maintaining the Care Assessment Plan on VRMIS. They should be at an appropriate level within the CoC and will usually be the Divisional Officer (DO) or Troop Commander (Tp Cdr). If the Tp Cdr or SNCO is not the CAP lead, they must be granted visibility to the CAP by the CAP lead to allow them to fulfil their legal duty of care responsibility, conduct the monthly formal review of the case, and be fully aware of the current situation of their subordinate and level of risk that they are holding.

4. Management of VRMIS Accounts. The Unit VRM Lead is primarily responsible for the granting access to, and management of, unit VRMIS accounts:

a. Unit VRM Leads receive their VRMIS access permissions from their predecessor who is responsible for transferring all open and closed cases held on the Unit VRM Register to their successor as part of their formal HO/TO.

b. There are limited occasions where the VRMIS Senior User (Army Pers-Health-HPW-VRMPol-SO2) will create Unit VRM Lead permissions: on the establishment of a new unit that requires VRMIS access, or, if the Unit VRM lead is unavailable due to being incapacitated and as a result is unable to transfer their permissions and cases linked to their PUID.

c. The Unit VRM Lead is also responsible for granting access to VRMIS for the CO and all CAP Leads on creation of the entry on VRMIS or by using the internal transfer function[3] or bulk transfer function[4] on VRMIS as personalities change.

d. The CAP lead is responsible for granting and ending Visibility access to the CAP.

e. The Unit VRM Lead must transfer their responsibilities and all cases to a nominated replacement during any periods of absence (such as Leave, Long Courses, Deployments etc). This is completed by initiating a "Bulk Transfer" of cases linked to their PUID (i.e. JonesB123) across to the nominated replacement which will create their VRM Lead permissions at the same time, who will transfer all cases back to the formal Unit VRM Lead on their return.

f. The Unit VRM Lead is also responsible for conducting a full handover of their role regarding the application of the VRM process within the unit and the Unit Register held on VRMIS to their successor and does this by using the Bulk transfer functionality in the VRMIS application which also creates their successors access permissions at the same time. The VRMIS process guide on handing over the Unit VRM Lead role and all cases on the Unit VRM Register, either temporarily or permanently on assignment, is located on the VRM page of the Army Digital Services (ADS) Catalogue.

[3] Where only one case needs to be transferred.

[4] Where there are multiple cases to transfer.

g. The Unit VRM Lead is also responsible for updating the CO and CAP leads on VRMIS as personalities change. Where multiple records need to be re-assigned as part of this process, this can be completed quickly and efficiently using the bulk transfer functionality in the VRMIS application, or for single cases this can be completed using the individual transfer function on the specific record. The VRM process guides on updating the CO and updating the CAP Lead are accessible via the VRM page of the Army Digital Services (ADS) Catalogue.

5. Access

a. VRMIS access is linked solely to an individual's MODNET PUID and not to their post or role within a Unit. VRMIS is accessible using the launch application button on the VRM Page of Reference A or using the following link: https://vrm.ahe.r.mil.uk/. Access is only available to those personnel directly involved in the management and support of an individual on the Unit VRM Register and for whom access by their Unit VRM Lead (or Care Action Plan (CAP) Lead in respect of visibility) has been granted. The VRM lead will need to register for a VRM account by providing Army VRM lead with their PUID, role name and UIN.

b. It is paramount that when an individual who has VRMIS permissions is assigned from their Unit, that they have their VRMIS access withdrawn immediately. This is the responsibility of the individual themselves who must log a call via the VRM page of the Army Digital Services (ADS) Catalogue, provide their PUID and request that their VRMIS access is removed. Prior to completing this request, they must ensure that the Unit VRM Lead has transferred all cases linked to their PUID and/or any open visibility has been ended by the respective CAP lead. Access to VRMIS will not be removed if there are cases still linked to their PUID. If the departed VRMIS user requires VRMIS access at their new unit, it can be created by their receiving Unit VRM Lead once they take on VRMIS responsibilities in their new role.

c. The respective CAP lead is responsible for granting and ending Visibility (read-only) access on a CAP. The Commanding Officer (CO) and Unit VRM Lead have automatic read-only access because of the positions they hold on VRMIS, so separate visibility does not need to be granted to them by the CAP Lead.

d. Any individual granted visibility will have read-only access to the record on VRMIS that their PUID is linked to. Normally those granted visibility will be in the SP's CoC or be someone who is involved in the management, care and support of the individual on the Unit VRM Register such as the Chaplain, MO, DCMH clinician or RN FPS caseworker and visibility can only be granted with the express permission of the individual on the VRM Register. The CAP Lead should consider giving attendees at the N1/Carer's forum/Case Conference access to VRM.

e. Where the CAP lead has been delegated, the new lead CAP lead must be granted visibility.

f. The following summarises the access permissions and who is responsible for granting them, and responsibilities of each of the roles laid down in Para 3 above which must be adhered to:

(1) **Commanding Officer.** As the owner of the risk, the CO has read only access of all VRM records held on VRMIS in their unit. Their access to VRMIS is created by the Unit VRM lead when they assume command (the Unit VRM Lead facilitates an internal transfer on VRMIS to move all open and closed cases from the outgoing CO to the Incoming CO creating their access at the same time) and when new cases are added to the Unit VRM register held on VRMIS. The CO must ensure that they have access to, and can access VRMIS, and be aware of all open cases held on their Unit VRM Register. The CO is also responsible for ensuring that they conduct a formal review of all open cases at the monthly N1 forum/CC details of which must be recorded in the CAP by the respective CAP Lead.

(2) **Unit VRM Lead.** The Unit VRM lead access is granted by the outgoing Unit VRM Lead as part of their formal HO/TO which must include the transfer of all open and closed cases from the departing Unit VRM Lead to the incoming Unit VRM Lead. The Unit VRM lead has the following responsibilities:

(a) Read only access to all Unit records held on VRMIS.

(b) Convening the N1/Carer's forum/MUCC and any subsequent ICC, including production of the Record of Decisions (RoDs) which must include attendance, details of the discussion and decisions made, a Summary of Risk Factors (SoRF) identified and agreed Actions and Measures for inclusion in the CAP once initiated.

(c) Where the decision was made to place someone onto the Unit VRM Register, the Unit VRM Lead must create the register entry on VRMIS, adding the identified risks (SoRF) from the CC as Tags as part of the entry process and assigning the CAP Lead permissions.

(d) Where the decision was made not to place SP onto the Unit VRM Register as this RNTM and guidance from Para 110.025f of AGAI 110, the Unit VRM Lead must still create an entry on VRMIS and use the "Initial Risk Conference Only" Tag, assign themselves as the CAP lead, initiate the CAP and record the meeting from the ICC as an Event, closing the CAP straight away (so that it can be referred to (and reopened) if the individual comes back onto the radar).

(e) Ensuring that all open cases are formally reviewed by the CO at the MUCC in accordance with BRd 3(1), Chap 24. This must include a review of any outstanding actions, current measures and actions, a review of risk factors along with an understanding of progress being made by the individual, along with any D&G provided by the CO.

(f) Managing unit VRMIS access and raising all internal transfers when required (this means updating personnel in VRMIS roles such as the CO and CAP Leads as personalities change).

(g) Raising External transfers (on the assignment of an Individual who has an OPEN or CLOSED case on the register). This formal transfer of an open case must only be actioned once a UCC has been held and the full details recorded in the CAP.

(h) Ensuring that all CAPs on the Unit VRM Register are up to date (including chasing any CAP leads to bring their records up to date as necessary). Out of date records (those that have not had a formal ICC or MUCC review entered into the CAP for more than 30 days) will appear in red text on the VRMIS front page.

(i) Handing over to an appropriate individual when absent on leave or duty (using the Bulk Transfer function to update the VRM lead on all records).

(j) Handing over the Unit VRM Register & VRMIS responsibilities to their successor in a timely manner and submitting a request via the VRM page of the Army Digital Services (ADS) Catalogue to end their VRMIS access.

(k) Providing assurance to the CO that the unit is fully compliant with both BRd 3(1) Chap 24 and this RNTM and the VRM process and that all cases are up to date on the Units VRM Register held on VRMIS.

(l) Ensuring that all CAP leads are aware of their role and responsibility in regard to the VRM process and use of VRMIS and if they have not completed learning in this area then provide an awareness briefing to them using the materials accessible on the VRM page of the Army Digital Services (ADS) Catalogue[5]. Ensure the VRMIS Awareness training competency is awarded when and to whom these briefings have been provided.

(3) **Care Action Plan (CAP) Lead.** The CAP Lead is responsible for the day-to-day management and engagement with the individual who is entered onto the Unit VRM Register along with those parties who are supporting the individual. **The CAP Lead, who is the only person who can initiate, edit, and close the CAP** has their access permissions granted by the Unit VRM Lead. Specifically, the CAP Lead is responsible for:

(a) Initiating the Care Action Plan (CAP) on VRMIS once the Unit VRM Lead has created the entry. The CAP lead must initiate the CAP in a timely manner, and throughout the time that the CAP is open maintain a chronological summary of events, actions, and measures on the CAP.

[5] https://remedy19.ahe.r.mil.uk/dwp/app/#/catalog

(b) Populating the Overview page of the CAP paying particular attention to ensuring that the summary of risk factors identified at the ICC are included.

(c) Recording the full details of the attendance, discussion and decisions made at the ICC as an Event in the CAP along with entry of the agreed Actions and Measures (this information will be provided to them by the Unit VRM Lead).

(d) Adding and removing Visibility (read-only access) on the CAP.

(e) Obtaining and recording a signature from the individual on both entry onto VRMIS and prior to CAP closure and recording the signature date in the Signature tab of the CAP and uploading the signature page into the documents section of the CAP.

Note. *An entry into VRMIS does* ***not*** *require explicit consent of the individual concerned, however a signature from the SP in the CAP is required to confirm the individual has been informed of said entry.*

(f) Obtaining authority to share information as necessary by obtaining a signature from the individual and recording this in the CAP.

(g) Recording all formal and informal reviews, interactions, and updates in respect of the SP on a CAP, including but not limited to details of changes to a SP's situation, engagement with any of the SP's family, any refusal by the SP to engage in the process along with what has been done to try to encourage engagement.

(h) Recording updates provided by the third parties who are supporting the individual as Events in the CAP, including uploading documents provided by these third parties.

(i) Adding new Tags to the CAP as new risks are identified and ensuring that both the summary of risk factors is updated on the Overview page of the CAP and an Event is created that provides full details of the new risk and any newly agreed Actions or Measures put in place to assist in mitigating this risk.

(j) Creating a Leave Plan with the individual at risk, or a contact and safety netting plan if the SP is sick at home or suspended from duty, and monitoring or contact is required during this time, ensuring that individual has a copy and that its creation is recorded as an Event in the CAP and a copy uploaded into the documents section of the CAP. Templates are available on the VRM page of the Army Digital Services (ADS) Catalogue.

(k) Recording details of any Safety Plan that has been created and ensuring that a copy is uploaded into the documents section of the CAP and reviewed as part of the formal monthly reviews. Templates for the creation of a Safety Plan are available via Staying Safe | from suicidal thoughts and on the VRM Page of the Army Digital Services (ADS) Catalogue.

(l) Ensuring that the CAP is up to date and that regular case management reviews with the individual are conducted and full details recorded as Events in the CAP along with and changes to the agreed Actions and Measures. This must include the details of the formal N1/Carers forum/MUCC in accordance with BRd (3) 1, Chap 24.

(m) Where an individual is leaving the service (regardless of the reason for leaving) and has an open CAP that an assessment of ongoing needs is completed. The SP name and service number should be sent to Army Pers-Health-HPW-VRMPol-SO2 for the account to be closed. Defence Transition Services (DTS) and Veteran Welfare Support (VWS) provide ongoing support, guidance and information to service leavers and their families on issues that will endure beyond discharge. DTS and VWS support is available irrespective of the reason for discharge and is available to regular, reservists and their families. Referrals into DTS/VWS are made using the Defence Transition Referral Protocol (DTRP) detailed in JSP100 part 227. This can be made on behalf of the SP or family member by any responsible tri-service military authority, or by the individual SP or family themselves through self-referral. RM ranks can also be referred to the RMA Local Case worker upon being identified as a vulnerable Service Leaver.

(n) Recording full details of all formal risk conferences (N1/Carers forum/UCC) that take place. This must include details of who attended, the discussion that took place, review of the SoRF, review of outstanding actions and open measures and any decisions that were made.

(o) Attending and recording the full details of any HO/TO CC that takes place when an individual with an open entry on the Unit VRM register is assigned in accordance with this RNTM. The requirement for a HO/TO CC to take place also applies to those personnel with an open CAP who are moving to a Workforce Resilience and Training Margin or Service Custody.

(p) Ensuring that they conduct a handover of the CAP with their CAP Lead successor and that this is recorded in the CAP.

(q) Ensuring all documents pertaining to the case are uploaded into the documents section of the CAP on VRMIS and that a corresponding event is created that provides details of the document that has been uploaded.

(r) Once a decision has been made to remove someone from a Unit's VRM Register, record full details of the N1/Carer's forum/CC including the COs decision regarding removal, obtain a signature from the individual and upload this into the CAP along with any other documents, then close the CAP.

(s) Following a death of an individual who has an open entry on VRMIS, downloading the CAP and any documents held on the documents section of the CAP and emailing it to the Unit VRM lead to allow them to follow the actions laid down in BRd 3(1) Chap 24 Annex 24E.

6. Care Action Plan (CAP)

a. The CAP is a chronological version of events that demonstrate how the individual on the VRM Register is being managed and supported by the CoC/Unit. It will be given to the Coroner if the individual dies as part of the evidence pack to allow the Coroner to view how the unit have managed and supported the individual. It can also be called for as evidence in any Service Complaint or provided as a result of a Subject Access Request (SAR), Service Inquiry or Legal Proceedings. The Unit VRM Lead and CAP lead **MUST NOT** be the same person.

b. Central to the development of the Care Assessment Plan (CAP) is the requirement to focus on the development of protective measures which should try to address the underlying causes. It is likely to involve: a combination of physical measures (such as limiting access to weapons); engagement of professional help (such as Specialist Welfare or Medical) ,and maximising other protective factors (e.g. instigate a "buddy-buddy system"). The construction of the CAP and delivery of the management and care to an individual at risk **should have the engagement and consent of the individual** and may have multi-agency input, for example: medical, Royal Navy Family People Support (RN FPS), Chaplain etc. No two cases are the same.

7. Access to the VRM page of the ADS Catalogue. The VRM page held on the ADS Catalogue contains useful information linked to the VRM process and VRMIS. This page can be accessed directly via the Army Digital Services (ADS) Catalogue or via the Help and Support button in VRMIS. If individuals are unable to access the ADS Catalogue, then they must complete and submit the form at the following link: ADS Service Desk Incident Reporting Form (office.com)[6] so that their access can be enabled.

[6]https://forms.office.com/Pages/ResponsePage.aspx?id=7WB3vlNZS0iuldChbfoJ5X-Afu3wZlxOlxB_4uYzR_lUNUE5NVFQTFpUS1VXOUtUSU02VVRXU0wzUC4u

8. Application Issues. All individuals with any VRMIS application or access issues must raise a call in the first instance via the VRM /VRMIS page of the Army Digital Services (ADS) Catalogue by selecting the **"**Report an Incident" button then completing the "Report an issue with VRM" online form. This process should also be used in the following circumstances: when requesting that a User's VRMIS access if ended (e.g. when they are no longer in the Unit), updating VRMIS account role names where this has changed from when first created, reopening closed records on VRMIS, requesting that text entered in error on an open CAP be removed, removal of any documents uploaded in error, or removal of any Tags added in error.

9. User Guides and Templates. User Guides for the VRMIS application and templates such as the HO/TO risk conference agenda, Leave Plan, Safety Plan etc are available on the VRM page of the Army Digital Services (ADS) Catalogue.

10. VRMIS Awareness and CAP Lead Training. Unit VRM Leads are responsible for awareness and training for CAP Leads. Delivery of material on the VRM Process, including the creation and maintenance of a CAP and the use of VRMIS is delivered by HQCF WO Discipline Adviser. Bi-monthly training sessions via Teams are also available – to be added to a session, email NAVY PEOPLE-PS RRM SO1. Unit VRM Leads are responsible for ensuring that all CAP leads are aware of their role and responsibility in regard to the VRM process and use of VRMIS. If CAP Leads have not received briefings at their respective pre-employment course the Unit VRM Lead must provide awareness briefings to them using the materials accessible on the VRM page of the Army Digital Services (ADS) Catalogue. Additional CAP lead and VRMIS training can also be provided by the AGAI 110 policy lead / Senior VRMIS user to units when capacity allows (and where a VRMIS Awareness Competence on JPA will be awarded – Welfare│ VRMIS Awareness│Joint).

ANNEX 24D

DELIBERATE SELF HARM (DSH) AND SUICIDE

1. Background

Deliberate Self Harm is a non-fatal act of intentional self-harm irrespective of the apparent purpose. The Service has a direct duty of care to correctly manage personnel who present with actual or threatened DSH, and the considerable stigma associated with these actions must be overcome, although this can be challenging in areas with a low tolerance for such actions. This Annex contains guidance for those to whom these cases present which include the Executive, Medical Service, Chaplaincy and RN FPS. The aims of this guidance are as follows:

a. To ensure that individuals presenting with DSH receive the appropriate management of their physical and mental health, in line with best practice and National Institute of Clinical Excellence guidelines.

b. To maintain the good order, morale and operational effectiveness of the unit and, ultimately, the Service.

c. To ensure that DSH and suicide cases are appropriately investigated, recorded and acted upon, and lessons learned for the future.

2. Introduction

a. Both actual and threatened self-harm are typically a communication of distress and need. Individuals can, however, have serious suicidal intent. The identification and management of individuals who commit acts of DSH is therefore critical, and these individuals are significantly more likely to commit suicide within the following year than the general population. Acts of DSH generally fall within one the following categories:

(1) **To Communicate a State of Distress to Others.** Adult life can at times cause heightened psychological distress; common causes include difficulties with relationships, family or employment. It is normal to want to communicate this with others, however the mechanism through which some do this is either actual or threatened DSH.

(2) **Physical Release for Emotional Distress or Tension.** DSH may be a mechanism of release from distress for an individual. This can be a learned behaviour and is usually associated with a degree of personality dysfunction. Some of these acts of DSH will be concealed and not come to light through routine interactions, for example through superficial cutting on skin usually covered by uniform. This pattern of DSH is less common in the RN.

(3) **To Complete Suicide.** Acts presenting as DSH may have been serious attempts to complete suicide, which may have been either unsuccessful, or the act was thwarted.

(4) **To Influence People or Events to Avert Undesired Outcomes.** At times, DSH, and particularly threats of future DSH, can be used to influence events and alter an outcome for the individual. This functions by raising the concern and anxiety in someone who has power and influence within a situation. This can be commonly seen with relationship and family discord. In the RN, threats of DSH may be used to avert unwanted Service obligations which the individual feels unable to tolerate emotionally, and these presentations can be particularly challenging to manage.

b. Common mechanisms of DSH include skin laceration and poisoning by overdosing on medication. More violent methods such as hanging and jumping from height are more significant in determining suicidal intent but are less frequent presentations.

c. It is important to note that DSH can occur in the presence or absence of a distinct mental illness.

d. Individuals who present with DSH should be treated with the same care, respect and privacy as any patient. Those involved in the management should take full account of the likely distress associated with such presentations. It is acknowledged that presentations of DSH can be challenging to manage, particularly in the operational environment, and a tolerant and compassionate attitude may be required to overcome this.

3. Initial Management Following DSH Event

a. When an act of DSH occurs, medical assistance should be sought immediately. The need may be readily apparent, but in cases of self-poisoning the individual may seem completely well but have ingested a potentially life-threatening substance. Depending on circumstance this may be through the Medical Officer/Medical Branch Rating, or Duty First Aider as appropriate. Civil emergency services may be required, and this should not be delayed if it is apparent that an individual's life is in danger.

b. After any immediate physical health needs have been met, the Medical Officer/Medical Branch Rating will need to complete a full mental health risk assessment, to inform the ongoing management. Appendix 1 to this Annex details the requirements for medical professionals and provides a comprehensive guide to the risk assessment process.

c. Prior to, and during, a mental health assessment, it will be necessary to manage the individual in a safe environment. The nature of a safe environment can range from the supervision of an appropriately responsible person, through to containment under constant supervision. Typically, this will be in the Medical Centre or accommodation area, however the context may further dictate this. Detention in custody may ultimately be deemed necessary but should be fully justified in the best interests of the individual, and only on the authority of the Commanding Officer/Duty Commanding Officer. The necessity to contain an individual in these circumstances would be in the interests of the individual's own health or safety, or that of others, when the following risks may be present:

(1) A risk of harm to themselves.

(2) A risk of harm to others.

(3) When there is a risk of deterioration in mental health.

d. Any level of supervision should be maintained for the minimum amount of time necessary to permit the mental health assessment and should be conducted in an environment and atmosphere of due care and compassion.

e. If it is deemed that an ongoing level of protection is necessary in the interest of the individual's health or safety, or that of others, then the appropriate mechanism will be determined by location. Appendix 1 details guidance to medical professionals on how to access specialist advice and services.

f. In all cases of DSH, the Notification of a Casualty (NOTICAS) should be reported in accordance with JSP 751. The preferred method is via JPA, and arrangements exist when this is unavailable. This is important not only for the correct notification of casualties, but also to enable accurate statistics to be collated informing future policy and practice.

g. In the event that an individual, is considered to be at high risk of DSH or potential suicide is missing from a unit and unaccounted for, the Management Algorithm at Appendix 3 to Annex 24D is to be followed.

h. In the event that a death or serious injury is discovered, immediate action must be taken at the scene, to minimise and prevent further injury, and to maximise the opportunity to secure evidence. Annex 24E refers in detail.

i. A Service Inquiry is likely to be necessary following any incident where death or serious injury occurs, BRd 2 Chapters 53 and 57 refer. JSP 832 sets out the circumstances where a Service Inquiry is required and provides the definitive guide.

j. If a Service Inquiry is not required but a DSH episode was significant, then an RN Ship's Investigation, or RM Unit Inquiry, can be ordered to establish what has happened and determine recommendations to prevent recurrence. BRd 172 (The Yellow Guide) provides guidance.

4. Subsequent Management of DSH Episode

a. The management of the initial phase of a DSH case will be determined by the mental health risk assessment. The risk presented, location and time will all be factors in the appropriate course of action. It is essential that there is close liaison between the assessing Medical Officer/Medical Branch Rating, who has access to specialist mental health support, and the Executive.

b. A referral to Defence Mental Health Services[1] via the appropriate Departments of Community Mental Health is considered best practice, Appendix 1 provides necessary

[1] JSP 950 Vol 2 Ch 7 Lft 2-7-2 Defence Mental Health Services

details. Consideration should be given to medically downgrading such cases as Medically Non-Deployable; JSP 950 provides in depth guidance to Medical Officers.

c. In the deployed environment consideration should be given to aeromedical evacuation to the UK. In this situation it is imperative that the RAF Aeromedical Evacuation System is used, which provides appropriate in-flight supervision based on the risk assessment. AP3394 describes the process in detail. Should an individual need to be landed in a foreign port pending aeromedical evacuation, then specialist guidance is essential. Close liaison will be necessary between the appropriate embassy, compassionately ensuring the safety and well-being of the individual.

5. Executive Management

a. In cases of DSH, the Executive will need to liaise closely with the Medical Service to ensure appropriate case management, while maintaining the necessary duty of care. The most significant factors are:

(1) Maintenance of a safe environment permitting medical assessment.

(2) Investigation as necessary through either a Service Inquiry or Ship's Investigation.

(3) Ongoing liaison engagement with Case Conferences to facilitate appropriate multidisciplinary care.

(4) Input into psychiatric assessment of future employability through an Occupational Report (FMed1041).

(5) Application for Discharge (SHORE) or Services No Longer Required if appropriate.

(6) Disciplinary Action as required.

b. **Security Implications.** If an episode of DSH raises concerns relating to security, then the Unit Security Officer should be involved and act in accordance with JSP 440 The Defence Manual of Security[2].

c. Appendix 2 contains a flow diagram illustrating the process and possible outcomes.

6. Multidisciplinary Care

a. As described, most cases of DSH are communications of distress and need. In addition to appropriate medical management, wider avenues of support may be utilised to provide the correct care.

[2] https://modgovuk.sharepoint.com/sites/InternetHeadOffice/SitePages/JSP-440.aspx

b. **The Divisional System.** An individual's DO should be involved in all cases of DSH. The bond created by the Divisional System can be a strong resource for the individual in distress and may facilitate simple adjustments that provide immediate relief. Furthermore, the DO is in a key position to inform the Medical Service on aspects of the case that are not immediately apparent and also provide liaison with the unit Command.

c. **Royal Navy Family & People Support.** Many cases of DSH are caused by psychological distress, and the source of this is often located in relationship, family and financial matters. RN FPS can be contacted by either a unit Chain of Command or the individual themselves via a single point of contact in HMNB Portsmouth, from where suitable support and intervention can be co-ordinated. Chapter 24 refers. Contact:

RN FPS Portal: 0800 145 6088 or via email: Navypeople-psmfpsportal@mod.gov.uk

d. **Chaplaincy.** Unit Chaplains are able to offer pastoral care and support, regardless of religious beliefs. Chapter 31 refers in detail.

e. Chapter 24 Section 9 and Section 10 contain details of organisations that are able to offer additional advice and support.

7. Case Conference

Once the initial management of the DSH episode described above has been completed, a Case Conference should be convened. This shall consist of representatives from the Medical Service and Divisional System, as well as other agencies involved in the individual's care such as RN FPS. The aim is to align assessment of the situation, contain and control any risk, and plan the future management. Appendix 3 gives those involved further guidance.

8. Confidentiality

a. The correct maintenance of confidentiality is essential for successful ongoing management. The agencies typically involved in the management of DSH cases will have specific policies on managing confidentiality, which can be enshrined by professional regulatory bodies. The General Medical Council, for example, state that a Medical Officer could disclose personal information if:

(1) It is required by law.

(2) The patient gives consent.

(3) It is justified in the public interest.

b. Issues surrounding confidentiality can be challenging. Written consent should be obtained where possible, and even then, relevant information should only be shared with those who need direct knowledge of the situation.

9. Long Term Outcomes Following DSH

a. The RN has a duty of care to correctly manage individuals who present with or threaten DSH. The appropriate course of management will depend on numerous factors and will initially be guided by the presentation and risk assessment. In the longer term, both the needs of the individual and the Service will influence the outcome.

b. Where possible, the goal of any long-term management will be to harmoniously return the individual to a state of psychological resilience and Service employability. In some circumstances and situations, the correct pathway may ultimately lead to discharge from the RN through Medical, Welfare or Executive routes. This will be driven in part by the initial motivation of the DSH, and ultimately the overall Service prognosis which will be informed by the Case Conference.

10. Medical Outcomes

As DSH is a communication of distress and need, it is not a diagnosis as such. An individual cannot therefore be medically discharged from the Service for DSH alone. Recurrent DSH is however typically associated with significant psychiatric illness or personality dysfunction, and the correct management is that for the underlying disorder. If, after appropriate treatment, such a presentation persists, then consideration for medical discharge may become appropriate. JSP 950 provides in depth guidance to Medical Officers.

11. Welfare Outcomes

An episode of DSH may be the first indication that the individual is experiencing an overwhelming amount of distress. The source of this is often in their personal life, for example relationship breakdown, family discord or financial pressure. RN FPS is able to provide management and support with these issues, which could ultimately lead to a Compassionate Discharge.

12. Executive Outcomes

a. **Warnings.** In cases where Executive management is necessary, an individual will typically be placed under Warnings as described in Chapter 57.

b. **Discharge SHORE.** Discharge SHORE is not a punishment. It is the normal method of dispensing with the services of ratings and other ranks whose retention is undesirable due to unsuitability or possibly for reasons largely beyond their control. Chapter 54 details the circumstances in which Discharge SHORE may be appropriate. In cases of DSH these can in particular include:

(1) **Temperamental Unsuitability (TU).** TU describes an individual's persistent and obvious failure to adapt to the basic but unique demands of Service life. These demands include tolerance of separation from family, naval discipline and military hierarchy, the need for self-discipline and close quarter living. The distress caused by such a failure to adapt can manifest itself through acts of DSH, usually early in a Naval career.

The Executive has the option of applying for Discharge SHORE on the grounds of TU. For this to be pursued, an individual must be assessed by a Service Medical Officer or Civilian Medical Practitioner and a recommendation for a TU discharge be provided in writing to the Commanding Officer. Prior to this assessment, an FMed1041 will be required, signed by the Commanding or Executive Officer, stating that other appropriate avenues of support or discharge have been considered. Annex 54D describes the assessment of TU in detail.

(2) **Alcohol.** Alcohol abuse and dependency can exist in the absence of a distinct mental disorder which necessitates medical management and potential medical discharge. These situations are complex and require close co-ordination through the Case Conference. Problems related solely to alcohol abuse may be ultimately managed through Discharge SHORE.

(3) **Inadequacy.** Ratings and other ranks may be unable to perform the duties of the lowest rate to which they can be reverted. Difficulty managing the distress this causes can present through DSH and Discharge SHORE may be the most appropriate management.

(4) This is not an exhaustive overview of Discharge SHORE and other circumstances exist, as described in Chapter 54.

c. **Naval Discipline.** It can be the case that an episode of DSH is consciously motivated to influence people and alter events, without any suicidal intent or underlying mental illness. An example of this would be a wilful injury sustained purely to achieve a medical downgrade thus preventing an individual's deployment. The Armed Forces Act 2006 provides the Executive with recourse to manage such cases under Section 16 Malingering or Section 19 Conduct to the Prejudice of Good Order and Service Discipline.

d. **Discharge Services No Longer Required.** Discharge SNLR is not a punishment, but neither is it an honourable release and can impair a rating or other rank's prospects of employment on return to civil life.

(1) **Unruly.** Usually there will be evidence that an individual is on Warnings for Discharge SNLR (Unruly) and has received previous punishment that has not had the desired reformatory effect. Cases of DSH with the desire to influence individuals or outcomes may be particularly challenging to manage.

(2) **Drug Misuse or CDT.** Some cases of DSH may present with drug misuse, which is incompatible with the unique situation of Service life.

e. **Officers.** Officers may equally present with DSH and ultimately require Executive management. Appropriate mechanisms of discharge exist as described in Chapter 54.

f. This description of avenues of Executive management is not meant to be exclusive or comprehensive but serves to describe the more common routes seen in such cases.

g. Such Executive actions will require clear co-ordinated input which is harnessed through the Case Conference.

APPENDIX 1 TO ANNEX 24D

GUIDANCE TO MEDICAL PROFESSIONALS

1. Introduction

This Appendix provides detailed guidance to Medical Officers/Medical Branch Ratings on the management of cases of DSH in the immediate and longer term. All healthcare professionals should be accountable for their actions, and act within the limits of their professional competence. Those operating under supervision (for example General Duties Medical Officers) should discuss all such cases with their seniors.

2. Responsibilities

a. The initial management of any immediate physical injury or illness.

b. Full mental health risk assessment, documented on the Defence Medical Information Capability Programme patient record.

c. Initial liaison and referral to specialist mental health care.

d. Raise a NOTICAS iaw JSP 751 Vol 1 Ch 5.

e. Providing informed advice to the Executive regarding the ongoing management.

f. Participation in Case Conferences as detailed in Appendix 2.

3. Risk Assessment Following DSH

a. Following an act of DSH, a mental health evaluation and risk assessment will need to be conducted by the Medical Officer/Medical Branch Rating. The requirements of a psychiatric history and mental state examination are described, which in turn inform the ongoing risk assessment.

b. **Mental Health History:**

(1) **History of Presenting Complaint.** In these cases, this will include the patient's own account of events leading up to the DSH episode and provide much of the information needed for the risk assessment.

(2) **Past Psychiatric History.** Including past diagnoses, treatment and severity. Previous episodes of DSH are also highly important.

(3) **Past Medical History.** Particularly noting the presence of chronic, disabling, or terminal disease.

(4) **Medication History.** Medication taken for whatever reason should be noted. Consideration of substances potentially toxic in overdose is particularly important.

(5) **Social Circumstances.** DSH can often occur in the context of social disharmony including relationship breakdown, family or financial distress.

(6) **Service History.** Occupational role and functioning, particularly access to weapons and safety critical tasks, are important considerations.

(7) **Forensic History.** In the Service context this includes interaction with the civil police, and the Executive.

(8) **Substance Use.** Alcohol use, misuse and dependence should be assessed, as well as the use of illicit drugs or other psychoactive substances.

(9) **Personal History.** This includes early life, upbringing, and enduring patterns of interaction with the world.

c. **Mental State Examination.**

(1) **Appearance and Behaviour.** Noting self-care, dress, rapport and appropriateness of interaction.

(2) **Speech.** Presence or absence of formal thought disorder, and pressure or poverty of spontaneous conversation.

(3) **Mood.** Subjective and objective assessment of mood, and appropriateness to current circumstance.

(4) **Thought Content.** Including presence or absence of delusions or overvalued ideas. Coherent and logical thinking patterns should also be considered.

(5) **Perceptions.** Hallucinations or illusions in any sensory modality.

(6) **Cognition.** Cognitive state including orientation, concentration and memory.

(7) **Insight.** Individual's own view of their presentation and willingness to receive offered interventions.

d. **Risk Assessment - Suicidal Intent of the Act**

(1) **Were precautions taken against discovery?** When an individual act of DSH is undertaken and the individual knows it will be discovered before any significant health effect could occur, it presents a lower risk, for example cutting an arm in the messdeck. When DSH occurs in isolation and is not expected to be discovered, it presents a higher risk.

(2) **Was the act pre-meditated?** Prior planning, such as the stockpiling of medication, represents intent and presents a higher risk.

(3) **Were final acts completed?** Putting affairs in good order represents a higher risk of suicide, overlapping with planning in advance. Preparing a will or life insurance indicates an intent; however handwritten notes can be made quickly and easily.

(4) **Was the act likely to cause death?** A violent act, such as hanging or jumping from a height, indicates a much higher risk of future suicide. It is important, however, to assess the understanding of intent as it is the believed likelihood of causing death that is important. Thus, an overdose of 4 paracetamol tablets might genuinely be understood to be potentially fatal.

(5) **Was the act impulsive?** An impulsive act such as an overdose directly following an argument with their spouse may represent a lower risk of suicide.

(6) **Did the individual summon help themselves?** Calling for assistance following DSH is a protective factor, for example contacting family via mobile telephone to tell them what has happened.

(7) **Was the individual under the influence of alcohol or drugs?** Individuals who experience distressing life events often use alcohol or other psychoactive substances to manage their emotions. This use can lead to impulsive, spontaneous and irrational actions. When distressed and under this influence, unplanned and impulsive acts of DSH can be performed, sometimes following an interpersonal argument which, unintentionally, can be serious.

e. **Risk Assessment - Significant Risk Factors**

(1) **Previous History of DSH.** As identified, the risk of a completed suicidal act is much higher in those with a history of DSH, with or without clear suicidal intent at that time.

(2) **History of Significant and Current Alcohol or Drug Misuse.** The behavioural alterations relating to recklessness and impulsivity when influenced by psychoactive substances place those who use them at a significantly higher risk of future DSH and suicide.

(3) **Presence of Significant Mental Illness.** DSH and suicide are linked to a myriad of psychiatric disorders. The full history and mental state examination will permit the identification of mental illness.

f. **Risk Assessment - Ongoing DSH Risk**

(1) **Does the individual regret the attempt?** Regret and remorse following an act of DSH indicates a lower risk of a recurrence.

(2) **Assurance given of future safety**. If an individual can assure those assessing their ongoing risk that they are confident in keeping themselves safe, this indicates lower risk.

(3) **Ongoing suicidal ideation, plans or intent?** If, on assessment, the individual retains thoughts or desires to harm themselves then the future risk is elevated. An absolute future intent to complete suicide presents a much higher risk.

g. **Risk Assessment - Protective Factors Which May Reduce the Future Risk**

(1) Presence of family and friends, rather than social isolation.

(2) Having children or dependants.

(3) Ability to see a positive future, instead of hopelessness, is protective.

(4) Stating reasons to live, other than those above, can also be reassuring.

(5) Moral objections to DSH and suicide.

4. Documentation of Assessment

Medical Officer/Medical Branch Ratings should carefully document their full risk assessment on DMICP.

5. Specialist Support to Medical Professionals

a. Medical Officers/Medical Branch Ratings can access specialist support to manage these complex cases in the initial phases. All DCMHs provide a duty nurse who is available for advice and guidance. In hours (0800 – 1700 weekdays excluding bank holidays) contact should go through the appropriate Base Port DCMH contact number below.

HMNB Portsmouth: 07929 767 024

HMNB Plymouth: 01752 555 965

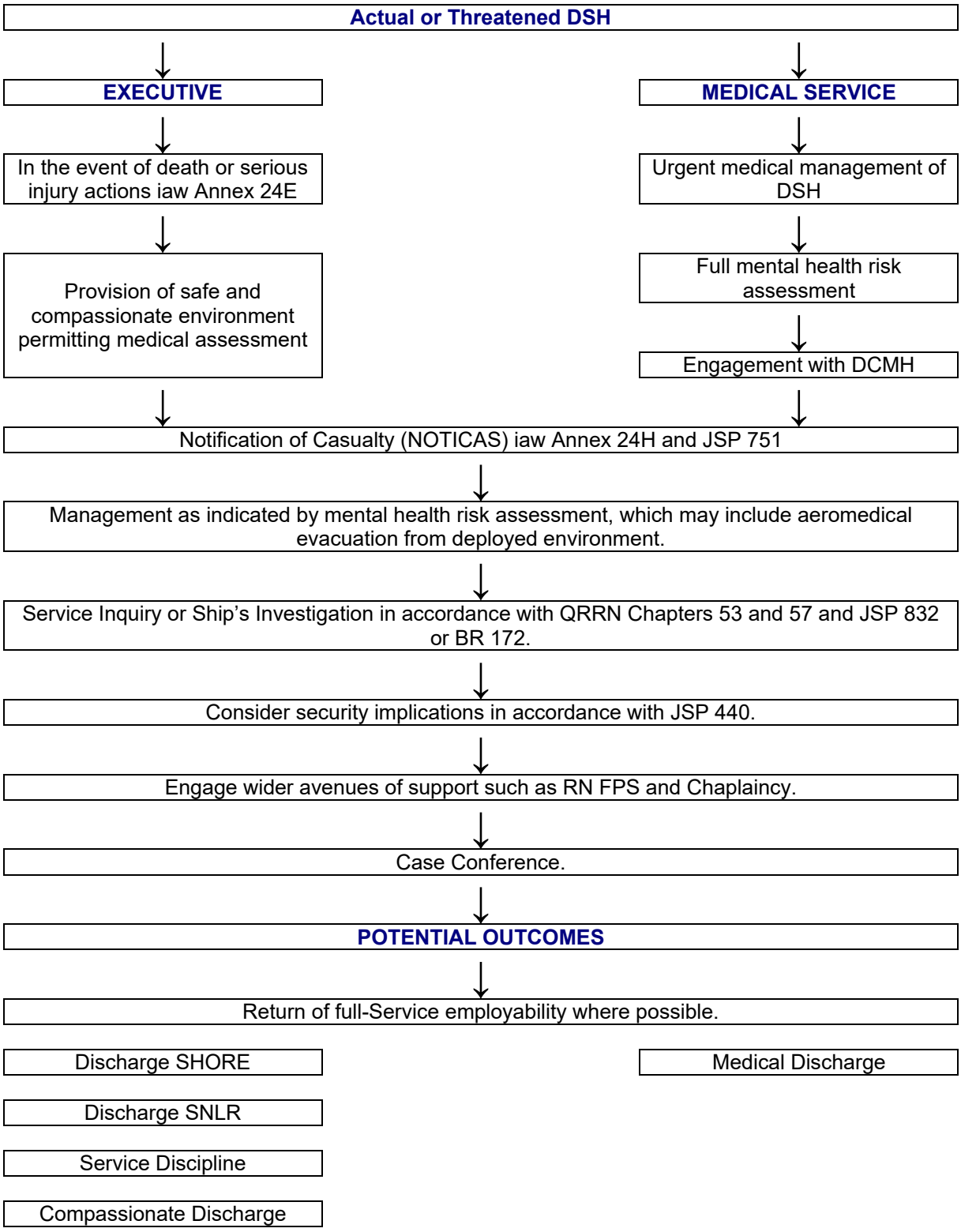
HMNB Clyde: 07814 901 381

b. In addition, there is a national tri-Service contact telephone number for out-of-hours mental health advice: 01543401141. This number is for clinicians only and not CoC or SPs.

c. It is now widespread best practice that all cases of DSH are referred for specialist assessment and management to the appropriate DCMH through DMICP. Referral will be through local processes, which is usually to a Single Point of Access (SPA) within the regional Defence Mental Health Network (DMHN). The risk assessment will inform the urgency of this, and a telephone call should accompany cases where necessary.

APPENDIX 2 TO ANNEX 24D

MANAGEMENT ALGORITHM 1



APPENDIX 3 TO ANNEX 24D

CASE CONFERENCE

1. Membership

The Case Conference is a key step in correctly managing cases where DSH has occurred. This will typically take place after the initial episode and when ongoing avenues of care have been explored. Key members of the Case Conference are as follows:

a. **Executive Representation:**

(1) To chair the Case Conference.

(2) To provide perspective on individual case and needs of the Service.

(3) The exact position of this member will vary with situation but, in a ship for example, should be the Executive Officer.

b. **Divisional Officer:** To promote the needs of the individual.

c. **Unit Medical Officer:** To represent the medical situation.

d. **DCMH Representation:** To provide specialist mental health opinion.

e. **RN FPS:** If involved.

f. **Chaplaincy:** If involved.

g. Any other relevant agency.

2. Individual Engagement

The individual concerned must be made aware that the Case Conference is to be held, and they should be given the option to participate for some or all of the proceedings. Engagement with the individual concerned is a key factor to delivering an effective care management plan.

3. Structure

The following structure to the Case Conference is intended as a guide:

a. **Introduction.** All participants should introduce themselves by name, role and nature of input.

b. **Presenting Situation.** The events that led up to the DSH episode, and what has occurred since, should be discussed in order to allow participants to share information and understanding. This will be led by the professional who has best grasp of the situation, which may be the Divisional Officer or Medical Officer.

c. **Medical Assessment.** Prior to the Case Conference, informed consent must be sought from the individual to disclose medically confidential information in accordance with GMC guidance and Caldicott principles. Key aspects of the medical contribution will include the nature of any underlying mental health disorder and the ongoing risk assessment. Medical downgrading needs to be explicitly discussed, considering Service prognosis.

d. **Executive Assessment.** Both the Divisional Officer and Executive representative will inform the Executive assessment aspect of the case conference. The individual's Service Record should be considered, along with any discipline actions in process such as Warnings.

e. **Additional Information.** This will include input from other agencies such as RN FPS and Chaplaincy. Here any child or vulnerable adult safeguarding concerns should be highlighted.

f. **Individual's Perspective.** If present, the person concerned can express their own views. If they do not wish to participate with the full conference, they could be invited to join at this stage.

g. **Management Plan.** The overall management plan is to be discussed and agreed upon. This will incorporate the needs of the individual and future Service employability. The plan will be multidisciplinary and involve co-ordination for delivery.

h. **Documentation.** All members will need to make notes for their agency's documentation requirements upon completion. The Medical Officer must make an electronic record on DMICP, noting particularly the ongoing risk management plan, as this constitutes an agreed care plan.

APPENDIX 4 TO ANNEX 24D

MANAGEMENT ALGORITHM 2

Actual or suspected DSH when the location of subject is unknown and they are thought to have left the base

EXECUTIVE

Divisional Officer to inform Duty Staff & Guardroom

Divisional Officer to phone the Civilian Police at the earliest opportunity.
(The Police will allocate a Missing Person Liaison Officer)

Civilian Police 11 Questions for Missing Persons

1. Where was the person last seen?
2. What are the circumstances of the person going missing?
3. Description. Gender, ethnicity, age, height, build, hair colour, clothing, distinctive features and footwear.
4. Does the missing person have access to a mobile phone?
5. Is there any indication that the missing person is suicidal or is at risk of harming themselves?
6. Does the Missing Person have any other medical needs or MH concerns?
7. Are these circumstances out of character?
8. Have hospital/Police Station checks been carried out?
9. Does the Missing Person have access to a vehicle?
10. Does the Subject have any access to money or bank cards?
11. What has been done to trace the individual so far?

(It is better to pass information early than await full facts and pass the information too late.

Notify additional personnel if appropriate: RNP, Padre, RN FPS, Medical Centre [1]

Unit staff to continue to search for the subject and co-ordinate with the Police and Emergency Services.

Emerging evidence surrounding the circumstances of potential/actual DSH to be immediately passed up through the CoC.

[1] RN FPS, Medical Services, and Padre may be able to provide context on whether the individual was experiencing any specific issues that the CoC were not aware of that could assist with building the picture

ANNEX 24E

DEATHS AND SERIOUS INJURIES IN UNITS AND ESTABLISHMENTS

References:

A. 2010DIN02-023
B. BRd 2
C. JSP 751

1. Introduction

There may be occasions when personnel will discover a serious incident involving death, or where death is likely. In these cases, a local Home Office Police Force inquiry will normally follow. Depending on the proximity of the police to the incident it may be some time before the police attend the scene and take control. The following guidance and aide memoir should be disseminated widely to all ranks / non-police personnel and form the basis of more comprehensive unit SOPs. This ensures correct procedures are carried out and minimises and/or prevents further injury whilst maximising the opportunity for the police to secure evidence.

2. Initial Action to be taken by Non-Police Personnel

On discovering an incident involving death or where death is likely, the following action is to be taken:

a. **Prevent Further Loss of Life (Including Your Own) or Injury.** The main priority on discovering an incident is to prevent further loss of life or injury. The senior person unconnected with the incident is to assess the situation, take charge and take appropriate and safe action to:

(1) **Ensure area is safe to enter.** Identify and eliminate any danger, where safe/minimal risk to do so, e.g. extinguish a small fire, isolate electrical currents etc.

(2) **Remove the injured person away from imminent danger.** For example, assist people from a smoke-filled room. However, under no circumstances must a seriously injured person be removed if there is no imminent danger as this could cause long-term medical problems or fatality if not handled correctly.

(3) Tend the injured.

(4) Seek medical or other assistance at the first available opportunity.

(5) Once further loss of life or injury has been prevented, any injured personnel at the scene should be tended in accordance with current training.

(6) Where practical, those suffering from shock, trauma or distress should not be left alone or in circumstances where they could further injure themselves or others.

(7) Only a Medical Officer can certify death at the scene and therefore every effort should be made to revive or treat personnel until tended by trained medical staff. Where it is obvious that a person is dead and cannot be revived the deceased should remain exactly as discovered and not touched or moved.

b. **Uninjured Personnel at the Scene.** They should be segregated and should normally be asked to remain at the scene until the arrival of the police; the person discovering the injured or deceased person is a key witness, who police will wish to interview at the earliest opportunity. The details of those personnel who are possible witnesses or suspects should be noted. Those person(s) involved, or suspected to be involved, in an incident or found at or near a scene should be asked or ordered, where the necessary authority exists, not to wash themselves or their clothes until seen by the police.

c. **Take Appropriate Measures to Protect the Scene.** It is vital that, when the police arrive, the scene (and everything within it) is exactly as it was discovered. In particular:

(1) **Offices, Accommodation, etc.**

(a) Where the scene of an incident is under cover it may be able to be secured by locking the entrance/exit doors. Windows are not to be closed, unless under exceptional circumstances, i.e. weather etc. They may be a point of entry/exit for a suspect and therefore may provide forensic evidence. If the incident involved a jump or a fall, windows should not be touched and should be left exactly as they have been found.

(b) If possible or practicable, a sentry should be placed on windows to ensure no interference with such possible evidence. Any other methods of entry or exit should be secured, and the room/area cleared of all other occupants. Thereafter, the key must be retained by a person in authority until the arrival of the police. It is also important that the room/building remains undisturbed, and those occupants (or other unauthorised visitors) are not allowed access to the room/area either deliberately or accidentally, for any reason.

(c) Should it be suspected that other keys to the area exist or you have any doubts over your ability to fully secure the scene you should position a guard(s) at the points of access/exit.

(2) **Outside Areas.** Where it is not possible to secure the area by utilising existing physical barriers, access to the area by unauthorised personnel should be physically prevented. At the first opportunity a cordon using personnel or ‘mine tape’ should be placed at a suitable distance around the scene. The type of incident and area will determine the size of cordon.

(3) **Visitors.** It is important that only personnel required to attend the scene are allowed within the cordon. Those personnel not connected to the incident or who have no legitimate purpose at the scene must not be allowed into the scene and should be instructed to leave the area. A record of all persons attending the scene within the cordon is to be recorded with their reason why, and handed to police on arrival. If a person does need to enter scene they must be escorted to ensure they do not tamper with evidence. There are few reasons why access should be required to the scene, and unless there are Health and Safety reasons there should not be any need for anyone to enter the scene once initial actions have been taken.

(4) **Pets.** If applicable, remove any pets from the scene.

d. **Preserving the Scene.** It is essential that anything at the scene is found by the police. Under no circumstances should the area be cleaned and any items at the scene should be left in the same condition and position as they were discarded. In particular:

(1) **IEDs/Suspect Packages, Etc.** These should remain in situ and under no circumstances should these be examined, removed or tampered with. The use of mobile phones, other communications or bright lights (flashlights etc) is to be avoided.

(2) **Firearms.** These should not be touched, handled or moved, made safe, unloaded, cleaned or tampered with in any way. It will be important that the police find any firearm in the same condition as it was left. Care must be taken not to touch bloodstained items as blood distribution and ballistics may be a factor. If you have handled the weapon or know that any other person has, you should notify the police immediately on their arrival. The weapon should only be touched and made safe by a Police Firearms Officer.

(3) **Spent Cases.** These should not be touched, handled, moved or collected. A large cordon should be established in order to encompass any such evidence. The searching of the cordoned area should be left to the specialist Police search teams. A search conducted by any other persons may damage evidence or introduce foreign items into the cordoned area which may contaminate the scene.

(4) **Knives or Other Weapons.** Knives (or other weapons if appropriate) should not be touched, handled or moved.

(5) **Documents.** Any notes, whether sealed or otherwise, and any other correspondence or documents found at the scene should not be handled and must remain undisturbed. Be mindful that the note could have been written by someone other than the deceased and may require detailed forensic analysis. If the note has been handled, establish when, where and by whom and report this to the police on arrival.

(6) **Electrical Equipment (Including Computers/Mobile Phones/Radios/Flashlights).** Any electrical equipment found should not be tampered with, switched on/off, used or removed.

(7) **Clothing/Garments.** Are not to be removed from the scene or injured personnel (unless for medical reasons by trained medical staff).

(8) **Blood/ Bodily Fluids etc.** Blood and other bodily fluids stains and marks should be left in situ. Unless taken to a medical facility with the patient for emergency treatment, all body parts should be left at the scene until the arrival of the police. Nothing should be cleaned until the arrival of the police.

(9) **Hanging.** The important areas from a forensic point of view are the knot itself, the position on the neck and the point of suspension. If the ligature has to be cut, other than in an emergency, it should be cut on a central point and well away from these areas.

(10) **Overdose.** The container and any remaining drugs should be noted but left in situ.

(11) **Carbon Monoxide Poisoning.** If a car window has to be smashed to gain entry to a vehicle select one other than the drivers or the window through which the hose is running. Note the position of the body, its condition and any smell coming from the car. If the engine is running, turn it off and leave the keys in the ignition, no further action should be taken

3. Reporting

a. It is important that personnel discovering an incident report it and obtain assistance at the earliest practical opportunity. Once in a position to do so personnel should report the incident to a person in authority, i.e. duty staff/police etc, by the quickest and safest means possible, e.g. mobile telephone, in person etc. Where two people, unconnected with the incident, are present one should remain to protect the scene whilst the other reports the incident and/or seeks assistance.

b. Duty military personnel notified of an incident should ensure that the action above has been completed and immediately report or arrange for the details to be reported to:

(1) In the UK, local Home Office Police, Service Police and/or MDP. Overseas the Service Police.

(2) The Chain of Command (in accordance with local SOPs).

ANNEX 24F

TRI-SERVICE SPECIALIST WELFARE AGREEMENT ON MUTUAL WORKING AND AREAS OF RESPONSIBILITY

1. Preamble

The provision of Specialist Welfare Support, in accordance with JSP 770, is a responsibility of the parent Service Command, but there will be occasions when another Welfare provider is able to meet the needs of the Service user most effectively. Initially support must be sought by the Service User via their own Service welfare provider. Once it is established they are unable to provide the most appropriate support, the owning welfare provider is to request transfer of care to the welfare service identified as more appropriate. Compassionate action, assignments, discharge or services provided at Public expense must involve the parent Service Chain of Command.

2. Parties

This agreement is between Royal Navy Family & People Support (RN FPS), the Army Welfare Service (AWS), and Royal Air Force Community Support[1]. In this document these specialist organisations are referred to as agencies, 'Service' refers to the single Services (Royal Navy, Army, RAF) and 'services' to the various outputs that the agencies provide.

3. Scope

a. This agreement covers services to Serving personnel and their families in the following situations:

(1) Specialist welfare services for personnel serving with a unit of another Service and their families, where appropriate, will be provided by the local service welfare agency.

(2) Where, due to geographic or other reasons, services would be more appropriately provided by another agency.

b. This agreement does not cover:

(1) Work that is, or is likely to be, particularly sensitive or of high profile or particularly complex, with single Service implications. Receiving agencies should be aware of such sensitivities and discuss them with the appropriate Service agency at the earliest opportunity.

(2) Counselling or other services purchased for specified individuals at public expense. Funding approval and associated costs lie with the parent Service.

(3) Social Inquiry Reports (SIRs) and pre-sentence reports must reflect the Service of the convening authority, although elements of such reports may be conducted by a co-operating agency.

[1] Specialist RAF Community personal and emotional support services are provided by SSAFA-FH(RAF) under contract arrangements.

(4) Out of hours services that may not be provided by other specialist welfare agencies.

4. Case Conduct

a. Each organisation will allocate work, carry out the assessment and make recommendations in accordance with that organisation's processes and criteria, consulting as necessary. The case will be conducted as any other of the organisation's cases, including coverage within supervision and confidentiality policies.

b. Where a recommendation requires funding, compassionate or Executive action by the individual's Service, the individual's consent will be sought before information is passed to their own Service welfare organisation, which will refer to the appropriate Service authorities for action (modifying it to conform with own Service criteria if necessary). The decision on the recommendation in such cases remains with the individual's Service. If the individual withholds consent for information to be passed on, it will not be possible to recommend compassionate or Executive action.

ANNEX 24G

ESTABLISHING AND MAINTAINING AN ON-LINE COMMUNITY

1. Introduction

The Royal Navy Forum (https://forum.royalnavy.gov.uk) is the Royal Navy's OFFICIAL place for online Family Engagement, providing a fully accredited and secure area to keep members informed/involved/in touch with Navy Command, RN FPS and other stakeholders. The RN FPS also use a RN approved Facebook Page and X account to inform and signpost families to the RN Forum.

2. At Least Three Months Prior to Deployment

a. Units must establish contact with RN FPS for a brief on the Royal Navy Forum in order for them to communicate and engage safely with their families. Email: rnrm-wio@royalnavy.mod.uk or navypeople-psrnfpsinfo@mod.gov.uk.

b. The Unit is to provide a single point of contact to act as the Families Liaison Officer (FAMLO). The FAMLO role should be allocated to an individual who has the experience to identify what is of concern and interest to families and who appreciates how valued the FAMLO role is likely to become amongst the on-line community. They should be accountable to the Executive Officer/Adjutant.

c. The Unit is to identify a Forum Liaison Officer/s (FLO/s) to support in the regular engagement with their families via their Royal Navy Forum space. This could be the FAMLO or someone who works in conjunction with them. It is very much up to the Unit how many FLOs are nominated. Once identified, details are to be sent to rnfpsmediamailbox@royalnavymail.mod.uk.

d. The RN FPS Digital Moderators will ensure profiles are set up for the FAMLO and FLO(s) to ensure anonymity. This will ensure admin tools are accessible to them and training on how to use is completed.

e. It is also mandatory for the Unit to contact RN FPS to book in an Initial Meeting with the RN FPS Deployed Assets Team (navypeople-psrnfpsdeployed@mod.gov.uk) in order to organise the delivery of the mandatory RN FPS briefings: pre-deployment brief (Unit Personnel and separate Family brief) and return and reunion (prior to homecoming), arrange attendance at Families' Days to promote the RN Forum and discuss other areas of RN FPS deployment support.

3. One Month Prior to Deployment

One month prior to a deployment, Commanding Officers are asked to release a letter to families, informing them of the Royal Navy Forum – https://forum.royalnavy.mod.uk, strongly encouraging them to join the Unit's group. This will ensure they are kept up to date with the Unit whilst deployed, give them the ability to ask questions, and meet/gain support from their peers.

4. While Deployed

a. During the deployment, RN FPS staff will, if appropriate, provide support for events for the Ship/Unit's on-line community. These can be virtual events (such as on-line gatherings at a specified date/time), or actual events. Interaction on-line often leads to increased face-to-face activity.

b. RN FPS will provide an annual calendar of events for deployed families utilising the Family Welfare Grant. These will be added to the Royal Navy Forum with booking forms. Invoicing of these events will be direct with OWP – Finance.

c. The RN Forum will be the resource that families will look to for accurate and regularly refreshed information regarding 'their' Ship/Unit. Such material promotes involvement and a sense of identity with the Ship/Unit and its people, but successful engagement depends on the flow of material via the FAMLO/FLO. There is, for instance, limited interest for families in a missile launch, whereas being able to spot loved ones in a picture of a team at work generates a much more positive reaction. The appetite of the on-line community to feel part of the personal experience of loved ones on deployment cannot be overestimated. Replication of material which is used for public consumption on the Royal Navy website or X Accounts does not achieve that purpose. Posts do not have to be time consuming, such as a newsletter. Several short posts with images on a regular basis is better than a full newsletter once a month. Short bitesize videos are also welcomed, and these will be held within the RN FPS YouTube channel as unlisted with links added to the members' area of the RN Forum. RN FPS can provide some ideas that are seen as best practise if required.

d. Whilst the FLO can post themselves the RN FPS Digital Moderators (DM) are at hand to support. They maintain a duty system (0800-2200, 365 days per year) that allows information to be updated speedily, thus ensuring that rumours, speculation and consequent anxiety is kept to a minimum and that families are kept involved and informed as fully and accurately as possible. Email: navypeople-psrnfpsmedia@mod.gov.uk. The DM will also highlight any identified anxieties to the FLO if required.

e. RN FPS Engagement & Communications SO2 works closely alongside RN Media and Comms, which means RN FPS are in a good position to publish information to families in the event of any incident involving the Ship/Unit as soon as it is released by MOD and, hopefully, before publication in the press.

f. In the event of open communications from the Ship/Unit being suspended, the Duty DM will become the conduit for continued communication with the families on the RN Forum. The DM will communicate with the Ship/Unit when permitted, representing the Ship/Unit until normal communications are reinstated. A message can be placed into the Unit group should you have notice of any suspensions to communications. It is also worth noting that when 3rd Party Social Media is not available due to certain circumstances, the members' area of the RN Forum can still be used.

ANNEX 24H

ROYAL NAVY NOTIFICATION OF CASUALTY (NOTICAS) DIRECTIVE

1. Introduction

a. This Directive should be used in conjunction with the overarching Joint Policy and Procedures[1].

b. The MOD places the utmost importance on the way the Services deal with casualties. Casualty reporting must be undertaken as quickly and sensitively as possible, and takes precedence over all but the most urgent operational and security matters.

c. The casualty reporting and notification process is coordinated by the Joint Casualty and Compassionate Centre (JCCC) and all information must be routed through that Centre.

d. As the sole Notifying Authority (NA), the Royal Navy Casualty Cell (RNCC) takes the lead in the management of the process for all Royal Navy (RN) casualties[2].

2. Casualty Reporting

a. **Raising a NOTICAS.** A full list of occasions of when a NOTICAS is mandated is at Appendix 1. An example of a NOTICAS is at Appendix 2 and a NOTICAS template at Appendix 3.

b. Raising the NOTICAS **is the responsibility of the casualty's parent unit** and is an Executive function. It is for the unit to establish who is to raise the signal eg. OOD in consultation with Duty Medic out of hours and Medical team during office hours. A step-by-step guide to the notification process is at Appendix 4.

c. The primary method for reporting casualties to JCCC is the Casualty Notification (NOTICAS) signal on JPA. If JPA is unavailable, the unit must send a NOTICAS to JCCC Innsworth by immediate signal.

d. Accuracy must not be sacrificed for speed; it is therefore essential that no unverified information is included in the NOTICAS. If doubt exists, the relevant section must be left blank and the information, once verified, reported via subsequent updates.

e. **Maritime Reservists.** Casualties involving on duty Maritime Reservists (MR) will be managed in the same way as their regular counterparts. Incidents/casualties involving Off duty MR are a civil police matter, however their parent MR Unit should immediately report any casualties to their respective MR HQ (RMR/RNR SO2/SO1) who will then inform the RNCC, JCCC (SO2 Post Death Admin for release of any Service Wills) and Commander Maritime Reserves.

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[1] JSP 751 – Joint Casualty & Compassionate Policy & Procedures, Management of the Casualty, Volume 1 and JSP 751 – Joint Casualty & Compassionate Policy & Procedures, Management of the Deceased, Volume 2.
[2] With the exception of Special Forces personnel who are managed under a separate policy.

f. **Adventurous Training/Expeditions.** For any overseas RN Adventurous Training (AT) activity or expedition, a copy of the Admin Order and nominal roll must be sent to JCCC (DBS-JCCC Group Mailbox (MULTIUSER)) before the event. This is to allow JCCC to track who is in/out of the country and speed up the NOTICAS process in the event of a casualty.

g. **NOTICAS of UKSF.** There is a separate NOTICAS procedure for UKSF.

3. Casualty Notification

a. KINFORMING is the process of notifying the EC/NOK of RN casualties. Kinforming via the RN NA will take place only under specific direction from the RNCC (ie. once it is in receipt of a NOTICAS from JCCC tasking RNCC to begin the process).

b. **Casualty Notification Officers (CNOs).** In cases where the casualty is dead, missing, VSI or SI (see Appendix 1 for definitions), notification is to be carried out by a CNO and accompanying Officer. When tasked to do so by JCCC, the RNCC is responsible for nominating and CNOs. Where a casualty is III or UL, it may be appropriate for the Unit to KINFORM, but it is to seek advice from JCCC/RNCC prior to doing so.

c. **Self KINFORMING.** Self KINFORMING is the process whereby a casualty notifies their own EC/NOK, giving details of their injuries or illness. **Self KINFORMING should NOT be the default approach.** This procedure may only be permitted in extremis, when all the following criteria are met. If **any** of these criteria cannot be achieved, KINFORMING is to take place through the RNCC:

(1) The casualty is categorised as UL only.

(2) The casualty is supported by medical staff at their side who are confident the casualty has sufficient knowledge of all the relevant aspects of their injury/illness.

(3) The casualty has been briefed on the potential impact of self KINFORMING on their EC,and is content to proceed.

(4) The Unit is not currently under Op MINIMISE (if on Operations), ‘RIVER CITY’ restrictions (for RN) or there are multiple casualties. In these circumstances, the unit at home can better coordinate notifying duties and prevent the broadcast of misinformation amongst NOKs.

d. The result of Self KINFORMING should be debriefed by the casualty’s immediate CoC to the JCCC.

e. **Mass Casualty Incident.** JCCC will liaise with the RNCC and potentially activate the Royal Navy Casualty Activation Centre (CAC). In the event of a multi-Service incident, the JCCC may activate the Major Incident Centre (MIC); each incident will be managed on an individual basis.

4. Emergency Contact/Next of Kin Information

The effectiveness of the notification process is dependent on the accuracy of the information available to CNOs. Recent incidents have disclosed serious inaccuracies in EC/NOK information recorded on JPA. This has the potential to cause great distress to the families of casualties and significant embarrassment to the RN.

5. Media 'Lines to Take'

Navy Media is the lead agency for generating Media Lines to Take (MLTT) for any RN casualties. The RNCC will liaise with Navy Media regarding all RN casualties.

6. Summary

a. It is imperative that all Ships, Units and Establishments have a robust system in place to ensure that the RN Notification Process is understood and followed.

The importance of the accuracy of EC/NOK information held on JPA cannot be over emphasised and it is a fundamental DO/LM responsibility to carry out regular checks to ensure that information is current.

b. The lead on all casualty related actions within a Ship, Unit or Establishment lies with the Executive. Duty Officers should familiarise themselves with the process and all Duty Officer packs should contain a copy of this Directive. The RNCC Duty Casualty Officer is available at any time to provide advice and guidance.

APPENDIX 1 TO ANNEX 24H

RN NOTICAS - MANDATORY REQUIREMENTS

1. RN NOTICAS signals are required for any of the events listed below iaw JSP 751 Pt 1 Vol 1:

a. **Deaths.** For a death to be notified there must be no doubt whatsoever as to the fact. Whenever there is the slightest question whether death has occurred e.g. where a Service Person (SP) is believed to have drowned, but the body has not been recovered and identified, the casualty must be notified as missing.

b. **Missing and Returned from Missing (RFM).** Missing includes cases where the location of a SP is unknown[1] and is a cause for concern and/or the civil police are involved, or the SP is believed to be kidnapped or detained by a foreign power.

c. Casualties Medically Categorised as:

(1) **VSI.** A patient is listed 'very seriously ill' when their illness or injury is of such severity that life is imminently endangered.

(2) **SI.** A patient is listed 'seriously ill' when their illness or injury is of such severity that there is cause for immediate concern but there is no imminent danger to life.

(3) **III.** A patient is listed with an 'Incapacitating Injury/Illness' if illness or injury does not warrant classification as VSI or SI, but renders them physically and/or mentally incapacitated.

Any casualties categorised as VSI, SI or III are not permitted to SELF KINFORM.

d. **Unlisted Casualties (UL).** A casualty should be categorised as UL if:

(1) they are hospitalised or have received medical treatment as detailed below:

(a) a casualty who has been admitted to a secondary care facility for inpatient care.

(b) any casualty who has received medical treatment while on duty away from their home base; on operations, overseas deployments, exercises, on board HM ships at sea or away from home ports.

(c) a casualty with injuries caused by circumstances that would be of public interest, i.e. personnel Wounded in Action (WIA).

and

(2) their decision-making capacity remains unaffected; and

[1] SP who are reported to be Absent Without Leave (either an unauthorised absentee' or 'long term absentee') can simultaneously be listed as 'missing' through the NOTICAS process as well as being reported as absent using the process in JSP 830 Chapter 10.

(3) they have not been categorised as VSI, SI or III

e. All cases of self-harm or attempted suicide must be reported by NOTICAS, with the cause categorisation listed as 'Violent or Unnatural Causes' (VUC) as per guidelines iaw JSP 751 Pt 1 Vol 1 Chap 1 Annex C.

f. **SP who are terminally ill.** Units are to submit an early NOTICAS for SP who are diagnosed with a terminal illness and likely to die in Service. This is to be done in consultation with the SP to support them and their family with post-death preparations.

g. In the case of Aeromedical Evacuation all units must raise an initial NOTICAS. Under no circumstances should the Patient Movement Requests (1 – Admin, 2 – Clinical), Patient Movement Authority or Patient Departure Notification be considered as an initial or update NOTICAS message.

h. **SP detained under the Mental Health Act 1983.** A NOTICAS is to be raised at the point of admission, irrespective of the medical categorisation.

i. Previously reported casualties whose casualty state or location has changed.

j. Previously reported casualties once declared FIT and discharged from hospital.

k. Whenever injuries or illness cause a SP under the age of 18 years to be admitted to hospital, their NOK are to be notified unless the patient asks for them not to be. If their injuries or illness are not in themselves notifiable, their wishes may be disregarded if the hospital authorities consider that it is essential or in the patient's best interest to inform the NOK, provided that their Commanding Officer's agreement has first been obtained.

2. Casualty Reporting[2] Categories

Casualty Details (Category/Status). Serial CHARLIE of the NOTICAS must show one of the following categories for each casualty:

DEAD	
KIA	Killed in Action. A battle casualty who is killed outright or who dies as a result of wounds or other injuries before reaching a medical treatment facility
DOW	Died of Wounds. A battle casualty who dies of wounds or other injuries received in action, after having reached a medical treatment facility
DNK	Dead Cause Not Known
DOP	Died on Operations - (Died, when deployed on Operations, or as a result of Operations, but not KIA or DOW)
NOD	Non-Operational Death – (Died when NOT deployed on Operations)
MISSING	
MBK	Missing Believed Killed
MBW	Missing Believed Wounded
MBPW	Missing Believed Prisoner of War
MBDAW	Missing Believed Detained Against Will
MNK	Missing Circumstances Not Known/Not Accounted for NOM Non-Operational Missing
CPW	Confirmed Prisoner of War
DAW	Detained Against Will
RFM	Returned From Missing/Detained

MEDICAL LISTING	
VSI	Very Seriously Ill/Injured/Wounded
SI	Seriously Ill/Injured/Wounded
III	Incapacitating Illness/Injury
UL	Unlisted Condition
MI	Minor Injury (Does not warrant hospitalisation. Only for use in the event of high-profile multiple casualty incidents when details of all personnel involved are required)
DFH	Discharged From Hospital
OK	OK (For use in the event of high-profile multiple casualty incident when details of all personnel involved are required)
FIT	Fit

3. Supplementary Information.

Serial ECHO of the NOTICAS should include as much of the following as is known:

CAUSE	
E	Enemy Action/Fire
F	Friendly Action/Fire
OA	Operational Accident (An accident occurring when deployed on Operations)
NOA	Non-Operational Accident (An accident occurring when NOT deployed on Operations)
RTA	Road Traffic Accident
NC	Natural Causes
VUC	Violent or Unnatural Causes
PLUS (Only If Applicable) NBC CATEGORY	
N	Nuclear
B	Biological
C	Chemical

[2] In the context of casualty reporting, personnel who are categorised as 'on operations' are deemed to be engaged in combat, including movement, supply, attack, defence and manoeuvres needed to gain the objectives of any battle or campaign. Normally this would be characterised by the presence of belligerents, designation of an operational area, and the generation of CDS's Directive.

4. Supplementary Medical and Management Information. Serial ECHO of the NOTICAS is to also include one of the following:

MANAGEMENT INFORMATION	
WIA	Wounded In Action (On Operations)
NBI	Non-Battle injury (On Operations)
NOI	Non-Operational Injury/Illness (NOT deployed on Operations)
IDC	Identity Confirmed
IDP	Identification Provisional
Duty	Duty
Off Duty	Off Duty
Res	Reservist

APPENDIX 2 TO ANNEX 24H

NOTICAS EXAMPLE

Precedence - Action - IMMEDIATE

DTG 280555Z FEB 21
From: 45 Cdo RM
To: JCCC INNSWORTH

SIC: ABA/WAL

NOTICAS

A. INITIAL
B. CPL, JD (JOHN) EVANS, ROYAL MARINES, 12345678, 45 COMMANDO RM
C. DEAD
D. 280330Z FEB 21, ON A303 NEAR ANDOVER, WILTS
E. RTC, OFF DUTY, REGULAR
F. RIDING CIVILIAN MOTORCYCLE, IN COLLISION WITH LORRY
G. MULTIPLE INJURIES. MEDICAL CONTACT DR JAMES, A&E DEPT, ANDOVER HOSPITAL 01980 123456
H. ANDOVER HOSPITAL AT 070550Z
I. KINNOTFORMED. EC MRS MARY EVANS, 15 RIVER ROAD, NEWTOWN, BUCKS, BT8 3RF
J. ACCIDENT IS SUBJECT TO POLICE INVESTIGATION. UNIT POC CAPT P SMITH ADJT 45 COMMANDO RM 01234 12345678

APPENDIX 3 TO ANNEX 24H

NOTICAS TEMPLATE

1. NOTICAS Format

The text of a NOTICAS message is to begin with the word 'NOTICAS'. If more than one casualty separate NOTICAS messages are required. Thereafter the following format is to be used:

Precedence - Action - IMMEDIATE

DTG Month Year
From: Unit
To: JCCC INNSWORTH

SIC: ABA/WAL

NOTICAS

ALPHA (Essential)	State "Initial" Report or "Update" with Update number.
BRAVO (Essential)	Rank, Initials (and known forename), Surname, Service (RN, RM, Army, RAF, etc.), Service Number, Unit, (and attached Unit if applicable) NB: For a dependant give the name of the casualty then the relationship and details of the service person (e.g. wife of …)
CHARLIE (Essential)	Casualty Category Details (Category/Status) (e.g. Dead, Missing or Medical Listing. See categories at Annex A), also Previous Category if an 'Update' (e.g. VSI previously SI).
DELTA	Date and Time of the incident and Place (if known and not classified).
ECHO	Supplementary Information. Include Cause, On Duty or Off Duty, Regular or Reservist and any of the supplementary management information categories in Annex A that apply.
FOXTROT	Cause Categorisation. Free text showing additional details about the incident. Include rank, name and number of any other military personnel involved. For categories see Appendix 1 to Annex 24I.
GOLF	Supplementary Medical Information. Details of injury or illness if they can be released, otherwise a medical contact who can provide information for the Emergency Contact (EC) or Casualty Notification Officer (CNO).
HOTEL	Casualty Location at Date and Time (use DTG).
INDIA (Essential)	State whether the Emergency Contact (EC): Has been informed - use Codeword **KINFORMED** The unit will inform - use Codeword **KINFORMING** JCCC to inform - use Codeword **KINNOTFORMED** Where KINFORMED, state who has been informed. In all cases include Name, address and relationship of EC if known. Also any other information regarding the EC that will be useful for the CNO.
JULIET (Essential)	Additional Remarks. Any additional known facts that will be useful for the CNO/VO, RCDM and Parent Unit (e.g. Requirement for DILFOR, specific Welfare requirements, Date and Time of Death if different from Date and Time of incident). This must include the name and telephone number, both working and out of hours of a Unit Point of Contact (POC).

2. Everything in The NOTICAS Must Be Factually Correct.

If the reporting unit is not certain this must be identified in the text (e.g. Witness reports casualty has been taken to “x” hospital). Reporting units must aim to provide all the required information. When speed is essential, however, or when to find out all the information would incur delay, reporting units must send an Initial NOTICAS with at least the essential information indicated above.

a. If an Initial NOTICAS is sent without some of the required information an update must be sent as soon as possible, so that the family members can be fully briefed.

b. All times are to be in ZULU.

APPENDIX 4 TO ANNEX 24H

RN NOTIFICATION - STEP BY STEP GUIDE[1]

UNIT ACTION

- Incident occurs resulting in a casualty. Unit phones JCCC 01452 519951 to pre-warn of incoming NOTICAS.
- If required, contact RNCC 07770863079 for guidance and to alert.
- 20U NOT to be raised until **after** the NOTICAS has been actioned.

UNIT ACTION

- Raise NOTICAS on JPA and submit to JCCC immediately. If no access to JPA, e-mail NOTICAS format to dbs-jcccgroupmailbox@mod.gov.uk
- **Accuracy of information is paramount.**
- Consider Op MINIMISE or similar until KINFORMING has been completed.
- Do not delay for lack of information.

JCCC ACTION

- JCCC confirm NOTICAS details and forward to the NA (RNCC).

RNCC ACTION

- If KINFORMING is required, identify and activate CNO Team.
- Liaise with Duty Chaplain.
- Liaise with RN FPS to nominate a VO.
- Inform wider RN community iaw SOP.
- A VO will be allocated to all casualties listed as SI or above (except in a Mass Casualty Incident).

CNO Team

- Conduct KINFORMING and once complete report to JCCC and RNCC.

JCCC:

95471 7325 / 01452 519951

RNCC Duty Casualty Officer (DCO)

07770 863079

A NOTICAS is to be raised in the following circumstances:

1. If UL casualty has been hospitalised or admitted to a secondary care facility for inpatient care.
2. If the casualty is on duty away from their home base, on operations or involved in overseas deployments and exercises.
3. On board HM Ships at sea or away from home port and **admitted** to hospital.
4. If there is, or is likely to be public interest.
5. If the casualty has been admitted to hospital and requires Aeromedical evacuation.
6. If it involves self-harm or attempted suicide.
7. If the casualty is under 18 years of age.
8. SP who are terminally ill.
9. Casualty categorised as VSI, SII or III.
10. Previously reported casualties whose casualty state or location has changed.

The RNCC will inform the Chain of Command of on-going situation as per RNCC Reporting Guidelines.

A VO will be allocated to all casualties listed as SI or above (except in a MCI).

[1] This is an overview of the process; JCCC/RNCC actions may vary depending on casualty listing.

CHAPTER 25

SERVICE ACCOMMODATION

(Sponsor: NAVY PEOPLE-PS CASMGT ACCOM)

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CHAPTER 25

SERVICE ACCOMMODATION

SECTION 1

SERVICE FAMILY ACCOMMODATION AND SINGLE LIVING ACCOMMODATION

2501. Overview

The provision of accommodation is primarily in recognition of the inherently mobile Service lifestyle, and the often-remote places our people serve. However, it is also recognised as vital in shaping the overall quality of life for Service personnel and their families. Defence expects accommodation provided by defence to meet a minimum standard for occupancy and it can take the form, subject to PStatCat and individual circumstances, of either publicly provided family or single accommodation (or an appropriate substitute) either at, or within an appropriate distance from, their duty unit, or an appropriate allowances package. Chief Defence People (CDP) is responsible for the formulation of Tri-Service Defence living accommodation policy, with day-to-day responsibility delegated to Head People Accommodation (Hd Accom). In discharging these responsibilities Hd Accom may consult with the single Service Accommodation Policy and Housing leads. For the RN these are Navy People-PSP Hd (Policy) and Navy People-PS Hd (Delivery).

2502. References

JSP 464 Volumes 1-5 (Tri-Service Accommodation Regulations (TSARs)) are the overarching and definitive policy source documents for the provision of Defence living accommodation and take primacy on all accommodation matters. Available on the MOD Intranet and Gov.uk website, they are arranged as follows:

Volume 1 – Policy for UK entitlements for Service Family Accommodation (SFA) and Single Living Accommodation (SLA), Forces help to Buy (FHTB), non-standard entitlements, Complaints, Challenges and Appeals.

Volume 2 – Procedures for UK SFA, SLA, Combined Accommodation Assessment System (CAAS) and 4-Tier Grading (4TG), application and allocation.

Volume 3 – Policy for UK Charging, SFA and SLA assessment.

Volume 4 – Policy for UK and Overseas Accommodation Pilots.

Volume 5 – Policy for Overseas SFA, SLA and their Substitutes.

SECTION 2

RN POLICY FOR TIED AND EX-OFFICIO SERVICE FAMILY ACCOMMODATION

2503. Overview

Certain designated appointments are entitled to Service Family Accommodation (SFA) by Virtue of Appointment (VoA). These posts are either 2* and above designated as Appropriate Superior Authority (ASA) in the powers-of-punishment chain or entitled as In Command for SFA by VoA (including in-lieu of SLA) in accordance with extant accommodation policy[1] and as listed in this publication[2]. A balance needs to be struck between the historic entitlement to Tied SFA by VoA and the limited number of suitable properties within the main establishments. A significant proportion of the houses appropriate for Tied SFA are uninhabitable, due to the requirement for extensive maintenance and modernisation. Many of these properties will not be available for several years. Local Service Commanders (LSC) at Annex 25A, maintain a list of specific properties designated for Tied SFA by VoA (Annex 25B).

2504. Designated Posts with Tied SFA

1SL, 2SL, FC, COMOPS, NBCs, and OF5 COs of Shore Establishments are the only posts that will have designated Tied SFA by VoA. The entitled Tied SFA and designated posts are detailed at Annex 25B.

2505. Ex-Officio SFA and SFA by VoA In Lieu of SLA

Posts not designated a Tied SFA, but still entitled to SFA by VoA (list at Annex 25C) will be allocated Ex-Officio SFA (Annex 25D) based on availability and need, or standard SFA. These posts have been agreed (and placed into prioritisation bandings) by NAVSEC, and allocations will be managed by the LSCs. The allocation of standard SFA by VoA in lieu of SLA for married/Civil Partnership personnel serving unaccompanied and single personnel will be based on the requirements of their role rather than any accompanied entitlement.

2506. Application, Move In, and Move Out Processes

LSCs are responsible for assigning properties and will do so in accordance with the direction set out in this document, but e1132 applications will be required in all cases for the Industry Partner Help Desk (IPHD) to allocate properties in accordance with extant policy. All occupants of Tied, Ex-Officio and standard SFA are to follow the correct policy when applying for, moving in/out, and occupying SFA and as such should make themselves fully aware of the process at Annex 25E before discussing with their respective LSC.

[1] JSP 464 Vol 1 Part 1 Para 0302
[2] BRd 3(1) Chap 59 Annex 59A Appendix 59A1 and 59A3

2507. SFA Availability

Whilst every effort will be made to assign a property within the establishment in which the individual is assigned, this cannot be guaranteed. Where there are insufficient suitable Ex-Officio SFA properties for all posts at Annex 25C, then individuals will be allocated standard SFA by the IPHD. Where standard SFA is unavailable, Substitute Service Family Accommodation (SSFA) is not authorised, and Substitute Service Single Accommodation (SSSA) to the appropriate scale is to be sourced. The practice of misappropriating properties, thereby removing them from DIO maintenance, will cease as this perpetuates the reduced number of SFA over the long term. However, LSCs and DIO are able to use appropriated SFA for SLA to maximise use of Ex-Officio SFA by enabling more than one postholder to occupy a property.

2508. Official Hospitality

A number of 1* and 2* posts are required to entertain on behalf of the service and would previously have been allocated SFA by VoA. Most of these posts are centred in the Portsmouth area. In these circumstances, a property, assigned to Captain of the Base Portsmouth, namely No1 The Parade, will be utilised as a venue for entertaining on behalf of the service. This will be on a booking basis and will provide domestic assistance and catering for the event (following the usual financial approvals process). Where necessary, overnight accommodation will also be available for senior guests as a Wardroom Annex (including the leveeing of appropriate fees). It should be noted that Wardrooms remain suitable venues for most of the Service entertainment requirements and should always be considered where it is not possible to use a residence.

2509. NAVSEC Oversight

NAVSEC Outer Office will monitor senior officer assignments and engage with associated Outer Offices to ensure the e1132 application process is progressed in a timely manner and give LSCs a heads-up of near-future changes. Where LSCs are unable to prioritise between competing requirements for Ex-Officio SFA or for appeals regarding an allocation, the issue is to be raised to NAVSEC (and then, if necessary, 2SL) for a resolution decision.

ANNEX 25A

ROYAL NAVY LOCAL SERVICE COMMANDERS

Area	Local Service Commander
Portsmouth	COB Portsmouth
Devonport	COB Devonport
Clyde	COB Clyde
RNAS Culdrose	CO RNAS Culdrose
RNAS Yeovilton	CO RNAS Yeovilton
BRNC	Capt BRNC
CTCRM Lympstone	Commandant CTCRM
Norton Manor Camp	CO 40 Cdo RM
Cdo Logs Regiment RM Chivenor	CO CLR RM
45 Cdo Arbroath	CO 45 Cdo RM
RMB Poole	MAB6-Base-XO
HMS Caledonia	CO Caledonia
Barrow	HMSDRNT-SNO

ANNEX 25B

DESIGNATED TIED SFA BY VOA

Residence		LSC Responsible	Designated Tied Post
Kingston House South	Fl27 Ennismore Gdns	DCOS HQ London	1SL
Admiralty House	College Rd	COB(P)	2SL
Mountbatten House	9 The Parade		FC
Spithead House	Anchor Gate Road		NBC(P)
Collingwood House	Newgate Lane		CO HMS Collingwood
Sultan House	Military Road		Capt HMS Sultan
Dolphin House	Northwood	Northwood HQ 2I/C	COMOPS
Drake House	HMS Drake	COB(D)	NBC(D)
The Red House	700 Budshead Road		FOST
	25 Maritime Square		Commandant 3CDOX
Trevol House	Trevol Road		Capt HMS Raleigh
Captain's House	BRNC	Capt BRNC	Captain BRNC
Eyewell House	Eyewell Lane	CO VL	CO RNAS Yeovilton
Hawke House	Hawke House Lane	CO CU	CO RNAS Culdrose
Zeebrugge House	Streatham Rise	Commandant CTCRM	Commandant CTCRM
Balernock	10 East Montrose St	COB(C)	NBC(C)

ANNEX 25C

POSTS ENTITLED TO SFA BY VOA – IN PRIORITY ORDER FOR EX-OFFICIO AND STANDARD SFA

Post	Rank	Location	Prioritisation Banding
Director Navy Acquisition	2*	NCHQ	High
UK National Hydrographer	2*	Taunton	
Director Develop	2*	NCHQ	
Director Force Generation	2*	NCHQ	
Director People and Training and Naval Secretary	2*	NCHQ	
Director Submarines	2*	NCHQ	
Commander Strike Force	2*	Portsmouth	
Director Navy Digital	2*	NCHQ	
Director Strategy and Policy	2*	MOD MB	
COMUKCSG	1*	Portsmouth	
COMSUBFLOT	1*	Clyde	
COMSURFLOT	1*	Portsmouth	
Chaplain of the Fleet (COTF)	1*	Portsmouth	
Capt FOST	OF5	Devonport	Medium
CAP SUBFLOT	OF5	Clyde	
COB(P)	OF5	Portsmouth	
COB(D)	OF5	Devonport	
COB(C)	OF5	Clyde	
Capt Trg North	OF5	Clyde	
CO 43 Cdo RM	OF5	Clyde	
CO 47 Cdo Raiding Sqn	OF5	Devonport	
OF4 COs with ability to exercise Command Powers of Punishment in accordance with both the Armed Forces Act 2006 and In Command list contained in BRd 3(1) Ch 59 Annex 59A Appendix 59A1 & 59A3	OF4	-	Low
OF3 COs with ability to exercise Command Powers of Punishment in accordance with both the Armed Forces Act 2006 and In Command list contained in BRd 3(1) Chap 59 Annex 59A Appendix 59A1& 59A3, and agreed as exceptions through casework via Local Service Commanders to the Housing Colonel[1]	OF3		Low
Service Chaplains undertaking a pastoral responsibility at Unit level	-	-	V Low
Serving members of Royal Navy Family and People Support (RN FPS) employed in a welfare case worker post	-	-	

[1] In accordance with JSP 464 Vol 1 Pt 1 Chap 3 Para 0302.f.

ANNEX 25D

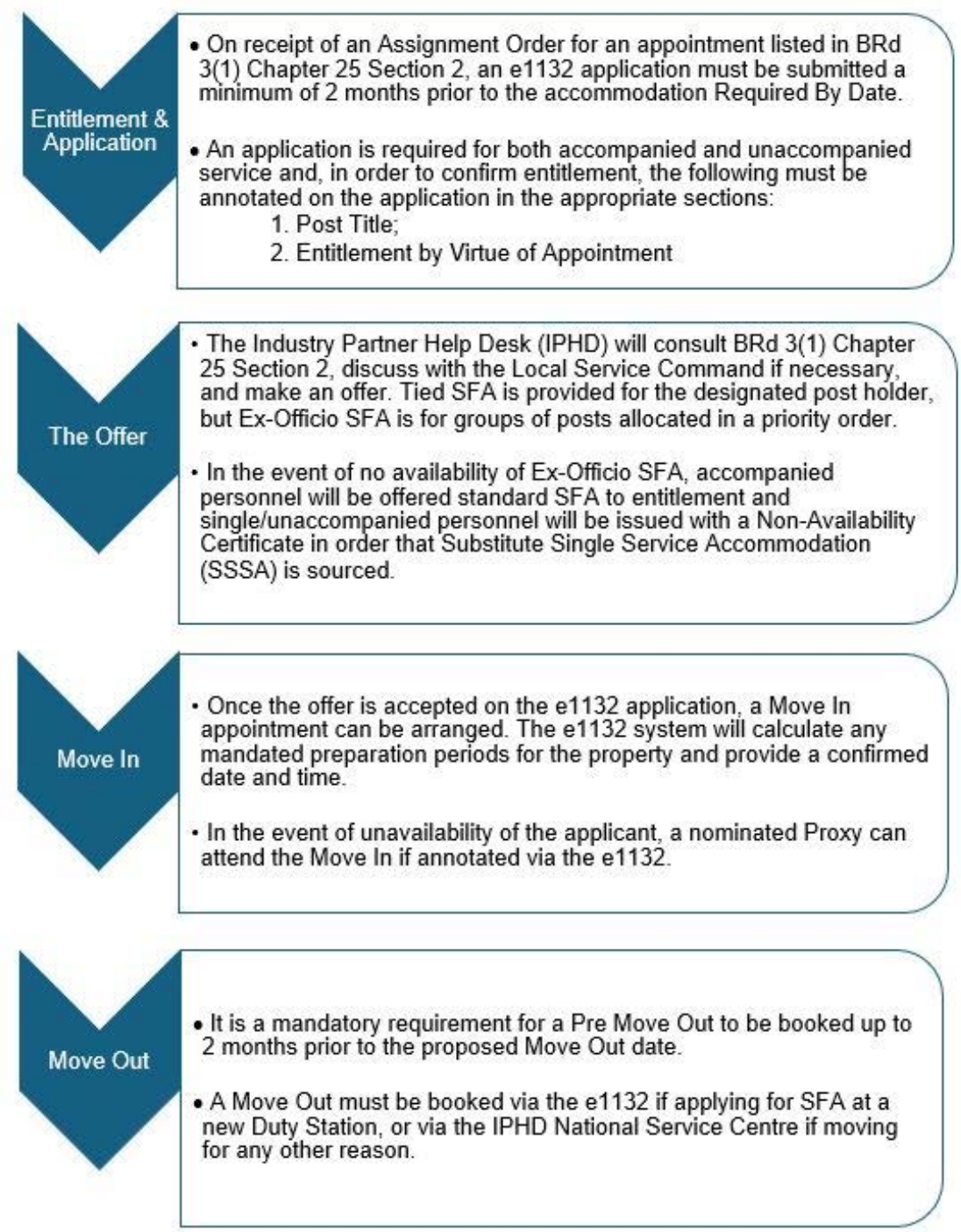
DESIGNATED EX-OFFICIO SFA ALLOCATED (WHEN AVAILABLE) IN AGREEMENT WITH LSC

To Note: Not all the following Ex-Officio SFA will be available for allocation as some are uninhabitable, due to the requirement for extensive maintenance and modernisation.

Residence	LSC Responsible
10 Short Row, HMNB Portsmouth	COB(P)
Bonaventure House, 11 Short Row, HMNB Portsmouth	
Victory House, 12 Short Row, HMNB Portsmouth	
Telford House, 13 Short Row, HMNB Portsmouth	
Lumsden House, 14 Short Row, HMNB Portsmouth	
Trinity House, Anchor Gate Rd, HMNB Portsmouth	
Excellent House, Whale Island, Portsmouth	
Hele House, 1 Bickleigh Lane, Bickleigh, Plymouth	COB(D)
Admiralty House, 1 The Terrace	
2 The Terrace	
4 The Terrace	
5 The Terrace	
Fort Lodge, Fort Terrace	
1 Chestnut Avenue, Dartmouth	CAPT BRNC
1 Hostel Hill, Dartmouth	
2 Hostel Hill, Dartmouth	
32 Taw Road, Chivenor	CO CLR
Gardener's Cottage, Norton Manor Camp	CO 40 CDO
Gibraltar House, 178 Exeter Road, Exmouth	COMDT CTCRM
Graycourt, West Dhuhill Drive, Helensburgh	COB(C)
Westburn Cottage, Station Road, Shandon	
Maidstone House, 1 Carnban Road, Shandon	
Commachio House, 2 Carnban Road, Shandon	
Medway House, 3 Carnban Road, Shandon	
1 Bannachra Drive	
2 Bannachra Drive	
6 Bannachra Drive	
3 Ardpeaton Gardens	
Woodlands House, Forfar	CO 45 CDO

ANNEX 25E

TIED AND EX-OFFICIO SFA APPLICATION AND OCCUPATION PROCESS



CHAPTER 26

LEAVE, ABSENCE AND SEPARATED SERVICE

(Sponsor: NAVY PEOPLE-PSP EMP POL SO1)

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CHAPTER 26

LEAVE, ABSENCE AND SEPARATED SERVICE

SECTION 1

GENERAL

2601. Introduction

a. This Section has a broad remit and encompasses the majority of reasons for the absence of a Service person from their designated place of work. These include the various types of leave available and those occasions when Service personnel are absent for other reasons, such as jury service or when in civil custody. Absences may be either pre-planned or in reaction to particular circumstances. Either way, all absences must be recorded on the Joint Personnel Administration (JPA) System to allow for the appropriate pay, allowances or career management action to be taken, and for the provision of accurate management information. Service personnel will not be able to input Leave retrospectively onto the JPA system, therefore Annual Leave requests should be submitted at least 48 hours prior to the proposed period of absence.

b. JSP 760 is intended as general regulations to those responsible for absence management and provides a basis upon which reasonable decisions can be made.

c. All those responsible for the management and administration of leave and absence must make themselves conversant with the instructions contained in JSP 760.

2602. Management of Leave and Stand Downs

a. The management of leave is the responsibility of the Chain of Command.

b. Commanding Officers are responsible for ensuring that, wherever possible, individuals take their leave allowance in the leave year it was allocated.

c. Whilst Stand Downs are not to be used to replace or defer ALA, COs should assess the appropriateness of awarding a stand down independently of, and without reference to, an individual's outstanding ALA balance.

2603. Leave Allowance

a. Service personnel have 38 days Annual Leave Allowance which includes Public Holidays. Service personnel are entitled to a minimum of 28 days annual leave per year under the Working Time Regulations (WTR).

b. Personnel being unable to take at least 28 days annual leave is a CAT A PFS breach and should be reported as such (see Annex 22A).

2604. Recording of Absences

a. All Service personnel must be made aware that they have a duty to record accurate and up-to-date absence information on JPA including that between assignments. Falsifying absence information is fraud and is a punishable offence under the Manual of Service Law (JSP 830). This is not only a policy requirement but is necessary for informed decisions to be made affecting pay, allowances and personnel management. The principal reasons driving the requirement for accurate leave recording are:

(1) The Armed Forces Pay Review Body (AFPRB) uses leave data in calculating its annual pay award recommendations to the Prime Minister. The ability to take leave is also one of the key components of the rationale behind the X-factor calculation. The accurate recording of leave is therefore important to the ongoing credibility of the pay award process.

(2) On the basis of legal advice, it was decided that MOD should commence making payments in lieu of untaken leave for Service personnel who die in service. However, the MOD can only make such payments on the basis of accurate and up-to-date leave records to provide the necessary audit trail.

b. It is, therefore, vital that all personnel keep their JPA leave records up-to-date and that the Chain of Command ensures this policy is enforced.

c. Personnel can now also record leave through the Myleave App on Defence Gateway which can be accessed directly or via the MyNavy App.

SECTION 2

TYPES OF LEAVE AND ABSENCE

2605. JSP 760 References

All types of Leave and Absence are detailed in JSP 760.

2606. Relocation Leave

Relocation Leave (RL) is a period of authorised absence granted to Service personnel assigned between locations on non-operational tours of duty necessitating a change of accommodation, to facilitate the settling in/relocation process. It is in addition to, and not a substitute for, Annual Leave. All additional periods of absence taken between assignments, i.e. AA and ILA, are to be recorded on JPA. Further details are at Annex 26I.

2607. Self-Certified Sickness Absence (SCSA)

a. The overarching policy for SCSA is covered in JSP 760 Chapter 21. Personnel may SCSA for self-limiting medical conditions for periods of up to 48 hours. All personnel are to contact their CoC as soon as the illness or injury is established in order to gain authority to proceed on SCSA rather than reporting sick.

b. SCSA is not permitted for personnel deployed on operations or exercises, or for those deployed under OPCOM CJO. For the Royal Navy, SCSA does not apply to “sea-going units” and for this purpose “sea-going units” are defined as all surface and submarine platforms, frontline Naval Air Squadrons and Flights, and 3 Cdo Bde RM.

2608. Leave Abroad

a. Personnel should be aware that special security regulations can apply when travelling to certain countries. Details of these countries and the procedures to follow can be found in JSP 440. Certain restrictions also apply to Service Personnel wishing to visit Northern Ireland (NI).

b. Anyone intending to travel to NI or the Republic of Ireland (ROI) is to contact their USO, in the first instance, to ensure the appropriate briefing is given.

2609. Further Information

Further policy is contained within BRd 9467 (FLAGO), Chapter 12. Additionally, advice on all leave matters can be provided by NAVY PEOPLE-PSP EMP POL SO1.

SECTION 3

MARITIME RESERVES LEAVE

2610. Introduction

Reserve personnel are eligible for the same allocation and types of absence as Regular personnel, depending on the type of reserve service being undertaken, e.g. FTRS, ADC, etc. Sponsored Reserves, however, are not entitled to leave. Part Time Volunteer Reserve (PTVR) personnel attending on Reserve Service Days (RSD) under RFA 96 Sections 22 and 27 are now entitled to attendance based paid leave proportionate to their Service. Detailed policy is contained within JSP 760.

2611. Maritime Reserves Leave of Absence

Commanding Officers may grant up to six months leave of absence to any Reserve personnel who request it for civilian employment or other reasons. Such leave will not affect seniority or reckonable service in the Reserve. All applications for leave of absence exceeding six months are to be submitted to RES CM. Such submissions are to contain an assessment of the likelihood that the Reservist will resume training on completion of the stipulated period of absence.

2612. Maritime Reserves Extended Leave of Absence

The detailed regulations for extended leave of absence (more than one year) for are below. However, extended leave of absence may be granted by CMR in exceptional circumstances:

a. **Junior Officers under Training.** Will normally be required to be removed from the Active List and apply for re-entry on their return.

b. **Officers with under 15 years' Service.** Will be placed on List 3 for up to three years, thereafter they will be removed from the Active List. Whilst on this List they will neither accrue seniority in their rank nor reckonable service in the Reserve. Only one such period of absence will be permitted.

c. **Officers with over 15 years' Service.** May revert to List 3 for up to three years. Thereafter they may be placed on the Retired List.

d. **Ratings.** Ratings may be placed on List 3 for periods of up to three years. For periods in excess of three years they are to be discharged. Should they wish to re-join at some future point, they may be permitted to re-enter in their previous rate, subject to the prevailing workforce situation, and in accordance with current re-entry regulations. Re-entry is not a right and cannot be guaranteed.

2613. Commanding Officers

Commanding Officers who for any reason intend taking a period of leave of absence in excess of one month are to report details to CMR.

SECTION 4

LEAVE FOR 3 WATCH CREWED (3WC) VESSELS

2614. Introduction

The 3WC model was developed in 1992 as the enabler for new operating patterns for the next generation of survey vessels designed to achieve high levels of availability through innovative solutions in both engineering and personal terms. The result of extensive studies within the RN was a lean complement working a watch rotation routine finely tuned to the role of each ship.

2615. Watch-keeping Cycle

a. The watch-keeping cycle will be determined by each unit's command team, advised by their relevant Class Generating Authority (CGA); subject to programming and operational commitments.

b. For an individual assigned to a 3WC platform, intended to deliver 268 days of activity in a 12-month period, their annual harmony entitlement is as follows:

Total days on watch - 268
Total days off watch - 90
Career Development / TOIL - 7

c. Off Watch Time is broken down by allowance as follows:

Allowance	Duration	Nature
Individual Leave Allowance	38 Days	Protected Entitlement
Seagoers Leave	12 Days	Protected Entitlement
Respite (IAW Para. 2616)	40 Days	Protected Entitlement
CDev / Time Off In-Lieu (TOIL)	7 Days	Protected With Discretionary Allocation

d. 7 days in each 12-month period are allocated to Career Development and/or TOIL. This time is to be used by units to manage individual training, competencies and courses, alongside routine administration activities, including medical appointments, administration, and individual stores issue, assessed as unachievable within the 268 day on-watch allocation. Any unallocated portion of this time is to be awarded as TOIL, with the split at the discretion of the Unit's Officer in Command.

e. The above figures apply to a constant on/off watch cycle and do not account for major programme commitments, where the watch rotation may be suspended.

f. Guidance for the management of leave for personnel joining and departing the 3WC system can be found at Annex 26M.

2616. Respite (Authorised Absence)

For every off-watch period, Authorised Absence (AA) is to be taken by individuals at their home, which can be privately owned or rented accommodation; SLA or SFA. This will be in lieu of harmony time at their normal place of duty (base port). While Respite time may be used for the conduct of the items detailed below, it should only be used for the management of individual training, including items directed as part of pre-joining training plans, by exception. Where training needs exceed the 7-day Career Development / TOIL allowance, a formal written request must be submitted to the unit's CGA to utilise Respite time for this purpose.

a. Base Port Support, Welfare and Chaplaincy Meetings

b. Challenging Activity and Adventurous Training

2617. Methods of Travel for Respite (AA)

a. When returning to the UK for an off-watch period, individuals are entitled to a publicly funded return flight. For budgetary reasons, Military Air Trooping (MILAT) should be used whenever possible. Should the individual be proceeding to their home or NOK address for leave or respite then a leave warrant should be used for this section of the journey. This is intended to allow the individual to go direct to the home/NOK address rather than return to the base port prior to being released to go on leave. It is recognized that there will be occasions when MILAT will not be available due to operational reasons e.g. late notice operational tasking, R&R flights, etc. and any delays in Ship's Company movement may result in a lack of platform availability and consequently the loss of value from the ship support contract. If the individual is delayed during the journey, this will count as lost stand down but not ALA/SGL as this will remain protected.

b. If Civil Air (CIVAIR)[1] is utilized, the arrival point in the UK does not necessarily have to be either of the two main London airports. For example, for an individual traveling from the Gulf area to a final destination of Manchester, by combining the public expense and leave warrants, it may prove as economical and beneficial to the individual to travel from theatre to Manchester via Paris rather than via LHR/LGW. However, in accordance with MOD guidelines, the most economical method and route must be used.

c. The table below summarises the reasons for travel, methods of travel together with the applicable method of funding:

Reason for Travel	Theatre to Arrival point	Arrival point to final destination
Duty (Attend course, meetings etc.)	Public expense	Public expense (claim via JPA)
Leave (ALA/SGL)	Public expense	Leave travel SGW (claim via JPA)
Respite/Off-Watch (AA)	Public expense	Leave travel SGW (claim via JPA)

[1] CIVAIR should only be used when MILAT is not available.

2618. Guidance on Recording Respite (AA) on JPA

a. Unlike ALA/SGL, Respite is not transferable between leave years and is to be recorded on JPA under AA by UPO staff. Respite time is only to be recorded/added as AA for the current leave year and not amassed for the period of the assignment. This will ensure excessive leave balances are not automatically carried over to the next leave year. JPA does not record leave taken over weekends, therefore Respite/Off-Watch absence which includes a weekend must be deducted from the individual's AA balance.

b. To overcome the issues above, 3WM vessels may wish to consider the following option to ensure Watch Rotation Leave (WRL) is recorded accurately:

(1) Each instalment of WRL is added as AA and annotated as WRL.

(2) When proceeding on WRL, the Ship's Office record leave via Mass Update of leave for all watch personnel.

(3) Upon return from WRL, the next set of WRL is added as AA. This process is repeated for each rotation.

SECTION 5

SEPARATED SERVICE RECORDING

2619. Introduction

a. The recording of Separate Service (SS) was introduced as a means of measuring Harmony on an individual rather than unit basis. Within the RN, JPA is used for recording an individual's accrued SS.

b. All personnel within the RN have their Harmony measured by recording SS against a threshold of 660 days over a rolling three-year period (written as 660/3). This is a Category 'A' (mandatory) Personnel Functional Standard (PFS) for all RN and RM personnel on the trained strength (except badged SF personnel, 3WM personnel and RN/RM junior officers during their first 10 years on the trained strength for whom 660/3 is a Cat 'B' (desirable) standard).

c. It is recognised that individuals assigned to 3WC Survey Vessels are likely to exceed the 660/3 SS threshold due to their long deployment periods. As a result, 3WC vessels are to manage SS (see Para 2615) in accordance with Para 2624.

d. Irrespective of whether personnel fall under Cat A or Cat B, the accurate and timely recording of SS is essential to ensure that Individual Harmony is fully understood, and personnel do not exceed the maximum threshold of 660 days SS over a rolling three-year period.

e. In times of significant war fighting it may be necessary to breach the SS threshold of 660/3 for all or part of the Royal Navy. It is envisaged that this provision will only be used where there is a general (as opposed to limited) call out of Reservists.

f. SS recording is applicable to all Royal Navy personnel including those on Exchange, Loan Service and Secondment, but excludes personnel undergoing initial training.

g. Under the call out powers of the RFA 96, the 'Time Out' Policy applies to Mobilised Reserve personnel such that they cannot be mobilized more than once in the period governed by JSP 753 (Tri Service Policy for Mobilised Reserves), unless they choose to volunteer.

2620. Definitions

Standard tri-Service definitions are:

a. **Separated Service (SS).** Absence that precludes return to the Service person's permanent duty station, family home, Residence at Work Address (overnight) or permanent residence during normal stand down periods (e.g. weekends).

b. **Separated Service Day.** One SS day will be awarded for each period of 24 hours absence from an individual's normal place of duty/RWA.

c. **Normal Place of Duty.** Normal Place of Duty is defined as the base, station, unit, establishment, or base port in the case of HM Ships.

d. **Residence at Work Address (RWA).** Residence at Work Address can be privately owned or rented property or Service Family and Single Living Accommodation (SFA/SLA) and applies irrespective of Personal Status Category.

e. **Duty Personnel.** Those who are members of a unit or organisation's duty staff for a period of at least twenty-four hours and as a result are required to sleep in accommodation specifically allocated for this task. Such personnel are deemed to have a 'night out of bed' at their RWA. Those whose duty is on call and not absent overnight from their RWA are not eligible for the award of duty SS. Personnel who are watchkeepers and are granted watchkeepers leave are not to be awarded SS. When watchkeepers leave is not given, however, SS should be awarded.

2621. SS Reason Categories and Recording Codes

a. The SS Reason Categories and Recording Codes are defined in JSP 756 Chapter 3. SS recording has no immediate effect on pay and allowances, but is used to measure the separation from normal place of duty or RWA because of Service commitments. This provides the evidence to influence and inform personnel related management decisions. It records when an individual is away from their normal place of duty for 24 hours or more and also when their free time is limited because they are on duty at their normal place of duty. It is stressed that SS is absence from normal place of duty/RWA and not absence from family.

b. Harmony time will be delivered at the normal place of duty. Non-qualifying Service, such as periods on Leave, undertaking Sport and Adventurous Training, together with exemptions are detailed at JSP 756 Chapter 3, Para 4. Personnel landed for harmony purposes, when not on leave, will be expected to work as normal[2]; however, if they are subsequently required to undertake 24-hour duties or be absent from their base port, this will be recorded as SS.

[2] Different rules apply to personnel serving in 3WM Survey Vessels during off-watch periods (Para 2615 – Para 2619 refer).

2622. Recording Separated Service

a. SS will be recorded on JPA by the following processes:

(1) Move and Track Arrival.

(2) Move and Track Change of Location for Temporary Medical Reasons.

(3) Move and Track Recording Separated Service for Duty Staff.

(4) Move and Track Move Reasons.

b. Individuals are personally responsible for reporting to the HR Administrative Clerk to perform the 'Arrivals' procedure at the earliest opportunity upon arrival at their new unit, or on returning to their parent unit, when SS will be captured. Individuals without immediate access to HR Admin staff or units without access to JPA should report all changes to location and SS immediately to their parent administrative unit for input into JPA by the fastest means possible, such as e-mail. The form at Annex 26A should be used to report all absences to the individual's parent unit.

c. On arrival at a new unit, the EWO or equivalent is to verify the individual's Move and Track record for the last three years. Where excessive SS is evident through inaccurate recording, corrective action is to be taken by unit HR staff and the previous unit notified. Individuals leaving a unit on assignment are to have their SS record verified prior to joining their next unit and any recording errors are to be rectified. Where unit HR staff are unable to amend incorrect SS levels that are over nine months old[3], they are to forward the incorrect SS record to the nominated WTR within that Parent/Unit Admin Authority or to the RN/RM Pay and Delivery Focal Point Team via e-mail NAVY PEOPLE-PIIAC JPA FP MAILBOX (MULTIUSER) NAVYPEOPLE-PIIACJPAFPMAILBOX@mod.gov.uk for entries which are over two years old, supported by comprehensive documentation, for correction. A list of the units with nominated WTR's is at Annex 26B.

2623. Separated Service Voluntary Waivers

A voluntary waiver is an individual's agreement that they are prepared to breach the 660/3 threshold in order to remain at sea or away from base port. This must not, however, mask the individual's true SS balance and SS must continue to accrue during the period of the waiver. It is vital that Unit HR record all waivers on JPA and that the appropriate Reason Code is used. This will ensure that despite a waiver being submitted, individuals true SS is recorded in JPA. See Section 6 of this Chapter.

[3] SPVA has approved the extension of rollback function from 9 months to 2 years for 9 RN Unit HRs in major shore UPOs.

2624. 3WC Vessels including OPV and Survey Vessels

a. Personnel serving in 3WC vessels will continue to have bespoke leave and travel arrangements which are detailed in Section 4 of this Chapter. The careful management of such 3WC arrangements will help maintain accurate SS recording and management of personnel serving in 3WC vessels. Guidance for personnel joining and leaving 3WC units can be found at Annex 26M.

b. It is recognised that individuals assigned to 3WC units are likely to exceed the 660/3 SS threshold due to their long deployment periods and individuals assigned to 3WC units are, instead, to comply with an 825/3 standard, broken down as follows:

(365 days total x3 = 1095) – (90 days harmony x3 = 270) = 825 days SS in a 3-year period.

c. Due to the more inflexible nature of workforce management within the 3WC rotation model, in order to pre-empt breaches of PFS, careful tracking of annual harmony is essential. Therefore, the following should be noted:

(1) Failure to deliver the 90-day annual protected harmony entitlement in any particular year carries significant risk of Cat A PFS breach, by leading the individual to exceed the 825/3 SS Standard, noting the limited ability of 3WC units to release personnel to regain lost harmony time and reduce SS over the remainder of their assignment.

(2) Where it is anticipated that a unit in 3WC will fail to deliver an individual's annual 90-day protected harmony the unit is to engage with their Class Generating Authority (CGA) and present a plan to regain the individual's projected SS to the 825/3 standard over the remainder of their employment within 3WC; to be approved by both the Ship's CO and the CGA. 3WC units should note that the 7-day annual allowance for Career Development / TOIL does provide some limited capacity to recover lost harmony time and reduce an individual's projected SS total to within the 825/3 standard, when used to deliver time-off.

(3) Where it is considered necessary to breach the core 90 annual days of 'Protected Harmony' for an individual in 3WC on exceptional grounds to preserve unit operational capability, and a solution to recover them to within the 825/3 standard during the remainder of their employment within the 3WC model has not been found:

(a) The individual may elect to submit a voluntary PFS waiver in accordance with Section 6 of this Chapter to continue their sea service. This measure should be carefully considered by the CO, time limited and accepted only in extremis.

(b) Where the individual elects not to submit a voluntary waiver, an application to breach an individual's Protected Harmony threshold must be made, in advance, by the CO (having consulted the relevant OF5 Flotilla Commander, or equivalent) to Deputy Director People Delivery.

(c) If the application is supported, SS continues to accrue and is to be addressed at the earliest opportunity. NAVY PEOPLE-PSP EMP POL-SO1 is to be informed, and an involuntary waiver is to be recorded.

(4) Any breach or anticipated breach of the 660/3 SS threshold for personnel within 3WC units is to be reported as a failure to deliver a Category 'B' PFS.

(5) 3WC units must, in any case, liaise closely with Career Managers when individuals with high SS balances depart the 3WC system and are assigned to non-3WC seagoing units.

2625. Clarification of Accrual of Separated Service

a. **Watchkeepers/Dutymen/Shift workers.** 'Lack of freedom to enjoy leisure at place of duty/residence at work address, including leave' applies only to those personnel who are required by their duty to remain on board their unit for periods of 24 hours or more. Personnel who are shift workers, watch keepers, or duty personnel, who are on duty for less than 24 hours, are not covered by the SS regulations (See Annex 26C). The X Factor and additional leave arrangements compensate for this kind of working.

b. **Late Working.** SS may be awarded where an individual works late on a frequent basis as this is the kind of overstretch that SS is trying to capture. Frequent basis should be taken as three consecutive days working where a minimum of four additional hours has been worked beyond normal secure on each day. In most cases this should mean working beyond 2000 on weekdays. One day's SS should be awarded for each day this happens, backdated to the first day and triggered on passing the 'frequent' criteria; recording will cease as soon as the consecutive run is broken.

c. A manual SS entry, using the form at Annex 26D, will be required and must be authorised by the CO or Head of Department (HOD), Reason Code 16 is to be used in these circumstances. The form at Annex 26D can be customised to fit local conditions but must always be signed by the CO or HOD who will wish to monitor working practices closely. The forms should be retained for 12 months after the end of the period of Frequent Late Working.

d. On Call. Where personnel are on call or at reduced notice to move, a SS day will only be awarded when called in for four hours or more[4]. Personnel on leave who are recalled should be awarded a SS day and be granted leave for the period recalled.

e. **Compassionate Assignments and Locally Managed Compassionate Relocation.** Compassionate assignments will be granted in the normal manner once approval has been received from DDPD following a RN FPS recommendation. If assigned or locally managed to another location for compassionate reasons, the new location will become the normal place of duty and SS will only be accrued for qualifying absences from the new location.

f. **Compassionate Leave.** Compassionate Leave will be granted/approved in accordance with the guidance contained in JSP 760. The amount of leave will be entered into the individual's JPA absence record by Unit HR. The individual is then to create an Absence Request under JPA Self Service Employee in the normal way applying for the number of days under Individual Leave Allowance. SS will not accrue for periods of compassionate leave providing the above guidance is followed and the SS Reason Code box is left blank when the Move and Track process is completed.

g. **Hospitalisation/Medical.** Periods of hospitalisation as a result of an injury or illness that is not attributable to the Service will not be recorded as SS and the SS Reason Code must be left 'Blank'. SS, however, is to be recorded where an individual is hospitalised as a result of an injury or illness directly attributable to their duty in a professional or representative capacity, or when employed on a named operation. In these circumstances Reason Code 08 should be used. When an individual leaves hospital or, if abroad, returns to the base port or RWA, SS will cease. If the individual returns to duty (or, if medically downgraded, is employed on duties other than the ones they were on before the injury) they will be entitled to SS under the normal rules. If an individual is assigned to a Recovery Cell (including Hasler Company), this new location will become the normal place of duty and SS will only be awarded for relevant absences from or duties at that location. When an individual goes on sick leave this will be entered onto the JPA Absence Record but will not count towards the SS limit of 660/3.

h. **Training Courses.**

(1) If a course lasts for six continuous months or more (182 days), whether assigned or not, the location of the course will become the new normal place of duty and SS will not be awarded. LSA will cease at the start of such a period, but personnel may be eligible for Disturbance Allowances and/or GYH packages as appropriate under existing rules.

(2) If the course lasts less than six months and the individual is Permanently Assigned to the course, the Training Establishment becomes the new normal place of duty and SS will not be awarded.

[4] This 4-hour period does not include travelling time.

(3) If the course lasts less than six months and the individual will be returning to their unit, SS will be awarded provided the course takes place outside of the Base area.

(4) For courses which are wholly residential (i.e. must live onboard throughout), personnel attending will be awarded SS for the entire course even if it is held in their base port/parent air station/base unit area. If the course is partly residential, personnel attending will get SS for the days which are residential even if the course is held in their base port/parent air station/ base unit area.

(5) For all other occasions not described in sub-paragraphs (1) – (4) above, such as if the individual is Managed Moved to the course that takes place out of their normal place of duty/base port, they will be awarded SS for the length of the course.

i. **Displaced Upkeep Periods.**

(1) For ships and submarines undergoing displaced upkeep periods where a formal base port change has occurred, SS is to be recorded only whilst personnel qualify for LSA payment or accrued through duties (paragraph a. refers).

(2) For ships and submarines undergoing displaced upkeep periods where no formal base port change has occurred, SS will be recorded whilst LSA remains in payment. Where LSA is in payment SS recording will continue for those personnel who remain with the ship at the displaced upkeep location. It will cease for those in the base port Rear Link Organisation. SS, however, is to be recorded for those personnel undertaking planned visits to the displaced upkeep location.

j. **Personnel Under Punishment.**

(1) When an individual is awarded a custodial sentence, their SS will cease.

(2) When an individual ashore/alongside is punished with stoppage of leave, they will not be entitled to SS on grounds of lack of freedom to enjoy leisure time. If, during the period of stoppage of leave, the individual undertakes a normal, rostered duty they will be entitled to SS for that duty.

(3) If an individual is under punishment when deployed, they will continue to accrue SS for any days outside of their base port/place of duty.

2626. Ships at Anchor or at Buoy.

a. Where a ship is at anchor or buoy within its base port, the following rules apply (for the purposes of this paragraph only, base port is the area controlled by the local KHM):

(1) Duty Watch personnel are entitled to a day's SS under the normal rules.

(2) If overnight leave is not granted, or if liberty boats are not available or precluded due to bad weather, all personnel will be entitled to SS days as Reason Code 5.

(3) Where overnight leave is granted and transport is provided to take people ashore, a SS day is not to be awarded, except to those covered by sub para (1) above. Personnel granted leave but who choose not to go ashore are not to be awarded a SS day.

b. Annex 26E is a guide and provides scenarios that involve a change of SS.

SECTION 6

SEPARATED SERVICE WAIVERS

2627. Background

a. Whilst it is a PFS Cat A requirement to maintain the 660/3 harmony threshold for personnel (see Chapter 22 Annex 22A), there may be occasions when personnel are prepared to breach that Harmony threshold in order to continue to serve at sea or away from their base port/unit. Special arrangements are in place for 3WC personnel; where any policy states 660/3, replace with 825/3 (see Para 2624).

b. Individual harmony[5] is delivered through a number of management processes that are used to prevent a breach of the 660/3 threshold. It is important to identify early when an individual approaches the SS threshold and take positive action to prevent and manage anticipated breaches. The management processes include squad or watch rotation, career management, assignment, voluntary waivers, unit programming, duty rosters and specific exemptions.

2628. Separated Service Voluntary Waivers

a. In order to provide personnel a greater say in the management of their own lives, it is recognised that there may be circumstances where individuals wish to continue to serve with their operational unit for personal or professional reasons, but in doing so would increase their SS days and breach their 660/3 threshold thereby reducing their availability for deployment.

b. The SS Voluntary Waiver Scheme is designed to allow individuals to declare that they are prepared to breach their Harmony threshold of 660/3 and continue to serve at sea or away from their base port/unit rather than be landed to drive down their SS balance. A voluntary waiver of SS is, therefore, an individual's acceptance that they are willing to breach the 660/3 threshold in order to remain at sea or be away from base port and will have the assurance that their actual SS record accurately reflects their time served away from base port/unit. To achieve this when a voluntary waiver is submitted and approved normal SS recording must take place in accordance with the guidelines in Section 5, above, for the period of the voluntary waiver.

c. For the purposes of managing the individual the voluntary waiver request form needs to be retained by the EWO to provide an audit trail and evidence that the individual has agreed to breach 660/3.

d. All personnel involved in considering applications for voluntary waivers must be confident the applicant is a 'volunteer' and that no perception develops that agreeing to a waiver will help an individual's career whilst not agreeing to one will have a negative impact on their prospects.

[5] Harmony is defined as "The freedom to enjoy leisure at the normal place of duty or residence at place of work, which includes leave."

e. On submitting a voluntary waiver application, the following conditions must be met. Only an individual can request a voluntary waiver, which must be for a specific purpose and for a limited time. EWOs should discuss the options of managing an individual's SS when it is apparent that the 660/3 threshold will be breached, e.g. during a forthcoming deployment.

f. The waiver is voluntary, and no individual is to be placed under pressure to request a waiver.

g. The individual must formally request a voluntary waiver by submitting Annex 26F through the DEPCO, DO, unit HR, EWO and, to ensure management visibility, this should be approved by the following as a minimum, the XO/HOD (for FF/DD), CO (for MM/PP), SPLOT/SOBS (for FAA Squadrons) or Company Commander (for RM).

h. When considering whether to approve a voluntary waiver of SS, line managers should consider the following factors:

(1) Is a waiver required or can operational imperatives be met within 660/3?

(2) Quality and appropriateness of work in the 'separated' location.

(3) Effect on peer group within the unit (duty rosters and career development, etc.).

(4) Travel and subsistence implications and affordability within the unit travel budget.

(5) The local CMC perspective with respect to employment of 'pinch point' cadres.

(6) The procedure for squadded personnel requesting to work in an AFCO (see Para 2629 sub para b).

2629. Routines to be Followed for Recording Voluntary Waivers

a. The outcome of the request for a voluntary waiver is to be formally recorded on JPA, by Unit HR in accordance with JPA Business Process Guides, and a hard copy of the completed waiver request form (Annex 26F) is to be retained by the EWO or DEPCO for a period of 4 years and an e-mail sent to NAVY PEOPLE-PSP EMP POL SO1 with the name, rank, service number, waiver dates (start/stop) of the individual and estimated SS total at waiver end date. To ensure there is an adequate audit trail, a checklist and the routines to be followed when applying for and recording a voluntary waiver are at Annex 26G and Annex 26H respectively.

b. Should squad personnel request employment in an AFCO, the EWO/SMC/COXN is to liaise with the CMC who will seek approval. The EWO/SMC/COXN should not liaise directly with R&A or AFCOs to arrange JR employment. There is no requirement to request a SS waiver as SS will not accrue providing the individual has volunteered for this employment and the SS Reason field is left ‘blank’.

c. It is important that Unit HR has a reliable bring up (BU) system in place to ensure that appropriate JPA action is taken to stop the waiver on the end date noted on the Request Form for a Voluntary Waiver.

d. In normal circumstances, the 660/3 threshold will not be breached, however, it is accepted that there may be occasions when it could be necessary to deliberately breach the 660/3 limit, generally for exceptional operational and resource reasons:

(1) In times of significant war fighting.

(2) To preserve unit Operational Capability.

e. In such circumstances, when all management processes have been exhausted (i.e. consultation with CMs, rotation or risk of taking a gap) and a solution has not been found, including individuals not electing to submit a voluntary waiver, then an application to breach an individual’s SS threshold must be made by the CO (having consulted the relevant Flotilla Commander, or equivalent) to Navy People Trg Career Management Head; to be raised with DPTY DIR PEOPLE DELIVERY as required. If the application is supported, NAVY PEOPLE-PSP EMP POL SO1 is to be informed.

SECTION 7

FLEXIBLE SERVICE

2630. Introduction to Flexible Working Policy

The Royal Navy is committed to ensuring that Service Personnel have opportunities to balance work and personal responsibilities. Full details on Flexible Working which includes Flexible Service and Alternative Working Arrangements (AWA) are available in JSP 750 including eligibility and how to apply. Further advice on FW policy may be obtained from NAVY PEOPLE-PSP EMP POL SO1.

2631. Additional RN Eligibility Criteria for Flexible Service

In addition to the eligibility criteria in JSP 750 in order to apply for Flexible Service, Ratings and Other Ranks must have completed their Phase 1 and 2 Training plus the Statutory Minimum Time to Serve (MTS) or for Officers their Initial Training RoS, as detailed in Chapter 53, by the time their FS arrangement commences.

2632. Approval of Flexible Service Requests

a. NAVY PEOPLE CM Hd and NAVY PEOPLE WFPT Hd are the delegated Approval Authorities for all personnel up to and including OF4[1]. NAVY PEOPLE-DELIVERY DPTY DIR is the delegated AA for OF5/OF6.

b. The individual may appeal against the decision on their FS application. That appeal is made to the Appeal Decision Authority (ADA). The delegated ADA is NAVY PEOPLE-DELIVERY DPTY DIR for all personnel up to and including OF4[2], while NavSec is the ADA for OF5/OF6. Further guidance on how to appeal is contained in JSP 750 Chapter 2 and the JPA SSUG.

SECTION 8

CAREER INTERMISSIONS

2633. Introduction

a. The policy for Career Intermissions is detailed in JSP 760 chapter 6. These instructions give additional criteria for Royal Navy personnel and **must** be read in conjunction with these instructions.

b. A period of unpaid absence exceeding three months in length is defined as a 'Career Intermission'; 'unpaid leave' of 93 days or less may be awarded by Commanding Officers[6] provided that they can be accommodated within an individual's current assignment and without relief.

c. CIs are not a right and can only be approved where workforce margins allow and where they do not compromise operational effectiveness.

d. It is essential for personnel at junior levels to undertake a number of jobs, primarily at sea, in order to consolidate their training and develop their general skills so as to be effective members of the Royal Navy. Officers and ratings/other ranks must, except in exceptional circumstances at the discretion of the Service, have completed a minimum period of service to be considered for a CI:

(1) For officers: completed professional training

(2) For Ratings/Other ranks: completion of initial training

To avoid a reduction in the employability and deployability of personnel, individuals are normally restricted to a maximum of three CIs during their career and subject to an aggregated total length of three years.

2634. Eligibility

a. In order to be eligible for a CI, applicants must satisfy the criteria laid down in JSP 760 and in addition for the RN:

(1) Must have sufficient time left to serve on return from a CI that is equal to or greater than the length of the CI itself (but see Para b sub para (1) below).

(2) Must not have submitted their notice to leave the Service.

(3) If attendance at the Royal Navy Medical Board of Survey (RNMBOS) and Royal Navy Medical Employability Board (RNMEB) is imminent, a CI application should be deferred until after such a referral has been made.

[6] JSP 760 Para 17.001.

b. Individuals must be wholly aware of the effects that a period of absence from paid service will have on their career and should consult widely, including with their Career Manager (CM), , prior to applying, as their Terms and Conditions of Service (TCOS) will change as a result of being on a CI. Full details of the likely impact on individuals' TCOS (including pay and allowances, leave, accommodation, medical/dental care and travel) are contained in Annexes A and B to JSP 760 Chapter 6 and include the following:

(1) **Reckonable Service.** Although an unpaid CI counts towards a fixed-term commission/ engagement/career it is not reckonable for pay or pension purposes. As a result, individuals may request a delay in their exit date that enables them to complete the same period of reckonable service towards their pension entitlement that their pre-CI Terms of Service (ToS) provided, if they so wish. It should be noted, however, that there may be **exceptional** reasons why this request may not be possible and individuals should engage early with CMs to establish their individual situation.

(2) **Return of Service (ROS).** If, exceptionally, individuals are awarded a CI despite having an outstanding ROS, time spent on a CI will not count towards the ROS period. Individuals will be required to complete the outstanding ROS liability, which will be 'frozen' for the duration of a CI, on returning to paid service.

c. **Career Compression.** The loss of career development opportunities that might be caused by a CI and the suspension of seniority may set individuals behind their peers with whom they joined the Service.

d. **Career Progression.** Time spent on a CI does not count towards seniority. Promotion is therefore likely to be delayed by a period of time equivalent to the length of the CI. Individuals who are eligible to be considered for promotion, however, will continue to be considered at promotion boards held during the period of the CI. In the Officer Corps, if selected for promotion whilst on a CI, the date of promotion will become effective either from the published date of promotion or the date on which individuals return to paid service, whichever date is later. Similar action will be taken for individuals eligible for consideration for transfer to longer commissions. For Ratings' promotions, refer to Chapter 67 and Chapter 68.

e. **Redundancy.** Personnel on CIs will be eligible for selection for redundancy in the same manner as others of their rank and branch. Those selected for redundancy will have the same exit date as others, irrespective of the date they were due to return to service.

2635. Applications

All individuals who wish to apply for a CI should submit an application Annex A to Chap 6 JSP 760 to their Commanding Officer at least five months[7] before the requested start date of the CI, thereby allowing adequate time for the application to be processed and for appropriate assignment action to be taken on behalf of the individual and their relief. Assignment notice required to provide a SR relief shore to sea is five months. Exceptionally, applications submitted at a shorter notice will be considered on a case-by-case basis.

2636. Processing the Career Intermission Application

a. On receipt of a CI application, the Commanding Officer is to complete Part 3 of the application form, giving their recommendation, notification of any compassionate or other leave already taken, the date by which a relief will be required and confirmation that the application is not made for the purpose of removing the individual as a result of misconduct. The completed form should be forwarded to NCHQ by email (for attention of the Terms of Service (TOS) Manager (NAVY PEOPLE-PSP EMP TOS OR).

b. Once received in NCHQ, the TOS Manager will take ownership of the process and ensure that the application is logged and distributed as required for consideration by the Royal Navy Career Intermission Approval process Annex 26L.

2637. Royal Navy Career Intermission Approval Process

a. A decision will normally be made within 30 working days of receipt of a CI request and a letter will be sent to the applicant's CO informing them of the decision:

(1) If the application is approved, the letter will include details of the changes to individuals' TCOS that will apply as a result of the CI. Individuals will be required to confirm their acceptance of these changes in writing before commencing the CI. Following written acceptance by the applicant, the CM will assign the individual to MTM NELSON MA11 UNPAID LEAVE for the duration of the CI.

Note. *All approved CIs must be assigned to HMS NELSON in order that correct action is taken to suspend pay and allowances).*

(2) If the application is not approved, the letter will explain why it was unsuccessful. In the event that an individual wishes to complain about the rejection of their application, they should submit a Service Complaint[8] In accordance with JSP 831(Redress of Individual Grievances: Service Complaints.

[7] Assignment notice required to provide a SR relief Shore to Sea is five months. Exceptionally, applications submitted at shorter notice will be considered on a case-by-case basis.
[8] In accordance with JSP 831 (Redress of Individual Grievances: Service Complaints).

b. The award of a CI is not guaranteed. The current and future needs of the Royal Navy will always be taken into account, and applications will be approved/refused on a case-by-case basis taking into account personnel margins, operational capability and the principles detailed above.

c. Personnel who plan to work for another employer during a CI are still required to request permission IAW BR2 Chapter 84.

2638. Early Termination of a Career Intermission

In the normal course of events, a CI will terminate at the end of the agreed period, but the CM or individual may wish to end the arrangement earlier. Procedures for the premature termination of a CI are:

a. **At the Instigation of the Career Manager.** If a CM needs to terminate a CI, individuals will, where possible, be given five months' notice. Exceptionally, where overwhelming Service reasons dictate, the notice period may be reduced to meet the needs of the Service. This reflects the fact that individuals on a CI remain members of the Armed Forces and thus are liable to meet operational contingencies.

b. At the Instigation of Individual. Individuals who wish to terminate a CI may apply to do so at any time but will need to give a minimum notice period of five months to allow for administrative and assignment action. If an earlier return to paid service is requested, the CM will endeavour to accommodate the request but no guarantees can be given.

2639. Assignment following a Career Intermission

In order to allow sufficient time for normal career management procedures and principles to apply, individuals on a CI should notify their CM of their assignment preferences and, if necessary, attend a career interview at least nine months prior to returning to duty. If the CI is for a period of less than nine months, this action should take place prior to the start of the CI.

2640. Submission of Notice Option during a Career Intermission

Assuming no outstanding ROS commitment, individuals may give notice to leave the Service whilst serving on a CI. In such cases, they will be subject to the normal 12-month notice rule. The length of a CI will not necessarily be shortened because individuals give notice since the notice period can be served concurrently with time spent on a CI. depending on the needs of the Service, however, those who give notice with less than 12 months of their CI remaining could be required to return to service for part of the notice period. Conversely, if there was no requirement for an individual to return, early release may be approved if requested. Each case will be judged on its merits. Guidance on eligibility to Resettlement Training and Terminal Leave can be found in JSP 534 and JSP 760.

SECTION 9

VOLUNTEERING LEAVE

2641. General

In accordance with RN policy[9] personnel may volunteer as a private life activity conducted in their own time, at their own expense and at their own risk e.g. school Governor. Service Personnel must gain authorisation from the Chain of Command before undertaking any volunteering activity. Service Personnel wishing to request volunteering leave to support Defence-related activity during normal duty hours, require COs approval. Before granting Volunteering Leave COs should consider the nature of the activity and how it is going to benefit Defence and the individual.

2642. Allowance

JSP 760 does not set a maximum allocation for Authorised Absences. However, COs must protect against abuse of the system and mitigate the risk to public funds. As such, guidance is taken from the allocation of Special Paid Leave to MOD Civil Servants who are entitled to take up to six days per year for volunteering activities. COs can, however, authorise an individual to undertake more than six days Authorised Absence for volunteering purposes, but this must be justified by the benefit to the individual, the Royal Navy and the Defence charity/organisation.

2643. Duty Status

a. **On Duty**. When Service Personnel support charity/outreach activities as directed by Chain of Command during the normal working day, this is considered on duty e.g. assisting a local school as part of Establishment and community liaison.

b. **Off Duty.** When Service Personnel choose to support charities/outreach as a private life activity, at their own expense and risk, this is considered off duty even if it occurs during normal duty hours. For off duty activities, personnel are not covered or protected by the MOD, and are not permitted to use MOD equipment, resources or facilities, (e.g. drive any MOD vehicles).

2644. Management of Absences

Volunteering leave will be an Authorised Absence for Royal Navy personnel. Authorised Absences are not recorded in JPA in line with Tri-Service Policy[10], they are offered at COs discretion. Before proceeding on Volunteering leave personnel are to ensure their contact details in JPA are up to date.

2645. Use of Volunteering Leave

There is no limitation on how this time must be taken. Service Personnel may utilise the allowance as one-off days, cumulated, or they can conduct an hour weekly for the year. COs may authorise the use as they see fit to best achieve the support required and to limit the impact on the Unit's core outputs.

[10] BRd 2 8403
[10] JSP 760 Chapter 3

2646. Wearing Uniform

Service personnel involved in volunteering who wish to wear uniform should seek advice from their Chain of Command and follow Royal Navy policy[11].

[11] BRd 3(1) 3819

ANNEX 26A

SEPARATED SERVICE - REPORT OF ABSENCE FROM PLACE OF DUTY

Rank/Rate	Surname and Initials	Service Number

Tel No		Place of Work	

To be completed by individual:
I will be/have been absent from my normal place of duty between the following periods:

Date and Time of Departure	Date and Time of Return	Overnight Absence?		Reason for absence (e.g. leave, Sport/AT, Course, Meeting) (For duty state location)	UPO SS Code	Leave Record
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N

Remarks

This represents a true record of my absence from my normal place of duty or restrictions placed on my leisure for the period above.

Signature		Date	

UPO Use Only.

ANNEX 26B

UNITS WITH NOMINATED SENIOR ARRIVALS CLERK

40 Cdo RM
42 Cdo RM
45 Cdo RM
BRNC DARTMOUTH
Cdo Log Regt
CTCRM
HMS DRAKE
HMS EXCELLENT
HMS NELSON
HMS NEPTUNE
HMS RALEIGH
HMS SULTAN
HQ JSU Gibraltar
JSU Northwood
MWS COLLINGWOOD
RM Poole
RM Stonehouse
RNAS CULDROSE
RNAS YEOVILTON
WLSG(P)
WSO(C)
WSO(D)

ANNEX 26C

DEFINITION OF WATCHKEEPING

	DEFINITION	SEPARATED SERVICE	COMMENTS
WATCHKEEPER	An individual who works in a dedicated watch-keeping rota which involves excessive, anti-social hours but for which is compensated by additional stand-down leave periods (incorporating Annual Leave Allowance) in order to re-balance hours worked over the year.	NO	If watch-keeper is not getting W/K Leave - Separated Service accrues as for being on duty
SHIFT WORKER	An individual who works a normal day in terms of hours but possibly at an unusual time. No additional time off granted.	NO	X-Factor and additional leave arrangements compensates for this kind of working
DUTYMEN	Individuals who are required onboard for 24 hour period(s) and unable to exercise personal choice about location of leisure time, without guaranteed compensating leave.	YES	

ANNEX 26D

SEPARATED SERVICE - FREQUENT LATE WORKERS

Unit/Establishment Name: .....

From {Start Date}: .....

To {End Date}: .....

1. The above dates were a period of Frequent Late Working.

2. The following personnel Frequently Worked Late. It has not been possible to grant Time off In Lieu. Separated Service days are authorised for the personnel named.

Rank/Rate	Surname & Initial	Service Number	No of Days SS

Signed:	Name:	Rank/Rate:	Date:

UPO Use Only

3. This form is to be retained for a period of 12 months from the End Date of the period of Frequent Late Working.

Notes:

1. Frequent Late Working is a period of three consecutive days working where a minimum of four additional hours has been worked beyond normal secure each day.

2. The CO or Officer in Charge must sign this form.

ANNEX 26E

SCENARIOS WHICH WILL INVOLVE A CHANGE TO SEPARATED SERVICE

SITUATION	LSA in issue	SS accrual	CODE TO BE USED
Ship			
Ship alongside in Base Port	No	No	'Blank' - SS reason code left blank
Ship sails for equipment trial UK waters	Yes	Yes	05 - Other/Routine Tasks (Unaccompanied Posting)
Ship returns to Base Port	No	No	''Blank' - SS reason code left blank
Ship sails for shakedown/BOST	Yes	Yes	10 - Collective Training (Training for Primary Role)
Ship returns to Base Port post work up	No	No	'Blank' - SS reason code left blank
Ships sails for DCT prior to deployment	Yes	Yes	09 - Collective training (Pre-operations)
Ship returns to Base Port for leave	No	No	'Blank' - SS reason code left blank
Ship proceeds on deployment as directed by PJHQ	Yes	Yes	01 - Military Tasks (Deployed Operations)
Individual			
Onboard ship at sea conducting day running from Base Port	Yes	Yes - Providing normal night leave cannot be granted	05 - Other/Routine Tasks (Unaccompanied Posting)
Detailed to undertake Freedom of City of Derby march (2 days absence)	No	Yes	07 - Other/Routine Tasks (Routine Tasks/Primary Duties)
Returns to ship (now alongside in Hull)	Yes	Yes	05 - Other/Routine Tasks (Unaccompanied Posting)
Joins shore base on reassignment (lives ashore)	No	No	'Blank' - SS reason code left blank
Detailed for Duty onboard	No	Yes	16 - Duty personnel (Duty Staff)
Returns to employment at normal place of duty	No	No	'Blank' – SS reason code left blank
Major flood in area – gets detailed to assist civil authorities. Accommodated in TA Centre, unable to return home at night	No	Yes	04 (Military Tasks (MACC))
Return from flood relief operations to normal place of duty	No	No	'Blank' - SS reason code left blank
Detailed for November Ceremonies training	No	Yes - if out of Base Port area	06 - Other/routine tasks (Detachment)
Returns to normal place of duty	No	No	'Blank' - SS reason code left blank
Commences OPTAG training prior to OPTOUR	No	Yes - if out of Base Port area	09 - Collective Training (Pre-operations)
Returns to shore base o/c OPTAG	No	No	'Blank' - SS reason code left blank
Arrives at deployment unit conducting military ops in Iraq.	Yes	Yes	01 - Military Tasks (Deployed Operations)
Injured in theatre - MEDVAC'd to UK and is hospitalised at Selly Oak	No	Yes	08 - Other/Routine Tasks (Unestablished commitments)
Sent on sick leave at family home	No	No	'Blank' - SS reason code left blank
Joins shore base on return from sick leave	No	No	'Blank' - SS reason code left blank

Cdo Unit			
At permanent camp	No	No	'Blank' - SS reason code left blank
Winter Deployment to Norway	Yes	Yes	10 - Collective training (Training for Primary role)
Permanent camp	No	No	'Blank' - SS reason code left blank
OPTAG	No	Yes - if undertaken away from permanent camp area (e.g. NELSON if based at Taunton)	09 - Collective Training (Pre-Operations)
Deploy on OPTOUR	Yes	Yes	01 - Military Tasks (Deployed Operations)
At permanent camp o/c OPTOUR	No	No	'Blank' - SS reason code left blank

ANNEX 26F

REQUEST FORM FOR VOLUNTARY WAIVER OF SEPARATED SERVICE

All Sections MUST be completed

SECTION 1 (to be completed by the individual)

Name ……Rate/Rank ……Service No ……..

Unit Name……

Reason for Voluntary Waiver (VW): (Tick appropriate box)

A.

☐ To remain with parent unit for service away from base port/area, e.g. deployment (BRd 3(1) Chapter 26 Para 2630 refers).

B.

☐ Other (explain)……

Specify the start and end dates intended for the waiver:

Start Date …… End Date……

Applicant's Signature …… Date ……

SECTION 2 (to be completed by the DEPCO/Manpower Controller (MM/PP/FAA)/Troop Sgt (RM)

The following are the SS figures for this individual:

Actual SS at **start** of VW period …… Forecast SS at end of VW Period ……

Tick the box below to confirm that where applicable, the local CMC/temporary line manager during the VW period has been contacted and agreed to provide gainful employment.

☐ POC Name …….. Tel No ……..

Note. *DEPCOs are to ensure that all programmed ALA is taken during the annual cycle and not carried over to the following year.*

SECTION 3 (to be completed by the Divisional Officer/Troop Commander)

I recommend that the above named rating's/ORs request for a VW of SS be approved.

Signed ……Name…….. Rate/Rank ……..

SECTION 4 (to be completed by Unit HR)

In liaison with the DEPCO it is confirmed that the above named rating/OR has all periods of leave taken or programmed to be taken in the course of the annual cycle.

I confirm that travel and subsistence implications have been considered including whether there is a Service requirement.

Specify Service Requirement (if applicable)…….....

Signed……Name…..……..Rate/Rank……Date…….

SECTION 5 (for endorsement by EWO/Manpower Controllers (MM/PP/FAA)/CSM (RM)

I confirm that I have checked the validity of this request and therefore endorse it.

Signed ……Name……..Rate/Rank……Date…….

SECTION 6 (to be completed by CO/XO/Sqn CO (for MM/PP/FAA)

Having taken into account the guidance in BRd 3 Chapter 26 the above named rating's/ORs request for a voluntary waiver is (tick as applicable)

☐ APPROVED

☐ REJECTED

Signed ……Name……Rank……..Date…….

SECTION 7 (ACTION FOR UNIT (to be carried out by Unit HR))

1. Record of Individual, Service Number and duration of waiver to be recorded and maintained in UPO within the Unit HR Supervisor's Log.

2. Unit HR to ensure that the VW is stopped on JPA at the end of the VW period.

3. Original to be retained by the EWO for a minimum of four years.

4. EWO to E-mail NAVY PEOPLE-PSP EMP POL MULTIUSER with: Name, Rank, Service Number and Waiver Dates (start/stop).

ANNEX 26G

CHECKLIST FOR APPROVAL OF VOLUNTARY WAIVER

1	Individual has completed Section One of Request Form in sufficient detail.
2	Individual has taken all leave or is programmed to take all leave in the course of the leave year.
3	Quality of work elsewhere has been assessed as satisfactory.
4	TDT&S implications have been considered. Is there a Service requirement and entitlement to TDT&S?
5	CMC/WOMC (for MM/PPs)/NPT(RM) for RM have been contacted to ensure individual's request is viable and/or practical.
6	Effect on other members of Ship's Company/Squadron/Cdo has been considered.
7	Completed original Request Form retained by EWO (to be retained for a minimum of four years).
8	Unit HR record of waiver maintained for future reference in UPO Supervisors Log.

ANNEX 26H

ROUTINE TO BE FOLLOWED TO APPLY FOR A VOLUNTARY WAIVER

ACTION BY	ACTION TO BE CARRIED OUT
Individual	Complete Section 1 of Request Form and forward to Divisional Officer/Troop Commander.
DEPCO/TP Sgt	Complete Section 2 of Request Form using Annex B (1-6), checklist and insert current and forecast SS balances.
DO/Tp Cdr	Complete Section 3 to confirm that the individual's request for Voluntary Waiver should be approved
Unit HR	Sign Section 4 of Request Form having confirmed that all leave has been taken or has been programmed to be taken and confirm TDT&S implications have been considered.
EWO/Manpower Controller/CSM(RM)	Sign Section 5 to endorse validity of request for Voluntary Waiver
CO/XO/Sqn CO	Approve or reject the Voluntary Waiver at section 6 and return request to Unit HR

(Continued)

ACTION BY	ACTION TO BE CARRIED OUT
	Note. *Ensure a 'Bring Up' system is in place to ensure that JPA action is taken on requests for a voluntary waiver submitted for a future date and end dates are not missed.*
Unit HR	For period approved JPA action as follows: **Reason A** To remain with parent unit for sea service away from base port/area, e.g. deployment Arrivals Clerk Armed Forces, Arrivals Tracking: - Change effective date to start of waiver - Select person - Select radio button and Action - Select radio button "Record Separated Service Waiver" and Start - Select Separated Service "Involuntary/Voluntary" and Next - Review and Submit Arrivals Clerk Armed Forces, Arrivals Tracking: - Change Effective date to start of waiver - Select person - Select radio button and Action - Select radio button "Maintain Separated Service Reason" and Start - Insert appropriate "Separated Service Reason" code and Next - Review and Submit
	Reason B Other (e.g. Harmony time away from parent unit) Arrivals Clerk Armed Forces, Arrivals Tracking: - Change effective date to start of waiver - Select person - Select radio button and Action - Select radio button "Record Separated Service Waiver" and Start - Select Separated Service "Involuntary/ Voluntary" and Next - Review and Submit Arrivals Clerk Armed Forces, Arrivals Tracking: - Change Effective Date to start of waiver Select person and Action - Select radio button "Change of Location" and Start - Move reason - "Temporary other Administrative" and Next - Move and Track 24 hr location - insert location - Separated Service Reason box - Leave 'blank' or insert appropriate Reason Code if SS is to accrue. - Allowance Location - complete as required - Complete all separation information required - Review and Submit.
EWO/Manpower Controller/ CSM(RM)	Retain request for four years. E-mail NAVY PEOPLE-PSP EMP POL MULTIUSER with: Name, Rank, Service No and Waiver dates (Start and stop).

ANNEX 26I

AWARD AND RECORDING OF RELOCATION LEAVE, AUTHORISED ABSENCE (AA) AND INDIVIDUAL LEAVE ALLOWANCE (ILA) BETWEEN ASSIGNMENTS

1. Aim

The policy for Relocation Leave is detailed in JSP 760. The aim of this Annex is to clarify the RN process of authorising, and subsequent recording, of Relocation Leave (RL), Authorised Absence (AA) and Individual Leave Allowance (ILA) between assignments.

2. Introduction

It is the individual's responsibility to ensure that all periods of absence, including those between assignments, are recorded on JPA. The tri-service policy on the allocation of RL is at Reference A and this Annex is issued to clarify the Royal Navy policy for the award and recording of RL and any additional AA and ILA taken between assignments. This policy came into effect on 1 Apr 2012.

3. Policy

RL is a period of authorised absence granted to Service personnel assigned between locations on non-operational normal tours of duty[1] necessitating a change of accommodation, to facilitate the settling in/relocation process for themselves and for their dependants. It is in addition to, and not a substitute for, Annual Leave. All additional periods of absence taken between assignments, i.e. AA and ILA, are to be recorded on JPA.

4. Qualifying Move

Normal moves are those resulting from an assignment order normally necessitating a change of SFA, SLA, substitute equivalents, Residence at Work Address or Selected Place of Residence.

5. Allocation

a. Career Managers (CM) are to authorise RL in accordance with JSP 760 after consultation with discharging and receiving units, taking into account personal circumstances and the type of move .

b. In the context of RL eligibility, RN policy guidance is that a 'normal tour of duty' is defined as a permanent assignment iaw JSP 752 and therefore temporary assignments (any period of duty away from the permanent duty unit, of less than 183 days) do not qualify for RL. This does not preclude Commanding Officers from exercising their judgement to award Stand-down, iaw JSP 760, prior to, and on return from, temporary assignment, if the situation warrants it; say for an overseas detachment/temporary assignment period.

[1] A 'normal tour of duty' is defined as a permanent assignment in accordance with JSP 752 Art 01.0205. Temporary Assignments (any period of duty away from the permanent duty unit, of less than 183 days) do not qualify as a 'normal tour of duty' and therefore are ineligible for RL.

6. Recording

a. Any RL or AA granted by the CM is to be annotated on the Permanent Assignment Order (AO), e.g. Relocation Leave five days, Authorised Absence one day. Any additional periods of absence between assignments will be taken automatically from the Individual Leave Allowance in the following order of priority:

(1) Post Operational Leave.

(2) Seagoer's Leave.

(3) Annual leave Allowance.

b. Once the AO has been issued, Unit HR Admin staff will credit the requisite RL or AA on JPA (in accordance with JSP 760 and the JPA Business Process Guide). As the Service Person approaches their assignment date they are to apply for RL/AA/ILA on JPA through JPA Self Service (create a separate absence request using the Absence Type 'Relocation', 'Authorised Absence' or 'Individual Leave Allowance'). This process will enable RL/AA/ILA to be captured on JPA.

7. Clarification

All periods of absence are to be recorded on JPA and full details on RL, AA and ILA can be found in JSP 760. Further clarification in the application of RL can be sought from individual CMs. Policy enquiries should be directed to NAVY PEOPLE-PSP EMP POL SO1.

ANNEX 26J

SPARE

ANNEX 26K

APPLICATION FOR CAREER INTERMISSION

Use JSP 760 Chapter 6 Application Form to apply for Career Intermissions.

ANNEX 26L

CAREER INTERMISSION APPROVALS PROCESS

1. Process

In order to ensure that all Career Intermissions (CI) requests are handled consistently and efficiently within NCHQ, the following process is to be followed.

a. All applications for a CI are to be forwarded to the NCHQ Terms of Service (TOS) Manager (NAVY PEOPLE-PSP EMP POL MULTIUSER).

b. CI applications will be logged and forwarded to NAVY PEOPLE-WFPT STRAT SO1, BM and CM for comment and recommendation. If required they will be forwarded to NAVY PEOPLE-CH HD.

c. Applications will be forwarded to NAVY PEOPLE-PSP EMP POL SO1 for general comment and where requests are made to undertake any employment during the CI.

d. Applications will be forwarded to NAVY LEGAL-EMPLOYMENT LAW SO1 for employment law scrutiny.

e. Applications will be submitted to NAVY PEOPLE-POL STRAT HD for approval (either out of committee or as part of the Naval Service Flexible Employment Board (NSFEB)).

f. The TOS Manager will inform the individual's CO of the decision (normally within 30 days of receipt of application) and include revised TACOS, where applicable. Should the application fail, full details of the decision will be given.

2. Acceptance

If the application is approved, the individual will be required to confirm acceptance of the revised TACOS before commencing the CI.

3. Assignment

Following written acceptance by the applicant, the CM will assign to MTM NELSON MA11 UNPAID LEAVE for the duration of the CI who are to take the necessary administrative action for pay and allowances.

ANNEX 26 M

MANAGEMENT OF LEAVE BALANCES FOR PERSONNEL IN 3WC UNITS

1. Joining 3WC. Upon joining a 3WC unit, the total outstanding leave balance, inclusive ALA, SGL, and all leave carried over, is reduced, confirmed, and retained as a record by the Ship's Office and base port UPO.

a. The pro-rata reduction is based on the point in the leave year that the individual joins the 3WC unit, with the ALA from the joining date to the end of the year from the 3WC pro-rata leave calculator deducted from the total outstanding leave balance.

b. Any reduction of total outstanding leave which results in a negative balance will, instead, be reduced to zero.

c. Personnel may join 3WC units with leave carried over in excess of 15 days, with written authorisation from the CO of the unit they are departing and a plan to achieve their leave which accounts, as far as possible, for the impact of assignment to a 3WC unit.

2. Once the above process is complete, the new joiners' balance is zeroed for the duration of their assignment to the 3WC unit. Leave is then managed via the watchkeeping cycle detailed in this section.

3. Departing 3WC. When an individual departs the 3WC unit, except where they are directly joining another 3WC unit, the Ship's Office are to calculate an individual's leave entitlement prior to joining their new unit and update JPA accordingly.

a. The restored leave entitlement on departure from the 3WC system comprises the total outstanding leave balance recorded on joining, plus a pro-rata addition to the end of the present leave year, in accordance with the 3WC pro-rata leave calculator below, plus any additional compensatory leave credited as per sub-paragraphs c, d and e.

b. The date of departure, and thus the date used to calculate the individual's restored leave entitlement, should be on completion of a full watch rotation cycle. The individual should, therefore, depart the unit following their final period of WRL. This final period of WRL is not to be deducted from their restored leave entitlement.

c. Where, for any reason, an individual is required to depart a 3WC unit without the provision for their final period of WRL, they are to be credited with a number of additional leave days equivalent to the lost days of the WRL period (not including weekend days) by the Ship's Office during the restoration of their leave entitlement.

d. Where Respite, over the 7-day annual allowance, has been authorised for the management of training or other service activities and compensatory time-off has not been granted within the 3WC system to rebalance the individual's protected harmony, in order to achieve their 90-day annual allowance, an off-ship request form must be submitted, and the lost harmony days (not including weekend days) credited to the individual's leave balance on departure. A record of this should be kept by the Ship's Office and UPO alongside the total outstanding leave balance on joining.

e. Where an individual is the subject of a temporary assignment to a non-3WC unit, from a loan, trawl, or similar, and compensatory time-off has not been granted to rebalance the individual's protected harmony, in order to achieve their 90-day annual allowance on return to the 3WC unit:

(1) An off-ship request form must be submitted, and the individual credited with a number of additional days ALA on departure from the 3WC system, for the period of the loan to the non-3WC unit.

(2) The addition is to be the difference in the number of days ALA, calculated using the pro-rata from the start of the year column in Table XX, between the start and end dates of the temporary loan.

(3) In the event that the loan destination is a seagoing unit, 1 additional day of SGL shall also be awarded for each calendar month spent in the non-3WC unit (rounding down).

(4) A record of this should be kept by the Ship's Office and UPO alongside the total outstanding leave balance on joining.

4. Direct Assignment to Another 3WC Unit. Where an individual is assigned directly to another 3WC unit, without a period of ALA/SGL between the assignments, the unit they are departing is to ensure that the record of total outstanding leave balance is passed to the individual for submission to the receiving unit's Ship's Office, to be retained by them as a record until the individual's departure from the 3WC system.

5. Employment in 3WC Units outside of the 3WC Crew Rotation System. All personnel employed in 3WC units outside of the watch rotation structure, such as UTS personnel and certain Augmentees, do not follow this process. Their leave is not zeroed, and they follow the standard process for management of their leave via JPA.

Table 26M-1. 3WC Pro-Rata Leave Calculator

Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year
01-Apr	0	38	01-May	3	35	01-Jun	6	32	01-Jul	9	29	01-Aug	13	25	01-Sep	16	22	01-Oct	19	19	01-Nov	22	16	01-Dec	25	13	01-Jan	29	9	01-Feb	32	6	01-Mar	35	3
02-Apr	0	38	02-May	3	35	02-Jun	6	32	02-Jul	10	28	02-Aug	13	25	02-Sep	16	22	02-Oct	19	19	02-Nov	22	16	02-Dec	26	12	02-Jan	29	9	02-Feb	32	6	02-Mar	35	3
03-Apr	0	38	03-May	3	35	03-Jun	7	31	03-Jul	10	28	03-Aug	13	25	03-Sep	16	22	03-Oct	19	19	03-Nov	22	16	03-Dec	26	12	03-Jan	29	9	03-Feb	32	6	03-Mar	35	3
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18-Apr	2	36	18-May	5	33	18-Jun	8	30	18-Jul	11	27	18-Aug	14	24	18-Sep	18	20	18-Oct	21	17	18-Nov	24	14	18-Dec	27	11	18-Jan	30	8	18-Feb	34	4	18-Mar	37	1
19-Apr	2	36	19-May	5	33	19-Jun	8	30	19-Jul	11	27	19-Aug	15	23	19-Sep	18	20	19-Oct	21	17	19-Nov	24	14	19-Dec	27	11	19-Jan	31	7	19-Feb	34	4	19-Mar	37	1
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			31-May	6	32				31-Jul	13	25	31-Aug	16	22				31-Oct	22	16				31-Dec	29	9	31-Jan	32	6				31-Mar	38	0

CHAPTER 27

PAY AND ALLOWANCES, PENSIONS AND TERMINAL BENEFITS

(Sponsor: NAVY PEOPLE-REM SO1)

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CHAPTER 27

PAY AND ALLOWANCES, PENSIONS AND TERMINAL GRANTS

SECTION 1

PAY AND ALLOWANCES

2701. General

a. The aim of this Chapter is to provide signposting of some of the key aspects of Pay, Allowances and Pensions. When checking or confirming entitlement or eligibility, personnel must always consult the relevant and up-to-date Tri-Service Regulations.

b. The primary defence policy on military Pay and Allowances for Regulars and Reserves can be found in JSP 754 Tri-Service Regulations for Pay and Charges and JSP 752 Tri-Service Regulations for Expenses and Allowances[1].

c. Key policy responsibilities are below:

Department	Responsibility
Unit Personnel Office (UPO)	First point of contact for personnel when dealing with any aspect of pay, allowances and pensions policy.
Tier 3 HR personnel (e.g. Flotilla)	To assist UPOs in interpreting pay, allowances and pensions policy. (Personnel are not to contact Tier 3 to discuss individual queries).
RN JPA Delivery Focal Point	Ensures that RN HR Policy can be/is implemented through JPA, by providing strategic influence, data assurance, JPA policy and procedural advice, management information and payroll error investigation services[2].
Joint Personnel Administration Centre (JPAC) Enquiries Centre	Deals with queries regarding Pay, Expenses, Allowances, Provisions and the use of JPA.
Defence Business Services (DBS) Pay and Allowances Casework and Complaints Cell (PACCC)	Deals with all tri-Service Pay and Allowances Casework and Complaints via Unit HR admin staff (see Para 2708).
RN Rem Team (also known as the 'Pay Colonel').	Responsible for influencing the development and implementing Tri-Service Pay, Allowance and Pensions policy for the RN.
Chief of Defence People (CDP) Armed Forces Remuneration	Responsible for implementing all policy relating to Service Pay, Charges, Bounties, Expenses, Allowances, Provisions and Recoveries and Pensions

[1] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/SitePages/JSP-Home.aspx
[2] https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/royalnavyjpafocalpoint.aspx

2702. Key Features

The key features of Pay are as follows:

a. **Armed Forces Pay Review Body (AFPRB).** The AFPRB is responsible for recommending the pay rates for Officers and Ratings/Other Ranks up to 1*. Alongside any annual salary pay rises implemented by the government, personnel may also receive increments, usually on the anniversary of their promotion to their current Rank/Rate. Basic Pay will also increase on promotion or commissioning.

b. **Pay Composition.** (See JSP 754 Part 1 Chapter 1 Section 2) Annual Salary/Military Salary/Basic Pay are interchangeable terms which comprises:

(1) **Core Pay.** This remunerates common levels of knowledge, skills and experience and is based on rank, length of service, performance.

(2) **Trade Supplement Pay (ORs Only).** This remunerates for branch and specialisation skills and the size and weight of the job (see Para 01.0210).

(3) **X Factor.** See Para 01.0212 .

All of these elements of pay are ‘pensionable’ and influence the value of an individual’s pension.

c. **Bespoke Pay Spines (BPS).** BPS are an alternative to core pay and trade supplement pay for certain cohorts. The BPS applicable to RN personnel: Officer Commissioned from the Ranks (OCFR), Chaplain’s Pay, Special Forces Pay, Professional Aviators’ Pay Spine (OF), Aircrew Pay Spine (both OR and OF), RN Clearance Divers’ Pay Spine, Senior Officers’ Pay, Nursing Pay (OR and OF), Medical and Dental Officers’ Pay, and Allied Health Professionals (OR). BPS are pensionable.

d. **X Factor.** (See JSP 754 Part 1 Chapter 2 Section 13.) The X Factor is a pan-Defence, through career pensionable addition to basic pay, currently worth 14.5% of salary[3], which is intended to recognise unique conditions of military life. X Factor is assessed against 12 components and is reviewed every five years.

e. **Trade Supplement Pay and Job Evaluation (JE).** (See JSP 754 Part 1 Chapter 2 Section 2.) JE assesses the ‘weight’ of a job against a series of six factors in order to determine a through career whole trade score for each branch and spec. This score informs into which of the four trade supplements a branch/spec will be placed. The JE process is undertaken over a five-year cycle.

f. **Pay on Promotion.** (See JSP 754 Part 1 Chapter 2 Section 6.) On promotion, all personnel will receive a minimum 2% increase on their current rate of pay. A 5% increase will be awarded to personnel on promotion to OR6. OCFRs will receive a 5% promotion increase and will be paid from a separate pay range (JSP 754 Part 1 Chapter 4 Section 3).

2703. Additional Pay

[3] X Factor tapers at OF5 and above.

Types of additional pay are as follows:

a. **Recruitment and Retention Payment (RRP).** (See JSP 754 Part 1 Chapter 5.) RRP is targeted at areas where there are particular difficulties in recruiting and retention. The following RRP may apply to RN personnel: Submarine, Hydrographic, Mountain Leader, Parachute, Special Forces, Special Forces Communicator, Special Reconnaissance, Special Intelligence, Flying Mission Support, Flying Crew, Explosive Ordnance Disposal, Nursing, Diving and Naval Service Engineer.

b. **Incentive Payments.** (See JSP 754 Part 1 Chap 5 Section 1 & 21.) Financial incentive schemes for recruitment and retention take the form of, but are not limited to, Financial Retention Incentives (FRIs), Golden Hellos (GH), Re-joining Bounties, Transfer Bounties and Recruit Bounty schemes. The RN Remuneration Team will enter into discussions on a proposed Incentive Payment only with the relevant Branch Manager. It is the responsibility of the BM to secure the necessary funding from Navy Command RP, PPO endorsement and draft the proposal in accordance with the JSP.

c. These elements of pay are 'non-consolidated' and do not influence the value of an individual's pension.

2704. Incentive Payment Reporting Requirements

Regular reporting is required by MOD on the uptake and progress against measures of success of Incentive Payments, in order to enable decisions and discussions on continuation, extension, or increase in an FRI, as well as on the assessment of future FRIs and to establish commonalities across tri-service FRIs. Milestone reporting will be detailed in the Incentive Payment proposal, and it is the responsibility of BMs to collect the relevant information and submit to the RN Remuneration Team (REM SO2 B) in a timely fashion.

2705. Substitution Pay (SUPA)

a. This section does not supersede SUPA policy (JSP 754 Part 1 Chapter 2 Section 7) but provides additional desk instructions for RN units in applying that policy.

b. SUPA is not an entitlement: it may be paid to an individual who is required temporarily, and for the minimum period, to undertake the full range of core duties and responsibilities of a vacant post established for a rank/grade (civilian or military) higher than their own.

c. For SUPA authorised by unit CO/HoE in accordance with policy a JPA Form E005 is to be submitted to Unit HR as soon as practicable. In no circumstance is an application for SUPA to be held beyond the 12 month point before submission. Any retrospective claims for SUPA beyond 12 months are to be referred to RN Rem Team[4] for authorisation.

[4] NAVY PEOPLE-REM SO2 B.

d. For CMs who authorise SUPA in accordance with policy, the AO is to be annotated with the SUPA start and end dates. This is the Authority for Unit HR to instigate SUPA as part of the Arrivals process.

e. The Unit HR/UPO is to undertake JPA action in accordance with the extant Business Process Guide (BPG), ensuring that the 'PS Info' field is populated correctly, annotating whether authority is unit or CM originated.

f. At the 12 month point it is considered that the individual is no longer 'temporarily' covering the vacancy but is in fact fulfilling the role on a more permanent basis. The Unit HR/UPO is to prompt the relevant CM to determine the intent for the position for which SUPA is being paid. At this point the CM is to consult with the BM and Capability Owner to assess whether the position can be filled by a substantive or acting rank, rank ranged or de-enriched.

g. If SUPA has been authorised or instigated at unit level in accordance with policy, authority cannot subsequently be 'transferred' to CM for Assignment Order action to extend and bypass the 12-month process.

h. In considering whether to exceptionally extend SUPA, BMs, in consultation with CMs, are to make an assessment of the following factors:

(1) Why rank ranging is not appropriate.

(2) Why the billet has not been filled or cannot be filled using AHR.

(3) Why the recipient of SUPA has not been promoted to the Acting Higher Rank or Acting (Local) Rate.

i. If, following this review, it is deemed that exceptional approval for the continued payment of SUPA beyond the 12-month period is necessary, CMs are to notify the unit, specifying the date to which the extension is granted and copying informing RN Rem Team[5].

2706. Allowances and Expenses

Service personnel may be entitled to four types of provision outlined below, typically referred to as an 'allowance':

a. **Compensatory Allowances.** Compensatory Allowances provide remuneration for activities or tasks undertaken, or environmental conditions endured, which are considered to be over and above those recognised within base-pay or X Factor e.g. Longer Separation Allowance.

b. **Contributory Allowances.** Contributory Allowances provide financial assistance towards additional costs incurred as a result of Service life, but where there is a degree of personal choice as to when, where and how the monies received are spent e.g. Get You Home Allowance.

[5] NAVY PEOPLE-REM SO2 B.

c. **Expenses.** Expenses provide refunds for actual expenditure incurred (within defined limits) by personnel whilst undertaking mandated activities, or meeting Service obligations, e.g. Day Subsistence.

d. **Provisions.** Provisions are policies that do not represent a payment of money to personnel or are a collection of entitlements e.g. where someone has an activity undertaken for their benefit, such as Movement and Storage of Personal Effects.

2707. Seagoing Longer Separation Allowance Qualifying Unit (SLQU)

a. An SLQU is defined as a seagoing vessel which has a standard operating pattern requiring it to operate regularly away from its Base Port (see JSP 752 Chapter 2 Section 1). An SLQU will be exempt from the requirement to complete seven days or more qualifying separation prior to the start of LSA. RN Rem Team[6] is responsible for the authorisation of a platform/class of vessel as a SLQU.

b. Individuals serving in Exchange, Loan or NATO seagoing units that meet this definition may also be eligible for the seven-day waiver. Cases should be submitted to NAVY PEOPLE-REM SO2 A on an individual basis.

c. Seagoing vessels such as the Faslane Patrol Boat Squadron or PJOBs Patrol Boat Squadrons in Gibraltar, which ordinarily operate, and day run in the Base Port area, are not SLQUs. Personnel in these units will therefore be required to complete a seven-day qualification period before being eligible for LSA. Where these units adopt a different operating pattern resulting in being routinely away from Base Port the Unit should request consideration for SLQU status from RN Rem Team via the relevant T3.

d. Whilst not an allowance in itself, the provision of Seagoer's Leave (SGL)[7] is linked to SLQU status. This is intended to compensate those Service personnel serving in seagoing units for the separation from family and friends that this type of service necessarily entails – see JSP 760 Chapter 13 for further information.

2708. Pay and Allowances Casework and Complaints Cell (PACCC)

(JSP 752 Chapter 4 Section 4.) The PACCC offers a Special-to-Type (STT) complaints process for individuals who consider that they should be in receipt of an allowance or pay element because of, or owing to, their exceptional circumstances, despite not meeting the policy conditions in either JSP 752 or JSP 754. The PACCC is not able to challenge or change policy (this can only be authorised by CDP(REM) via the RN Rem Team).

[6] NAVY PEOPLE-REM SO2 A.
[7] One additional working day of leave for each 30 calendar days of service in the qualifying seagoing unit, up to an annual maximum of 12 days.

SECTION 2

PENSIONS AND TERMINAL BENEFITS

2709. Armed Forces Pension Schemes

a. There are four Armed Forces Pension Schemes (AFPS) to which RN personnel may have rights:

(1) AFPS 75 (Regulars only – entry closed on 5 Apr 05).

(2) AFPS 05 (Regulars only – entry closed on 31 Mar 15).

(3) AFPS 15 (All Regulars and All Reservists).

b. AFPS 15, which was introduced on 1 Apr 15, is the only scheme which is open. All pension earned up to 31 March 2015 in a legacy scheme is an accrued pension right.

c. Links to each scheme's 'Explained' booklets are below:

(1) **AFPS 75.**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911030/FINAL_DRAFT_-_AFPS_75_Your_Scheme_Explained.pdf

(2) **AFPS 05.**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911026/FINAL_DRAFT_-_AFPS_05_Your_Scheme_Explained.pdf

(3) **AFPS 15.**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911031/FINAL_DRAFT_-_AFPS_15_Your_Scheme_Explained.pdf

2710. Reckonable/Qualifying Service

Each pension scheme has defined periods of reckonable/qualifying service related to the payment of either an immediate pension, a deferred pension or an Early Departure Payment. It is important for all personnel to understand the relevant requirements related to the pension scheme to which they belong. This is particularly important for those who have had periods of non-reckonable service, such as detention, a career break or unpaid leave.

2711. Benefit Information Statement (BIS)/Pension Forecast

a. **BIS.** A BIS is issued annually, shortly after an individual's birthday, and details accumulated pension and additional benefits and when these benefits will be paid. It also includes information on dependents' benefits. The BIS is not a forecast and only details the amount of pension and benefits that the individual has already accrued.

b. **Pension Forecast.** Personnel are entitled to request one free forecast per year; the forecast will show bespoke, personal pension details. A forecast can be obtained by submitting AFPS Form 12, which is available from the AFPS Forms website on GOV.UK.

2712. Resettlement Grants (RG)

Both officers and ratings who leave the service without entitlement to an immediate Service pension or Early Departure Payment (EDP) may be awarded a tax-free Resettlement Grant.

a. **AFPS 75.**

(1) **Officers.** RG payable after nine years' reckonable service from age 21.

(2) **Ratings/ORs.** RG payable after 12 years' reckonable service from age 18.

b. **AFPS 05.** For both officers and ratings, an RG is payable after 12 years' reckonable service.

c. **AFPS 15.** For both officers and ratings, an RG is payable after 12 years' reckonable service.

2713. Voluntary Release

Divisional Officers should ensure that personnel submitting notice to terminate service are fully aware of their pension status and applicable benefits.

2714. Pension Taxation

a. **Pensions/EDP in Payment.** Pensions/EDP are liable to Income Tax. HM Revenue and Customs (HMRC) should be contacted for any taxation queries.

b. **Annual Allowance (AA).** The AA is a limit to the total amount of benefits that can be built up in a pension scheme each year. If the amount of AA is exceeded then a tax charge may be payable. If pension growth exceeds the AA in a tax year then, by 6 Oct, DBS will send a Pension Savings Statement (PSS) to the Residence of Work address on JPA. Due to events that lead to sudden spikes in growth of their pension entitlement, any officer or rating/other ranks may be affected by AA. Some (but not all) of the triggers/events that could cause the AA limit to be exceeded are as follows:

(1) Promotions - especially OF3 to OF4 in AFPS75.

(2) Medical and Dental Officers qualifying for Professional Supplements.

(3) Officers who reach substantive OF7 during a tax year one year after promotion from OF6.

(4) SUYs after five years' service as an officer.

(5) Officers who reach their 16 years reckonable service point in AFPS75.

(6) Ratings/Other Ranks who reach their 22-year point in AFPS75.

c. **Life Time Allowance (LTA).** The LTA is the overall limit of tax privileged pension funds an individual can accrue during their lifetime. If the overall pension entitlement exceeds the LTA when it is tested, a tax charge may apply. The standard LTA is currently £1,073,100 (fixed until 2026) and the test is applied when the pension comes into payment.

2715. MOD Compensation Schemes

Advice for compensation from death or injury while serving in the Armed Forces, irrespective of the compensation scheme it is to be claimed under, is contained in JSP 765[8].

[8] https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents/JSP765_Part1.pdf

CHAPTER 28

MEDICAL AND DENTAL CARE

(Sponsor: NAVY HEALTHCARE-SHA Med Pol HEO)

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CHAPTER 28

MEDICAL AND DENTAL CARE

2801. Introduction

The Royal Navy Medical Service (RNMS), along with the wider Defence Medical Services (DMS), will provide healthcare, medical operational capability and healthcare advice to maximise the fighting power of the RN. This will be achieved through the delivery of Service-specific policy and advice to RN and Defence Primary Healthcare (DPHC) capabilities and the Force Generation and assurance of medical capability in RN assets and locations within the Integrated Global Defence Network (IGDN)[1]. This mission flows directly from the Defence Plan through to the Service Personnel Plan and features in the requirements of the Royal Navy Command Plan. The RNMS sets the healthcare and occupational standards required to deliver Service personnel who are medically and dentally fit for deployment and for the provision and/or delivery of primary, intermediate and secondary healthcare appropriate to the environment in which personnel are serving.

2802. Medical Force Generation

The RNMS is directed to ensure that the maximum number of personnel are medically fit for task. Joint Medical Employment Standards (JMES)[2] codes are used to communicate an individual's medical fitness to the employer (Career Managers (CMs), Chain of Command (CoC)) without any breach of medical confidentiality. They ensure that the individual can be appropriately employed without unnecessarily endangering their own health or that of others and reduce risk of known medical problems to the operational commander by communicating how an individual can safely be employed. To allow appropriate assignment action, CMs are provided with an individual serviceperson's JMES through JPA. Annex E to Footnote 2 provides a Commanders' Guide to interpretation of JMES and is a useful reference tool.

2803. References

a. **Tri-Service.** JSP 950[3] and the DPHC Handbook[4] remain the core healthcare texts for medical staff applicable across Defence and supplement the below single Service policies.

b. **Royal Navy and Royal Marines.** BRd 1991 (Instructions for the Royal Naval Medical Service)[5] and BRd 1750A (Handbook of Naval Medical Standards)[6] are the primary references for Royal Navy (RN) policy and organisation of RN Medical and Dental Care. They also contain the procedures and standards for the provision of medical and dental care to entitled personnel.

[1]https://modgovuk.sharepoint.com/sites/IntranetCSOC/SitePages/Integrated-Global-Defence-Network-Implementation-Order.aspx?web=1
[2] JSP 950 Leaflet 6-7-7. JSP 950 Lft 6-7-7 Joint Service Manual of Medical Fitness https://modgovuk.sharepoint.com/sites/IntranetCSOC/SitePages/JSP-950-Volume-6--Occupational-Medicine---Health.aspx
[3]https://modgovuk.sharepoint.com/sites/IntranetUKStratCom/SitePages/JSP-950--Medical-Policy.aspx?OR=Teams-HL&CT=1675856139757.
[4] https://modgovuk.sharepoint.com/teams/6164/DC/SitePages/Handbook.aspx
[5]BRd 1991. ndh.web.apps.royalnavy.r.mil.uk/fpgo/Pages/Med.htm
[6] BRd 1750A. ndh.web.apps.royalnavy.r.mil.uk/fpgo/Pages/Med.htm

c. **Maritime Reserves.** For medical administration of Maritime Reserves see BRd 3(1) Chapter 102, Paras 10215-10219 (Full Time Reserve Service); Paras 10254-10257 (Additional Duties Commitment); BRd 3(2), Chapter 20, Paras 2016-2019 (Naval Careers Service).

d. **Royal Fleet Auxiliary.** See BRd 875.[7]

2804. Royal Navy Medical Board of Survey and Royal Navy Medical Employability Board

Whilst short term changes to medical grading and work limitations are made at Primary Healthcare Level, the assessment of any long-term impact to fitness or requirements for long-term restrictions on work ability is conducted both in Primary Care and via Occupational Health / Medicine. Primary Care GPs are granted limited ability to award Perm JMES gradings. Where this is not possible, referral is made either to the Royal Navy Occupational Health Service (RNOHS) or the Royal Navy Medical Board of Survey (RNMBOS) which gives a medical recommendation on fitness in the form of a Permanent JMES (12m or longer). That recommendation is then considered by the Medical Employability Board (MEB), on behalf of the Royal Navy as the employer, and a decision taken as to whether the Service person can continue to be successfully employed within the JMES allocated. Details of the function and processes of the Boards are in BRd 1991 Chapter 8[8] and BRd 1750A Chapter 5[9].

2805. Provision of Medical Care

In partnership with others[10], the RNMS assures high quality healthcare to support force generation and maintain the health of the Royal Navy.

a. In the strategic base, Primary Healthcare (General Practice, Dental Care, Mental Health, Occupational Health, Public Health and Defence Rehabilitation) is provided to entitled personnel by Defence Primary Health Care (DPHC). The RNMS retains responsibility for the provision of primary healthcare and occupational health to deployed Royal Navy, RFA, Royal Navy Reserve[11] and other personnel, subject to eligibility.[12] DPHC output is audited against performance indicators agreed on a tri-Service basis.

b. Access to timely Secondary Healthcare in the UK at least equivalent to that provided by the National Health Service (NHS).

c. All Royal Navy personnel are directed to carry a valid Global Health Insurance Card (GHIC) (or an in-date European Health Insurance Card (EHIC) until these are phased out).[13] Service personnel are strongly advised to hold appropriate travel insurance when travelling anywhere at their own expense, engaged in activities off duty or non-Service reasons.

[7] BRd 875 Regulations for Royal Fleet Auxiliaries. ndh.web.apps.royalnavy.r.mil.uk/fpgo/Pages/Admin.htm
[8] BRd 1991 Instructions for the Royal Naval Medical Service ndh.web.apps.royalnavy.r.mil.uk/fpgo/Pages/Med.htm
[9] BRd 1750A ndh.web.apps.royalnavy.r.mil.uk/fpgo/Pages/Med.htm
[10] DPHC, NHS, Private Providers, third sector, coalition partners.
[11]. https://modgovuk.sharepoint.com/sites/IntranetUKStratCom/SitePages/JSP-950--Medical-Policy.aspx
[12] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/SitePages/JSP-770.aspx
[13] https://www.gov.uk/government/news/uk-launches-global-health-insurance-card

d. The management of chronic conditions can be compromised by an assignment overseas. Before deploying overseas, the assigned Service Person is to make a declaration concerning their health and that of their dependants (if serving accompanied). All long-term medical conditions are to be declared in accordance with single Service procedures to allow the receiving Command to make an informed decision as to whether a chronic condition can be appropriately managed. Where a condition cannot be managed, a decision then must be made, by the assigning authority, as to whether the assignment can go ahead.

2806. Provision of Dental Care

Dental care is provided by Defence Primary Health Care (Dental) to all entitled personnel (DPHC Dental Leaflet, Chap 4, Annex B refers)[14] to a level of at least equivalent to that available via the NHS. Dental care can be provided whilst deployed if planned into the mission via the Fleet Dental Surgeon (BRd 1991 Ch15[15] provides the relevant process). It is important that every Service Person maintains their own level of dental fitness and arranges regular dental inspections at the interval set by their DPHC (Dental) clinician, the periodicity of which will be determined by the individual's clinical risk (JSP 950 2-23-1)[16].

2807. Medical Information - Disclosure to Command

All healthcare or other personal information received by Service and civilian medical personnel acting in a healthcare capacity from, or in relation to a patient, is to be treated as protected information. JSP 441[17] and JSP 950 Medical Policy[18] underwrite the RN requirements of good informational management. Personnel involved in Health and personnel support have a legal[19] as well as an ethical duty to comply with Caldicott Policy[2021].[MS1][JW2] Professional duties around confidentiality are also described in guidance from the professional bodies (e.g. GMC[22], GDC[23], NMC[24], HCPC[25], GPhC[26] and MA Code of Practice[27]). This guidance is to be followed by Service and civilian healthcare personnel at all times.

[14] DPHC Dental Leaflet.https://modgovuk.sharepoint.com/:w:/r/teams/19905/_layouts/15/Doc.aspx?sourcedoc=%7BD99171A9-35DF-4746-8475-BFBEADB083AE%7D&file=Annex%20B%20Chapter%204.doc&action=default&mobileredirect=true
[15] –BRd 1991 ndh.web.apps.royalnavy.r.mil.uk/fpgo/Pages/Med.htm
[16] https://modgovuk.sharepoint.com/sites/IntranetUKStratCom/SitePages/JSP-950--Medical-Policy.aspx?OR=Teams-HL&CT=1675856139757
[17] JSP 441 Home https://modgovuk.sharepoint.com/sites/IntranetMOD/SitePages/JSP441/JSP-441-Home.aspx
[18] https://modgovuk.sharepoint.com/sites/IntranetCSOC/SitePages/JSP-950-Volume-5--Quality-of-Care.aspx
[19] http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted.
[20] JSP 950 Lft 1-2-15. https://modgovuk.sharepoint.com/sites/IntranetUKStratCom/SitePages/JAP-950-Volume-1--Medical-Administration.aspx
[21] https://www.gov.uk/government/publications/the-caldicott-principles
[22] https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/good-medical-practice.
[23] https://www.gdc-uk.org/.
[24] https://www.nmc.org.uk/.
[25] http://www.hcpc-uk.co.uk/.
[26] https://www.pharmacyregulation.org/.
[27] BRd 1991 MA Code of Practice. ndh.web.apps.royalnavy.r.mil.uk/fpgo/Pages/Med.htm

a. **Occupational Health (OH) Data.** Specific information types are releasable to Command. These relate to the communication of a serviceperson's fitness to work including any restrictions or medically recommended protections. An employer is required by law to receive OH guidance in support of its statutory responsibilities under the Health and Safety at Work Act (1974). The RN operates under JSP 375 and through BRd 10 in this regard, with medical OH policy outlined at BRd 1991 Ch 17. Examples of OH data which are not personal medical information are:

(1) The Joint Medical Employability Standard (JMES) and associated medical limitations.

(2) A serviceperson's engagement with and adherence to Health Surveillance (HS) programmes such as periodical audiometric hearing assessments; however, the medical detail within specific HS tests may remain protected.

(3) An Individual Medical Risk Assessment (MRA) completed prior to high readiness status, deployment or Leadership and Development course(s) as required. Para 2816 applies.

b. Except in limited circumstances, disclosure of personal medical information is contrary to the law and to the public interest. Loss of confidence by personnel in the confidentiality of their healthcare may result in medical conditions being concealed, with consequent risks to Unit safety and operational effectiveness.

c. Personal medical information may only be disclosed as follows:

(1) With the individual's valid consent.

(2) Where required under the law.

(3) Where substantial public interest demands disclosure without consent, particularly protection of:

(a) The operational capability (OC) of the Unit.

(b) Safety of other Unit personnel.

d. Disclosures made for OC or safety reasons must only be made directly to the Commanding Officer (CO).

e. Information disclosed to the CO is to be limited to that which is required for the protection of OC or the safety of Unit personnel iaw Caldicott principles.

f. The CO must respect the confidential nature of all information disclosed and must only communicate as much detail to other personnel as required to deliver essential purposes of protecting OC or the safety of Unit personnel.

g. The individual must be informed of the content of all disclosures of their personal medical information to Command, preferably prior to disclosure but in any event at the earliest reasonable opportunity. This decision/encounter must also be documented within the medical record.

h. Private medical information is not to be used to instigate disciplinary proceedings other than in exceptional circumstances with the advice of Navy Legal.

i. **Specific Instances.**

(1) **Drug and Alcohol Misuse.** When drug or alcohol misuse is disclosed during a clinical consultation, this information must only be disclosed to Command if the nature of the misuse threatens harm to other members of the Unit or to OC. Medical personnel must report drug and alcohol misuse when they become aware of such misuse outside of their medical capacity. An example of such a threat would be a pilot who proposed to fly an aircraft while intoxicated.

(2) **Emergency Contraception.** Requests by personnel for emergency contraception whilst operational must not be disclosed outside the consultation without the consent of the individual.

(3) **Criminal Offence/Service Offence/Misconduct - Transactional Sex.** JSP 769 Ch 4 Para 4.2 b. states that 'paying for sexual services' might be deemed a Service offence, misconduct or at worst a criminal offence and should be reported to the CoC. However, should an individual present to the medical centre or sickbay seeking medical advice/treatment (e.g. for a sexually transmitted infection (STI)), and as part of the consultation, it is believed that unacceptable sexual behaviours have occurred, **there remains a duty of medical confidentiality** as described above in paras a-i above and in BRd 1991 Ch 4 0406. This medical confidentiality overrides that of informing the CoC over an offence/misconduct, **unless** the nature of the misuse/abuse threatens harm to other members of the Unit or to OC.

(4) **Exceptions.** Breaching medical confidentiality **may** be justified:

(a) In the public interest e.g. preventing serious harm or death.

(b) Where the clinician believes there is an ongoing risk of abuse including safeguarding concerns.

(5) Vocational healthcare personnel are **not** obliged to report offences if discovered as part of medical management but should consider whether there is exceptional risk that warrants disclosure. Line and divisional management are to support healthcare personnel in this endeavour with advice and guidance from Navy Healthcare SHA MedLegal SMO as required.

2808. Adventurous Training and Sports

Military personnel undertaking correctly staffed and officially sanctioned Adventurous Training (AT) and sports are entitled to medical care at public expense. In some countries where these activities take place, however, the civil health infrastructure cannot provide a suitable level of care. Private medical facilities that can provide the required level of care may be available but proof of ability to pay is often required before treatment commences. Military teams venturing overseas are strongly advised to obtain private medical insurance - refer to JSP 419.[28] In addition, the MOD, awards and manages a Global Medical Support contract (GMSC) that enables access to and support with obtaining healthcare overseas whilst on duty. This provides a medical care provision and liaison whilst on duty abroad, where service care is not available, through a Guarantee of Payment (GoP) system with selected providers. The provider is also charged with delivering medical support to overseas travellers via a 24-hour helpline, staffed with clinical and logistical personnel to provide advice and guidance. GMSC information can be obtained by submitting an email request for information (RFI) to the RN Healthcare Med Op Cap multi-user mailbox. [29]

a. Personnel on Recovery Duties (PRD) under an Individual Recovery Plan (IRP) are to engage with their Medical Officer and/or HQ Medical Planning Team to discuss the AT activities in which they are planning to engage. This is to ensure that the appropriate risk assessment can be conducted, and the MO/Medical Planner may make an assessment of the appropriateness of those activities. An MO must be involved when a Service Person's medical category or condition may place the individual or team at increased risk of injury or illness. PRD often hold a JMES with the medical limitation 8203 (Fit travel outside UK on duty for adaptive sport/adventurous training/represent the Service following MRA) to proactively support this.

b. All RN/RM activities are to be conducted safely in line with JSP 375. Activities that may require GMSC information in support of the Medical Planning and Health Impact Assessment (HIA) Process include, overseas operations or exercises, Defence Engagement activities, duty travel, Defence Activity Other Than Operations (DAOTO), Overseas Adventure Training and Sport[30]. Information from the GMSC provider is to be sourced at least 8 weeks prior to the activity to support the medical planning process and define the recommended healthcare facilities. It is the responsibility of the originating organisation to ensure any overseas AT is reviewed by the relevant Command Medical Authority (CMA). The CMA HIA process is intended to support the CoC where any Risk to Life (RtL) is a factor and gives an insight in to any healthcare related areas of concern and available mitigations which will help inform the pre-deployment conditions check. Commanding Officers retain ownership of and responsibility for their plans and any risks inherent within them.

[28] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/SitePages/JSP-419.aspx
[29] NAVYMED-MEDOPCAPMAILBOX@mod.gov.uk
[30] RNTM 06-007/25 – Competent Medical Authority (CMA) Healthcare Impact Assessment (HIA) instructions for RN Units

c. The reporting Unit/Organisation are to raise a HIA assessment, involving a comprehensive Medical Plan which includes a Plan on a Page detailing the 7 capabilities of care. This is to be developed and scrutinised within the relevant 1* area prior to being submitted to the Navy Healthcare Med Op Cap Multi-user for CMA review, comment, advice and archiving. On receipt of the HIA, RN Healthcare will review the medical provisions detailed, assess the capabilities and grade the overall impact. Once assessed the HIA will be returned to the originator with the CMA's comments and assessment of residual impact. It is then for the originator to act on this assessment, ensuring the Delegated Duty Holder (DDH) is informed and raised through the Navy Command Duty Holding construct where applicable.

2809. Reserves

For members of the Reserve component of the Armed Forces undertaking sanctioned military activity (sports, adventurous training or military training) medical support is provided at public expense up to the point where the individual is fit to be discharged home to the care of their NHS GP. Long term health care is not provided by MoD to manage the consequences of injury or illness sustained by members of the Reserve component unless mobilised for operations; that responsibility lies with the NHS. JSP 753 applies (Tri Service Regulations for the Mobilisation of Reserves).[31]

2810. Medical Welfare

a. The patient's CoC is expected to be fully engaged in the needs of the Service person undergoing hospital care regarding:

(1) Welfare needs assessment.

(2) Response to requests for welfare support.

(3) Emotional and practical support.

(4) Liaison and referral to other agencies as appropriate.

b. Arrangements are in place in the form of Unit Liaison Officers for linkage between single Service Welfare organisations (RN FPS[32], AWS[33], RAF[34] and SSAFA[35]) (see Chapter 24 - Welfare).

2811. Dangerously Ill Forwarding of Relatives (DILFOR)

DILFOR is an allowance designed to help ease the emotional and financial burden of close family members of a Service person who is unexpectedly admitted to hospital. DILFOR is available to provide travel and subsistence to enable family members to visit the Service person. Details of DILFOR are contained in JSP 751 Part 1 Vol 1 Chapter 6[36]. This is raised by the CoC using detail from NOTICAS reporting, supported by MDT N1 Case Conference or timely communication with the Unit Medical Officer.

[31] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/SitePages/JSP-753.aspx
[32] https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/RN-Family-People-Support.aspx
[33] https://www.army.mod.uk/support-and-training/welfare/
[34] https://modgovuk.sharepoint.com/sites/IntranetRAF/SitePages/RAF-Health-and-Wellbeing.aspx
[35] https://www.ssafa.org.uk/get-help/welfare-and-benefits
[36] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/SitePages/JSP-751.aspx

2812. Long Term Sickness

Each Service has in place comprehensive long-term sickness management policies which ensure that Service personnel who are long term sick are properly tracked, managed and supported. Further information relating to Long Term Sickness may be found at Chapter 33 Recovery Pathway (RN[37], Army[38], RAF[39]).

2813. Defence Mental Health Services

a. Service personnel who develop a mental health disorder may require specialist assessment and management. In the UK, Defence Healthcare Recovery Group (DHRG) delivers Mental Health Services, which operate through a network of Departments of Community Mental Health (DCMH). Detailed guidance on the provision and management of mental health services is contained in JSP 950 Leaflet 2-7-2[40] and BRd 1991 Ch 18.[41]

b. Each Base Port area has a DCMH to which Unit Medical Officers or MOD GPs can refer Service personnel. JSP 950 Leaflet 2-7-2[42] Section 4 details the care pathway and referral processes.

c. In some circumstances it will be appropriate to accompany a DCMH referral with an FMed 1041 Occupational Report in the same way the reports are provided to MO/GP where an individual's occupational performance at work should be considered. JSP 950 Leaflet 1-2-4[43] details the appropriate guidance, including at Annex A, a template of the report for completion.

d. RN operational mental health support is embedded within the Primary Care Receiving Facility (PCRF) or deployed Forward Mental Health Team (FMHT). Specialist pre, during and post mental health support can be accessed via one of the 6 Waterfront Logistics Support Group uniformed mental health nurses within SURFLOT, SUBFLOT, UKCF. Guidance on FMHT composition, utilisation, and actions can be found in BRd 1991 Ch 18.

e. Specific guidance **for Command** on the RN management of deliberate self-harm is located at Chapter 24 Annex 24D, with specific guidance for **healthcare professionals** at Appendix 1 to Annex 24D.[44]

[37] https://ndh.web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_0003/BRd_3_1/ch33.pdf
[38] https://modgovuk.sharepoint.com/teams/14540/Pers/ARC/SitePages/ARC.aspx
[39] https://modgovuk.sharepoint.com/teams/14053/SitePages/Home.aspx
[40] JSP 950 Lft 2-7-2. https://modgovuk.sharepoint.com/sites/IntranetUKStratCom/SitePages/JSP-950-Volume-2--Clinical-Policy.aspx
[41] BRd 1991. ndh.web.apps.royalnavy.r.mil.uk/fpgo/Pages/Med.htm
[42] JSP 950 Lft 2-7-2. https://modgovuk.sharepoint.com/sites/IntranetUKStratCom/SitePages/JSP-950-Volume-2--Clinical-Policy.aspx
[43] JSP 950 Lft 1-2-4 JSP 950 Volume 1: Medical Administration https://modgovuk.sharepoint.com/sites/IntranetCSOC/SitePages/JAP-950-Volume-1--Medical-Administration.aspx
[44] BRd 3(1). ndh.web.apps.royalnavy.r.mil.uk/fpgo/Pages/Admin.htm

2814. Persons living with HIV (PLWH) - Employment at Sea

a. **References.**

(1) JSP 950 Leaflet 6-7-7 Section 5 Annex N.[45]

(2) BRd 1991 Chapter 16 - Public Health - Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS).[46]

(3) JSP 950 Leaflet 7-2-1 Guidance on Risk Assessment and Immediate Management of Needle Stick/Sharps/Blood/Bodily Fluid and Tissue Exposure Incidents.[47]

(4) JSP 950 Leaflet 6-8-1 Defence Medical Services Uniformed and Civilian Healthcare Workers: Tuberculosis and Blood-Borne Viruses Screening and Management.[48]

(5) BRd 9467 (FLAGOs) Chapter 19 Medical and Dental Arrangements Articles 1937 and 1941.[49]

b. The Equality Act 2010[50] does not allow discrimination against personnel on the grounds of HIV status. Personnel who are HIV positive will always be dealt with in accordance with the principles of medical confidentiality. Only Medical Branch staff and, if required, the CO will be made aware of the status of such individuals.

c. Persons becoming HIV positive In Service will be medically managed and graded in accordance with JSP 950 Leaflet 6-7-7 Section 5 Annex N. Assignment decisions are based wholly on the joint medical employment standard (JMES) as normal.

2815. Assisted Conception Services and Fertility Preservation

a. Information on Assisted Conception Services and Fertility Preservation for Armed Forces Personnel (AFP) is contained within JSP 661, Chapter 2 Section 5[51] This reference document contains policy and guidance on sexual reproduction matters where AFP have the potential to experience difficulties in initiating, accessing or continuing assisted conception services (ACS) due to the exigencies of Service life. The aim of the policy is to minimise personal disruption and to maximise chain of command (CoC) support, whilst ensuring Service commitments are met. This aim is governed by four overarching principles:

(1) ACS are not directly provided or funded by the Ministry of Defence.

[45] JSP 950 Lft 6-7-7. https://modgovuk.sharepoint.com/sites/IntranetUKStratCom/SitePages/JSP-950-Volume-6--Occupational-Medicine---Health.aspx
[46] BRd 1991. ndh.web.apps.royalnavy.r.mil.uk/fpgo/Pages/Med.htm
[47] JSP 950 Lft 7-2-1. https://modgovuk.sharepoint.com/sites/IntranetUKStratCom/SitePages/JSP-950-Volume-7--Public-Health.aspx
[48] JSP 950 Lft 6-8-1. https://modgovuk.sharepoint.com/sites/IntranetUKStratCom/SitePages/JSP-950-Volume-6--Occupational-Medicine---Health.aspx
[49] BRd 9467. ndh.web.apps.royalnavy.r.mil.uk/fpgo/Pages/Admin.htm
[50] https://www.gov.uk/guidance/equality-act-2010-guidance
[51] JSP 661 Chapter 2 Section 5. https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/SitePages/JSP-661.aspx?web=1

(2) Access to treatment will be aligned to local NHS criteria aligned with the National Institute for Health and Care Excellence (NICE) fertility guidelines.

(3) Where possible, ongoing treatment for AFP or their partner/spouse, whether public or privately funded, should not be interrupted or delayed by Service activity.

(4) There is specific NHS provision for those personnel who have suffered genital injury as a result of their Service.

b. For the purposes of this policy, ACS is the name given to the variety of treatments in support of conception, such as In-Vitro Fertilisation (IVF) or Intrauterine Insemination (IUI). It also incorporates fertility preservation (FP) services such as cryopreservation and/or medical techniques developed to preserve sexual and/or reproductive function. The policy does not cover surrogacy or adoption services; however, AFP may be entitled to maternity leave, adoption pay and leave and/or paternity pay and leave. This should be discussed with an individual's CoC.

2816. Individual Medical Risk Assessment for Operational Deployments or High Readiness Roles

a. This policy provides instructions to individuals, Commanding Officers (COs) and Career Managers (CMs) on the requirement and process to conduct Individual Medical Risk Assessments (MRAs)[52] for RN and RM Regular and Reserve Service Personnel (SP) who are nominated for operational deployments or high-readiness roles.

b. The MRA allows the Chain of Command (CoC) to articulate, treat, and accept the residual risks of deploying (or holding at readiness) Service Personnel who are not fully medically deployable. This risk will be articulated to Commanders who may accept or reject the nominated individual.[53]

c. Personnel who have a Medical Deployment Standard (MDS) of below Medically Fully Deployable (MFD) or a Medically Limited Deployability (MLD) JMES of L2 require a MRA for operational deployments or high readiness roles.[54] Specialist employment groups such as aircrew, occupational divers, and Special Forces deploying within role are considered out with this policy, unless they are deploying in a non-specialist role.

[52] Separate and distinct from Deployment Health Impact Assessments, Medical Plans and associated staff work output.
[53]PJHQ_SOP_1100-MRA_Proc https://modgovuk.sharepoint.com/:b:/r/sites/IntranetUKStratCom/OfficialSensitiveDocuments/PJHQ_SOP_1100-MRA_Process-OS.pdf?csf=1&web=1&e=aKWKCcess-OS
[54] web.apps.royalnavy.r.mil.uk/fpgo/Pages/Med.htm, https://modgovuk.sharepoint.com/teams/3695/SitePages/JSP-950-Lft-6-7-7-Joint-Service-Manual-of-Medical-Fitness.aspx

d. **Requirement.** The CoC retains the authority to deploy personnel irrespective of their MDS in exceptional circumstances and after completing a risk assessment.[55] Therefore, to protect the health of individuals and maintain the operating capability of the deployed force, it is imperative that a Command-led objective assessment of an individual's ability to deploy is conducted with risks recorded and where required elevated.[56] The decision to deploy personnel with an MDS below MFD has the potential to increase the level of risk held by the Commander and must consider:

(1) **Risk to Health.** Defence has a duty of care to its personnel and must balance the health impact the activity may have, due to the inherent health risks present, against the operational justification of the activity.

(2) **Risk to Mission.** Deployment of personnel with a MDS below MFD may limit the ability of personnel to complete their full range of duties in their deployed role, including reasonable unexpected tasks and present additional risk to mission due to increased demand on medical services.

e. **Risk Management and Duty Holding.** Commanding Officers and the Military Command have a Duty Holding responsibility to appropriately select and prepare personnel for deployment, which may encompass an MRA. Once deployed, OPCOM, e.g. CJO[57], would have a Duty of Care to ensure that all personnel have been adequately prepared for deployment so that risks relating to activities are "As Low as Reasonably Practicable" (ALARP). As such, where doubt exists over the suitability of an individual for deployment, then the Commanding Officers, PJHQ, etc should be consulted for advice through the MRA and Deployment Waiver Process.[58]

f. **Responsibilities.**

(1) **Individual.** It is an individual's responsibility to know their Joint Medical Employment Standard (JMES) and articulate any JMES issues to their CoC and CM prior to any deployment or assignment; up to date JMES can be found on SCIO, JPA or in the MyNavy App. Where they are trawled for Individual Augmentation (IA) or OPDEF rectification **all Service Personnel and Line Managers** are to ensure that their JMES including Medical Limitations (MedLims) are entered into the professional considerations section of the Personnel Support Request (PSR); this applies irrespective of whether the Service Person (SP) is MFD, MLD or MND.

(2) **Career Manager.** When assigning individuals, the CM is responsible for checking the SP's JMES and whether there is any restriction which requires a MRA. The CM will inform the proposed CoC of the SP's JMES and the CoC will then initiate the MRA process.

[55] JSP 950 Lft 6-7-7. https://modgovuk.sharepoint.com/teams/3695/SitePages/JSP-950-Lft-6-7-7-Joint-Service-Manual-of-Medical-Fitness.aspx
[56] The majority of personnel will be assessed as suitable to deploy by a Unit Health Committee 3 (UHC) however a small percentage of MRAs will require elevation through the CoC, e.g. PJHQ through Front Line Commands (FLC) to confirm their suitability to deploy.
[57] Whilst not a formally recognised Duty Holder.
[58] PJHQ SOP 1100: Medical Deployment Risk Assessment and Waiver Process (Currently under review).

(3) **Formed Units.** It is the CO's responsibility to ensure that all personnel who meet the criteria for a MRA are assessed prior to deployment. Timelines for Theatre entry will normally be published by Theatre Commanders. It is the CO's responsibility to ensure a MRA is raised and submitted in good time. The CO should ensure that completed MRAs are retained in the SP's personnel records, per Annex 28B Section 7.

(4) **Unit Medical Officer (UMO).** The UMO is responsible for completing their section of the MRA and coordinating any Occupational Health (OH) input in good time as directed by their CO. The section should be completed, or counter-signed, by an accredited Defence General Practitioner (GP) if the UMO is not accredited. Referral to RNOHS is **mandatory** if the MDS is MND, MES L4 for Land Ops, MES E4 for any Ops, or 5500 MedLim has been awarded. Referral to RNOHS is **recommended** if there is uncertainty about supporting fitness for role. The CO is to ensure that completed MRAs are copied to the UMO for upload into the SP's Defence electronic healthcare record.

g. **Timelines.** For planned operational deployments, high-readiness roles, and overseas assignments, MRAs should be submitted at least six months and not later than 1 month before deployment or IAW Theatre Commander's instructions[59]. For short notice assignments and augmentation MRA should be submitted as soon as practicable. The requirement to meet these timelines also applies ahead of periods where personnel are nominated to be held at E/VHR.

h. **Medical Deployment Standard (MDS) and Medical Employment Standard (MES)**

(1) **Land.** MRAs are mandatory for SP graded MLD as this indicates the SP has a MES of L3 or L4, applicable to operational deployments and high-readiness roles. Further guidance is at Annex 28A.

(2) **Maritime.** MRAs are mandatory for SP graded MLD and/or where specific Medical Limitations (MedLims) have been awarded, applicable to operational deployments and high-readiness roles. Further guidance is at Annex A.

(3) **Air.** Non-aircrew and aviators who no longer require aircraft currency are typically awarded A4 and do not require a MRA to be flown in a passenger aircraft. Those awarded A5 may only by flown as an aeromedical evacuation patient.

(4) **Deployment of Medically Non-Deployable (MND) Service Personnel.** MND SP should not deploy overseas. However, for UK Ops or in exceptional circumstances an MRA may be conducted with UMO, OH, and Theatre CoC support, per Para 2816.d.

[59] Examples: PJHQ Pre-Deployment Information SharePoint page, Op KIPION: UKNSF New Joiners' Handbook, PJHQ SOP 1100: Medical Deployability Risk Assessment (currently under review).

(5) **Medical Risk Assessments for Routine Activities.** UK routine activities such as courses, exercises and ranges are detailed in extant policy and course Joining Instructions[60]. Overseas routine activity such as defence engagement and visits ashore does not typically require an MRA. However, activities which require a medical plan and/or are included on a Units' dynamic Risk to Life Register would normally require a MRA for SP graded MLD/MND. Where ambiguity arises or a specific risk is identified, a MRA should be completed.

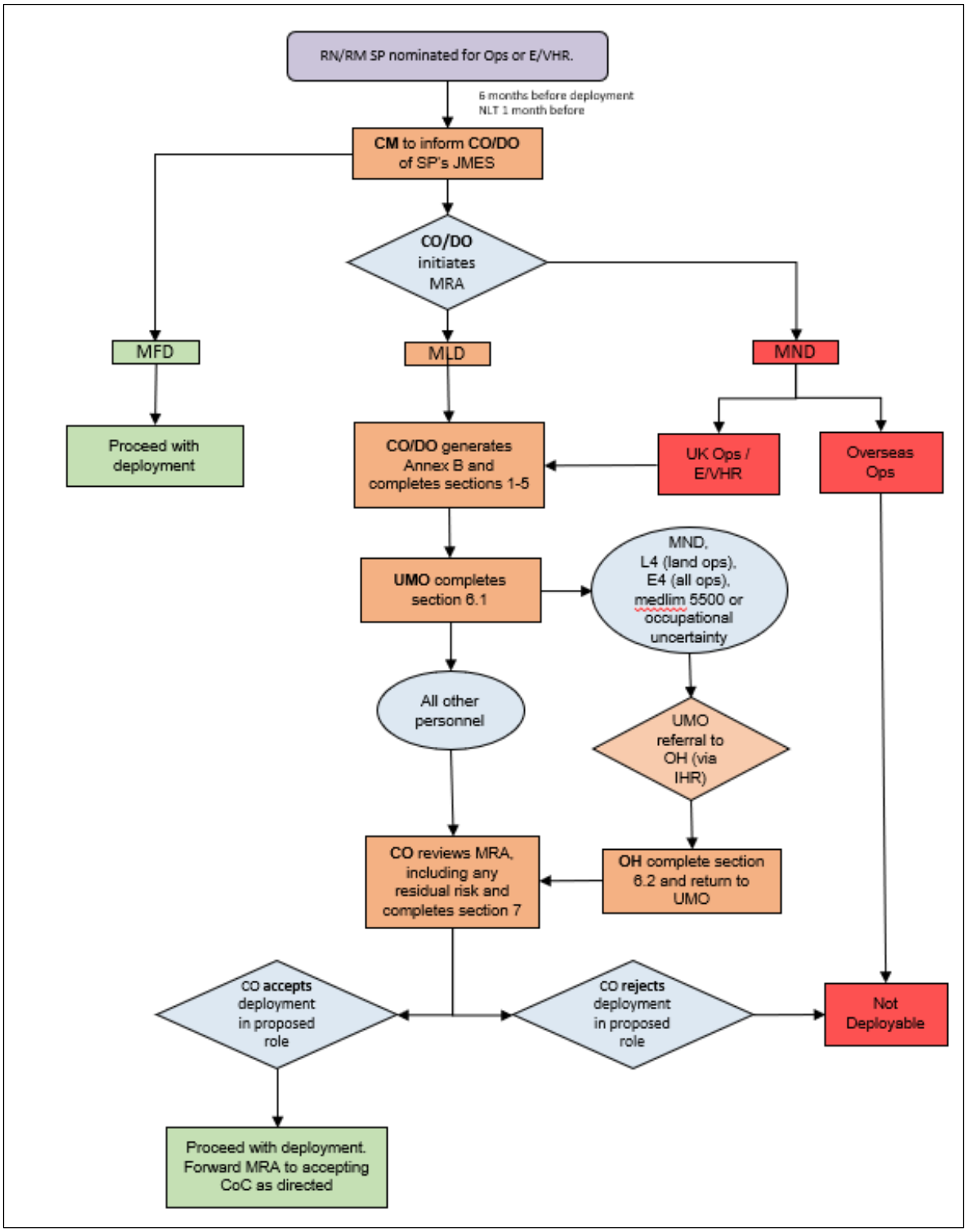
(6) The MRA requirement guide is available at Annex 28A to this chapter which should be conducted using the blank MRA template at Annex 28B.

(7) Where the deployment of single or multiple non-MFD SP is assessed as posing a Risk to Health or Mission, Commanders are to consider initiating a Health Risk Assessment (or amendment to an extant HRA) for submission to the Competent Medical Authority.[61]

[60] Examples: RNTM 07-071/24 JIs for SRLC and LRLC, JSP 419: Adventurous Training in the UK Armed Forces, JSP 950 Lft 1-2-12 Assessment of Medical Suitability to Attend Courses and Training.
[61] RNTM 06-007/25 Competent Medical Authority (CMA) Healthcare Impact Assessment (HIA) instructions for RN units.

ANNEX 28A

A COMMANDER'S GUIDE TO INITIATING MEDICAL RISK ASSESSMENTS



1. Referral to OH is mandatory if:

a. The MDS is MLD or MND

b. MedLim 5500 (MRA undertaken by OH prior to Exercise/PDT/deployment) has been awarded.

c. If the UMO has uncertainty in supporting fitness for deployed role without taking specialist OH advice, or if the UMO has specific concern.

ANNEX 28B

RN INDIVIDUAL MEDICAL RISK ASSESSMENT (MRA) FORM

RN INDIVIDUAL MEDICAL RISK ASSESSMENT (MRA) FORM
(Downloadable version available in BRd 3(1) Forms Section)

CHAPTER 29

PHYSICAL DEVELOPMENT

(Sponsor: NAVY PEOPLE-PS OP FITNESS SO2)

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CHAPTER 29

PHYSICAL DEVELOPMENT

SECTION 1

GENERAL

2901. Introduction

Armed conflict, at its most extreme, is characterised by intense, extensive and sustained combat. Even routine Naval activities in peacetime can place considerable physical and mental demands on personnel. Therefore, RN personnel must be physically fit and robust enough to withstand the rigours of Service life whether warfighting or in peace. Physical Development (PDev) plays a crucial role in this process and is instrumental to developing RN Ethos. It also plays an important part in the maintenance of morale which, amongst the ten principles of war, is considered the single most important critical success factor across the spectrum of conflict, including military activities in peace[1]. The delivery of individuals who are mentally and physically robust with a warfighting spirit and who understand how the physical, mental and emotional components impact on military effect, contributes significantly to the sustainment of the Moral Component of Operational Capability. PDev strengthens Service Core Values in the RN; Courage, Commitment, Discipline, Respect, Integrity, Loyalty (C2DRIL). In the RM the values are Excellence, Integrity, Self-discipline, Humility. The RM qualities are Courage, Determination, Unselfishness, Cheerfulness. Service Core Values enhance our ability to warfight. Feedback has provided evidence to show that the Lived Experience and retention are enhanced by participation in PDev events.

2902. PDev Strategy and Policy

Head of People Support is the OF5 lead for PDev Strategy and Policy and is also the Head of the PT Specialisation. Working through the Deputy Director People Delivery (DDPD) to the Director People and Training (Dir P&T), Head of People Support is responsible for the governance and delivery of SQEP PTIs, pillars of Physical Education (PEd), including Health and Performance, Adventurous Training (AT) and Sport. Day to day desk level activity for the development, implementation and assessment of PDev policy is delegated to three SO1s, each responsible for the pillars outlined below:

a. **Physical Education (PEd).** SO1 PEd
   Tel: +443001646387
   email: NAVY PEOPLE-PS COTEM SO1 PED

b. **RN Adventurous Training HQ.** SO1 AT
   Tel: +443001528538
   email: NAVY PEOPLE-PS AT SO1

c. **Sport.** SO1 NS
   Tel: +443001554646
   email: NAVY PEOPLE-PS SPORT SO1

[1] British Defence Doctrine Annex A (JWP 0-01).

SECTION 2

PILLARS OF PHYSICAL DEVELOPMENT

2903. Pillars of Physical Development

a. There are three pillars of PDev: Physical Education (PEd), Adventurous Training (AT) and Sport. Singularly, the pillars are valuable but taken together their impact is invaluable. The collective outcome of PDev programmes and opportunities is to develop the ability of Service Personnel (SP) to respond instantly and effectively to the physical and psychological demands of operations and be able to maintain that resilience over prolonged periods. The PDev Mission is therefore:

> *To provide accessible support services that strengthen and enhance the resilience and resourcefulness of RN personnel, their families and communities'.*

b. Detailed instructions and guidance for PDev is contained in BRd 51 (PDev Manual).

2904. Physical Education (PEd)

a. PEd enables SP to better withstand the physical and mental rigours of Service life to imbue them with Service Core Values and a winning warfighting spirit. PEd includes Exertional Collapse Associated with Sick Cell Trait (ECAST) mitigation processes, RN Physical Employment Standard (RNPES), syllabus PT, PTI training, policy particularly BRd 51 (PDev Manual), CV&SE policy included supporting the Fleet with CV&SE.

b. SO1 PEd and SO2 Op Fitness attend the Tri Service six monthly Physical Training Executive Committee (PTEC) meeting to align policy with the other Services where possible.

c. Head People Support (Hd PS) has ownership of PTI capability. SO2 Op Fitness coordinates and conducts PDev Second Party Assurance visits to all RN units on behalf of Hd PS to promote safety and mutual learning. Hd PS has ownership of PTI capability.

2905. Adventurous Training

a. Adventurous Training (AT) is core military training that attracts public funding and makes a significant contribution to the delivery of operational capability.

b. The primary Defence Policy references for AT is JSP 419, supplemented by BRd 51 which provides additional single Service (sS) guidance. AT provides challenging outdoor training for Service personnel in specified adventurous activities, involving controlled exposure to risk, to develop leadership, resilience, teamwork, physical fitness, moral and physical courage, among other personal attributes and skills that contribute to Operational Capability. The benefits of participation in AT have been recognised by 2SL and it is included within Personnel Functional Standards (PFS) as a Cat A requirement. Personnel should be given the

opportunity to conduct five days of AT per year as a minimum requirement. The activities listed below are recognised as AT activities by the three Services and are conducted under the Joint Service AT (JSAT) Scheme to encourage and increase Service participation:

(1) Offshore Sailing.

(2) Sub Aqua Diving.

(3) Canoeing and Kayaking.

(4) Caving.

(5) Mountaineering.

(6) Skiing.

(7) Parachuting.

(8) Gliding.

(9) Paragliding.

(10) Mountain Biking.

c. BRd 51 provides details of a select number of additional Similar Adventurous Activities (SAA) and Challenging Activities (CA) that the RN recognise as activities contributing towards individual and collective development. The CA scheme offers a progressive pathway onto the JSAT Scheme, is generally more accessible to RN personnel and offers Junior personnel an opportunity to lead activities and develop skills in Base Port area with minimal administrative burden.

d. Commanding Officers are encouraged to resource and use Adventurous Training as a core mechanism for developing their people based Operational Capability.

2906. Sport

Sport in the Royal Navy makes a significant contribution to operational effectiveness, fighting spirit and personal development. It is recognised as a feature of the Armed Forces Covenant, and plays an important part in Service life, including recruiting and retention and in many instances provides excellent public visibility of the Services. Thus it has a wide role, but specifically within the envelope of Physical Development (PDev), it contributes to fitness, teamwork, leadership, self-discipline, determination, co-ordination, courage, competitive spirit, individual and collective resilience, and consequently military ethos. Inextricably linked to operational efficiency, authorised sport is a Condition of Service with duty status and is a core activity that cannot be considered discretionary. Sport supports the recovery and rehabilitation of the wounded, injured and sick (WIS). It also provides a balance in the lives of Service personnel from the pressures of military commitments and, during periods of high tempo operations, an invaluable opportunity for decompression. It is to engender all these qualities that public funding and time is made available for Service sport. This Policy applies both to Regular and Reserve Service personnel.

a. **Principles.** The principles underpinning the Royal Navy sport policy are:

(1) To create an environment which encourages Service personnel, both Regular and Reserve, to participate in a full range of sporting activity, whatever their level of ability.

(2) To provide personnel with time for sport and access to a clearly defined standard of sports facilities and equipment, in order to achieve, maintain fitness, health and wellbeing.

(3) To encourage sporting success at individual, unit and representational level and provide a framework for Service, Inter-Service and United Kingdom Armed Forces sports competitions and representational sporting opportunities.

b. **Governance.** 2SL provides strategic direction of Royal Navy Sport. Responsibility for Royal Navy Sport policy, higher-level coordination of its resources, both public and non-public, together with promotion and management is exercised by Dir P&T, through Chairing of the Royal Navy Sports Board (RNSB) and subordinate Commanders, Deputy Director People Delivery (DDPD), Head of People Support (Hd PS) and Head of Navy Sport (Hd NS). All RN sports are played in accordance with national governing body (NGB) rules and guidelines. RN Sports Associations administer their sport in accordance with Service instructions and any directives from the relevant NGB. RN Sports Associations are MOD bodies accountable through the chain of command. The responsibilities of Commanding Officers for sport are detailed in King's Regulations, Training Directives and Second Sea Lord's Personnel Functional Standards (see Chapter 22), all of which encourage participation in sport along with the provision of time and public funding. Commanding Officers are responsible for sport within their Commands and should authorise activity through Unit Sports Boards and/or through Physical Training staff.

c. **Further information.** JSP 660 (Sport in the UK Armed Forces) and BR 51 Part 4 (Sport in the Royal Navy) are the books of reference for Naval Sport.

2907. Physical Development Communications

A number of channels of communication have been developed to assist culture change and inform the Royal Navy on PDev issues and opportunities, as follows:

a. **NAVYfit.** NAVYfit stands as the all-encompassing face of RN PDev to raise awareness of PDev key messages and the offer, available to all RN personnel.

b. **NAVYfit Website.** The NAVYfit Website is accessible through the Defence Gateway and currently going through transformation, so is not live or being updated.

c. **Sports Master Fixtures List (MFL).** The Sports Master Fixtures List is an interactive Excel document, providing details of RN Grassroots to RN Representative and UKAF sports fixtures, including those authorised for centrally funded sport travel (STA) at public expense.

d. **Social Media.** The NAVYfit social media and NAVYfit YouTube playlist (accessible via the Royal Navy's YouTube channel), promotes ‘the offer’, provides news, multimedia, opportunities, fixtures and results.

SECTION 3

AUTHORISATION AND GOVERNANCE OF 'ONE-OFF' ACTIVITIES WHICH ARE NOT CATEGORISED AS SPORT OR ADVENTUROUS TRAINING

2908. General

Whilst definitive lists of the various recognised Joint Service (JS) Sport and AT activities are contained in JSP 419 (AT in UK Armed Forces) and JSP 660 (Sport in the UK Armed Forces), there are a number of RN single Service exceptions to these contained within BRd51 (Physical Development and Sport in the Royal Navy).

a. **Aim.** The aim of Section 3 is to provide a 'handrail' to Commanding Officers who may wish to authorise other 'one-off' activities that fall outside the clear rules provided above and detail points for consideration including how to address the risks involved.

b. **Governance.** The JSPs also describe the proven process for authorising and governing the recognised Sport and AT activity. However, the process for the authorisation of other non-standard or 'one-off' activities is less clear. Some may look like Sport or AT, whilst others (Battlefield Tours or Charity Fund Raising events) may have only a tenuous connection, but they do have a military, (training, RN In the Public Eye (RNIPE), etc.) benefit and so some risk may be acceptable.

c. Such non-standard activities should be fully Risked Assessed with the risk being held by an empowered Accountable Person (AP). The key being that the Risk Balance Case (see BRd10 Policy Leaflet 4.3, Risk Balance Case) is accepted by the AP if the risk needs to be escalated, thus providing an audit trail.

d. **Guidance.** A table listing the key points for consideration before authorising an activity are provided at Annex B. This applies to activities which are not listed within the JSPs or in BRd51 and are likely to be 'one-off' occurrences. There are separate instructions for activities that will become routine/regular occurrences. The PT staff in units are fully conversant with this guidance, and their advice should be sought early.

e. **Other PDev Activities.** Activities which are conducted on a regular basis may be eligible to acceptance as 'Other PDev Activities' through the Military Judgement Panel chaired by Hd RN Sport. These activities are similar to RN Sports Associations but cannot have this status if there is no National Governing Body or similar governance structure. CrossFit, Field Gun and E-Sports are examples of Other PDev Activities recently afforded similar status to RN Sports Associations. For more info contact NAVY PEOPLE-PS SPORT POL.

SECTION 4

ROYAL NAVY PHYSICAL EMPLOYMENT STANDARD (RNPES)

2909. General

a. RNPES has developed over seven years under the scientific guidance of the Institute of Naval Medicine (INM) following a NATO standard approach overseen by Dir P&T, and the People Support Operational Fitness Team (Op Fitness). Trials have been conducted on ships and in numerous establishments and naval bases, covering over 600 personnel across all age and gender demographics. The trials and scientific analysis have resulted in an RNPES circuit that replicates actual on-board tasks. RNPES was approved by a multi-profession military judgement panel (MJP), moving the project from research and analysis to implementation.

b. RNPES is a RN uniformed workforce, minimum acceptable physical employment standard annual test, that is fully inclusive with one standard, that is fair, reasonable and credible. It is applicable to all RN uniformed personnel (officers and ratings); the RNR and Royal Fleet Reservists undertaking FTRS. The Royal Fleet Auxiliary (RFA) is currently excluded from PES.

c. The RNPES is legally defensible, and, combined with good functional fitness conditioning training in preparation for the test, will contribute towards health and performance of the RN population. It will reduce musculoskeletal injury if good progressive functional training is conducted regularly. It is the mandated physical employment standard for all RN personnel on the trained strength. RNPES has been designed to be time efficient; the process can be completed within a 45-minute period including administration, warm up, test and cool down.

d. The detailed policy is in BRd 51 Chap 10 or contact NAVY PEOPLE-PS OP FITNESS (MULTIUSER) NAVYPEOPLE-PSOPFITNESS@mod.gov.uk.

SECTION 5

ROYAL NAVY HEALTH AND PERFORMANCE

Reference:
JSP 661.

2910. Royal Navy Health and Performance

a. **Strategic Vision.** To optimise health and enhance performance across the Royal Navy (RN) by maintaining and improving physical, cognitive and emotional wellbeing through evidence-based activity, behaviours-based activity, and interventions.

b. **Strategic Aim.** Health and Performance (H&P) enhances warfighting readiness by delivering professional, scientific subject matter expertise, supported by a digitally enabled ecosystem, to the Royal Navy and Royal Marines. It enables military and civilian personnel to sustain healthy lifestyles, including in challenging and austere environments, to reduce injury, illness and poor mental health, and to maximise operational efficiency.

c. **Importance of Health and Performance in the RN.** The main benefits of a successful H&P strategy are:

(1) Increased operational and warfighting capability and effectiveness.

(2) Ability to stay in the fight – able to recover, repair, rebuild, and regenerate.

(3) Reduction in injury and illness burden.

(4) Increased retention of our people.

(5) Improved recovery rate following injury and illness.

d. Health Performance Strategic Priority Areas[2]

People.

(1) Musculoskeletal Injury (MSKI)

(2) Mental Wellbeing & Resilience

(3) Health Inequalities

(4) Suicide Prevention

(5) Recovery Support

[2] https://assets.publishing.service.gov.uk/media/62b3333dd3bf7f0af6480740/Defence_People_Health _and_ Wellbeing_Strategy.pdf

Lifestyles.

(6) Nutrition

(7) Addictions & Lifestyles Choices (e.g. smoking, alcohol, gambling)

e. The Royal Navy Health and Performance Team operate in the Promote and Prevent areas.

(1) **Promote.** Focuses on sustaining positive organisational behaviour and a supportive culture.

(2) **Prevent.** Focuses on non-medical initiatives aimed at mitigating the impact of expected life and work stressors.

2911. Executive Health

a. The term Executive Health refers to the non-clinical elements of Health Promotion and the decision-making process that support the maintenance of a healthy lifestyle. Clinical healthcare remains the responsibility of qualified healthcare practitioners.

b. **Delivery.** Six Executive health priorities have been identified which will be reviewed annually.

(1) Women's Health

(2) Addictions

(3) Healthier Weight

(4) Sexual health & Relationships

(5) Mental Fitness

(6) Musculoskeletal Injuries and Physical Development

c. **Executive Health Contact.** For any questions regarding Health and Performance contact NAVYPEOPLE-PSHWGROUP@mod.gov.uk.

d. **Whole Systems Approach.** A System for Health (SfH) applies a whole-system approach to improving health outcomes. It places people at the centre of their environment and recognises the influence of leadership culture, behavioural drivers and social context. Leaders are to role-model healthy behaviours and prioritise wellbeing. Robust evaluation and reporting are to be established to capture learning and drive continuous improvement.
Functional enablers include, but are not limited to:

(1) Structured Physical Training (PT) to support occupational fitness.

(2) Healthier behaviours education.

(3) Education and training activities to inform physical and mental wellbeing.

(4) The dining facility food offer that should support healthy eating and social engagement.

(5) Overarching Leadership to enable a pro-health culture to be realised.

2912. Terms of Reference for the Unit Health & Performance Committee (UH&PC)

a. It is required that all Ships/Units/Establishments must have an active UH&PC that meets, at a minimum, once a term.

b. **Primary Task.** To monitor the Unit against the H&P priorities, promote health initiatives and campaigns, and encourage positive lifestyle choices, which enhance the lifestyle choices across the whole force.

c. **Secondary Tasks:**

(1) To assure the Command that the Ship/Unit/Establishment complies with all extant policies that sit within health and performance.

(2) To identify areas of non-compliance.

(3) To instigate remedial measures to rectify non-compliance and capture salient details within a Unit Health Action Grid (UHAG)[3].

(4) To monitor and move forward all actions detailed within the UHAG. These should also be made visible to the RN Health and Performance Team.

(5) To maintain an accessible Unit Health Calendar containing local health and wellbeing related information and details of relevant campaigns.

d. The UH&PC should consist of the following personnel:

(1) **Shore Establishment.**

(a) Chair (CO)

(b) Vice Chair (BWO/EWO/SO2/SO3)

(c) PTI

(d) ERI

[3] Unit Health Toolkit Version 1 (https://modgovuk.sharepoint.com/:b:/r/teams/62177/HW%20Toolkit/Unit%20Health%20Toolkit%20Version%201.pdf?csf=1&web=1&e=s0IMWH)

(e) Medical Representative (SO3 & POMA)

(f) Occupational Health Nurse

(g) Dental Representative

(h) Catering Representative (Contract and RN FM Manager)

(i) PO/LH Police

(j) Mess Representative (Wardroom, SR, JR)

(k) Chaplain

(l) Others with a special interest in health promotion (optional)

(m) Where applicable Civil Service Representation.

(2) **Ship/Submarine.**

(a) Chair (XO)

(b) EWO/Cox'n

(c) PTI (where applicable)

(d) Medical Representative (MO/POMA/LMA/MA)

(e) Catering Representative (LO/DLO/POCS/LCH)

(f) PO/LH Police

(g) Mess representative (Wardroom, SR, JR)

(h) NAAFI representative

(i) Other with a special interest in health promotion.

e. **Accountability.** Executive Health Requirements are the responsibility of the Unit's Commanding Officer and accountable to Dir P&T via the RN Health and Performance Board. UH&PC ROADS and UHAGs are to be sent to NAVYPEOPLE-PSHWGROUP@mod.gov.uk post any meetings. Example UH&PC Agenda and Action Grid. Other suggested topics that could also be discussed at UH&PC and therefore be evidenced in the agenda and actions include, but are not limited to:

(1) Sleep and Daylight.

(2) Shift Work.

(3) Oral Health.

2913. Unit Executive Health Requirements

Unit Health Committees and health and wellbeing are an Executive function. It is required that all Ships/Units/Establishments meet the following requirements. (12 is relevant for Shore Establishments only.)

a. All Units are to have an **active** UH&PC which meets once per term.

b. Prior to holding a UH&PC the Executive or at least once per year, are to have completed a Maritime Health Environment Assessment Tool. See para 2116.

c. The UHC must be chaired by the CO (shoreside) XO (Ships/submarines).

d. Hold a UH&PC meeting within 1 month before a deployment.

e. The UH&PC must address the best interests of all personnel and be responsive to change.

f. After each UH&PC meeting, the minutes and UHAG must be sent to RN H&P Team.

g. Hold regular H&P days/events/initiatives to promote a healthy lifestyle. These must take place before a deployment. Examples can be found in the H&P Toolkit.

h. All Units must have at least one H&P notice board to provide information and signpost how to access support. These must be updated termly and be in a space with high footfall.

i. A new H&P campaign must be initiated termly. For information on this please contact RN H&P Team.

j. All Units must have the correct amount of Menstrual Support Boxes.

k. No and Low alcohol beverages must be stocked in all mess bars. For information, please see JSP 661 Physical Health and Lifestyles – Section 4.

l. All units must maintain up to date Health and Performance feedback. More information on this can be found in the RN H&P Toolkit on Navy P&T Health & Performance SharePoint.

m. Provision of Pre/Post-Natal support including a breast-feeding facility. For information, please see JSP 661 Women’s Health - Section 5.

2914. Maritime Health Assessment Tool (m-HEAT)

a. The Maritime Military Health Environment Assessment Tool (m-HEAT) is an observational audit tool that aims to gather information to describe the maritime military environment from the perspective of supporting health behaviours. This specific version of the m-HEAT assessment tool is aimed at systematically gathering information to describe the health environment of Royal Navy (surface and sub-surface) vessels.

b. The m-HEAT will inform the Unit Health and Performance Committee (UH&PC) in undertaking a Strategic (Health) Needs Assessment. This is a self-assessment tool; it is not an assurance tool. The information from the m-HEAT can provide the basis for a Unit Action Plan.

c. The objectives of the m-HEAT are to collate information to:

(1) Describe the maritime military environment, including its policies and practices, in terms of influencing diet, physical activity, sleep, alcohol consumption and nicotine/tobacco use behaviours.

(2) Identify existing environmental factors that could promote positive health behaviours.

(3) Highlight areas which could be improved, and/or remedial actions taken, to better support health behaviour change programmes and/or interventions.

(4) Identify priority areas where Senior Leader intervention could be targeted to improve the efficacy of remedial actions and/or health behaviour change programmes and/or interventions.

(5) Benchmark key outcome measures, allowing audit scores to be compared across time points, to assess the effectiveness of remedial actions and/or health behaviour change programmes and/or interventions.

d. The Unit Commanding Officer is responsible for the completion of the maritime m-HEAT, who should delegate sections to the appropriate Heads of Department to provide accurate information.

e. The m-HEAT uses a scoring system where positive responses are scored with a ‘+1,’ and negative responses are scored ‘0’. A response of ‘N/A’ may be used in the comments section where an item may not be relevant to the specific maritime workplace (e.g. due to size or role of the vessel).

f. To obtain a final score for each section, sum all the positive responses (NB. for some items a ‘N’ is the positive answer, e.g. *special promotions on high-fat/high-sugar snacks*). A percentage will be calculated, taking into account items marked as ‘N/A’, which will be deducted from the final score for that specific section.

g. Additional narrative responses are not assigned a numerical score and will be used to add contextual depth and understanding to the quantitative scoring system. A free text narrative section is included at the end of the m-HEAT document to allow Unit reflection on the scores. The UH&PC should then consider the challenges/ blockers and facilitators/ enablers to inform an **Action Plan** which is then delivered and monitored by the UH&PC.

2915. Pre- and Post-Natal Instruction (PPNI)

For information on maternity and RNPES please see BR51 Chapter 10.

a. Organised maternity exercises classes are to be conducted within the gym environment. All establishments to offer an organised PPNI class once per week, supervised by a qualified pre and post-natal exercise instructor.

b. Facilities should be adapted for mother and a baby in a carrier, and suitable time slots should available.

c. A mother will not bring her baby into an environment where she feels the baby is unsafe. A baby placed alongside an exercise machine when the mother uses the machine can be perfectly safe if the area is set up appropriately and/or the time of day avoids peak usage periods.

d. If the local H&S assessor deems that it is not safe for a mother to bring a baby into the gym environment SO1 PDev and the RN H&P team are to be informed, along with reasons for this conclusion and the actions required.

2916. Menstrual Support Box (MSB)

a. Defence Women's Health Policy outlines that Service Personnel must be provided with additional support to manage menstruation through the provisions of the Menstrual Support Box (MSB). The policy supports the commitment to create an inclusive environment for our diverse workforce. It is an individual's responsibility to choose their menstrual management methods and ensure that they have their own supply of menstrual products. Service Personnel should be encouraged to take enough supplies to last longer than expected under usual conditions.

b. The MSB is there to provide support to Service Personnel by giving them access to menstrual supplies for use in case of unexpected bleeds or when their personal supply has become insufficient. For information, please see JSP 661 Women's Health - Section 3.

c. The MSB, contains disposable products to meet any period needs. Each box is designed to supply approximately 10 personnel for one menstrual cycle. For information, please see JSP 661 Women's Health - Section 3.

d. Eligibility. All units and establishments are eligible to order the MSB. All units and establishments should always have a MSB with sufficient supplies.

e. Procurement. It is the responsibility of the unit's Logistics Officer (or equivalent) to order the Menstrual Support Box for their unit. Boxes can be ordered via the Management of Joint Deployed Inventory (MJDI) using NSN DAS6 6150-99-979-4979.

(1) Units should order the MSB based on the number of personnel who menstruate. The number of MSB per unit should be equal to 10% of female deploying personnel (minimum quantity of 1).

(2) The logistics team must ensure that the MSB is stocked and should reorder a box when any quantity of the items reaches less than 25% of a complete box. Some items within the MSB will have expiry dates. The logistics team must ensure any contents past their expiry dates are disposed of.

SECTION 6

PUBLIC FUNDING TO ACCESS FITNESS TRAINING FACILITIES

2917. Provision Of Civilian Gymnasium Membership – Criteria

A level of physical fitness ability is required to pass the RN Physical Employment Standard (RNPES). In addition, evidence has shown regular fitness training has a positive impact on individual Health and Performance supporting a better Lived Experience. All RN personnel are expected to maintain the minimum acceptable physical employment standard annually, as defined in the RNPES policy. To support the annual physical test requirement, military fitness facilities are in normal circumstances provided. However, it is recognised that exceptionally, there are those who are assigned to remote locations where military fitness facilities are not available. Consequently, alternative arrangements are available to allow RN personnel to gain access to civilian fitness facilities, at public expense. The eligibility criteria are in BRd 51 Chap 8 or contact: NAVY PEOPLE-PS OP FITNESS (MULTIUSER) NAVYPEOPLE-PSOPFITNESS@mod.gov.uk.

ANNEX 29A

UHC AGENDA TEMPLATES WITH UHC ACTION GRID

Serial	Item	Lead
1.	Welcome and Introduction	Chair
2.	Review and Update of Previous UHC Meeting Action Grid	Chair/SME
3.	Updates on the following (delete as appropriate) a. Women's Health b. Addictions 1. Alcohol 2. Smoking/vaping 3. Gambling 4. Energy drinks c. Healthier Weight 1. Physical Activity 2. Nutrition d. Sexual Health and Relationships e. Mental Fitness/Resilience 1. Mental Fitness Training f. MSKI g. Other	SMEs
4.	Unit Health Data and Feedback from reps. (RNPES/DOFit/Remedials/Smoking Cessation)	PTI (where applicable)/ Medical Team
5.	Review and update of H&W campaigns and initatives.	Sec
6.	CO/XO top 3 termly local priorities and action plans. These should be escalated to RN H&W Team	Chair
7.	Areas requiring assistance from RN H&W team.	Chair/Sec
8.	AOB	All
9.	Proposed date of next meeting	Sec

For examples of what you may discuss in each section please see the Unit Health Toolkit.

When deciding actions please use the following colour code:

If action is needed to be taken immediately (within 1 month)	**Red**
If action is moderate (2-3 months)	**Amber**
If action is not urgent (3+ months)	**Green**

Serial	Item	Action	Lead	RAG
1.	Welcome and Introduction			
2.	Review and Update of Previous UHC Meeting Action Grid			
3.	Updates on the following (delete as appropriate) a. Women's Health b. Addictions 1. Alcohol 2. Smoking/vaping 3. Gambling 4. Energy drinks c. Healthier Weight 1. Physical Activity 2. Nutrition d. Sexual Health and Relationships e. Mental Fitness/Resilience 1. Mental Fitness Training f. MSKI g. Other			
4.	Unit Health Data and Key Performance Indicators (RNPES/DOFit/Remedials/Smoking Cessation)			
5.	Review and update of H&W campaigns and initiatives.			
6.	CO/XO top 3 termly local priorities and action plans. These should be escalated to RN H&W Team			
7.	Areas requiring assistance from RN H&W team.			
8.	AOB			
9.	Proposed date of next meeting			

For examples of how to use the colour coding and actions that may come up please see the Unit Health Toolkit.

ANNEX 29B

AUTHORISATION AND GOVERNANCE OF 'ONE-OFF' ACTIVITIES WHICH ARE NOT CATEGORISED AS SPORT OR ADVENTUROUS TRAINING

1. The key points for consideration before authorising an activity are provided in Table 29B-1 below:

Table 29B-1. Key Points.

Condition	Key Points to Consider
Types of Activity.	Due to the broad spread of events/activities, it is not possible to provide a definitive list, however, examples that could be considered by the CoC are: The Three Peaks Yacht Race The Scottish Islands Peaks Race Race the Sun RA Adventure Race Organised Ultra-Distance Endurance Events RM Lympstone to Poole Race Battlefield Tours that are not part of a core military training course An example of a type of activity that should not be authorised are all Civilian Obstacle Course Races[1] (including): Tough Guy Tough Mudder
Is it Appropriate?	The event/activity must be team-based (more than 2 people) and demonstrate a benefit to Defence and the personal development of the team members participating, typically, physical fitness, teamwork and leadership.
Safety	Ensure that there is a Safe System of Training (SST)[2] including the 4 elements of; 'Safe Practice, Safe People, Safe Place and Safe Equipment' is established. Examples are: Ensuring that individuals are wearing appropriate levels of Personal Protective Equipment (PPE). For example, the wearing of PPE that is mandated when conducting any form of military training but is not stipulated for a civilian event/activity then the level of PPE required by the military should not be reduced. Complying with policy when assessing the anticipated environmental conditions before and encountered during the event/activity[3].
Charitable Fund-Raising	Raising money for charity must not be the primary reason for the event/activity, nor must it be a mandatory requirement for participation. A contribution to charity must not be part of an event/activity entry fee.

[1] Civilian OCR are not recognised as providing a Safe System of Training (SST). When military training on obstacle courses is conducted, appropriate levels of clothing (i.e. boots with a heel, full body coverage) and equipment (helmets) are normally worn to protect the individual
[2] JSP 375. Management of Health and Safety in Defence.
[3] JSP 539 – Heat Illness and Cold Injury: Prevention and Management.

Condition	Key Points to Consider
Risk Assessments	A detailed risk assessment (recommend on MOD Form 5010) may be completed by a competent person and subsequently considered by the authorising officer[4]. The risk assessment must consider all components of the event/activity, including travelling to and from the location of the event/activity. The hazards and control measures must be made known to the participants. If circumstances/time dictate, then a dynamic RA should be considered. Particular consideration must be made to the risk of Heat/Cold Illness. All PTIs (or establishment H&S advisors) should be well versed in completing these risk assessments. The risk must be accepted by an appropriate person (AP). There needs to be a clear limit to the delegation for any Dynamic Risk Assessment (RA) that can be conducted by the OiC once the event is underway. P 375 Chapter 8 should be referenced. (i.e. knowing when to "stop"). **Review the risk assessment and update (as necessary)** The Commander, Manager or AP **must** continuously assess the activity and where unexpected hazards arise or the activity changes, then he risk assessment **must** be reviewed (this is referred to as a dynamic risk assessment) **and additional control measures added if necessary.** **Potentially high-risk activity**. The residual risk must be identified, who is authorised to hold such risk and that an audit trail confirms that the activity plan was agreed as ***ALARP and Tolerable*** – and that the plan will be followed.
Duty of Care	All events/activities must be subject to the direction and guidance within MOD policy[5]. For AT and Sport in the RN, Duty of Care (DoC) applies to all activities. The Royal Navy only applies Duty Holding to military activity so does not apply Duty Holding to AT, Sport or the types of activity considered in this RNTM. If in doubt refer to BRd10 and/or the Navy Safety Centre.
Experience and/or Competence	Authorising officers must be satisfied that participants are appropriately prepared and, if necessary, qualified to participate in the event/activity.
Fitness and Medical Standards	The following fitness and medical standards must be applied: **Fitness Standards.** As a minimum, participants must be in-date for their respective Service fitness assessment. Depending on the event/activity. **Medical Standards.** In principle, all participants should be graded Medically Fully Deployable (MFD). However, it is recognised that some individuals without an MFD grading may be more than capable of participating in an event/activity or participation may assist recovery to MFD. Authorising officers

[4] The CO or the 2* will be the authorising officer IAW the 'Decision Matrix' process at Annex A.
[5] DSA 01.1 – Defence Policy for Health, Safety and Environmental Protection.

	must assess the medical status of all participants and seek medical advice if they are unsure of an individual's ability to participate.
Condition	**Key Points to Consider**
Duration	Events/activities will normally be short in duration, lasting up to 7 days but this is at the discretion of the authorising officer.
Location or Destination	The following points apply: **General.** Event/activity organisers should select activities within the UK. However, events/activities conducted overseas may be considered, but may not attract the same levels of public funding, especially for travel (see Table 2). **Land Clearance in UK**. Activity organisers should consider whether Land Clearance is required for their proposed event/activity. Guidance can be found in JSP 907 – Use of the Defence Training and Evaluation Estate. **Overseas In-country Clearance**. Where an event/activity is taking place outside of the UK, the Activity Organiser must obtain in-country clearance from the Defence Attaché at the Embassy of the destination country. **Accidents/Incidents**. All accidents and incidents must be managed and reported in accordance with JSP 375 and sS reporting procedures (NSOR tbrb DURALS). **Medical Plans and Emergency Action Procedures**. Authorising officers should ensure that activity Organisers/Participation Co-ordinators have a Medical Plan that includes Emergency Action Procedures (EAP); it is essential that the Medical Plan and EAPs are well known to key unit personnel and all individuals conducting/involved with the event/activity.
	Overseas Medical Facilities. As part of the Medical Plan it is recommended that event/activity organisers/coordinators contact the in-country DA staff to establish the country's medical facilities, emergency process and other medical matters. This information and the medical sequence to be followed needs to be included in the Medical Plan and EAPs. It may also require Competent Medical Authority (CMA) approval[6]. It may also be necessary to consider a group or individual medical insurance.
Personal Insurance	If correctly authorised in following the guidance within this RNTM and Service Personnel (SP) are placed 'On Duty', they will be covered by the MOD's self-insurance arrangements whilst participating in the specific event/activity. However, individuals are strongly recommended to have personal accident and liability insurance to cover any occasions when they are not **directly** participating in the activity (such as periods of stand-down/leave or other activities not directly related to the authorised event/activity). Organisers are to check whether

[6] The RN CMA is Asst Head Medical Operations and Capability.

	participants have insurance and encourage those without, to purchase cover. The risks of not being covered are to be clearly explained.

Condition	Key Points to Consider
Equipment Insurance	As the MOD is not liable for the cost of insuring personal effects or issued military equipment, equipment insurance is strongly recommended to cover the loss or damage to personal and military issued equipment that may occur during any event/activity.
MOD Insurance and Duty Travel	Under government legislation the MOD's liability towards its passengers is restricted to approximately £75,000. If individuals wish to obtain increased cover, they should take out further insurance at their own expense. Please refer to MOD Insurance for Duty Travel for further guidance.
Civilian Participation	Except for the use of key enablers, civilian participation (including MOD Civil Servants and Contractors) is not to be authorised for events/activities being considered within this policy.
Use of Key Enablers	For some events/activities there may be the requirement for a key enabler[7]. The use of a key enabler to facilitate activities is limited to those already in the employment of MOD as Crown Servants (Military/Civilian) or through call-off contracts.
Fee Earners	If a key enabler is not sourced from the above means then units can use the 'Fee Earners Engagement' process, however approval for this must be through the Fee Earner Engagement HR Form 161
Duty Status	If correctly authorised, then SP will be 'On Duty' whilst participating in the specific authorised event/activity. As in any other military situation there may be occasions when SP are considered 'Off Duty', when engaged in a function or an activity not required by the Service and not directed or supervised by Service leaders. The exercise instruction should delineate between these periods and participants should be made aware of each transition.
Off Duty Recreation Activity	Individuals may partake in activities should they so wish, however, there must be no association with the unit (transport/admin order/funding) which may suggest that the unit is any way responsible for the activity[8].
Pre-Training	Authorised events/activities may require some form of pre-training to conform to the SST. If required, all pre-training must be conducted within the spirit of the Direction and Guidance (D&G) within this RNTM.

[7] Instructor, Guide, Skipper etc.
[8] Any guidance or instruction on an activity may be misinterpreted as inadvertent authorisation or approval by the unit

2. Funding

If correctly authorised, some elements of public funding may be used to help offset the cost of participation, but this must be approved by the appropriate budget holder. Any shortfall in public funding is to be met from non-public funds. Guidance for funding sources is listed in Table 2 below:

Table 29B-2. Use of Public Funds.

Action	Guidance
Travel	Travel at public expense from the unit travel budget can only be authorised for events/activities conducted within the UK; Overseas travel can only be conducted at non-public expense (this includes all elements of travel and subsistence, including from unit to point of disembarkation and the equivalent return journey). Travel is to be by the most economic method and should be based on collective arrangements whenever possible.
Subsistence	In accordance with JSP752 Parts 1 and 2 day and night subsistence allowances are not eligible. Military accommodation must be used in the first instance. Where military accommodation is not available, accommodation costs are to be met from non-public funds[9].
CILOR	If military accommodation that provides catering or Pay as You Dine (PAYD) facilities is not available, then CILOR can be authorised and must be applied for through respective Log Sp Food Services departments.
Local Overseas Allowance (LOA) and Longer Separation Allowance	In accordance with JSP 752 Part 2 LOA and LSA allowances are not eligible[10].
Commanding Officer's Public Fund (COPF)	Use of the COPF may be authorised to help offset the cost of participation however it must not be used to pay for event entry fees.
Non-Public Funds	Where public funds do not meet the expected costs of the activity, shortfalls must be met from non-public funds. Potential sources of non-public funds include, but are not limited to the following: Ship/Unit Funds. RN&RM Sports Lottery. RN&RM Charity. RM Charity (RM only). Others (Greenwich Hospital, Gosling Foundation etc)

3. Other financial considerations include:

a. **Sponsorship.** Any applications for sponsorship must be in accordance with policy[11] and advice must be sought from Navy Command Corporate Governance at the earliest opportunity. There is a requirement to report all core and non-core sponsorship activity above £5K as part of quarterly returns to MOD, submitted through Navy Command Corporate Governance.

[9] For example, the use of campsites is permitted but costs must be met from non-public funds.
[10] N.B. Para 19 of JSP 752 Part 2 for other allowances/charges that may affect individuals whilst away on activities.
[11] JSP 462 – Part 2, Chapter 7 – Sponsorship.

b. **Personal Contributions.** Having expended all efforts to identify sources of funding, a personal contribution may still be required to participate in the event/activity. The level of personal contribution will be wholly dependent upon available public or non-public funds and at the discretion of the authorising officer. A personal contribution reflects commitment from an individual and should be seen as positive.

c. **Route to Market.** It is important to note that the payment for goods or services using public funds should be through the commercial route to market process and Contracting, Purchasing and Finance (CP&F). This also applies to travel activity that has been given a HRG travel exemption.

4. Authorisation. All activities within the scope must be authorised by the Commanding Officer (CO) of the individuals participating. The following principles will apply:

a. **Decision Matrix.** It is anticipated that many selected events/activities will incorporate risk; either physical, reputational, or both. A simple matrix to assist the CO when determining the level of risk involved is included in this Annex. Three levels of risk are defined which are linked directly to a hierarchy of authorisation[12]:

(1) **Low Risk.** Activities assessed as Low Risk can be authorised by the CO.

(2) **Moderate Risk.** Activities assessed as Moderate Risk require elevation to 1* HQ for subsequent advice[13] and oversight before a CO makes a decision on authorisation.

(3) **High Risk.** Activities assessed to be High Risk will require a Military Judgement Panel (MJP) to be convened by the unit's 2* HQ. Guidance on the attendance and conduct of the MJP is provided below. The MJP must authorise the activity for it to proceed.

b. **Single Unit Activities.** The CO of the unit conducting the event/activity, or who has unit personnel participating in an event/activity, must endorse the activity or proposed participation. The CO must ensure there is a suitable Officer, Warrant Officer or SR/NCO to be the event/activity responsible person[14] for the 'Duty of Care' of all participants.

c. **Multi-Unit Activities.** Where participating individuals come from more than one unit, then a lead unit must be appointed[15]. The CO of the lead unit must ensure there is a suitable Officer, Warrant Officer or SR/ NCO to be responsible for the Duty of Care of all participants. It is advised that SP from other units complete Annex C (signed by their CO) and forward the Annex to the lead unit's activity organiser/participation coordinator to confirm authorisation for their involvement.

[12] A 3 layered assurance approach that involves an elevation up the CofC as the risk increases. This provides assurance and risk management oversight IAW the DH construct.
[13] From a Suitably Qualified and Experienced Person (SQEP) or Subject Matter Expert (SME). The Duty Holding CofC can also seek advice from SQEPs or SMEs outside of their CofC from other organisations such as Dep Hd Navy Sport and RN AT HQ, and may be signposted to other organisations for SQEP/SME advice.
[14] This person must be in attendance and taking part in the event.
[15] Usually the CoC of the proposed activity organiser/leader.

d. **Activity Administration Instruction.** An Administration Instruction enables event organisers to formally capture all the processes of authorisation and provides COs with a tangible and auditable document to demonstrate compliance with MOD policy and procedures. A nominal roll within such a document will also act as the mechanism for placing SP on duty.

e. **Daily Orders.** In lieu of an Administration Instruction for more simple events, participation in an activity may be recorded on the unit/ship's Daily/Weekly Orders.

5. Media Plan. Depending on the nature of the activity**,** organisers/coordinators are strongly encouraged to consider a Media Plan, this is to produce positive media coverage to sell the Navy's message to aid retention and recruitment.

6. Advice. Whilst the CoC is responsible for determining whether to authorise these activities, general advice on the principles introduced in this RNTM should in the first instance be sought from the unit PT department.

ANNEX 29C

GUIDANCE FOR COMMANDING OFFICERS WHEN DETERMINING RISK LEVELS

1. General. The table below provides a decision matrix to assist COs when determining risk levels associated with activities. It does not negate the requirement to conduct a full risk assessment IAW JSP 375. An elevated level of risk will require an elevated level of authorisation:

Risk Factor	Risk Threshold		
	Low (1 pt)	Moderate (2 pts)	High (3 pts)
Altitude	≤2500m	2500 – 3500m	≥3500m[1]
Degree of Hazard[2] (Technical nature of discipline)	Low	Medium	High*
Work Rate[3] (both physical & psychological)	Low	Moderate	High* (if sustained for long periods)
Duration of Continuous Activity (per 24 hrs)	Short (<8 hrs)	Moderate (8-16 hrs)	Long (>16 hrs)
Rest and Recovery Period During the Event/Activity (per 24 hrs)	Long (>8 hrs)	Moderate (5-8 hrs)	Short (<5 hrs)
Acclimatisation	Acclimatised	See note[4]	Unacclimatised[5]
Participant Preparedness	Full	Partial	None
Remoteness (Access to / Response of Emergency Services)	<30 mins	30-60 mins	>60 mins
Organised Event Reputation	Established Event Good Safety Record	N/A	New Event or Frequent Health & Safety Incidents*
Estimated Climatic Conditions (Wet Bulb Globe Temperature (WBGT))[6]	As the vast majority of authorised activities via this RNTM sit outside the WBGT Work/Rest tables contained within JSP 375 Ch 41, all climatic conditions (heat and cold) must be considered separately outside this scoring matrix and specified within the activity Risk Assessment.		

2. Risk Scoring. When determining a risk rating, the following scoring is to be used:

a. Risk factors with a ‘Low’ risk threshold - 1 pt.

b. Risk factors with a ‘Moderate’ risk threshold - 2 pts.

[1] Due to the increased risk of altitude-related illnesses (Acute Mountain Sickness (AMS), High Altitude Cerebral Oedema (HACE), High Altitude Pulmonary Oedema (HAPE)), any activities conducted above 3500 metres must automatically be evaluated and authorised by a 2* HQ MJP.
[2] Examples – **Low** - Road cycle touring, **Medium** - Road cycling competitions/races with technical descents at speed, **High** - Off road cycling events/competitions with technical or graded descents.
[3] JSP 375 Ch 41 Annex C provides further detail on Work rate tables
[4] Personnel are either acclimatised or unacclimatised.
[5] In accordance with JSP 539, Part 2, Annex C, UK and Northern Europe based personnel are deemed to be unacclimatised.
[6] For planned activity this can be provided anywhere in the world by the Joint Operations Meteorology and Oceanography Centre

c. Risk factors with a ‘High’ risk threshold - 3 pts. *If an event/activity has a risk factor that falls into these thresholds, consideration regarding participation in the event/activity must be elevated to 1* HQ level for advice and oversight prior to the CO’s authorisation decision is made (even if the total risk score is ‘Low Risk’).

3. Risk Rating and Authorisation. Once the risk factors above have been scored according to the anticipated risk threshold, all of the individual scores are to be added together to create a total risk score. The total risk score will produce a risk rating. This rating is directly linked to the level of authorisation required as defined at para 7a. The risk rating against the total risk score and level of authorisation required is as follows:

Risk Level	Score	Authorised By
Low Risk	Score of 10-12 pts	CO’s Authorisation
Moderate Risk	Score of 12-17 pts	CO’s Authorisation after elevation for advice and oversight at 1* HQ level
High Risk:	Score of 18 pts or more	2* HQ MJP Authorisation

4. Changes in Risk Factors. If the event risk factors and their associated thresholds change from the original scoring, then the following procedure must be applied:

a. A daily/dynamic risk assessment is conducted to include control measures/management of the risk.

b. The updated risk assessment is to be reported back to the Authorising Officer for guidance, advice and continued authorisation to participate.

c. This is to be conducted by the appointed 'Duty of Care' person in consultation with any SQEP or SME present on the ground.

d. The Authorising Officer remains responsible for authorising activities that have elevated risk identified through the daily/dynamic risk assessment.

ANNEX 29D

2* HQ - MILITARY JUDGEMENT PANEL (MJP) COMPOSITION AND CONSIDERATIONS

1. General. As introduced at para 8 and defined at Annex B, some activities may be considered 'High Risk' and subsequently require higher level scrutiny by a unit's 2* HQ.

2. MJP Composition. The suggested membership of a 2* HQ MJP is:

a. Activity Risk Owner (or appointed representative).

b. Corporate Governance representative.

c. Budget Manager.

d. Health and Safety representative.

e. Medical representative.

f. An independent activity-specific Subject Matter Expert (SME) for example:

(1) SO1 AT representative (if appropriate).

(2) DHd Navy Sport representative (if appropriate).

3. MJP Considerations. The aim of the MJP is to:

a. Consider the appropriateness of the event/activity being proposed.

b. Consider the safety arrangements and assess their robustness.

c. Establish whether the benefits of participation outweigh the risks.

d. Set the conditions under which authorisation to participate is predicated.

4. MJP Event Assessment. To help inform the MJP process, the activity leader is to populate the MJP Event Assessment Form at Appendix 1.

5. MJP Result. Having fully considered the activity, the MJP is to produce a written record of the result reached, inform the requesting unit accordingly and archive the record for future retrieval as required.

APPENDIX 1 TO ANNEX 29D

MILITARY JUDGEMENT PANEL (MJP) - EVENT ASSESSMENT FORM

Section 1 - Event Details						
Event Title:						
Activity(ies):						
Organising Body (if a civilian event)						
Location/s:						
Date/s:	From:		To:			

Section 2 - Proposing Unit Details						
Unit Title:						
Activity Leader:	Rank:		Name:		Tel:	
Commanding Officer:	Rank:		Name:		Tel:	

Section 3 - Event Description and Aim of Participation
Briefly describe the event and state the aims and objectives that will be achieved by those participating:

Section 4 - Funding Arrangements
Briefly describe the funding arrangements proposed for participation in the event: (i.e. entry fees, travel, accommodation, food, etc)

Section 5 - Unit Participants	
No of personnel participating:	
Describe their role/s in the activity:	
Describe their level of competence and preparedness for the activity: (include any qualification requirements and any pre-training)	
Confirm fitness levels and medical status: (refer to para 5f of RNTM)	

Section 6 - Event Safety (summary of risk assessment and admin instructions)
Describe the written instructions, verbal briefings and Duty of Care that will be afforded to participants:
Describe the topographical and environmental conditions that are expected: (i.e. terrain, sea state, weather, etc)

Describe any personal protective clothing and equipment that will be used throughout the event:
Describe the minimum safety standard for any specialist equipment used: (i.e. vehicles, bikes, boats, etc)
Describe the medical arrangements that will be available throughout the event:
Describe the Communication Plan being used for the event: (i.e. use of radios, mobile phones, GPS Trackers (include coverage) etc)
Describe the procedures for emergency recovery or evacuation:
Describe the procedures for incident reporting and notification:

Section 7 - Other Remarks

Use this section to provide any further details that the MJP should be made aware of or that may assist them in making their decision:

Section 8 - Authentication by Activity Leader

Signed		Rank		Name		Date	

Section 9 - MJP Approval / Not Approved (delete as appropriate) - Risk Held

Signed		Rank		Name		Date	

CERTIFICATE OF AUTHORISATION FOR MULTI-UNIT ACTIVITY

1. This certificate is to be completed by individuals, from units other than the lead unit, when participating in an activity within scope of this RNTM.

2. Once completed and authorised by the individual's Commanding Officer, iaw JSP 375 Chapter 39 (Retention of Records) this certificate is to be forwarded to the activity organiser in the lead unit, who must retain the certificate as confirmation of authorisation to participate in the event/activity. When this certificate is considered no longer valid it should to retained locally or sent to archive (see JSP 441) and should be retained for a minimum of 3 years.

Section 1 - Event Details	
Event Title:	
Activity:	
Organising Body (if a civilian event):	
Date/s:	
Location/s:	
Section 2 - Lead Unit Details	
Lead Unit Title:	
Name of Unit Activity Leader:	

Section 3 - Unit Participant Details					
Ser	Service No	Rank	Initials	Surname	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Section 4 - Unit Point of Contact					
Rank		Name		Tel No	

Section 5 - Commanding Officer's Authorisation							
I hereby authorise the personnel listed at Section 3 above to participate in the activity described at Section 1 above:							
Rank		Name		Signature		Date	

ANNEX 29E

MARITIME MILITARY HEALTH ENVIRONMENT ASSESSMENT TOOL (m-HEAT) ASHORE

- Background Information
- Background information is obtained to understand the demographics of the maritime military working environment and provide some context to the audit.

SECTION 1: Background Information	
Date of Completion:	
Unit and Establishment Type (e.g. RN, RM, tri-Service, or detail mixed):	
Unit Taskings (e.g. Initial Military Training, Dockyard, Air Station, etc.):	
Typical working patterns of Unit personnel (Working day/ hours/ special duties):	
Average number of personnel attached to the Unit:	
Male:	
Female:	
Officers:	
Senior Rates/Ranks:	
Junior Rates/Ranks:	
Living Accommodation (e.g. SLAM, Houses, Blocks [room occupancy] – provide as much detail as possible):	

SECTION 2: The Nutrition Environment			
1. Meal timings (for your Unit as appropriate; leave blank where not relevant): (e.g.: xx:xxhrs – xx:xxhrs)			
a. Juniors Dining Facility:	Breakfast: _ _ : _ _ - _ _ : _ _	Lunch: _ _ : _ _ - _ _ : _ _	Dinner: _ _ : _ _ - _ _ : _ _
b. Seniors Dining Facility:	Breakfast: _ _ : _ _ - _ _ : _ _	Lunch: _ _ : _ _ - _ _ : _ _	Dinner: _ _ : _ _ - _ _ : _ _
c. Wardroom/Officers Mess:	Breakfast: _ _ : _ _ - _ _ : _ _	Lunch: _ _ : _ _ - _ _ : _ _	Dinner: _ _ : _ _ - _ _ : _ _
d. Other (Please Detail): _____	Detail Opening Times:	_ _ : _ _ - _ _ : _ _	Notes:
e. Duty Meals Availability:	Breakfast: _ _ : _ _ - _ _ : _ _	Lunch: _ _ : _ _ - _ _ : _ _	Dinner: _ _ : _ _ - _ _ : _ _
2. Typical time available to eat:	Breakfast: _ _ hrs _ _ min	Lunch: _ _ hrs _ _ min	Dinner: _ _ hrs _ _ min
3. Menu cycle (number of weeks):			
4. Free time of personnel:	a. Typical Timings: _ _ : _ _ - _ _ : _ _ _ _ : _ _ - _ _ : _ _ _ _ : _ _ - _ _ : _ _ _ _ : _ _ - _ _ : _ _ _ _ : _ _ - _ _ : _ _ _ _ : _ _ - _ _ : _ _ b. Where does the crew (Juniors, Seniors, Officers) spend their free time? Juniors: …… Seniors: …… Officers: ……		

	c. Typical food consumed during this time: Juniors: …… Seniors: …… Officers: …… d. Typically, from where is the food/drinks consumed during this time sourced: Juniors: …… Seniors: …… Officers: ……

5. Provision (Dining Facility = DFAC)	Juniors DFAC	Seniors DFAC	Ward-room	Details	Score
a. A Healthy meal choice available	Y_1 N_0	Y_1 N_0	Y_1 N_0		
b. Healthy choices are identified on the menu	Y_1 N_0	Y_1 N_0	Y_1 N_0		
c. Healthy choices are identified at the Counter	Y_1 N_0	Y_1 N_0	Y_1 N_0		
d. How many main meal choices at lunch?					
e. How many main meal choices at dinner?					
f. Healthy options are clearly visible	Y_1 N_0	Y_1 N_0	Y_1 N_0		
g. There is a vegetarian option	Y_1 N_0	Y_1 N_0	Y_1 N_0		
h. There is a vegan option on request	Y_1 N_0	Y_1 N_0	Y_1 N_0		

i. There is a gluten free option on request	Y_1	N_0	Y_1	N_0	Y_1	N_0		
j. There are health education/promotion materials in the DFAC	Y_1	N_0	Y_1	N_0	Y_1	N_0		

6. Typical food provision at meal times (check against menus)

Junior DFAC: a. Breakfast: b. Lunch: c. Dinner:	Senior DFAC: a. Breakfast: b. Lunch: c. Dinner:
Wardroom/Officers' DFAC: a. Breakfast: b. Lunch: c. Dinner:	Duty Food Offer: a. Breakfast: b. Lunch: c. Dinner:

d. Is it considered by personnel that portion sizes are generally acceptable? Y_1 N_0

Detail evidence to inform this decision:			
7. Accommodation Facilities	**Available?**	**Additional Comments**	**Score**
Kettle?	Y_1 N_0		
Microwave?	Y_1 N_0		
Air-fryer	Y_1 N_0		
Blender?	Y_1 N_0		
Fridge?	Y_1 N_0		
Freezer?	Y_1 N_0		
Cupboards for Storage?	Y_1 N_0		
Other? (Please detail)	Y_1 N_0		
Improvements that could be made within the accommodation constraints?			
8. The Shop/Vending Machines	**Available?**	**Additional Comments**	**Score**
a. Opening Hours	_ _ : _ _hrs - _ _ : _ _hrs _ _ : _ _hrs - _ _ : _ _hrs _ _ : _ _hrs - _ _ : _ _hrs _ _ : _ _hrs - _ _ : _ _hrs _ _ : _ _hrs - _ _ : _ _hrs _ _ : _ _hrs - _ _ : _ _hrs		
b. Meal deals are available	Y_1 N_0		
c. Healthy snacks are available	Y_1 N_0		
d. There are special promotions to encourage healthy eating	Y_1 N_0		

e. There are special promotions on high-fat/high-sugar/ large portion snacks	Y_0 N_1		
f. Are healthy option prices comparable to, or cheaper than, less healthy options?	Y_1 N_0		
g. What would you say are the most popular items?	Detail:		
h. Is there a large selection of high-energy/ caffeinated beverages available?	Y_0 N_1		
i. On balance, would you consider that there are more promotions for unhealthy food options compared with healthy food options?	Y_0 N_1		
j. (If available) vending machines provide healthy snack/drink options?	Y_1 N_0		
k. (If available) the prices of vending machine healthy options are comparable to or cheaper than less healthy options?	Y_1 N_0		
l. What improvements could be made to the shop/vending machine **provision** to encourage healthier eating behaviours?	Y_1 N_0		
m. What improvements could be made to the NAAFI **marketing/ health promotion materials** to encourage healthier food choices?	Detail:		
		Sub-Total	__ / 27

SECTION 3: The Physical Activity Environment						
1. Physical Training						Score
a. Do unit personnel partake in organised structured physical training delivered by a PTI?	Y_1 N_0	Additional Comments				
b. If yes, how frequently (circle times per week)?	5+	4-5	3 - 4	2 - 3	1 - 2	1 – 0
c. What type of activities are offered? (e.g. Circuits, Pilates, Boxing, Yoga)	Detail:					
d. On average, are these group classes well attended?	Y_1 N_0	Additional Comments:				
e. Which activities are particularly well-attended by unit personnel?	Detail:					
f. Are personnel allocated time to carry out their own physical training during the working day?	Y_1 N_0	Additional Comments:				
g. If yes, on average how regularly does this occur (circle times per week)?	5+	4 – 5	3 – 4	2 – 3	1 – 2	1 – 0
h. Are organised sporting opportunities provided?	Y_1 N_0	Additional Comments:				
i. Are Adventurous Training opportunities provided?	Y_1 N_0	Additional Comments:				

2. Fitness training facilities/ equipment			
a. Is there a gym available? *If more than one, please detail in additional comments*	Y_1 N_0	**If no, move to question 3.** Additional Comments	
If yes, what equipment is available?			
b. Treadmill	Y_1 N_0	How many?	
c. Rowing Machine	Y_1 N_0	How many?	
d. Stepper	Y_1 N_0	How many?	
e. Cross-Trainer	Y_1 N_0	How many?	
f. Bike	Y_1 N_0	How many?	
g. Spinning Bike	Y_1 N_0	How many?	
h. Free-Weights (Dumbbells/ benches)	Y_1 N_0	How many?	
i. Free-Weights (Power/Squat rack)	Y_1 N_0	How many?	
j. Lifting Platform	Y_1 N_0	How many?	
k. Functional Training Rig	Y_1 N_0	How many?	
l. Mats	Y_1 N_0	How many?	
m. Boxing Bag and Gloves	Y_1 N_0	How many?	
n. Please detail any equipment not listed above:			

n. Is there music in the gym?	Y_1 N_0		
o. Is there a TV in the gym?	Y_1 N_0	How many?	
p. Is there Wi-Fi in the gym?	Y_1 N_0		
3. What **improvements** could be made to the facilities/ equipment to encourage more personnel to participate in the gym activities?	Additional comments:		
4. What other **improvements/ support** could be provided to encourage personnel to be more physically active?	Additional comments:		
		Sub Total	__ / 21

Notes:

SECTION 4: The Sleep Environment		
1. Have any issues around sleep/rest/fatigue being raised with Command?	Y_0 N_1	Provide brief details:
2. Was Command able to take action to remediate this/ these issues?	Y_1 N_0	Provide brief details:
Generally, with respect to the following criteria, is the sleep environment within unit accomodation acceptable?		
	Acceptable	**If no**, can a local solution be provided (please detail)?
3. Juniors Accommodation:		
a. Bed space	Y_1 N_0	Room occupancy (number/room):
b. Mattress	Y_1 N_0	
c. Pillow	Y_1 N_0	
d. Light levels (dark / light)	Y_1 N_0	
e. Noise levels	Y_1 N_0	
f. Temperature	Y_1 N_0	
g. Humidity	Y_1 N_0	

h. Smell	Y_1 N_0	
4. Seniors Accommodation:		
a. Bed space	Y_1 N_0	Room occupancy (number/room):
b. Mattress	Y_1 N_0	
c. Pillow	Y_1 N_0	
d. Light levels (dark / light)	Y_1 N_0	
e. Noise levels	Y_1 N_0	
f. Temperature	Y_1 N_0	
g. Humidity	Y_1 N_0	
h. Smell	Y_1 N_0	
5. Officers Accommodation:		
a. Bed space	Y_1 N_0	Room occupancy (number/room):
b. Mattress	Y_1 N_0	
c. Pillow	Y_1 N_0	
d. Light levels (dark / light)	Y_1 N_0	
e. Noise levels	Y_1 N_0	
f. Temperature	Y_1 N_0	
g. Humidity	Y_1 N_0	

h. Smell	Y_1 N_0	
	Sub Total	__ / 26

SECTION 5: The Alcohol and Nicotine Use Environment

1. Alcohol

a. Is there an Alcohol Policy in place?	Y_1 N_0	Additional Comments	
b. Please detail the policy?			
c. Are Alcohol Brief Interventions available?	Y_1 N_0		
d. If yes, please give brief outline.			
e. Describe how available alcohol is within the establishment, and if there are no/low alcohol alternatives available?	**Juniors:**		
	Seniors:		
	Officers:		

2. Smoking / Tobacco Use					
a. Is a smoking policy in place in the establishment?	Y_1 N_0				
b. If yes, is this generally adhered to?	Y_1 N_0				
c. Does the establishment have, or is developing, a tobacco-free implementation strategy?	Y_1 N_0				
d. Does the establishment have a designated Smoking area?	Y_1 N_0				
e. If no, is this being considered as part of a tobacco-free implementation strategy	Y_1 N_0				
f. Can tobacco products be purchased within the establishment (e.g. cigarettes, cigars, pipe tobacco)?	Y_1 N_0	If yes, please detail:			
3. Vaping / Nicotine Use					
a. Is a vaping policy in place within the establishment?	Y_1 N_0				
b. If yes, is this generally adhered to?	Y_1 N_0	**OR** (counts as one item)	If no, is a vaping policy/implementation strategy in development?	Y_1 N_0	
c. Can personnel buy vaping products within the establishment?	Y_1 N_0	If yes, please detail:			

d. Can personnel buy other nicotine containing products within the establishment (e.g. pouches)?	Y_1 N_0	If yes, please detail:	
		Sub Total	__ / 12

SECTION 6: Health Promotion and Mental Health			
1. Are any of the following workplace health initiatives offered/ provided?		**If Yes**, please provide details (e.g. Nutrition, Physical Activity, Sleep, Alcohol, Smoking; Length of initiative/ when/ who leads?)	
a. Activity groups/ classes	Y_1 N_0		
b. Team building events	Y_1 N_0		
c. Presentations on healthy eating	Y_1 N_0		
d. One-to-one nutrition support	Y_1 N_0		
e. One-to-one fitness/physical activity support	Y_1 N_0		
f. Healthier Weight / Weight management programme (e.g. DOfit)	Y_1 N_0		

g. Health promotion materials/advice (e.g. notice boards, flyers/pamphlets, emails etc.)	Y_1 N_0		
h. Smoking cessation services	Y_1 N_0		
i. Alcohol brief interventions	Y_1 N_0		
j. Health and wellbeing fair	Y_1 N_0		
k. Defence Health and Wellbeing Advisor (DHWA) within the establishment	Y_1 N_0	**If yes**, how many and what is the specialism of the practitioner(s) (e.g. PTI, nurse)	
k. Qualified mental health personnel within the establishment	Y_1 N_0	If no, who would you go to if you needed support?	
l. Mental Health Briefs available	Y_1 N_0		
m. Percent of establishment's/Unit's personnel in date for Mental Health Fitness brief?	___ %		
k. Other (please detail)	Y_1 N_0		
		Sub-Total	__ / 14

Notes:

(Shore-Base) m-HEAT SCORING	
Section 1: Background Information	Completed: Y N
Section 2: Nutrition Environment	Sub-Total: / 27
Section 3: The Physical Activity Environment	Sub-Total: / 21
Section 4: The Sleep Environment	Sub-Total: / 26
Section 5: The Alcohol and Nicotine Use Environment	Sub-Total: / 12
Section 6: Health Promotion and Mental Health	Sub-Total: / 14
	Total: /100
	%:

Unit-Reflection	
After completing the maritime m-HEAT:	
• Detail what you would consider to be the <u>top three</u> challenges/ blockers to supporting positive health behaviours in your Unit in order of importance (1 = highest; 3 = lowest), and detail if you believe that these are in the Unit's control:	In Unit's Control? (Yes or No)
1.	Y N
2.	Y N
3.	Y N
• Detail what you would consider to be the <u>top three</u> facilitators/ enablers to supporting positive health behaviours in your Unit in order of importance (1 = highest; 3 = lowest), and detail if you believe that these are in the Unit's control:	
4.	Y N
5.	Y N
6.	Y N
Additional comments:	

ANNEX 29F

MARITIME MILITARY HEALTH ENVIRONMENT ASSESSMENT TOOL (m-HEAT) AFLOAT

1. Background Information. Background information is obtained to understand the demographics of the maritime military working environment and provide some context to the audit.

SECTION 1: Background Information	
Date of Completion:	
Unit and Vessel Type:	
Operation/Tasking:	
Typical working patterns of Ship/Submarine crew (Working day/ hours/ watch keeping):	
Average number of personnel onboard (include embarked personnel; e.g. RM, RAF/aircrew):	
Male:	
Female:	
Officers:	
Senior Rates/Ranks:	
Junior Rates/Ranks:	
Crew Accommodation (e.g. cabins, 18, 26, 30 Person Mess; provide as much detail as possible):	

SECTION 2: The Nutrition Environment			
1. Meal timings (for your Unit as appropriate; leave blank where not relevant): (eg: xx:xxhrs – xx:xxhrs)			
a. Juniors Dining Facility:	Breakfast: _ _ : _ _ - _ _ : _ _	Lunch: _ _ : _ _ - _ _ : _ _	Dinner: _ _ : _ _ - _ _ : _ _
b. Seniors Dining Facility:	Breakfast: _ _ : _ _ - _ _ : _ _	Lunch: _ _ : _ _ - _ _ : _ _	Dinner: _ _ : _ _ - _ _ : _ _
c. Wardroom:	Breakfast: _ _ : _ _ - _ _ : _ _	Lunch: _ _ : _ _ - _ _ : _ _	Dinner: _ _ : _ _ - _ _ : _ _
d. Other (Please Detail): _____	Detail Opening Times:	_ _ : _ _ - _ _ : _ _	Notes:
e. Watch keeping Meal times:	Breakfast: _ _ : _ _ - _ _ : _ _	Lunch: _ _ : _ _ - _ _ : _ _	Dinner: _ _ : _ _ - _ _ : _ _
f. Defence Watch Meal times:	Breakfast: _ _ : _ _ - _ _ : _ _	Lunch: _ _ : _ _ - _ _ : _ _	Dinner: _ _ : _ _ - _ _ : _ _
2. Typical time available to eat:	Breakfast: _ _ hrs _ _ min	Lunch: _ _ hrs _ _ min	Dinner: _ _ hrs _ _ min
3. Menu cycle (number of weeks):			
4. Free time of personnel:	a. Typical Timings: _ _ : _ _ - _ _ : _ _ _ _ : _ _ - _ _ : _ _ _ _ : _ _ - _ _ : _ _ _ _ : _ _ - _ _ : _ _ _ _ : _ _ - _ _ : _ _ _ _ : _ _ - _ _ : _ _ b. Where does the crew (Juniors, Seniors, Officers) spend their free time? Juniors: …… Seniors: ……		

	Officers: …… c. Typical food consumed during this time: Juniors: …… Seniors: …… Officers: …… d. Typically, from where is the food/drinks consumed during this time sourced: Juniors: …… Seniors: …… Officers: ……

5. Provision (Dining Facility = DFAC)	Juniors DFAC	Seniors DFAC	Ward-room	Details	Score
a. A Healthy meal choice available	Y_1 N_0	Y_1 N_0	Y_1 N_0		
b. Healthy choices are identified on the menu	Y_1 N_0	Y_1 N_0	Y_1 N_0		
c. Healthy choices are identified at the Counter	Y_1 N_0	Y_1 N_0	Y_1 N_0		
d. How many main meal choices at lunch?					
e. How many main meal choices at dinner?					
f. Healthy options are clearly visible	Y_1 N_0	Y_1 N_0	Y_1 N_0		

g. There is a vegetarian option	Y_1	N_0	Y_1	N_0	Y_1	N_0		
h. There is a vegan option on request	Y_1	N_0	Y_1	N_0	Y_1	N_0		
i. There is a gluten free option on request	Y_1	N_0	Y_1	N_0	Y_1	N_0		
j. There are health education/promotion materials in the DFAC	Y_1	N_0	Y_1	N_0	Y_1	N_0		

6. Typical food provision at meal times (check against menus)

Junior DFAC: a. Breakfast: b. Lunch: c. Dinner:	Senior DFAC: a. Breakfast: b. Lunch: c. Dinner:
Wardroom DFAC: a. Breakfast: b. Lunch: c. Dinner:	Watchkeeping Food Offer: a. Breakfast: b. Lunch: c. Dinner:

d. Is it considered by the crew that portion sizes are generally acceptable? Y_1 N_0

Detail evidence to inform this decision:

7. Messdeck Facilities	**Available?**	**Additional Comments**	**Score**
Kettle?	Y_1 N_0		
Microwave?	Y_1 N_0		
Air-fryer	Y_1 N_0		
Blender?	Y_1 N_0		
Fridge?	Y_1 N_0		
Freezer?	Y_1 N_0		
Cupboards for Storage?	Y_1 N_0		
Other? (Please detail)	Y_1 N_0		
Improvements that could be made within the vessel constraints?			

8. The NAAFI/Vending Machines	**Available?**	**Additional Comments**	**Score**
a. Opening Hours	_ _ : _ _hrs - _ _ : _ _hrs _ _ : _ _hrs - _ _ : _ _hrs _ _ : _ _hrs - _ _ : _ _hrs _ _ : _ _hrs - _ _ : _ _hrs _ _ : _ _hrs - _ _ : _ _hrs _ _ : _ _hrs - _ _ : _ _hrs		

b. Meal deals are available	Y_1 N_0		
c. Healthy snacks are available	Y_1 N_0		
d. There are special promotions to encourage healthy eating	Y_1 N_0		
e. There are special promotions on high-fat/high-sugar/ large portion snacks	Y_0 N_1		
f. Are healthy option prices comparable to, or cheaper than, less healthy options?	Y_1 N_0		
g. What would you say are the most popular items?	Detail:		
h. Is there a large selection of high-energy/ caffeinated beverages available?	Y_0 N_1		
i. On balance, would you consider that there are more promotions for unhealthy food options compared with healthy food options?	Y_0 N_1		
j. (If available) vending machines provide healthy snack/drink options?	Y_1 N_0		
k. (If available) the prices of vending machine healthy options are comparable to or cheaper than less healthy options?	Y_1 N_0		
l. What improvements could be made to the shop/vending machine **provision** to encourage healthier eating behaviours?	Details:		

m. What improvements could be made to the NAAFI **marketing/ health promotion materials** to encourage healthier food choices?	Detail:	
	Sub-Total	__ / 27

SECTION 3: The Physical Activity Environment

1. Physical Training						Score
a. Does the Unit/Sub-Unit partake in organised structured physical training delivered by a PTI?	Y_1 N_0	Additional Comments				
b. If yes, how frequently (circle times per week)?	5+	4-5	3 - 4	2 - 3	1 - 2	1 – 0
c. What type of activities are offered? (e.g. Circuits, Pilates, Boxing, Yoga)	Detail:					
d. On average, are these group classes well attended?	Y_1 N_0	Additional Comments:				
e. Which activities are particularly well-attended by the crew?	Detail:					
f. Are personnel allocated time to carry out their own physical training during the working day?	Y_1 N_0	Additional Comments:				

g. If yes, on average, how regularly does this occur (circle times per week)?	5+	4 – 5	3 – 4	2 – 3	1 – 2	1 – 0
h. Are organised sporting opportunities provided?	Y_1 N_0	Additional Comments:				
i. Are Adventurous Training opportunities provided?	Y_1 N_0	Additional Comments:				
2. Fitness training facilities/ equipment						
a. Is there a gym available? *If more than one, please detail in additional comments*	Y_1 N_0	**If no, move to question 3.** Additional Comments				
If yes, what equipment is available?						
b. Treadmill	Y_1 N_0	How many?				
c. Rowing Machine	Y_1 N_0	How many?				
d. Stepper	Y_1 N_0	How many?				
e. Cross-Trainer	Y_1 N_0	How many?				
f. Bike	Y_1 N_0	How many?				
g. Spinning Bike	Y_1 N_0	How many?				

h. Free-Weights (Dumbbells/ benches)	Y_1 N_0	How many?	
i. Free-Weights (Power/Squat rack)	Y_1 N_0	How many?	
j. Lifting Platform	Y_1 N_0	How many?	
k. Functional Training Rig	Y_1 N_0	How many?	
l. Mats	Y_1 N_0	How many?	
m. Boxing Bag and Gloves	Y_1 N_0	How many?	
n. Please detail any equipment not listed above:			
n. Is there music in the gym?	Y_1 N_0		
o. Is there a TV in the gym?	Y_1 N_0	How many?	
p. Is there Wi-Fi in the gym?	Y_1 N_0		
3. What **improvements** could be made to the facilities/ equipment to encourage more personnel to participate in the gym activities?	Additional comments:		
4. What other **improvements/ support** could be provided to encourage personnel to be more physically active?	Additional comments:		

Sub Total	__ / 21

Notes:

SECTION 4: The Sleep Environment		
1. Have any issues around sleep/rest/fatigue being raised with Command?	Y_0 N_1	Provide brief details:
2. Was Command able to take action to remediate this/ these issues?	Y_1 N_0	Provide brief details:
Generally, with respect to the following criteria, is the sleep environment onboard acceptable?		
	Acceptable	**If no**, can a local solution be provided (please detail)?
3. Junior Ranks Mess:		
a. Bunk space	Y_1 N_0	
b. Mattress	Y_1 N_0	
c. Pillow	Y_1 N_0	
d. Light levels (dark / light)	Y_1 N_0	

e. Noise levels	Y_1 N_0	
f. Temperature	Y_1 N_0	
g. Humidity	Y_1 N_0	
h. Smell	Y_1 N_0	
4. Senior Ranks Mess:		
a. Bunk space	Y_1 N_0	
b. Mattress	Y_1 N_0	
c. Pillow	Y_1 N_0	
d. Light levels (dark / light)	Y_1 N_0	
e. Noise levels	Y_1 N_0	
f. Temperature	Y_1 N_0	
g. Humidity	Y_1 N_0	
h. Smell	Y_1 N_0	
5. Wardroom:		
a. Bunk space	Y_1 N_0	
b. Mattress	Y_1 N_0	
c. Pillow	Y_1 N_0	
d. Light levels (dark / light)	Y_1 N_0	

e. Noise levels	Y_1 N_0	
f. Temperature	Y_1 N_0	
g. Humidity	Y_1 N_0	
h. Smell	Y_1 N_0	
	Sub Total	__ / 26

SECTION 5: The Alcohol and Nicotine Use Environment

1. Alcohol

a. Is there an Alcohol Policy in place?	Y_1 N_0	Additional Comments	
b. Please detail the policy?			
c. Are Alcohol Brief Interventions available?	Y_1 N_0		
d. If yes, please give brief outline.			

		Alongside:	**Deployed at Sea:**
	Junior Ranks:		

e. Describe how available alcohol is onboard, and if there are no/low alcohol alternatives available?			
	Senior Ranks:		
	Officers:		
2. Smoking / Tobacco Use			
a. Is a smoking policy in place?	Y_1 N_0		
b. If yes, is this policy generally adhered to?	Y_1 N_0		
c. Does the Unit have, or is developing, a tobacco-free implementation strategy?	Y_1 N_0		
d. Does the Unit have a designated Smoking area?	Y_1 N_0		
e. If no, is this being considered as part of a tobacco-free implementation strategy	Y_1 N_0		
f. Can tobacco products be purchased onboard (e.g. cigarettes, cigars, pipe tobacco)?	Y_1 N_0	If yes, please detail:	
3. Vaping / Nicotine Use			
a. Is a vaping policy in place?	Y_1 N_0		

b. If yes, is this generally adhered to?	Y_1 N_0	**OR**	If no, is a vaping policy/implementation strategy in development?	Y_1 N_0	
c. Can personnel buy vaping products onboard?	Y_1 N_0	If yes, please detail:			
d. Can personnel buy other nicotine containing products onboard (e.g. pouches)?	Y_1 N_0	If yes, please detail:			
				Sub Total	__ / 12

SECTION 6: Health Promotion and Mental Health

1. Are any of the following workplace health initiatives offered/ provided?		**If Yes**, please provide details (e.g. Nutrition, Physical Activity, Sleep, Alcohol, Smoking; Length of initiative/ when?)	
a. Activity groups/ classes	Y_1 N_0		
b. Team building events	Y_1 N_0		
c. Presentations on healthy eating	Y_1 N_0		

d. One-to-one nutrition support	Y_1 N_0		
e. One-to-one fitness/physical activity support	Y_1 N_0		
f. Healthier Weight / Weight management programme (e.g. DOfit)	Y_1 N_0		
g. Health promotion materials/advice (e.g. notice boards, flyers/pamphlets, emails etc.)	Y_1 N_0		
h. Smoking cessation services	Y_1 N_0		
i. Alcohol brief interventions	Y_1 N_0		
j. Health and wellbeing fair	Y_1 N_0		
k. Defence Health and Wellbeing Advisor (DHWA) onboard	Y_1 N_0	**If yes**, how many and what is the specialism of the practitioner(s) (e.g. PTI, nurse)	
k. Qualified mental health personnel onboard	Y_1 N_0	If no, who would you go to if you needed support?	

l. Mental Health Briefs available	Y_1 N_0		
m. Percent of ship's company in date for Mental Health Fitness brief?	___ %		
k. Other (please detail)	Y_1 N_0		
		Sub-Total	__ / 14

Notes:

(Maritime) m-HEAT SCORING	
Section 1: Background Information	Completed: Y N
Section 2: Nutrition Environment	Sub-Total: / 27
Section 3: The Physical Activity Environment	Sub-Total: / 21
Section 4: The Sleep Environment	Sub-Total: / 26
Section 5: The Alcohol and Nicotine Use Environment	Sub-Total: / 12
Section 6: Health Promotion and Mental Health	Sub-Total: / 14
	Total: /100
	%:

Unit-Reflection	
After completing the maritime m-HEAT:	
• Detail what you would consider to be the <u>top three</u> challenges/ blockers to supporting positive health behaviours in your Unit in order of importance (1 = highest; 3 = lowest), and detail if you believe that these are in the Unit's control:	In Unit's Control? (Yes or No)
1.	Y N
2.	Y N
3.	Y N
• Detail what you would consider to be the <u>top three</u> facilitators/ enablers to supporting positive health behaviours in your Unit in order of importance (1 = highest; 3 = lowest), and detail if you believe that these are in the Unit's control:	
4.	Y N
5.	Y N
6.	Y N
Additional comments:	

CHAPTER 30

DIVERSITY AND INCLUSION

(Sponsor: NAVY CULTURE-DANDI SO1)

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CHAPTER 30

DIVERSITY AND INCLUSION

3001. Policy Statement

a. The Ministry of Defence (MOD) Diversity and Inclusion (D&I) policy commits to fostering a diverse, equitable and inclusive environment where all people are treated with dignity and respect. The policy recognises the value of difference, seeks to eliminate discrimination, and supports a range of staff networks to ensure all voices are represented. Guided by the Equality Act 2010, the MOD aims to maintain a workplace free from bullying, harassment and unacceptable behaviour (UB), while promoting equal opportunities for all.

b. This commitment spans all areas of the Royal Navy (RN) including recruitment, training and career development, enabling the RN to attract talent from across society and better reflect the communities it serves. Overall, the MOD seeks to be an employer in which everyone feels included, supported, and respected within a legally compliant and inclusive culture.

c. To maximise operational advantage, the RN including the Royal Marines (RM) and the Royal Fleet Auxiliary (RFA) must recruit, retain and develop the best people. The RN creates conditions in which everyone feels valued, respected and included, so they can reach their full potential.

d. The Naval Service's approach to diversity has evolved beyond compliance with the Equality Act 2010. Today, the RN treats diversity as a strategic strength that enhances operational effectiveness. Diverse backgrounds, experiences, and perspectives improve decision-making, innovation, and trust within teams.

e. The RN is committed to upholding D&I across the Naval Service, and does not tolerate any unlawful discrimination, bullying or harassment against any person on the grounds of the protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. All personnel are to receive equality of opportunity in employment, training, career management and promotion, based solely on ability, performance and aptitude. The prevention and resolution of bullying and harassment must not be undermined by tradition, custom or any perceived need to maintain morale. All personnel are expected to always uphold the highest standards of behaviour.[1]

f. In addition to the overarching policy statements that set out the MOD and RN approach to D&I, a range of Joint and single Service policies exist to support and enhance the overall lived experience of personnel. These policies are available through unit D&I(A)s, unit administration staff, the MOD Intranet, the RN D&I Toolkit[2], or unit Executive organisations. The RN also maintains six Diversity Networks that offer guidance and support aligned to specific personal characteristics, RN Networks are detailed at paragraph 3013.

[1] Guidance and examples of UB are contained within Joint Service Publication (JSP) 763.
[2] https://modgovuk.sharepoint.com/teams/50700

3002. Legislation

a. **Purpose and Scope.** The RN is committed to full compliance with the Equality Act 2010, the Public Sector Equality Duty (PSED), the Armed Forces Act 2006, and all other relevant employment and equality legislation.

b. JSP 887[3] sets out Defence-wide direction on the implementation of PSED and the requirement to conduct Equality Analysis (EA). It outlines the processes, standards, and good practice necessary to ensure that consideration of equality impacts is embedded in all decisions, activities, and outputs that affect people.

c. This policy mandates that RN policy owners and decision makers understand and apply their duties under the PSED, ensuring that equality impacts are assessed as part of lawful, evidence-based decision making.

d. **Application of Equality Analysis.** In accordance with JSP 887, policy owners and decision makers must consider the requirements of the PSED before, during, and after the development or review of:

(1) Policies, strategies, and procedures (new or existing).

(2) Programmes and projects.

(3) Procurement activity.

(4) Budgetary and financial decisions.

(5) Resource allocation.

(6) Commissioning and decommissioning processes.

(7) Service design and implementation activities.

e. This requirement applies to all areas of Defence and is not limited to Diversity and Inclusion specialists.

[3] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/Documents/JSP887_Policy.pdf

f. **Stakeholder Engagement.** Effective EAs depend on meaningful engagement with relevant stakeholders. Engagement helps identify potential impacts on protected groups and supports the development of appropriate mitigations before decisions are implemented.

g. Early involvement of Subject Matter Experts (SMEs)[4] ensures proposals are informed, evidence based, legally compliant, and reflective of the diverse lived experiences across the RN workforce.

h. **The Equality Analysis (EA) Process.** The EA provides a structured, transparent, and auditable record of how equality considerations have shaped a proposal. It ensures that the potential impacts on protected groups and any required mitigations are clearly evidenced in the final decision.

i. The EA process must begin at the earliest stage of decision making and be continuously refined throughout development to ensure that 'due regard' has been appropriately applied[5]. Supporting materials and tools are available on the Equality Duty Toolkit website[6], and the EA template is provided at Annex 30G.

j. **Equality Considerations.** All EAs must consider the potential impacts on all nine protected characteristics under the Equality Act 2010. JSP 887 further directs that analysis should also consider wider factors relevant to inclusion and outcomes[7], applying an intersectional approach and avoiding assumptions or "tick box" methods.

k. Decision makers must pay 'due regard' to the three statutory aims of the PSED:

(1) Eliminate unlawful discrimination, harassment, and victimisation.

(2) Advance equality of opportunity.

(3) Foster good relations between people with different protected characteristics

l. **Statutory Exemptions and Record Keeping**. The Armed Forces have specific exemptions under the Equality Act regarding age and disability. These exemptions must be applied proportionately and in line with operational requirements. An age or disability related restriction may be used only when all the following conditions are met:

(1) There is a genuine and evidenced operational need.

(2) The action taken is necessary and justified.

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[4] Diversity & Inclusion teams, Trade Unions, sS staff Networks & Forums, HR Business Partners, legal advisors, and colleagues.

[5] EAs should be held with the decision owner and reviewed with any proposed updates to the associated policy.

[6] https://modgovuk.sharepoint.com/sites/peopleequalityanalysis/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fpeopleequalityanalysis%2FShared%20Documents%2FEquality%20Analysis%20Template%20and%20Toolkit%2F20230106%20Equality%20Duty%20Toolkit%2Epdf&parent=%2Fsites%2Fpeopleequalityanalysis%2FShared%20Documents%2FEquality%20Analysis%20Template%20and%20Toolkit

[7] For example, socioeconomic and regional background; caring responsibilities.

(3) No less discriminatory or more inclusive alternate option exists.

(4) The decision is fair, evidence based, and tailored to the individual.

(5) Any restriction is narrowly defined, no broader than required to meet the operational need and never applied as a blanket rule.

m. Completed EAs must be retained as part of the formal decision record and reviewed alongside any future updates or revisions to the associated policy, programme, or activity.

3003. Policy Advice and Guidance

a. The policy contained in this chapter is underpinned by the First Sea Lord's D&I Commitment issued to all Units/Establishments.

b. Advice on RN D&I policy and procedures should be sought from the Unit D&I(A) in the first instance. Alternatively, Unit D&I(A)s, those in the Chain of Command and Line Managers (LMs) may also seek D&I advice and guidance from the RN D&I Team via the mailbox[8] or D&I SharePoint Toolkit[9].

3004. Climate Assessments

a. **Background.** Climate Assessment (CA) policy, directed by the MOD, is designed to provide Commanding Officers (COs) with an independent assessment of the lived experience of their people and the opportunity to address areas where change is required as identified by the CA report. CAs are Whole Force, meaning all members of the RN, RM, RFA, Civil Servants (CS) and MOD contractors will participate.

b. CAs highlight key issues, risks and action for future work as well as good practice. This allows COs to understand the lived experience of their personnel and the extent to which it meets acceptable standards. The CA is designed to focus on the perception of social contexts and their impacts. A range of questions are asked to focus on key climate areas such as:

(1) Leadership support.

(2) Equity and fairness.

(3) Inclusive working practices.

(4) Personal diversity experiences and belonging.

c. **Direction and Guidance.** All COs should expect their unit/establishment to undertake a minimum of one CA during their tenure.

[8] NAVYPEOPLE-DANDIMailbox@mod.gov.uk
[9] https://modgovuk.sharepoint.com/teams/50700

d. Mandatory CA activity consists of an online LimeSurvey accessible through both OpNet/DII/MoDNet and Personal Electronic Devices (PEDs). This allows all personnel in a unit/establishment the opportunity to be involved in the process. COs will be supported by the Climate Insight Team to encourage full participation by unit personnel.

e. Any findings identified in the CA report where change and leadership are required, must be addressed through a CO's Action Plan.

f. **Application Process.** COs will be contacted by the CA Team normally within three months after assuming Command or when the unit is out of date for a CA. Where the CO wishes to initiate a CA to be conducted outside of the mandatory requirement, an email should be sent to the CA Team mailbox: NAVYPEOPLECLIMATEASSESSMENTS@mod.gov.uk.

g. The following steps detail the normal order of events in the CA process:

(1) **Step 1.** COs will be contacted and asked to complete a contact form detailing the demographics of the unit and assign a Point of Contact (POC).

(2) **Step 2.** POCs will receive instructions to support pre-survey engagement activity as directed by the Climate Insight Team.

(3) **Step 3.** A link to the Lime Survey for the CA will be submitted to POCs for distribution to unit personnel which is normally live for two weeks to ensure an appropriate snapshot.

(4) **Step 4.** Following the completion of sufficient survey returns, a report with the findings will be forwarded to the CO with guidelines for the requirement of an Action Plan. This must be actioned and returned to the Culture Insights Team (CIT) within six months.

h. COs are required to fully support the conduct of CAs in their unit/establishment, and to make available the necessary resources to achieve a successful outcome.

i. Whilst a mandatory requirement, the CA should be viewed as a positive mechanism that provides COs with a valuable insight of Command, leadership, culture and the lived experience within their unit. The CA findings can be reviewed to ensure they align with the objectives set out in the RN Culture Blueprint.[10]

[10] https://modgovuk.sharepoint.com/sites/IntranetNavy/Documents/Forms/AllItems.aspx?id=%2Fsites%2FIntranetNavy%2FDocuments%2FCulture%5FBlueprint%2Epdf&parent=%2Fsites%2FIntranetNavy%2FDocuments

3005. Training

a. D&I awareness training is mandatory for all SP within the RN and Maritime Reserves (MR). Formal D&I training is delivered through the Defence Learning Environment (DLE) products and authorised facilitated sessions.The four RN mandated levels of training are:

(1) **Level 1: Core Training.** Level 1 is to be delivered to all members of the RN, whether regular or reserve during their core training and provides baseline understanding of D&I, inclusive behaviours, and legal responsibilities:

(a) Initial Naval Training: Professional Behaviours Package (Ratings).

(b) Phase 2 Training (if the training pipeline is 2 years or longer).

(2) **Level 2: Advanced Training.** Naval Core Learning Module 4 (NCL4) D&I is mandatory for all RN and RM personnel and must be completed every two years. NCL4 reinforces key MOD and RN policy and legal responsibilities.

(3) **Level 3: Specialist Training.** Level 3 training is provided to D&I(A)s and Diversity and Inclusion Practitioners (D&I(P)s).This training develops the knowledge and skills required to advise the Chain of Command (CoC), support complex D&I issues, contribute to cultural improvement activity and interpret Defence policy and legislation relevant to behaviour, culture and inclusion.

(4) **Level 4: Senior Leadership Training.** Level 4 training is designed for military officers at OF5 level and above and senior CS (SCS1 and above). This training focuses on how senior leadership decisions can influence Defence culture, comply with legal and policy obligations and build the leadership behaviours required to drive and sustain an inclusive organisation.

b. A full summary of available D&I Training and validity periods can be found in Annex 30A, which reflects the current mandated delivery models for Naval Core Learning.

c. **Delivery.** With effect from 14 Apr 26, NCL4 D&I is delivered primarily as a self-paced online module via DLE. Face-to-Face delivery may only be conducted where DLE access is restricted, by a qualified D&I(A), and with prior approval from the RN D&I Team via NAVY PEOPLE-DANDI Mailbox (MULTIUSER).

d. **Presentation.** Once guidance has been sought from the RN D&I Team, the offline NCL4 presentation material and Handbook insert will be available for download from the RN D&I Advisors Toolkit[13]. The presentation is not to be amended or tailored by units or D&I (A)s. Where requirement for bespoke or additional D&I Training is identified, D&I (A)s are to engage the RN D&I Team for direction and support.

e. In Tri-Service units, there is no longer a requirement to attend alternative single-Service D&I training. NCL4 is delivered online via the DLE and is accessible to all RN and RM personnel regardless of unit composition or location.

f. **Recording and Compliance.** Individuals remain responsible for completing NCL4 within the required timeframe. The Chain of Command (CoC) must ensure reasonable opportunities for completion are provided and monitor compliance through appropriate reporting mechanisms.

g. Completion of NCL4 via the Defence Learning Environment (DLE) will automatically award the relevant Joint Personnel Administration (JPA) competency. Attendance at authorised face-to-face sessions must continue to be recorded manually by unit administration on JPA under the following competence:

Naval Core Learning|NCL 4 – D&I|Navy

h. Personnel who are in date for NCT4 at the point of transition are not required to complete the DLE package until their existing competence has lapsed.

j. **Holistic Allies Training.** Holistic Allies Training (HAT) has been developed by MOD in response to the requirement set out in the Defence Allies Policy, published in Dec 20. HAT online workshops are not mandatory and are aimed at all RN/RM SP (regular and MR), of all Ranks and Rates. The workshops are provided by live online tutorial, hosted on MS Teams for the duration of one working day.[14]

k. The HAT workshop will provide you with knowledge and tools to be an effective ally to all personnel across Defence (Tri-Service/MOD) and will equip qualified personnel with skills that are applicable in day-to-day working environments.

l. All Royal Navy Inclusion Allies (RNIA) members are expected to complete the MOD HAT course within 18 months of signing their RNIA Pledge.

[13] https://modgovuk.sharepoint.com/teams/50700/SitePages/Advisors%20Toolkit.aspx
[14] https://modgovuk.sharepoint.com/teams/50700/SitePages/The-RN-Inclusion-Allies-Portal.aspx

3006. Unit Organisation

a. **Commanding Officers D&I Statement.** All COs are to publish and maintain a Unit D&I Statement that sets out their intent, expectations, and commitment to fostering a professional, respectful, and inclusive culture. The statement is to be personally drafted by the CO and must reflect their leadership approach, values, and personal commitment to D&I.

b. The D&I Statement is to be visible within the unit and communicated through routine Command activity. It is to be reviewed annually or on CO supersession.

c. A CO's D&I Statement reinforces adherence to Royal Navy values, standards, and legal responsibilities; strengthens team cohesion; enhances operational effectiveness; and supports an environment in which all personnel feel respected, safe, and able to contribute fully. It also provides a consistent reference point for expected behaviours, supporting efforts to prevent unacceptable behaviour and enabling coherent, values based leadership.

d. COs requiring guidance, examples, or support in drafting or implementing their statement are encouraged to contact the RN D&I Policy Team.

e. **Command D&I Lead.** Each unit will have a Command D&I Lead; this is a flagged position and normally the Second in Command of the unit (XO, 2I/C); however, in 3 watch units both the First Lieutenant and Executive Officer positions will be flagged. The Command D&I Lead position is required to attend the D&I XO Desig Workshop delivered during CO/XODC. The Command D&I Lead is responsible for the following:

(1) Management and continuation of the quarterly unit D&I Action Group (DIAG).

(2) In conjunction with the unit D&I(A)s, to ensure the mandatory RN D&I training is delivered through a regular training schedule and maintaining unit NCL4 currency.

(3) Ensure the unit remains up to date with all D&I policy.

(4) Maintenance of links to Defence and RN Staff Networks.

(5) The provision of a wide variety of bespoke D&I training and opportunities for the unit.

(6) Ensure continuity of the unit D&I organisation during handover to relief.

f. **D&I Action Group (DIAG).** Units are to convene a quarterly DIAG, chaired by the Command D&I Lead and supported by the Lead D&I(A). The DIAG is responsible for monitoring the unit's D&I climate, reviewing progress against the Unit D&I Action Plan, assuring the delivery of mandated D&I training, and identifying emerging risks or trends requiring Command attention. Heads of Department and relevant stakeholders are to attend as required to support coherent delivery of the CO's D&I intent.

g. **Application Process and Administration.** Personnel applying for D&I(A) & D&I(P) courses are to apply directly to the onboarding team at the Defence Academy, Shrivenham. They are required to submit a recommendation of suitability from their Unit XO, EWO, RSM, or 1LT, confirming that there is a Service requirement for them to undertake the qualification, together with evidence of the completed pre-work.[15]

h. **Eligibility.** Priority allocations are given to key personnel and units without the statutory quota of D&I(A)s/D&I(P)s. Exec teams should be satisfied that nominees can fulfil all required TORs. There is no rank restriction for either course, but units must ensure their applicants have the emotional intelligence and maturity to deliver the role competently.

i. The direct application process gives units freedom to nominate appropriate personnel. Units are to note that not all applications will be successful due to prioritisation; any appeals should be directed to the Defence Leadership Centre (DLC). All course changes or cancellations must be submitted by email directly to DLC. The RN D&I Team monitors all no shows and cancellations and will engage with Command teams if consistent patterns are identified. The only acceptable reasons for non-attendance on D&I(A) or D&I(P) courses once booked are:

(1) Operational requirement.

(2) Compassionate leave.

(3) Sickness.

j. **Post-Course Administration**. Newly qualified D&I (A)s should contact the RN D&I Team[17] to arrange post-course support and guidance tailored for the RN.

k. **Requalifying Process.** The RN D&I Team can approve one five-year extension to D&I (A)s. To be awarded an extension the D&I(A) is required to submit (via email) an updated D&I Fundamentals certificate and a COs statement to confirm the applicant is active in their role as D&I(A) within the unit organisation to NAVY PEOPLE-DANDI Mailbox (MULTIUSER). After the first extension, all D&I(A)s are required to re-complete the courses as detailed above. The D&I(P) qualification has no end date and does not require a requalifying process.

[15] (In date NCL4, D&I Fundamentals DLE certification and Active Bystander certification).
[17] NAVYPEOPLE-DANDIMAILBOX@MOD.GOV.UK

3007. Diversity and Inclusion Advisers (D&I(A)s)

a. D&I(A)s are a critical component of the RN's D&I Organisation. Careful selection, appropriate training, and continued professional development of D&I(A)s are essential to maintaining an inclusive culture and to preventing and addressing UB across the RN.[18]

b. **Role and Selection of Unit D&I(A)s.** D&I(A)s provide impartial advice to Command, managers, and individuals on D&I policy, UB, and the informal and formal processes for addressing BHDV[19] complaints. In the event of a complaint, D&I(A)s are to ensure that all parties understand the relevant processes, responsibilities, and available sources of support.

c. D&I(A)s are to always remain impartial when advising both the management chain and individuals. They are to provide advice and support to all parties involved in a matter, including complainants, respondents, companions, Assisting Officers, and the CoC. Where an issue falls outside the D&I remit (for example, misconduct, discipline, or Unacceptable Sexual Behaviour (USB)), the D&I(A) must signpost to the appropriate policy owner and take no further action in the case.

d. D&I(A)s are responsible for supporting early and informal resolution of issues wherever appropriate and feasible, and for ensuring that follow-up actions or reports are completed in accordance with JSP 831 timelines. All advice provided is to be recorded in accordance with JSP 763 and JSP 831.

e. D&I(A)s are the unit's principal source of D&I policy advice and are responsible for coordinating and assuring the delivery of mandated D&I training. Units are to maintain appropriate training records to ensure personnel remain in date

f. The D&I(A) role is not an administrative function and is not to be automatically assigned to Logistics Officers. Where a Logistics Officer fulfils the role of Command Legal Adviser (CLA), they are not to be appointed as a D&I(A) due to the potential conflict of interest.

g. COs and OICs are not to undertake the D&I(A) or D&I(P) roles. Commanders are, however, to ensure they remain in date for mandatory training and are familiar with RN and MOD D&I policy.

h. The minimum rank for appointment as a D&I(A) should normally be PO/Sgt. Exceptions may be made where a lower rank is assessed by Command as appropriate to the unit, establishment, or role. D&I(A)s should be selected based on their skills and attributes, including integrity, discretion, sound judgement, strong listening skills, impartiality and compassion. D&I(A)s should not normally be tied to specific line numbers.

[18] They operate in accordance with JSP 763 and JSP 831. The Terms of Reference for D&I(A)s are detailed in JSP 763 Part 2, Annex C.
[19] Bullying, Harassment, Discrimination and Victimisation.

i. It is recognised that in some cases personnel may assume the D&I(A) role as a natural consequence of their primary appointment. This may include:

(1) Executive Warrant Officers.

(2) Base Warrant Officers.

(3) Submarine and Mine Countermeasures Coxswains.

(4) Naval Reserve Unit Warrant Officers / Whole Ship Coordinators.

(5) RM G1 Discipline Advisers.

(6) RM Reserve Unit Sergeant Majors / G1 Advisers.

j. D&I(A)s are required to have successfully completed the Defence Leadership Centre D&I(A) course and must remain in date with mandated training and current MOD and RN policy. In addition to JSP 763 requirements, RN policy recognises D&I(A) competency for a maximum period of five years, subject to continued currency and professional development.

k. **Climate Monitoring, Communication and Awareness.** D&I(A)s are to support the continuous monitoring of the unit's D&I climate, assess the effectiveness of training and interventions, and escalate trends or concerns to Command and the appropriate D&I teams. D&I(A)s may be required to act as points of contact for CA activity.

l. D&I(A)s are to ensure that personnel and civilian employees can readily access information on D&I policy, confidential support services, helplines, and reasonable adjustment processes through unit communications and noticeboards.

m. **Number and Organisation of D&I(A)s.** The number of D&I(A)s appointed is to be proportionate to the size, complexity, and operating model of the unit or establishment. As a minimum:

(1) All ships and submarines are to appoint at least two D&I(A)s. One should normally be the BWO, EWO, Coxswain, or equivalent.

(2) For three watch organisations and multicrew units, there are to be at least two D&I(A)s per crew rotation to ensure continuous coverage.

(3) For Offshore Patrol Vessels (OPVs), it is recommended that the Coxswain and First Lieutenant fulfil the D&I(A) roles to ensure representation across watches.

(4) Larger units should operate a federated D&I(A) network, typically comprising six to eight trained personnel, to provide resilience and accessibility.

n. **Lead D&I(A) Responsibilities and Governance.** Where more than one D&I(A) is appointed, the CO is to nominate a Lead D&I(A). The Lead D&I(A) holds corporate responsibility for the coherence, assurance, and coordination of the unit's D&I function. In addition to the responsibilities of all D&I(A)s, the Lead D&I(A) is to:

(1) Maintain oversight of local D&I activity and ensure that all approaches for advice are logged appropriately.

(2) Collate anonymised data and submit monthly summary returns in accordance with RN and TLB D&I reporting requirements.

(3) Brief the CO on D&I activity and emerging themes as part of continuous climate monitoring, ensuring confidentiality is always maintained.

(4) Manage the local network of D&I(A)s and D&I(P)s.

3008. Diversity and Inclusion Practitioners (D&I(P)s)

a. D&I(P)s are trained personnel who work closely with the D&I(A)s & CoC to promote inclusion, address UB, and provide first-line advice and support to SP and civilian employees on diversity, inclusion, and the informal and formal complaints processes. D&I(P)s operate in accordance with JSP 763 and JSP 831.

b. Appointment as a D&I(P) is dependent upon successfully completing the Defence Leadership Centre's D&I(P) course and maintaining training currency and policy knowledge in accordance with MOD and Royal Navy requirements.

c. **Role and Selection of Unit D&I(P)s.** Units and establishments are to appoint a minimum of two D&I(P)s. Best practice is to select personnel from a range of ranks/rates, branches/specialisations and backgrounds to ensure breadth of perspective, accessibility and representation.

d. D&I(P)s are to be selected based on leadership qualities, approachability, integrity, discretion, sound judgement, and practical common sense. RN guidance suggests D&I(P)s should normally be within the rank/rate range LH/Cpl to Lt Cdr. This RN guidance does not supersede JSP 763 role requirements.

e. D&I(P)s should participate in the unit's DIAG and engage with the D&I(A) network to ensure coherence of activity, consistent messaging, and appropriate escalation of trends or concerns.

f. **Support to the D&I(A) and Climate Monitoring**. D&I(P)s support the Lead D&I(A) and management in delivering their CO's D&I commitments and implementing the unit D&I Action Plan.

g. **Training and Communications.** D&I(P)s are to support the D&I(A) in the delivery of mandated D&I training to ensure personnel are familiar with D&I principles and understand what constitutes UB. Where directed, D&I(P)s are responsible for delivering Active Bystander Training face-to-face locally.

h. D&I(P)s are to ensure D&I publicity and educational materials are available, accessible and current. D&I communications and noticeboards are to be maintained and must, as a minimum, include up-to-date information on:

(1) Local D&I(A)s and D&I(P)s (names and contact routes).

(2) MOD/Service BHDV helplines.

(3) Mental health support (e.g., mental health first aiders where used) and relevant helplines (e.g., Combat Stress).

(4) Civil Service Employee Assistance Programme helpline (where applicable).

(5) Service specific helplines and charities.

(6) Welfare services.

(7) Padres/chaplains (where applicable).

(8) Relevant police services (where applicable).

(9) Staff and community networks (whole force, Service-specific, or civilian).

(10) Trade Union information (in workplaces with civilian employees).

i. D&I(P)s should support unit level D&I engagement activity, including awareness and education events[20] in coordination with the D&I(A) network and the Command D&I Lead.

j. **Boundaries of Role**. D&I(P)s are not to deputise for a D&I(A) or Lead D&I(A). Only trained and appointed D&I(A)s may perform the duties of a D&I(A). D&I(P)s are to operate within the limits of their training and competence.

k. **Currency and Continuous Professional Development.** D&I(P)s are to complete the Defence Leadership Centre D&I(P) course before appointment and maintain currency through refresher activity and ongoing awareness of MOD and RN policy updates. The D&I(P) qualification does not expire once awarded.

[20] e.g. National Inclusion Week, Black History Month, Commonwealth Day

3009. Diversity and Inclusion Documentation

a. A Unit's Lead D&I(A) is the custodian of the Unit D&I Logs, which will be used as a record to report all incidents of bullying, harassment and discrimination. It should also include a record of all approaches to the D&I(A) by personnel seeking advice. This must include incidents reported by LMs and Divisional Officers. On learning of such incidents, D&I(A)s are to ensure they are recorded in the D&I Complaints Log (unless confidentiality arrangements exist). D&I(As) and anyone using the D&I Logs must ensure they comply with GDPR requirements, detailed within JSP 441.

b. Full details of the D&I Logs required to be held on every unit/establishment and the retention periods has been included at Annex 30B.

3010. Management of Service Complaints Containing Allegations of Bullying and Harassment

a. The procedure for handling Informal complaints and Service Complaints involving allegations of bullying or harassment is set out in JSP 763 (MOD Behaviours and Informal Complaints Resolution Policy) and JSP 831 (Redress of Individual Grievance: Service Complaints).

b. RN implementation processes for these policies are detailed in Chapter 23, Representations and Complaints. For the RFA, personnel should refer to the RFA Standards Team and BHDV for guidance; however, informal resolution routes remain broadly consistent with those applicable to RN SP and CS.

3011. Mediation

a. Mediation is recognised as a highly effective means of resolving disputes at the lowest appropriate level, without the need for more formal or lengthy procedures.

b. Mediation is a structured and, within Service protocols, confidential process that offers a supportive and facilitated environment for parties to explore their differences and work towards rebuilding constructive working relationships as quickly as possible. It can be considered at any stage of the complaint process and is often most effective when introduced early.

c. It is delivered by the Complaints Investigation and Mediation Team (CIMT), who can be contacted at NAVYLEGAL-MediationService@mod.gov.uk or via the MyNavy App. Where CIMT capacity is limited, a trained mediator may be engaged from within or outside the Service. Further guidance on mediation in the RN is provided in JSP 763, with additional advice for RN D&I(A)s contained in Annex 30C.

3012. Transgender and Non-Binary Service Personnel

Annex 30D contains guidance on supporting RN and RM Transgender and Non-Binary SP. Following recent legal judgments relevant to the Equality Act 2010, COs are to contact the NAVY PEOPLE-DANDI Mailbox (MULTIUSER) for advice. The D&I Policy Team will review and support on a case-by-case basis.

3013. Royal Navy Staff Networks and Advocates

a. **Purpose and Scope.** RN Staff Networks exist to support Defence and RN D&I objectives by providing evidence based insight, amplifying employee voice, and contributing to the delivery of the MOD D&I Strategy. They represent the views of their members, not protected characteristics more broadly. Full details of RN Staff Networks can be found on the RN D&I Networks Portal21.

b. **Network Governance.** The RN D&I Team is responsible for governance, assurance and policy compliance of all RN Staff Networks, including the RFA.

c. Hd RN Culture holds approval authority for the creation, expansion, restructuring and role composition of RN Networks. Proposals for new Networks must demonstrate clear purpose, strategic alignment and adequate personnel resource.

d. RN Networks must comply with JSP 890.

e. **Network Structure and Leadership.** RN Networks must maintain a committee structure proportionate to their activity, with RN approved roles as required. Additional roles require RN D&I approval.

f. Network Chairs provide strategic leadership and coordinate delivery of Network aims. Succession planning is required and Chair tenure should normally not exceed three years.

g. **Succession Actions Checklist:**

(1) Current incumbent informs the Advocate and RN Hd D&I of their desire to step down and anticipated date.

(2) Share information relating to progress and upcoming succession planning activities with the D&I Team.

(3) Prepare a job advert for the upcoming Chair(s) role including a role profile and application deadline; share with D&I Team for approval before advertising.

(4) Publicise the final job role via Staff Network channels.

(5) In conjunction with the Staff Network Advocate, incumbent Chairs and / or Committee and RN Hd D&I agree an appropriate successor and start date.

[21] https://modgovuk.sharepoint.com/teams/50700/SitePages/The-Royal-Navy-Networks%27-Portal.aspx

(6) Provide a detailed handover to the appointed successor. Where possible, this should include a period of shadowing.

h. **RN Advocates.** Each RN Network is supported by an Advocate or Champion who provides senior influence, strategic guidance, and a conduit to RN leadership. Regular engagement is required to:

(1) Ensure visibility of Network activity

(2) Identify barriers requiring elevation; and

(3) Align activity with RN priorities.

i. The list of RN Advocates can be found on The RN Advocate Portal[22].

j. **Core Requirements for Network Operation.** Each Network must maintain and routinely update:

(1) Mission/Vision Statement

(2) Terms of Reference

(3) Annual Action Plan

(4) Financial Forecast and Business Cases.

k. Documents are to be shared with the RN D&I Team.

l. Network activity must align to the MOD D&I Strategy and support PSED obligations through evidence-based insight.

m. Networks must ensure inclusive membership practices. Data must be held securely, JPA and MyHR must not be used to identify members, and anonymity must be protected via BCC[23] unless consent exists.

n. **Finance and Resourcing.** Funding for RN Network activity is controlled by the RN D&I Team. No expenditure should be committed without approval. The D&I Budget cannot be used for T&S or food/drink; social events must be self-funded. Permitted expenditure includes reusable branding materials. Charitable support may be sought where appropriate.

o. **Business Cases.** RN templates and governance requirements must be used. All payments must be routed via SO2 D&I; reimbursement is not permitted. Business Case templates have been included at Annex 30E.

p. **Communications and Branding.** Network communications must comply with MOD and RN branding guidance. RN Comms approval is required from the P&T

[22] https://modgovuk.sharepoint.com/teams/50700/SitePages/The-RNs-Advocate-Portal.aspx
[23] BCC (Blind Carbon Copy) is an email function that hides the identities and email addresses of all recipients. It ensures members' details are not visible to others, thereby protecting anonymity and preventing the unintended disclosure of personal or sensitive information.

Engagement Team for official social media accounts. Comprehensive Network communications guidance can be found in Annex 30F.

q. **Events and External Representation.** Events must align to Network Action Plans and RN/MOD D&I strategy. Cross Network collaboration is encouraged, and major events require prior approval. Network members representing Defence externally must comply with RN media/public engagement policy.

r. **Performance and Recognition.** Reporting Officers (RO) should recognise Network activity in performance reporting. ROs should identify the skills required to perform a Network function against the Definition of Merit for promotion and key performance and potential attributes contained in JSP 757. For Service Personnel, contributions may be considered in annual appraisals without reference to protected characteristics; for Civil Servants, Network engagement should be reflected in MyHR objectives.

ANNEX 30A

ROYAL NAVY DIVERSITY AND INCLUSION TRAINING SUMMARY

1. Introduction

This Annex provides a full summary of all RN D&I Training provided. For questions in relation to training contact the RN D&I Team NAVY PEOPLE-DANDI Mailbox (MULTIUSER).

Table 30A-1. D&I Training Summary

Training Name	Delivery Mechanism	Periodicity	Notes
Defence D&I Fundamentals v3 (D&I (F))	DLE	Once in career	During initial training. *As a pre-requisite to D&I(A) & (P) courses*
Active Bystander Training v2	DLE	Biennial	Mandatory to Civil Servants and Opt in training available to all RN. *As a pre-requisite to D&I(A) & (P) courses*
Naval Core Learning Module 4 (NCL4) – Diversity and Inclusion	DLE Face to face delivery by qualified D&I(A) with prior RN D&I Team approval only	Biennial	Mandatory for all RN and RM personnel *As a pre-requisite to D&I(A) & (P) courses*
Head of Department Leadership course	Face to face by SME	Once in career	Delivered by Culture & Leadership D&I Team
Executive Warrant Officer Leadership Course	Face to face by SME	Once in career	Delivered by Culture & Leadership D&I Team
Commanding Officer/Executive Officer Desig Course	Face to face by SME	Prior to each command appointment/when required.	Delivered by Culture & Leadership D&I Team
Senior Officers LEAD to Succeed Course (L2S)[1]	Face-to-face at Defence Leadership centre, Shrivenham.	Three yearly	1 Day plus 0.5 days self-directed learning. Optional for OF5-OF9
D&I Advisor[2]	Online by Defence Academy.	Five yearly	3.5 Days
D&I Practitioner[3]	Online by Defence Academy.	Once in career	2 Days
Holistic Allies Training[4]	Online by Defence Academy.	Once in career	1 Day Opt in training and available to all RN and Civil Servants.

[1] https://www.da.mod.uk/courses/leadership-education-and-development-to-succeed/
[2] https://www.da.mod.uk/courses/diversity-and-inclusion-adviser/
[3] https://www.da.mod.uk/courses/diversity-and-inclusion-practitioner/
[4] https://www.da.mod.uk/courses/holistic-allies-training/

ANNEX 30B

ROYAL NAVY UNIT DIVERSITY AND INCLUSION LOGS - STANDARDISED DOCUMENTATION

1. Introduction

This annex advises all RN Units on the format for the composition of the Unit D&I Logs.

2. Requirement

a. COs, Station Commanders and Heads of Establishment are to maintain records of all bullying, harassment, and discrimination incidents and complaints (formal and informal), that involve:

(1) MOD Service personnel only, or

(2) Service and civilian personnel, but not incidents involving only MOD civilian personnel, even when these occur on military establishments.

b. This direction does not override existing policy authorising D&I(A)s within Navy Command to provide advice to MOD civilian personnel on bullying and harassment matters; in the same way they would for SP. When doing so, D&I(A)s must request that the individual informs DBS, so that the matter can be formally recorded.

c. If an issue cannot be resolved informally, the complainant or the line manager managing the complaint must refer the case to DBS for further action.

3. Recommended Content

a. JSP 763 provides detail on how to maintain the D&I logs but does not suggest an appropriate format for their composition. Best practice in the RN is to hold 2 logs:

(1) **The D&I Log.** The D&I Log contains all relevant material that is not Official Sensitive and is used as a working document.

(2) **The D&I Complaints Log.** The Complaints Log contains completed Official Sensitive forms; this log is to be stored in a secure location and is to include any archive complaint paperwork.

b. The lists below outline what should be retained in each log, but they are not exhaustive and any additional material that the D&I(A) considers will benefit the D&I organisation can be kept in the D&I Logs.

c. **The D&I Log Contents:**

(1) Contents Page.

(2) CO/XO Signature Sheet - The D&I(A) comments section should indicate if any complaints (or nil) were raised in that month.

(3) CO's D&I Statement and CO's Temporary Memorandum detailing their Unit's D&I organisation.

(4) **Training Log.** To include D&I training and any other type of training conducted outside the mandatory requirement and unit events e.g. Induction briefs, notices and information on Daily Orders and/or noticeboards, bespoke training and events. Cancelled or postponed training should also be recorded with an explanation given. Nominal lists of attendees may be retained in this section if required by the unit.

(5) **Action Plan.** To assist a Unit to progress within the D&I Matrix. The log may be used to plan for D&I notices, briefs and training etc.

d. **The D&I Complaints Log.**

(1) **Whole Force Incident Log.** This documents any approach for advice and support. The report form should be written at the time of interview, be at a minimum classification of 'Official Sensitive-Personal' and be kept securely. This form is also used for the incident follow up information.

(2) **Incident Follow-Up.** To be used four weeks after an individual has told a D&I Adviser, they wish to use the informal complaints resolution process to monitor the progress in resolving the issue.

(3) **Monthly Summary Log.** An anonymous outline report of incidents brought to the attention of a D&I(A) over the month. This is to be completed online which will ensure a copy is sent to the CO / Director / Head of Establishment, and the data is available centrally for TLBs. This draws on the information recorded in the incident log. This log can still be completed using a paper template for those without internet access, but the expectation is that this will be uploaded online when internet access is available. The D&I Reporting Incident Log can be accessed online[1].

(4) **Archive Section.** All complaint data from 2 to 10 years old is to be kept in this section. Older data is to be managed and stored iaw JSP 441 Part 2.

e. Templates for the Complaints Log are provided in the following appendices. D&I (A/Ps) requiring further information should approach their Lead D&I Adviser, relevant network / forum or contact the RN D&I Policy Team.

[1] https://apps.powerapps.com/play/e/a8c6609d-3a44-4f0c-a6ae-740081e733c3/a/1121e508-af90-4d50-9882-f7880382ba12?tenantId=be7760ed-5953-484b-ae95-d0a16dfa09e5&source=portal&screenColor=rgba%2837%2c%2062%2c%20143%2c%201%29

4. Digital Log

a. There is an ever-increasing requirement for organisations to be 'paperless'. If approved by the Unit Command (at CO's discretion), the D&I Logs can be electronically stored, but the monthly checks and signatures must still take place to ensure that the correct procedures are being carried out. The XO/CO is still to put their comments as normal in the electronic signature sheet and annotate the Comments box when 'checking in' the document that they have sighted the log. The log may be an XO Monthly Book (providing that the XO does not maintain the log) but must also be a Quarterly Book for CO.

b. If a Unit is unable to provide electronic signatures (coded signatures), all complaint digital paperwork is to be annotated with:

"Seen and agreed by …… in the presence of …….. date ……....."

5. Record Keeping

Records are to be retained within a unit / department / establishment for a period of 7 years (details of Service Complaint investigation and outcomes are to be kept until the Complainant reaches 100 years of age) and disposed of in accordance with JSP 441.

6. Large Units

In large organisations such as Naval Bases, Training Establishments and Air Stations etc. where several units are located on one site, the following policy is to be applied. Where a Logistics Officer (LO) is assigned and acts as Command Legal Adviser, an autonomous D&I organisation should be established. It is best practice for the Base Warrant Officer to hold a master Complaints Log in order for the Base Commander to have visibility of trends across the entire base. It is also best practice for the sub-units, utilising the parent unit organisation, to have sufficient D&I(A)/D&I(P)s for their own needs, to support the wider Base D&I organisation and to contribute to a site-wide D&I network.

7. MCM Crew Log

Due to the nature of crew rotations between ships in MCM1 and MCM2 Squadrons, D&I Logs are to remain with the crews as they move ship and are not to remain onboard.

APPENDIX 1 TO ANNEX 30B

CO/XO MONTHLY D&I SIGNATURE SHEET

Unit Name .....

Month	D&I(A) Comments	CO Signature	CO Comments
January 20**			
February 20**			
March 20**			
April 20**			
May 20**			
June 20**			
July 20**			
August 20**			
September 20**			
October 20**			
November 20**			
December 20**			

1. The D&I(A) comments section should indicate if any complaints (or nil) were raised in that month, e.g. Jan 2024 - “One complaint, see Executive Summary Sheet for details” or “Nil complaints” and therefore no Executive Summary Sheet is required.

2. XO should sign the D&I Log monthly (unless they are maintaining the log) and CO quarterly or six-monthly.

3. The CO **must always** sign the Executive Summary Sheet when a complaint is raised during that month.

APPENDIX 2 TO ANNEX 30B

TRAINING LOG

Unit Name .....

Date	Event	Audience	Delivered by	Signature

1. The D&I(A) is to record all D&I training conducted within the Unit. To include planned training and if subsequently cancelled, an explanation given for the cancellation is to be annotated in the Log.

2. All mandatory D&I training is to be delivered by a qualified and in date D&I(A) with support from unit D&I(P)s.

APPENDIX 3 TO ANNEX 30B

D&I ACTION PLAN

UNIT/SHIP Name
D&I Action Plan – Updated DD MMM YY

Serial No	Subject	Action Points	Frequency/ Deadline	Action Lead
		Policy		
1.	*External D&I Policy Statements*	*a. Review all relevant (MOD, Navy Command etc) policy statements to ensure that they are being correctly implemented onboard.*	*Annual (Jan) or post RiP as required*	*D&I(A)*
2.				
3.				
4.				
		Command Leadership and Commitment		
5.	*Meet cultural and religious needs of all personnel*	*a. Organise work routines wherever possible to allow time off for prayer and religious festivals.* *b. Ensure arrangements continue to be made to accommodate female personnel onboard.* *c. Meet dietary requirements of all personnel.* *d. Challenge any form of unacceptable behaviour.*	*a. Monthly* *b. Ongoing* *c. Daily* *d. Daily*	*a. D&I(A)* *b. Executive Team* *c. LCS* *d. Command Chain*
6.				
7.				
8.				

Serial No	Subject	Action Points	Frequency/ Deadline	Action Lead
Training				
9.	*Provision of internal training*	*a. Hold monthly discussion groups with Ship's company.* *b. Include D&I in the weekly training subject on daily orders.* *c. Conduct mandatory D&I training for personnel OOD for JPA competency.* *d. Include D&I as a topic for Divisional meetings.*	*a. Monthly* *b. Every 8 weeks* *c. Every 6 months* *d. Every term*	*a. b. c. D&I(A)* *d. Divisional Officers*
10.				
11.				
12.				
Best Practices				
13.	*Work allocation*	*a. Ensure that all allocation of work is fair and conducted without discrimination.*	*Ongoing*	*HODs*
14.				
15.				
16.				
Communications				
17.	*Internal Communications*	*a. Ensure that any internal communications (Daily orders etc) are compliant with current unit D&I Policy.*	*Daily*	*D&I(A)*
18.				
19.				
20.				
Qualified Personnel				
21.	*D&I Advisors and Practitioners*	*a. Roles to be offered to all ranks and grades.* *b. Ensure required number of D&I Advisors and Practitioners is met.* *c. Provide time for CPD.*	*Ongoing*	*D&I(A)*
22.				
23.				
24.				

APPENDIX 4 TO ANNEX 30B

WHOLE FORCE INCIDENT LOG

Serial No:	1. Incident type:
2. Nature of bullying or harassment: (*see codes overleaf or leave blank if box 1 and 3 capture it*)	3. Is the incident related to a Protected Characteristic in the EA 2010?: Not related, Age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, sexual orientation (*circle as appropriate*)
4. Date of incident:	5. Date of discussion:
6. Individual's Details: Name, Service, Number, Rank / Rate / grade, Sex (M / F / Prefer to self-describe):	7. Do they consider themselves to belong to a minority group?:
8. Respondent (*details if known*): Name, Service, Number, Rank / Rate / grade, Sex (M / F / Prefer to self-describe). Does the Respondent belong to a minority group?:	9. Witness(es) (*if applicable*): Name, Service, Number, Rank / Rate:
10. Summary of incident: *(briefly explain what happened – use additional pages if needed)*	
11. Redress sought by Complainant:	
12. Advice given, including action taken: (*Adviser should outline all options available, including redress and appropriate signposting)*	
Name / Signature / Date - D&I Adviser	Name / Signature / Date - Complainant

Nature of the bullying or harassment	Code Reference
Comments about personal appearance	1
Spreading gossip or making false accusations	2
Intimidation or verbal aggression	3
Humiliated in front of team or others	4
Negative micromanagement	5
Removal of job responsibilities, unconstructive criticism, or impossible / changing expectations	6
Treated less favourably to others	7
Ignored, excluded, marginalised	8
Undermining, or taking credit for work	9
Denied time off for personal ill health	10
Denied time off for family or caring responsibilities	11
Disclosure of personal / sensitive information to colleagues without consent	12
Unhelpful comments about mental health or being off sick	13
Use of inappropriate language e.g. swearing or using offensive terms / nicknames	14
Something else not listed here	15

APPENDIX 5 TO ANNEX 30B

INCIDENT FOLLOW UP

1. D&I Advisers should use the checklist below to follow up with individuals who have approached them for advice four weeks on from the initial discussion. D&I(As) can choose the most appropriate way to do this, whether through email or by having a face-to-face conversation. D&I(As) are required to make a note of the key points outlined below and keep it with the associated incident log, noting the date of the follow-up.

2. Suggested follow-up questions

a. Has the behaviour now stopped, or has it continued in some way? If it has continued, has any action been taken to resolve this?

b. What steps were taken following our conversation? (e.g. decided to try a method of informal resolution or started a formal complaint).

c. Was mediation used during the course of resolving the issue?

d. Has the issue now been resolved successfully or is resolution ongoing?

e. If the issue is still ongoing, what are the next steps?

f. What was the outcome and are you satisfied? If not, could you outline why?

g. What lessons do you think have been learned by your unit / team because of this incident? Do you think appropriate steps have been taken to avoid similar incidents happening in the future?

h. Is there anything else about this incident you would like to raise?

APPENDIX 6 TO ANNEX 30B

LEAD D&I ADVISER MONTHLY SUMMARY LOG

Names and identifying details of parties are NOT to be recorded on this form			
Date of log:		Serial Number:	
Date incident raised:			
Type of log (*circle as appropriate*)	○ New incident ○ Existing incident ○ No new incidents		
Type of approach:	○ General advice ○ Informal complaint	○ Formal Complaint ○ Civilian BHD formal complaint	
Issue type:	○ Bullying ○ Harassment ○ Sexual harassment	○ Discrimination ○ Victimisation	
Is the issue related to a Protected Characteristic outlined in the 2010 Equality Act?:	○ Not related ○ Age ○ Disability ○ Gender reassignment ○ Marriage and civil partnership	○ Pregnancy and maternity ○ Race ○ Religion or belief ○ Sex ○ Sexual orientation	
Nature of the bullying / harassment:	○ Comments about personal appearance ○ Spreading gossip or making false accusations ○ Intimidation or verbal aggression ○ Humiliated in front of team or others ○ Negative micromanagement ○ Removal of job responsibilities, unconstructive criticism, or impossible / changing expectations ○ Treated less favourably to others ○ Ignored, excluded, marginalised ○ Undermining, or taking credit for work ○ Denied time off for personal ill health ○ Denied time off for family or caring responsibilities ○ Disclosure of personal / sensitive information to colleagues without consent ○ Unhelpful comments about mental health or being off sick ○ Use of inappropriate language e.g. swearing / using offensive terms or nicknames ○ Something else not listed here		
Gender of Complainant:	○ Man ○ Woman ○ Prefers to self-describe		

Does the Complainant consider themselves to belong to a minority group?:		○ Yes (give details - see categories listed above) ○ No
Brief outline of incident:		
Current status of complaint:	○ Closed (record date here) ○ Open (note date for follow up here)	
Mediation used?	○ Yes ○ No	
Was the issue resolved successfully?	○ Yes ○ No ○ No, led to a formal complaint	

ANNEX 30C

GUIDANCE TO D&I(A)s WHEN CONSIDERING/RECOMMENDING MEDIATION

1. Introduction

a. **Informal Bullying and Harassment Complaints.** As a D&I(A) your role is to advise both (or all) parties of the mediation process in order to resolve the complaint. For those intractable *Informal* bullying and harassment complaints where the content is considered sufficiently serious, you are to scope the nature of the complaint and mediator provision with the Complaints Investigation and Mediation Team (CIMT) prior to commencing any mediation and can be contacted at NAVYLEGAL-MediationService@mod.gov.uk.

b. **Formal Bullying and Harassment/Service Complaints.** As a D&I(A) your role is to advise the Deciding Officer on whether mediation is, or has been, a consideration when resolving a *Formal* bullying and harassment Complaint or a Service Complaint which has a bullying and harassment element that may be resolvable through mediation. You are to advise both Parties of the mediation process as a means of resolving the complaint/part of the complaint. The D&I(A) is to scope the complaint with the CIMT to determine whether it should be considered for resolution by accredited mediators. It is important to remember that mediation can be used at any stage of the Formal Complaints process. For effective mediation, both Parties must be willing to participate in good faith to attempt to work out an agreement and resolve the complaint.

c. **Workplace Based Disputes.** As a D&I(A) you may be asked to advise Line Management as to whether a specific workplace-based dispute might be resolved through mediation. If you, Line Management and the Parties consider mediation to be an option, you are to contact the CIMT to scope the suitability of mediation for resolution of the dispute. You are also required to advise the Parties of the mediation process as a means of resolving the dispute.

2. Factors to Consider

Mediation can only work as a voluntary process and must be agreed by all parties. Its use should be on a case-by-case basis and it cannot be ‘forced’ upon Parties. Factors to be considered include:

a. The history and dynamics leading up to the complaint. It is advised that mediation at an early stage is more likely to be effective than if utilised in the later stages of a complaint. If both Parties agree to mediation, then to ensure the best likelihood of success mediation should occur as soon as possible after the agreement has been given.

b. The possibility of physical threat or verbal aggression. Agreement on non-violence, respectful and dignified behaviour (including, where appropriate, respect for rank) and the maintenance of Service discipline throughout are essential and are pre-requisites for mediation.

c. The nature of the relationship between the Parties. A substantial difference in rank or status may mean that mediation is not a practical option. In general, mediation should only be used if there is no more than a two rank/grade separation between the Parties.

d. The intensity of feeling. If antipathy is extreme, mediation may not work.

e. The willingness of all Parties to participate in the process. Mediation cannot be one-sided; everyone needs to be able to contribute something constructive to achieve resolution.

f. The nature of the dispute/complaint; for example, cases of sexual harassment may involve criminal offences and are not suitable for mediation.

g. Staff Legal Advisers *may* recommend that mediation be offered to the parties involved in a Service Complaint.

3. Resolution

There will be maximum opportunity for achieving resolution through mediation in cases where the following conditions exist:

a. There are low levels of anger and verbal intimidation.

b. There have been no breaches of Service discipline rules.

c. No other Formal action is anticipated/underway which would conflict with the mediation process.

d. Allegation(s) made are being offset by counter-allegation(s) that would be raised within the mediation process.

e. Both Parties are willing to contribute to a resolution.

f. There is room for improvement in relationships.

g. The Parties may not have been initially prepared to have face-to-face interaction with each other but are more inclined to do so with external help.

4. Care of U18s

In the event of an U18 Service person being involved in mediation, Commanding Officers are to provide an accompanying chaperone, e.g. Assisting Officer or any impartial, responsible person that the U18/Command chooses to nominate. The chaperone is present to ensure that the U18 person fully understands the process and to act in an advisory capacity to the individual. The chaperone should not be involved in any debate or offer an opinion during the mediation process, other than to act *in loco parentis* for the individual and monitor their emotional state. The chaperone should respect the full level of confidentiality applicable to mediation. The other Party in the mediation should also be consulted prior to commencement of the mediation process to ensure that they are content for the nominated individual to act as a chaperone.

5. When Not To Use Mediation

Mediation is not usually appropriate if, for example:

a. There is a difference of greater than two ranks/grades between the Parties. In instances where there is a rank difference greater than two ranks, the protocol for mediation should be discussed with the CIMT before being given final approval; in the event of a *formal* bullying and harassment/Service Complaint, this is to be by the Deciding Officer.

b. The nature of the relationship between the Parties is such that, from the perspective of all Parties, it is unsafe to participate.

c. Formal procedures need to be applied e.g. if potential criminal behaviour/activity is suspected, and Service Police involvement may be required.

d. Internal administrative, disciplinary or restoring efficiency procedures need to be applied e.g. if contravention of the Code of Social Conduct, other serious misconduct, or unsatisfactory performance may be involved.

e. Factors leading up to the dispute/complaint are long-standing and complex, and the Parties have become so embittered and entrenched, that progress is very unlikely.

f. The mediator, given their experience, considers that the situation is not suited to mediation.

6. Recording of Outcomes

The following actions are required to record mediation:

a. **Informal Bullying and Harassment Complaints.** The outcome, whether successful or unsuccessful, is to be recorded in the summary sheet for an Informal bullying and harassment complaint, retained within the Unit D&I Log.

b. **Formal Bullying and Harassment/Service Complaints.** A copy of the Mediator's letter to the Deciding Officer specifying the outcome is to be retained in the Unit D&I Log. The appropriate Declarations of Confidentiality will be retained by the CIMT.

ANNEX 30D

TRANSGENDER AND NON-BINARY SERVICE PERSONNEL

1. Introduction. This annex provides guidance for the support of RN transgender (trans) and non-binary Service Personnel (SP) including during transition/affirmation of their gender.

2. Supporting Trans and Non-Binary Service People.

a. JSP 889 contains the policy for the "Recruitment and Management of Transgender Service Personnel". The RN remains committed to making diversity and inclusion integral to all our policies, functions, and services. The RN values the unique contribution of all its people and will treat everyone with dignity and respect.

b. The Royal Navy (RN) D&I Policy Desk should be the first point of contact for individuals and Chain of Command (CoC) for assistance in interpreting JSP 889. The process for supporting trans SP through their transition/affirmation is well established and the RN D&I Policy Desk has experience in helping manage this period to be as smooth as possible for both the individual and CoC.

c. Where an individual shares that they are non-binary, a supportive, inclusive, approach is required. A person who is non-binary may possess the protected characteristic (PC) of gender reassignment, JSP 889 should be referred to in the first instance. The individual may choose to follow the trans referral route contained within JSP 889 with potential referral to a Gender Dysphoria Clinic (GDC) for affirmative therapy, or they may elect not to; the decision of whether to seek referral or not in no way invalidates their gender identity.

d. Not all trans and non-binary people want or can have medical support for their transition/affirmation. For those that do, there are prolonged waiting times to be seen by an NHS GDC, so some individuals may seek private treatment. As with any private treatment, SP should inform their Medical Officer or GP who will be able to discuss medical support available in-service and seek to ensure they are fully supported in receiving appropriate care in the form of shared care agreements. GPs should follow the procedure contained within BRd 1992 (0317 refers).

e. The lived experience of each trans or non-binary person will be very different and all trans and non-binary people should be supported as individuals, using the policy as a handrail. For specific support, the RN D&I Policy Desk is always available to CoC and individuals.

3. Confidentiality.

a. All personnel should be aware that gender reassignment (more broadly, 'being trans') is a PC under the Equality Act 2010. It is also protected under the Gender Recognition Act 2004 (GRA). The GRA states it is an offence for a person to disclose "protected information" to others where that information was "received in an official capacity." Protected information includes a person's trans status or gender history. Annex A of JSP 889 provides a comprehensive legal overview including confidentiality, privacy and data protection for SP protected under the PC of gender reassignment.

b. The RN is committed to maintaining trans and non-binary SP's confidentiality and data protection rights. A trans or non-binary SP's protected information should never be shared without either express (written) permission from the individual or following advice from a Service lawyer.

4. Using a Pragmatic Approach. Pragmatic and considered actions by the CoC can make life easier for trans and non-binary people. With some individuals not being open about their gender identity and infrastructure being used by people from external organisations, units should consider making changes proactively. The following examples provide Commanding Officers (COs) with ways in which they might support trans and non-binary people sympathetically without adversely impacting on operational capability (OC).

a. **Sanitary Provision.** Consideration should be given to ensure trans men and those with masculine gender identities have access to sanitary provision, by including sanitary waste facilities in all gender facilities.

b. **Dress and Appearance.** RN Dress Regulations (BRd 3(1) Part 6) provides definitive guidelines for dress and appearance standards. To support non-binary SP in expressing their gender, non-binary SP can choose to adopt either of the current men's or women's dress and appearance standards, whichever fits their gender more comfortably as affirmed by them. Where a SP's gender is fluid, the SP should adopt the uniform standard which most comfortably fits their gender at that time; this may change over time, as affirmed by the individual.

(1) SP are not permitted to mix the men's and women's uniform items or standards together, including hair under current policy

(2) Trans and non-binary SP are entitled to a gratuitous uplift of gendered uniform items. For example, tricorn or peaked cap, skirts, white shirts, etc, as appropriate.

(3) COs can support trans and non-binary SP by facilitating issue of uniform and ensuring maintenance of confidentiality about the person's gender history. For example, the CO or SP could inform the Logistics Officer/clothing store of requirements for an additional uniform issue. A bespoke appointment can be arranged to maintain confidentiality and avoid any unnecessary questions, or potential embarrassment, at the counter.

c. **Health and Safety.** Individuals who use gender affirming prosthetics[1] should always consider their own health and safety during their use. All roles in the RN contain inherent risk and these increase in operational environments. Individuals may wish to temporarily remove any such items where their continued use could cause greater injury, or impact their own capability, for example during firefighting or at Action Stations. If necessary, contact the RN D&I Policy Desk for further support.

d. **Accommodation.** COs are to contact the RN D&I Policy Desk to seek guidance when considering the allocation of accommodation spaces in their unit.

e. **Appraisal Writing.** In addition to the D&I Guidance in JSP757[2] ROs should discuss inclusive language with their reporting subjects who are trans or non-binary. The SP may wish to have either their affirmed pronouns used in the report, or non-specific pronouns like they/them/theirs, or phrase the report so pronouns are not necessary; by referring to them as 'the SP,' for example. These preferences should be respected in the appraisals process. If SP feel this is not being adhered to, SP should bring this to the ROs attention.

f. **CDT.** Any trans or non-binary person undergoing CDT and requiring more privacy should report to the CDT Lead on the day. The CDT Lead will be able to offer a more private space to provide a sample and an option of male or female monitor, as preferred.

g. Where possible such adjustments should be considered before a trans or non-binary person joins a Unit. This removes the risk of an individual being accidentally "outed" by the CoC as they incorporate such changes in response to their joining. Units should be aware that they may not know if a person is trans prior or during their draft. Decisions based on assumptions should be avoided.

5. Provision of all-Gender Toilet Facilities in RN Ships and Establishments. Where infrastructure allows, COs should provide some gender-neutral toilet facilities in their units. Gender-neutral toilets are toilets that anyone of any gender can use. They are the standard on planes and trains and should not take more than signage change to set-up. Gendered toilets are not welcoming for some people who do not fit gender norms.

a. Anyone, whether cisgender, trans or non-binary, may be challenged or questioned in such spaces if their appearance does not fit stereotypes of what a man or woman looks like. These challenges are often inappropriate, as well as distressing or embarrassing for the individuals concerned. Everyone should have access to a toilet they feel able to use safely. Many trans and non-binary people avoid using public toilets, sometimes by avoiding food and drinks. In a workplace, this may impact on the person's performance and can lead to medical issues. This would clearly have an adverse effect on OC. Additionally; not all trans and non-binary people are open about their identity. It is a positive and inclusive step to provide all-gender facilities where possible.

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[1] Including but not limited to all types of STPs, packers, binders and wigs.
[2] JSP 757 Part 1, Chapter 4 Para 6 states: "The RO is obliged (and in some cases legally bound) to comply with D&I principles. All comments relating to physical attributes must be gender free and avoid reference to age, disability, Specific Learning Difficulties (SpLD), race, nationality, religion or ethnic background. Equally no reference should be made regarding marital status, pregnancy, other family circumstances or leave relating to maternity, paternity or adoption. ROs should also be cognisant of the preferred gender pronouns of the subject when writing both the MPAR and the OJAR/SJAR."

6. Dress Codes for Social Functions

a. The culture in UK society is becoming more diverse and inclusive, so too must our social dress codes. While the incidence of such requests may be small, the consequences of intolerance could be significant. Recognising that the RN has undertaken to become a diverse and inclusive employer, it therefore needs to be able to balance the maintenance of tradition with the need to accommodate changes in culture; the maintenance of tradition never trumps the requirement to act fairly and lawfully towards our people.

b. When setting the standard of dress at social events the maintenance of traditions and standards should be considered but choice should be permitted. Understanding that some people do not always identify with societal gender binary norms and tailoring the choice of clothing will create a more inclusive environment. For example, women may prefer not to wear a dress to social functions and may prefer to wear black tie, a non-binary person may wish to wear a dress or black tie; refusing to allow people to attend functions in their choice of clothing may be indirectly discriminatory.

c. Mess Presidents should examine their dress codes, including where previously 'or female equivalent' has been used as guidance. Not only is 'female equivalent' unclear, but it is also exclusive and restrictive. The key principle is to be specific about the standard required but inclusive of everyone. For example: "Dress Code: mess dress, black tie, evening dress or appropriate equivalent" would provide choice for all and create an inclusive environment for a formal evening function. A similar approach could be adopted for other, less formal standards of dress.

7. RN LGBTQ+ Network - Peer Support. RN LGBTQ+ is the sexual orientation, gender identity and expression network of the RN. It aims to foster an inclusive Service in which our people feel comfortable, valued, and empowered to be themselves and express their orientation and identity, realise their career potential, and contribute fully to the Service. The network provides for all staff, irrespective of their sexual orientation and gender identity across the Whole Force. They offer a confidential listening/advice and support service for those who seek help and are not comfortable with approaching their CoC. They can also offer peer-to-peer support through networking and social events. The network can be contacted at NAVY-LGBTQNetworkMAILBOX@mod.gov.uk.

8. Inclusive Language

a. While trans and non-binary people have always existed, the language to describe them and their experiences has not. The language surrounding and involving gender is developing and moving quickly. Many terms involve nuance and sensitivity so when talking (or writing) with (or about) trans and non-binary people it is important to use the correct language as affirmed by the individual (or group) you are communicating with (or about).

b. As people affirm their gender, they may choose a new name and ask you to use new pronouns to refer to them. A pronoun is a word we use instead of a name. Common pronouns are he, she, they, and you. Respecting pronouns is one of the simplest and easiest things you can do to support trans and non-binary people. A person's pronouns may change over time, based on their gender expression, or as they progress with their transition. Some people may use a mix of pronouns, for example he/they, where it is okay to use either set of pronouns interchangeably to refer to them. It is customary for some people to change their title and last name when they get married. If a colleague transitions, you should treat it as a similar readjustment and begin using their new name and pronouns as soon as they share them with you.

c. Hearing leaders and CoC using inclusive language can be very affirming for trans and non-binary people (whether open or not) and foster a culture of inclusiveness and belonging in the unit. Ways to improve inclusivity are:

(1) Consider putting your pronouns in your email signature.

(2) Consider starting to introduce yourself with pronouns.

(3) These are often low-risk actions that can have a significant impact on the inclusivity of your unit. It demonstrates that you are understanding of gender and committed to respecting people for who they are.

d. While mistakes during an adjustment period are understandable, it is important to deal with them in the correct way and ensure they are not repeated. Two common mistakes are:

(1) Misgendering: when a person is referred to with the wrong pronouns.

(2) Deadnaming: when a person is referred to by the name that they used before they transitioned (their 'deadname').

e. Whilst often unintentional, and no harm is intended, repetition over time or from multiple people can cause harm. If you make a mistake and deadname or misgender someone it is important to correct yourself, or be open when challenged, apologise, and move on. Deliberately misgendering someone is unacceptable and may constitute bullying or harassment. Incidents should be reported to the CoC and managed IAW JSP 763: The MOD Bullying and Harassment Complaints Procedures.

f. If you do not know which pronouns to use for a person, consider whether you need to know them: is it relevant for your interaction? If it is, simply ask them in a discrete but straightforward way: "Excuse me, what pronouns do you use?". Using rank is an effective way to avoid gendered language entirely, particularly in groups who are unfamiliar with each other. This is already widespread and normalised within the RN rank structure, e.g. when addressing a CPO as "Chief" or a LH as "Leader". Until a group is comfortable with which pronouns to use, you should consider encouraging this principle across all ranks: "Good Morning Lt," or "Hello Cdr" are no less respectful than "Hello Ma'am".

g. Where gender critical beliefs are held by individuals it is within their right to view gender as binary and related to birth sex as a personal philosophical belief. This however does not give the right for manifestation as unacceptable behaviours, bullying, harassment or discrimination. A person holding gender critical beliefs should still respect a trans or non-binary SPs pronouns if informed of them. Refusal to do so directly undermines cohesion of the unit and may constitute unacceptable behaviour.

ANNEX 30E

BUSINESS CASE TEMPLATES

1. Business Cases (BC) are used across the RN to provide a clear, auditable justification for proposals that require the allocation of time, funding, or other organisational resources. They ensure consistency of decision making, demonstrate alignment with Defence and RN strategic objectives, and evidence value for money.

2. Within RN D&I Networks, BCs are required for activities such as events, external engagement, training, travel, or other requests that draw upon Defence resources. Submissions allow Networks to articulate the purpose, expected benefits, costs, and contribution to operational effectiveness through improved inclusion and organisational culture.

3. Two approved templates are available for use: *the Standard Business Case* and the *Short Business Case*.

a. **The Standard Template.** Is used for higher-value, higher-risk, or more complex proposals, and requires detailed articulation of justification, options, risk analysis, benefits realisation, and delivery planning.

b. **The Short Template.** Provides a streamlined format for low-cost or low-risk activity, where only essential information is required in relation to the Networks financial plan to enable timely decision-making.

c. Both formats ensure proportionality while maintaining governance, transparency, and assurance across RN D&I activity.

4. Standard Business Case Template

a. **Date: [INSERT DATE HERE]**

b. **To:** Director, Conduct, Equity and Justice Directorate (Approving Authority)

c. **Copy To:** Defence Network Consultancy Team Leader, Conduct, Equity and Justice Directorate

d. **Business Case – For: [INSERT TITLE HERE]**

(1) **Issue.** Financial approval is sought for: short summary of requirement including What, Why, When and Who (especially target audience) and Outcome expected.

(2) **Recommendation.** The Approving Authority is invited to:

Approve expenditure of £XXXX.XX for:

Note: This event will positively support the department's objectives on D&I.

(3) **Timing.**

(a) Options of URGENT/ROUTINE - approval needed by XX/XX/XXXX and why.

(b) Please be aware, your Business Case must be approved before the event can take place - if the event goes ahead without approval, then the D&I team cannot be held responsible for the cost.

e. **Background To Requirement.**

(1) In no more than a couple of paragraphs, broadly set out the capability sought through this project and its role within wider departmental initiatives/ programmes. Also cover, if applicable, the project history and the wider governmental context for this project. Avoid jargon unfamiliar to the D&I team and explain any acronyms on first appearance.

(2) Breakdown of costs and activity. If it is an event, include where will it be publicised, who has been invited, and the proposed programme. If using an external company, three separate quotes are required with business justification on why the chosen supplier has been selected. Please ensure costs are cited with vat included.

f. **Benefits.**

(1) State the benefits and how the proposal aligns with the D&I strategy 'Force for Inclusion'[1]. The outcome expected should be included here and any method by which the outcome will be measured/assessed.

(2) Explain here how supporting this event/purchase will contribute to Defence's commitment to Armed Forces and Civil Service values and initiatives including the recently published Civil Service Diversity and Inclusion Strategy. Explain how your proposal will assist inclusion and diversity for Defence.

g. **Presentational Aspects.** Please add any detail on media or communications coverage you are planning, internally or externally.

h. **Procurement Route.**

(1) Please stipulate clearly how purchases will be made, for example Purchase will be made by CP&F for MOD contracted companies, ePC for external companies (or MOD contracted companies not registered on CP&F), the fee earner/ TNC process for speakers, or charged to a UIN.

[1] https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents/20180806-MOD_DI%20Plan_A4_v14_Final-U.pdf#search=Force%20for%20inclusion

(2) The Network must state how it will procure the item or service they are requesting D&I to fund. If you are unsure on procurement routes and payment options, please contact the supplier who can advise you what payment methods they accept. You can also email the Business Management Team at people-businessmgtmailbox@mod.gov.uk, or seek advice from your local Finance Business Partner.

i. **Summary.**

(1) By submitting this business case I acknowledge that I have read and am abiding by JSP 462, and JSP 332 for low value purchases.

Signed:

With contact details:

(2) Submit BC to DNCT at people-diversity-inclusion@mod.gov.uk one financial quarter (3 months) in advance of an event to avoid disappointment).

5. Short Business Case Template

Short Business Case (BC) Template (max 1 page)	
This BC is to secure *funding* from -	
Title	
Description of Requirement	
Cost	
Name of requirement owner	
Business Area	
UIN	
Procurement route	
Justification for spend/Who has directed this?	
Impact of non-approval (1-2 sentences)	

ANNEX 30F

RN NETWORK COMMUNICATION GUIDANCE

1. Aim. The aim of this Annex is to set out the RN policy, governance and minimum standards for communications and engagement by RN Staff Networks, and to align Network activity with Naval service priorities, brand and security requirements. This Annex has been developed in consultation with RN Comms.

2. Scope. This Annex applies to all RN and RM D&I Networks and any appointed Communications POCs, including Whole Force personnel and contractors when acting on behalf of the Service.

3. Policy.

a. **Governance & Responsibilities.**

(1) Director People & Training (P&T) owns the RN approach to people engagement and sets direction for coherent communications across P&T functions.

(2) P&T Engagement Team was established to bring cohesion and strategic prioritisation to communications and engagement initiatives across P&T and to filter these into RN Communications (RN Comms). The team advises Networks and assures alignment to wider organisational priorities.

(3) People Liaison Team (PLT) conducts front-line engagement to understand our people and to keep them informed on P&T themes; acts as a two-way mechanism for feedback to improve lived experience.

(4) RN Comms provides advice/guidance, brand assurance, content approvals and amplification across RN channels. A named RN Comms focal point will be promulgated on internal platforms.

b. **Annual Communications Cycle and Process.**

(1) Maintain an annual communications grid of key announcements, events and milestones.

(2) Produce a communications plan for each activity/event (OASIS method)

(3) Notify P&T Engagement Team and RN Comms of planned activity to enable alignment and amplification.

(4) Book photography/imagery support as early as possible and not less than two weeks in advance.

(5) Post-activity, measure impact against objectives and capture lessons.

c. **Communications Planning (OASIS).** Networks will use the OASIS framework: Objectives (SMART), Audience (specific and insight-led), Strategy (approach, tone and key messages), Implementation (channels and content), Scoring (measures of success).

d. **Inclusive Communications Standards.**

(1) Use plain, accessible language; avoid jargon and unexplained RN acronyms.

(2) Reflect diverse voices and perspectives; use representative imagery.

(3) Provide alternative text (ALT text) for images and captions/subtitles for video.

(4) Follow accessibility good practice for fonts, contrast and readability.

e. **External Social Media Use.** When posting on official or personal accounts in an official capacity, adhere to platform-appropriate style and RN brand. The following platform-specific guidance applies.

(1) **LinkedIn:**

(a) Engage with personnel content and celebrate milestones; showcase people, roles and skills.

(b) Prioritise video and image/graphic carousels (multi-page PDFs upload as carousels).

(c) Collaborate with partners and stakeholders to increase reach.

(d) Focus on hyperlocal content, regional stories, communities and industry partners.

(2) **X (Twitter):**

(a) Keep copy within 280 characters: short, clear, and simple.

(b) Prioritise video and images, tag relevant accounts in images where appropriate.

(c) Use a maximum of two relevant hashtags when aligned to a specific campaign/awareness moment.

(3) **Meta (Facebook):**

(a) Share hard news in a format aligned to reputable news outlets and link through to authoritative sources.

(b) Share good news regularly; build authentic relationships by responding to positive comments.

(c) Prioritise video; avoid posting more than three times a day.

(4) **Instagram:**

(a) Post in correct formats (9:16 for Reels/Stories; 4:5 for carousels).

(b) Use appropriate tone in line with RN brand; be timely with trends.

(c) Respond to users; use hashtags appropriately to extend reach; test posting times.

f. **Managing Negative Commentary.**

(1) Monitor posts after publication and triage responses.

(2) Use constructive criticism as lessons learned opportunities.

(3) For genuine complaints, respond or challenge where appropriate; peer responses may self-moderate.

(4) For malicious/offensive content, block/report the user and delete the comment in line with platform rules.

g. **Internal Communications Channels.** Authorised channels include RN DefNet, Defence Connect, MyNavy and the Whole Force Weekly Update. Tailor tone and content to the intended audience (military and/or civil service), keep copy concise and value led. Avoid over-reliance on national days/months as primary hooks; prioritise policy/personnel updates. Where appropriate, include lived-experience case studies and relevant links to single/tri-Service policy.

h. **Measuring Impact and Learning.**

(1) Reach: social reach, article views, newsletter distribution.

(2) Engagement: attendance numbers, comments, shares, clicks, email open/click-through rates.

(3) Feedback: surveys, focus groups, informal check-ins.

(4) Conduct a short post-activity wash-up to capture lessons and feed the next plan.

i. **Example of Effective Practice (for illustration).**

(1) Plan with Networks at least one month in advance to allow alignment and asset creation.

(2) Nominate a single comms POC to work with RN Comms.

(3) Hold regular planning calls with relevant stakeholders/partners/funders to maintain alignment.

(4) Provide daily content updates during major events so internal, news and digital teams know what to share.

(5) Use a single email thread or collaboration space to streamline content flow and approvals.

4. Compliance. All activity must comply with Defence writing and branding guidance, security and data protection requirements, the Service's social media direction, and any extant policy on D&I. Nothing in this Annex authorises disclosure of protected or personal information.

5. Records and Reporting. Networks are to retain communications plans, assets, approvals and evaluation summaries in accordance with Defence records policy. Quarterly summaries of activity and impact should be provided to the P&T Engagement Team as requested.

6. Security & Data Protection.

a. Apply the correct protective marking to all content and ensure pre-publication checks for OPSEC and PERSEC.

b. Obtain consent and safeguarding checks before publishing personal stories or imagery.

c. Use official channels and approved tools for collaboration and file sharing.

7. Review. This Annex will be reviewed quarterly by the RN D&I Policy Team in consultation with RN Comms and the P&T Engagement Team.

ANNEX 30G

EQUALITY ANALYSIS

1. Introduction

a. Guidance to support completion of EAs can be found on the Equality Analysis SharePoint[1].

b. Guidance on the Public Sector Equality Duty in Defence can be found in JSP 887.

CONTACT DETAILS	
1. Name of proposal owner	
2. Department, Faculty, Unit or Section	
3. Contact name and email	

STAGE ONE: PROPOSAL DETAILS	
1. Name of policy, function or practice (proposal) being assessed	
2. Reason for EA (check as appropriate) Please check the appropriate box	☐ New policy, function or practice ☐ Change to an existing policy, function or practice ☐ Review of existing policy, function or practice x Other (please state)
3. Date when the proposal is anticipated to come into effect	
4. Purpose of the proposal or review	
5. Who does the proposal impact?	
6. Legislative or other legal requirements?	
7. Who will deliver, communicate and implement the policy or proposal?	

[1] https://modgovuk.sharepoint.com/sites/peopleequalityanalysis/SitePages/Public-Sector-Equality-Duty-(PSED).aspx.

STAGE TWO: EVIDENCE BASE AND CONSULTATION		
4. Information sources What data has been used to evaluate impact on people sharing protected characteristics		
5. Gaps in evidence Please identify any gaps in evidence which prevented a proper assessment of the proposal.		
6. Engagement		
Consultation(s)	**Date(s)**	
	Audience	
	Main issues raised	
Consultation(s)	**Date(s)**	
	Audience	
	Main issues raised	
Other engagement(s)	**Date(s)**	
	Audience	
	Main issues raised	

STAGE THREE: ASSESSING IMPACT AND ACTION PLANNING							
7. What are the potential or actual impacts of the policy or proposal when assessed against each of the following protected characteristics?							
Reviewed characteristic[2]	***Positive impact***	***No impact***	***Negative impact***	**Detail of impact** *Explain whether, and if so, how, the proposal will affect people differently according to their expression of this characteristic.* *Will the policy need to be adapted to support the differential needs of the Protected Characteristics? This section should be completed whether the impact is positive or negative.* *With positive impact, detail the actions you will take to promote the positive impact to the organisation in the next column.*	**How will you mitigate or remove any negative impacts, promote any positive impacts, or adapt your policy to peoples' needs?** *You must have due regard to the need to:* *(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010.* *(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.* *(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.* *If a negative impact is identified, explain the business need or direction given and why the proposed measures are appropriate and proportionate to achieve that. Where you identify a negative impact*	**Owner of action** *Identify who is responsible for mitigation or elimination if negative impacts have been identified or promote positive impacts identified.*	**Timescale** *Provide brief timescale for completion of mitigation or elimination if negative impacts have been identified or promote positive impacts identified.*

[2]The provisions of the Equality Act 2010 relating to work, contain exceptions so far as relating to age, sex or disability in service in the Armed Forces. Please see the Equality Duty Toolkit for further information - https://modgovuk.sharepoint.com/sites/peopleequalityanalysis/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fpeopleequalityanalysis%2FShared%20Documents%2FEquality%20Analysis%20Template%20and%20Toolkit%2F20230106%20Equality%20Duty%20Toolkit%2Epdf&parent=%2Fsites%2Fpeopleequalityanalysis%2FShared%20Documents%2FEquality%20Analysis%20Template%20and%20Toolkit.

					which cannot be objectively justified identify what changes you will make to your proposal to address this.		
Age	☐	☐	☐	*N/A*	*N/A*		
Disability	☐	☐	☐	*N/A*	*N/A*		
Gender reassignment	☐	☐	☐	*N/A*	*N/A*		
Marriage and civil partnership[3]	☐	☐	☐	*N/A*	*N/A*		
Pregnancy and maternity	☐	☐	☐	*N/A*	*N/A*		
Race	☐	☐	☐		*N/A*		

[3] Marriage and Civil Partnership is a protected characteristic under the Equality Act 2010 but is not a "relevant protected characteristic" for the purposes of PSED and does not need to be considered for full compliance with the duty.

				N/A			
Religion or belief	☐	☐	☐	*N/A*	*N/A*		
Sex	☐	☐	☐	*N/A*	*N/A*		
Sexual orientation	☐	☐	☐	*N/A*	*N/A*		
Applies to all characteristics	☐	☐	☐	*N/A*	*N/A*		
Other [4]	☐	☐	☐				

[4] Any further characteristics outside of those specified in the Equality Act that may be relevant, e.g. Part time workers, carers.

STAGE FOUR: OUTCOME	
8. Please select one of the outcomes below for how the proposal will be progressed	
☐ **No impact identified at this time.** *As a result of assessing the policy against the protected characteristics, no equality impact(s) have been identified.*	
☐ **Continue the proposal without adjustments for adverse impact.** *One or more adverse equality impacts have been identified. However, the proposal meets critical business need AND is an appropriate and proportionate means to achieve that aim.*	
☐ **Continue the proposal making adjustments where required.** *One or more equality impacts have been identified. Mitigating actions to address this will be taken.* *(as detailed in Table 14)*	
☐ **Stop the proposal because adverse impacts cannot be prevented or objectively justified.** *One or more adverse impacts have been identified which cannot be objectively justified and it is not possible to make adjustments to address the adverse impact; it may be necessary to stop the proposal.*	
PROPOSAL COMPLETION	
Signed by Proposal Owner (1* or above) ***The proposal owner is responsible for ensuring that all actions and review dates are met and the Equality Analysis is updated accordingly.*** ***The proposal owner is responsible for ensuring that the EA has been quality assured.***	Signature: Date:
Signed by MODLA ***Necessary only for major new policy and legislative proposals.***	Signature: Date:

c. **Next Steps**. Once the EA is signed, ensure the EA and the evidence informing the assessment is saved according to the guidance available online[5].

[5] modgovuk.sharepoint.com/sites/peopleequalityanalysis/Shared Documents/Forms/AllItems.aspx?id=%2Fsites%2Fpeopleequalityanalysis%2FShared Documents%2FEquality Analysis Template and Toolkit%2F20210913-Storing your Equality Analysis-OF%2Epdf&parent=%2Fsites%2Fpeopleequalityanalysis%2FShared Documents%2FEquality Analysis Template and Toolkit

CHAPTER 31

RELIGION AND BELIEF

(Sponsor: NAVY CHAPLAINCY-COTF EA)

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CHAPTER 31

RELIGION AND BELIEF

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CHAPTER 31

RELIGION AND BELIEF

SECTION 1

THE ROYAL NAVY RELIGION AND BELIEF POLICY[1]

3101. Introduction

a. This chapter presents the Royal Navy's policy on Religion and Belief. It explains the ways in which the Naval Chaplaincy Service facilitates and promotes this policy. Section 1 includes both the Religion and Belief policy, and a summary of the external policies and legislation which inform our position. Section 2 lists common religious and belief practices, which the RN should accommodate in accordance with legislation and our own Religion and Belief policy. Section 3 gives a brief outline of the Naval Chaplaincy Service.

b. Religion and belief have a significant effect upon the morale, motivation and values of individual adherents. According to the Office of National Statistics the number of individuals in the UK describing themselves as Christian has decreased over the past decade, whilst there has been a rise in number among certain denominations, including Pentecostalism, and non-aligned or independent churches. In addition, there has been a rise in numbers of people who identify as non-religious or who follow other religions, faiths and belief systems, including Islam and Paganism. There has also been a rise in those who identify as 'spiritual' but not 'religious'.

c. The Royal Navy's Policy on religion and belief, as presented within this chapter, is informed by - and in accordance with - current government legislation and MOD Diversity and Inclusion (D&I) policy.

[1] Religion or belief are defined in the regulations as any religion, religious belief, or similar philosophical belief. Characteristics such as collective worship, a clear belief system or a profound philosophical belief affecting an individual's way of life or view of the world are likely to be relevant in determining what constitutes a religion or belief.

3102. The Royal Navy Policy on Religion and Belief

a. The influence of religion and belief permeates our world and their influence over global politics has risen over the past fifty years. Religion and belief can provide a specific moral compass and ethical viewpoint for many people. Eight in ten people worldwide still identify with a religion. Evidence shows that – beyond individual practice – faith is increasingly moving into the public sphere and people of faith are becoming key partners in organisations aimed at tackling a varied set of global challenges – a sign of the important role of faith leaders and communities in bringing about social change[2]. The number of people expressing religious affiliation around the world is rising. This is largely due to the growth of Islam in the Middle East, Africa and the Far East, and the growth of Christianity in China and Eastern Europe, following the dissolution of the USSR. In addition, the growth in religious adherents within highly-developed countries (such as Japan and South Korea) challenges the view that religion and belief systems are old-fashioned, archaic, or primitive. A Royal Navy that understands diversity of faith and belief provides operational advantage in engagement of cultures during global operations.

b. Everyone has the right to freedom of thought, conscience and religion[3]. While an individual's religion or belief is a private matter the Royal Navy, as a modern employer, recognises its moral and legal responsibilities to support and protect individuals from any form of discrimination, harassment, victimisation or bullying, due to an individual's religion or belief, or perception of their religion or belief.

c. Notwithstanding that religion and belief are a protected characteristic in law; they are often central to an individual's identity. As a core characteristic of an individual's identity, religion or belief can be a source of personal resilience and inform their moral compass, bringing a sense of ultimate meaning and belonging to something greater than themself. It can help people be comfortable with uncertainty, strengthen a person's morale, and improve their operational capability. This can also be true at a collective level among a group of religious people, if they are allowed to practice their religion or belief without hindrance. In these ways, religion or belief can indirectly add value to teams and units providing a 'spiritual edge' to the physical, moral and conceptual components of fighting power.

d. For these reasons it is the duty of all levels of leadership to make adequate provision for the spiritual and moral needs of all personnel and Commanding Officers are to set a good example in this respect. The Royal Navy also allows people to educate or inform others about their religion or belief, where the goal of this education is to improve understanding, rather than for the purpose of promoting or converting people to their religion or belief.

[2] World Economic Forum, 2014

[3] European Convention on Human Rights, Article 9. (1) 'Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief and freedom, either alone or in community with others and in public or private, to manifest his religion or belief, in worship, teaching, practice and observance. (2) Freedom to manifest one's religion or beliefs shall be subject only to such limitations as are prescribed by law and are necessary in a democratic society in the interests of public safety, for the protection of public order, health or morals, or for the protection of the rights and freedoms of others'.

e. The Naval Chaplaincy Service has a long-standing tradition of offering and providing non-religious pastoral care to support Service Personnel of any faiths or belief. In order to reflect the diverse nature and needs of our Service Personnel chaplains represent various Christian denominations and major World Faiths, providing religious advice from the Buddhist, Christian, Hindu, Jewish, Muslim and Sikh traditions.

3103. The Equality Act 2010

a. The Royal Navy's policy on Religion and Belief is informed by, and in accordance with, the Equality Act 2010. The purpose of the Equality Act 2010 is to protect individuals from discrimination, harassment, victimisation and other conduct prohibited under the Act across a variety of sectors, which includes the workplace. It also required the Royal Navy, as a public body, to give due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

b. The Equality Act 2010 lists nine Protected Characteristics on the basis of which it is unlawful to discriminate. These include Religion or Belief, Sex, Race, Gender Reassignment, Sexual Orientation, Marriage or Civil Partnership, Pregnancy and Maternity, Age and Disability[4]. The Equality Act 2010 applies to all religions, and to beliefs including both religious beliefs and philosophical beliefs. It encompasses the lack of religion or belief and also protects those perceived to hold a particular religion or belief, whether or not the person actually holds that religion or belief. In this way it protects everyone from discrimination on grounds of religion or belief.

c. No one protected characteristic has precedence over another. We are all beholden to the prohibitions on discrimination and harassment within the Equality Act. Thus, the Service requires personnel to work alongside others, regardless of what religion or belief they may hold, or other protected characteristics they may have. The right to hold a religion or belief and to express those beliefs must be balanced against the rights of other protected groups. We must be tolerant of the differences between us all and ensure that whilst we may all hold different beliefs, they are not manifested in a way that amounts to unlawful discrimination of others, or breaches other provisions of the Equality Act.

3104. MOD Guide on Religion and Belief in the Armed Forces

The Royal Navy's policy on religion and belief is informed by the MOD Diversity Policy and its Guide on Religion and Belief in the Armed Forces. The Guide and any amendments to it, provide direction on specific aspects of religion and belief within the Armed Forces and Civil Service, such as fasting, prayer, and religious dress codes.

3105. Potential Conflict Between Religious Belief and the Equality Act

a. The Royal Navy has a duty to enforce the Equality Act 2010 with regard to all nine Protected Characteristics, although there are exemptions in relation to age and disability where necessary to safeguard combat effectiveness. In some situations, conflict may arise between different individuals or groups whose rights are protected

[4] An exemption exists within the regulations in relation to age and disability where necessary in order to safeguard the combat effectiveness of the armed forces.

by this act. The right for everyone to be treated with dignity and respect in the workplace applies irrespective of religion or belief.

b. Any concerns may either be raised to the local D&I adviser or chaplain, directly or via the appropriate networks, who can assist in raising issues to command or directly with the local command or the Chaplain of the Fleet's Office.

3106. The Royal Navy's Diversity and Inclusion Policy

a. The Royal Navy's Policy on Religion and Belief is informed by, and in accordance with, the Royal Navy's Diversity and Inclusion (D&I) policy. The RN D&I policy draws upon the Armed Forces Act 2006, the Equality Act 2010 and the Public Sector Equality Duty. The RN D&I policy forms the basis for all Royal Navy D&I training, guidance and management of complaints. It can be found at BRd3, Chapter 30.

b. The RN D&I policy does not offer any specific guidance on religion and belief. Rather, it is a general policy stating the Royal Navy's commitment to create an inclusive workforce, to recognise the value of diversity, and to challenge any form of discrimination, bullying or harassment based on the nine protected characteristics named within the 2010 Equality Act.

3107. The Role of The Chaplaincy Service in Supporting Religion and Belief

a. The Naval Chaplaincy Service (NCS) plays a central role in promoting and developing the Royal Navy's policy on religion and belief and the Chaplain of the Fleet acts as Head of Profession with regard to chaplaincy across the Royal Navy.

b. Further information concerning the Naval Chaplaincy Service is available from the Chaplain of the Fleet's Office[5] and can also be found in the following publications:

(1) BRd 2 - The Queen's Regulations for the Royal Navy.

(2) BRd 439 - Royal Naval Chaplaincy.

[5] NAVYCHAPLAINCY-GROUPMAILBOX@mod.gov.uk

SECTION 2

FACILITATING RELIGION AND BELIEF PRACTICES

3108. Facilitating Religion and Belief Requirements within the Royal Navy

a. Within the Royal Navy, an individual's religion or belief-system is treated as a private matter. However, as an employer, the Royal Navy aims to create a safe and just environment, in which all individuals can fulfil their potential. This includes supporting Service Personnel in their religious or belief-based identity. The Royal Navy achieves this objective by sanctioning and facilitating religious or belief-based activities such as daily prayer and worship, ceremonies and rituals, mediation facilities, religious dress code requirements, and diets.

b. The Royal Navy make every effort to respect and accommodate religious or belief-based activities, dress codes and diets. However, these are subject to the vital considerations of operational effectiveness and health and safety policy. For these reasons, individuals may need to be flexible, particularly when this is in the interests of their own safety or that of their colleagues.

c. Commanding Officers and line managers should consider whether their policies, rules or procedures put someone of a particular religion or belief at a particular disadvantage and what changes can be made to support individuals. In most cases, meeting an individual's religious or belief-based needs will require little change. If it is not possible to make such changes, Commanding Officers must be able to justify that their chosen route can be demonstrated to be a proportionate means of achieving a legitimate aim.

d. Reasonable requests to facilitate religion and belief-based requirements must be considered objectively and met wherever practical. Blanket policies or refusals may constitute discrimination unless justifiable as a proportionate means of achieving a legitimate aim. An example of this would be a scenario where the granting of leave for a religious holiday would substantially impact on a unit's or team's capability. Units are often deployed over Christmas and Easter when most would rather be on leave.

3109. Facilitating The Needs of Emerging Religions and Beliefs

a. The Royal Navy Religion and Belief Policy seeks to protect and support all Service Personnel in their chosen religion or belief. This includes personnel who are adherents to established 'world' faiths, and those Service Personnel who are adherents to smaller, or emerging religions or beliefs.

b. In some cases, where an emerging religion or belief system is multi-faceted, with multiple permutations and no one accepted form of worship, doctrine, ethical codes, practises, and scriptural points of reference, it may take time to formulate policy or practices that are consistent with other religions or beliefs.

c. Personnel who perceive that their religion or belief-based practices are not being facilitated should first speak to their Command. If in doubt, Command should approach the Naval Chaplaincy Service HQ or NCHQ D&I Team for guidance, who will, in turn, approach the appropriate internal or external bodies and consult the appropriate legislation.

3110. Potentially Harmful Ideologies or Movements

Some religious or belief movements, including cults, sects or extremist groups and ideologies, may be damaging to national security, operational effectiveness, contrary to the Royal Navy's values and standards or detrimental to the well-being of individuals. Command is to be kept informed of any individual who may fall into this category. If in doubt as to how to respond to the situation, Command should engage with the NCHQ D&I Team or the Naval Chaplaincy Service HQ for guidance.

3111. Facilities for Prayer during the Working Day

a. Some religions require their followers to pray at specific times during the day. Individuals should discuss their needs with their chain of command and every effort should be made to support such needs.

b. The Equality Act 2010 does not require employers to provide time off, or facilities to enable personnel to meet religious observances in the workplace. Notwithstanding this, it is MOD policy to make such provision where circumstances allow.

(1) **Time.** Personnel will normally be expected to use break times for their religious observances. Time off for religious observances such as a prayer session during exercises or operations may have to be delayed or deferred due to unit activities.

(2) **Location.** Wherever practicable, areas for worship or contemplation should be made available in all MOD sites and Service establishments. This includes ships and submarines when deployed.

3112. Provision of Facilities for Prayer, Worship and Meditation

a. Religious organisations traditionally use a purpose-built building for prayer, worship and festivals. The Royal Navy recognises this requirement.

b. **Churches.** All shore-based establishments and Capital Ships have churches or church compartments. Commanding Officers and line managers are responsible for initiating administrative action through their Property Manager/Site Estate Representative for the provision of churches and church rooms permitted under the appropriate scale (JSP 315). When a church or church room is not available, Commanding Officers are to ensure that adequate and worthy accommodation is made available for the conduct of worship.

c. **Prayer, Meditation and Quiet Rooms.** A practising member of a faith or belief group deployed serving onboard a ship or in an establishment is to be afforded the provision of a space which may be used as a prayer, meditation or quiet room. Where personnel of a faith or belief group do not have the requisite furniture and/or items of significance which are recognised as essential to the practising of their faith or belief, the local budget holder should be approached for assistance in securing such items.

3113. Parades, Funerals and Acts of Worship

a. Service Personnel should not be compelled to attend religious services, be that of their own belief or one different to their own.

b. Service Personnel are however required to attend Parades, Divisions and other national or important ceremonial events or musters of the Ship's Company (e.g. Armistice Day, Remembrance and Memorial Ceremonies, Commissioning and Decommissioning). By long-standing tradition, these events often include elements of public prayer and reflection. In addition, Service Personnel may be required to attend Acts of Remembrance which are contained within the context of a religious service. When attending these events, all Service Personnel are required to follow all Parade Orders including when appropriate the removal of headdress (except as detailed at para 3825 sub para g), and to remain on Parade as ordered for the duration of the service. However, they are not required to follow the actual act of prayer or reflection. Their presence does not imply any participation, agreement or otherwise, in any religious or belief elements of the event.

c. Service Personnel may also be required to attend a civic ceremony or Service Funeral as a representative duty or as a member of a Guard of Honour, where the service or ceremony follows a rite associated with a religion or belief different from their own. In these situations, Service Personnel are required to follow all parade orders including when appropriate the removal of headdress (except as detailed at Para 3825 sub para g), and to remain in the required locations as ordered for the duration of the events. However, they are not required to assent to any prayer or follow the actual act of worship or reflection.

3114. Requests for Leave for Religious Festivals/Holidays

a. Many religions and beliefs have special festivals, ceremonies or spiritual observance days. An individual may request annual leave to attend activities associated with one of these events. Commanding Officers and line managers should make every effort to allow individuals time-off to honour these religious festivals or holidays[6].

b. Individuals should give as much notice as possible when requesting leave and bear in mind that a number of their colleagues may request leave at the same time.

[6] JSP 760, Section 6 - Sacred Festivals.

c. Requests for annual leave for special festivals or holidays need to be considered objectively and fairly. Where there are numerous requests for leave at the same time, care should be taken to ensure that leave is granted according to fair and objective criteria. It is important not to make assumptions on the basis of an individual's actual or perceived religion or belief. For example, it should not be assumed that non-Christians will be prepared to work during the Christmas holiday period.

d. The practice of operating a holiday system – whereby the unit closes for specific periods, such as for summer 'block' leave – may prevent individuals from taking leave at times of specific significance to their religion or belief. In this way, the unit may be indirectly discriminating against them. However, such indirect discrimination is not judged to be unlawful if it can be justified as a proportionate means to meet a legitimate aim such as for operational or business reasons.

3115. Dress, Hair, and Tattoos

a. Some religions or beliefs require their adherents to wear specific items of clothing, or to grow their hair. The Royal Navy recognises this need to observe specific codes of dress and appearance. Naval uniform regulations cover this at Chapter 38 of this BR, Section 2 (Cultural and Religious Differences).

b. When Command assesses a request, it is important to note that the Royal Navy distinguishes between the requirements of devout faith, which shall be allowed where operationally practicable, and the cultural and social customs of a particular group, which may be accommodated where disciplinary prudence permits. When assessing a request, it is recommended that the appropriate faith networks, faith advisers and chaplaincy are consulted.

c. Hair, including facial hair, may be grown in excess of the regulation length, if for legitimate religious or belief reasons (Para 3818, sub para 5). To qualify as such, the facial hair must be grown as a tenet of a faith, by an adherent to that faith. Para 3818 also notes that 'any faith or practice must be clearly established by an individual and not simply deemed as having been undertaken in order to defy the regulations contained within this BR'.

d. Tattoos with particular religious or belief significance are deemed to be acceptable, if in accordance with the overall rules concerning tattoos within the Royal Navy. However, a tattoo is judged to be unacceptable if it encourages a negative view of another religion or belief or other Protected Characteristics. (Para 3817 and Annex 38B).

3116. Religious or Belief Artefacts, Symbols and Jewellery

a. Some religions or beliefs require their adherents to wear specific items of jewellery, or to possess items or artefacts of symbolic significance. These can include symbolic or ritual weapons. For example, within the Sikh faith, adults wear the *Kangha* (comb), the *Kara* (bracelet), and carry a *Kirpan* (knife). Similarly, some Pagans may wish to wear an amulet or bracelet, and to possess a knife and/or a small pelt altar covering for their rituals.

b. The Royal Navy recognises the importance of these elements to certain religions and beliefs. In general, the wearing of jewellery is allowed in accordance with the dress codes contained within BR Chapter 38.

c. In certain circumstances, the wearing of jewellery might not be possible, due to the risk it poses to Health and Safety. In this situation, the Health and Safety of the individual or other members of the unit or ships company will take precedence over the accommodation of the religious or belief practice. In these circumstances, it should be possible to find a compromise, whereby the adherent can honour their tradition while reducing the risk. For example, while it would be inappropriate for a chef to wear a bracelet or amulet with an image hanging from it, it would be appropriate for the individual to wear a close-fitting amulet or bracelet.

d. Where a member of a unit or ships company wishes to possess a weapon for religious or belief reasons, a request to do so must be made to Command. When Command is assessing a request, it is important to note that the Royal Navy distinguishes between the tenets of devout faith, which shall be allowed where operationally practicable, and the cultural and social customs of a particular group, which may be accommodated where disciplinary prudence permits.

e. When considering a request to hold a weapon for religious or belief reasons, it is also important to note, in accordance with Para 3818 that ‘any faith or practice must be clearly established by an individual and not simply deemed as having been undertaken in order to defy the regulations contained within this BR’.

f. When Command is processing a request to hold a weapon for reasons of religion or belief, a distinction should be made between carrying/wearing a weapon on a daily basis (such as the Sikh *Kirpan*), and weapons possessed for ceremonial reasons, to be used in a ritual. Within certain forms of Pagan Religion, the adherent is expected to possess a knife for ritual purposes. However, this does not require the adherent to carry the knife at all times.

g. If Command grant a request from a member of a unit or ships company to hold a weapon for reasons of religion and belief, then that weapon must be declared to the RNP and the EWO. In addition, the individual must also be able to demonstrate the ability to store the weapon securely.

h. Command may grant the request in principle to carry a weapon, but place constraints upon the size of blade allowed.

i. Any Service Person wishing to possess a weapon for reasons of religion or belief must familiarise themselves with local laws. The laws limiting the size of blade, and freedom to carry a weapon can differ between countries, including those which collectively constitute the UK.

3117. Religious and Belief-Based Dietary Needs

a. People of many faiths and belief systems observe special diets. The Armed Forces make every effort to cater for such dietary requirements.

b. **Mess Halls.** Vegan, vegetarian, Halal and Kosher meals can be provided in Service mess facilities. It should be noted that the preparation of kosher food by mess staff in strict observance of the Jewish faith cannot be guaranteed. This also applies to the preparation of Halal food with regard to the Muslim faith. Sikh Service Personnel require an alternative meat selection to the Halal or Kosher option.

c. **Ration Packs.** Halal, Kosher, vegan, and vegetarian ration packs can normally be made available for operations and exercises[7]. However, in some circumstances this cannot be guaranteed.

3118. Religious Fasting

Some religions require their followers to undergo extended periods of fasting. In accordance with a wider MOD approach religious fasting should normally be allowed in the Royal Navy. However, fasting might be judged inappropriate in some operational circumstances and should be risk-assessed; for example, when the physical demands on an individual are high, and fasting would be hazardous. Most religions provide adherents with a waiver or limitation of fasting obligations in situations of conflict, travel or sickness. Care should be taken to ensure that permitting an individual to undertake a fast does not place unreasonable burdens on other personnel.

3119. Conscientious Objection

Armed Forces personnel have a liability to deploy with their units worldwide. There are well established appeal procedures for Service Personnel who, during their service, develop a genuine conscientious objection to further military service. A member of the Armed Forces who develops an objection to future military service should make that objection known to their Commanding Officer. Details of the procedure to be followed can be found at Para 5408.

[7] Sikhs require an alternative meat selection to the Halal or Kosher options.

SECTION 3

NAVAL CHAPLAINCY SERVICE: POLICY, STRUCTURE AND ENABLERS

3120. Naval Chaplaincy Service Policy

a. The Naval Chaplaincy Service exists to support the religion and belief needs of all personnel within the Royal Navy. Naval Chaplains are religious ministers and clerics who are commissioned by His Majesty the King. Before joining the Armed Forces, they have been professionally trained by their own Endorsing Authorities, and have accrued years of post-qualifying experience in their respective religious fields prior to applying to the Royal Navy. Successful New Entry chaplains then receive naval training at Britannia Royal Naval College, induction at the Armed Forces Chaplaincy Centre and further chaplaincy-specific operational training before being required to pass a Fleet Board confirming they can join the Trained Strength.

b. Naval chaplains bear no rank whatsoever but 'are commissioned as such, and are not officers. Although subject to Service law, a Naval chaplain has no rank, and is therefore outranked by no-one. Conversely a Naval chaplain outranks no-one.' They are expected to conduct themselves in a manner which reflects their calling and position. They must maintain the highest standards of professionalism, religious and moral leadership and personal functional standards at all times. .

c. Naval chaplains deliver a generic 'all souls' ministry serving personnel regardless of their religion or belief. They have pastoral, spiritual and ethical responsibilities to Command, Service Personnel and their dependents. In addition, chaplains help support team cohesion and defence engagement activities.

(1) As pastoral carers, chaplains are traditionally referred to as the 'friend and adviser' to all on board. In this pastoral capacity, they deliver confidential, non-judgemental, non-directive and non-religious support, working with other agencies, both at sea and ashore, in peace and war, to enhance the readiness, resilience and resourcefulness of Service people and their families.

(2) As religious professionals, chaplains provide spiritual leadership through acts of worship, religious teaching and spiritual support.

(3) Chaplains support unit cohesion, by forming strong relationships with unit members, and engaging with individuals and collective elements as required. Chaplains monitor morale, mediate disputes, and facilitate communication between ranks and departments to maximise unit effectiveness.

(4) Chaplains support Defence Engagement activities at a local, national and international level, through engagement with charities and other religious and faith organisations.

(5) As ethical advisers, chaplains function as guardians of the Service's moral compass, including its ethical values, standards and ethos.

d. Through the delivery of these five outputs, chaplains offer an invaluable and unique service to the Royal Navy and the Armed Forces. Collectively, chaplains act as a vital force-multiplier, improving the performance and resilience of individuals, units and the Royal Navy.

3121. Confidentiality

a. The Royal Navy recognises that professional confidentiality is an integral component of the pastoral care that chaplains offer to naval personnel. This confidential support sustains the privacy and wellbeing of the individual, thereby enhancing the individual's contribution to the Royal Navy.

b. For Roman Catholic and Anglican chaplains, in accordance with ecclesiastical canon law, confidentiality in formal sacramental confession is inviolable entailing no reporting whatsoever to a third party.

c. Pastoral encounters between chaplains and naval personnel remain strictly confidential. However, exceptionally, there may be occasions when a chaplain needs to share sensitive information with appropriate authorities, without the consent of the service person, "if there is reasonable concern that a child or adult at risk has been abused, or may be at risk of harm, where sharing information without the person's consent will override the requirement to keep information confidential"[8]. In this situation, the chaplain should first encourage the person to disclose the information themselves. If the chaplain feels obliged to share pertinent information against the person's wishes, then the chaplain must inform the person of their intentions, of what is to be reported, and to whom the report will be made, unless by doing so they are likely to put them or others at greater harm.

d. The law on confidentiality, and any definition of what constitutes good practice, is complex. Where chaplains are unclear, they are to refer to the Tri-Service protocols, their respective Principal Denominational Chaplain or Endorsing Authority and should seek guidance from the Chaplain of the Fleet's office.

3122. World Faiths Representation

a. Since 2022, uniformed chaplains endorsed by other World Faith organisations are able to serve as chaplains in the Royal Navy as regulars and reservists to deliver pastoral care and a generic chaplaincy ministry to 'all souls' in accordance with chaplaincy policy as described in para 3124.

b. World Faiths chaplaincy has also been provided by full-time civilian World Faiths' Chaplains drawn from the Buddhist, Hindu, Jewish, Muslim and Sikh faiths. These chaplains advise on matters specific to those faith groups, provide internal advice to the MOD, and raise awareness of their faith traditions across the Armed Forces. They are administered through the Armed Forces Chaplaincy Centre at the Defence Academy of the United Kingdom but can be contacted through any military chaplain. Names, addresses and contact details of these chaplains may be obtained from the chaplaincy contact list.

[8] Church of Scotland Safeguarding Handbook, p43.

c. Questions regarding religious practice or religious festivals for adherents of the Buddhist, Hindu, Jewish, Muslim and Sikh faith communities should be addressed to the appropriate World Faith Chaplain. Other faith and belief issues may be referred to the D&I team at NCHQ, the Chaplain of the Fleet's office, or the relevant Defence network.

d. With the consent of the individual, chaplains may forward details of Sikh, Hindu, Buddhist, Islamic and Jewish personnel in their ships/units to the appropriate World Faith Chaplain.

3123. Endorsing Authorities

Prior to selection for service all chaplaincy applicants must have their application supported by an MOD-approved Endorsing Authority. In addition to the normal responsibilities of the chain of command these Endorsing Authorities retain their own inherent disciplinary and pastoral responsibilities for the chaplain throughout the chaplain's time serving with a Chaplains' Commission in the Armed Forces. Any organisation wishing to become an Endorsing Authority may apply via the MOD's Chief of Defence People. Further information is available from the Chaplain of the Fleet's Office.

3124. Naval Chaplaincy Service Headquarters (NCS HQ)

a. The Naval Chaplaincy Service (NCS) is led and managed by the Chaplain of the Fleet (COTF) who is responsible to the First Sea Lord and Chief of Naval Staff (1SL/CNS) for the provision of a Chaplaincy Service. The COTF is responsible for enhancing the moral component of operational capability by ensuring that the pastoral and religious, spiritual, ethical and belief needs of all Service Personnel are supported, through the delivery of sufficient, capable and motivated chaplains and generic chaplaincy provision.

b. The COTF is line-managed by the Fleet Commander as the Operational Head of the RN. The COTF is also a member of the Armed Forces Chaplaincy Policy Board (AFCPB), together with the Army and RAF Heads of Chaplaincy Services (HoCs). The AFCPB provides a forum for decision making across the three Armed Forces' Chaplaincy Services. The COTF is part of Navy Command Headquarters (NCHQ) and routinely engages at the 2* level. The COTF is therefore afforded 2* status for official entitlement purposes.

c. The Deputy Chaplain of the Fleet (DCOTF) is responsible for the delivery and operational capability of the NCS and is assisted by Staff Chaplains, responsible for operations, policy, recruiting, Commando Forces, Maritime Reserves and Sea Cadets.

d. The three major denominational groupings (Anglican, Roman Catholic and Church of Scotland and Free Churches) are each headed by a Principal Denominational Chaplain (PDC) appointed by their Endorsing Authority. They are responsible for pastoral support, ecclesiastical direction and guidance, and ecclesiastical discipline.

e. The career management of chaplains is undertaken on behalf of DCOTF by the COTF's Executive Assistant (EA).

f. The COTF is assisted in their policy making duties by the Naval Chaplaincy Policy Board. The purpose is to ensure the delivery of good practice, policy coherence and ongoing relevance. Chaired by COTF, it consists of DCOTF, AFCC Principal, EA COTF, Principal Denominational Chaplains (PDC), and the Staff Chaplain (secretary).

3125. Chaplaincy Teams

Where an establishment has more than one chaplain assigned the DCOTF will appoint a Chaplaincy Team Leader (CTL) to coordinate the delivery of chaplaincy to the Unit(s) or Establishment. Within a Naval Base these teams include those appointed to the unit, and those appointed to a flotilla. The flotilla chaplains' operational deployments will be subject to their 1RO in agreement with the coordinating flotilla chaplain reporting to the 1*/OF5 Chain of Command. When not at sea or on leave flotilla chaplains are to make themselves available to the CTL for duty.

3126. Facilitating the Work of the Chaplain

a. Chaplains in the Royal Navy represent a unique resource that can assist by taking a considerable load from busy Divisional Officers and Troop Commanders. In this way, chaplains can enhance the depth of care the Service offers to personnel. In order to make best use of this resource, chaplains themselves need appropriate support. In particular, they need adequate accommodation and ready access to personnel. A chaplain, who is welcomed and encouraged to become fully involved in the life of a unit or establishment will be a positive asset, whose benefit far outweighs any inconvenience caused by the need to accommodate another person in a crowded ship or unit.

b. While a chaplain works with and alongside the Executive Officer and the department, they do have a separate identity and therefore are accorded Head of Department status and direct access to Commanding Officer. Traditionally, chaplains assume the rank of the individual to whom they are talking and in a gathering of mixed ranks it has been customary to accord them the rank of the highest Serving Person present.

c. There is a relationship between the accommodation available in a ship, the chaplain's place in a ship and the length of time which a chaplain can spend in a frigate or destroyer. Guidelines as to what is appropriate are as follows:

(1) Temporary sleeping arrangement and no dedicated working space - up to two weeks.

(2) Shared cabin but no dedicated working space - up to eight weeks.

(3) Shared accommodation and dedicated workspace - up to 12 weeks.

(4) Single cabin and computer terminal - up to 36 weeks.

3127. Retreats

Commissioned chaplains should attend an annual retreat for which UK travel and any subsistence and retreat costs should be met from public funds. Without prior approval the Crown is not liable to retrospectively fund a retreat. Further details are available in BRd 439. Units are to ensure this is accounted for in their budgeting. If a retreat is taken outside the UK this must be approved both by the DCOTF and the appropriate higher command. Financial probity should be exercised in accordance with JSP 752 Art 04.0101.

3128. Church Officers

a. Church Officers are Serving Personnel on platforms who are entrusted to facilitate acts of worship when there is no chaplain embarked. They may be of any rank, rate or denomination, but are to have a suitable demeanour and sufficient organisational skills for the task. Church Officers are appointed by Commanding Officers. When the position of Church Officer is vacant, every effort should be made to ensure that a suitable person is proposed as Church Officer in preference to an individual being pressed into the post.

b. **Tasks.** Church Officers should co-ordinate arrangements for the provision of weekly services and other religious gatherings at sea. When alongside for a port visit, they should publish the times of local church services. When a chaplain is embarked, they have an invaluable role to play in helping to facilitate worship as directed by the chaplain.

c. **Training and Support.** The NCS produce a comprehensive guide for Church Officers in electronic and hard copy formats. In addition, the naval base chaplaincy should hold induction training sessions for Church Officers and additional support and advice is available from NCS HQ and the flotilla coordinating chaplain. Command should make Church Officers available for this training wherever possible.

3129. Services at Sea

a. The provision of weekly worship is the responsibility of the ship's Commanding Officer. When a chaplain is embarked, the content of the service is the chaplain's responsibility. If no chaplain is embarked, the CO may delegate that responsibility to a designated Church Officer.

b. NCS Policy is that the main church service at sea is open to all and should normally be ecumenical in nature, with provision for celebration of Holy Communion made at a separate time.

3130. Services When Abroad

a. A service is not normally held on board when the ship is alongside for a port visit. However, this is at the discretion of the chaplain and the CO. If no service is held on board, a list of local churches and places of faith or belief, along with addresses and service times should be made available by the Visit Officer.

b. If a port has a naval presence and a Naval Chaplaincy, it is appropriate for the Ship's chaplain to call on the local chaplain during a port visit. If there is no chaplaincy presence, then it is appropriate for the chaplain to call on the local ecclesiastical hierarchy.

3131. Ecumenical Services

On many occasions it is more appropriate for a chaplain to conduct an ecumenical church service rather than be bound by their own denominational tradition. Traditional occasions on which ecumenical services are held include Remembrance Sunday, Seafarers' Sunday, ship commissioning and re-dedication services, and services during which colours are re-dedicated. Guidelines for conducting ecumenical services may be found in BRd 439.

3132. Commissioning, Re-Dedication and De-Commissioning Services

a. The COTF will normally conduct all commissioning services, regardless of the size of the ship, submarine or unit. Traditionally, DCOTF officiates at re-dedication services and decommissioning Services are conducted by the last chaplain of the ship, submarine or unit being decommissioned. The chaplain with direct responsibility for the ship, submarine or unit concerned, will normally be robed and participate in all services associated with their ship.

b. No commissioning, re-dedication or decommissioning should occur without the prior knowledge of COTF. The Commanding Officer is responsible for informing COTF and DCOTF in a timely manner.

c. Services of commissioning, re-dedication and decommissioning are the responsibility of the Commanding Officer. However, the ship or unit's chaplain should be consulted with regard to the order of service. Previous orders of service are available from the COTF's office.

3133. Naval Baptisms Onboard Ships

a. There is a long-standing tradition of Service Personnel having their children baptised on-board ships using the ship's bell as a baptismal font in order to contain the holy water necessary for the rite of Christian baptism.

b. No baptism should be arranged on board without prior consultation with the Commanding Officer, the Unit's chaplain and the appropriate Principal Denominational Chaplain. If a civilian Minister or Priest is invited to conduct a baptism on board, approval must also be obtained from the COTF's office.

c. Details of the baptism are to be recorded in the Ship's Log as well as recorded according to individual church norms, for example in the naval base ships' baptism register. It has been customary in the past for the names of those baptised using the ship's bell to have their names engraved inside the rim of the ship's bell. No public funding is available for this. The COTF's office can advise further on appropriate contractors who can do this.

d. Non-religious naming ceremonies may also take place at an establishment or on board with the agreement of the Commanding Officer.

3134. Marriages and Civil Partnerships

a. **RN Marriages and Civil Partnerships in the United Kingdom.** Service marriages and civil partnerships within the UK should be conducted in accordance with the regulations of the appropriate civic authorities and with due regard to the traditions, customs and regulations pertaining to the officiating celebrant. The Naval Chaplaincy Service welcomes applications from all couples who wish to have a civil partnership or to get married. Non-religious ceremonies are also available. Some Endorsing Authorities do not allow their chaplains to conduct same-sex ceremonies however the NCS can arrange alternative provision. Due to certain legal preliminaries longer lead in times may be required for some procedures within military establishments. Queries should be directed either to the Unit chaplain or to COTF's office.

b. **Marriages in Churches and other Locations.** Church marriages and civil partnerships should be conducted in accordance with ecclesiastical rules, customs and legislation. These differ between the different Endorsing Authorities. For example, some churches only allow marriages to be conducted within a church and by a chaplain authorised specifically to solemnise marriages, while other churches allow their clergy to conduct marriages in other locations including outdoor locations. Further advice is available in from the COTF's office.

c. **Marriages Abroad.** Chaplains should give every support to couples intending to marry abroad. In the case of a civil ceremony, in order to overcome any procedural difficulties, the High Commission or Embassy of the country concerned should be consulted well in advance. In the case of a church marriage, the local ecclesiastical authorities must be consulted to ensure that there is no breach of canon law or courtesy. A check must be made to ascertain whether a marriage abroad should be registered locally.

d. **Marriage in HM Ships.** Royal Navy vessels, including Royal Fleet Auxiliaries, are not registered places for marriages, for either civil or religious ceremonies, even abroad. Preliminaries for marriage may be carried out on board if the regulations are satisfied (QRRN Chapter 61). Marriage Banns may only be called by an Anglican chaplain or the Commanding Officer.

3135. Death in Service, Bereavement Care and Funeral Officers

When a death in Service occurs, the Visiting and/or Assisting Officers who provide assistance to families should take account of religion or belief of the bereaved and their family members. Nonetheless a Service chaplain should be offered to provide bereavement support and pastoral care. In most cases, the religion or belief of the deceased will directly influence the funeral, burial or cremation arrangements. Advice is available from COTF's office, local chaplains and other faith and belief groups. Funeral Officers should take care not to try to organise the details of the service or ceremony inside a crematorium, church or at the burial ground, but leave this to the chaplain or appropriate celebrant. Funeral Officers should liaise with the relevant chaplain or celebrant as early as possible and ensure the officiant has the opportunity to provide pastoral care and bereavement support as well as deliver the ceremonial rites provided for within the funeral.

3136. Death During Combat and Emergency Burial

In circumstances where a Death in Service occurs in combat or while deployed, bodies of the deceased will normally be repatriated to the UK. In an extreme combat situation, repatriation may not be possible. In this situation, a chaplain is permitted to bury the deceased. Chaplains on front line duty carry an emergency order of prayers for the five main minority faith groups (Buddhism, Hinduism, Islam, Judaism and Sikhism) to enable this. If a religious ceremony is not appropriate a non-religious ritual may be provided as an alternative.

3137. Memorial Services for Individuals and Ships

a. In the event of the death of a member of a Ship's Company it is appropriate for a memorial service to be held for those on board who are unable to attend the funeral. This should be conducted in liaison with the ship's chaplain. The service may be held on board or, if alongside, at a local Naval Base church. If the service is held at a local Naval Base church then the service should be arranged in conjunction with the establishment's chaplaincy. An alternative non-religious provision should be available for those who opt for it. The local base chaplaincy should be contacted for advice.

b. It is appropriate for a chaplain to conduct a wreath-laying service at sea when a ship passes the site where a Royal Navy ship sank. Alternatively, a chaplain may conduct a memorial service at a War Graves Cemetery ashore. QRRN details the occasions when the cost of a wreath may be borne by public funds. Units may obtain wreaths from a local branch of RBL. Ships should ensure that they have sufficient poppy wreaths for an entire deployment and that the appropriate fund is used. Biodegradable wreaths should be used to avoid MARPOL incidents.

3138. Veterans' Funerals

a. When providing support to funerals, chaplaincy policy distinguishes between a death in service and veteran funerals. The MOD provides for clergy, chaplains or non-religious celebrants to conduct the funerals of any serving person's family who request this support, paid for by the Crown. However, NCS policy is that commissioned chaplains who are currently serving are not available to conduct veteran's funerals. This policy reflects the fact that chaplaincy's primary purpose is supporting those currently serving and their families.

b. Traditionally, veteran's funerals have been conducted by retired chaplains or local celebrants via the appointed Funeral Directors. Retired naval chaplains may be contacted through the Association of Royal Naval Chaplains or the COTF's office. The customary exceptions to this rule are if the veteran is of Flag rank, or if the veteran was a regular member of a naval church congregation or for some other significant pastoral reason, for example if the deceased had only recently left the Service. Requests for chaplaincy support for veteran funerals should be made to the COTF's office.

3139. Burial at Sea and Committal of Ashes at Sea

a. The Royal Navy offers the facility for the Committal of Ashes at sea. Committal of Ashes at sea is provided to any former Serving Person and their spouse at public expense. The local Naval Base chaplaincy team is normally responsible and a range of faith and belief options are available. Further information is available from the Chaplaincy Committals Officer at HM Naval Base Portsmouth.

b. Ashes may be committed from warships on certain occasions, but this will normally only be approved in the case of persons serving at time of death.

c. For practical reasons, ashes must not be literally scattered at sea. The ashes should be stored in a weighted, vented and unmarked container/casket. Suitable biodegradable containers are available. The Chaplaincy Committals Officer at HM Naval Base Portsmouth or appropriate chaplaincy will be able to provide current regulations regarding the specification of caskets that are permissible. The casket is to be treated as a coffin and is to be covered by a small Union Flag. The White Ensign is not to be used.

d. During peacetime the burial of a body at sea is not normally permitted. No commitment should be entered into with next-of-kin for burial at sea without consulting COTF's office.

CHAPTER 32

SERVICE FUNDS, CHARITIES AND ASSOCIATED ORGANISATIONS

(Co-sponsor: NAVY STRATPOL-SEC 3RD SECTOR 1
NAVY PEOPLE-PS AFC RBL PROJ SO2)

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CHAPTER 32

SERVICE FUNDS, CHARITIES AND ASSOCIATED ORGANISATIONS

SECTION 1

PROVISION OF SUPPORT TO CHARITIES

3201. Introduction

The Third Sector Section is Navy Command's focal point for Third Sector (including charities, not for profit organisations, associations, heritage and museums issues, interactions, policy and guidance. The Third Sector Section sits within the Command Secretary's area of the Naval Command Headquarters and its role is to provide greater clarity, consistency and focus with respect to Navy Command's interactions with the Third Sector, to define policy and provide the focal point/representation for dealings with Third Sector entities, including the RN resources that could be offered (in accordance with Departmental guidelines) to requests for Royal Navy support. In addition, Directorate People and Training (via the People Support area) provides In Service (Public) funds which are available to support Service Personnel (SP) to improve military efficiency and the moral component of capability, and to combat disruption, uncertainty, drudgery and boredom, wasteful working and an unreasonable pace or weight of work. Funds available and application processes are detailed in this Chapter.

SECTION 2

SERVICE FUNDS - GENERAL

3202. Introduction

This section gives details of public funds which support serving personnel and non-public funds, which have Charitable status. These funds exist to support the moral component of fighting power by providing funding as detailed below and for charitable purposes including the provision of facilities and amenities for education, recreation and entertainment, and otherwise financial support and benevolence for the mental and spiritual needs of serving and ex-serving personnel and, in necessitous circumstances, their dependants. Advice on any aspect of these funds may be obtained from the point of contact for this Chapter. The Chapter also lists a few of the other organisations which may provide support to Service and ex-Service personnel and their families.

3203. Service Funds - General

a. Service funds are non-public funds set up to promote military efficiency and as such come within the definitions of charitable purposes in Section 3.1(l) of the Charities Act 2011 (applicable in England and Wales) which states that "The promotion of the efficiency of the armed forces of the Crown, or the efficiency of the police, fire and rescue services or ambulance services". Although charity laws in Scotland and Northern Ireland do not have such a specific purpose, the objects of military charities are accepted under other general purposes in these jurisdictions.

b. **Public Benefit.** The 2011 Charities Act also specifies that, in addition to having a purpose listed in Section 3.1 of the Act, charities must benefit the public. Service Funds and charities are therefore required to prove their public benefit and an example clause for this purpose has been adopted for inclusion within the constitution of Service funds as follows:

> “This fund provides public benefit by assisting Service personnel to more effectively perform their roles within the armed forces of the Crown (or Royal Navy). This assistance enables Service personnel to face the challenges and danger associated with military service by developing and maintaining teamwork; skills; confidence; spirit and attitude; and morale. As a result, the fund promotes the efficiency of the armed forces of the Crown by enhancing the Royal Navy’s capability to undertake the roles demanded of it including the defence of the United Kingdom and its interests.”

c. **Benevolence Funds.** Benevolence funds (through block grants to other charities or on individual application) assist in alleviating distress or a proven financial need. In each case, eligibility in accordance with the objects of the fund and the beneficiary class is a determining factor.

d. **Amenity Funds.** Amenity funds are not provided to replace that which should be publicly funded, but rather to add that particular value that enhances facilities and recreational activities, thus improving the conditions of service for serving personnel, and where applicable the quality of life of their dependants. When making an application for Amenity Funding the Mixing of Public and Non-Public Funds on the Defence Estates needs to be taken into consideration.

e. **Accountability.** It is important that all expenditure of public funds by departments within the MOD complies with the rules and conventions of parliamentary and public accountability, and that corresponding regularity and propriety is observed by those who have been delegated financial authority.

f. **Scope.** Demonstration will be required on applications for capital spends for facilities that are not scaled items, or will not be adopted as core items, that future maintenance or replacement will be provided for from the organisation's own Non Public Funds and that these costs (the through life costs) have been fully assessed and can be met. Non-Public Funds should not normally be used for scaled items that are provided for from the Service Accommodation Code. This guidance does not preclude requests to upgrade existing facilities already maintained by Public Funds where such improvements would enhance and improve the conditions of service for the personnel serving in the Royal Navy.

3204. Service Funds - Composition and Regulation

a. A Service fund is a fund, comprised of money, stock and other assets, which is not the property of the Crown but which is used for the benefit of Service personnel to promote their well-being and efficiency. Non-Service personnel who contribute to the promotion of military efficiency are also entitled to benefit from such funds. The Crown has no liability whatsoever for any loss of cash, or loss or damage to stock or property, belonging to Service funds. Such funds enjoy charitable status (so long as they are used solely for the benefit of those entitled beneficiaries listed above) and are subject to the regulations of the Charities Act 2011.

b. Service funds are not private; they are official funds and their proper conduct is an integral part of the fabric of discipline and administration of the Royal Navy. Official support may therefore be provided for the maintenance, regulation and auditing of non-public funds. In circumstances where official support cannot be provided, the Commanding Officer may, in fulfilling the duties of Sole Managing Trustee, require the funds to be audited by a professional civilian accountant. The cost of such audits is not admissible as a charge against public funds but is an acceptable charge to the fund being audited.

c. **Non-Publicly Funded Activities.** The Department generally accepts no legal liability for activities of Service personnel assigned responsibility for activities which are wholly funded by non-public funds. A Commanding Officer is therefore to ensure that such activities have the requisite commercial insurance cover set out in single Service regulations.

d. **Managing Trustee.** Commanding Officers are the sole managing trustee of all Service funds existing for the benefit of the personnel under their command and as such they are ultimately responsible for ensuring that:

(1) Each fund confines itself to its activities and expenditure for the purpose for which it was instituted.

(2) The finances are managed to the maximum advantage of the beneficiaries.

(3) The law as laid down in the Trustees Act 2000 is observed as far as investments are concerned. A copy of this Act is at www.legislation.gov.uk/ukpga/2000/29/contents.

e. **Regulations for the Conduct of Service Funds.** Regulations for the conduct of Service funds, together with accounting and audit advice are contained in:

(2) **RM.** AC 60450, Service Fund Regulations and further advice can be sought from NAVY OCGRM-RMSFA (93832 5235).

f. **Duties and Responsibilities.** All those involved in the administration of Service funds are to be fully conversant with their duties and responsibilities, as detailed in BRd 0018, *Management and Accounting Instructions for Service Funds or, for Royal Marines, AC 60450, Service Fund Regulations*.

g. **Guidance to Trustees.** A copy of the Trustees Act 2000 is available at www.legislation.gov.uk/ukpga/2000/29/contents. Advice and guidance are available from the appropriate Charity Commission (see contact details below) on the correct administration of Service funds and their view should be sought whenever a trustee needs to clarify whether a particular activity of a Service fund, or the beneficiaries of that activity, lies within the bounds of the Charities Act 2011. The contact details for the Charity Commissioners are:

(1) **The Charity Commission for Charities in England and Wales:**

(a) Online: www.charity-commission.gov.uk/

(b) By post: Charity Commission
PO Box 211
Bottle
L20 7YX

(c) Tel.: BT 0300 0669197
(Mon – Fri, 0900 - 1700 hrs, except national holidays)

(2) **The Office of the Scottish Charity Regulator:**

(a) Online: www.oscr.org.uk/

(b) Email: info@oscr.org.uk.

(c) By post: Office of the Scottish Charity Regulator (OSCR),
2nd Floor,
Quadrant House,
9 Riverside Drive,
Dundee,
DD1 4NY

(d) Tel.: BT 01382 220 446
(08:30 to 16:30 Mon - Thurs, 08:30 to 16:00 Fridays, except on Bank Holidays).

(3) **The Charity Commissioner for Northern Ireland:**

(a) Online: www.charitycommissionni.org.uk

(b) Email: admin@charitycommissionni.org.uk

(c) By post: Charity Commission for Northern Ireland,
257 Lough Road,
Lurgan,
Craigavon,
BT66 6NQ

Charity Commission for Northern Ireland
Marlborough House
Central Way
Craigavon
BT64 1AD

(d) Tel.: 028 3832 0220 or TextPhone (028 3834 7639)
(Mon - Fri 09:00 to 17:00, except public holidays).

SECTION 3

IN SERVICE PUBLIC FUNDS

3205. Overview

a. The provision of in service public funding is covered in this section (including Commanding Officer's Public Fund (COPF) and Juniors Fund (JF), Rebalancing Lives Fund (RBL) and the Health and Performance Grant (HaP)) these may be used within the guidelines provided to improve military efficiency and the moral component of operational capability. Further information regarding Welfare funding available can be found in BRd 3(1) Chapter 24 and funding for sporting activities can be found in BRd 51 Chapter 24.

b. The Deployed Welfare Package (DWP) is the framework within which MOD provides both its military and eligible civilian personnel with the fullest possible welfare package to safeguard their psychological and physiological wellbeing while on DWP-qualifying operations, set against, and consistent with, the deployment environment and the availability of resources. Further information can be found in JSP 770 Annex B and extant RNTMs.

3206. Commanding Officer's Public Fund (COPF) and Juniors Fund (JF)

a. COPF is an independent funding allocation specifically designed to promote smooth running and efficiency of ship/unit and is entirely separate from other funding streams. All expenditure is subject to scrutiny and Navy Command will seek additional justification when appropriate.

b. JSP 770[1] provides guidance relating to spend of public funding which is only permitted in approved areas. The information below provides authority to Commanding Officers and Unit Budget Managers to administer COPF and JF elements. In case of doubt, COs or their delegated representative should consult Navy Command Liaison before committing public funds[2].

c. Routinely, Logistics Officer (LO) / Unit Imprest and Records Officer (UIROs) act as local Budget Manager and are to maintain local records of COPF account. To avoid double accounting, the term Unit Position List (UPL) has been used in lieu of complement, ship or unit. Tenders and sub-accounting units must ensure there is no double accounting when claiming their allocation of COPF and liaise with their parent unit as required.

[1] Tri-Service Operational and Non-Operational Welfare Policy
[2] navypeople-pspublicfunding@mod.gov.uk.

3207. Eligible Personnel

a. All Service Personnel (SP)[4] may be applied for during each FY. COPF is allocated at a rate as detailed in JSP 770 per head of UPL on 1 Apr each year; no account is taken of civilian employees.

b. Army and RAF personnel attached to RN ship/unit/establishment are entitled to be included within COPF calculations provided they are not also being claimed for by their parent Service.

c. For Army personnel, including MPGS, Enhanced COPF (ECOPF) may be claimed at the current rate set out in JSP 770. ECOPF is subject to budgetary constraints and on strict condition that it should be spent primarily on those Army personnel attached to the unit. This should be included in the application process below.

3208. Application Process

At start of each financial year (FY) (during Apr), and before committing COPF spend, COs are to submit a **claim for their unit (including sub-units) based on UPL as at 1 Apr for that FY** using template at Annex 32A. This will determine COPF Control Total (CT) for that year, noting that the CT is not a target which must be achieved but a spend limit which must not be exceeded.

3209. Accounting Procedure

a. On receipt of COPF Claim form (Annex 32A) the COPF Budget Manager will formally allocate COPF CT for that FY to individual ship/unit. Once the CT is confirmed, purchases may take place. All expenditures are to be record on Annex 32B (Spend Application Form), authorised by the local Budget Manager and **signed personally by the CO**. The original approved Annex 32B is an accountable document and **retained locally** as part of the Imprest (Cash) Account.

b. All COPF expenditure is to be reported by e-mail from individual ship/unit as the spend occurs to NAVY FD-Fin P&T Team Mailbox (MULTIUSER)[5] using format at Annex 32C (Expenditure return Template). Tenders/RTCs and remote units must include location of Cash Office used to process COPF payment as requested. For non-consumable items the application form should be cross referred to the relevant item in a Property Book.

c. All expenditures must be submitted **prior to 31 Mar each year** to ensure allocation, approval and spend falls within the approved FY. Any unspent balance of the COPF annual allocation is not carried over to the next financial year. NAVY FD-Fin P&T Team Mailbox (MULTIUSER)[6] must be informed of any goods received which are likely to remain unpaid or outstanding on 31 Mar of each FY, with auditable evidence of receipt of goods.

[4] Service Personnel includes Regular, FTRS, Reservists, Recruits and MPGS.
[5] NAVYFD-FinPTTeamMailbox@mod.gov.uk
[6] NAVYFD-FinPTTeamMailbox@mod.gov.uk

3210. Property Book

a. All non-consumable items purchased using COPF are deemed as public property and are to be recorded in a locally produced property book. This book is to be maintained by an officer appointed by the CO and is to include a record of physical checks carried out. A loan card is to be raised for each item and signed by the individual who is charged as having custody of the item. Loan cards are to be cross referenced with the entry in the property book and retained by the appointed officer. An independent check of property may be conducted during FLI in line with local material accounting regulations and should include:

(1) Asset verification.

(2) Impairment review.

(3) Formal reporting of discrepancies back to the CO, including relevant Service Police report as necessary.

3211. Purchasing

a. COs are authorised at their discretion, to incur expenditure from COPF for the benefit of SP within the workplace with the aim of promoting the smooth running and efficiency of their units. In doing so they must endeavour to spend COPF in such a way as to benefit the greatest number of SP (below are examples of admissible COPF expenditure and whilst not exhaustive it acts as a guide and allow COs flexibility in the way they utilise the fund). The cost of maintenance and replacement of articles purchased from COPF is to be met by the Fund.

b. Activities must comply with financial regularity and propriety and any spend against COPF must not be used to circumvent rules set down for other activities. Rules relating to Commemorative Events and Official Hospitality are contained in JSP 462[8]. COPF may not be used to increase public funding for activities for which there are prescribed limits in accordance with primary policy, e.g. maximum per capita limits for Winter Sports travel.

Legitimate activities/expenditure	Remarks
Ship/Unit cohesion items	Lanyards, T-Shirts and caps to denote ship/unit cohesion.
Subsidising unit events where the overall effect is to achieve unit cohesion.	**Not** to include Seasonal Festivities such as Christmas parties/lunches, alcohol, decorations, Christmas trees, carol concerts, etc. **Not** to be used for purchasing food/meals. **Not** to be used for hiring venues for conferences / seminars.
White goods for shared/communal areas; microwaves, ovens, kettles, fridges, televisions, radios for communal use, etc.	All items purchased are to be accounted for in property book. **Not** to be used for purchase of IT as all NC IT equipment is procured using Navy IW process and is not applicable to COPF funding stream.
TV licences for televisions in communal areas where the equipment has been purchased by public funds.	**Not** for individually owned equipment (for which owner is responsible) or for TVs purchased by non-public funds; not to be used for TV/entertainment packages, i.e. SKY TV in commercial/retail establishments.

[8] Financial Management and Charging Policy Manual.

Prizes for official unit events or for SP who contribute in a marked way to the efficiency of their ship/unit.	Modest, non-cash awards/prizes (under £50 per person per year – see notes below) not related to work-related services performed by SP as part of their employment duties.
Transport costs such as the hire of a minibus for officially organised MOD/Navy sporting events[11] where a group of individuals travel together.	Funding must **not** exceed maximum allowable publicly funded contribution for sport travel. **Not** for individual refunds for travel expenses. **Not** to be used for travel to events where attendance is the result of tickets being subsidised, donated or gifted by external organisations. **Not** to be used for travel to social events.
Pictures and plants for communal areas.	**Not** to be used for gifts or individual office/accommodation areas.
Wreaths[12] and flowers.	COPF is **not** to be used for the purchase of wreaths or flowers in the case of bereavement.

The COPF is specifically **not** to be used for:

Activities/expenditure not considered appropriate
Increasing the benefits or personal entitlements of any person.
Procuring supplies or Services for which financial approval has previously been refused on grounds of policy.
Services which might create a continuing liability to Public Funds.
Defraying entertainment costs.
Defraying costs in publishing unit magazines.
Defraying costs for business cards and/or headed stationery.
Purchase of Christmas cards (incl. on-line) or to cover postage costs.
Increasing or contributing to non-public accounts or charities.
The provision of alcohol in any form.
Support to civilians.
Recognition of services performed as part of an individual's employment duty.
Cost of engraving of Ship's Bell following baptism.

3212. Contracting, Purchasing and Finance (CP&F) System

a. Where possible the procurement strategy for the purchase of items from the CO Fund should be through existing contracts using the Contracting, Purchasing and Finance (CP&F) system. This ensures that all procurement business is contracted electronically. All contracts on CP&F have been tendered with commercial terms that enable electronic trading, further information can be pound in JSP895[13]. When using CP&F the Unit Identification Number (UIN) and Resource Accounting Code (RAC) for COPF expenditure are **N6029C** and **NJA002** accordingly**.** This information is added at the check-out stage along with the delivery location and will override any existing requisition accounting information. Please note there are many suppliers on CP&F and purchases are not limited to the 2 suppliers listed in sub para c.

b. Where items cannot be procured from CP&F, COPF Expenditure is to be met from the Unit cash account against **UIN N6029C** and **RAC NJA002**. Units without a Cash Office should **liaise early** with their closest UPO/Regional Support Unit/Tenders (with Cash account) or preferred Cash Office to seek funds and

[11] For transport to charity events refer to JSP 800 Vol 5
[12] See also BRd 2 – article 9527
[13] MOD Simplified Purchasing and Payment Process Manual (https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/JSP895.aspx)

assistance/Open Voucher. Use of non-N6029C-specific ePC for COPF spend is not authorised as it will result in cost falling to the wrong UIN and circumvent audit and spend controls. Recovery action will be taken against any ship/unit which uses incorrect UIN or knowingly exceeds allocated COPF Control Total or uses incorrect ePC for COPF purchases. To assist ships/units with significant UPL (iro 500+)[14] UPO / (U)IROs may apply for UIN / RAC-specific ePC via Navy Finance (NCHQ).

c. Ships/units who do not have access to CP&F account may consider the following 2 main suppliers who may be relevant to CO Fund spend (Ship/unit personalised items/sports equipment):

(1) CDS – This is a Print and Print Management contract[15]. If interested in any of these products e-mail mark.girling@cds.co.uk who is MOD POC for further information, catalogue link and quoting. Upon receipt of quote email any CP&F trained person can raise order on your behalf.

(2) Newitts[16] who supply sports equipment. If there are any items of interest email support@newitts.zendesk.com request a quote then forward to any CP&F trained person who can raise order on your behalf.

3213. Purchase of Vouchers

a. In 2016 HMRC introduced a £50 tax exemption limit for trivial benefits. If purchasing vouchers using COPF strict adherence to HMRC rules is required to ensure neither the recipient nor MOD(RN) incurs additional tax liability. There are several conditions[17] which must first be satisfied before a benefit can be classed as a trivial benefit:

(1) The cost of providing the benefit (per employee) does not exceed £50 per year.

(2) The benefit is not cash or a cash voucher[18].

(3) The benefit is not part of any contractual arrangement.

(4) The benefit is not provided in recognition of services[19] performed by the employee as part of their employment duties.

b. If any of these conditions is not satisfied, the benefit is taxed in the normal way and must not be purchased using COPF. Other voucher award schemes operated by the MOD which reward individuals for services as part of their employment duties (i.e. The Thank You scheme for Civil Servants) have bespoke PAYE Settlement Agreements (PSA) to settle Tax and NI issues. It is not viable, nor practicable to establish PSA specifically for COPF.

[14] Esp. QNLZ, PoW, Naval Bases, New Entry and Training Establishments.
[15] Promotional Items (Printed pens, mugs, T- shirts, lanyards, etc), Booklets, Media Duplication (CD / DVD), Brochures & Leaflets, Signage (Internal and External), Posters, Maps, Printed & Embossed Binders, Exhibition Stands (Pop Up Stands, Pull Up Banners), Printed Gazebos, Printed Folders & Tab Dividers, Basic Design Services
[16] https://www.modsport.co.uk/ Newitts (Mod Sport) (www)
[17] hmrc-internal-manuals/employment-income-manual/eim21864 (www)
[18] hmrc-internal-manuals/employment-income-manual/eim21866 (www)
[19] hmrc-internal-manuals/employment-income-manual/eim21868 (www)

3214. Junior's Fund

a. The Junior's Fund is allocated at a rate £21.35 per Junior. This public fund grant is made to establishments in which new entrants under the age of 17½ undergo parts I, II and III training to meet miscellaneous expenses for the benefit of those new entrants. The Juniors Fund account is to be maintained by the Imprest Holder. The Fund is administered by the CO who is to regulate the purchase of articles and ensure financial propriety and regularity.

b. Grants for the Juniors Fund are restricted to:

(1) RN Juniors undergoing training in part I, II and III training establishments and are under the age of 17½ years.

(2) RM Juniors undergoing training and under the age of 17½ years. RM Musicians and Buglers under the age of 17½ years.

c. Guidance on the types of expenditure appropriate to this Fund is given below:

(1) **Recreation.** Sports gear; transport; sports prizes; engraving; printing of sports programmes; indoor games; entertainment including stage shows, etc. and maintenance of musical instruments.

(2) **Church Expenses.** Choir and services outings. Confirmation teas and transport.

(3) **Miscellaneous.** Fittings for mess, school, information and model rooms; handicraft equipment; books, periodicals, and newspapers, etc.

(4) **Prizes.** Prizes for final examinations, other than books, may be charged to the Juniors Fund. Prizes charged to the Juniors Fund are to be accounted for separately in the monthly Cash Account.

3215. Accounting Procedures

a. Transactions in the Juniors Fund account is to be reflected in the Imprest Holder's monthly Cash Account. Payments from the Fund are to be made against UIN N6029C and RAC NJA002 and supported by a voucher (MOD form 891) approved by the CO for the total payment made in each month. Articles of a permanent nature are to be taken on charge in the Unit's property book, the Imprest Holder certifying on each relevant voucher that this has been done. Consumable articles such as sports gear may be issued direct to the department concerned without being taken on charge.

b. Any unspent balance of the Juniors Fund annual allocation is not carried over to the next financial year.

c. Further information and the application process questions may be submitted to: navypeople-pspublicfunding@mod.gov.uk.

3216. Rebalancing Lives Fund

a. The Rebalancing Lives (RBL) Fund is generated from Public Money and aims to help improve the work-life balance of RN/RM personnel by providing financial assistance to projects and activities that deliver RBL benefit to combat disruption, uncertainty, drudgery and boredom, wasteful working and an unreasonable pace or weight of work.

b. The RBL Fund has an annual budget controlled and managed by SO2 RBL AFC Projects, with input provided by the Senior Warrant Officers when required, to assist with small one-off projects or equipment to help improve the lived experience, ways of working and improve morale for RN/RM and deployed RFA personnel. Funds are allocated to two distinct areas:

(1) RBL initiatives such as better essential equipment or facilities that would not normally be funded by other in-Service means. **This fund is for the collective benefit of our SP and not for the benefit of 'Individuals'.**

(2) Command, Leadership, Management (CLM) and Team Building initiatives or activities (excluding food and drink). This is aimed at non-instructor or coach-led activity that gets personnel away from their regular environment in order to improve cohesion and togetherness. This fund does not support T&S, professional development, sport, Adventurous Training activities and related equipment[26] which may be supported through other funding options.

3217. Criteria for RBL Grants

Funding may be allocated to appropriate small-scale projects that have been assessed and satisfy the following criteria:

a. Linked to an initiative to improve work-life balance by saving work time; the secondary effect being increased recreation or down time.

b. Must not be a past failed contender for non-public funds unless due to the size of claim.

c. Should not be for initial infrastructure that would normally be provided through contract provision.

d. Must benefit a reasonable number of people and/or improve the lived experience of personnel.

e. Must identify (although not necessarily cover) through life costs.

f. Must comply with the principles of 'Regularity and Propriety', including value for money, affordability and contribution to the objectives set out in the Business Plan.

[26] Funding for sport activities may be best supported through - Royal Navy funding for sport activities RNTM. AT via Royal Navy AT | Defence Connect (https://jive.defencegateway.mod.uk/groups/royal-navy-at)

3218. Applications Procedure

a. Whilst funds are allocated on a first request basis, all allocations are scrutinised to ensure that the budget is being spent equitably across the Royal Navy and deployed RFA units, and as many personnel and units as possible benefit. Additional funding may be available through local welfare funds, the RNRMC and the Deployed Welfare Grant.

b. Applications for funding (all costing must be inclusive of VAT) should be submitted to NavyPeople-PSRBLapplications@mod.gov.uk using Annex 32D. Particular attention should be paid to Section D (Personal/Unit/Mess contribution towards the event/project).

3219. Health and Performance Grant (HaP Grant)

a. The HaP Grant aims to help improve the health and performance of RN/RM personnel by providing financial assistance to initiatives led by Unit Health Committees (UHC). HaP initiatives are defined as equipment, services or facilities that are not supported through alternative funding streams, with the aim of 'Optimising Health and Elevating Performance' of the unit in at least one of the following priority areas: Addictions, Women's Health, Healthier Weight, Mental Fitness, Musculoskeletal Injury Prevention, and Relationships & Sexual Health. This fund is for the collective benefit of our SP and not for the benefit of Individuals.

b. Applications for funding (all costing must be inclusive of VAT) are to be sent to NAVY PEOPLE-PS H&W GROUP (MULTIUSER) NAVYPEOPLE-PSHWGROUP@mod.gov.uk using the HaPF Application Form at Annex 32E.

3220. Criteria for HaP Grants

Funding may be allocated to appropriate and worthy initiatives that have been assessed by the HaP Team and satisfy the following criteria:

a. Must be an initiative led by the UHC.

b. Must not be for initial infrastructure that would normally be provided through contract provision.

c. Must target HaP improvement of a group rather than individuals.

d. When a product is purchased commercially, the unit acquiring the product is responsible for conducting thorough risk assessments, ensuring proper upkeep, and managing through-life costs.

e. Must be measurable in order to evaluate impact upon SP HaP improvement. The UHC must use feedback form (Annex 32F) to consider how to evaluate the initiative and to provide this feedback to the HaP Team within three months of receiving funds.

3221. Applications Procedure

a. Whilst funds are allocated on a first come first served basis, all allocations are reviewed to ensure that the budget is being spent fairly across the RN. Additional funding may be available through charities and the Operational Welfare Grant. Applicants will receive an email response to clarify if successful or unsuccessful. If successful, an agreed allocation amount will be confirmed. In some instances, further information may be required in order for a decision to be made.

b. Applications for funding (all costing must be inclusive of VAT) are to be sent to NAVY PEOPLE-PS H&W GROUP (MULTIUSER)[27] using the HaPF Application Form (Annex 32E). Funding must be claimed and spent within 30 days of approval.

[27] NAVY PEOPLE-SHWGROUP@mod.gov.uk

SECTION 4

ROYAL NAVY AND ROYAL MARINES CHARITY (RNRMC)

(Registered Charity No: 1117794 and SC041898).

3222. Overview

The Royal Navy and Royal Marines Charity (RNRMC) is the Navy Board's single focus for Naval charities, co-operating as closely as possible with the RN's oldest charity, Greenwich Hospital, which was established as a Crown Charity by Royal Charter in 1694. The RNRMC is a fully independent charity and, following its formation, Greenwich Hospital has increasingly channelled its support to naval charity through the RNRMC. The RNRMC has three strategic objectives:

a. to increase the amount of money available to all their beneficiaries;

b. to increase the proportion available for benevolence; and;

c. to achieve a single focus for Naval charity.

3223. Generating Funds

a. The RNRMC's funds generate income to meet current needs from their own investments. As the RNRMC further develops its policies to meet the wider strategic environment, it needs to enhance its income in order to improve the assistance that may be provided. As such, all RN units are encouraged to place the RNRMC, as the Navy Board's preferred fundraising charity, at the forefront of their own charitable and fund-raising efforts. The Navy Board in June 2009 directed that the RNRMC be established as the prime beneficiary for all fund-raising events that utilise naval assets. This was not designed to prevent ships' companies from undertaking the enormous range of activities of charitable work, which does so much to add lustre to the reputation of the Royal Navy. The aim is to help focus attention on the Royal Navy's own charity and in dealing with requests from major charities, it will ensure that non naval charities, who may make considerable sums of money by using RN assets, follow the rules and be invited to make a donation to the RNRMC from the profits that are made from any event.

b. The RNRMC is the receiving charity for funds generated from the RN's Charity Payroll Giving Scheme (see Section 9).

c. In practical terms of meeting the Navy Board's remit that the RNRMC should benefit when other charities undertake fundraising activities using naval resources. The Navy Board suggested that other non-naval charities are invited to donate 15% of the clear profits to the RNRMC. Further advice is available from the point of contact for this chapter.

3224. Objectives

The objectives of the RNRMC are described as such charitable purposes as the Trustees shall from time to time think fit, including but not limited to:

a. The relief in need, hardship or distress of beneficiaries and their families and dependants;

b. The assistance with, provision of or contribution to the education, and training of children of Beneficiaries; and

c. The promotion of efficiency of the Royal Navy and the Auxiliaries by way of the enhancement of morale, the improvement of recruitment and retention, and the further relief and encouragement, of personnel who are serving in the Royal Navy or the Auxiliaries.

d. In summary, the RNRMC provides funds both to improve the quality of life of serving sailors and marines but is also the single biggest source of funds for charities that provide a whole range of through-life care to its beneficiaries.

3225. Beneficiaries

All personnel who are, or have served in the Royal Navy, the Royal Marines, the Women's Royal Naval Service, the Queen Alexandra's Royal Naval Nursing Service, Naval Reserve Forces or Auxiliaries and their dependants.

3226. Charities and Subsidiary Funds within the RNRMC

a. Naval Service Amenity Fund

b. Naval Service Prizes and Award Fund

c. Naval Service Sports Charity

d. Naval Service Dependants' Fund

e. Fleet Air Arm Benevolent Trust

f. Sir Donald Gosling Maritime Reserve Amenity Fund

g. Naval Service Benevolence Fund

h. Queen Alexandra's Royal Naval Nursing Service Trust Fund

i. Plymouth Royal Naval Aid Fund

j. Naval Medical Compassionate Fund

k. Royal Naval Benevolent Society for Officers (RNBSO)

3227. RNRMC Contact Details

The Royal Navy and Royal Marines Charity
Building 37
HMS EXCELLENT
Whale Island
Portsmouth
Hampshire
PO2 8ER

Phone: General: BT 02393 871520
Head of Grants: BT 02392 548 093
Grants Administrator: BT 02392 548 191
RNRMC Payroll Giving Scheme: BT 02392 548 417
Events/Fundraising: BT 02392 548 155

Email: theteam@rnrmc.org.uk
Website: www.rnrmc.org.uk

SECTION 5

RNRMC - MILITARY EFFICIENCY FUNDS

3228. Naval Service Amenity Fund (NSAF)

a. **Objectives.** The objective of the NSAF is to promote efficiency of the Royal Navy by:

(1) The provision, support and improvement of facilities and activities for the recreation and amenity of Royal Navy personnel and their dependants;

(2) The provision of financial assistance for travel and associated accommodation and subsistence expenses to:

(a) Royal Navy personnel on deployment and connected persons.

(b) Royal Navy personnel recruited from Foreign and Commonwealth counties.

(c) Connected persons (Naval Service Assisted Passage Scheme).

(3) The provision, maintenance and support for any church, chapel or other place of worship or any religious activity for the benefit of Royal Navy personnel and their dependants;

(4) The provision and support of recreational activities, patient comforts and amenity facilities, for those Royal Navy personnel under medical care.

b. **Beneficiaries.** Personnel who are serving in the Royal Navy or Auxiliaries and their dependants.

c. **Provision.** The following are among those requests that can be supported by the NSAF.

(1) Audio Visual Equipment.

(2) Recreational and entertainment items and facilities.

(3) Mess Refurbishment or Enhancements.

(4) Naval Service Assisted Passage Scheme (Loans) (See Annex 32G).

(5) Ships' Commissioning and De-commissioning Ceremonies.

(6) Personnel De-compression Events, homecomings, Families Days and Team Building Events.

Note. *Minibuses are normally provided with funding from the Nuffield Trust*.

d. **Grants.** The amount of money available for grants is dependent upon the fund's investments and donations provided by SABS, therefore, there is the possibility that some worthwhile projects may not be able to be supported. Further guidance and application forms are available from the RNRMC Grants Administrator (see Para 3225 for contact details)

3229. Naval Service Prizes and Award Fund (NSPAF)

a. **Objectives.** To promote the efficiency of the Royal Navy and Auxiliaries by the provision of prizes and awards to Royal Navy or Auxiliaries personnel:

(1) Who show marked efficiency in their duties.

(2) Who distinguish themselves in examinations or as students on courses.

(3) For innovation, useful research, suggestions or inventions which improve the efficiency of the Royal Navy or Auxiliaries.

(4) For other purposes as agreed by the trustee from time to time.

b. **Beneficiaries.** Personnel who are serving in the Royal Navy and Auxiliaries.

c. **Contact Details.** For an Application Form and further details contact the RNRMC Grants Administrator (contact details at Para 3225).

3230. Naval Service Sports Charity (NSSC)

a. **Objectives.** The Charity, which is a subsidiary charity of the RNRMC and a company in its own right, promotes efficiency in the Royal Navy by supporting and encouraging participation in sport and adventure training.

b. **Roles.** Its main roles are to:

(1) Champion sport within the RNRMC cluster of charities to ensure that investment income, charitable donations and individual voluntary contributions are used for the benefit of sport and, where possible, increased.

(2) Provide the running costs of the 39 Sports Associations and support to teams, elite athletes and any individual partaking of sport either by direct grants or through the Commands.

(3) Own and manage projects that support sport in the Royal Navy, such as the Temeraire sports accommodation.

c. **Beneficiaries.** Royal Navy personnel.

d. **Funding.** The charity is able to support a proportion of its objectives from the income derived from its investments, the RNRMC and the RN and RM Sports Lottery. Further information about the RN and RM Sports lottery can be found on the RN Intranet (Community, Sports and Social, Sports Lottery).

e. **Contact Details:** For further details and grant application enquiries contact Mr Norman Jackson (RN Sports Grants Manager) via email (Nssc-cs@sky.com) or telephone 023 9259 3790.

3231. Naval Service Dependants' Fund (NSDF)

The NSDF provides immediate relief by way of a grant of £12,000 to the named beneficiary or next of kin on notification of death. The grant is paid out in all circumstances and is not means tested. Approximately 32 payments are made each year. The fund receives no direct contribution from the serving population and is funded by the RNRMC from the RNRMC payroll giving scheme and SABS. For more information on the Naval Service Dependants' Fund, please contact the RNRMC Head of Grants (see Para 3225 for contact details).

3232. Fleet Air Arm Benevolent Trust (FAABT)

The FAABT provides financial support to those serving members of the Royal Navy killed or injured in an aircraft accident or who have need of assistance on an ongoing basis. The benefits include, financial grant made to surviving spouses, civil partners and children and, if required, assistance is given to beneficiaries on an ongoing basis. The level of grant is decided by the Trustees according to the individual circumstances. For more information on the Fleet Air Arm Benevolent Trust, please contact the RNRMC Head of Grants (see Para 3225).

3233. Sir Donald Gosling Maritime Reserve Amenity Fund (DGMRF)

The DGMRF is part of the group forming the Royal Navy and Royal Marines Charity, and it focuses on amenities grants for reservists serving in the Royal Naval Reserve and the Royal Marines Reserve and their dependants. Further information can be obtained from the RNRMC Grants Administrator (see Para 3225 for contact details).

SECTION 6

RNRMC - BENEVOLENCE FUNDS

3234. Naval Service Benevolence Fund (NSBF)

a. **Objectives.** The relief of beneficiaries and their dependants who are in need by virtue of financial hardship, sickness, disability or the effects of old age though the provision of grants, loans, gifts, pensions or otherwise. The NSBF dispenses funds in two ways:

(1) To other Naval charities who rely on grants for large elements of their income such as the Royal Naval Benevolent Trust, the Royal Navy and Royal Marines Children's Fund and the WRNS Benevolent Trust.

(2) To individuals who need assistance.

b. **Beneficiaries.** Personnel who are, or have served in the Royal Navy, the Auxiliaries or the Women's Royal Naval Service, the Queen Alexandra's Royal Naval Nursing Service, Naval Reserve Forces (who are serving on full time engagements) or Auxiliaries and their dependants. Help is in the form of relief of hardship following assessment of need. It is the Trustees aim to increase the proportion of funding available for supporting Benevolence.

c. **Contact Details.** In the first instance, all applications for assistance should be directed to the relevant organisation, e.g. the Royal Navy Royal Marines Welfare (RNRMW) for serving personnel or alternatively the RNRMCF, and both serving and veterans can apply to the RNBT, RNRMCF, RNOC, WRNS BT, QARNNS Trust Fund, RBL or SSAFA organisations. . However, the RNRMC will consider direct assistance if individuals (as defined in sub para b, above) fall outside the objects of the other Service charities or their need is greater than other charities are able to fund. For further information contact: the RNRMC Head of Grants (see Para 3225 for contact details).

3235. Queen Alexandra's Royal Naval Nursing Service (QARNNS) Trust Fund

a. The QARNNS Trust Fund operates for the benefit of serving and past members of the QARNNS, including QARNNS(R) and Voluntary Aid Detachment (VADs). The Fund does this by:

(1) Helping to relieve the hardship of QARNNS personnel (both ex and serving). Applications are usually made via a charity such as SSAFA, however applications are sometimes made directly to the fund.

(2) The improvement of the efficiency of the QARNNS, through various means, including the funding of the QARNNS Symposium, the Rosebowl Tennis tournament and the QARNNS Remembrance Service, amongst other events. Other grants include an annual contribution to the QARNNS Associations and various sports events involving QARNNS.

b. For further information contact: the RNRMC Grants Administrator (see Para 3225 for contact details).

3236. Plymouth Royal Naval Aid Fund (PRNAF)

a. **Background.** The PRNAF was established to support those serving in the Plymouth Naval Command, the western family services area or in ships that have Plymouth as their base port. The Fund provides relief for any of the following persons who are in conditions of need, hardship or distress.

b. **Beneficiaries.** All serving members of the Royal Navy, Women's Royal Naval Service and Queen Alexandra's Royal Naval Nursing Service and Royal Marines, their spouses, families and legally dependant relatives, or the next-of-kin of any such person so as to provide temporary assistance upon their death. The Fund will also support the spouses, families and legally dependant relatives or next of kin who live in the specified area irrespective of where the member is serving.

c. **Contact Details.** For further information and grant enquires contact Mr Owen Shard either by:

Phone: 01752 555 277
Email: shreado@a.dii.mod.uk.

3237. Naval Medical Compassionate Fund (NMCF)

The NMCF grants financial relief to any orphan, surviving spouse or civil partner of Naval medical officers who were subscribers to the fund. Further details can be obtained from:

The Secretary
Naval Medical Compassionate Fund
Navy Command Headquarters
First Floor
Leach Building
Whale Island
Portsmouth
PO2 8BY

Email: NAVY HEALTHCARE-COS@mod.gov.uk

3238. Royal Naval Benevolent Society for Officers (RNBSO)

(Registered Charity No: 207405)

a. **Background.** The charity is also known by its working title of the RN Officers' Charity. The principal aim of the Society is to provide financial relief to serving and retired officers of the Royal Navy (RN, RM and QARNNS) and their Reserves, their spouses, former spouses and dependants who are financial distress. Beneficiaries also include former and serving officers on the Reserve Lists, as well as former officers of the Women's Royal Naval Service.

b. **Grants.** The Charity generates income from its own investments, receives further funds from donations and legacies and can apply for a block grant from the RNRMC. All the grants awarded are based on the principle of need and trustees will consider grants for the following:

(1) Six monthly grants to top up low incomes.

(2) Assistance with a shortfall in care home fees.

(3) Alterations to homes for the disabled.

(4) Maintenance and redecoration of properties.

(5) Purchase of disability aids and electrically propelled vehicles.

(6) Re-training costs to gain employment.

(7) Scholarships to help children remain in private education under exceptional circumstances.

c. **Beneficiaries.** All serving and retired officers of the Royal Navy and Royal Marines, Queen Alexandra's Royal Naval Nursing Service, Woman's Royal Naval Service, their respective Reserves, spouses, former spouses and dependants.

d. **Contact Details.** For further information contact:

The Secretary
The Royal Navy Officer's Charity
70 Porchester Terrace
Bayswater
London
W2 3TP

Phone: BT 0207 402 5231
e-mail: rnoc@arno.org.uk

SECTION 7

ROYAL NAVY BENEVOLENT ORGANISATIONS

3239. Introduction

Many charities and benevolent organisations offer advice, help and financial assistance to serving and former Royal Navy people and their dependants who may be in need. These organisations help different sections of the Royal Navy community and have their own criteria for determining whether assistance is given. All base their decisions on the principle of relieving "need" whether that need is by virtue of financial hardship, injury, sickness or the effects of old age. The benevolent funds listed in this section award a large number of grants annually to needy serving and former Royal Navy personnel, and their dependants. They rely on legacies and donations for this support. Serving personnel can help by subscribing to the RNRMC Payroll Giving Scheme (see Section 9).

3240. Royal Naval Benevolent Trust (RNBT)

Registered Charity No: 206243

a. **Background.** The RNBT was established in 1922 to give help, in cases of need, to those who are serving or have served as ratings in the Royal Navy or as other ranks in the Royal Marines and their dependants. The RNBT receives income from its own investments, donations and legacies, a proportion of the funding from the RNRMC Payroll Giving Scheme (see Section 9) and block grants from the RNRMC (NSBF) and Seafarers UK (see Para 3278). Assistance from the RNBT can be given in the following ways:

(1) Grants to assist with a wide range of individual needs.

(2) Regular payments to supplement the income of older people (annuities).

(3) Grants to other organisations which assist the RNBT Family.

(4) Care of older people at Pembroke House, the RNBT's own care and nursing homes at Gillingham, Kent and Southsea, Hampshire.

(5) Advice on welfare matters.

b. **Contact Details.** For further information contact:

The Royal Naval Benevolent Trust
Castaway House
311 Twyford Avenue
Portsmouth
PO2 8RN

Phone: BT 02392 690 112
Email: rnbt@rnbt.org.uk
Website: www.rnbt.org.uk

3241. Royal Navy and Royal Marines Children's Fund (RNRMCF)

(Registered Charity No: 1075015)

a. **Background.** The RN and RM Children's Fund is the premier charity for providing charitable help to the sons and daughters (under the age of 25) of serving and ex-serving personnel of the Royal Navy, the Royal Marines, The Queen Alexandra Royal Naval Nursing Service, the former Women's Royal Naval Service, and the reserves of those forces who are in need, hardship or distress. The RNRMCF receives income from its own investments, donations and legacies and a proportion of the funding derived from the RNRMC Payroll Giving Scheme (See Section 9) in addition to a block grant from the RNRMC (NSBF, see Para 3232) to administer grants on their behalf.

b. **Objectives.** Support can be in the form of one off payments or long term support and care and includes:

(1) Special needs education.

(2) Special needs equipment.

(3) Support for the young people in their own homes.

(4) Support for the young people at times of crisis.

c. **Contact Details.** Applications for funds are kept as simple as possible and those seeking assistance can contact the office direct for an application. All enquiries and applications are completely confidential. All applications are based on the principle of "need"/ "relief in need". For further information contact:

Naval Children's Charity
311 Twyford Avenue
Stamshaw
Portsmouth
PO2 8RN

Phone: BT 02392 639 534
Email: rnchildren@btconnect.com
Website: www.rnrmchildrensfund.org.uk

3242. Women's Royal Naval Service Benevolent Trust (WRNSBT)

(Registered Charity No 206529)

a. **Background.** All officers and ratings (and their dependants), who served in the Women's Royal Naval Service between 1 September 1939 and 1 November 1993 (including those who are still serving and transferred to the Royal Navy in November 1993). The WRNS BT receives income from its own investments, donations and legacies and a proportion of the funding derived from the RNRMC Payroll Giving Scheme (see Section 9) in addition to a block grant from the RNRMC (NSBF, see Para 3232) to administer grants on their behalf.

b. **Objectives.** The primary objectives of the Trust are to provide relief in cases of necessity or distress among members of the Trust and their dependants, to make provision in suitable cases for assistance in training, to make contributions to other suitable charities to enable them to carry out their respective objects for the benefit of the Trust's members, and to do anything ancillary to any of the above objects. This assistance is varied and includes:

(1) Grants to help with arrears or debts, removal or travel cost, convalescence care, education, household goods and repairs, medical aids, medical fees and in some cases funerals.

(2) Annuities for members of state pensionable age living on a low income.

(3) Regular Grants to help those on low incomes.

c. **Contact Details.** For further information contact:

The WRNS BT office
C/O The Royal Navy and Royal Marines Charity
Building 37
HMS Excellent
Whale island
Portsmouth
PO2 8ER

Phone: 0239387 1520
Email: generalsecretary@wrnsbt.org.uk
or
grantsadmin@wrnsbt.org.uk
Website: www.wrnsbt.org.uk

3243. Royal Naval Reserve (V) Benevolent Fund (RNR(V))

(Registered Charity No: 266380)

a. **Objectives.** The primary objects of the RNR(V) are to provide financial assistance to serving or retired ratings of the Naval Reserves in cases of hardship. The charitable objectives are the relief of persons who are in conditions of need hardship or distress (of the classes and in order of priority as in clause 3 a-f of scheme) by making grants of money or providing or paying for items services or facilities calculated to reduce hardship or distress. In addition, the committee of management, with the approval of the board of governors, may award grants for any charitable purpose for the benefit of non-commissioned personnel of the Royal Naval Reserve.

b. **Contact Details.** For further information contact:

Cdr JMD Curties RD DL RNR
The Cottage
Llantrithyd Road
St Hilary
Cowbridge
Vale of Glamorgan
CF71 7DP

Phone: BT 01446 771108

SECTION 8

ROYAL MARINES CHARITIES

3244. Royal Marines Charitable Trust Fund (RMCTF)

(Registered Charity No 1134205)

a. In addition to the Royal Navy charities listed in previous sections, the Royal Marines have access to the Royal Marines Charitable Trust Fund (RMCTF), the overarching Royal Marines charity. The RMCTF provides advice and support to serving, reservist and retired Royal Marines, and their dependants as well as supporting the military efficiency and esprit de corps.

b. The RMCTF funds include:

(1) The restricted funds of

(a) The Royal Marine Benevolent Fund (Registered Charity No: 1134205-1).

(b) The Royal Marines Cadet Fund.

(2) Three designated funds supporting prizes and awards, sports and practical support to the Royal Marines Band Service (which cannot be provided from public funds, e.g. the commissioning of music, non-standard instruments, etc.).

(3) Three Restricted Subscription Funds into which serving Royal Marines pay one day's pay per annum; the Royal Marines Officer's Trust Fund; the Central Sergeants' Mess Fund; the Central Unit Institute Fund. These funds focus on quality of life issues for serving Royal Marines and are, in effect, a simple form of payroll giving.

c. The RMCTF's mission is:

(1) Recovery Pathway (helping the wounded and seriously injured).

(2) Decompression and Quality of life Pathway (helping those still serving).

(3) Through Life Pathway (support after leaving the Service).

d. The assistance provided by the RMCTF includes:

(1) Grants to individuals.

(2) Grants to organisations.

(3) Other finance, as deemed necessary.

e. Contact details:

Royal Marines Charitable Trust Fund
Building 32
HMS EXCELLENT
Whale Island
Portsmouth
PO2 8ER

Tel: BT 0239 254 8093
Email: anne.carr@rnrmc.org.uk
Website: www.rmctf.org.uk

3245. The C Group Supporting the RMs (C Group)

(Registered Charity No: 1134205-2).

The prime purpose of the C Group is to raise awareness and generate practical support throughout the business community for Royal Marines particularly those who are suffering the long-term effects of injuries sustained on operations. In addition, the C Group offers coaching and mentoring support for those who are moving to new careers as a result of their injuries

3246. Royal Marine Association (RMA)

(Registered Charity No: 206003)

a. The purpose of the RMA is to maintain and promote 'esprit de corps' and comradeship amongst all Royal Marines, to keep them in touch with one another, and with the activities of the serving Corps. The RMA produces the Corps journal, the “Globe and Laurel”, which is published every 2 months and donates any profits to the RMCTF.

b. Contact details:

Royal Marines Association Central Office
Building 32,
HMS Excellent,
Whale Island,
Portsmouth,
Hampshire
PO2 8ER

Tel BT: 02392 651 519

SECTION 9

NON-PUBLIC AMENITIES GRANTS

3247. Nuffield Trust for the Forces of the Crown

(Registered Charity No: 210829)

a. **Background.** The Nuffield Trust for the Forces of the Crown (NT) was inaugurated in 1939 by the late Colonel The Right Honourable the Viscount Nuffield CBE CH FRCS.

b. **Objectives.** The aim is to promote the welfare and efficiency of the Forces of the Crown either by the provision of facilities for recreation or by any other means for serving personnel. It achieves its objective by financing recreational and welfare amenities and facilities that will benefit those actually serving in the Armed Forces, but which are not provided by public funds and which are beyond the resources of other non-public funds.

c. **Trustees Meetings.** The Nuffield Trust Trustees meet during March each year to consider Capital and Major Grants applications, these meeting are attended by 2SL as the RN's PPO.

d. **Policy.** The Trust provide for all types of recreational equipment including the following:

Audio Visual Equipment
Mess Deck Recreational Equipment
Mess Refurbishments
Climbing Walls
Gliders
Music Equipment
Water Recreational Equipment Outdoor Recreational Equipment
Camper Vans/Minibuses
Recreational Furniture
Sports Equipment

This list is not exclusive and the Trust encourages applications for any project in the recreational and welfare area that directly benefits regular Service personnel.

e. As a matter of policy, the Trust does not permit grants for the following:

(1) Items or facilities which should be provided from Public Fund;

(2) Crèches.

(3) Live animals.

(4) Fixed assets overseas.

(5) Fixed assets on MOD land in the UK unless appropriate lease arrangements are made or an undertaking is given that proportionate restitution will be made to the Trust under the terms of the MOD's agreement set out in DGSPPol/313.03 of 25 November 2003, should the asset be lost through early closure of a unit.

(6) Maintenance, repair or running costs of Trust funded assets.

f. **Grants.** These are awards at the following levels, plus a unit contribution of 25% would normally be expected:

(1) **Minor Grants £12.5k (when funding allocation is low this figure is reduced locally to £5k) and below.** Can be applied for at any time via the RNRMC Head of Grants.

(2) **Major Grants to £40k (when funding allocation is low this figure is reduced locally to £25k).** These are considered once a year by the NT Trustees at their March meeting. Applications are to be submitted to the RNRMC Head of Grants by 1 December each year.

(3) **Capital Grants over £40k.** Applications for large capital projects require careful, long term planning, and use considerable staff resources. Fully detailed applications should therefore not to be developed until the Trustees' views have been advised to the originating Project Officer. Preliminary applications may be submitted at any time. However, applicants should be mindful that the Board of Trustees and Executive Committee meet mid-March and the Board of Trustees in November each year. All applications are to be submitted via the RNRMC Head of Grants.

(4) **Special Grants.** In addition to the above grants, the NT Trustees may also, from time to time, make other special allocations in order to meet unforeseen requirements.

g. **Administration.** All projects or items should comply with JSP 462 (Financial Management Policy Manual) Chapter 18, Annex A. Recipients of grants have full responsibility for the provision of insurance cover and all necessary maintenance or repair of items or facilities. The gift should be marked with a plaque or plate stating that it was acquired through the generosity of the Nuffield Trust and placed on a permanent record register.

h. **Personnel Contribution.** A personal contribution of 25% will be expected, unless a valid reason can be given in the justification.

i. **Use of Grant.** A grant is to be used only for the purpose specified. Any unspent part of a grant is to be returned to the RNRMC. Money granted is to be used within one year of the date of approval.

j. **Acknowledgement of Grant.** As a matter of courtesy, letters of thanks for grants received should be sent by all recipients. The Trust, their auditors, and the MOD use these letters as the official confirmation that the grants have actually benefited those for whom they are intended. Immediately the project/item has been paid for, a letter of thanks (only) is to be forwarded to the General Secretary, Nuffield Trust for the Forces of the Crown, 23 Estcourt Road, Gloucester, GL1 3LU with a copy to the RNRMC Head of Grants, along with the purchase receipts.

k. **Permanent Record.** All items provided by grants for the NT are to be suitably engraved or tallied by the parent unit. A permanent record of the items is to be kept and items are to be accounted for as though they were Service permanent stores. The NT grant number must always be quoted in any correspondence.

l. **Transfer or Disposal of Nuffield Trust Items.** Where the recipient is unable to use an item provided by the trust, for whatever reason, including the ship paying off, or establishment changing its function, proposals for the disposal of the item are to be made to the RNRMC Head of Grants for NT prior approval. Wherever possible, the trustees prefer items to be transferred to another unit of the Armed Forces of the Crown, rather than sold, unless the item is unserviceable. Should approval be given for the sale of an item, a refund is due to the Trust for an amount that is a similar proportion of the proceeds of the sale to that represented by the original grant. A cheque for the appropriate amount is to be forwarded to the RNRMC.

m. **Trade In.** When organisations wish to replace an item, and the NT interest in the old item is to be moved forward to help fund the new project, then permission is first to be requested from the Head of Grants.

n. **Minibuses.** These are normally funded via NT grants. The Transport Act 1985 (TA85) applies to those operators of minibuses adapted to carry 8 to 16 passengers who make a charge for the use to recoup some of the running costs. The act calls for each vehicle to be in procession of a Small Minibus Permit. The previous act MA77 predates the TA85, and permits issued under MA77 remain valid. However, they are restricted to the original named vehicle and cease to be valid once the vehicle is disposed of. Therefore, a new, small minibus permit has to be applied for when minibuses are renewed or exchanged. The TA85 does not apply when the use of the vehicle is:

(1) Providing a free service.

(2) Carrying the public at large.

(3) Using the vehicle commercially with a view to profit.

o. **Small Minibus Permits.** The Fleet HQ Central Fund is the RN's registered authority for the issue of small minibus permits to operators of non-publicly funded minibuses, and the TA85 requires all operators of RN non-public funded minibuses in the UK (except NI) other than those listed above, to obtain a permit from the NSAF. Unwanted discs should be returned to the RNRMC Head of Grants.

p. **Contact Details.** For an Application Form and further details contact:

Royal Navy and Royal Marines Charity Head of Grants
Building 37
HMS EXCELLENT
Whale Island
Portsmouth
PO2 8ER

Phone: BT 02393 871520
Email: anne.carr@rnrmc.org.uk
Website: www.rnrmc.org.uk

3248. Services Sound and Vision Corporation (SSVC)

(Registered Charity No: 233480)

a. **Objectives.** The Services Sound and Vision Corporation is a registered charity set up to entertain and inform Britain's Armed Forces around the world. Its mission statement is "to be the preferred provider of entertainment and information to Service personnel and their families worldwide". The Welfare support activities of SSVC include British Forces Broadcasting (BFBS) radio and television broadcasting to overseas locations where Service personnel are based.

b. **SSVC Welfare Fund.** The SSVC Welfare Fund has been established to finance welfare and recreation amenities that directly or indirectly contribute to operational effectiveness. Priority for these funds will be given to those serving, preparing, or returning from operations, plus those living in isolated or arduous conditions. Funds may also be available to support other requirements for those in the home base, which contribute to military efficiency and operational effectiveness by enhancing morale and developing personal attributes. This fund is accessed by the RNRMC Head of Grants, on behalf of units, for audio visual and entertainment and recreational amenities.

c. **Contact Details.** For applications forms and further advice contact:

Royal Navy and Royal Marines Charity Grants Administrator
Building 37
HMS EXCELLENT
Whale Island
Portsmouth
PO2 8ER

Phone: BT 02392 548 191
Email: Michelle.midgley@rnrmc.org.uk
Website: www.rnrmc.org.uk

SECTION 10

ROYAL NAVY AND ROYAL MARINES CHARITY PAYROLL GIVING SCHEME

3249. RNRMC Payroll Giving Scheme

a. **Background.** The RNRMC Payroll Giving Scheme is the Royal Navy's own charity payroll giving scheme. Money raised through deductions from pay is donated to the RNRMC to distribute to each of the component charitable elements. Each of these elements relies heavily on the income derived from payroll giving to continue their charitable activity at current levels. Donations benefit both serving and ex-serving members of the Royal Navy from the day they join, throughout their service and beyond. The money donated is distributed to each of the component charitable elements along the following funding routes:

(1) **Amenities.** Support to RN and RM for activities, recreation and amenities not publicly funded.

(2) **Benevolence.** Both for serving and ex-serving members and their dependants.

(3) **Naval Service Dependants' Fund.** Death in Service payment to dependants.

(4) **Sport.** Supporting Royal Navy personnel, their clubs and associations and the payroll giving scheme now includes sports insurance in place of the Voluntary Sports Subscription Scheme (VSSS).

b. **How much is it?** Personnel can donate anything from as little as One Pound a week, or a fixed amount per month, which is deducted "before tax" from pay each month. Every pound donated therefore in reality only costs the basic rate taxpayer 80 pence per week or for the higher rate taxpayer only 60 pence a week.

c. **How are Donations Started?** Application forms may be obtained via the RNRMC website at www.rnrmc.org.uk, under payroll giving or from the RNRMC Payroll Giving Manager, RNRMC, Building 29, Whale Island, Portsmouth, PO2 8ER Phone BT 023 9254 8417 or 07714306178.

d. **Contact Details.** For further information and payroll giving arrangements, contact:

Charitable Payroll Giving Manager
The Royal Navy and Royal Marines Charity
Building 37
HMS EXCELLENT
Whale Island
Portsmouth
Hampshire
PO2 8ER

Phone: BT 023 9254 8498 or 07714306178
Email: team@rnrmc.org.uk

SECTION 11

ADVICE AND SUPPORT: OTHER ASSOCIATIONS AND BENEVOLENT ORGANISATIONS

3250. Introduction

Many Service/ex Service Charities and Associations assist serving and former military personnel and their families, in times of need or crisis. The list of charitable organisations offering specific help to Service personnel is extensive, therefore this section can only give brief details on a few of them. Further details on the help and support available to serving and former serving personnel and their dependants can be found at:

a. www.seafarersupport.org/self-help (A Guide to the Maritime Charity Sector).

b. www.cobseo.org.uk (Confederation of Service Charities (COBSEO)).

c. www.ctp.org.uk (Career Transitional Partnership).

d. By searching the internet for Armed Forces, military, Royal Naval, or Naval charities.

3251. Annington Trust

(Registered Charity No: 1068749)

This is a charitable trust to promote the efficiency of the Armed Forces of the Crown by providing for the recreation and general needs of Service personnel who live in family quarters. In addition, it promotes the welfare of the Armed Forces by providing for the general needs of those Service families in particular for the improvement of their recreational facilities. Further information can be found at www.anningtontrust.org.

3252. Association of Royal Navy Officers

a. **Background.** The Association is the principal association which unites the officer corps of the Royal Navy, both serving and retired. For a modest annual subscription, members are provided with a number of opportunities to maintain contact with each other through social activities, a website and a secure, online membership database. Additionally, the Association provides a wide range of key benefits.

b. **Contact Details.** Further information can be obtained from:

The Membership Manager
ARNO
70 Porchester Terrace
London
W2 3TP

Phone: BT 0207 402 5231
Email: asec@arno.org.uk
Website: http://www.arno.org.uk

3253. Blind Veterans UK (St. Dunstan's)

(Registered Charity No: 216227)

a. St Dunstan's changed its name to Blind Veterans UK in early 2012, to make its purpose and activities clear to the general public. Blind Veterans help blind ex-Service Personnel lead independent and fulfilling lives by supporting them with a lifetime's practical and emotional support, expertise, experience and full range of services regardless of when or how they lost their sight. Blind Veterans UK aims to give veterans much-needed support to adjust to sight loss, overcome the challenges of blindness and enjoy daily life.

b. **Contact Details.** For further information contact:

Blind Veterans UK
York House
Wetherby Road
York
YO26 7NH

Phone: BT 0207 723 5021 0300 111 2233
Website: http://www.blindveterans.org.uk

3254. British Limbless Ex-Servicemen's Association

(Registered Charity No: 1084189)

a. The Association promotes the welfare of all serving and former Service Personnel who have lost a limb or limbs, or one or both eyes as a result of service in any branch of HM Forces or Auxiliary Forces, and to assist their dependants.

b. **Contact Details.** Further information can be obtained from:

BLESMA, The Limbless Veterans Charity
115 New London Road
Chelmsford
CM2 0QT

Phone: BT 02085 901124
Email: info@blesma.org
Website: www.blesma.org

3255. Combat Stress (Ex-Services Mental Welfare Society)

(Registered Charity No: 206002)

a. The society is the only organisation which specialises in helping former members of the Armed Forces, the Merchant Navy and Allied Forces who suffer from mental health problems including psychological trauma attributable to, or associated with their service. The society's activities include:

(1) Limited financial help.

(2) Assistance with claims and appeals for War Disability Pensions.

(3) Domiciliary and hospital visits.

b. **Contact Details.** Further information can be obtained from:

Tyrwhitt House
Oaklawn Road
Leatherhead
Surrey
KT22 0BX

Phone: BT 01372 587000
Helpline: BT 0800 138 1619
Email: contactus@combatstress.org.uk
Website: www.combatstress.org.uk

3256. Commonwealth War Graves Commission

The Commission was established by Royal Charter in 1917. Its duties are to mark and maintain the graves of the members of the forces of the Commonwealth who were killed in the two World Wars. The Commonwealth War Graves Commission aims to ensure that 1.7 million people who died in the wars will never be forgotten and cares for cemeteries and memorials at 23,000 locations, in 153 countries. Further information can be found at: www.cwgc.org.

3257. Confederation of Service Charities (COBSEO)

Formerly known as the Confederation of British Service and Ex-Service Organisations, the membership consists of Service and ex-Service Charities and Organisations, working to promote and further the interests of serving and ex-serving personnel and their dependants. His Majesty the King is the Patron. Over 100 Armed Forces charities and associations belong to COBSEO and further details on these can be found on the COBSEO website http://www.cobseo.org.uk (see member-organisations). The stated objectives of COBSEO are to represent, promote and further the interest of the Armed Forces Community by:

a. Exchanging and coordinating information internally.

b. Identifying issues of common concern and coordinating any necessary and appropriate action.

c. Acting as a point of contact for external agencies to the members of COBSEO.

d. Representing and supporting the needs and opinions of its member organisations, individually and collectively at central and local government levels and with other national and international agencies.

3258. Conference of Naval Associations (CONA)

CONA is a loose federation of like-minded Naval associations who believe in working together for the benefit of their members. The Second Sea Lord is the ex officio President of the Conference. Further details on the activities and membership of CONA can be found by visiting their website: www.cona.org.uk.

3259. Erskine Hospital

(Scottish Registered Charity No: SC006609)

Erskine Hospital is an independent charity providing a modern care facility for ex-Service Personnel in Scotland. It provides an unrivalled level of residential, nursing and dementia care in purpose-built homes. Further information can be found at www.erskine.org.uk.

3260. Forces Pension Society

The Forces Pension Society is governed as a non-for-profit limited company and exists to ensure that serving and retired members of the Armed Forces, their widows, widowers, surviving partners, civil partners and dependants receive the pension to which they are entitled and which they deserve. Further information can be found at www.forcespensionsociety.org.

3261. Greenwich Hospital

a. **Background.** Greenwich Hospital is an ancient Crown Charity whose beneficiaries include serving and former Royal Navy personnel and their dependants. Support, help and services are provided through regular charitable payments, charitable grants both directly and via the RNRMC to Naval and other charities having Naval beneficiaries, sheltered housing and education bursaries at the Royal Hospital School at Holbrook, Ipswich and the University of Greenwich.

b. **Contact Details.** For further information contact:

Greenwich Hospital
3rd Floor
1-2 Bolt Court
London
EC4A 3DQ

Phone : BT 0207 396 0150
Website: www.grenhosp.org.uk

3262. The Douglas Haig Memorial Homes

(Registered Charity No: 207318)

a. The Douglas Haig Memorial Homes provides rental accommodation for letting for former Service personnel and their families. They have over 1,300 properties in over 47 locations throughout UK.

b. **Contact Details.** For further information contact:

Mountbarrow House
12 Elizabeth Street
London
SW1W 9RB

Phone: BT 0208 685 5777
Email: haig@haighousing.org,uk
Website: www.haighomes.org.uk

3263. Help for Heroes

(Registered Charity No: 1120920)

a. Help for Heroes (H4H) works with the Armed Forces, other Service charities and organisations to provide direct, practical support for those who have been wounded . The current focus is for capital grants to create a series of regional Recovery Houses, built across the UK to serve as the last stage of rehabilitation before a Service person returns to their unit or transits back into civilian life. H4H have also established quick reaction funds to be distributed via the main Service charities, to meet the urgent and most immediate needs of injured Service personnel affected by the current conflicts, i.e. since 9/11.

b. **Contact Details.** For further information contact:

14 Parkers Close
Downton Business Centre
Downton
Salisbury
Wiltshire, SP5 3RB

Website: www.helpforheroes.org.uk/

3264. Houses for Heroes Scotland

(Registered Charity No: SC003174)

a. The principal activity of Houses for Heroes Scotland is to construct and maintain houses for selected individuals, and their dependants, who have served in the British Armed Forces, Merchant Navy, Police or Fire Brigade and who, whilst serving or after completion of service, have been partially or totally disabled, or have been discharged through ill health. Although the houses are in Scotland, tenants are considered and welcomed from the Veteran's community across the United Kingdom. The aim of Veterans Scotland housing is to provide one simple application point, which will allow a veteran to register for all the ex-Service housing charities operating in Scotland, dependent on meeting the individual housing charities' specific criteria. Houses for Heroes Scotland operate this application process known as the Central Housing Register on behalf of Veterans Scotland.

b. **Contact Details**:

Houses for Heroes Scotland
Scottish Veterans' Garden City Association Inc
New Haig House
Logie Green Road
Edinburgh
EH7 4HQ

E mail: Mail@svgca.org.uk
Phone: BT 0131 557 1188
Website: www.housesforheroes.org.uk/index.html

3265. King Edward VII's Hospital Sister Agnes

(Registered Charity No: 208944)

King Edward VII's Hospital Sister Agnes is a registered charity governed by Royal Charter, a member of COBSEO and a private hospital. It is committed to ensuring that as many serving and ex-Service personnel as possible can receive swift access to an exceptional standard of healthcare with little or no cost to themselves by the provision of subsidies and grants. Financial assistance is available to all ranks. Further information can be found at www.kingedwardvii.co.uk

3266. King William IV Naval Foundation

(Registered Charity No: 210392)

a. The Foundation provides homes (at RN Cottages, The Drove, Southwick, Hants) for the needy widows or orphan daughters of officers of the RN or RM (or Reserve Officers who have given mobilised service).

b. **Contact Details.** For further information contact:

Royal Naval Cottages
The Drove
Southwick
Fareham
Hampshire
PO17 6HE

Phone: BT 01489877800

3267. Lady Grover's Hospital Fund for Officers' Families

a. Lady Grover's Fund is a Friendly Society which supports officers' spouses, widows, widowers and children by making contributions towards hospital fees, home nursing, and domestic home help following illness or injury. The Fund gives financial assistance to dependants of officers of all three services, whether serving or retired. Widows or widowers can continue their membership at the same rates and with the same benefits. The officer members themselves cannot benefit from the Fund. Membership is open to any officer of the UK Armed Services, who holds or has held a regular commission for a minimum of five years.

b. **Contact Details.** For annual subscription fees and further details contact:

The Secretary
Lady Grover's Fund
Mountbarrow House
6-20 Elizabeth Street
London SW1W 9RB

Phone: BT 0207 808 4180 or 0845 873 7161
Email: secretary@ladygrover.org.uk
Website: www.ladygrover.org.uk

3268. Lloyd's Patriotic Fund

a. The Lloyd's Patriotic Fund was established in 1803 by the Lloyd's market. The Fund works closely with armed forces charities to identify the individuals and their families who are in urgent need of support. Lloyd's Patriotic Fund works with a number of long-standing partners through which funds are administered. Individuals wishing to apply for a special grant should contact their local branch of SSAFA Forces Help.

b. **Contact Details.** For further information contact:

The General Secretary
Lloyd's Patriotic Fund
Lloyd's
One Lime St
London
EC3M 7HA

Phone: BT 0207 327 5921
Email: communityaffairs@lloyds.com
Website: www.lloyds.com/lloyds/corporate-responsibility/charity/patriotic-fund

3268. Missions to Seafarers

a. The Mission to Seafarers, a charity and part of the Anglican church, is represented in over 250 ports around the world offering emergency assistance, practical support and a friendly welcome to crews. Whether caring for victims of piracy or providing a lifeline to those stranded in foreign ports, the Missions to Seafarers offer support to merchant seafarers of all ranks, nationalities and beliefs.

b. **Contact Details.** For further information contact:

Website: www.missiontoseafarers.org

1st Floor
6 Bath Place
Rivington Street,
London
EC2A 3JE

3270. National Gulf Veterans and Families Association (NGVFA)

The NGVFA supports those who served in the 1990-91 and 2003 to date Iraqi/Gulf conflicts. The aim of the NGVFA is to enhance and improve the quality of the day-to-day lives of all veterans of desert conflicts and their families, partners and carers, through support, information, advocacy and counselling. The NGVFA is open to the Armed Forces and civilians as well as their dependants. Further information can be obtained from NGVFA.

Phone: BT 01482 808730
Email: info@ngvfa.org.uk

3271. Naval Families Federation (NFF)

a. The Naval Families Federation (NFF) was established in 2003 to give Royal Navy families an independent voice. The NFF works with the Chain of Command, service providers and the Government in order to make them fully aware of the consequences their policies and decisions have on the Royal Navy family as a whole. This representation ensures that Royal Navy families' differences are acknowledged and understood and is in line with the other two Services. The NFF produce a free magazine called 'Homeport', which contains useful information for Service families.

b. **Contact Details.** For further information contact:

Naval Families Federation
Building 25
HMS Excellent
Portsmouth
PO2 8ER

Phone: BT 02392 654 374
Email: admin@nff.org.uk
Website: www.nff.org.uk

3272. "Not Forgotten" Association

a. **Background.** The Not Forgotten Association is a national tri-Service charity which provides entertainment, leisure and recreation for the serving wounded, injured or sick and for ex-Service personnel with disabilities. The Association provides a wide and varied program of activities including outings, concerts, holidays, events and the provision of televisions and television licenses. Events and activities are open to anyone, whether currently serving or ex-Service, whose life has been affected by conflict or by subsequent injury.

b. **Beneficiaries.** Individuals who may be eligible for support should apply through one of the Service benevolent charities or through their regimental/military association.

c. **Contact Details.** For further information contact:

1st Floor
14 Buckingham Palace Road
SW1W 0QP

Phone: BT 0207 730 2400
Website: www.nfassociation.org.
Email: info@thenotforgotten.org

3273. Officers' Association

a. **Background.** The Officers' Association is a charity dedicated to assisting officers who have retired or are about to retire from His Majesty's Armed Forces, by providing advice and help to officers and their dependants. The services provided include employment and residential homes advice and financial help.

b. **Contact Details.** For further information contact:

The General Secretary
The Officer's Association
Mountbarrow House
6 - 20 Elizabeth Street
London
SW1W 9RB

Phone: BT 0207 808 4160
Website: www.officersassociation.org.uk

3274. Queen Alexandra Hospital Home (QAHH)

a. QAHH is a registered charity, providing permanent and short term accommodation for former members of HM Armed Forces and their spouses who are in need of such accommodation due to age, sickness or disability and who require medical or nursing care. Anyone who has served in HM Forces at any time or in any capacity and also immediate family members of someone who has served in HM Forces are eligible for admission.

b. **Contact Details:** For further information contact:

The Queen Alexandra Hospital Home
Boundary Road,
Worthing,
West Sussex
BN11 4LJ

Phone: BT 01903 213 458
Website: ww.qahh.org.uk

3275. Regular Forces Employment Agency

(Registered Charity No. 1061212)

a. The aim of the Regular Forces Employment Agency (RFEA) is to help those leaving the regular Armed Forces to find and to remain in employment throughout their working lives. This is done as part of the Career Transition Partnership (CTP) for up to two years after discharge and thereafter is done on behalf of the Service Benevolence Funds.

b. **Contact Details.** For further information and details of branch offices, contact their Head Office at:

RFEA
First Floor
Mountbarrow House,
6 - 20 Elizabeth Street
London
SW1W 9RB
Website: www.rfea.org.uk

3276. Royal British Legion (RBL)

(Registered Charity No: 219279)

a. Caring and campaigning for the serving and ex-Service community. The RBL provides financial, social and emotional support to millions who have served and are currently serving in the Armed Forces, and their dependants. The legion was founded in 1921 as a voice for the ex-Service community. Although the needs of ex-Service people have changed over the years, they are still there to safeguard their welfare, interests and memory.

b. The RBL offers advice and support about a wide range of topics, including:

(1) War pensions, inquest and compensation claims.

(2) Benevolent / welfare help.

(3) Care homes.

(4) Poppy Breaks, Family Holiday Breaks and Adventure Breaks.

(5) Remembrance travel (pilgrimages, school and group tours).

(6) Tracing advice. (Note. RBL does not hold or have access to, any official records, but can advise where to get hold of information for tracing purposes.)

c. **Contact Details.** For further information contact:

The Royal British Legion
199 Borough High Street
London
SE1 1AA

Phone:	BT 0808 802 8080 (free from UK landlines and main mobile networks)
From overseas:	+44 (0)20 3207 2100 (full rate) (Lines are open from 0800 - 2000 hrs 7 days a week)
Website:	www.britishlegion.org.uk (includes Live chat)

3277. Royal Naval Association (RNA)

(Registered Charity No: 266982)

a. **Background.** The Royal Naval Association is the principal Naval Association recognised by the Admiralty Board. The RN and RNA have agreed a Memorandum of Association. Membership is open to all who served or have served in the Royal Navy, Royal Marines, QARNNS, WRNS and Reserves of all ranks. In addition, anyone who is in sympathy with the objects of the Association may join as an Associate Member.

b. With over 20,000 members across 385 branches in the UK and overseas, the RNA is a family of current and former Royal Navy personnel, relatives and supporters of our country's Royal Navy. The RNA considers that, whether its activities involve catching up with friends at its regular social events, fundraising, advising on welfare and employment matters, or just providing an arm around the shoulder, the natural willingness to help others stems from the tradition and camaraderie that only Royal Navy life can instil.

c. The RNA's core values are:

(1) **Unity.** Shared backgrounds and equality in rank. Naval personnel share the same bonds, the same mindset, and even the same language. All members are equal and are the heart and soul of the RNA.

(2) **Loyalty.** To other members and their dependants. The RNA believes in supporting and looking out for each other. The RNA is loyal to the personnel and dependants of the Royal Navy, along with other charities or organisations with naval connections.

(3) **Patriotism.** The RNA is proud to serve and proud to represent our country and honoured to remember and represent (on a national and international level) those who have fallen for our country or who fight now.

(4) **Comradeship.** Friends in fun, fellowship and need. Your RNA shipmates will always be here for you and will never leave you or your dependants in despair.

d. **Contact Details.** For further information contact:

Royal Naval Association
Lanyard House
Scott Road
HM Naval Base
Portsmouth
PO1 3LU

Phone: BT 02392 723 747
E Mail: admin@royalnavalassoc.com
Website: www.royal-naval-association.co.uk

3278. Royal Sailors' Rests (also known as Aggies and RSR)

(Registered Charity No: 238748)

a. **Background.** Dame Agnes Weston's Royal Sailors' Rests (RSR) is dedicated to supporting serving Royal Navy personnel, and their families. RSR works closely with Naval Welfare and Chaplaincy.

b. **Contact Details.** For further information contact:

RSR Executive Director
Castaway House
311 Twyford Avenue
Portsmouth
PO2 8RN

Phone: BT 07977 641 876
Email: office@aggies.org.uk
Website: www.aggies.org.uk

3279. Royal Star and Garter Homes

(Registered Charity No: 210119)

a. The Royal Star and Garters Homes' priority is to promote independence and enjoyment of an active lifestyle, ensuring individuals are supported in living life to the full. Its aim is to ensure that ex-personnel of any age, and their spouses, widow(er)s or civil partners will benefit from the Charity's care long into the future.

b. **Contact Details.** For further information contact:

The Royal Star and Garter Homes
15 Castle Mews
Hampton
Middlesex
TW12 2NP

Phone: BT 020 8481 7676
E-mail: general.enquiries@starandgarter.org

3280. Seafarers UK

(Registered Charity No: 226446)

a. Seafarers UK is an umbrella charity that gives grants to other charities which help seafarers or ex-seafarers (including their families and dependents). Seafarers UK defines seafarers as those who are, or once were, in the Royal Navy, Merchant Navy or fishing fleets.

b. **Contact Details.** For further information contact:

Seafarers UK
8 Hatherley St
LondonSW1P 2QT

Phone: BT 0207 932 0000
Fax: BT 0207 932 0095
Email: contact@seafarers-uk.org
Website: www.seafarers-uk.org

3281. SSAFA Forces Help

(Registered Charity No: 210760)

a. **Background.** SSAFA is a national charity providing financial, practical and emotional assistance to anyone that is currently serving or has ever served in the Army, Navy or RAF, and their families. SSAFA Forces Help's motto is "One day's service: a lifetime of support", with the offer of support no matter how your life circumstances may have changed.

b. SSAFA's Range of Services includes the provision of practical support, help with financial difficulties and emotional support with social and family issues. The list below highlights some of the assistance offered by SSAFA.

(1) Financial support and advice, including state benefits and war pensions

(2) Housing facilities at, SSAFA Norton Homes, Stepping Stone Homes, St Vincent's Residential Care Home and the Royal Homes (Wimbledon).

(3) The London Homeless Division (working with ex-Service rough sleepers).

(4) Adoption service (available to all those in the UK Serving community).

(5) Mentoring service to support wounded, injured and sick Service personnel.

(6) Health and social work services on behalf of the MOD in most overseas establishments.

(7) Backing, encouragement and advice for parents of children with additional needs or disabilities, serving personnel with a disability and their partners and carers.

(8) Service Community volunteers work on bases, stations and garrisons around the world to improve the quality of life for Serving personnel and their families.

(9) Assistance with immediate and practical needs for ex-Service personnel (and members of their immediate family) who are serving a prison sentence, or been recently released.

(10) Support Groups, e.g. for the Families of Injured Service Personnel (FISP), bereaved families, bereaved siblings and the Forces Additional Needs and Disability Forum.

SSAFA main office telephone number: 8088 260 6780

c. **Forcesline.** Forcesline is a free and confidential helpline that is completely independent of the military chain of command. The experienced civilian staff provides a non-judgemental, supportive, listening, and signposting service for serving personnel and their families, as well as former members of the Armed Forces. You can talk about anything including personal concerns, worries and problems. Wherever possible Forcesline will provide factual information or 'signpost' possible ways forward. Forcesline is available Mon-Fri, including Bank Holidays, and can be accessed from anywhere in the world. The line is open from 1000 to 1930 (UK local time) and the numbers are:

(1) From the UK (Main Line): . 0800 260 6780

(2) From Germany: 0800 1827 395.

(3) From Cyprus: 800 91065.

(4) From the Falkland Islands # 6111.

(5) From anywhere in the world (Call-back) +44 (0)1980 630854.

(6) From Operational Theatres, to enable access through Paradigm's phone system, dial the appropriate access number then enter *201 at the PIN prompt.

(7) AWOL Support Line: 01380 738137.

d. **Branch Network.** Alternatively, if you are seeking assistance from their network of branches working with the ex-Service community, you may wish to contact your local branch directly, via the branch locator on the website or by telephoning (local numbers are in the appropriate area telephone directories). Note that as volunteers staff the branches, the office hours vary, and you may not receive a reply immediately.

e. **Post.** If you prefer to write to Forcesline, their address is:

Forcesline
FREEPOST
PO Box 1312
Pewsey
Wiltshire, SN9 6NN

f. **Online Form.** To email Forcesline, visit http://www.ssafa.org.uk and select "how we help", Forcesline and access the online form.

g. **Central Office.** You can also contact the Central Office at:

4 St Dunstan's Hill
London
EC3R 8AD

Phone: BT 0207 403 8783
Email: info@ssafa.org.uk
Website: www.ssafa.org.uk

3282. Union Jack Club

a. The Union Jack Club is a private members club for serving and ex-serving military personnel of HM Armed Forces close to London's Waterloo Railway Station. All serving personnel below commissioned rank are automatically members of the club and do not pay any membership fees. Commissioned ranks are temporary members who do not pay membership fees but do pay a higher rate for accommodation. The club is situated close to many of London's top attractions and offers an excellent base for the family group. It has over 260 bedrooms ranging from singles, twins, and doubles, along with bars and a restaurant, plus conference facilities.

b. **Contact Details.** For further information contact:

The Union Jack Club
Sandell Street
London
SE1 8UJ

Phone: 24 Hour Switchboard: 020 7928 6401

E-mail: members@ujclub.co.uk
Website: www.ujclub.co.uk

3283. Veterans Aid

(Registered Charity No: 1095308)

Formerly known as the Ex-Service Fellowship organisation, Veterans Aid is primarily involved in supporting homeless and vulnerable veterans who have served in the British Armed Forces. Its services include the provision of accommodation, social work, alcohol counselling, and advocacy. Further information can be found at www.veterans-aid.net.

3284. Victory Services Club

a. The Victory Services Club is a Military Club for serving and ex-serving military personnel of HM Armed Forces in the heart of London's West End. Serving members of the Armed Forces are automatically members of the club, and pay no subscription fees and annual charges. The club provides accommodation, event and conference facilities at competitive rates.

b. **Contact Details.** For further information contact.

Victory Services Club
63 - 79 Seymour Street
London
W2 2HF

Phone: BT 0207 723 4474
Fax: BT 0207 402 9496
E-mail: info@vsc.co.uk
Website: www.vsc.co.uk

3285. War Widows Association

This is essentially a pressure group that exists to improve the conditions of war widows and their dependants in Great Britain. Its work encompasses those who have suffered bereavement as a result of World War II and all conflicts since then including Iraq and Afghanistan. The WWA also represents those who have suffered the loss of their partner and in peacetime, when the death was attributable to their Service life. Further details can be found at www.warwidows.org.uk.

3286. White Ensign Association

a. The mission of the White Ensign is to inform and provide guidance to all serving and former members of the Royal Navy, Royal Marines, their Reserves and also to their families on Employment, Finance, Resettlement and Personal Administration. The White Ensign offers unbiased, confidential and free advice service. White Ensign staff visit establishments throughout the United Kingdom on a regular basis to provide support, guidance and advice in the form of Lectures and personal interviews

b. **Contact Details.** For further information contact:

HMS BELFAST
Tooley Street
London
SE1 2JH

Phone: BT 07384574498
E-mail: office@whiteensign.co.uk
Website: http://www.whiteensign.co.uk

ANNEX 32A

COMMANDING OFFICER'S PUBLIC FUND (COPF) AND JUNIOR'S FUND (JF) CLAIM FORM

1. At the start of new Financial Year and before committing any COPF or JF spend, Navy Command is to be informed of the total number of entitled personnel on Ship / Unit's UPL including sub-Units as at 1 April; this figure will determine COPF Control Total for that FY. The following is a suggested format for Ships / Units to claim COPF / JF and is to be sent from the CO's account:

To: NavyPeople-PSRBLapplications@mod.gov.uk

Subject: WELFARE GRANTS (COPF / JF) - Commanding Officer's Certificate

In accordance with the COPF / JF RNTM application procedure, I certify the number of eligible personnel on the Ship / Unit's UPL as at 1 Apr (Insert year) is *[insert figure here*] and I am claiming the following COPF and JF amounts for HMS [*insert Ship/Unit name here*] for Financial Year (Insert FY e.g. 2025/26).

Commanding Officers Public Fund (*Entitled persons x value in JSP 770*): £ _____

Junior's Fund[1]: £ _____

Sub units included in this claim are:

[1] Junior Fund is applicable to HMS COLLINGWOOD, HMS NELSON, HMS RALEIGH, HMS SULTAN, HMS SEAHAWK, RMSM PORTSMOUTH and CTC LYMPSTONE only.

ANNEX 32B

COMMANDING OFFICER'S PUBLIC FUND (COPF) SPEND APPLICATION FORM

To: _____ (Note 1)

From: _____ (Note 2)

Description of Request

Cost: _____ (Note 3)

Justification for Request

Has financial approval for the procurement of item/service been previously refused on grounds of policy?

Yes/No

Signature of Applicant: _____

Budget Manager Approval: _____ (Note 4)

Authorising Officer: _____ (Note 5)

Date and Serial No of Entry in [unit/COPF] Property Book:

Notes:

1. Officer authorised to commit to expenditure from COPF.
2. Details of Applicant.
3. If authorised and purchased a copy of the receipt should be attached to the Application Form.
4. Local Budget Manager is to check that funds are available within Control Total and that application meets financial propriety and regularity criteria.
5. Must be personally signed by the Commanding Officer.

ANNEX 32C

COPF/JF EXPENDITURE RETURN TEMPLATE

COPF/JF EXPENDITURE[1]

Point of Contact (Name/Tel):

Ship / Unit / Establishment:			**FY (insert FY) ALLOCATION**			
CASH OFFICE USED[2]	DATE	DESCRIPTION[3]	QTY	COST (EA)	COST	REMARKS
					£0.00	
					£0.00	
					£0.00	
					£0.00	
					£0.00	
				SUB TOTAL		
				VAT	20%	
				TOTAL		

[1] This Form is to be submitted to Navy Command Finance team NAVY FD-Fin Ops DO WF Other as and when COPF/JF expenditure occurs.
[2] Location of Cash Office used is especially important for Tenders, RTCs and remote Units for Navy Finance to reconcile COPF spend on Master sheet.
[3] **Separate line is to be used for each item purchased and cost to individual ship/unit identified in order to maintain detail of remaining balance.**

ANNEX 32D

REBALANCING LIVES FUND GRANT APPLICATION FORM

1. Requests should be submitted by email, using the template provided below, to Navy People-PS RBL applications (MULTIUSER) (NavyPeople-PSRBLapplications@mod.gov.uk

2. **All boxes on the application form must be completed (showing current figures). Where there is a £0 figure a Section D, this must be justified at Section J.** Incomplete forms will be returned to applicants for resubmission.

3. Applications from Ships and Units must be endorsed through their respective Executive Departments or Chain of Command.

Fighting Arm	SS:	FAA:	RM:	SM:	Mar Res:	Deployed RFA:
Ship/Establishment/Unit: ***Please state for whom the grant is requested***						
A. Date of the Event *(if CLM)*:			**B. Date Grant is required:**			
C. Total cost of Project/Event (incl VAT):	**£**		***A breakdown of costs of this total should be provided at Para J***			
D. Personal/Mess/Unit Contribution towards the Project/Event:	**£**		***This figure is the amount of contribution that will be made towards the event or project by the individual/Ship/Establishment/Unit that are applying for the Grant***			
E. Current Balance of Ship's/Unit's Welfare Fund	**£**		***RBL may contribute towards your Grant and does not necessarily fund the entire project/event***			
F. Total amount of applications to any other fund for this project/event:	**£**		***This includes: Unit Welfare Fund, Mess Fund, RNRM Sports Lottery. Please provide further details of who has been applied to in Part J (Additional Info)***			
G. Bid Request:	**£**		***This is the amount of funds that you are requesting from the Rebalancing Lives Fund***			
H. Maintenance or Through Life Costs	**£**		***The RBL Fund will not fund current or future maintenance costs (e.g.: TV License, Batteries)***			
I. Project/Event Point of Contact:						
Name and Rank:						
Address:						
Telephone:						
Email:						
J. Project/Event Details: *This should be a comprehensive description of the project or event, together with reason and justification for your application. Please provide a full breakdown of costs and where you intend to purchase goods from.*						

K. Number of personnel expected to benefit if a Grant is awarded: *RBL is for the benefit and good of RN/RM/MR/RFA Personnel only. Please include Officer/Rating/Other Rank breakdown, including Names, Rank/Rate and Official Numbers.*
L. Commanding Officer's / Executive Officer's Endorsement
Name & Rank:
Telephone:
Email:
M. Additional information:

ANNEX 32E

APPLICATION FOR HEALTH AND PERFORMANCE FUNDING

1. Applicant Details:

Name:	
Rank/rate:	
Email	

2. Name of Unit:

3. How many Unit Health Committees have taken place in the last 12 months? Please provide the dates.

4. Have the meeting minutes been submitted to the RNHaP Team?

Yes	No

5. Justification/reason for application: *This should be a comprehensive description of the reason you would like the funding and what items or events it will be used to fund. Please include the health priority topics covered and evidence why this is needed. This can be evidenced through UHC minutes or actions.*

6. Approximately how many people will this impact?

7. If applying for funding for items, please provide evidence of why this is required and explain why it will have a positive impact on SP's health and performance. How will you know that this positive outcome has been achieved?

8. Please provide the full breakdown of costs for the funding sought:

Please note, you can ONLY qualify for funding if you can provide evidence of previous and current UHCs taking place.

ANNEX 32F

HEALTH AND PERFORMANCE GRANT FEEDBACK FORM

1. Unit:

2. Which health topic did your purchase cover? (Please highlight the appropriate topic)

- Women's Health
- Healthier Weight (Nutrition and Physical Activity)
- Additions (Alcohol, Nicotine, Gambling)
- MSKI
- Sexual Health and Relationships
- Mental Fitness / Resilience

3. How much was your funding application for?

4. What did your purchase with the funding?

5. How beneficial was your purchase to those who have used it? (Please highlight your rating)

(Not beneficial) 1 2 3 4 5 (Extremely beneficial)

6. Please provide feedback on why the purchase was or was not beneficial. (Please add any relevant evidence if possible)

7. How many people has this purchase impacted?

8. Would you use this funding again in the future? (Please highlight appropriately)

- Yes
- No
- Maybe

9. How could we improve the funding application for you?

Thank you for completing the RN HaP Funding Feedback Form. Your feedback is extremely important to us! If you have any questions or would like to discuss further, please contact NAVYPEOPLE-PSHWGROUP@mod.gov.uk

ANNEX 32G

NAVAL SERVICE ASSISTED PASSAGE SCHEME (NSAPS)

1. Principles

a. Naval Service Assisted Passage Scheme (NSAPS) loans are provided from the NSAF primarily for the purpose of assisting service personnel with the cost of flights for relatives to and from ports where deployed ships are on standoff. Hotel costs may be included in the loan if they are part of a package holiday.

b. JSP 752 Chapter 6 Section 3 details the allowances and advances of pay available through Families Assistance for Visits Abroad (FAVA) to married service personnel deployed for 182 days or more. To assist those personnel who do not qualify for FAVA, RN Charities introduced SPAPS (Single Persons Assisted Passage Scheme), and the Short Deployment Fund (SDF). Following the formation of the RNRMC SPAPS and SDF have now been replaced by NSAPS administered through the NSAF. In certain circumstances FCDO personnel may also be eligible.

2. Criteria

a. There is no minimum length of deployment for NSAPS as there is for FAVA, but the FAVA allowance cannot be claimed at the same time as NSAPS. Eligibility is subject to block leave being available in the foreign port and Commanding Officer's approval being given. Personnel who qualify for FAVA are not permitted to apply for a NSAPS loan either as well as or instead of FAVA. There is no limit to the amount of the loan or to the number of persons on whose behalf an individual can apply for a loan, but they must have a significant link to the applicant such as blood or marital relationship or long term partnership.

b. FCDO personnel who have not settled their family in the UK may apply for a loan to visit financially dependent family or a home maintained by them in their country of origin – see eligibility table below.

c. The NSAPS loan is made to the Ship's Central/Welfare Fund for the use of the individual and not to the individual direct. In certain circumstances the Fund will pay the Travel Agent direct or reimburse the individual for flights purchased online, provided that the Ship acknowledges responsibility for the loan in advance.

d. Repayment is by way of monthly instalments to the RNRMC. The maximum period for repayment is 12 months. Normally only one loan per person is permissible in any 12 month period.

3. Procedure for Submitting an Application

a. Unit to identify window in programme which will allow for block leave to be taken (usually in line with a FAVA application) and obtain CO's approval.

b. Ship's Company to be informed of opportunity for NSAPS.

c. Obtain application form and at earliest opportunity to forward it by email to RNRMC Assistant Accountant, (see para 3211)

d. Details of the proposed loans should be given to the Ship's Welfare Committees and approval sought if appropriate.

e. RNRMC Assistant Accountant to approve application and arrange payment to the ship/travel agent/individual (in exceptional cases only) and record the debt.

f. RNRMC Assistant Accountant to send draft repayment schedule and bank mandate to unit.

g. Debt to be recorded in Ship's Sage Accounts, repayment schedule confirmed and repayments made in accordance schedule until cleared.

Table 32G -1. NSAPS - Eligibility Table

Scheme	Regular Service Married	Regular Service Unmarried	FCO unmarried with home maintained in country of origin	FCO married or unmarried with financially dependent family in country of origin	FCO married with family in UK	FCO unmarried with family in UK
FAVA - Advance of pay for return fares (not hotel) for family from UK to foreign port + Allowance	Eligibility - deployed away from UK waters continuously for 182 days or more	Not eligible	Not eligible	Not eligible	As Regular Service Married	Not eligible
NSAPS - Loan for return fares for family from UK to foreign port while Ship deployed (inc hotel if package deal) - no Allowance	Eligibility - deployed away from UK waters continuously for less than 182 days	Eligibility - No minimum length of deployment	Not eligible	Not eligible	As Regular Service Married	As Regular Service Unmarried
DOMCOL - return fare paid for self from UK to Country of origin	Not eligible	Not eligible	Once every 5 years	Not eligible	Not eligible	Not eligible
NSAPS (FCO) - Loan for FCO for return fare (not hotel) for self from UK to country of origin - no Allowance	Not eligible	Not eligible	Once in every year that not entitled to DOMCOL	Once in every year	Not eligible	Not eligible

CHAPTER 33

ROYAL NAVY RECOVERY PATHWAY (RNRP) POLICY

(Sponsor: NAVY PEOPLE-PS RRM SO1)

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CHAPTER 33

ROYAL NAVY RECOVERY PATHWAY POLICY

3301. Introduction

The Defence Recovery Capability (DRC) is designed to deliver a conducive military environment within which all serving personnel on their single Service Recovery Pathway receive the appropriate support to enable an effective Return to Work (RTW) or transition to a properly supported and appropriately skilled civilian life[1].

3302. Aim

The purpose and policy of the Royal Navy Recovery Pathway (RNRP) seeks to achieve the following:

a. Provide the Chain of Command and the Service Person with a guideline of activity and considerations from the point of entry to the point of exit on the RNRP.

b. Support individuals to achieve their maximum recovery potential so that their continued service can be effectively assessed.

c. Inform the Executive decision-making process[2] on whether an individual should be retained or discharged.

d. Deliver equity and ensure the commonality and consistency of the RNRP experience.

e. Deliver an optimised outcome through a patient focused approach to recovery.

3303. Command and Control

a. Director Personnel and Training ‘owns’ the RN Recovery Capability and is a member of the Defence Health and Wellbeing Board (DHWB).

b. Deputy Director People Delivery (DDPD) is responsible for RNRP policy, governance and assurance, which is delegated to Hd People Support.

c. Day to day management of RNRP policy, governance, assurance, direct line management of Royal Navy Recovery Centre (RNRC) Hasler and delivery of the RN recovery programme is delegated to SO1 Recovery and Resilience Margins who also acts as the RN member of the Defence Recovery Task Group (DRTG), reporting to the DHWB.

d. Recovery is a Command-led activity which is authorised by a CO to ensure that the Royal Navy fulfils its duty of care responsibility towards its personnel on the RNRP. The Parent Unit[3] retains Command of all personnel on the RNRP.

[1] JSP 661 Health and Wellbeing. Section 2.
[2] Royal Navy Medical Employability Board (RNMEB).
[3] The ‘Parent Unit’ is the Unit to which the RN/RM individual is assigned.

3304. RNRP Entry and Exit Criteria

a. The Royal Navy Recovery Pathway (RNRP) is the term used to describe the journey a Service Person (SP) takes from the point of injury or illness to the point where they either return to work (RTW) fully upgraded, RTW in a permanently limited Joint Medical Employment Standard (JMES), or they leave the Service due to medical discharge or other reasons[4]. All personnel in the RNRP are to have an Individual Recovery Plan – more detail is at 3308. Dependant on nature of Service, some personnel in the RNRP may be appropriate for consideration of assignment to an MA7A medical margin – more detail is at 3306. Again, dependant on nature of Service, some personnel in the RNRP are eligible to undertake Recovery Activities – more detail at Annex 33F. Variance in application of this policy for Reservists, UTS and U18 personnel is highlighted throughout this Chapter. A summary of the RNRP is at Annex 33A.

(1) **RNRP Entry Criteria.** All personnel awarded a temporary JMES of M-3, 5 or 6 or L-3, 4, 5 or 6.

(2) **RNRP Exit Criteria.** With the exception of those personnel assigned to a medical margin, personnel are no longer in the RNRP when they are upgraded to TEMP JMES M2 or above, or given a PERM JMES and retained at Royal Navy Medical Employability Board. For those who have been in the RNRP AND assigned to MA7A medical margin, they remain in the RNRP until they are upgraded to TEMP JMES-M2 or above by a Medical Officer, or, having been awarded a permanent JMES at Royal Navy Medical Board of Survey (RNMBOS) and retained at Royal Navy Medical Employability Board (RNMEB) AND assigned to a Workforce Requirement driving role. For those personnel leaving the Service, they remain in the RNRP until theirr final date in Service (regardless of reason for leaving the Service i.e. PVR, end of commitment, discharge on medical grounds etc).

b. Many units have personnel from the Army and RAF serving within. It should be noted that each Service has a different Recovery Pathway 'entry' criteria and single Service (sS) policy[5] should be consulted to ensure appropriate support is afforded to the individual.

c. Rehabilitation and Recovery are two distinct, but complementary, processes. Rehabilitation is primarily clinical treatment for medical conditions arising from wounding, illness or injury and is the responsibility of the Surgeon General (SG). Recovery is primarily a non-clinical activity, but may involve individuals undergoing rehabilitation, and is designed to assist personnel to return to duty or prepare them for life outside the Armed Forces. Recovery is the responsibility of the Chief of Defence People.

[4] Which may be naturally reaching the end of a person's Service, TX following submission of notice or other premature release such as discharge SHORE, SNLR or via disciplinary means.
[5] Army: AGAI Vol 3 Chap 99 'Command and Care of Serving Personnel on Recovery Duty'; RAF: AP7005 Leaflet 502 'Management of RAF Personnel on Long-Term Sickness Absence'.

3305. Personnel on Recovery Duty Definition

'Personnel on Recovery Duty' (PRD) refers to those personnel on the RNRP who are unable to undertake their *normal* duties. In the RN, this applies only to personnel assigned to an MA7A medical margin within a Workforce Resilience and Training Margins (WRTM) organisation such as a Personnel Support Group (PSG), Recovery Troop (RT) or Royal Navy Recovery Centre Hasler (RNRC Hasler). Most personnel on the RNRP do not need to be assigned to an MA7A margin and may remain in their current role or be reassigned to a role compatible with their temporary JMES and Medical Limitations (MEDLIMS).

Note. *Pregnant Service Personnel given a JMES of E6 who also receive a JMES of M-5 are not to be considered as being on the RNRP and will not be identified as such via SCIO.*

3306. Assignment Considerations

a. When a Service Person (SP) enters the RNRP, the Line Manager (LM), (usually the Divisional Officer (DO) or Troop Commander (Tp Cdr)), needs to determine whether the current assignment is suitable to support recovery, or if reassignment is required. The individual is to be involved throughout to ensure their preferences are considered and that they understand and remain engaged with decisions the decisions.

b. Most individuals either remain in their unit from point of downgrade or are assigned to another workforce requirement driving position elsewhere vice being assigned to one of the 12 WRTM organisations below[6] (contact details in Annex 33B):

(1) **PSGs in:** HMNB Devonport, Portsmouth and Clyde, RNAS Culdrose and Yeovilton.

(2) **RTs in:** 40, 42 and 45 Cdo, CLR, CTCRM and Hamworthy Barracks.

(3) **RNRC Hasler.** For most complex medical cases.

c. All personnel on the Recovery Pathway have different illnesses or injuries, clinical pathways, career constraints, and personal circumstances. Their experiences before entering recovery also vary; no single process will suit all. The policy framework is therefore designed to balance the needs of the individual with those of the Service, with the shared aim of enabling personnel to recover as fully as possible, either to return to duty or to leave the Service as well as possible.

[6] RN and RM can be assigned to any of the WRTM organisations if deemed appropriate.

d. The following is a brief outline of employment and assignment considerations at the point of downgrade or JMES change for GTS SP. More detail is provided at Annex 33C.

Step 1 - **JMES Change** Temp M-3,5,6 or L-3,4,5,6 likely to be for more than 3-months.
Step 2 - **Employment Considerations** - tenable to remain in role? If yes, support recovery and re-assess at JMES review. If no, go to Step 3**.**
Step 3 - **Assignment Considerations** - alternative workforce requirement driving role or MA7A in WRTM organisation? If PSG or RT is appropriate, follow the extant RNTM for joining instructions to a PSG or RT. If complex or no agreement with WRTM OC, go to Step 4. Personnel with a Temp JMES M6, likely to remain extant for more than 3 months are strongly recommended for assignment to MA7A to ensure optimal divisional care and minimise impact on current unit. Personnel with a PERM JMES M6 MUST be assigned to MA7A.
Step 4 - **Case Conference** request for RNRC Hasler consideration. Complete Appendix 33C1 and submit to NAVY PEOPLE-PS RRM DIVS WO. If assigned, conduct DO handover as arranged with Hasler staff. If not, follow extant RNTM for PSG/RT assignment.

e. For UTS personnel on the RNRP, the default is that the SP remains within the Chain of Command of their current training establishment. If at discussion at the unit Carer's/N1 forum, it is decided the case requires specialist support and/or is likely to be long-term, this is to be discussed with the most relevant WRTM organisation who can make a decision on assignment to their medical margin. The training establishment CO must agree with the receiving unit CO and record this decision in the training establishment's CO's risk assessment. Training establishments and WRTM organisations are to include this process in their Supervisory Care Directive. UTS considered for RNRC Hasler are to be managed the same as GTS regarding assignment only after a case conference.

f. Reservists on FTRS commitments or mobilised are to be considered for assignment to MA7A when they are on the RNRP and remaining in their current role is untenable. The impact on the individual and the parent unit is to be considered case by case (for example if the SP holds Acting Higher Rate, consideration for recruiting of a relief into the gapped role etc). NAVY PEOPLE-CM RES FTRS WO1 is to be contacted to fully understand the impact of any decision to assign an individual on FTRS or mobilised to an MA7A medical margin.

3307. Chain of Command for WRTM Organisations

a. The Chain of Command for WRTM organisations is:

Unit	OC	CO	HA
PSG HMNB Clyde	SO2 PSG OC	Capt SM	Dir SM
PSG HMNB P'mouth	SO2 PSG OC	COB P	NBC P
PSG HMNB D'port	SO2 PSG OC	COB D	NBC D
PSG RNAS Yeovilton	WO1 PSG OC	RNAS CO	Dir FGEN
PSG RNAS Culdrose	WO1 PSG OC	RNAS CO	Dir FGEN
40 Cdo	WO1 RT OC	40 Cdo CO	CO HQ CF
42 Cdo	WO1 RT OC	42 Cdo CO	CO HQ CF
45 Cdo	WO1 RT OC	45 Cdo CO	CO HQ CF
CLR	WO1 RT OC	CLR CO	CO HQ CF
Hamworthy Barracks	WO1 RT OC	CO	DSF
RNRC Hasler	SO2 OC	OC/COB Devonport[7]	Dir P&T
CTCRM	WO1 PRD Mgr	Comdt CTCRM	Dir P&T

b. Whilst RRM SO1 does not have a Command function for WRTM organisations with the exception of RNRC Hasler, they are responsible for WRTM organisation operations within the pillars of administration; divisional; employment, and recovery activity articulated and assured via standardised operating procedures[8].

3308. The Individual Recovery Plan (IRP)

a. All personnel who meet the criteria for the RNRP are to have an IRP within 90 days of becoming eligible. The IRP is the Executive tool the individual and their DO or Tp Cdr use to optimise the conditions and environment whilst the individual is undergoing treatment for ill-health or injury. The IRP template is at Annex 33D. It is not designed to be cumbersome but the initial information reference JMES is important to consider if workplace adjustments are required and review dates give timelines to factor in.

b. The IRP is designed to ensure the SP and their DO are fully aware of all employment limitations and to support the SP in achieving a successful recovery outcome. Once completed, it provides a clear overview of planned activities and appointment timelines in the SP's best interests. The IRP is to be developed by the SP according to the complexity of their case and be regularly updated with the assistance of the DO or Tp Cdr and other specialist staff. The IRP is owned by the SP and is central to managing expectations and planning recovery activity. The DO/Tp Cdr is responsible for initiating the IRP at the appropriate point and guiding the SP throughout their time on the RNRP. The IRP is to be tailored to the individual, incorporate their clinical activities (which take precedence), and support preparation for the expected or potential outcome. It must remain within the SP's clinical boundaries.

[7] RNRC Hasler is CO – for disciplinary and administrative action above authority of SO2, COB Devonport delivers this capability.
[8] Within the Recovery and Resilience Margins HQ Playbook within People Support.

c. Whilst the entry point of the RNRP is also the point at which an IRP should be considered, it may sometimes be appropriate for the qualifying JMES to be awarded for a short period of time with reasonable expectation of returning to JMES M1 (medically fully deployable) within 3 months. For this reason, for personnel who meet the entry criteria for the RNRP, an IRP **CAN** be raised as soon as this happens where there is a reasonable expectation this will extend past 90 days. However, all personnel who meet the entry criteria for the RNRP with a JMES review date of more than 90 days, or **no later than 90 days** after first being awarded the JMES, an IRP **MUST** be raised.

d. Once an IRP has been discussed and created between the SP and DO/Tp Cdr the document must be kept as a "live" document. The IRP is to be regularly updated (minimum monthly) to track the SP's progress. The IRP is only to be finalised and sent for archive when the SP has reached the exit criteria as detailed in para 3304.

e. To send the IRP to archive, the file should be named in the format**:** **YYYYMMDD-IRP_SERVICE NUMBER_RANK_SURNAME-FINAL-OSP** and sent to NAVY PEOPLE-PS RRM IRP (NAVYPEOPLE-PSRRMIRP@mod.gov.uk). If a SP is assigned to another unit whilst still in the Recovery Pathway, the IRP should be forwarded by the losing DO to the new DO as part of the divisional handover.

JMES Status	IRP Requirement
Sick on Shore	No, if under 2 weeks duration. Mandated if over 4 weeks when SP should be graded M6, L6.
Perm JMES M2,3,5 or L2,3,4,5	No, unless awarded Perm JMES for 1 year by OH or MBOS for rehabilitation purposes[9].
Temp JMES M3,5,6 or L3,4,5,6 (day 1-90)	Not mandated for those likely to be upgraded MFD within 90 days but can raise IRP immediately if likely to remain longer than 90 days.
Temp JMES M3,5,6 or L3,4,5,6 (at 90 day point)	Mandated
Perm JMES M1,2 or L1,2	No

f. Defence Primary Health Care (DPHC) is responsible for the delivery of Occupational Health (OH) for Maritime Reserve (MR) personnel irrespective of Terms and Conditions of Service. DPHC is to provide OH assessments to establish the Joint Medical Employment Standard (JMES) of MR to inform of their employability and deployment status (if relevant). MR are required to inform their Chain of Command of any condition that affects their ability to carry out their duties (there is no requirement to disclose the details of any condition or injury) and attend a military OH medical assessment at their Unit or nearest Medical Centre. All downgraded MR are to have an IRP drafted after assessment by their Divisional Officer. This will allow the individual and unit Executive to discuss the implications of the injury or illness on employability and deployability, as well as signposting any support that may be required. Should the MR be injured on duty, evidenced by a MOD Form 510 or equivalent, the individual is entitled to Service rehabilitation support in accordance with BRd 3(1) Chapter 101.

[9] Typically awarded to allow 1 year of musculoskeletal or mental health rehabilitation and will require IRP.

3309. Overview of the IRP

a. Annex 33A gives a broad timeline of the RNRP and the various Executive considerations SP and their DO/Tp Cdr should be aware of. Whilst clinicians will not share any medical in confidence information, if the DO/Tp Cdr needs to consult with the MO/physio/ERI/DCMH, Royal Navy Family and People Support (RN FPS) etc to ensure the support to the SP is joined up, share relevant information or ask for clarification on any point, the Unit N1 forum is the mechanism to do this. The IRP must not contain any medical in confidence information.

b. For all SP, not just those in the RNRP, the SCIO Life Checker is a very useful tool for SP and their DO's/Tp Cdrs. If a SP identifies a concern in any aspect of their life, the Life Checker will signpost them to relevant information and guidance.

c. There is no 'standard' for recovery; illness and injury affect every individual differently. This policy offers a framework but if you have any concerns about your own recovery pathway or that of someone you are supporting, either contact your local PSG, RT or RNRC Hasler whose contact details are at Annex 33B, or the Recovery and Resilience Margins HQ.

3310. JPA Record of the IRP

a. To create an audit trail that an IRP has been raised, the Unit Administrator/Department Co-ordinator (DEPCO) is to raise a JPA competency (with no end date):

Welfare|Individual Recovery Plan|Joint.

The DO/Tp Cdr should notify the relevant person in their organisation that the IRP has been raised so this action can be taken.

b. When an IRP has been created it must remain a "live" document between the DO/Tp Cdr being regularly updated and stored in a secure area in line with General Data Protection Regulations (GDPR). It is only to be considered finalised and sent for archive when the SP has met the criteria for exiting the Recovery Pathway (as detailed in para 3304).

c. When the SP meets the exit criteria for the RNRP, the IRP competence is to be end dated in JPA, **not** deleted.

3311. Divisional Responsibilities

a. A SP should not be sick-on-shore for longer than 14 days before a JMES change is considered. For personnel sick-on-shore, the DO/Tp Cdr/LM should establish communication at the earliest opportunity to determine support requirements. For personnel awarded a JMES of M or L-6, the DO/Tp Cdr is to establish contact[11] as soon as possible but no later than within 10 days and maintain contact every week to exercise appropriate duty of care to the individual and ensure they feel like they are still part of the unit and being appropriately supported. A home visit by day 21 is encouraged and regularly thereafter. If the SP will not agree to a home visit or it is decided by the individual AND DO/Tp Cdr/LM that a home visit is not required or appropriate or the periodicity should be changed, this should be recorded in the IRP. The method of regular contact e.g. Teams, telephone call etc. is to be recorded.

b. Where RN personnel are being treated for protracted or complex injuries or illnesses through the Royal Centre for Defence Medicine (RCDM), Defence Medical Rehabilitation Centre (DMRC) or any other hospital, the Parent Unit remains responsible for the individual's overall management and recovery. If a unit is unable to provide appropriate divisional care for any reason, they are to consider assignment to or temporary support from a PSG or RT and must contact the relevant unit at Annex 33A to formally agree this in writing.

c. The Recovery Pathway combines a multi-disciplinary Executive, Medical, Welfare and Pastoral support service under the overall co-ordination of the Chain of Command drawing support from the Third Sector[12]as required.

d. The Recovery Pathway must not be regulated by set timelines. There is no pressure for unseemly haste but those on their recovery pathway should strive for positive milestones. Those managing the recovery pathway for individuals must ensure that key events identified in the IRP are being met, preventing unnecessary drift for, or by, the individual. Whether operational or non-operational, on duty or off duty, where and how an individual finds themselves on the Recovery Pathway is irrelevant. It is there to guide those that need support and includes those with psychological as well as physical injury or illness.

e. Each SP must be encouraged to take control of their own recovery 'journey', set and record clear goals and take 'ownership' of their IRP. The Recovery Pathway is their 'place of duty' and those who do not engage and habitually 'Do Not Attend' appointments, meetings, recovery activities, etc should be subject to Minor Administrative Action (MAA) and the Warning process for Discharge Shore (Inadequacy) as outlined in Chapter 57, noting the particular circumstances of the case.

[11] In person, by telephone or email. A record of all contact made, and discussions had, are to be recorded by the DO.
[12] 3rd Sector support includes DRC strategic partners, The Royal British Legion (TRBL) and the RNRM Charities.

f. If an optimum outcome is to be achieved, transparency between the Executive, the medical and the individual is essential throughout the Recovery Pathway. In any discussions, however, care should be taken to protect personal data, and all involved should be cognisant of the Defence Medical Caldicott Policy[13], noting that sharing certain information can be beneficial to the Service Person (SP) (Principle 7[14]).

g. Personnel within the RNRP are to be formally assessed throughout recovery to ensure that the IRP is delivering the required outcome. If progress is not being made, the case is to be brought to the Unit Carer's/N1 Forum and discussed within a multi-disciplinary team of SMEs.

h. All personnel on the RNRP likely to be discharged from the RN on medical grounds [15] access resettlement entitlements at an earlier stage than other Service Leavers. In these cases, a balance needs to be retained between recovery and resettlement activities to ensure that the SP has sufficient time to plan for the future and is ready for transition to a properly supported and appropriately skilled civilian life.

i. All personnel, regardless of where they are and how long they have been on the 'Recovery Pathway', are entitled to an SJAR/OJAR; UTS should be managed according to their individual circumstances, minimising non-reporting as much as possible. Often, SP are sick on shore or employed in restricted activities not associated with their rank or specialisation for a prolonged period; in these instances a Short Appraisal Report (SAR) may be more appropriate[16]. The SAR should contain sufficient detail to describe the nature of the recovery duties/activities undertaken and the attitude of the SP/PRD in engaging in the recovery process. In cases of doubt, the appropriate Promotions Branch Secretary should be consulted.

3312. Recovery Activity and Personnel Recovery Centre's (PRCs)

a. Recovery is different for all; it can be a lengthy process with intense periods of treatment and rehabilitation interspersed with periods of inactivity, or it can be very straightforward and uncomplicated where the SP can be gainfully employed between medical interventions in unit. Either way, appropriate support to enable an effective return to full duties or transition to a properly supported and appropriately skilled civilian life is to be provided and there are numerous approved recovery activities that can be utilised to contribute to these goals.

[13] JSP 950 Vol 1, Ch 2, Leaflet 1-2-15.
[14] Principle 7. The duty to share information can be as important as the duty to protect patient confidentiality. Health and social care professionals should have the confidence to share information in the best interests of their patients within the framework set out by these principles. They should be supported by the policies of their employers, regulators and professional bodies.
[15] JSP 534 Section 6.
[16] JSP 757 Part 2 Vol 1 Chap 1 Annex B Para 1.a (6).

b. All GTS personnel on the RNRP are entitled to undertake recovery activities which can take many forms from yoga and wellbeing retreats to chainsaw courses. For UTS personnel, only those on the RNRP AND assigned to a medical margin in a WRTM organisation, are entitled to undertake RN delivered recovery activities with access to Defence delivered recovery activities approved by exception via the RRM HQ; UTS personnel in the RNRP who are not assigned to a medical margin are not entitled to undertake recovery activities. Participation in a recovery activity must be coherent with the IRP and be programmed so as not to impact upon, but work in conjunction with, planned clinical and rehabilitation activities. Only reservists on the RNRP and undertaking an FTRS commitment, or are mobilised, are eligible to undertake recovery activities.

c. Before attending any recovery activity/course, a formal discussion is to be made by the SP on the RNRP to their CoC to ensure activity/course is suitable in accordance with the SP JMES codes. Once confirmed, a course application form, found on the RRM HQ SharePoint page, is to be submitted to the Area Recovery Manager or POC for specific activity/course.

d. There are a number of Defence Recovery courses available at Personnel Recovery Centres (PRCs), which are of benefit to RN SP on the RNRP not necessarily just those preparing to leave the service. More detail is at Annex 33E.

e. The RN Recovery Programme, alongside the Defence Recovery courses can be found on the RRM HQ SharePoint page[17].

f. DO's/Tp Cdrs and SP are to note that all personnel who meet the RNRP entry criteria are eligible to undertake a Recovery Activity. It must be recorded in the IRP and be a DRC or RRM approved recovery activity to convey duty status.

g. Within the Recovery Activity calendar there are Overseas Activities, which are coordinated by SO3 RRM HQ. These are advertised separately with participant selection conducted via application form and sift. Overseas activities also require WRTM staff to attend in order to safeguard SPs. Request for staff member volunteers is sent out by SO3 RRM HQ.

3313. Employment

a. All employment undertaken by SP on the RNRP must be cognisant of the individual's medical limitations and, where any doubt exists, clarification should be sought from the MO. Those SP on the RNRP who are defined as PRD (i.e. on the RNRP and assigned to an MA7A medical margin within a WRTM organisation), should be afforded appropriate temporary gainful employment as afforded by their JMES.

b. Being suitably employed and feeling a valued member of the RN is a fundamental part of recovery, but it should not come at the expense of rehabilitation. Employment during recovery should be considered alongside other recovery activities however, the primary 'duty' of a PRD individual is rehabilitation.

[17] https://modgovuk.sharepoint.com/teams/61893/SitePages/Recovery-Courses.aspx.

c. For the majority of RN SP on the RNRP, particularly those who are PRD, return to duty is the expected recovery outcome. In order to achieve this, a Gradual Return to Work (GROW) programme is often required and employment should, where possible, be tailored towards the trade/skill of the SP.

d. When an individual is nominated for a period of employment, it should be noted in the IRP. The employing officer should be made aware of any restrictions and limitations in place and the requirement to attend rehabilitation/medical appointments[18]. Whilst the employer may have day to day line management responsibility for the PRD, they may not have divisional responsibility; this is to be made clear to all parties and the IRP annotated accordingly.

e. PRD are entitled to an OJAR/SJAR and temporary employers are to feedback sufficient information to the DO/Tp Cdr/1RO in order for a report of value to be drafted.

f. PRD who are recommended for Royal Navy Medical Board of Survey (RNMBOS)[19] discharge should consider registering for resettlement at least 4 months before the point of referral[20]. In these cases, any temporary employment should be considered alongside the need to commence resettlement activity and registration with the Career Transition Partnership (CTP).

3314. Participation in Recovery Events and Activities

Participation in Recovery Events and Activities could accelerate the recovery of a SP on the RNRP. More detail is at Annex 33F.

3315. Home Adaptations

SP with complex injuries may require adaptations to domestic accommodation[21]. Adaptations can be made to SLA, SFA, private homes (including parental homes) and adaptations to a second property when SP personnel move from an adapted parental home to their own property. The process is initiated using a Service Adaptation Initial Case Report (SAUCER); this form provides the background and includes an Occupational Therapist (OT) assessment. It is important that SP requiring private home adaptations start the process as soon as possible to allow sufficient time for the application process and completion of work[22]. Funding for home adaptations for serving SP is a DIO responsibility. Further advice may be obtained from NAVYLOGINFRA-INFRASTRAT1@mod.uk.

3316. Recovery Staff Training

The management and oversight of RN personnel on the RNRP and particularly PRD within WRTM organisations, can often be a difficult, time consuming and emotionally taxing, especially when dealing with multiple cases. To better prepare personnel for an assignment in a WRTM organisation, training requirements are within the RRM HQ Playbook. WRTM organisation OCs are responsible for ensuring their staff have undertaken the mandatory training.

[18] Subject to DPA and Caldicott Policy requirements.
[19] JSP 534 Section 6.
[20] Usually 12 months after the initial downgrade i.e. consider registering for resettlement 8 months after downgrade if expected to remain downgraded at 12-month point.
[21] JSP 464 Vol 1 Part 1 Chap 3 Annex C.
[22] Completion of an OT assessment, submission of a business case and the processing of the application for complex cases can take several months to complete.

3317. Supervision and Caring for the Carers

The intense involvement with SP on the RNRP can result in the physical, psychological and emotional exhaustion syndrome of burn-out. To ease this potential risk, a supportive supervision model is required to manage the complex demands of the work undertaken by personnel working within the WRTM organisations. The group supervision process is detailed in the RRM HQ Playbook.

3318. Assurance

a. The Defence Health and Wellbeing Board, through Director People and Training and the Naval Secretary, requires confidence that the Royal Navy Recovery Pathway (RNRP) is being carried out in accordance with policy and is delivering the required outcomes for RN personnel. This will be achieved by conducting a series of Assurance Visits to RN Units and Establishments and will be delivered initially through a two-year rolling programme.

b. The primary responsibility for delivering the RNRP lies with the Unit Executive through the Divisional/RM Company system or, in those units that have them, through PSGs, RTs or RNRC Hasler.

c. The unit Executive Department is responsible for assurance of the RNRP of those assigned to it. The unit Carers' Forum is the conduit through which individual cases are assessed and managed within the unit in a multi-disciplinary environment.

d. External Assurance of any RN unit, not only specialist Recovery Units including Royal Navy Recovery Centre (RNRC), PSGs and RTs, will be conducted by Recovery and Resilience Margins HQ in accordance with the RRM Playbook.

3319. Medical Discharge Policy

a. Medical Discharge policy for the RN is consistent with tri-service policy[23] and is as follows:

> “Advice to the Royal Navy on the medical fitness of an individual is provided through the award of a Joint Medical Employment Standard (JMES)[24]. The JMES is then used to inform the decision by the Royal Navy on whether that individual should be retained, if the functional ability associated with their medical condition permits, or whether their condition precludes future employment, in which case the Service will arrange for termination of their service. Each case is considered on its merits, so that in some circumstances a small number of those with significant disabilities may be retained, if they wish to be retained, and the Service has a suitable position for them.”

[23] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/480979/FOI_04718-JSP_770__Final_v10-U.pdf
[24] BRd 1750A Handbook of Naval Medicine Standards

b. To deliver the necessary consistency of outcome, the CoC shall determine if the right decision is for an individual to leave the RN by the answers the 5 questions[25] below:

(1) What is the individual's Permanent Medical Category?

(2) What is the individual's employability within the Service?

(3) Has the individual's treatment been optimised or reached a plateau?

(4) Has resettlement, training and education been completed?

(5) Is society ready to receive the individual?

3320. Medical Assessment Process

a. Specific detail and guidance on the role of the RNMBOS and the Royal Navy Medical Employability Board (RNMEB) is at Chapter 28 and BRd 1991 Chap 8. The RNMBOS assesses the medical state and prognosis of an individual and is conducted once they have been in a reduced medical category for 12 months, or sooner if it is obvious that the PRD will not return to their former grading. The RNMEB decides, based on RNMBOS and Personnel Branch information, whether an individual should be retained or medically discharged from the Service. Retention is gauged on the ability of the RN to offer meaningful and fulfilling employment to injured personnel with realistic prospects of further promotion and advancement for the remainder of their career. The decision of the Board is also informed by an individual's written personal statement and reports by their lead clinician and chain of command.

b. No one will leave the Armed Forces until they have reached a point in their recovery, however long that takes, where leaving the Service is the right decision. In the context of this statement, the RN has determined that the '*point in their recovery where leaving the Armed Forces is the right decision'* will be when an individual's medical care can be transferred seamlessly from Defence Medical Services (DMS) to the National Health Service (NHS) without harm to the individual. If personnel are undergoing specialist medical rehabilitative care, their need for DMS-specific care vice NHS care must be assessed so that retention in Service[26] or onward referral can be arranged.

[25] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/480979/FOI_04718-JSP_770__Final_v10-U.pdf.
[26] Retention until fit to transfer to NHS.

3321. Transition Pathway

a. When, due to service limiting injuries, an individual is unfit for continued military service and has gone through the RNMBOS and RNMEB processes, the RN has a responsibility to ensure that the individual's transition to civilian life is managed as smoothly as possible. The principles of clinical transition for all Service Leavers are in JSP 950 Leaflet 1-3-4[27]. Additional advice and guidance on the transition of more complex PRD personnel who may require NHS continuing healthcare arrangements (CHC) is described in JSP 770 Chapter 5 Part 4.

b. Defence Transition Services (DTS) and Veteran Welfare Support (VWS) provide ongoing support, guidance and information to service leavers and their families on issues that will endure beyond discharge. DTS and VWS support is available irrespective of the reason for discharge and is available to regular, reservists and their families. Referrals into DTS/VWS are made using the Defence Transition Referral Protocol (DTRP) detailed in JSP100 part 2[28]. This can be made on behalf of the SP or family member by any responsible tri-service military authority, or by the individual SP or family themselves through self-referral. Integrated Personal Commissioning for Veterans (IPC4V) Framework is a personalised care approach for the small number of Armed Forces personnel who have complex and enduring physical, neurological and mental health conditions resulting from injury whilst in Service. It ensures they are effectively cared for and supported as they transition to civilian life and beyond. Individuals who are eligible for IPC4V are proactively identified by medical staff while they are on the Defence Recovery Pathway. Further information is available in JSP 661[3] Chapter 4.

3322. Resettlement Policy

a. All SP on the RNRP likely to be discharged from the RN on medical grounds are able to access resettlement entitlements at an earlier stage than other Service leavers[29]. In these cases, a balance needs to be struck between recovery and resettlement activities to ensure that the SP has sufficient time to plan for the future and is ready for transition to a properly supported and appropriately skilled civilian life.

b. In all cases, a Transition Assessment Form (TAF)[30] is to be completed for the PRD and forwarded to the local Naval Resettlement Information Officer (NRIO). The TAF can also be found at Annex 33G.

c. For those PRD who face significant barriers to employment, a Specialist Employment Consultant (SEC) may be available through the CTP (Assist) programme; the NRIO will be able to advise.

[27] https://modgovuk.sharepoint.com/sites/IntranetUKStratCom/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FIntranetUKStratCom%2FShared%20Documents%2FJSP%20950%20Leaflet%201%2D3%2D4%20HC%20Transition%20arrangements%20for%20Military%20Personnel%20leaving%20DMS%20care%20%28v1%2E2%20Sep%2021%29%2Epdf&parent=%2Fsites%2FIntranetUKStratCom%2FShared%20Documents
[28] https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents2/JSP100_Part2.pdf
[29] JSP 534 Section 6.
[30] JSP 534 Section 6.

d. When discharge on medical grounds is likely, attendance on one of the Core Recovery Events (CREs) 2 or 3 may be appropriate. Hosted at the PRCs in Colchester, Edinburgh, Tidworth and Catterick[31], CRE 2 is a ten day course that focuses on employment and realistic vocational options whilst CRE 3 is a five day course designed for PRD who have been assessed as requiring extra support in transition to civilian life as a result of their injury or illness. These courses do not replace CTP and CTP (Assist), which should always be considered. Full details of CRE courses are at Annex 33E.

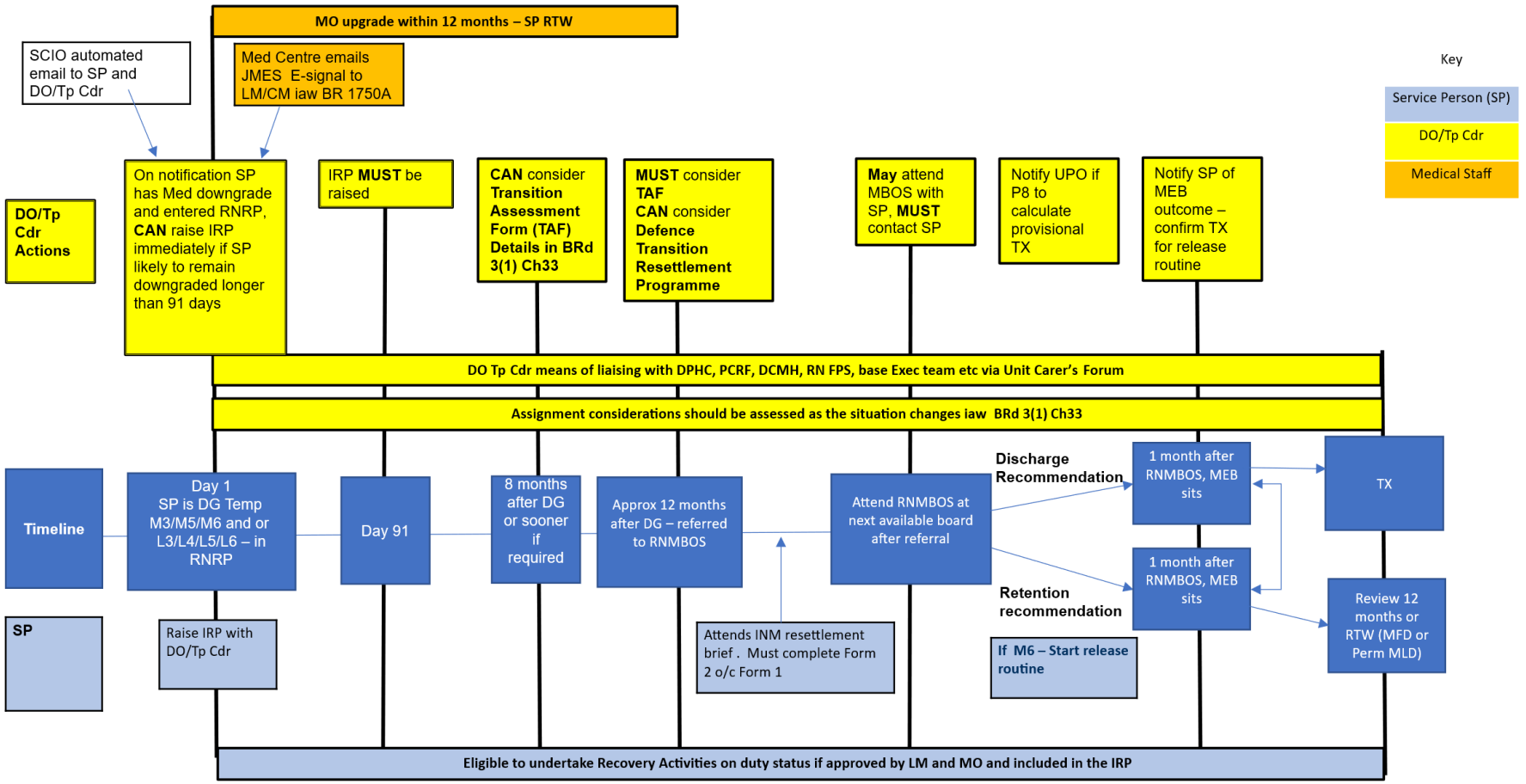
3323. Summary of RNRP Entitlement/Definitions

Cadre - all in RNRP i.e. Temp JMES M3/5/6 or L3/4/5/6	IRP	MA7A eligible	Recovery Activities
GTS	Yes	Yes	Yes
GTS U18	Yes	Yes	Under review
UTS	Yes	Yes with CO approval	Only PRD (i.e. in MA7A)
UTS U18	Yes	Yes with CO approval	Under review
FTRS	Yes	Yes	Yes - All (not just MA7A)
Mobilised Reservist	Yes	Yes	Yes
All other Reservists	Yes	No	No (unit to signpost other support resources)

[31] Course dates are published in DINs and on the ARC SharePoint site: https://modgovuk.sharepoint.com/teams/14540/Pers/ARC/ARC_Engagement_Portal/SitePages/ARC_Course_Applications.aspx

ANNEX 33A

ROYAL NAVY RECOVERY PATHWAY (RNRP) OVERVIEW



Note 1. The IRP can be raised from day 1 but must be raised by Day 91[1]. This is to ensure line management and SP are both aware and discussing the recovery pathway; for some, a full assessment may seem un-necessary but you are encouraged to review it to identify and mitigate any issues as early as possible.

Note 2. Whilst referral to RNMBOS may be a source of anxiety, understanding and preparing for all potential outcomes will mitigate this. The Medical Employment Standards Gateway contains useful information for both the SP and their line management MES Gateway (sharepoint.com)[2]. If a recommendation for medical discharge is possible, preparation is key to a smooth transition to civilian life. Resettlement can be accessed ahead of the RNMBOS and should be considered from 8 months after initial downgrade (or earlier if appropriate). More guidance is within JSP 534.

Note 3. Veterans Services provides ongoing support, guidance and information to service leavers and their families on issues that will endure beyond discharge. Veterans Services support is available irrespective of the reason for discharge and is available to regular, reservists and their families. Referrals into Veterans Services are made using the Defence Transition Referral Protocol (DTRP) detailed in JSP100. This can be made on behalf of the SP or family member by any responsible tri-service military authority, or by the individual SP or family themselves through self-referral. Integrated Personal Commissioning for Veterans (IPC4V) Framework is a personalised care approach for the small number of Armed Forces personnel who have complex and enduring physical, neurological and mental health conditions resulting from injury whilst in Service to ensure they are effectively cared for and supported as they transition to civilian life and beyond. Individuals who are eligible for IPC4V are proactively identified by medical staff while they are on the Defence Recovery Pathway. Further information is available in JSP 100[3] and JSP 661[4] Chapter 4.

Note 4. Preparation for, attendance at and post RNMBOS actions are explained in BR 1991 Chapter 8. The DO or Tp Cdr can use discretion as to whether the SP is accompanied to RNMBOS in conjunction with the SP's preference. Those attending in person will receive a letter on the day containing the Board's recommendations; this is to be given to the DO or Tp Cdr by the SP. Those considered in absentia will be contacted by phone and followed up with an email. The DO or Tp Cdr needs to take appropriate actions according to whether the person has been recommended for medical discharge or retention in accordance with article 0816 of BRd 1991.

Note 5. Individuals who have been recommended for medical discharge by the RNMBOS are to undertake their release routine and proceed on leave immediately following the RNMBOS in the expectation that the RNMEB will ratify the recommendation to medically discharge the individual in accordance with article 0826 of BRd 1991.

Note 6. Unit Case Conferences and N1 forums are to be convened in accordance with Annex 24B of BRd 3(1).

[1] The reason for this discretionary period is that some people will make a full recovery within 90 days and therefor do not need a full IRP.
[2] MES Gateway
[3] JSP 100 - Defence Holistic Transition Policy.
[4] JSP 661 - Health and Welbeing.

Note 7. Assignment considerations should be made throughout the time the SP is in the RNRP; it is dependent on many variables and guidance is within para 3306.

Note 8. Options available to the RN Medical Employability Board (MEB) are detailed in article 0821 of BRd 1991. One option is where the RNMEB is satisfied, on employability grounds, an individual can no longer be fully and gainfully employed within the JMES recommended for them by the RNMBOS. Where medical discharge is agreed or decided upon by the RNMEB, individuals will be expected to conduct their release routines immediately thereafter and commence leave.

Note 9. SP are eligible to undertake recovery activities from day one of the RNRP but only if the activity is agreed by Chain of Command, Medical Officer and it is recorded in the IRP. Information on recovery activities is available via the Recovery and Resilience Margins intranet site[5]. UTS personnel only eligible to undertake RN delivered recovery activities; access to Defence Recovery Activities subject to individual circumstances as approved by RRM HQ.

[5] modgovuk.sharepoint.com/teams/62286/SitePages/Recovery-Courses.aspx?csf=1&web=1&e=sTqROO

ANNEX 33B

WORKFORCE RESILIENCE AND TRAINING MARGIN ORGANISATION CONTACT DETAILS

PSGs	
Position	**Internal Email**
Portsmouth – MA7A PID - 1429940	
OIC	NAVY NBCP-CoB-PSG OiC
EWO	NAVY NBCP-CoB-PSG DivSptGrp Mgr
Devonport – MA7A PID – 2163014	
OIC	NAVY NBCD-PSG OIC
EWO	NAVY NBCD-PSG EWO
Faslane – MA7A PID – 1387344	
OIC	NAVY SUBFLOT-PSG OIC
EWO	NAVY SUBFLOT-PSG EWO
Culdrose – MA7A PID - 1129494	
WO	NAVY CU-EXEC PSG WO
Yeovilton – MA7A PID - 1112938	
WO	NAVY YEO-EXEC PSG WO

RTs	
40 Cdo – MA7A PID - 1391125	
WO	3CDOX-40CDO LOG HQ 2IC
42 Cdo – MA7A PID - 1391134	
WO	3CDOX-42CDO KANGAW OC
45 Cdo – MA7A PID - 1391139	
WO	3CDOX-45CDO BASE 2IC
CLR	
WO	NAVY CU-EXEC PSG WO
Hamworthy Barracks – MA7A PID - 2138244	
Local arrangements	
CTCRM – MA7A PID - 1131840	
PRDWO	NAVY TRG CTCRM-HQ WISWO
RNRC Hasler – MA7A PID – 1629650	
CSM	NAVY NPS-HASLER CSM

ANNEX 33C

ASSIGNMENT CONSIDERATIONS FOR PERSONNEL ON THE RNRP

1. When a Service Person (SP) enters the RNRP:

a. **Step 1 - JMES Change.** JMES change to Temp JMES L3, 4, 5 or 6 or M3, 5 or 6. As soon as a Service Person's (SP) JMES is changed by a Medical Officer (MO), regardless of how long this is expected to be, they should inform their LM. Formal notification will follow from DPHC (via various means dependant on location) and an automatic email notification will also be sent to the individual and LM. The SP and LM are to discuss the JMES and any medical limitations (MEDLIMs) to fully understand any personal and employment considerations that may be required immediately. Further guidance on JMES and MEDLIMS is in JSP 950. Take advice from your Medical Branch personnel as required.

b. **Step 2 - Employment Considerations.** The LM needs to consider the requirements of the role of the SP. There are no set criteria for remaining in role or not; the LM needs to consider the following (non-exhaustive list): the current JMES and MEDLIMs including the review date; the clinical pathway including most likely timelines; unit programme/operational output; individual's role and how much of it they can conduct; personal considerations etc. If it is reasonable for the SP to stay in their role, undertake a risk assessment as required and make reasonable adaptations to tasking and/or the environment. As the situation develops, re-assess this step and act accordingly, either continuing to support recovery in role or moving to Step 3 below.

c. **Step 3 - Assignment Considerations.** If the JMES review is in 3 months or longer and remaining in role is untenable for this or any other reason, the SP, LM and Career Manager (CM) are to discuss appropriate alternatives. For personnel with a Temp JMES of M6 for 3 months or more, strong consideration should be given for assignment to a Workforce Resilience and Training Margin (WRTM) organisation to minimise impact on the current unit and afford the SP optimal divisional support[1]. If there is a suitable Workforce Requirement driving position available, this should be considered before assignment to a medical margin (MA7A). If no alternative Workforce Requirement driving position is available, the LM, SP and CM are to discuss assignment to a medical margin within one of the following (WRTM) organisations:

(1) **PSGs in:** HMNB Devonport, Portsmouth and Clyde, RNAS Culdrose and Yeovilton.

(2) **RTs in:** 40, 42, 45 Cdo, CTCRM, CLR, and Hamworthy Barracks.

2. In determining which organisation is the most appropriate, LM and CM are to consider the following (non-exhaustive list):

a. Location of optimal clinical support (established clinical relationships, specialist support etc).

[1] Individual circumstances will always prevail but long term ill-health that prevents employment in any maritime environment (JMES M6) is usually best managed in a WRTM organisation.

b. Opportunities for temporary employment (e.g. RM employability in a Cdo unit, AET employability on an air station, SM employability onboard or shoreside etc).

c. Support network of SP (closest location of family and/or friends etc).

d. SP preference.

e. Potential long-term outcome (likelihood of returning to full Service or transition to civilian life - important to consider without assumption or prejudice).

f. Any reason not to assign to an area (assignment restrictions due to ongoing investigations etc.).

3. Once the most appropriate WRTM organisation is identified, the CM should discuss this and seek agreement with the relevant OC (or nominated representative at Annex 33B) and refer to the current RNTM for PSG/RT joining instructions. In all circumstances where a SP is assigned from their current role, a full divisional handover should be conducted to the new unit iaw BRd 3(1) 2113 and 2119 and consider the following:

a. An assignment to a medical margin will often be short notice and un-planned. LM should consider requirement for an SJAR/OJAR in accordance with JSP 752.

b. Summary of events preceding assignment if relevant.

c. Any ongoing administrative or disciplinary action (warnings, MAAs, MPAR, CW candidature, branch transfer applications ongoing, disciplinary investigations, assignment restrictions etc.).

d. Any other relevant issues either professional, domestic, or otherwise.

4. The CM is responsible for ensuring this decision is recorded in CM notes, to include names of LM and WRTM POC with whom the case was discussed and reason for the decision. No-one should be assigned to MA7A without prior agreement of the relevant organisation and without the SP’s knowledge.

Step 4 – Case Conference. In circumstances where the case is deemed clinically complex, significant, or agreement is not reached during LM/CM/WRTM OC discussions, the WRTM OC must raise it to SO1 RRM. SO1 RRM will then decide the most appropriate WRTM organisation medical margin and may consider convening a formal case conference for potential assignment to the RNRC Hasler at HMNB Devonport, which supports the most medically complex personnel within the RNRP. Cases where a case conference is required are to be referred to SO1 RRM using the format at Appendix 33C1 (editable version in BRd 3(1) forms section). The case conference will be convened, and outcome recorded by RRM HQ with CM notes also annotating the outcome (for both assignment to Hasler and circumstances where an alternative unit was agreed upon).

5. Ongoing Recovery Pathway Support. Regardless of assigned unit or location, the same level of support and opportunity is offered to all personnel in the RNRP. There are various considerations to be made at discreet stages but due to the individual nature of recovery, these may come at different times and to varying degrees. The Individual Recovery Plan (IRP) at Annex 33D (editable version found in forms section at the end of BRd 3(1)) is to be used by personnel within the RNRP to guide their own pathway and Line Managers/Divisional Officers and Troop Commanders are integral to this process. Recovery may mean living with a new normal, it may mean a new career pathway (either in or out the Service), it will invariably impact the family and/or support network of the person affected, and the Royal Navy is committed to enabling the best outcome possible.

6. This process stops at the point of establishing a person's assignment whilst they undergo recovery but can be revisited as and when the situation changes.

APPENDIX 1 TO ANNEX 33C

CASE CONFERENCE PROCESS – COMPLEX CASES

1. After following the Steps in Annex 33C, if a Case Conference (CC) is deemed appropriate, a request is to be submitted by the LM using the form below, to NAVY PEOPLE-PS RRM DIVS WO. A case conference will be convened at the earliest opportunity. The CC will be chaired by SO1 Recovery and Resilience Margins HQ or nominated representative.

2. The CC request should include the contact details of those personnel required to attend. As a minimum, the individual's clinical lead and DO/Tp Cdr are required to ensure the SP is properly represented. RRM HQ will facilitate the CC and send out meeting requests to the personnel identified on the CC request. The unit is required to notify the SP to determine if they wish to attend the CC (they will be included in the first part and asked to step away whilst further discussions are held).

3. To ensure the patient is appropriately represented, all facets of care (e.g. clinical welfare, physio, divisional, etc.) should attend the CC if possible. If key personnel are unable to attend the CC, they are to ensure that a suitably informed and empowered representative from the parent unit is available. In exceptional circumstances, where attendance in person is not possible, written evidence supporting the CC is to be forwarded to the RRM HQ in good time.

4. If a patient is under the care of DCMH, representation at CC is strongly recommended. Failing this, clinical staff must ensure that the DCMH recommendation for the patient's outcome and recovery needs is represented by a doctor at CC. Also, should DCMH recommend the re-assignment of a patient at CC, given the importance of such a recommendation, this must be included in Defence Medical Information Capability Programme (DMICP) notes.

5. The case conference will open with introductions on all attendees followed by the SP being invited to summarise their situation, sharing as much or as little as they wish. Attendees will be given the opportunity to ask questions of the SP before they leave. The format will then take clinical, professional and personal points into consideration dependant on the individual case. The final decision is made by SO1 RRM and this is to be recorded by CM and RRM HQ and conveyed to the SP by their LM as soon as possible after the CC. The current unit LM is to ensure the relevant CM is aware of the decision as soon as possible to arrange the Assignment Order to the relevant MA7A (iaw Annex 33B). The Workforce Resilience Training Margin (WRTM) organisation where the person is to be assigned is to arrange a handover/joining routine as soon as possible.

ROYAL NAVY RECOVERY CASE CONFERENCE REQUEST FORM

ROYAL NAVY RECOVERY CASE CONFERENCE REQUEST FORM
(Downloadable version available in BRd 3(1) Forms Section)

ANNEX 33D

INDIVIDUAL RECOVERY PLAN (IRP)

INDIVIDUAL RECOVERY PLAN (IRP) *(Downloadable version available in BRd 3(1) Forms Section)*

ANNEX 33E

CORE RECOVERY EVENTS AND THE RECOVERY ACTIVITIES PROGRAMME

1. Introduction

a. Recovery Events are available to all personnel on the RNRP and are designed to complement the clinical pathway and assist the Service Person in their recovery whilst in role, return to work, or transition to civilian life. The courses take place all over the country and aim to be as broad and inclusive as possible. They are delivered via the Defence Recovery Centres, by external providers (commissioned and/or assured by the RRM HQ) or other in-Service providers.

b. All RN SP on the RNRP are to have an Individual Recovery Plan (IRP) from at least day 90 of meeting the entry criteria which synchronises and schedules activities appropriate to an individual's recovery; it should record the progression of an individual towards their recovery goal/outcome as well as providing a diary of recovery activities. Recovery activities form a key part of the IRP and eligible personnel are to be encouraged to engage. No activities are mandatory however once agreed in an IRP, it is a duty to attend.

2. Suitability

Before any recovery activity/event is commenced, agreement with CoC is required to ensure activity/course is suitable in accordance with the SP JMES codes and any other competing factors. SP and their DO/LM should aim for a reasonable balance, particularly for those personnel with a Temp JMES of M5 or above who are able to complete tasking/undertake a role in the Maritime Environment.

3. Recovery Activities Programme

Adaptive sport, wellbeing activities, vocational experiences and activity-based recovery courses are available. A full list of courses available can be found at RN Recovery Programme[1]. Individuals on the RNRP are encouraged to tailor their IRP according to their personal preferences and needs in discussion with their DO/LM. As a guide however, the following Core Recovery Events (CREs) are summarised for consideration at key stages of the Recovery Pathway:

a. **Recovery Foundation.** The Foundation Course is a one-week introduction to the Recovery Pathway. It establishes early understanding, assesses needs, and supports initial wellbeing and resilience. Personnel who wish to gain a greater insight into how to design and manage their own recovery would benefit most from attending this course. More information is available online[2].

[1] https://modgovuk.sharepoint.com/teams/62286/SitePages/Recovery-Courses.aspx?csf=1&web=1&e=sTqROO%20
[2]https://modgovuk.sharepoint.com/:w:/r/teams/62286/_layouts/15/Doc.aspx?sourcedoc=%7BEF0E371D-068D-4A72-9DB5-64E5FDFE901B%7D&file=20250609-PRC_Tidworth_Foundation_JIs_V4.doc&action=default&mobileredirect=true

b. **Recovery Transition.** This 10-day CRE prepares personnel on the RNRP for transition from military to civilian life and focuses on employment while examining realistic vocational options. Personnel must be registered for Resettlement and have completed a Resettlement Advisory Brief (RAB) prior to attendance. Core modules include career planning, financial management, housing, and vocational preparation. Attendance is especially recommended for SP lacking clarity in future career, housing or financial planning. More information can be found online[3]. Personnel are entitled to access resettlement ahead of attendance at an RNMBOS; Annex 33G details the application process including consideration of additional support via a Specialist Employment Consultant for those facing significant barrier to future employment.

c. **CTW+.** This CRE is an alternative to the regular Career Transition Workshop (CTW) available during Resettlement. This five-day course is aimed at those personnel with significant barriers to employment and who are in need of additional support.

4. Recovery Managers

For any queries on what recovery activities may suitable, when to undertake them, how to access them or any other query, personnel in the RNRP or their DO/LM can contact one of the Naval Base PSG Recovery Managers for guidance and advice NAVYPEOPLE-PSRECOVERYPROG@mod.gov.uk.

[3]https://modgovuk.sharepoint.com/:w:/r/teams/62286/_layouts/15/Doc.aspx?sourcedoc=%7BC0116B1C-611F-4A89-81F4-6DE9B32F4D0B%7D&file=20251104-Tidworth_Transition_JIs_V5.doc&action=default&mobileredirect=true

ANNEX 33F

PARTICIPATION IN CORE RECOVERY EVENTS AND ACTIVITIES

References:

A. JSP 765 - Armed Forces Compensation Scheme
B. JSP 661 – Health and Wellbeing
C. BRd 2 – The King's Regulations for the Royal Navy

1. Introduction. Participation in Core Recovery Events (CRE) and Royal Navy Recovery Activities is central to the RN's commitment to holistic recovery. These activities offer meaningful support to those recovering from injury or illness, and are integral to the development of resilience, psychological wellbeing, and social integration.

2. Scope and Purpose. This annex outlines eligibility and administrative provisions for RN personnel taking part in Recovery Activities endorsed by the Recovery and Resilience Margins HQ (RRM HQ). It reinforces the entitlement to duty status and duty travel and provides guidance on the roles of the parent unit in supporting attendance.

3. Recovery Activities

a. Recovery Activities are coordinated by the RRM HQ and Defence Recovery Capability. These activities are distinct from recreational or sporting events. Their primary aim is to support the SP recovery journey, in accordance with the individual's Recovery Plan and clinical guidance.

b. Activities are designed to be as inclusive and accessible as possible for all personnel on the Recovery Pathway; best efforts will be made for individual needs and adaptations required but cannot be guaranteed for all activities.

4. Eligibility

a. The following personnel are eligible to undertake Recovery Activities:

(1) Regular GTS personnel who meet the entry criteria for the RNRP i.e. TEMP JMES M3/5/6 or L3/4/5/6, regardless of assignment are eligible to undertake both RN and Defence delivered Recovery Activities.

(2) Regular UTS personnel who meet the entry criteria for the RNRP [AS1]and are assigned to the medical margin with a WRTM organisation (PSG, RT or RNRC Hasler) are entitled to undertake RN delivered Recovery Activities only. They are not eligible to undertake Defence Recovery Capability delivered Core Recovery Events (CRE) or other activities delivered at the Personnel Recovery Centres (PRCs). If a DO believes exceptional consideration should be made for a UTS SP[AS2], application is to be made to SO1 RRM.

(3) For Reservists, only personnel who meet the entry criteria for the RNRP and undertaking an FTRS commitment or are currently mobilised, are eligible to undertake Recovery Activities. Non mobilised reservists are not eligible to attend recovery activities. They should contact their parent unit for alternative support.

(4) Both GTS and UTS personnel that are U18 who meet the relevant criteria may also attend RN-delivered recovery activities. However, attendance is subject to the activity provider meeting the required assurance standards. U18 personnel must seek advice from their Recovery Manager to understand which activities are appropriate and available to them.

b. Personnel remain eligible to participate in Recovery Activities until they are no longer in the RNRP i.e. they are fully medically upgraded and return to work, they are given a permanent JMES and return to work or they leave the Service.

c. Participation must be supported by:

(1) The Individual's Recovery Plan (IRP)

(2) Approval from the Divisional Officer/Troop Commander

(3) Confirmation that participation is clinically appropriate.

5. Administrative and Travel Entitlements

a. Personnel participating in Recovery Activities endorsed and organised by the RRM HQ are considered on duty for the duration of the course in accordance with BRd2 Ch 87 Annex 87A 1.

b. The nature and scope of Recovery Activities means it is impossible to articulate every scenario that may lead to a SP being considered 'Off Duty' whilst undertaking an RRM HQ endorsed activity. In general, 'On Duty' status covers the travel to, from and between authorised activity, the recognised activity itself and the administrative tasks directly related to that activity. For example, but not limited to: cleaning or preparing kit and equipment, shopping for rations and attending planning meetings. Social events and leave will routinely be considered as periods of 'Off Duty'. However, it is recognised that some Activities may require in-country acclimatisation or rest days/hours between periods of specific activity. These should be captured within the Admin Instructions and would be considered 'On Duty'. The Admin Instruction does not require an hour-by-hour breakdown but must contain sufficient detail for participants, and the approval authorities, to clearly understand which occasions are considered to be 'Off Duty'. When briefing participants, they should be reminded that duty status is not determinative of liability in common law. As such their individual actions or behaviours, whether they are deemed as 'On' or 'Off duty', would be taken into consideration in the event of any compensatory or liability claim and, while it cannot be mandated, they are strongly advised to ensure they have adequate personal insurance for the duration of the Recovery Activity.

c. In accordance with JSP 752, Chapters 05 and Chapter 06, Sections 7 - 10, eligible personnel are entitled to claim duty travel when attending an authorised Recovery Activity. The specific entitlements applicable will be promulgated via the relevant administrative instruction.

d. Permitted claims include:

(1) **Travel.** Travel at public expense from the individual's Permanent Duty Station (PDS) or Registered Residence to and from the location of the Recovery Activity within the UK.

(2) **Subsistence Allowance.** When accommodated in commercial hotel facilities within the UK or overseas, personnel are eligible to claim subsistence in accordance with the rates and limitations set out in JSP 752.

(3) **Cash in Lieu of Rations (CILOR).** May be claimed where self-catering accommodation is provided, and Service messing is not available or not appropriate.

e. The cost of travel and subsistence for participation in Recovery Activities is to be met by the participant's parent unit using the appropriate Unit Identification Number (UIN). Where the parent unit is unable to meet these costs within existing resources, a request for additional funding is to be submitted to Navy Finance (Navy FD-Fin Fleet Liaison) for a TDTS Budget uplift.

f. If attending a Recovery Activity as a staff member to enable delivery or conduct assurance on behalf of the RRM HQ, you are entitled to claim T+S using the RRM HQ UIN N6030K.

6. Governance and Record Keeping

a. All Recovery Activity attendance must be documented within the individual's Recovery Plan and noted by their Divisional Officer or equivalent.

b. Personnel are to ensure that a Budget Control Form (BCF) is completed and submitted to their Unit Pay Office (UPO) prior to undertaking any duty travel.

c. The effectiveness and appropriateness of Recovery Activities should be regularly reviewed as part of the individual's Recovery Plan and, where applicable, discussed at case conferences or board reviews (e.g. RNMBOS).

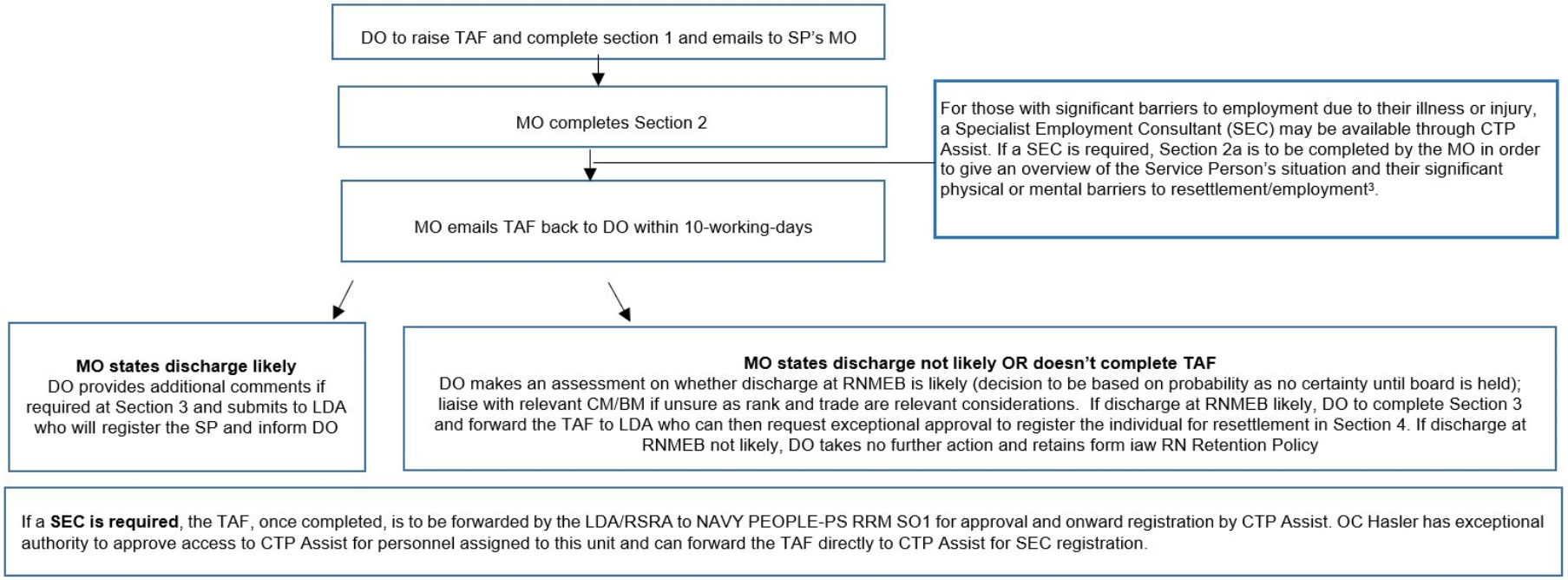
ANNEX 33G

TRANSITION ASSESSMENT FORM

TRANSITION ASSESSMENT FORM *(Downloadable version available in BRd 3(1) Forms Section)*

A Transition Assessment is to be completed for ALL personnel prior to their attendance at RNMBOS[1]. The process is outlined below[3].

Figure 33G-1. RNMBOS Process



[1] The TAF can be raised prior to the MO referral to RNMBOS if DO/Tp Comd deem it appropriate and in the individual's best interests or at the point of referral to RNMBOS. Rank/trade/nature of condition etc to be considered by the DO/Tp Comd in assessing the appropriate time for registration.
[3] When compiling the TAF, only information sufficient to inform a resettlement assessment is to be included noting Caldicott Principles and the Data Protection Act (DPA).

CHAPTER 34

THE MANAGEMENT OF OPERATIONAL STRESS FOR MEMBERS OF THE ROYAL NAVY AND ROYAL FLEET AUXILIARY

(Sponsor: NAVY PEOPLE-PS OSM TRIM SO2)

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CHAPTER 34

THE MANAGEMENT OF OPERATIONAL STRESS FOR MEMBERS OF THE ROYAL NAVY AND ROYAL FLEET AUXILIARY (RFA)

3401. Introduction

In late 2007, the Second Sea Lord approved a policy to govern the management of post-operational stress for members of the Royal Navy and the Royal Fleet Auxiliary. This Article details the policy and procedures for delivering Operational Stress Management (OSM) which aims to ensure that Naval Personnel returning from operations receive appropriate and coherent operational stress management, aiming for those with symptoms of operational stress to minimise impact and encouraging early return to well-being.

3402. Background

a. The Royal Navy OSM policy recognises the many and various ways of serving on operations, and the increasing role that its people play in support of operations. The Royal Navy has not only a military and moral imperative, but also a legal duty[1] to protect the health, safety and welfare of all of its employees, military and civilian, from the risks arising from Operational Stress. For the Royal Navy, as with the other Services, the psychological welfare of its personnel is core business and a critically important aspect of the enduring obligation to its people which must be considered before, during and after operations.

b. Operational stress is part of the continuum of occupational stress for which further guidance is contained in JSP 661 Sec 3. MOD's operational stress management policy provides the framework for the development of single Service policies on operational stress management based on six steps beginning with recruitment and ending with discharge[2]. The principles and requirement underpinning the need for an OSM policy is outlined at Annex 34A.

3403. Applicability

OSM applies to all members of the Royal Navy and the Royal Fleet Auxiliary (the precise mechanics of delivery to the latter are promulgated separately by (NAVY PEOPLE-RFA OPS Hd). The policy recognises that, in addition to RN/RM deployment patterns, Naval personnel may also deploy on operations as Individual Augmentees (IA) or as members of Joint, Army or RAF formed units (FU). In addition, they may routinely visit operational theatres in the course of their duties whilst working with other MOD organisations or Government departments; in these instances the delivery of OSM is to be consistent with the principles and procedures outlined in this policy.

[1] The Management of Health and Safety at Work Regulations 1999 and The Health and Safety at Work etc Act 1974.
[2] The Six Steps are: 1 - Pre-service entry beliefs and attitudes (countering negative attitudes towards mental ill health in the minds of potential recruits); 2 - In service training and promotion courses for career development (stress management education and training); 3 - Pre-deployment (preparing individuals to recognise the symptoms of stress in themselves and others, how to confront the issues they will face on operational duty and the support mechanisms available); 4 - Operational deployment; 5 - Post operational recovery; and 6 - Following Discharge from the Armed Forces.

3404. Policy Framework

a. OSM policy requires the implementation, delivery and sustainment of a six stage support process. The specific guidance and direction for each stage is contained in the appropriate Annex to this Chapter.

b. **Stage 1: Pre- Deployment Training.** See Annex 34B. This stage consists of appropriate briefings, the training of Trauma Risk Management Teams (TRiM Teams) (see Annex 34H) and realistic resilience training. This training takes place within the ship or unit lines and can be augmented by realistic field/training exercises.

c. **Stage 2: Operational Support.** See Annex 34C. In this stage, ships or units will utilise their TRiM Teams, Field Mental Health Teams, other Defence Medical Services and other support agencies as appropriate. Their task is to support personnel in an operational theatre to ensure that they receive commensurate levels of support.

d. **Stage 3: Decompression.** See Annex 34D. Decompression (DcN) routinely involves taking units out of an operational zone to a safe but controlled, neutral environment for a short period of time. The aim is to ease the transition from a high tempo operational situation to a barracks or domestic environment. Decompression is currently recognised as a group activity. These are people who have jointly shared common operational experiences.

(1) However, it has become recognised that a more standardised support is required for IAs. The DcN package is a very effective opportunity for personnel to take stock in a safe environment and commence dealing with the potential issues associated with returning home after a significant deployment. In short, it is an effective facilitator to normalisation.

(2) For seagoing units, DcN will take place in line with established custom and practice during the passage home from the area of operations prior to arrival in the UK. On arrival at their home port, personnel can begin winding down and rehabilitating to a normal, routine, peace-time environment.

e. **Stage 4: Normalisation.** See Annex 34E. ‘Normalisation’ consists of the actions to be taken on return to the home base and concludes on return from Post Operational Leave (POL) or sea-goers leave (SGL). Prior to proceeding on leave, a series of operation specific activities can be planned and executed. Activities included in this period may be varied, but can include Families Day, medal parades, Unit BBQ’s and memorial services. For FUs, the responsibility for normalisation rests with the Commanding Officer and supporting chain of command. For IAs (Regular and Reservist) **the individual**, Career Managers, the RN Mounting Centre and Commanding Officers (donor, in-theatre and receiving) all have an important role to play.

f. **Stage 5: In-Service Support.** See Annex 34F. On return from leave, it is important that the chain of command has the opportunity to normalise and carry out any administrative/logistic tasks, including G1/N1 actions. It also permits the chain of command to carry out interviews (see Appendix 34F-2) with all unit personnel. The Regimental/Divisional Discussion (see Annex 34F Appendix 1) allows individuals to raise any issues that may have arisen during the leave period. The discussion will also touch other subjects such as returning to work, future plans and intentions etc. The 'Discussion' is not to be viewed as part of a 'screening' process but as a reasonable and sensible management action[3] for personnel returning from leave following an operational deployment.

g. **Stage 6: Aftercare.** See Annex 34G. In-Service Support deals with care for the individual for the remainder of their time in the service, whereas 'Aftercare' begins on completion of regular or Reserve Service and is primarily delivered by the NHS.

3405. Personnel Issues and Groupings

The nature and variety of the differing conditions of service coupled to the diversity of military operations render a 'one size fits all' approach impossible. Although, in principle, the same process is to be applied to all, on occasions a bespoke response may need to be applied. A group where this may be required is with Reservists. They, unlike their regular counterparts, do not return from operations to a sustained military environment in which the discussion and airing of issues is encouraged. Once they have returned to their parent unit they may not be well placed to receive support from other colleagues who may have similar experiences. Similarly, IAs may face similar challenges and encounter feelings of isolation when returning to a non-deploying unit. The methodology of how differing groups engage with OSM is detailed below.

a. **Regular Personnel**

(1) **Formed Unit on a Full Tour/Deployment**. This group represents the bulk of deployed personnel. All the elements of OSM are delivered by the normal chain of command.

(2) **Elements of a Formed Unit on a Sustained Roulement**. Groups of personnel who undertake frequent, but often shorter operational tours e.g. individual flights from Naval Air Squadrons returning from Operations or Naval platforms with rotational crews. These groups may receive a bespoke package from trained in-house OSM Facilitators.

(3) **Individuals in a Formed Unit not Completing a Full Tour.** Individuals who do not complete a full deployment with their ships or units (or members of headquarters or battle staffs) due to being re-assigned, or returned to UK on rotation, for career courses or compassionate leave - should be clearly identified and, once the move is confirmed, their gaining unit engaged to ensure that the wider requirements of OSM are recognised, and in particular that the Stage 4 'the Regimental/Divisional Interview' takes place. Other groups involved in this process will be the Waterfront, RM Rear Parties and in-house OSM Facilitators.

[3] IAW Health and Safety Act 1974 and Leaflet 25 to Annex D, Vol 2, JSP375

(4) **Individual Reinforcements/Augmentees.** Personnel assigned to an operational tour away from their parent unit, subsequently returning to that unit may need additional consideration by the donor and recipient unit. This could consist of going through the DcN process and they should be engaged in a Regimental/Divisional Interview' on their return from POL. Challenges for the gaining units are that the individual being new to the unit the chain of command is not well placed to make before and after deployment comparisons or recognise subsequent mood swings, different behaviour patterns etc. For people in this grouping, additional monitoring may be required.

b. **Reservist Personnel**

(1) For a variety of valid reasons, Reservist personnel have the potential to represent a greater challenge than their Regular counterparts. They can feel isolated and not feel part of the 'team'. Their civilian work-mates or family members may not be interested in their experiences or feelings, and the people, with whom they shared their lives over recent months may now feel very far away.

(2) **Reservist Formed Unit.** Although not strictly relevant to the RNR or RMR, a formed unit returning following a full tour/deployment is perhaps the simplest of Reservist groups to cater for. In these instances, all factors of OSM (decompression, normalisation, 'The Regimental/Divisional Interview') are delivered by the normal chain of command. For Reservists who return with a Commando Unit, their dismounting process will normally take place at the Reserves Training and Mounting Centre (RTMC) at Chilwell, near Nottingham.

(3) **Reservist Individual Augmentees (IA).** Reservist IAs may have served in a formed unit, but for a variety of reasons have not completed a full tour. This cohort may encounter a number of emotional challenges.

(4) **Re-Assimilating into Civilian Life.** Reservists may face an additional burden to carry as they attempt to re-assimilate into the home and civilian work environment. The experience of reintegration with their employers and co-workers can be more challenging than that which may be encountered by their Regular counterparts. These could be:

(a) Considering what to say to co-workers - what level of information they can safely impart.

(b) Finding an appropriate person to speak to – who can they trust to hold confidences and provide sound advice.

(c) Coming home to no job – being rejected in their subsequent job search can intensify the emotional challenges that they have to deal with.

(5) **Returning To Former Employment.** When Reservists are de-mobilised and about to return to their former regular civilian employment, consideration should be given to providing support and advice[4] to the employer who will need to understand the potential after-effects that an operational deployment may generate within an individual. Support for employers can be supplied by the NCHQ OSM Cell who can provide booklets and/or practical advice.

c. **Other Service Personnel.** A number of other categories of returning personnel that could require special consideration are:

(1) AEROMED.

(2) Long-term compassionate cases.

(3) Disciplinary cases.

(4) Other unplanned short-notice returns to UK.

In working with the groups listed at Stage 3 - Decompression and Stage 4 - Normalisation, the protocols outlined for dealing with IAs should be followed for 'Reservists' and 'Other Service Personnel'. However, these measures are not exhaustive and consideration should be given to introducing other supporting measures for returning troops.

d. **Families.** Once an individual returns from the operational environment, close contact with the unit developed on operations may diminish or cease entirely. It is the individual's family that is likely to notice any changes and therefore vital that family members (wives, spouses, partners and parents) are engaged with the OSM process. In addition, Royal Navy forum provides a wide range of advice for families who wish to become better informed regarding potential issues that may be encountered when an individual returns from deployment.

3406. Tracking Personnel through the OSM Process

a. Annex 34F Appendix 3 is a simple proforma which can be reproduced locally for [5] all personnel deployed on operations. The form is designed to assist in the tracking and recording of the various stages of the OSM process. It is not designed to contain clinical information but as a management tool to verify the receipt of OSM and assist the Command in assessing the risk or likelihood of subsequent trauma. Given sufficient attention they should help ensure that those who may be considered to be at higher risk are proactively monitored and supported by their superiors.

[4] Rights and responsibilities for reservists and employers (www.link).
[5] COs of deployed formed units/sub-units are to raise records on those under their command during the latter stages of the deployment. For FUs and IAs, use App3 to Annex 34F. The RNMC will brief OSM to IAs and ensure that they engage and understand the Regimental/Divisional process on their return to unit.

b. JPA provides a means to record basic details (date, place etc.) of key Operational Stress Management (OSM) interventions for all Service Personnel deployed on operations6. JPA is only to be used to record OSM interventions for Royal Navy personnel deploying on operations for periods of one months or more. Procedures are to be established in formed units which facilitate the accurate capture, reporting to unit HR staffs and recording by them of OSM information. The RNMC is responsible for initiating JPA OSM records for Individual Augmentees and is to conduct a check, during their attendance at the online Dismounting Course, to ensure that OSM records (both JPA and the manuscript record at Annex 34G) have been compiled for returning IAs. JPA records OSM interventions for each deployment and does not permit a new OSM record to be initiated until the 'The Regimental/Divisional Interview' (see Annex 34F Appendix 1) for an 'open' deployment has been recorded and the record closed. Recording of OSM events on JPA does not negate the requirement at Para 3406 sub para a. to complete manuscript records of Operational Stress Management received.

3407. OSM Policy Summary

a. Commanding Officers, whether commanding on operations or the recipients of personnel recently returned from operations, have a vital role to play in implementing RN OSM policy; likewise, the chain of command has a responsibility to ensure that the OSM needs of Commanding Officers are not overlooked. The policy and procedures have been made as straightforward and unambiguous as possible in order that OSM can be considered prior to deployment7, rather than becoming an afterthought, and the process of dealing with Naval personnel following operations becomes second nature. The key to success lies within the Divisional and Regimental systems and, for the increasing number of Individual Augmentees, requires active engagement by Career Managers, RNMC and receiving Commanding Officers. Successful OSM requires the Command at all levels to be actively watchful of their people and ensure that individuals and families receive appropriate information about reactions to stress (what is normal or natural and what is not), what to do initially (peer support) and what to do if these reactions do not settle (where to seek support and how to access it).

b. OSM fulfils a crucial part of the Royal Navy's obligation as an employer in respect of health and safety but it is no substitute for good leadership which, if exercised before and during operations, will help to minimise the risk that post operational stress will affect its people. OSM is designed to ensure that members of the Royal Navy and RFA undergo a coherent post operational stress package, commencing during the final phase of their deployment and extending throughout the remainder of their service and into retirement. It is mandatory that the process is followed but it is necessarily risk-based and made deliberately flexible to enable the chain of command to tailor the policy to the circumstances of individuals, the nature of the operation and the stressors to which they have been exposed.

[6] More detailed information/desk instructions are contained in the JPA Business Process Guide Move and Track – Operational Stress Management.
[7] Commanding Officers are encouraged to include details of the OSM process in the 'Returning Home' section of any ship/unit deployment guide produced ahead of an operational deployment.

3408. Support to Service Witnesses at a Coroner's Inquest

a. HM Coroners within England, Wales and Northern Ireland investigate all unnatural deaths falling within their jurisdiction. In the case of UK citizens this requirement extends to deaths that occur abroad when the deceased has been repatriated to England, Wales or Northern Ireland. This includes members of the Armed Forces regardless of whether or not the death occurred on operations. The Coroner may decide to hold a formal inquest and, depending on the circumstances of the case, will call such witnesses as they see fit. These may be expert witnesses, who can deal with the technical aspects of the death, or they can be witnesses to fact – the people who saw what happened. This latter group can find the process of giving testimony in open court a very difficult experience as it requires the witness to relive in some detail what will inevitably have been a very traumatic experience.

b. In order to support and assist these witnesses, NCHQ will provide Coroner's Witness Support Officers (CWSO) drawn from uniformed personnel employed in the Operational Stress Management (OSM) Cell. Their role is to provide support to all Royal Navy witnesses before, during and after the inquest for the potential emotional and psychological effects of the experience of giving evidence. The CWSO is to ensure that the witness is fully briefed on the procedure for the hearing and the potential aftermath of the experience of giving evidence. The CWSO is to ensure that the witness is fully briefed on the procedure for the hearing and the potential aftermath of the experience of giving evidence. They will assist the Defence Inquest Unit (DIU) in preparation for the hearing, and then attend in person to offer direct support throughout the hearing. The CWSO is not an official representative of the Service or of the Department to the court and is not to coach a witness on the content or nature of their evidence.

c. When requested by the Visiting Officer or the DIU representative, the CWSO may give support to bereaved Service families or to other witnesses. In certain circumstances, the CWSO may be augmented by members of the Divisional and Regimental Support Team.

ANNEX 34A

OSM - PRINCIPLES AND REQUIREMENT

1. Occupational Workplace Stress

The MOD definition includes the concept that stress occurs when pressures on an individual accumulate to such an extent that they can no longer cope. The following has been endorsed as a definition of operational stress that recognises that any pressure, challenge or threat is a potential stressor on the individual and acknowledges that all people are subject to it:

> *"An individual or group reaction to stressors relating to the operational context, which, if not managed, may result in impaired performance and possible effects on health."*

2. OSM Policy

To meet this obligation for those deployed on operations whether in the UK or overseas, the MOD owns the overall OSM policy, JSP 661 Section 3. A policy, incorporating a framework in which OSM is to be delivered, is necessary to ensure consistency of application (formalised procedure) and raise overall awareness of operations-related stress management which, within the MOD six step[1] overarching stress management policy (see footnote 3), commences at the end of Stage 4 (Operational Deployment) and continues through post-operational recovery to eventual discharge from the Service. OSM policy needs to reinforce the message that:

a. Stress reactions are a natural consequence of military operations and all individuals, regardless of rank, age or gender, are susceptible; and

b. Most stress reactions are entirely normal and manageable, particularly with the correct degree of support from superiors, peers and families.

3. Command

For many Naval personnel, participation in operations does not result in significant after-effects, indeed for many it is a positive experience; however there are those for whom such experiences are detrimental due to exposure to acute traumatic pressure and resultant post-traumatic distress. Commanders at all levels must make every effort to limit the potential for those under their command suffering psychological problems as the result of operations. The onus for identifying vulnerable individuals rests with the chain of command whose familiarity with their personnel makes them best placed to identify the early signs of stress.

[1] The six steps are: 1 - Pre-service entry beliefs and attitudes (countering negative attitudes towards mental ill health in the minds of potential recruits); 2 - In service training and promotion courses for career development (stress management education and training); 3 - Pre-deployment (preparing individuals to recognise the symptoms of stress in themselves and others, how to confront the issues they will face on operational duty and the support mechanisms available; 4 - Operational Deployment; 5 – Post-operational Recovery; and 6 - Following discharge from the Armed Forces.

4. Successful OSM

a. Due to the changing character of conflict, there may be occasions where Defence personnel are operating in direct support of an overseas operation but delivering their effect from within the UK or, transiting regularly to and from the area of operations. On these occasions, the delivery of OSM lies with the individual's parent / donor unit to ensure the appropriate support is given. The key to successful OSM lies in awareness; the individual, families, colleagues and the chain of command all need to be alert to the signs of stress and unhealthy maladaptive symptoms, so that early intervention can lessen the risk of subsequent problems (which can include clinical disorders, disciplinary and social problems and poor work performance). **Recording of OSM activity is mandated and auditable.** OSM procedures are generic for all theatres however; the Command must have the flexibility to adapt them for the needs of any particular operation. Wherever possible, the aim is to deliver the same level of support to all personnel whilst recognising their differing circumstances and allowing for certain elements to be discretionary depending on the level and intensity of operational activity and resultant exposure to stressors. Providing Commanding Officers and all those in positions of authority over Naval personnel are given a framework of action to be taken and the necessary support, adherence should deliver effective personal support to all individuals returning from operational deployments whether UK based or overseas. Due to the changing character of conflict, there may be occasions where Naval personnel are operating in direct support of an overseas operation but delivering their effect from within the UK or, transiting regularly to and from the area of operations. On these occasions, the delivery of OSM lies with the individual's parent / donor unit to ensure the appropriate support is given.

b. Strong and effective leadership, good communication and training are also fundamental to the prevention and management of operational stress and, this is why OSM is primarily an executive and not a medical responsibility. When implementing this policy, it is vital that an expectation of symptoms of stress or disability or a culture of disability is not instilled in individuals. The briefing of individuals prior to deployment[2] and on return, either individually or as part of a group, is of fundamental importance[3], as is open discussion on issues arising from operational experiences and dealing with any issues arising in a timely and professional manner. Commanding Officers are to refer to or liaise with medical authorities at an early stage if there is any concern about an individual's well-being. Medical intervention is always required when symptoms are prolonged or severe doubt exists over the mental health of an individual.

[2] Knowing exactly when and where they are going, what they are likely to be doing, the perceived threat level, the environmental and cultural conditions to be encountered and the measures in place to support them and their families' welfare will positively affect an individual's outlook prior to deployment.

[3] And is already established policy for Medical Staffs in accordance with Surgeon General's Policy Letter (SGPL) 03/06 issued 20 Jan 06 *"The Prevention and Management of Traumatic Stress Related Disorders in Armed Forces Personnel Deployed on Operations"*

c. Families, and where applicable civilian employers, must be fully engaged throughout the OSM process. The Royal Navy's corporate responsibility for the psychological welfare of its people in the lead up to, during and after any operational deployment is relatively easy to discharge and monitor in the close confines of a 24 hour operational environment but once an individual returns from operations close contact will inevitably diminish and it will often be family members who will be the first to notice changes. This can be particularly relevant when an individual returns from operations and is re-assigned to another unit to the one they deployed with or from.

ANNEX 34B

OSM STAGE 1 - PRE-DEPLOYMENT TRAINING

1. Training

Training is implemented when a unit or an individual is preparing for an operational deployment[1]. All pre-operational preparation that provides realistic training (specified to the operation, likely tasks and hazards), builds cohesion and trust in the leadership, is good for stress management and resilience.

2. TRiM

The current stress management tool is Trauma Risk Management (TRiM), which has been developed in UK Armed Forces and has been used over many years. Level 4 (TRiM) training can provide sub-units with a pool of TRiM practitioners and team leaders. **In-house continuation training must be delivered to all members of the deploying unit by its own TRiM trained personnel, supported by the NCHQ TRiM Team.** TRiM training course dates and locations can be accessed by typing 'T' for TRiM in the Royal Navy A to Z Intranet Page or by contacting Mil: 9380 28021 or Civ: 02392 573021 or email: NAVYNPS-PEOPLESPTOSMMAILBOX@mod.gov.uk

3. OSM Briefing

Prior to deployment, all personnel should receive a pre-deployment OSM Brief. The briefing should be delivered by a TRiM Manager or TRiM Team Leader[2].

4. Augmentees and Reservists

Individual Pre Deployment Training is **mandatory** for all Individual Augmentees (IAs) deploying to operational theatres. Care must be taken to ensure that all IAs and Reservists receive pre-deployment training and that their families receive the same levels of support. Global (RN) Pre-Deployment Training is delivered by the RN Pre-Deployment Training and Mounting Centre[3].

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[1] And is already established policy for Medical Staffs in accordance with JSP 950: Medical Policy - Volume 2: Clinical Policy - Chapter 7: Mental Health - Part 1 Lft 2-7-1 (v1.1 Jul 10) Mental Health and Wellbeing Briefing Before During and After Deployment.
[2] TRiM Managers are normally Executive Warrant Officers (EWO) or Regimental Sergeant Majors (RSM) who have undertaken a training course covering Management of OSM & TRiM.
[3] DIN 2022DIN07-106: Global (RN) Individual Pre-Deployment Training OS.

ANNEX 34C

OSM STAGE 2 - OPERATIONAL SUPPORT DURING DEPLOYMENT

1. Operational Deployment Support

a. Stage 2 of the framework is the management of stress on operations. This is primarily achieved for land operations through a Reception, Staging, Onward-Movement and Integration (RSOI) package. Upon arrival into the operational location, where practical and appropriate, personnel should undergo a RSOI package where they will receive guidance on the OSM support available during their deployment, TRiM, supported by the Field Mental Health Teams and other trained members of the Defence Medical Services. TRiM Teams will have a better understanding of potential mental health issues and therefore be able to offer peer support and where necessary sign post individuals to the next tier of assistance as required. TRiM is not a therapy, but the practice of allowing individuals to talk through the incident followed by the application of tried and tested coping mechanisms, means that TRiM has therapeutic benefit. TRiM Teams are embedded within all deployed units or ships.

b. Chaplains and Padres offer another route to identifying those in need of help and should also receive additional mental health training. Families may need greater support during periods of high operational tempo. This in turn can place them at greater risk from stress related issues. In these periods, the provision of additional information for GPs, schools and other welfare providers that support Service families may be required in consultation with Royal Navy Family and People Services (RN FPS).

ANNEX 34D

OSM STAGE 3 - PRE-EXIT PACKAGE/DECOMPRESSION

1. Introduction

All members of the Royal Navy[1] deploying on operations[2], whether part of a formed unit or as an Individual Augmentee (IA), are required to undertake OSM training and preparation in accordance with BRd 3(1) Chapter 34. On return from operations, deployed personnel may require a period of decompression or aftercare as part of the POSM process. At all stages of OSM, the OSM JPA tool is to be utilised to record all aspects of pre and post deployment briefs, support, signposting, etc. Current decompression[3] policy explains in detail the process and procedures for land-based evolutions. Whilst decompression remains a valid tool and a vital component of POSM, it has been assessed that there are currently no operations that expose personnel to the risk and rigour that require Third Location Decompression (TLD)[4,5]. For operations that expose personnel to the risk and rigour that may be associated with normal military activities, a 'Pre-Exit' package has been introduced to replace TLD to encourage a period of reflection and to set the conditions for normalisation.

2. Operational Aftercare

Operational aftercare consists of the vital components of the tri-Service OSM strategy. Whilst the implementation of POSM is a single Service responsibility, for operations that fall under Commander Joint Operations (CJO) command, PJHQ has responsibility for the immediate POSM activity.

3. The POSM Process

The POSM process was established in order to provide a staged support mechanism for personnel within the operational cycle[6]. Those operational deployments which are not exposed to high intensity combat engagement or significant compressing factors do not require TLD however, deployed COs will be directed by their respective OPCOM as to whether they must conduct Decompression[7]. The primary objective post deployment is to introduce a period of normalisation and to re-connect individuals with their parent unit and family. Delaying personnel from returning home, where there is no requirement, adversely affects morale.

4. The aim of the Pre-Exit Package

The aim of the Pre-Exit Package is to provide a level of care and enable a period of reflection for personnel on deployments which are assessed as not requiring TLD. It will be delivered in the operational theatre in order to assist with transition to the normalisation process provided by the Front Line Commands (FLCs).

a. The Pre-Exit Package is a fundamental part of the POSM process that complements the existing Royal Navy POSM policy and procedures within BRd 3(1) Chapter 34.

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[1] The delivery of OSM to Royal Fleet Auxiliary personnel is promulgated by DACOS RFA Personnel.
[2] Operations refer to all operations for which CJO has OPCOM of the unit.
[3] JSP 661, Section 3, para 15
[4] This will be kept under constant review by PJHQ.
[5] TLD does not include ship/submarine port visits.
[6] Guidelines are set out in JSP 375 P2 Vol 1 Ch 17 – Stress in the workplace.
[7] JSP 661 Initial operational assessment will determine whether exposure to combat OR high tempo none-combat operations is assessed to decide if Decompression is warranted.

b. Whilst the Pre-Exit package is mandated for all personnel deployed on CJO operations, it is a useful tool and should be considered by all commanders at the end of a deployment/tasking.

c. The package is designed as low level generic sign posting; it does not constitute medical or professional support. The package is to be delivered in theatre prior to any individual's departure at the end of their deployment; it is to be delivered by the Executive/J1/ or Pastoral staff by a minimum rank of OR6.

d. Although the individual delivering the brief is to be confident with the material, there is no requirement to have undertaken any additional training such as Trauma Risk Management (TRiM). In extremis, such as for small austere operations with a limited number of personnel, the package can be self-administered with PJHQ J1 approval. The full package is designed to be delivered in a maximum of 40 minutes.

5. Pre-Exit Briefings

The Pre-Exit Briefing is to be delivered in theatre within the final week prior to departure; the aim is to raise awareness of common post operational experiences, and the signs and symptoms of stress, and signpost returning personnel[8] towards support networks they can approach for additional support. The package consists of the following:

a. **Operations Pre-Exit Brief.** The Pre-Exit Brief is an opportunity for the Commander or J1/Welfare Staff to discuss various aspects of returning home and [9][OBJ], should include, but not limited to, their return pathway, signs personnel can look for to identify stress within themselves and others, and the OSM support available to them upon completion of the operation

b. **OSM Leaflet.** A leaflet that articulates the additional stressors that may occur due to an operational deployment, signs personnel can look for to identify stress within themselves and others, and signposts support networks personnel can approach.

c. **Individual Checklist.** The individual checklist is to be signed by the individual and unit Executive (see Appendix 1 to Annex 34D).

6. Records

The individual's JPA OSM record is to be updated to show receipt of the Pre-Exit Brief[10]. Where JPA is not available, a hard copy of the checklist is to be kept until JPA can be updated. For IAs returning to their original unit, a copy of the signed checklist (Appendix 1 to Annex 34D) is to be given to the individual and presented to the unit HR Clerk/UPO on return to enable the JPA OSM record to be updated.

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[8] This could also include, but is not limited to, those personnel who are on a rolling operations cycle, such as flying sqns, RPAS crews, RN personnel who transit in and out of the PJHQ JOA.
[9] Each commander will be issued with a Power Point Presentation and notes by PJHQ.
[10] JPA - Stage 2 - Deployment - Coming Home Brief as per the JPA Business Process Guide - Operational Stress Management (OSM).

7. Eligibility

To allow for routine visits to operational theatres, only personnel who have been deployed for more than 31 consecutive days will be required to undertake the Pre-Exit Package. Those who have deployed for less than 31 days, however, may request to conduct the package, especially if they have been exposed to a significant traumatic event.

8. Conclusion

The implementation of the Pre-Exit Package and delivery by the deployed Commander will enable effective and timely management of individuals who have been exposed to a stressful or traumatic event or who may be vulnerable to developing a stress related condition. It is critical, not only to sustain the welfare of personnel throughout deployment, but also to ensure that they receive the correct level of support and signposting through normalisation when they return home. In all circumstances, individuals who depart an operational theatre after 31 consecutive days or more will require the Pre-Exit Package. Whilst the Pre-Exit Briefing Package is mandatory for those personnel engage on PJHQ Operations as part of the OSM process, Commanders undertaking on Fleet operations/standing commitments may wish to utilise elements of the Pre-Exit Brief prior to return from deployment; an OSM JPA record will not be required in these cases. Further information regarding the Pre-Exit Package can be found on the TRiM intranet site or by contacting the team on 9380 28021/28046.

APPENDIX 1 TO ANNEX 34D

PRE-EXIT PACKAGE INDIVIDUAL CHECKLIST

Name:	
Rank:	
Service Number:	
Op Name:	
Op Location:	
Responsible Unit J1:	
Arrival Date:	
Departure Date:	
TRiM Intervention (Y/N/NA)*	
Pre-Exit Brief - Date:	
Pre-Exit Hand-out - Date:	

	Individual	**Chain of Command/J1 Staff (min OR6)**
Signature:		
Name:		
Rank:		

* Not mandated. It is an individual's decision to share and record a TRiM event; doing so will enable better support from the parent unit.

ANNEX 34E

OSM STAGE 4 - NORMALISATION

1. The Normalisation stage commences on return to the home base and concludes on completion of post-operational leave (POL). POL, in whatever form it is granted (POL or Sea goer's Leave (SGL) plus any Annual Leave (AL) accrued) is not to be reduced or modified in any form unless exceptions have been approved in advance by the chain of command.

2. This stage of OSM will need to be tailored for personnel serving in seagoing units, personnel returning as part of formed units from operations ashore, Individual Reinforcements and Augmentees and early or unexpected/unplanned departures from theatre. Experience suggests that virtually all personnel returning from operational deployments, along with their families, will encounter at least a little uneasiness whilst they readjust to their normal environment.

3. Shore-based units returning to their home bases from operations are normally to conduct a period of 'Normalisation' prior to POL being granted[1]. The precise duration of the Normalisation period is at the CO's discretion but it must be long enough to permit non-operational activity and reintegration of all personnel. COs may extend the period following consultation with the chain of command. For personnel returning early from operations there must be a rolling normalisation programme organised by the unit rear party in order to permit individuals to undergo this stage of the OSM process.

4. Seagoing personnel are likely to have had longer to decompress and the Normalisation period will not normally require a period 'on board' in UK prior to leave being granted. Advance leave parties returning on board for duty on completion of advanced leave will, however, require special consideration to ensure their OSM needs have been met and to achieve a seamless reintegration with the ship and its routines.

5. Whenever possible, Commanding Officers are to ensure that facilities and support remain available within the ship/unit for the duration of post operational leave period.

6. All personnel (regulars and reservists) deploying as Individual Augmentees (IAs) are mandated to mount and dismount through the Royal Navy Mounting Centre (RNMC) at HMS NELSON[2]. On completion of the online Dismount Course personnel proceed on POL. On returning to their Parent Unit, during their first week in work or at the 12-week point, the Regimental/Divisional Interview (Annex 34F) is to be carried out. The completed retained record Appendix 3 to Annex 34F will be returned to the RNMC for audit purposes. RNMC captures all Naval personnel returning from operational theatres to ensure that all those requiring it are tracked for both OSM JPA audit purposes and actively engage with the Dismounting process to ensure that they are not suffering from stress resulting from their deployment.

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[1] It is entirely acceptable, at the Commanding Officer's discretion, for night or weekend leave to be granted on the day of return to the UK prior to the period spent 'in barracks'. Royal Navy Personnel serving as augmentees in units under Army or RAF Full Command remain under command of the CO of that unit until completion of POL and subsequent re-assignment. The CO is to determine to what extent their Naval augmentees will participate in the immediate normalisation plans for the unit.

[2] 2022DIN07-106.

7. RNR and RMR personnel are mandated to return to their parent unit during their last week of mobilised service. The unit is to provide aftercare support as necessary, augmenting the briefings and guidance issued at RTMC or RNMC.

8. Individuals returning early from operations in advance of the main party, AEROMED and other personnel returning unplanned from theatre, present the greatest challenge for Stage 2. Such personnel will need to be treated on a case-by-case basis. Family support is especially important in some instances and Commanding Officers (Career Managers for personnel no longer under command) are to ensure that plans address OSM needs. For personnel admitted to hospital in UK, RCDM will ensure that the mandatory requirements of Stage 4 are met and that further support is provided.

9. Whilst in the ‘Normalisation’ phase, details of support agencies are provided at Appendix 1 as an aide memoire for those who may be called upon to provide support and advice (Appendix 1 to Annex 34E Support Agencies (see also BRd 3(1) Chapter 24 (Welfare) and Chapter 32 (Service Funds, Charities and Associated Organisations).

APPENDIX 1 TO ANNEX 34E

SUPPORT AGENCIES

1. If an individual finds that they are having difficulty in re-adjusting post operations, help is available.

2. In the first instance, serving personnel should seek the advice of a suitable superior, a unit TRiM Practitioner, Divisional Officer, Troop Commander, Medical Officer or Chaplain who will be able to offer advice and refer individuals for further treatment or professional help if necessary. Those who have been discharged from the Service will, in the first instance, need to seek the advice of their GP who will also be able to advise or refer an individual for further treatment or help.

3. The following organisations are able to offer support or advice whatever an individual's circumstances:

a. **Royal Navy Family People Support (RN FPS).** Providing community and personal support to regular RN, RM personnel, RNR and RMR and their families, details of the Welfare Information Support team and contact details are available through the Royal Navy Website (https://forum.royalnavy.mod.uk) or by calling RN FPS on +44 (0)2392 72 87 77 or 0800 145 6088 (0800- 2000 Mon-Fri and 0900-1600 Sat-Sun (and Bank Holidays). Or if individuals prefer to use Social Media they may post on their Facebook page, Tweet @RoyalNavyFPS , or join the Royal Navy forum.

b. **SSAFA Forces Help.** The Soldiers, Sailors, Aviator and Families Association (SSAFA) Forcesline is a free and confidential telephone helpline and email service that provides support for serving (regulars and reserves) and ex-service men and women from the Armed Forces and for their families. As an independent charity, SSAFA is not part of the military chain of command.

SSAFA Forces Help, 19 Queen Elizabeth Street, London, SE1 2LP.

Call: 0845 1300 975
E-mail: info@ssafa.org.uk
Website: www.ssafa.org.uk

Forcesline can be accessed from anywhere in the world. Lines are open 0900–1730 Monday to Friday.

UK	0800 731 4880
Germany	0800 1827 395
Cyprus	800 91065
Falkland Islands	#6111
Rest of the world	+44 (0)207 463 9292

To call from Operational Theatres: use Paradigm's phone system and dial the appropriate access number then enter *201 at the PIN prompt.

c. **Samaritans.** Samaritans provides confidential non-judgemental support, 24 hours a day for people experiencing feelings of distress or despair.

Call: 116 123 (UK)
116 123 (RoI)
Email: jo@.samaritans.org

Freepost RSRB-KKBY-CYJK,
PO Box 9090,
STIRLING,
FK8 2SA

Website: www.samaritans.org.uk

d. **Veterans UK**

Freephone (UK only): 0808 1914 2 18
Tel. (overseas): +44 1253 866 043
Email: veterans-uk@mod.uk

Website: https://www.gov.uk/government/organisations/veterans-uk

Veterans UK helpline
Veterans UK,
Ministry of Defence,
Norcross,
Thornton Cleveleys,
FY5 3WP

Normal Service 0800-1700 Monday to Friday

e. **Combat Stress (Ex-Servicemen's Mental Welfare Society).** If individuals are currently serving, or have served in the UK Armed Forces, they may call the 24-Hour Helpline to talk about mental health.

Head Office: Tyrwhitt House,
Oaklawn Road,
Leatherhead,
Surrey,
KT2 0BX

Call: 0800 138 1619
Text: 07537 404 719
E-mail: helpline@combatstress.org.uk
(Standard charges may apply for texts, check with service provider.)

f. **Veterans and Reserves' Mental Health Programme (VRMHP).** The VRMHP website provides mental health assessments for Veterans and Reservists who have concerns about their mental health as a result of Service. The criteria for joining the programme are as follows:

(1) Reservists who have operationally deployed since 1 Jan 03.

or

(2) Available to those who have deployed since 1982 and who suffer mental health challenges as a result of operational deployment, the programme offers a comprehensive mental health assessment by a Consultant Psychiatrist with accompanying guidance on care and treatment for the Veteran's NHS GP and/or local NHS clinical team. Veterans should consult their GP in the first instance in order to be referred to the VRMHP.

In both cases treatment is offered to individuals whose mental health is assessed to have suffered primarily as a result of their operational service.

Freephone helpline: 0800 0326258

Email: dphce-dcmhcol-vrmhp@mod.uk

g. **NHS Op COURAGE Veterans Mental Health Service.** NHS Op COURAGE[1] Service is a new service for Armed Forces personnel approaching discharge as well as for veterans. The service will help to recognise some of the early signs associated with mental health difficulties and will provide access to a number of interventions, therapeutic treatments for complex problems and psychological trauma and prevent the patient reaching crisis point. It will also help tackle some of the most common mental health and substance misuse problems such as alcoholism, anxiety and depression and join up services across the board, working with local authorities and charities so that the whole of a person's needs and their families are looked after.

h. For veterans: If individuals are experiencing mental health difficulties, these services can provide a range of treatment and support regardless of when they leave the Armed Forces. This includes recognising the early signs of mental health problems and providing access to early treatment and support, as well as therapeutic treatment for complex mental health difficulties and psychological trauma. Patients are also provided with help, where appropriate, with employment, reduction in alcohol consumption, housing and social support.

[1] https://www.nhs.uk/nhs-services/armed-forces-community/mental-health/veterans-reservists/

Access:

(1) Individuals must be resident in England

(2) Have served in UK Armed Forces for a full day

(3) Be registered with a GP practice in England or be willing to register with one

(4) Be able to provide military service number or other form of acceptable proof of eligibility

i. **NCHQ Operational Stress Team.** The NCHQ Operational Stress Team primarily provides TRiM training for the Royal Navy. In addition, the team can supply pre and post Deployment briefings and a wide range of general trauma advice. It also supplies support for Royal Navy families and witnesses attending HM Coroners Courts.

Contact Details:

Group Mailbox: NAVYNPS-PEOPLESPTOSMMAILBOX@mod.gov.uk

NAVY NPS-PEOPLE SPT Operational Stress Management (TRiM),
Room 140,
HMS TEMERAIRE,
Burnaby Road,
PORTSMOUTH,
PO1 2HB

Mil: 9380 28021
Civ: 02392 573021

ANNEX 34F

OSM STAGE 5 - IN-SERVICE SUPPORT

1. The In-Service Support stage of OSM underpins psychological resilience and the ability to retain individuals at combat readiness. In-Service Support refers to the period of time after the return from post-operational leave rather than the initial weeks following return from operations. The chain of command is responsible for In-Service Support that continues until the individual (whether regular or reserve) retires; it may therefore continue for decades. During their remaining service, there remains a military and moral imperative to protect the health of Naval personnel. Future service is likely to include further operational deployments and In-Service Support may therefore be concurrent with subsequent post-deployment decompression or normalisation.

2. Following the return of individuals from post operational leave, but no later than 12 weeks after the actual return from operations[1], COs are to ensure that personnel are interviewed by their Divisional Officer, Troop Commander or immediate superior. Commanding Officers (for formed units) and Career Managers (for IAs) are to ensure that where personnel are re-assigned within 12 weeks of returning from operations, a hot handover is conducted with the receiving unit to ensure the interview requirement is met. Guidelines and suggested topics for the post-deployment discussion are at Annex 34F Appendix 1 (Guidelines) and Annex 34F Appendix 2 (Topics). The fact that the discussion has been conducted is to be recorded on the OSM Record (Annex 34F Appendix 3).

3. In addition to the Regimental/Divisional Discussion, there is also a mandatory requirement[2] for FUs and IAs to receive a short Power Point presentation relating to Post Operational Stress Management (POSM). The POSM Brief should be given at the eight to 12 week point after returning from deployment. The brief should be delivered by a Mental Health Professional or a Trauma Risk Management (TRiM) Manager. In extremis, the brief can be delivered by a TRiM Practitioner. The brief can be obtained from the RN TRiM Team[3].

4. For groups which deploy regularly under a sustained roulement, careful Stage 3 management will be especially crucial to maintaining unit resilience for operations. Commanding Officers will need to determine how their unit's procedures are developed to achieve this intent. Funding from the Fleet Re-Balancing Lives[4] initiative may be made available, on request, to support units with any group-centred initiatives aimed specifically at those who deploy frequently to operational theatres.

5. Individuals who have experienced a traumatic event whilst deployed are at most risk of adjustment difficulty; it follows that these personnel, and those considered to be a longer-term risk, should be kept under strict line management review, further follow-up interviews and specialist advice being sought from medical staff as necessary. On referral for treatment, the medical pathway and system of medical categorisation will track those suffering from psychological ill health.

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[1] JSP 661, Sec 3, para 32.
[2] The requirement to give this brief is stipulated by the Surgeon General and endorsed by NCHQ
[3] The Presentation comes in a power point format and is accompanied by amplifying notes
[4] RNTM 01-029/17 Rebalancing Lives – RBL.

APPROVED TOOLS AND GUIDANCE APPLICABLE TO ALL OPERATIONS

6. Operational Mental Health Needs Evaluation. The Operational Mental Health Needs Evaluation (OMHNE) can be provided to units with the results analysed by the Academic Department of Military Mental Health (ADMMH) at King's College London. OMHNE is delivered by a secure web application for online surveys. It enables assessment of self-reported symptoms of common mental health (MH) disorders (e.g., anxiety, stress, sleep disorder), PTSD, exposure to potentially moral injurious experiences and burnout. The results can assess the general mental wellbeing of specific groups and cohorts and the factors that are having the greatest impact on their wellbeing (e.g., morale, MH stigma and help-seeking). Further details can be obtained through the sS POCs.

7. Recovery Readjustment & Reintegration Program (R3P). R3P is a leader-led structured programme of reflection and has two aims: to promote meaning-focussed coping and to encourage help-seeking. Meaning-focussed coping is achieved through structured discussion and reflection, helping personnel make sense of and find closure with operational and non-operational experiences. The programme also takes the opportunity to promote sources of support and methods of referral into them. It emphasises help-seeking for personnel who experience any degree of distress around issues they have experienced, or the subsequent discussion within R3P. This is not limited to traumatic experiences. R3P focusses instead on prolonged periods of pressure, including deployments at home or overseas. Further details can be obtained through the sS POCs.

APPENDIX 1 TO ANNEX 34F

THE CONDUCT OF THE REGIMENTAL/DIVISIONAL DISCUSSION

1. Aim of the Discussion

The purpose of the Post-Deployment Discussion is to identify and assist in the management of any issues arising from an individual's deployment on operations that, if left unresolved, could adversely affect their welfare, wellbeing and functionality. Appendix 2 to Annex 34F provides a suggested format for the discussion. The discussion also serves to:

a. Welcome the individual back and acknowledge their contribution to operations.

b. Gain information regarding their deployment and the nature of their work[1].

c. Ensure that the individual is aware of the post-deployment support mechanisms in place for them.

d. Ensure the individual knows of any new developments in their regular work environment to help their transition back into their core role.

e. Review and, where no concern arises, complete the OSM Record (Appendix 3).

f. You may wish, if appropriate to discuss their aspirations for their future in the Royal Navy.

2. Your Role as the Conducting Officer

You are there to provide an important link in the OSM Process[2]. Your background within the Armed Forces, your life experience and, where applicable, former knowledge of the individual will assist you to provide mentoring advice and signpost them to additional support should it be required.

3. Points to Note

It is important that:

a. The discussion is not to screen individuals, but is designed to encourage open and frank communication and discussion.

b. Whilst attendance at the discussion is mandatory, the sharing of personal information is not.

c. If on conclusion of the discussion, the individual has indicated that they are encountering some troubling episodes or if, in the course of the interview, they inform you of changes in their normal behaviour, you should encourage them to make contact with the medical services.

[1] Only relevant where the individual has been reassigned to a new unit prior to the discussion taking place or Conducting Officer did not deploy with the individual.
[2] Command can keep track of individuals requiring OSM stages to be completed via the Unit HR or EWO OBIEE Dashboards

4. Format for the Discussion

a. Stress the confidential nature of the discussion.. The Conducting Officer should reassure the individual that anything they say will be treated with sensitivity and discretion. Should the individual disclose information that gives rise to concern for their safety, or that of others then the Conducting Officer may need to break the confidence; should this be necessary the Conducting Officer is to explain the reasons before doing so.

b. Explain that the discussion is **not** a part of the performance appraisal process.

c. Discuss the nature of their deployment and ask if anything unexpected or stressful occurred. (Conducting Officers should exercise careful judgement and caution when considering whether to include, and in what detail they wish to discuss any potentially stress inducing activities nor the degree of risk and rigour experienced by the individual while on operations.) Point out that extreme or traumatic events experienced on deployment can lead to adverse, but entirely normal reactions. If an individual is encountering difficulties, reassure them that support is available and assist them in accessing the additional assistance that may be required. Sources of aid could come from the immediate chain of command, the unit TRiM Team, the Chaplain or Regimental/Ships Medical Officer. In addition, a number of other organisations, many with Service links, are able to offer independent support and advice (see Appendix 1 to Annex 34E).

d. Conduct the discussion as detailed at Appendix 2 to Annex 34F. The discussion should be conducted in such a way as to encourage an exchange of views. The discussion is structured to examine a number of distinct areas where normal functionality can be impaired as a result of exposure during a lengthy deployment. These are topics that you may wish to discuss, but they are not exhaustive:

Topic A: The Tour: How was their tour? Did they feel prepared for it? Were there any unexpected aspects? How did their family do whilst the Unit was on tour?

Topic B: Homecoming: How was your homecoming? Were there any difficulties or unexpected aspects about it?

Topic C: Adjustment at home/back to work: How is life at the moment? How is your wellbeing and health? How is the family? Any difficulties adjusting? Making plans for the future?

Topic D: Do they recall the OSM briefings that they have received pre and post deployment and are they aware of the amount of support that is currently available to them?

5. Discussion Records

Appendix 2 to Annex 34F is purely a guide to the conduct of the discussion. To encourage a free and frank discussion, the individual is to be given the Appendix on completion of the interview. They should retain the form so that they can refer to it from time to time. They may also wish to discuss with a partner, spouse or trusted friend to give their views on their responses to the topics. This will allow personnel to better gauge whether any behavioural changes have occurred in the weeks and months following the discussion. The only form that has to be retained by the chain of command in Appendix 3 to Annex 34F. They should be held centrally within the unit as part of the OSM audit trail and reflect the 4 stage entries on the JPA OSM which require completion[3].

[3] JSP 661, Chap 3, para 6.

APPENDIX 2 TO ANNEX 34F

THE REGIMENTAL/DIVISIONAL TOPIC DISCUSSION SHEET

(Return to UK/Barracks/Shoreside Duties)

(To be handed to the individual when complete)

Name:	
Discussion Date:	
Discussion Conducted by:	
Contact Tel Number:	

Topic	Home, Social and Work Life
A.	The Tour: How was their tour? Did they feel prepared for it? Were there any unexpected aspects? How did their family do whilst the Unit was on tour?
Comments	
B.	Homecoming: How was their homecoming? Were there any difficulties/unexpected aspects about it?
Comments	
C.	Adjustment at home/back to work: How is their life at the moment? How is their well-being and health? How is the family? Any difficulties adjusting? Making plans for the future?
Comments	
D.	Do they recall the OSM briefings that they have received pre & post deployment and are they aware of the amount of support that is currently available to them?
Comments	

(Continued Overleaf)

Notes:

1. Keep the completed Form safe and review it again in 3 and 6 months time. Look at the topics discussed and see if any of your responses have changed or altered.

2. When carrying out the comparison, it may be useful to do this accompanied by your spouse, partner or a trusted close friend. It may be that they are better placed to observe changes in you that you may have missed.

3. If at some future point you start to encounter difficulties related to your Deployment, contact a Unit TRiM Practitioner, the Welfare Dept or the Sick Bay and seek assistance.

Conducting Officer's Signature .....

APPENDIX 3 TO ANNEX 34F

RETAINED RECORD OF THE REGIMENTAL/DIVISIONAL DISCUSSION - FORMED UNITS AND INDIVIDUAL AUGMENTEES

(ALL DEPLOYED PERSONNEL OFFICIAL LIMITED STAFF WHEN COMPLETE)
(Form to be raised prior to an Operational Deployment by the RNPDTC or CoC on behalf of the individual)

Personal Details		
Name:	Rank:	Service Number:
Details of Operation		
Name of Op:	Start/Arrival Date[1]:	Completion/Departure Date[2]:
Unit:	Donor Unit[3]:	Receiving Unit[4]:
Duties held:	Details of in-theatre activity[5]:	
Confirmation Signature[6]: Name: Rank: Appointment: Date:		
Stage 2 - Deployment - Pre-Exit Brief/Decompression		
Pre-Exit Brief/Decompression Undertaken: Yes ☐ No[7] ☐	Location where conducted[8]:	Dates (from/to):
Confirmation Signature[9]: Name: Rank: Appointment: Date:		
Stage 3 - Post Deployment - Dismount/Recall/Normalisation		
Location:	Date(s)[10]:	Unit:
	Leave granted (dates):	
Confirmation Signature: Name: Rank: Appointment: Date:		

(Continued)

1 For maritime deployments, insert date of sailing from UK.
2 For maritime deployments, insert date of returning to UK.
3 If loaned or an augmentee from another unit.
4 If being re-assigned to another unit or returning to donor unit immediately on return from ops or on return from post-operational leave.
5 Summary of the operational environment and any potentially stress inducing activity undertaken/exposure to risk and rigour.
6 Divisional Officer/Troop Commander for Ratings/Other Ranks; immediate superior for Officers.
7 If "No" reason is to be stated.
8 Pre-Exit Brief/Decompression are an activity, targeted primarily at formed units and individuals who will undertake programmed Decompression (only if available) and specifically directed to by the Chain of Command. If Decompression conducted at sea on return passage to UK insert "On passage UK".
9 Immediate Superior or Officer/SNCO with assigned responsibility. Divisional Officer/Troop Commander for Ratings/Other Ranks; immediate superior for Officers.
10 Insert date of returning to Base Port/TAS/Home Base or period spent 'in barracks' if leave not granted immediately on return.

Stage 4 - In-Service Support - Return to Work - Interview		
Regimental/Divisional Discussion (to be conducted post leave after returning from deployment).	Date conducted:	Unit:
Confirmation Signature: Name: Rank: Appointment: Date:		
Stage 6 - Civilian Aftercare (if applicable)		
Notes (use additional paper where required)		

Notes:

1. Completion of this record (or the JPA OSM Account) is <u>mandatory</u> and is both the Chain of Command and the Individual's responsibility. It is to be raised locally for each operational deployment, and should be completed in full before a new record can be opened.

2. Hard copies are held within the parenting units or kept by the individual augmentee until the final Stage of the process is completed. A confirmation signature is obtained after each stage. Completed records are to be forwarded to the UPO for entry onto JPA.

3. Succeeding Divisional Officers/Troop Commanders are to review this record (hard copy or JPA) as part of the joining interview process to ensure continuity of divisional care and any other support which may be on-going or considered necessary.

ANNEX 34G

OSM STAGE 6 - AFTERCARE

1. At OSM Stage 6 (Aftercare) (i.e. discharge/retirement from the Service), formal responsibility for medical care passes from MOD to the National Health Service. Defence Medical Services are responsible for overseeing the transition to civilian mental health care of Service Personnel exiting whilst still receiving clinical treatment. Mental Health Social Workers in departments of community mental health will provide follow-up contact with such individuals for 12 months post discharge to ensure a smooth transition.

2. Any individual demobilised since Jan 03 are entitled to continue receiving mental health care from MOD under the terms of the Support for War Veterans[1]. The programme is open to all current or former members of the UK Armed Forces and Reserves who have been demobilized following deployment overseas and who believe that their service as a UK Armed Forces individual may have affected their mental health. Anyone who believes they are eligible should approach their GP who will refer them to the programme; in some cases individuals can approach the programme direct. If eligible, they will be offered support on a range of issues as highlighted on the website.

3. The Defence Business Services UK acts as a further point of contact to provide advice for serving military personnel, ex-service personnel and their dependants. The DBS UK will provide advice on Armed Forces Pensions Scheme and Armed Forces Compensation Scheme. These schemes provide compensation to personnel for illness that arises as a result of service prior to 6 Apr 05 and on/after 6 Apr 05 respectively. Outside the NHS, the charity Combat Stress provides specialist advice and in-patient and out-patient mental health care for veterans. See Appendix 1 to Annex 34E.

4. Op COURAGE[2] is a service for Armed Forces personnel approaching discharge as well as for veterans. The service will help to recognise some of the early signs associated with mental health difficulties and will provide access to a number of interventions, therapeutic treatments for complex problems and psychological trauma and prevent patient reaching crisis point. It will also help tackle some of the most common mental health and substance misuse problems such as alcoholism, anxiety and depression and join up services across the board, working with local authorities and charities so that the whole of a person's needs and their families are looked after. See Appendix 1 to Annex 34E.

[1] https://www.gov.uk/guidance/support-for-war-veterans#the-veterans-and-reserves-mental-health-programme
[2] https://www.nhs.uk/nhs-services/armed-forces-community/mental-health/veterans-reservists/

5. Following publication of Dr Murrison's report entitled 'Fighting Fit' in October 2010, as well as in-Service recommendations (improving mental health assessment at routine medicals, providing access to mental healthcare for 6 months after discharge, studying the efficacy of post operational screening for mental health conditions and an on-line support service), the following are under development for veterans:

a. **Veteran's Gateway Service.** We are the first point of contact for you and your loved ones. Contact us 24/7 for help across housing, mental wellbeing, finances and more.

b. **Veteran's 24 hour Support Line.** https://www.gov.uk/guidance/urgent-help-for-veterans

c. **Veteran's Outreach Service.** https://vosuk.org/

ANNEX 34H

TRAUMA RISK MANAGEMENT (TRiM)

Note. *Extract from the introduction to the project protocol for the (RN) controlled trial to determine the efficacy of TRiM:*

"Exposure to traumatic events can lead to the development of psychological distress, lowered morale and organisational difficulty (Hoge et al, 2002; Greenberg et al, 2003). It is utopian to believe that traumatic stress can ever be eliminated from any military organisation. Assuming that the Armed Forces continue their primary function of war fighting, then personnel will be exposed to trauma and stress. Some of those exposed will develop psychological distress as a result. Even if this can be reduced by training and so on, no one can argue that it could ever be eliminated. On the other hand we also know that whilst this cannot be prevented, it can be better managed".

1. Introduction

a. A certain degree of pressure and psychological stress is inseparable factor in military operations. Faced with these factors we all have the potential to respond in differing ways. In addition to what we are immediately facing, there could be other external issue that can hamper our ability to cope. It is therefore important to ensure that robust mechanisms are put in place to manage the adverse effects of excessive pressure and psychological stress. Such mechanisms can diminish the effects of stress and deter them from becoming a long-term threat to an individual's health and, ultimately, their ability to operate effectively. The 6 Stages of the Royal Navy's Operational Stress Management (OSM) Policy (incorporating TRiM within Stage 2 'Operational Support - see Annex 34C) provides such a mechanism.

b. Traumatic events[1] can have the potential to generate post-traumatic stress symptoms. The symptoms can include depressive episodes, anger, poor sleep patterns and risky driving. These conditions are not uncommon and, if left unchecked, can lead to poor functioning, difficulties with relationships, excessive drinking and discipline issues. In the most extreme cases, certain individuals can go on to suffer from full blown Post Traumatic Stress Disorder (PTSD). Research evidence has shown that delays in seeking help in dealing with trauma issues can often arise as a result of perceived stigma. There remains a wider stigma associated with mental health issues in both the general and service populations. This stigma can act as a barrier to individuals seeking appropriate help[2]. TRiM is designed to reduce the barriers and actively encourages sufferers to seek appropriate assistance.

[1] A traumatic event is any event that can be considered to be outside of an individual's experience and has the potential to cause physical, emotional or psychological harm.
[2] The Murrison Report (dated 21 Jul 10) made recommendations based on a number of propositions, one of which was that stigma deterred servicemen from engaging with conventional mental health provisions.

2. TRiM Delivery

TRiM is a proactive, peer group delivered, human resource management initiative for supporting individuals following exposure to traumatic events. The wider view of the TRiM protocol is detailed in the TRiM CONOPS at Appendix 1 to Annex 34H. There are three main work strands to the TRiM protocol which are:

a. **Education.** 'Pre-incident Awareness Training' with the primary emphasis being placed on operations. This is where the probability of a traumatic incident is more likely.

b. **Individual/Group Risk Assessment.** Following a traumatic incident, individual or group risk assessments to determine how much stress an individual has assimilated (the Risk Assessment process is amplified at Para 3 below).

c. **Mentoring.** Practitioners are required to provide mentoring support for individuals for a period of 6 months post incident. The TRiM Practitioner is trained to recognise the signs and symptoms of stress and give mentoring advice to individuals on coping strategies and how to better manage their issues. The request for mentoring support is generally instigated by the individual and the TRiM Practitioner will respond in an empathetic and supportive manner.

3. Risk Assessment

a. One of its primary tasks is the early identification of the signs and symptoms of stress. Having peers within a unit who have some skills in risk assessment potentially allows for an initial approach without fear of the stigma of medical/psychiatric referral. This is achieved by allowing individuals to talk through the issues surrounding an incident and by doing this, allow them to process their thoughts. This end state is achieved through the medium of the 'TRiM Risk Assessment. The two-fold aim of the Risk Assessment is as previously stated, to allow healthy processing of their thoughts and secondly; to assess how much stress the individual has assimilated as a result of the incident. Individuals are seen either as singletons or in small groups3. Under the guidance of TRiM Practitioner, the individual is encouraged to tell their story in a frank and honest way and discuss any attendant issues that may emanate. It is structured along the lines of what was happening '**Before**' the event, what was happening 'During' the event, what was happening '**After**' the event. This type of intervention is known as the BDA Model. It is not a treatment or a therapy; however the 'talking' or 'processing' element of the intervention has recognised therapeutic advantages[4]. People engaged with the process are seen on two occasions; the first occasion is three days after the incident and the second occasion is one month or 31 days after the incident. During the course of the two interviews or assessment, the Practitioner will check their progress against ten extremely well researched and evaluated trauma risk factors. This will assist the Practitioner in assessing current stress levels. If stress levels are high or if issues are not being resolved, the TRiM Practitioner may encourage the individual to engage with the Medical Services or some other appropriate agency.

[3] The TRiM Groups are never more than 8 people. Groups are always conducted by two TRiM Practitioners
[4] The TRiM Protocol is fully compliant with the National Institute for Health and Clinical Excellence (NICE) guidelines for the delivery of post trauma support, London 2005.

b. TRiM Teams are embedded within all units, squadrons and platforms of the Royal Navy. This policy ensures that in the aftermath of a traumatic event, the services of the Team are readily available to the chain of command. Additional support for units/platforms following a traumatic event is available from the NCHQ OSM Team.

c. All members of the Team are highly experienced TRiM Practitioners and can provide advice, on-site direction and practical support, post event. In working hours the NCHQ OSM Team may be contacted on Mil: 9380 28021 or Civ: 02392 573021, out of hours contact TRiM Duty Mobile on 07733 155884.

4. Training Courses

There are now a number of TRIM Training Courses at varying levels available for members of the Royal Navy. However, for the training to be effective and for the successful Practitioners to be credible, the protocol must be delivered by competent and well motivated personnel. The selection of potential TRiM Practitioners should be carried out using the prescribed selection criteria (see Appendix 2). Governed by CONOPS (see Appendix 1) and a strict 'TRiM Code of Practice' (see Appendix 3), TRiM complements existing support mechanisms[5] and aids the identification of those experiencing of post traumatic symptoms. The TRiM Protocol is a human resource initiative, however, the Project maintains and supports close links with the Naval Community Mental Health Services.

5. Stress and Resilience Training Policy

A Defence-wide Stress and Resilience Training Management (SRMT) policy[6] has been developed by Chief of Defence People[7] in consultation with the three services. The policy sets out the training requirements and it is organised at four distinct levels:

a. **Level One.** Level One training includes basic stress training for all personnel newly enlisted or who have recently joined the Armed Forces (for the Royal Navy this includes new entrants at HMS RALEIGH, CTCRM and BRNC Dartmouth). The training is aimed at ensuring that they recognise stress in themselves and others. The training puts emphasis on how to seek appropriate support should the need arise.

b. **Level Two.** Level Two training is required for those who manage others to ensure that they are able to recognise signs of pressure and stress in themselves and their subordinates (for the Royal Navy this includes leadership courses, Divisional Officers Courses, etc).

c. **Level Three.** Level Three trains those with responsibility for managing stress at an organisational level in order to maintain operational and/or business effectiveness (for the Royal Navy this may include CO and/or XO Desig Courses).

d. **Level Four.** Level Four training is targeted at non-medical personnel in posts with specific stress management responsibilities. The personnel that may require this training are those that require additional stress training to enable them to carry out their duties in their key post or to address specific risks (for the Royal Navy this will include TRiM training).

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[5] Positive leadership, divisional/troop and peer group support, welfare, medical and pastoral care.
[6] JSP 822: Defence Direction and Guidance for Training and Education – Defence Training and Leaflets - 1.12 Stress Management and Resilience Training.
[7] Service Personnel Support, Health and Well-being, part of Chief of Defence People, 6th Floor, MOD Main Building. This policy has been checked and is extant as at Nov 16.

6. Documentation

All incidents involving a TRiM Intervention are to be fully documented in a Royal Navy TRiM Incident Log Book. All the documentary requirements are clearly detailed in the log book and should be accurately followed. Once all TRiM activity relating to the incident has been completed, the TRiM Manager who initiated the documentation and supervised the TRiM Intervention should then return the completed paper work to the NCHQ OSM Cell.

7. Summary

The majority of Service Personnel who are exposed to traumatic events will not go on to develop long-term problems. However, we have a responsibility to meet our duty of care obligations and our legal requirements, as well as to develop a broader awareness of the issues of stress amongst the Royal Navy. TRiM has proved effective in identifying the small number people who may go on to develop problems in the future. Operational factors such as geographical isolation, logistical constraints, the wide dispersal of personnel (a particular issue for land forces) and limited psychological support mean that initial management strategies (trauma triage) can initially be carried out by trained unit TRiM Practitioners rather than external mental health professionals from outside the unit. Simply put, TRiM is a tool which helps recognise when somebody is not behaving normally and suggests to the affected individual the need to seek professional medical help. It is prima facie leadership; the use of TRiM assists in formalising a function of command relating to the care of individuals and allows it to be applied more routinely. The embedding of TRiM teams and the use of TRiM, in conjunction with the wider stages of OSM, enhances considerably the knowledge and understanding of stress management within the Royal Navy population. These factors taken together are, in turn, demonstrably improving leadership on both land and sea. The Commander of 12 Mechanised Brigade stated in his Op ‘HERRICK’ Post Operations Report that :

> *“The heavy emphasis placed by the Commander on TRiM prior to the start of the tour has undoubtedly paid off. This simple but effective method of managing the aftermath of traumatic events has meant that 12 Mech Bde units have been able to mitigate some of the harrowing effects of close quarter combat. This has undoubtedly kept soldiers in the front line. This process must now be endorsed as best practice in Defence”.*

APPENDIX 1 TO ANNEX 34H

TRiM CONOPS[1]

1. Introduction

As an executive tool, TRiM policy resides with the Operational Stress Management Cell within NCHQ. However, once a TRiM capability has been established within a unit, platform or establishment, the responsibility for maintaining, exercising and deploying TRiM rests with the Commanding Officer (CO). This Appendix aims to provide the CO with guidance to assist them in their task.

2. A Traumatic Incident

In the aftermath of a traumatic event a variety of emotional effects can be placed upon us. Some effects are quickly recognised and by virtue of our training and personality we are capable of dealing with them. However, some or more discrete and their effects are more discrete and their effects are harder to recognise and predict. As a result, they are more challenging to deal with and it may be appropriate to seek assistance from a TRiM Practitioner. For the purposes of these CONOPS A traumatic incident is defined as:

> *"Any event that can be considered to be outside an individual's usual experience and has the potential to cause physical, emotional or psychological harm."*

The keyword in this definition is "potential". Both during and after a traumatic incident everyone can react differently. When dealing with effected individuals, everyone will have differing needs and requirements. The TRiM should recognise this and plan its strategy accordingly. It is not a case of one size fits all.

3. Employment

As stated above, everyone will respond differently to a traumatic incident. Some may be severely traumatised whilst some may not be affected at all. However, a TRiM team should be employed as a precautionary measure in the aftermath of incidents similar to those listed below.

a. Sudden death.

b. Serious injury.

c. Disablement or disfigurement.

d. Multiple traumas.

e. Near miss (or near hit), defined as an uncontrolled event which fortunately did not physically injure the person but if it had then there was the potential for serious injury.

f. When survivors are encountering overwhelming distress (an example would be when engaged on disaster relief work or body handling duties).

g. Engagement with child enemy combatants.

[1] JSP 770: Tri-Service Operational and Non-Operational Welfare Policy - Chapter policy remains extant and retained from Version 11 of JSP 770 and provided as PDFs and a revised DIN: Chapter 2 – Trauma Risk Management (TRiM) Policy (PDF). This chapter and DIN will be integrated into the new JSP 661 Defence People Health and Wellbeing, when it comes into being.

4. Unit TRiM Teams

The TRiM team of trained personnel embedded within each unit/squadron/platform is trained to recognise the symptoms of stress and give advice to individuals on simple coping strategies and how to manage them. Non-deployable units are recommended to have around 5% of their personnel TRiM trained whilst deployable units are recommended to have 10% of their personnel TRiM trained, ideally this should be proportionate across the entire rank structure. The TRiM model is consistent with the aims of existing Stress Management Training (SMT) and conforms to the National Institute for Health and Clinical Excellence guidelines. TRiM also seeks to eradicate the stigma attached to stress and mental health by educating personnel to ensure that they:

a. Recognise that stress and trauma can affect even the toughest individual but that feelings and behavioural changes in the aftermath of traumatic events are neither. unusual nor unexpected and all can be effectively treated.

b. Can identify the signs of stress and strain within themselves and their shipmates.

c. Can be made aware of simple coping strategies that exist to manage stress, including the dangers of alcohol, substance abuse and poor sleep hygiene.

d. Know when to seek additional help and understand which agency can assist them.

5. TRiM Principles of Employment

TRiM is employed with the following principles, which are consistent with the objectives of military mental health provisions:

a. **Proximity.** Support should be provided at unit level wherever possible and with engagement at all levels of command. Individuals are not compelled to attend a TRiM Risk Assessment. However, there is an expectation that they will attend in order to support others who were involved in the same incident. The TRiM Team Leader will also be required to:

(1) Continue to engage with those who initially decline to attend a TRiM Risk Assessment.

(2) Notify the Chain of Command of any individual considered to be a serious risk to themselves or others. This reporting responsibility will be with the knowledge of the individual but does not require their consent[2].

b. **Immediacy.** TRiM assistance should be in place in the immediate aftermath of the event. Embedded Team Leaders should provide an immediate response to the incident in the form of advising the Chain of Command and the formulation of appropriate management plans. Formal individual or group risk assessments should not be initiated until at least three days have elapsed. Earlier intervention is likely to produce a markedly inaccurate Risk Assessment. On some occasions, external TRiM assistance may be required if the embedded Team personnel are encountering

[2] The requirement to carry out this reporting responsibility is clearly explained in the 'Introduction' phase of the Risk assessment.

difficulties due to the intensity of the events, the scale of the numbers involved and/or personal involvement[3].

[3] Embedded teams should provide an immediate response to a traumatic incident. On occasion, the scale of an event may overwhelm the TRiM team. In these circumstances the NCHQ OSM Cell can provide additional TRiM support. All members of the Team are highly experienced TRiM Practitioners and can provide advice, on-site direction and practical support, post event, if necessary and in conjunction with DCMH staff.

c. **Expectation.** Personnel should be made aware after the incident that they will resume their normal duties as soon as possible.

d. **Simplicity.** The programme is simple to teach and implement. It keeps ownership of the management of stress reactions at unit level, and commanders retain responsibility for the well-being of their personnel.

6. Planning the Intervention

TRiM affords commanders a number of bespoke options when dealing with the aftermath of a traumatic event. For minor incidents they may wish to employ a local defusing strategy amongst either individuals or groups. For major incidents, particularly if they involve death, the entire TRiM team may be required in addition to medical, pastoral and welfare services (where available). TRiM helps to assess the initial impact of traumatic stress and reassures the Command that vulnerable people are being identified promptly and signposted to receive specialist support at the earliest opportunity. Within three days of a traumatic incident, the team manager, or senior stress practitioner, should have sought permission to convene a planning meeting to determine the most appropriate stress management strategy. The following personnel should attend:

a. Senior management (XO or 2 i/c).

b. Senior Stress Practitioner (TRiM Team Leader).

c. G1/N1 representative (normally the Logs Officer at sea).

d. Someone with knowledge of the incident.

e. Someone with knowledge of the individuals involved.

f. Medical Officer or Senior Medical Rating.

g. Chaplain (if borne).

7. On Completion of Planning

At the conclusion of the planning phase, the following options are available to the Chain of Command and the Unit TRiM Manager:

a. **Do Nothing**. If the event is relatively minor and individuals appear to be taking the incident in their stride, a policy of ‘watchful waiting’ incorporating regular reviews may be sufficient.

b. **The Briefing Meeting.** An initial strategy to consider could be to conduct a ‘Briefing Meeting’. This can be used to give trauma related information to vulnerable people who are aware of the incident, but their involvement is more peripheral. The Briefing Meeting can involve the whole ship’s company and should be conducted within 48 hours of the incident.

c. **Individual/Group Risk Assessment**. Following an incident, assessments will be conducted at intervals of three days and one month (the one month interview takes place 28 days after the initial three day risk assessment. Both assessments will allow informed judgement so that early referral for treatment may be achieved.

d. **Mentoring.** The mentoring process allows individuals unrestricted access to a TRiM Practitioner. It gives them the opportunity to discuss and ventilate any issues in an empathetic and benign environment.

8. Stigma

There is a recognised reluctance amongst the wider male UK population to seek help in aftermath of a traumatic event. In the Armed Forces this can be exacerbated by a culture which emphasises robustness and resilience. Whilst these traits are admirable when engaged on operations, they can act as a barrier to seeking help at a later stage. TRiM Teams, by their awareness of the nature of reactions to traumatic events, are well placed to give support to these individuals. Within the Royal Navy as a whole, we are seeing less resistance to seeking emotional support. The TRiM Teams, the Chain of Command and the other Carer Agencies should continue to work collectively to reduce the corrosive effects of stigma.

9. TRiM for Injured Personnel

There are individuals who are injured or damaged in some way and are subsequently returned to the UK. Dependent on the nature and severity of their injuries, they may spend a short period at Queen Elizabeth's Hospital, Birmingham. After initial treatment they may be sent to their family home for a period of convalescence. These individuals, due to their rapid departure from the operational theatre, are unlikely to have engaged with the TRiM process. Due to this factor, we are unable assess how much stress they have assimilated, and as such, we are hampered in giving them adequate post-incident support. Faced with these and other issues, it is important that TRiM support is provided within two weeks of the injured individual arriving in the UK. The protocol covering these circumstances is contained in Appendix 2 to Annex 34H.

10. Documentation

All incidents involving the intervention of a TRiM Practitioner are to be fully documented by the TRiM Team Leader in a TRiM Incident Logbook (OFFICIAL SENSITIVE STAFF once in use). The logbook records details of the incident, those directly and indirectly involved, details of decisions made at the planning meeting and those in attendance, the names of individuals invited to be risk assessed (and those who decline assistance) and the risk assessment checklist scores and action taken. Team Leaders are to keep completed Incident Log Books for a period of 3 months from the date of the incident after which they are to be sent to NAY NPS-PEOPLE SPT OSM TRiM SO2 for inspection and archiving.

11. Reporting

There is a requirement to collate data on TRiM interventions. These are required to provide evidence to its efficacy, to meet requests for statistical information and to provide effective long term support our personnel. The area of JPA used for recording TRiM interventions is the individuals 'exposure to hazard'[4] tool detailed in the JPA Operational Tracking (OPLOC) section. The inputting of TRiM Interventions into the 'exposure to hazard' of JPA is the sole responsibility of the NCHQ OSM Cell. The source document for inputting the information is the submitted Royal Navy TRiM Incident Logbook. The entry will not contain any of the details of the event or elements of the TRiM discussion[5]. It will solely detail the specific TRiM Risk Assessment number plus the date of the assessment.

12. Benefits of Reporting

The primary beneficiary of this policy is the individual. It allows the chain of command to support them appropriately during and post service. It also gives an audit trail to demonstrate that, at some stage previously in their service life, they have actively engaged with the TRiM process[6]. To assist the individual further, on completion of the TRiM process, they will be issued with a unique 'JPA Hazard Number'. They should retain this number and refer to it if they ever need to deal with the Service medical services or other agencies.

13. Referral/Signposting

Depending upon the outcome of the risk assessment, a TRiM Practitioner, after consultation with his TRiM Team Manager, may consider an individual to be in need of additional professional support. Identified personnel should be encouraged to contact unit medical staff who may refer individuals for specialist mental health support. The following conditions are an indicator to the TRiM practitioner that further medical support is required:

a. Prolonged and profound psychological distress indicated by high scores in the risk assessment.

b. Acute distress.

c. When post-incident issues emanating from the event are having a marked effect on the individual's duties and/or social interaction.

14. Selection of the TRiM Team Leader and TRiM Practitioners

TRiM Practitioners are not aligned to specific posts within unit establishments. Any prospective TRiM Practitioner should be held in high regard by and hold the trust of their peers. They must be volunteers and have good life experience skills; ideally they should not have been involved in a traumatic incident or bereavement within the past year. The specific criteria for selection are at Appendix 2 to Annex 34H.

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[4] JPA provides a suitable functionality known as: 'Recording Exposure to Hazards' (abbreviated to 'E2H'). This was included in JPA release 8, activated in 2009. See Desk Instructions.
[5] The generic introduction given prior to conducting any TRiM Risk assessment has been amended to reflect that the assessment is now recorded on JPA.
[6] Personnel entered in on E2H are the individuals who, as a result of the Planning Meeting are invited to attend a risk assessment. If an individual subsequently declines to attend, this fact is also recorded on E2H.

15. Continuation Training

Due to skill fade, Annual Continuation Training will be conducted by the unit, ship or establishment TRiM Team Manager (or TRiM Team Leader) to ensure that the TRiM Team remains current with best practice. This training will be audited through FOST, or the NCHQ TRiM Team.

16. The TRiM Code of Conduct

All TRiM personnel are subject to a code of conduct which clearly defines how they conduct their working practices. A copy of the code is detailed at Appendix 3 to Annex 34H.

APPENDIX 2 TO ANNEX 34H

SELECTION OF TRiM TEAM LEADERS AND TRiM PRACTITIONERS

1. Introduction

Trauma Risk Management (TRiM) is a proactive, common sense strategy which aims to manage the effects on individuals of a potentially stressful incident. The management of the traumatic aspects of the incident is peer group delivered using trained TRiM Practitioners. The effectiveness of the intervention primarily rests on the shoulders of each practitioner and their approach to the task will greatly determine the success of the final outcome.

2. The TRiM Practitioners Course

The Course will give the potential practitioner the requisite skills to carry out the prescribed task. However, careful selection is required to ensure that the personnel nominated by the ship, squadron or establishment possess the essential core skills to carry out this exacting role. The aim of this appendix is to outline the methodology that should be followed during the selection process.

3. Selection Background

Generally, TRiM Practitioners are not aligned to specific appointments within their units. Personnel who attend TRiM training should be volunteers and should not have been involved in a traumatic incident or a significant bereavement within the previous year. The specific rank of the individual is not relevant, but in making their selection, the unit/establishment must be convinced that individual can deal with the nature of the work.

4. Selection Criteria

Volunteers should be capable of meeting the following criteria:

a. Capable of maintaining peer confidentiality.

b. Be mature and empathetic.

c. Be respected and trusted by colleagues.

d. Have good communications skills.

e. Be capable of learning about a psychosocial process.

f. Be capable of adhering to the TRiM Code of Conduct and working within established boundaries.

APPENDIX 3 TO ANNEX 34H

CODE OF PRACTICE RELATING TO TRiM PRACTITIONERS

1. Introduction

The Trauma Risk Management (TRiM) protocol is a Human Resource initiative. However, the Project maintains and supports close links with the medical services.

2. Code of Practice

a. TRiM interventions and risk assessments should only be carried out by practitioners who have undertaken an officially recognised TRiM Course and are in date.

b. All TRiM interventions should be conducted strictly in accordance with the protocols taught on the TRiM Course.

c. All TRiM Practitioners are to observe the following ethical statements:

(1) Maintain confidentiality unless indicated by law not to do so.

(2) Obtain informed consent.

(3) Avoid any re-traumatising actions to the greatest extent possible.

(4) Operate within personal levels of training, expertise, education and experience.

(5) Use the TRiM protocol in an empathetic, sensitive and respectful manner.

(6) Self monitor personal capacity to do ‘the work’.

(7) Do no harm.

(8) Promote human welfare.

(9) Be fair.

(10) Fulfil commitments to clients.

(11) Finally, take regular and ongoing actions to insure self-care and enhance the ability to deliver quality and professional services.

ANNEX 34I

TRiM EXPOSURE TO HAZARD REPORTING

1. Introduction

The Royal Navy has an enduring requirement for a robust audit process for personnel who have engaged with the TRiM Process. In accordance with the JSP 770[1], we record occasions when an individual has been 'Risk Assessed' by a TRiM Practitioner. This process allows the Royal Navy to meet its obligations for the provision of accountability and transparency. The recording process is fully explained to all personnel taking part in a TRiM Risk Assessment (RA). It is clearly covered in the 'Introduction' phase of the RA, specifically in the 'Confidentiality' paragraph.

2. Data Recording

The information is recorded in the 'Exposure to Hazard' (E2H) Section of JPA. Recording sensitive details on JPA may appear to run counter to the fact that a RA is a confidential process. Only NCHQ TRiM Team is responsible for the input of information relating to TRiM Incidents onto the JPA E2H. Under no circumstances should details of the incident or individual TRiM scores be recorded on JPA. Details of whether individuals were invited to be risk assessed and/or whether they declined assistance are to be recorded in the TRiM Incident Log Book, but only the offer of a TRiM intervention is to be recorded on JPA. This decision places heavy reliance on careful stewardship of TRiM Incident Log Books within units and commands, and a similarly robust mechanism is required for JPA administration.

3. Log Book

All TRiM interventions are to be fully documented in a TRiM Incident Log Book. The Log book is to record details of the incident and all personnel involved. It is to capture the details of decisions made at the planning meeting and a nominal record of those personnel who were in attendance. The names of individuals invited to be Risk Assessed, whether the offer was accepted or declined, and the subsequent risk assessment checklist scores and action(s) taken, must also be recorded. Once initiated, TRiM Log Books are not to be destroyed but must be retained and archived in accordance with standard operating procedures. When the incident is closed by the Unit[2], the completed Log Book should be forwarded to the NCHQ TRiM Team.

4. Documentation

Unit personnel who were invited to attend a Risk Assessment ('Decliners' are NOT) are entered onto the JPA E2H Database. Those entered into the system receive the following items:

a. **A TRiM Reference Card.** The card contains information[3] that may assist the individual in the medium and longer term future (perhaps at a time when they have left the Royal Navy).

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[1] JSP 770: Tri-Service Operational and Non-Operational Welfare Policy - Chapter policy remains extant and retained from Version 11 of JSP 770 and provided as PDFs and a revised DIN: Chapter 2 – Trauma Risk Management (TRiM) Policy (PDF) - This chapter and DIN will be integrated into the new JSP 661 Defence People Health and Wellbeing, when it comes into being.

[2] This normally occurs after the execution of the 1 or 3 month follow up Risk Assessment. If there are specific reasons for keeping the Log Book open, then this should be reported to the NCHQ TRiM Team. On completion, the log book should be returned to NCHQ TRiM team by the 6-month point.

[3] The TRiM Log Reference Number, Your TRiM JPA Reference Number, Your Name and Service Number, the TRiM Cell Contact Details.

5. Outcome

Whilst there is a requirement for the Royal Navy to retain records regarding the usage of the TRiM process, the primary beneficiary of E2H policy is the individual. Whilst in the Service or perhaps when they have returned to the civilian environment, an individual may encounter post-traumatic issues. They may require additional medical or mental health assistance. If they attempt to seek help from their GP or a mental health professional, they may have problems in clearly describing the circumstances of the events that are troubling them. The production of a 'TRiM Reference Card' will provide a conduit to enable GPs, mental health professionals, welfare staff or Government Agencies to clarify the Veteran's version of events. The discussion with the TRiM Team could also highlight other pertinent aspects of the incident.

6. Summary

The JPA E2H process will provide a robust audit trail to enable NCHQ to quickly validate the circumstances of a reported incident which has received a TRiM intervention. This in turn will enable our Royal Navy Veterans to be assisted and receive the appropriate support during and following their tenure in the Royal Navy.

ANNEX 34J

RFA TRAUMA RISK MANAGEMENT (TRiM)

1. Aim

The aim of this Annex is to establish the process for TRiM within the RFA and to detail the order of events to manage traumatic incidents involving RFA personnel.

2. Background

Operational stress and exposure to traumatic events is an unavoidable part of operations and can be considered an occupational hazard for all RFA personnel deployed on various and challenging operations worldwide.

3. Procedure

The TRiM structure and organisation onboard RFA ships is detailed in the flow charts below in points 4 and 5. The routine for the RFA is as follows:

a. The initiation meeting onboard for interventions is a Command function and is therefore lead by the XO as the TRiM Manager onboard. This is in alignment to the Tri-Service policy and doctrine.

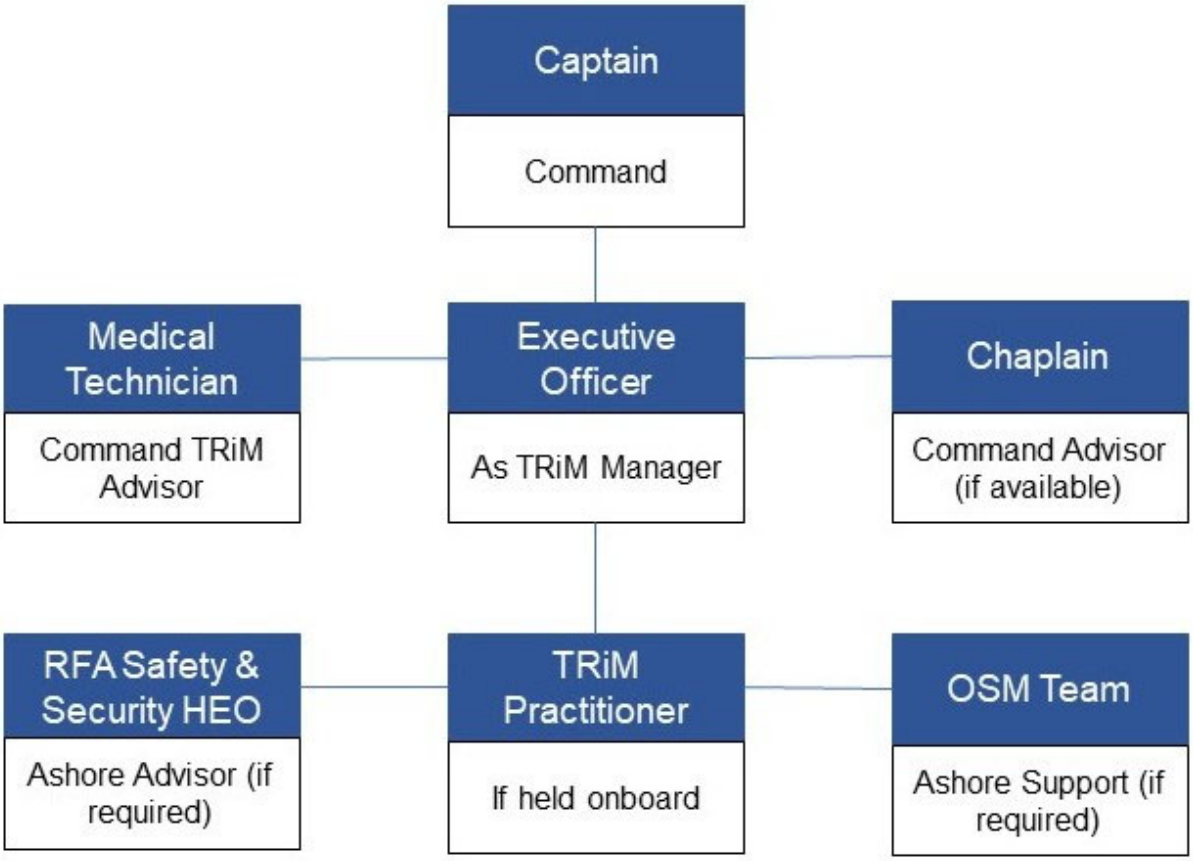
b. The TRiM Manager is to ensure that the policy requirements are met, onboard resources are assigned, and a response is co-ordinated. The TRiM Manager will be supported by the Commanding Officer and MedTech. It is recommended, but not essential, that all XOs attend the TRiM Manager course to be able to carry out their duties should an incident occur that requires a TRiM intervention.

c. Should a TRiM intervention be required it shall be first assessed whether this can be responded to with TRiM trained personnel onboard. If this is not achievable, then the RFA Safety & Security HEO NAVYPEOPLE-RFASafeSecure@mod.gov.uk is to be engaged with, supported by OSM/TRiM SO2 in HMS Temeraire.

d. Recording of the data (in accordance with Annex 34I, para 2) will be captured in Magellan having been issued the E2H number by the OSM/TRiM SO2. This number will enable the MEDTECH onboard to monitor those who join their respective units who may be in the middle of a TRiM process. It also allows the RFA Safety & Security HEO ashore to aid any follow up interventions while the individual is on EVL.

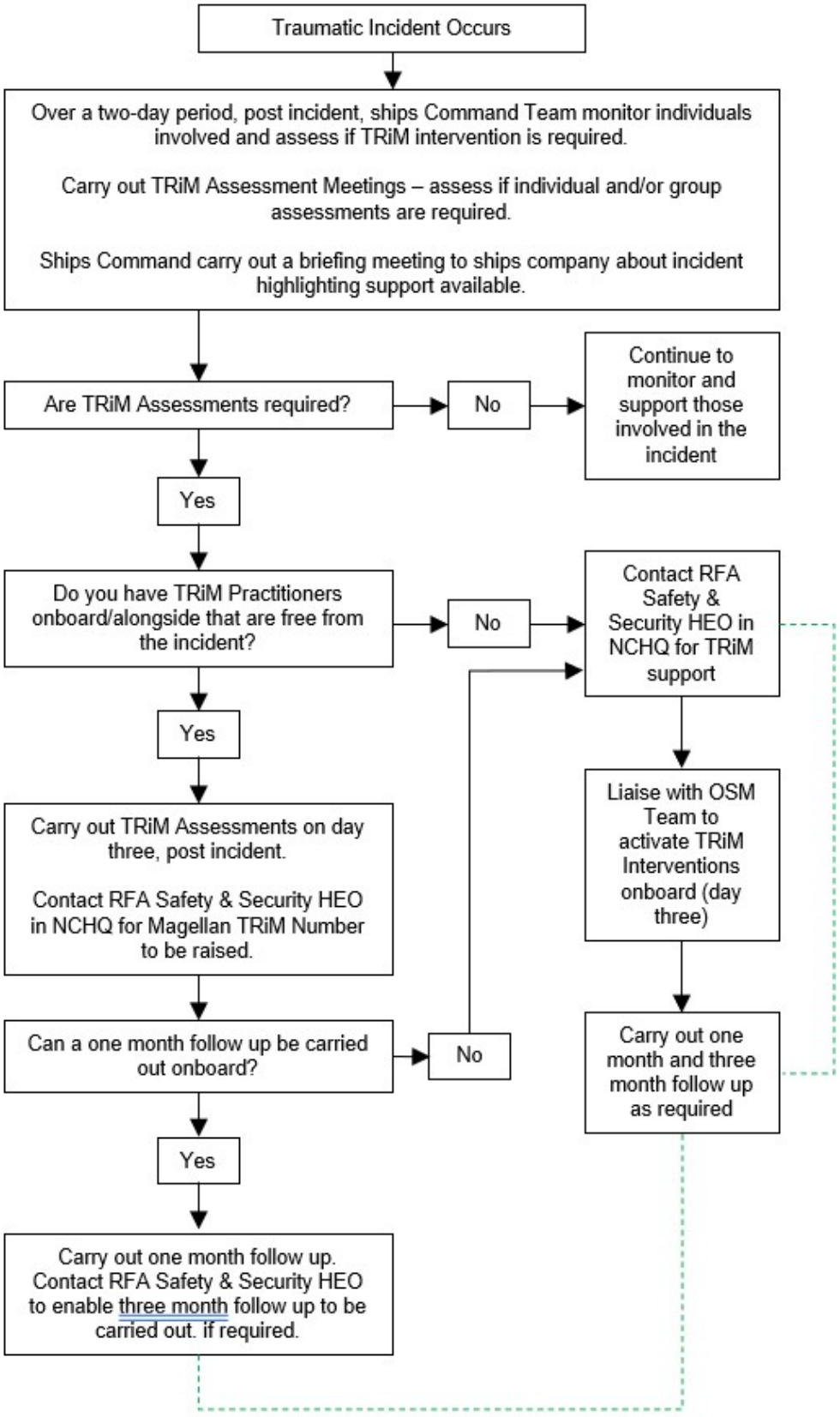
4. Onboard TRiM Management Team

Figure 34J-1 TRiM Management Team



5. Onboard TRiM Process Post Incident

Figure 34J-2. TRiM 'ACTIONS TO TAKE' FLOW CHART



Any time during this process the TRiM practitioner can signpost individual(s) to outside support if required.

CHAPTER 35

MATERNITY, PATERNITY AND ADOPTION - MANAGEMENT AND CARE OF PERSONNEL

(Sponsor: NAVY PEOPLE-PSP EMP WF SO2)

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CHAPTER 35

MATERNITY, PATERNITY AND ADOPTION - MANAGEMENT AND CARE OF PERSONNEL

3501. Introduction to Maternity, Paternity and Adoption

a. It is not possible to cover all aspects of pregnancy, parenting and related issues within this chapter. The aim is to highlight some of the key areas which the Commanding Officer (CO), Divisional Officer/Troop Commander/Line Manager (DO/Tp Cdr/LM) and Career Manager (CM) need to be aware of and it **must** be read in conjunction with JSP 760 Tri-Service Regulations for Leave and Other Types of Absence, Chapter 58 (Management of Career), JSP 661 (Health and Wellbeing) Chapters 2 and 5 . Line Managers should direct individual enquiries to the Parent Support and Information teams (PS&ITs) or UPO Maternity Desks, but are also welcome to seek further advice on policy from SO2 Women and Families Coherence NAVY PEOPLE-PSP EMP Pol SO2. For specific areas this guidance must be read in conjunction with the following:

(1) **Pregnancy.** JSP 760 Chapter 24.

(2) **Adoption.** JSP 760 Chapter 25.

(3) **Surrogacy.** JSP 760 Chapter 26.

(4) **Paternity.** JSP 760 Chapter 27.

(4) **Shared Parental Leave.** JSP 760 Chapter 28.

(5) **Parental Leave.** JSP 760 Chapter 29.

(6) **Assisted Conception and Fertility.** JSP 661 Chapter 2.

(7) **Breastfeeding.** JSP 661 Chapter 5

b. These policies are applicable to all eligible personnel.

c. The essential tenets of the Armed Forces' Maternity, Shared Parental, Paternity and Adoption policies are as follows:

(1) To provide supportive arrangements to enable SP to accommodate pregnancy, maternity and paternity absence within their Service careers. This includes prenatal and pre-adoption arrangements and, for those who choose to return to duty following pregnancy and maternity leave, additional provisions under the Armed Forces Occupational Maternity Scheme (AFOMS), Armed Forces Occupational Adoption Leave Scheme (AFOALS) and Armed Forces Occupational Shared Parental Leave (AFOSPL).

(2) That no SP will be treated less favourably because they are pregnant, absent on maternity, Shared Parental, Adoption or Paternity leave or for any other reason connected to a pregnancy.

(3) That the health and safety of the pregnant SP and unborn baby and, subsequently, the SP and newborn baby, are paramount and will be safeguarded in accordance with the law.

(4) That unless they volunteer otherwise, a SP who returns to work after a period of maternity leave will not be deployed on operations and exercises either overseas or in the UK for a period of at least six months following the birth[1], although they will be liable for the full range of remaining duties (compatible with any health and safety or medical grading restrictions).

(5) That upon pregnancy, a SP may choose to leave the Service prematurely on the grounds of pregnancy.

(6) That, from the end of week 25 of pregnancy, the SP must formally declare the pregnancy to the employer (using form Mat B1) in accordance with JSP 950 Part 1 Lft 6-7-7 - Joint Manual of Medical Fitness (Appendix 1 to Annex J – 5-J-A-1 to 5-J-A-13).

d. It is important that those dealing with a pregnant SP, parents embarking on Shared Parental Leave (ShPL) or Service personnel undergoing the adoption process, do so in a professional yet compassionate manner. Being treated in a positive manner will reinforce the individual's feeling of being a valued member of the Royal Navy and they are more likely to return to work on completion of their leave. Fundamental is the recognition and respect of a Service Person's legal right to take statutory maternity, paternity and adoption leave and some additional unpaid maternity leave, as well as their right to return to work after having a child.

e. Pregnancy and maternity are classified as Protected Characteristics under the Equality Act 2010 which means that it is unlawful to discriminate against, harass or victimise an individual or treat them unfavourably as the result of a pregnancy or a related illness, or because they are exercising, have exercised or are seeking to exercise their right to maternity leave.

f. Practical information and guidance for SP and line managers is available through regional Parenting Support and Information Team (PS&IT).

[1] This is increased to at least twelve months from the birth of the child for the Royal Navy (Para 3508.g sub para (1)).

3502. Maternity

To enable the DO/LM to offer guidance and counselling, an outline of the actions a SP should take to complete the Maternity Routine is given below:

a. **Confirmation and Declaration of Pregnancy.** The pregnancy must be confirmed by a unit Medical Centre. A Certificate of Pregnancy (FMed 790) will be issued once the SP is ready to declare their pregnancy and the Medical Centre will raise a signal changing the SP's Medical Category. (This will be a pregnancy specific MedCat but the Medical Centre may use an alternative non-specific MedCat if there is a need to keep the pregnancy confidential). The SP should then report to the Maternity Desk in the nearest shore-side UPO/Admin Office and advise that they have formally declared their pregnancy.

(1) If the SP does not wish the pregnancy to be disclosed, it is imperative that this right to privacy is respected and the pregnancy should not be discussed with anyone else without their consent.

(2) The right to privacy from declaration will cease from the end of week 25 of the pregnancy, in line with the detail at Para 3501 sub-para c(6), whereby the SP must be medically downgraded as Medically Non-Deployable (MND) with Medical Employment Standard E6.

b. **Sea Goers.**

(1) If a pregnancy is confirmed whilst at sea, the SP should be transferred ashore from the ship/submarine at the earliest operationally convenient opportunity. Pregnancy is not a medical emergency and does not require instant removal from the ship/submarine. Transferring a pregnant SP ashore is a Health and Safety precaution and aims to protect the individual and the unborn child from any possible risks caused by sea service; this action should be fully articulated to the individual by the DO/Tp Cdr. If the SP is serving in a submarine BRd 9902 Section 6 gives guidance.

(2) If the ship/submarine is alongside the SP may opt to remain on board; this is subject to a risk assessment being conducted and the SP accepting its results. Consideration is to be given to adjusting their role for the SP to remain in post. The DO should read JSP 375 Part 2 Vol 1 Ch 20, the MOD Health and Safety Handbook Guide for further information on Risk Assessments. See also sub para e below. SP can remain on board up to the end of the 25th week of pregnancy or until the individual feels that it is becoming too awkward to move around the ship/submarine. They must be transferred ashore, however, if the ship/submarine proceeds to sea at any point.

(3) A pregnant SP who is transferred ashore should report to their base port Career Management Cell (CMC) where they will complete a joining routine as part of the managed move from the ship. This will include making contact with the relevant Personnel Support Group (PSG) or Recovery Cell (RC) in accordance with Para 3508. The PSG or RC, in liaison with the CMC , will make arrangements for employment ashore or find suitable alternative employment. Alternatively, a pregnant SP may request a shore assignment which will be considered by the relevant desk in the same manner as any other application. If the request is approved, normal assignment action is to be completed by the ship/unit.

c. **Phase 1 Training.** Specific direction on the management of a pregnant SP during Phase 1 training is at Annex 35D.

d. **Health and Safety.** A Health and Safety Risk Assessment (RA) of a pregnant SP's work-place is a mandatory legal requirement. This RA is in addition to the generic assessment carried out for a place of work and is individual to the pregnant SP. The SP should complete Annex 35E requesting an assessment be conducted. It is the responsibility of the DO and departmental Health and Safety Officer to ensure that this is undertaken as per JSP 375 Part 2 Vol 1 Ch 20. A standard risk assessment form is to be used and the assessment must be carried out by a qualified risk assessor and be reviewed at regular intervals as the pregnancy progresses. If at sea, a risk assessment should be carried out to cover the period until the SP is transferred ashore. Once the outcome has been discussed, both the SP and the unit Health and Safety Officer should sign the form, the SP will annotate the form to acknowledge that they have understood its contents and had any risks explained. Copies of the risk assessment must be retained by the unit or building manager, the LM/Tp Cdr/DO and the SP. Irrespective of the nature of the current assignment, consideration must be given to adjusting the SP's to enable them to remain in post, should they wish to do so.

e. **Maternity Notice Form.** It is a legal requirement for a SP to inform their employer of a pregnancy and future work intentions by the 15th week before the baby is due. The SP has the option to leave the Service on pregnancy, or to return to work after a period of paid Ordinary Maternity Leave (OML) (up to 26 weeks), Additional Maternity Leave (AML) (26 weeks from the end of OML) and/or Parental Leave. SP should be encouraged to notify their employer of their intentions by completing one of the Maternity Notice Forms (which are available on JPA or by hard copy in the maternity office) as early as possible. Once completed, the Maternity Notice Form, together with the MAT B1 certificate if available, should be handed to the Maternity Writer. (The MAT B1 form will be issued by a midwife/GP no earlier than 20 weeks before the baby is due, but should be issued no later than week 25 of the pregnancy). UPO Maternity Desk staff will then raise a Confirmation of Entitlement letter which the SP will need to take to their DO/Tp Cdr/LM. The DO/Trp Cdr/LM will retain a copy of the letter for their records as required. A copy of the Maternity Notice Form, Mat B1, and the letter should be retained by the Maternity Desk and the PS&IT DO.

f. **Maternity Uniform.** Several Uniform Clothing Stores (UCS) now keep a stock of maternity uniform in the more common sizes but if it needs to be ordered, delivery times can vary from 2 to 12 weeks. Maternity uniform is to be ordered as soon as possible in the pregnancy and worn when normal uniform becomes uncomfortable. Maternity uniform can be ordered via the My Navy app. An FMed 790 (issued by Sickbay on confirmation of pregnancy) is required to collect maternity uniform. Alterations can be arranged through the clothing store. For further information see Para 3815.

g. **Accommodation.** The tri-Service Accommodation regulations are set out in JSP 464 Part 1. If a pregnant SP is single, or has an entitlement to Single Service Accommodation (SSA), they may either continue to occupy accommodation up until leaving the Service, or, if they are remaining in the Service, apply for Service Family Accommodation (SFA) into which they can move from three months prior to the expected date of childbirth.

h. **Medical Examinations.** A pregnant SP must have a medical examination prior to proceeding on maternity leave. They must also have a Return to Work Medical as soon as practicable on returning to work.

i. **Maternity Mortality.**

(1) A miscarriage occurs when the body terminates a pregnancy on its own before the pregnancy has carried to 24 weeks. A SP who has a miscarriage will not be entitled to maternity leave or pay, but normal sick leave provisions will apply.

(2) Stillbirth is when a pregnancy has carried to 24 weeks or more, but the baby dies before it is born. In such circumstances a SP will qualify for maternity leave and pay.

(3) Perinatal death occurs when a baby is born after 22 weeks gestation, who is alive for even an instant but dies within 7 days, the rules for a live birth will apply.

(4) Infant death can occur in babies aged 8 days – 1 year. This may have been expected, in the case of significant medical disabilities, or unexpected such as Sudden Infant Death sometimes known as “Cot Death”. If the baby dies in any of these circumstances during maternity leave, the rules for a live birth will apply. If this occurs after 1 year of age AFOMS entitlement is no longer applicable but other types of leave (i.e. sick leave and compassionate leave) should be offered to the SP.

(5) Ectopic pregnancy is most likely to be diagnosed before 12 weeks gestation. An ectopic pregnancy is where the baby has developed outside of the womb. This can be a life-threatening emergency for the SP requiring immediate surgery or medical management, ending the pregnancy.

j **AFOMS.** The following is a Summary of the Regulations for Babies born under AFOMS.

Table 35-1. Maternity Provision

Length of Service	Maternity Provision
All SP, regardless of length of service	Up to 52 weeks of maternity leave. This is made up of 26 weeks of OML and 26 weeks of AML. The first two weeks after the birth count as compulsory maternity leave and it is a legal requirement that SP must not work during this time. Annual Leave continues to accrue throughout the entire period of maternity leave , both paid and unpaid periods.
A SP with less than 26 weeks continuous service by the Qualifying Week (Note 1) (whether or not they intend to return to service) and who is still serving in the Qualifying Week.	Up to 52 weeks of maternity leave. This is made up of 26 weeks OML and 26 weeks AML. The SP will not be entitled to enhanced pay under the AFOMS during OML; nor will they be entitled to SMP (Note 2). However, depending on individual circumstances they may be entitled to other State benefits.
A SP with 26 weeks or more but less than a year's continuous service by the Qualifying Week and who is still serving into the Qualifying Week (whether or not they intend to return to Service following maternity leave).	Up to 52 weeks of maternity leave. This is made up of 26 weeks OML plus 26 weeks AML. During OML they will not be entitled to enhanced maternity pay under the AFOMS but may be eligible for SMP, which is payable during the 26 weeks of OML and first 13 weeks of AML.
A SP with a year's continuous service by the qualifying week, who is still serving into the qualifying week and who states their intention to return to duty following maternity leave for a minimum period of 12 months	Up to 52 weeks of maternity leave. This is made up of 26 weeks OML plus 26 weeks AML. During the 26 weeks OML they will be entitled to full normal pay and the first 13 weeks of AML will be paid at the standard rate of SMP. The remaining 13 weeks will be unpaid.
A SP with a year's continuous service by the qualifying week, who is still serving into the qualifying week and who chooses not to return to duty.	Up to 52 weeks of maternity leave. This is made up of 26 weeks OML plus 26 weeks AML. During the 26 weeks OML and the first 13 weeks of AML they will be entitled to receive the standard rate of SMP. The remaining 13 weeks of AML will be unpaid.

Notes:

1. *Qualifying Week: 15th week before the week in which the baby is due.*
2. *SMP: Statutory Maternity Pay.*

3503. Adoption

The Armed Forces are committed, wherever possible, to providing supportive arrangements for personnel adopting children. It is important to stress that this provision relates only to adoption placements organised through legally recognised adoption agencies and to children placed for adoption within Great Britain. It does not, for example, apply in a case where a step-parent adopts a child after marrying the biological parent or after forming a civil partnership. Adoption Leave is open to both male and female Service personnel, but only one parent is eligible for Adoption Leave/Adoption Pay. Both parents would be entitled to SPL as described at Para 3507.

a. **Adoption Notice.** It is in the interests of both the Service and the individual concerned to give as much notice as possible of the intention to take Ordinary Adoption Leave (OAL) or Additional Adoption Leave (AAL). In any event, a minimum of at least 28 days' notice should be given by Service personnel requesting OAL or, in the event of notification of placement being at shorter notice, as soon as is reasonably practical.

b. **Adoption Leave**. All qualifying SP are entitled to take up to 52 weeks of adoption leave as described in JSP 760 Chapter 25. A Primary Adopter (the one taking adoption leave) may apply for paid time off to attend up to five pre-adoption appointments and the other parent can apply for paid time off to attend up to two adoption appointments (using JPA Form R001) unless this is not possible for Service reasons (JSP 760 Chapter 25); this entitlement is applicable after the person adopting has been matched with a child. There is no entitlement to additional leave to attend appointments prior to being matched with a child, however, SP undergoing adoption application process may wish to consider formally approved flexible working arrangements to facilitate this process (see JSP 750 for further information).

c. **Accommodation.** Service personnel who are adopting are entitled to occupy SFA from the date of approval given for the need to establish a home, prior to any child being placed with the adoptive parent.

d. **Appraisal Reports.** See JSP 757 Pt 2 Vol, 1 Annex A Para 1(c) (OJAR) and Annex B Para 1(d) (SJAR).

3504. Surrogacy

Parents entering into surrogacy arrangements have the same rights as adoptive parents regarding maternity/paternity leave allowances. JSP 760 chapter 26 holds the policy on surrogacy in UK and overseas.

3505. Assisted Conception

It is recognised that the processes associated with assisted conception treatment may affect the functional capacity and deployability of SP. JSP 661 Chapter 2 provides policy and guidance to SP and line management regarding Assisted Conception. This includes guidance on the provision of geographical stability and leave to access treatment. SP undergoing assisted conception may require greater protection; individuals and line management should seek risk assessment and note that temporary medical employability limitations may be necessary. Further information can be found within JSP 950 Leaflet 6-7-7 Chap 5 Annex J and JSP 661 also provides guidance for Service Parents regarding arrangements for NHS Infertility Treatment where Armed Forces Compensation Scheme (AFCS) applies.

3506. Paternity Leave and Pay

a. As with Maternity Leave, there are other conditions which need to be met in order for a person to be entitled to Paternity Leave and the DO/LM must refer to JSP 760 Chapter 27 . Paternity Leave is still applicable in cases of adoption and Para 3503 gives further details.

b. **Ordinary Paternity Leave.** Two weeks Ordinary Paternity Leave (OPL) is a statutory entitlement and the entitlement applies when a person is:

(1) The biological non-primary carer of the child with the responsibility for the child's upbringing.

(2) Not the biological parent of the child but is married to or in a civil partnership with the other parent and has or will have (apart from any responsibility of the other parent) the main responsibility for the upbringing of the child.

(3) Not the biological parent of the child but who lives with the other parent and the child in an enduring family relationship and is not an immediate relative of the other parent and has or will have (apart from any responsibility of the other parent) the main responsibility for the upbringing of the child. An immediate relative includes a parent, grandparent, sibling, aunt or uncle and includes relationships of both full and half blood.

3507. Shared Parental Leave (SPL) and Shared Parental Pay (ShPP)

a. The DO/LM and CM need to be aware of the policy on for SPL and ShPP and must read JSP 760 Chap 28. The Armed Forces Occupational Shared Parental Leave Scheme (AFOSPLS) allows eligible parents to choose how to share the care of their child in the first year of the child's life or the first year after a child's placement for adoption. Eligible Service personnel can end their maternity or adoption leave early and, with their spouse, civil partner, partner or the other biological parent with responsibilities for the care of the child, opt to take SPL instead of Maternity Leave. SPL attracts ShPP which is payable at an enhanced rate (full daily rate of pay) or statutory rate, providing that both parents meet certain qualifying and eligibility criteria. The current statutory rate of ShPP can be obtained from the UPO Maternity Desk. The maximum SPL available is 50 weeks and the maximum ShPP available is 37 weeks.

b. A Service person can receive 26 weeks of full pay if they are pregnant or adopting or allowed to undertake SPL whilst on a Career Intermission (CI), in accordance with JSP 760, Chapters 24 and 25, but only if they agree to return to work on completion of their CI.

c. Anyone considering applying to take SPL should read the JSP 760 Chap 27 carefully and discuss their plans with their DO, their PS&IT Office and their Career Manager at the earliest opportunity, noting that individuals must give at least 15 weeks' notice before commencement of any SPL.

3508. Career Management

a. An individual is not required by law to inform their employer of their pregnancy until the 15th week before the baby is due. However, in an effort to assist both the individual and the Service in future planning, SP are strongly encouraged to inform their DO/Tp Cdr/LM and Career Manager/Adviser of pregnancy as early as possible. This will allow a realistic forecast of future assignment to be given to inform their decision making. In addition, it will ensure that the Royal Navy is able to fulfil its legal obligations under the Health and Safety at Work Act to both the SP and the unborn child.

b. It is important that the SP attend a meeting with their Career Manager (no later than 15 weeks prior to EWC). This will enable discussions over future employment which will enable them to secure housing, childcare setting and support network in the appropriate location. It is the responsibility of the DO/Tp Cdr/LM to ensure that this takes place. This interview is to include, but not be limited to, the following:

(1) Acknowledgement of their geographical and assignment preferences.

(2) Discussion of sea and/or operational service preferences and the impact that deferring this service may have on their career.

(3) Acknowledgement of proposed return to work date and likely career opportunities on their return to work. This may be particularly difficult given the timeframe of maternity, adoption or shared parental leave but the Career Manager should make every effort to ensure that the SP can begin to make childcare arrangements before the child arrives.

(4) If the other parent of the baby is also serving in the Armed Forces, they can apply for Dual Serving Parents (DSP) status[2]. Unless registered, both partners (if Royal Navy) will be liable for sea going service – see Para 5808 for more detail.

[2] DSP applies equally to dual serving parents who are married, in a civil partnership, long term established relationship, separated or divorced: the intent of the allowance is to recognise the child who has both parents, or people with legal responsibility for them, serving.

c. DO/LM must make individuals aware that all personnel are expected to continue to meet the full range of Service duties and commitments, including sea service or operational service if so liable and it is likely that, at some stage in their career, they will be required to serve away from home for a protracted period of time**.**

d. The SP will not ordinarily be re-assigned as a result of their pregnancy unless there are health and safety reasons which necessitate re-assignment, or the person requests re-assignment. Any SP who opt to return to work immediately after OML or OAL should return to their original post if possible and if they wish provided that, in doing so, their return does not have an adverse or disproportionate impact on normal assignment practices or operational effectiveness.

e. If a SP is returning after AML, AAL or SPL (see JSP 760 Chapters 24, 25 or 28), the Service will endeavour to meet their geographical and posting preferences in accordance with normal Service arrangements.

f. The appointment/assignment immediately following maternity and adoption leave requires careful thought and planning. Whilst the normal Service arrangements apply, and all Service personnel are expected to continue to meet the full range of Service duties and commitments, Career Managers must consider fully the impact on the new parent and their initial childcare arrangements. In cases where the new parent does not believe that their preferences for the first assignment on return from leave have been fully considered, they may request that a review of the Assignment Order be conducted by the SO1 CM for their specialisation.

g. The Royal Navy has a number of initiatives which might assist in providing support to all new parents in the early months of their return to work:

(1) Unless they volunteer otherwise, an individual who returns to work on completion of maternity leave will not be deployed or drafted to sea going service within 12 months of the birth of their child. Assigning authorities will also, exceptionally, consider applications for a further deferment/break of sea service of up to six months where appropriate shore employment is available. Within the 12 months, and for any future non-sea going assignments, Service personnel (including those who are DSP) will remain liable for the full range of duties including official augmentation[3] and 24-hour base duties. However, personnel who are the primary carers of children (i.e. DSP, PSTAT2), returning from maternity or adoption leave, regardless of gender, will not be augmented as part of a trawl for unofficial augmentation, such as exercises, for 18 months post birth/adoption. PSRs should detail the date of birth/adoption.

(2) Where both parents are serving in the Royal Navy , it may be possible, should they request it, for Career Managers to deconflict future sea/operational assignments. The Career Manager will also seek to deconflict across the Services if possible. Information regarding Dual-Serving Parents (DSP) policy can be found at Para 5808.

[3] An example of an official augmentation is Op Bridge.

(3) Service personnel, depending on their role, may be able to apply for Non-Standard Working Hours (Flexible Working Arrangements and Flexible Service); for further information see Chapter 36 and JSP 750.

(4) The Graduated Return to Work scheme (GRtW) uses an individual's current entitlement of Keeping in Touch (KIT) days and ALA to create a graduated return to the working environment. Individuals who have been on a continuous block of leave for 26 weeks or more may request the option of GRtW. Information on GRtW can be found at Para 3511.

(5) A Royal Navy Parent's Network (RNPN) has been established to offer support and guidance to parents and to allow parents to share experiences and information. The RNPN will not circumvent the responsibility of the Divisional system but aims to support it. Further information can be found through PS&ITs.

h. Any SP who, on completion of their leave, is unable to arrange adequate long-term childcare to allow them to carry out a duty or deploy, should consider their future within the Royal Navy .

3509. Care

It is imperative that the pregnant SP reports to the local Maternity Desk as early as possible. Once the Maternity Desk has begun the administration process, they are to direct the SP to the relevant PS&IT DO. This will be in the Personnel Support Group for those personnel assigned to MA4 DRAKE or NELSON or in the Recovery Cell for those assigned to MA4 NEPTUNE. For personnel who are assigned to RNAS Culdrose, Yeovilton or RAF Marham should wherever possible should remain under the care and management of the Divisional team within their parent Squadron or Unit until they depart on their parenting leave. During their parenting leave, they will be assigned to an MA4 margin. These are attached to the three major waterfront areas and SPs will be assigned to the relevant waterfront depending on their geographical location. It may be necessary to conduct a case conference between the service parent's LM/DO/Trp Cdr and the Parent Support and Information Team (PS&IT) DO, should a service parent be experiencing issues or concerns before they depart on leave . This must be done at the earliest opportunity but no later than Week 26 of the pregnancy or 15 weeks before the service parent departs on their SPL or Adoption leave. The following administrative actions will ensure that the SP receives the appropriate Divisional care.

a. **Divisional Care During Pregnancy.**

(1) The SP is to formally declare their pregnancy by Week 26 (or may do so at any point prior to this). The FMed 790 will be completed by the Medical Centre, which will also raise an appropriate medical downgrade signal (E6). The SP must advise the UPO Maternity Desk or PS&IT office that they have formally declared their pregnancy and will be issued a Maternity Pack.

(2) The Career Manager will take the necessary assignment action on receipt of the medical downgrade signal: if sea going, the SP will be assigned to an appropriate shore authority or, if already on shore, will not be reassigned (unless deemed necessary due to Health and Safety issues). The Career Manager must also inform the relevant PS&IT DO.

(3) The SP must submit their Maternity Notice Form (available either by downloading from JPA or by hard copy in the UPO) to the UPO Maternity Desk no later than Week 25. They must also submit their Mat B1 to the UPO Maternity Desk (issued by a midwife not earlier than Week 20) no later than Week 25.

(4) The Maternity Desk is to forward copies of all relevant paperwork to the JPAC and the relevant Career Manager. The Career Manager will take appropriate assignment action (MA4) and will send copies of the assignment order to the sending DO, PS&IT DO and the Maternity Desk. Assignment action should be completed no later than Week 27 of the SP's pregnancy in order that the relevant administration desks may have early visibility and provide support at the earliest opportunity.

(5) The sending DO for any SP who is proceeding on Maternity Leave is to contact the PS&IT DO and conduct a full hand over. The SP is to contact the PS&IT DO as soon as possible in order to build a rapport and have the opportunity to discuss any concerns and establish the necessary Keeping In Touch details applicable during their leave. For SP embarking on Maternity Leave they are to meet with the PS&IT DO initially no later than Week 27 of their pregnancy and again before proceeding on Maternity Leave. If the other parent of the baby is also serving in the Armed Forces they should also be signposted to their relevant CM to ensure that their DSP requirements are applied to their individual assignment restrictions on JPA.

(6) Appraisal Reports are to be raised in accordance with JSP 757 Pt 2 Vol 1, Annex A Para 1(c) (OJAR) and Annex B Para 1(d) (SJAR).

b. **Antenatal Care.** Pregnant Service personnel and Service personnel with a child through adoption or surrogacy should discuss provision of antenatal care with their DPHC Medical Centre. They are entitled to reasonable time off to keep appointments for antenatal care made on the recommendation of a registered medical practitioner, midwife or health visitor. This can include attendance at relaxation and parent-craft classes as well as medical examinations. If necessary, they can be asked to provide written proof of their appointment. Once the Medical Officer has confirmed the pregnancy, they will advise the pregnant SP to make contact with a midwife for antenatal care. This may mean that they will have to register as a 'Temporary Patient' at a local NHS GP surgery. The Service MO retains responsibility for all Service medical and Occupational health needs throughout pregnancy, and if the SP lives locally to the Waterfront or Air Station, they can continue to access support from a MO throughout their maternity leave. If the SP is not close to a Waterfront or Air Station during their leave, then they can continue to access support from their Temporary GP and they will generally fall back under Service MO for all their health care after their six-week post-natal check.

If the SP has the six-week post-natal check conducted by their NHS GP, they should ask their NHS GP for copies of their patient notes which should then be handed onto their DPHC Medical Centre. The pregnant SP must also ensure that they have a pre-maternity leave medical conducted at the Medical Centre prior to proceeding on maternity leave.

c. **Maternity Fitness.** Pregnant servicewomen are encouraged to continue physical training. Cardiovascular, strength and flexibility training are all encouraged. Pregnant servicewomen should seek medical advice. Policy and guidance on the extent and limitations of physical training during pregnancy is contained in JSP 661, Chapter 5.

d. During pregnancy and on Return to Work (RtW) women are at an increased risk of injury. However, physical training during and after pregnancy is encouraged by the NHS and is known to have multiple benefits for servicewomen, including cohesion within their peer group and a reduction in pregnancy-related complications. Physical training benefits mental health and wellbeing and will facilitate a faster return to occupational fitness after pregnancy. Due to an increased risk of musculoskeletal injury women must be provided with a suitable reconditioning programme prior to undertaking military fitness testing and arduous physical training. The RN has a number of Physical Training Instructors (PTIs) qualified in antenatal and postnatal fitness; these instructors have completed the Defence Pre and Post Natal Instructors Course. Pregnant and postnatal servicewomen are strongly advised to contact unit PT office or the RN School of Physical Training at HMS Temeraire for support and advice in maintaining fitness levels during pregnancy and for nutritional and physical wellbeing advice.

e. Information regarding Fitness Test exemption during pregnancy and maternity can be found at BRd 51 Physical Development Manual Ch 2 para 0219 sub-para c(3) and JSP 661 Ch5 Section 2.

f. **Divisional Care during Adoption or Shared Parental Leave.** The following administrative actions will ensure that Service personnel will receive the appropriate Divisional care;

(1) The sending DO for any SP who is proceeding on SPL or Adoption Leave is to contact the PS&IT DO and conduct a full hand over. The SP is to contact the PS&IT DO as soon as possible in order to build a rapport and have the opportunity to discuss any concerns and establish the necessary Keeping In Touch details applicable during their leave. If married to, or in partnership with another SP, the SP should also be signposted to their relevant CM to ensure that their DSP requirements are applied to their individual assignment restrictions on JPA.

(2) Appraisal Reports are to be raised in accordance with JSP 757 Pt 2 Vol 1, Annex A Para 1(c) (OJAR) and Annex B Para 1(d) (SJAR).

(3) The PS&IT DO is to ensure that regular contact with the SP is maintained in order that relevant information (e.g. DINs, RNTMs and briefings) is made available, and issues and concerns are raised early. The sending DO is also encouraged to maintain personal contact with the SP to ensure that they are kept abreast of changes in working practices, included in social gatherings etc. This relationship should be maintained until they return to work or until their next assignment is confirmed.

(4) The PS&IT DO will contact the SP when any Assignment Order is received, ensuring that any additional leave that has been requested is correctly appended and that they are aware of their future assignment or area of employment.

(5) The PS&IT DO is to contact the new employer once the Assignment Order is received to commence a handover with the new DO.

(6) The new DO should contact the SP and (if possible) arrange a meeting to discuss their new role and any concerns that they may have. They may use a KIT Day (see Para 3510) for such purposes.

(7) The new DO should send a formal Joining Letter to the SP confirming their discussion and any induction training and other training requirements.

g. **Parental Coaching and Mentoring.** For those in Base Port areas and Air Stations, a programme of sessions is available for both ante and post-natal SP and Service parents who are on Adoption Leave and SPL. The aim of the programme is to improve the retention of post-natal and post-adoption Service personnel, by offering support and a sense of empowerment about becoming a parent and returning to work. PS&IT Office is to provide information on local sessions to SP under their care and when SP formally declare their pregnancy.

3510. Keeping in Touch (KIT) Days

Under AFOMS and AFOALS, Service personnel may use up to 10 KIT days during their maternity or adoption leave, and a further 20 days during SPL to enable them to return to duty without bringing their leave to an end. These can be used for many reasons, such as to meet with their Career Manager, participate in sport or to meet with their future line manager.

a. KIT days are optional, will not bring an individual's leave to an end and must be agreed with their line management.

b. KIT days must be taken before the Return to Work date (or before any annual leave commences).

c. KIT days cannot be taken during the first two weeks of OML.

d. KIT days can only be taken during the leave period to which they apply. The 10 KIT days can be used during OML, AML, OAL and AAL but cannot be used during SPL, a further 20 KIT days are available for each parent during SPL.

e. KIT days can be used during OML, AML, OAL, AAL and SPL and will be paid at the SP's daily rate of pay (minus the daily drawing rate of the Statutory Maternity Pay), unless they are already receiving full pay. If taken whilst on unpaid AML, AAL or SPL they will be paid at the normal daily rate of pay and will be reckonable for pension purposes. Duty travel can be claimed.

f. Should the SP wish to use KIT days for the purpose of a Graduated Return to Work (GRtW), they should engage with their Career Manager and the PS&IT DO at the earliest opportunity, in order that all leave entitlement and KIT days are used appropriately.

g. KIT days should be claimed using JPA Form R003.

3511. Return to Work Administration

The following administrative routine should be followed to enable the Serviceperson to return to work at the time of their choosing, with all pay and allowances awarded correctly.

a. Eleven weeks before returning to work, the SP will receive a Return to Work letter from the Maternity Desk which articulates their exact return to work date. They must respond to this letter within 28 days which provides ample time to overcome any issues (should their dates be incorrect) and enable them to apply for any additional leave within the current 56 days' notice period.

b. In order to ensure that the relevant pay and allowances are correctly paid, a copy of the Birth Certificate or Adoption Certificate must be forwarded to the Maternity desk as soon as possible after the birth or adoption.

c. Once an Assignment Order is received, the PS&IT DO will contact the SP keeping them informed and will also forward a copy of the Assignment Order to their contact address.

d. The SP must ensure that their PSTAT category is correct. Should this need to be changed or amended, Form JPA N001 should be submitted to the Maternity Desk.

e. JPA is to be populated with details of the dependent children of Service parents. In order to ensure that this is correctly achieved, JPA N005 should be submitted by parents to the Maternity Desk.

f. SP returning from Maternity leave must have a Return to Work medical as soon as possible after returning to work. SP should report to the PT staff to discuss a conditioning programme in preparation for their RN PES.

3512. Graduated Return to Work

The GRtW scheme uses an individual's current entitlement of KIT days and/or ALA to create a graduated return to the working environment, the leave entitlement is taken between one and three days per week in order to achieve the gradual re-introduction to the work-place within 12 weeks of the return to work date. Either parent who has been on a continuous block of leave for 26 weeks or more may request the option of GRtW. An individual considering GRtW should discuss their intention with their CM before they proceed on leave or at least 15 weeks before they would wish to start their proposed GRtW. This should be tailored to suit the needs of both the individual and the Service, and a graduated return will not always be possible. Once the pattern has been agreed, any variation or cancellation must also be agreed between the individual and their CM.

3513. Breastfeeding and Wellness Rooms

a. Defence Breastfeeding Policy[4] outlies that all breastfeeding and pregnant Service Personnel and Civil Servants working on MoD establishments must be provided with a suitable, safe, and private place to rest, express and store milk. The policy supports our commitment to create an inclusive environment for our diverse workforce.

b. Most RN establishments have a dedicated Breastfeeding and Wellness Room in a central location, available for site visitors and personnel working nearby. A dedicated Breastfeeding and Wellness room may not be possible in all locations, but a room that is suitable for the purpose must be identified and made available to breastfeeding personnel when they require it. Where appropriate breastfeeding facilities do not exist, Commands should seek support and advice from the Parent Support and Information Team.

c. **Establishing a breastfeeding facility at a place of work.** Servicewomen returning to work following maternity leave, who intend to breastfeed when they return[5], should contact the PS&IT, no later than 8 weeks prior to returning to work to outline their intent to do so. They must notify the PS&IT of the date they will return to work and the location of their place of work (establishment / building / office). The PS&IT will liaise directly with the Servicewoman's Chain of Command to outline the intent and discuss facilities available. Where no appropriate facilities exist within close proximity[6] of the Servicewoman's ordinary place of work, the Command will be responsible for creating such a facility, with support and advice from the PS&IT. Where possible, the PS&IT will visit any new breastfeeding facilities at least 2 weeks prior to the Servicewoman returning to work; the Command will be responsible for undertaking any remedial action advised by the PS&IT prior to the Servicewoman returning to work. Where established breastfeeding facilities already exist in close proximity of the Servicewoman's place of work, a visit by the PS&IT will not be necessary. The flow diagram at Annex 35F outlines the key stages of this process and provides guidance for establishing appropriate breastfeeding facilities at work.

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[4] JSP 661 Health and Wellbeing, Chapter 5, Section 5 – Breastfeeding.
[5] Supporting breastfeeding in the workplace does not necessarily mean bringing a baby or child into the workplace to breastfeed them. The term breastfeeding also refers to 'indirect breastfeeding' (the process of expressing breastmilk into a storage container) and 'Pump and Dump' (the process of pumping milk, but then disposing of it, for various reasons, including, keeping breastmilk supply going and preventing breastfeeding complications from developing).
[6] Close proximity means a reasonable distance for the Servicewoman to walk. Ideally, a facility should be available within the building they work or a nearby building.

d. **Breastfeeding Plan and Risk Assessments.** An individualised Breastfeeding Plan[7] should be used to detail plans for breastfeeding provisions and associated breastfeeding breaks. Consideration should be given to how the service person and Line Manager plan for any periods of separation. This should be reviewed every three months or when any changes are required. Ideally, this should be completed at a pre-Return to Work (RtW) interview, but if this is not possible this should be completed on the first day of work. The number and length of breaks required to express milk will vary, with anything from 1-4 breaks. An average break may take between 15 to 60 minutes. Expressing breast milk varies greatly so flexibility should be required from both the service person and their Line Manager to meet personal and employment factors. Failure to abide to an agreed breastfeeding plan may result in medical complications.

e. Line Managers are responsible for assessing the risks to the health and safety of personnel at work, including that of Service Personnel who are breastfeeding. Detailed guidance for LMs/COs on health and safety matters relevant to new and expectant mothers is set out in JSP 375, Vol 1, Chapter 20. MOD Form 5010 (MOD Risk Assessment Form) is to be completed for each assessment. This must be completed by the Line Manager and service person and reviewed every three months, or with any change in job role.

f. There are significant benefits to the service person, their child(ren) and the RN in enabling breastfeeding at work. Commands and Unit Health and Wellbeing Committees should promote and champion a breastfeeding friendly workplace. Further information and support is available through the Defence Breastfeeding Network; they can be located on the following platforms;

(1) Defence Connect: Defence Breastfeeding Network.

(2) Facebook: Defence Breastfeeding Network

3514. Parental Leave

The aim of Parental Leave is to allow Service personnel unpaid leave to care for a child by, for example, spending more time with the child during the early years, to settle a child into new child-care arrangements or to accompany a child during a stay in hospital. This guidance must be read in conjunction with JSP 760 Chapter 28.

a. Parental Leave allows each parent of each child, either natural or adopted, to take 18 weeks unpaid leave up to the child's 18th birthday. Leave is to be taken in periods of no less than one week and a maximum of four weeks can be taken in one year.

b. Time spent on Parental Leave does not count towards seniority, pension or completion of a commission or an engagement. Parental Leave is unpaid and un-reckonable for pension purposes.

c. A request for Parental Leave must be submitted, in writing, at least 21 days before the leave is required.

[7] JSP 661 Health and Wellbeing, Chapter 5, Section 5, Annex A.

3515. Child-Care

It is the responsibility of Service parents to ensure that adequate child-care arrangements are in place before the parent returns to work. In general, throughout main Base Ports, Air Stations and in the London area there is a high demand for places in nurseries, child minders and nannies that can lead to long waiting lists. Parents should therefore be encouraged to start investigating options/making preliminary arrangements for child-care as early as possible and not wait until after the child is born. Regardless of individual circumstances, it is a personal responsibility to ensure adequate long term child-care arrangement are in place to undertake the full range of service commitments; Royal Navy Family and People Support (RN FPS) and the Naval Family Federation (NFF) can offer advice if required. Where SP are unable to arrange adequate child-care, such that it adversely affects their ability to meet Service commitments, they may be required to consider their future in the Service. The DO/Tp Cdr/LM should also encourage Service personnel to consider the longer-term career plan at this stage; this can be carried out in conjunction with the CMC/Career Manager. Service personnel should be made aware of the Tax Free Child Care Scheme (information available on Government Websites) and also Wrap Around Childcare scheme (when eligible). Information on local childcare provision and Wrap Around Childcare Scheme, can be sourced from RN FPS Information Officers and also Naval Family Federation (NFF).

3516. Temporary Child-Care Issues - Exemption from Overnight/Out of Hours Duties

a. Whilst it is the responsibility of the Service parent to ensure adequate child-care arrangements are in place, the RN recognises that at times, establishing a new childcare provision, or reacting to events that may impact on existing childcare provision may require a period of time to enable alternative provision to be put in place. Service parents may, on occasion, face particular challenges in conducting overnight/out of hours duties[8] in particular. These scenarios include, but are not limited to;

(1) Where the Service parent is a single parent, and the parent needs to establish provision to cover childcare out of usual daytime hours. This may include new parents and/or parents that have recently moved Base Port area away from previously established support.

(2) Where the Service parent has recently separated from the other parent or caregiver, in circumstances where there is safeguarding concern, e.g. domestic abuse, alcohol and/or drug dependency and time is needed to establish alternative provision.

(3) Where there is long term illness affecting the other parent or established caregiver that would ordinarily provide child-care.

(4) Where there has been bereavement of the other parent or established caregiver that would ordinarily provide child-care

[8] Out of hours duties may include attending events or meetings outside normal working hours.

b. In these circumstances, the CO may exceptionally agree that the Service person should be exempt from keeping overnight/out of hours duties; this exemption may be in place for up to 6 months, but may be extended at the COs discretion. This period of exemption is intended to provide a period of stability for the family and to allow sufficient time to make arrangements for alternative overnight child-care when the exemption terminates. All scenarios must be considered on a case-by-case basis and advice should also be taken from RN FPS.

ANNEX 35A

CARE OF PREGNANT SERVICE PERSONNEL AT WORK

1. Introduction.

Pregnancy is not an illness and many individuals will enjoy the experience without suffering any major problems. However, the DO/Tp Cdr/LM should be aware that some people will experience changes to their physical well-being which may affect their ability to work, even if it is only increasing tiredness. Service personnel are usually keen to ensure that they continue to work a normal daily routine and do not want to be treated differently from their colleagues. Good communication between the Service person (SP) and their DO/Tp Cdr/LM will ensure that this can be achieved. Work flexibility, individual risk assessments and the provision of suitable facilities are essential elements in protecting the health, safety and welfare of the pregnant SP and the unborn baby. Should a DO/Tp Cdr/LM have any concerns about the health and welfare of a pregnant SP, they are to seek the direction and guidance of the Medical Staff.

2. Physical Changes.

Some physical changes that a pregnant SP may experience and the effects are given in the table below:

Physical Change	Possible Effects	Solutions
'Morning Sickness' - can occur at any time of the day. Common in the early stages of pregnancy but can last throughout the pregnancy.	Feeling nauseous through to extreme vomiting that requires medical attention.	Access to fresh air. Adjustment to working hours. Ability to have a rest.
Extreme Tiredness - the body is working very hard.	Risk of falling asleep while working or travelling. Lack of energy.	Regular Breaks. Access to fresh air. Adjusting working hours. If possible, find somewhere for individual to rest during lunch break.
Hormonal Changes.	Joints and Ligaments loosen and become easier to strain and pull. More susceptible to stress and anxiety. Mood swings.	Avoid lifting and stretching. Adjustment to duties to avoid stressful situations. Understanding and support from DO/LM.
Circulation system has to work harder.	Varicose veins, haemorrhoids, swollen ankles and cramp.	Ability to put feet up. Regular breaks. Exercise to feet and legs.
Increased blood flow.	Dizziness.	Plenty of fluids. Access to a seat and fresh air.
High Blood Pressure.	Can be very dangerous in the latter stages of the pregnancy (Pre-Eclampsia).	It may be necessary for the individuals to take time off work and have total bed rest for a while. Work situations that are stressful and may increase blood pressure should be avoided if possible.

(Continued)

Physical Change	Possible Effects	Solutions
Low Blood Pressure.	Dizziness and tiredness.	As above. Regular snacks to maintain blood sugar levels. Access to a rest area.
Increase in body fluids.	Swollen ankles and wrists. Painful wrists (Carpel Tunnel Syndrome).	Access to a seat. Plenty of fluids. Regular Breaks. Individual may have to wear alternative footwear.
Weight distribution and changes to the centre of gravity.	Danger of losing balance and falling. Difficulty moving around. Backache.	Avoiding stairs, ladders and working from heights. Access to a comfortable seat – cushions and back rests.
Expanding uterus puts pressure on the bladder.	Discomfort. Bladder infections. Need to go to the toilet often.	Ensure work space has access to a toilet. Ensure working patterns allows regular breaks to go to the toilet.
Metabolic rate increases.	Overheating/heat stress. Fainting.	Plenty of fluids. Avoid temperature extremes.

ANNEX 35B

SOURCES OF SUPPORT APPLICABLE TO MATERNITY, SHARED PARENTAL, ADOPTION AND PATERNITY LEAVE

1. The Royal Navy is fully committed to providing, wherever possible, supportive arrangements to accommodate pregnancy and maternity leave, Shared Parental Leave, Adoption Leave and Paternity Leave, within a Service Person's (SP) career. All the sources of support listed below will be able to offer either advice or counselling to relevant SP. If an individual wishes to seek further help, then the DO/Tp Cdr/LM should offer the following as possible sources of assistance.

2. Divisional System

a. It is quite likely that a pregnant individual will seek advice from their DO/Tp Cdr/LM and it is therefore necessary for them to have an understanding of the issues involved, including the routine a SP must follow once they have announced the pregnancy. A DO/Tp Cdr/LM must also ensure that they are fully aware of the legal rights of both a pregnant SP and serving parents to ensure that they do not suffer any form of discrimination. Individuals should feel confident in approaching their DO/Tp Cdr/LM whenever the need arises; refer to Para 2121 for further guidance on counselling. If a DO/Tp Cdr/LM is approached by a SP for help and advice yet feels unable to provide adequate counselling in certain sensitive areas, advice should be sought from e.g. chaplains, RNFPS or medical staff.

b. The DO/Tp Cdr/LM should provide all the necessary support and direction and guidance to ensure that the SP is appropriately signposted for relevant information. Information can be found through the PS&ITs and also through RNFPS (which may also signpost to appropriate external authorities in cases of Adoption). The DO/Tp Cdr/LM should always reiterate to the service person that SPL, Adoption Leave and also Paternity Leave are subject to recall (although recalling a SP from SPL, Adoption Leave and Paternity Leave would only be considered in an operational pinch-point or need of the Service which would be supported through the chain of Command), as the impact on the family unit and the adverse effect on any child-care provision is fully appreciated.

3. Defence Medical Services (DMS), Defence Primary Health Care (DPHC) and Civilian Medical Services

SP will be advised to register with a NHS GP in the area in which they plan to give birth, to register for ante-natal care. This will mean registering as a temporary patient. Midwives are often linked to local NHS GP Surgeries but sometimes work as part of a specialised team in Community Health Centres. If the SP is concerned at any time about the care and treatment they are receiving, they should contact their DPHC Medical Centre. It is essential that a SP maintains good communications with both their civilian and Service healthcare professionals and should be aware of the importance of attending all medical appointments, ensuring their Maternity notes are taken to all appointments (either paper or electronic). This ensures that the SP is provided with appropriate ante-natal care and linked with a local Health Visitor. Due to the administration processes undertaken by NHS GPs and DPHC Medical Centres, SPs who register as temporary patients can occasionally find that they have been erroneously discharged or unregistered as a patient.

This can be for a number of reasons, such as DPHC medical centres having to update the SPs military medical records, or the NHS GP surgery identifying the SP as a member of the Armed Forces (therefore considered as being already registered as a patient elsewhere). Although frustrating, if the SP finds themselves “unregistered”, they will be able to temporarily re-register as a patient. If the SP experiences difficulties, then they are to contact their DPHC Medical Centre as soon as possible. If the SP does remain under the NHS GP after the birth of the baby, they will generally be discharged from the care of the NHS GP after their six week post-partum check. However, if the SP is geographically isolated from any DPHC medical centres they may remain registered with an NHS practice for the duration of their maternity leave. If the SP has received any treatment whilst temporarily registered, they should request transcripts of any treatments received so that this can be included in her military medical records. Alternatively, NHS Direct is a one stop shop for all medical matters and can give some initial medical guidance, advice and reassurance (NHS 111 or NHS Choices). SPs who remain in the locality of a waterfront, Air Station or close to another Military establishment during their maternity leave may opt to remain under the care of the DPHC Medical Centre throughout. Their DPHC Medical Centre retains primacy over all general medical matters and the SP should contact their Medical Centre to inform them of any medical care received via the NHS (which can be related or unrelated to the pregnancy).

4. Chaplaincy

If a SP needs further help or counselling during pregnancy, maternity, shared parental or adoption leave, they can discuss matters with a Chaplain in strict confidence.

5. Royal Navy Family and People Support (RN FPS)

RN FPS provides an accessible and confidential service across the UK and overseas in these key areas: Specialist Welfare; Advice and Support to the Executive and Divisional/Regimental system; a network of Community, Information and Communications workers as well as links to Family Support Workers.

a. RN FPS Officers are available as and when information is required, and can be useful when relocating, when looking for a specific service, or seeking the answer to any question. Information Officers will assist by providing an impartial response and, if necessary, will signpost to specialist welfare staff or refer to another agency. Online information is also available on the intranet, internet, Facebook and Twitter. These communication channels are used to provide accessible information support for those living in the UK and overseas.

b. If an individual needs specialist support due to personal issues or concerns that cannot be resolved by Primary Welfare (Divisional, Medical or Pastoral Support), RN FPS are available to support and offer guidance, whilst also providing a link between the SP and their family in times of difficulty; they may be contacted via the RN FPS Portal on 0800 1456088.

6. Naval Families Federation (NFF)

The NFF represents the views and concerns of all family members to the Naval authorities and at ministerial level and acts as an effective two-way communication between families and Service and civilian agencies. The NFF will assist in empowering families to seek help, advice and information by acting as a signpost to relevant organisations. The NFF is located within Building 25, HMS EXCELLENT, Portsmouth, PO2 8ER, Tel No. 02392 654374, website address www.nff.org.uk.

7. Forcesline

Forcesline offers confidential and impartial advice available from specialist civilian advisers by dialling Freephone 0800 731 4880 - 1030 to 2230, seven days a week. They will discuss any issue which may be causing concern or personal distress. Operators will endeavour to identify possible sources of support or resolution, but no direct action will be taken by the Supportline. Callers may remain anonymous and no names are taken.

8. The White Ensign Association

The White Ensign Association is a registered charity and was originally set up to provide a financial advisory service of the highest caliber for all serving and retired personnel of the Royal Navy, the Royal Marines, the former Queen Alexandra's Naval Nursing Service, the Women's Royal Naval Service and their respective Reserves. Over the years the role has developed and expanded to include the provision of assistance in resettlement, employment in civilian life and as a source of advice for personal issues. The contact details are at Chapter 32 and www.whiteensign.co.uk.

9. There are numerous non-Service related organisations and websites that can offer advice and guidance on parenting related issues.

ANNEX 35C

MATERNITY - USEFUL CONTACT NUMBERS/E MAIL ADDRESSES

Maternity Desks	
HMS NELSON	NAVYNBCP-CoB-LOGSUPORELGROUP@mod.gov.uk
HMS DRAKE	NAVYNBCD-LOGSUPOMAT-REL@MOD.GOV.UK 01752 557671
HMS NEPTUNE	93255 3558 01436 674321 Ext 3558
RNAS Yeovilton	NAVYYEO-LOGSUPOGENERAL@MOD.GOV.UK 01935 455209
RNAS Culdrose	NAVYNBCD-LOGSUPOMAT-REL@MOD.GOV.UK 01362 552491
RAF MARHAM	AIR-HRCENTRE3-GMB@MOD.GOV.UK
JSU Northwood	NWDHQ-PEOPLE-UPO-JMAILBOX@MOD.GOV.UK 01923 957847

Royal Navy Family and People Support	
RN FPS Portal (Mon-Fri 0800-2000 Sat & Sun 0900 - 1600)	0800 145 6088 Email: NAVYPEOPLE-PSRNFPSPORTAL@mod.gov.uk

ANNEX 35D

MANAGEMENT AND CARE OF PREGNANT SERVICE PERSONNEL DURING PHASE 1 TRAINING

1. The management and care of pregnant Service Personnel (SP) in Phase 1 Training should closely follow the policy and guidance contained within Chapter 35 and JSP. A Phase 1 Recruit/Officer Cadet (OC) is a member of the Armed Forces and therefore is to be afforded all the rights contained within this chapter, regardless of how long they have served. During Phase 1 Training, however, there are some additional management considerations, especially for U18s, and line managers/Divisional Officers should refer to local policy. If the pregnant SP does not wish their pregnancy to be disclosed to others, it is imperative that this right to privacy is respected and the pregnancy should not be discussed with anyone else without their implicit consent.

2. Ultimately, the duty of care over the pregnant SP rests with the Commanding Officer but management is to be administered by the Divisional Officer. All personnel who manage pregnant SP are to do so in a professional yet compassionate manner and no SP are to be treated less favourably because of their pregnancy or for any other reason related to pregnancy.

3. As soon as a recruit/OC declares that they are pregnant, then they should be temporarily withdrawn from the training programme. Due to the physical and stressful nature of Phase 1 Training, this is a health and safety precaution, as the Royal Navy has a responsibility to ensure that no harm comes to the pregnant individual or the unborn child. This should be clearly articulated to the individual.

4. Option to Remain in Service

a. Should the pregnant SP decide they wish to remain in the Service then, where appropriate, they should be employed within the training establishment on duties that do not place them or the unborn child at risk. The SP may remain in these duties until they proceed on maternity leave.

b. The individual should return to training at a mutually agreed and appropriate point in the training cycle, acknowledging that it may well be in excess of 12 months since leaving training with the attendant loss of knowledge. However, an individual can legally return to training after a minimum of two weeks after the birth of the child. Every SP returning to Phase 1 Training on completion of maternity leave must be given a post-natal medical examination and the Command must be entirely satisfied that it is safe for them to continue with Phase 1 Training.

5. Option to Leave the Service

Upon pregnancy, SP may exercise their right to leave the Service prematurely and they can leave at any time. Any administrative action should be carried out swiftly whilst affording the necessary duty of care to the individual.

ANNEX 35E

REQUEST FOR RISK ASSESSMENT (RA)

1. Introduction

It is a legal requirement that an individual RA is to be carried out for every pregnant service person (SP) and those returning from maternity leave. This form should be used to request an individual RA as early as possible in the pregnancy. It should be carried out by a qualified Risk Assessor and should be in accordance with JSP 375 Management of Health and Safety in Defence: Guidance Part 2 Vol 1 Chapters 8 and 20. The RA should be kept under constant review, as the identified risks to the individual and the foetus will vary during the different stages of pregnancy as dexterity, agility, coordination, speed of movement and reach may be impaired. Work flexibility, individual RAs and the provision of suitable facilities are essential elements in protecting the health, safety and welfare of the pregnant SP and foetus.

2. Physical Risks

Some physical changes that a pregnant SP may experience and their effects are given in Annex 35A. In carrying out the individual RA, particular attention should be paid to the actual tasks that the SP has to perform and working hours expected to ensure any risks associated with these are adequately controlled. This should be regarded as an ongoing process throughout the course of the pregnancy as the capabilities of the SP may be significantly reduced as the pregnancy progresses.

3. Administration

The pregnant SP should be fully involved in the RA and copies should be held by the SP, DO, and building manager (if appropriate). There is no single generic risk assessment form for pregnant SP and those returning from maternity leave, as all work environments are unique. The DO must ensure that a qualified Risk Assessor carries out the individual RA in addition to the generic RA in place for all personnel. The SP is to annotate the form to acknowledge that they have understood its contents and had any risks fully explained.

I hereby request that an Individual Risk Assessment be carried out in order to protect myself and foetus from any risks associated with my work.

Signed: ..... *Requester*

Name: ..... Rank/Rate: .....

Service Number: ..... Date: .....

Signed: ..... *Divisional Officer*

Name: ..... Rank/Rate: .....

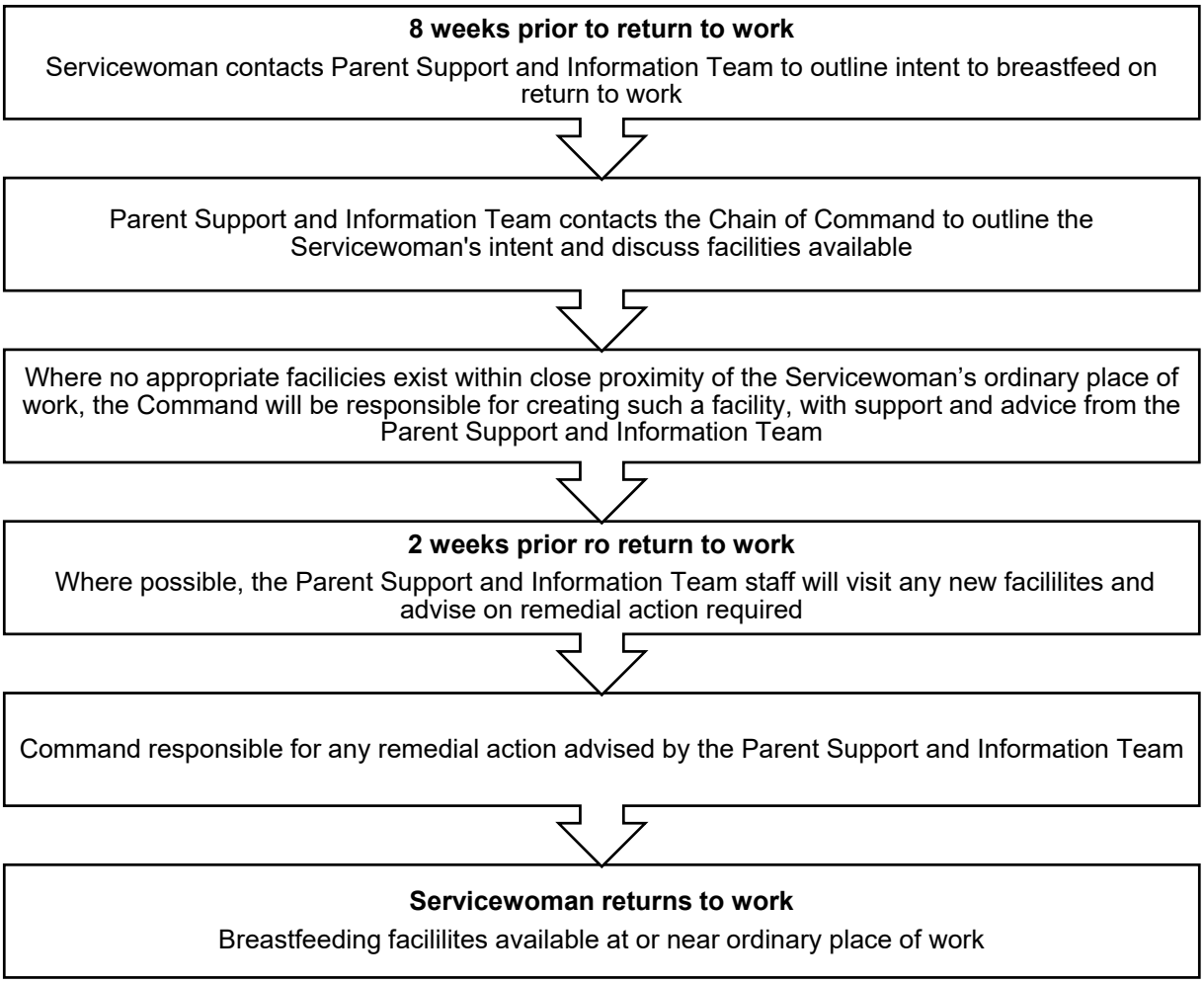
Service Number: ..... Date: .....

ANNEX 35F

BREASTFEEDING AND WELLNESS ROOMS PROCESS AND GUIDANCE

1. Establishing a breastfeeding facility at a place of work.

The flow diagram below outlines the key stages of establishing a breastfeeding facility at a place of work.



2. The following guidance is provided for establishing appropriate breastfeeding facilities at work;

a. **Location.** The room should be in close proximity to the Servicewoman's ordinary place of work. Larger establishments may require more than one room; larger Breastfeeding and Wellness rooms in central locations, and smaller private rooms to meet the needs of Servicewomen across the establishment.

b. **Space.** Sufficient space for comfortable chair/sofa, fridge, table/countertop as a minimum.

c. **Power Supply.** An electrical supply is required for a fridge and pumping equipment used to express breastmilk.

d. **Water.** Clean water must be located nearby, to enable hand washing and cleaning of equipment.

e. **Doors and Windows.** The door must be lockable from inside and windows must be fitted with blinds or curtains to maintain privacy.

f. **Maintenance and Cleaning.** Local arrangements in place for cleaning and laundering of soft furnishing[1].

[1] This should be arranged through the Cleaning Contract Manager.

CHAPTER 36

HONOURS AND AWARDS IN THE ROYAL NAVY

(Sponsor: NAVY PEOPLE-HQ PROTOCOL SO1)

Note. *The following regulations are complementary to JSP 761: "Honours and Awards in the Armed Forces".*

SECTION 1 – INTRODUCTION TO HONOURS AND AWARDS

Para

3601. Introduction
3602. JSP 761 – Joint Policy for Honours and Awards

SECTION 2 – ADMINSTRATION OF HONOURS AND AWARDS

3603. Timelines
3604. Recommending MOD Civilians for State Honours
3605. Key People Involved in the Honours and Awards Process

SECTION 3 – PERIODIC HONOURS FOR MILITARY AND RFA UNIFORMED PEOPLE

3606. New Year and King's Birthday Honours Lists.
3607. Award/Rank Eligibility
3608. Qualifying Criteria for a Periodic Honour
3609. Writing the Nomination
3610. Citations
3611. Evidence/Impact
3612. Classification
3613. Personal Circumstances
3614. Behaviour and Conduct
3615. Repeat Evidence
3616. Diverse Nominations
3617. Inclusion of wider activities in a Citation.
3618. Staff Checks
3619. Honours and Awards Battle Rhythm
3620. Guidance on the Use of Automated Intelligence (AI) and Large Language Models (LLM)

SECTION 4 – OPERATIONAL HONOURS AND AWARDS FOR MILITARY AND RFA UNIFORMED PEOPLE

3621. Introduction
3622. Qualifying Criteria for an Operational Honour or Award
3623. Writing the Nomination

SECTION 5 – COMMENDATIONS

3624. Overview

SECTION 6 – MERITORIOUS SERVICE MEDAL (MSM)

3625. Overview
3626. Eligibility
3627. Forfeiture of MSM

SECTION 7 – LONG SERVICE AND GOOD CONDUCT MEDAL (LS&GCM)

3628. Overview
3629. Service in Commonwealth Armed Forces
3630. Forfeiture and Restoration
3631. Further Guidance

SECTION 8 – GOOD CONDUCT BADGES (GCB)

3632. Overview

SECTION 9 – RESERVE SPECIFIC MEDALS

3633. King’s Volunteer Reserves Medal (KVRM)
3634. Volunteer Reserves Service Medal (VRSM)

ANNEXES

Annex 36A: Administration of Nominations
Annex 36B: Meritorious Service Medal (MSM)
Annex 36C: Long Service and Good Conduct Medal (LS&GCM)

CHAPTER 36

HONOURS AND AWARDS IN THE ROYAL NAVY

SECTION 1

INTRODUCTION TO HONOURS AND AWARDS

3601. Introduction

a. Honours and Awards are a means of recognising exceptional achievements over and above that which might be expected by the people of the RN Whole Force[1] in their daily activities. This recognition of gallant, brave, valuable and meritorious service is achieved through a range of Honours and Awards.

b. These range from State level, which includes Periodic Honours (King's Birthday List and New Year Honours List), Operational Honours, the Meritorious Service Medal, and Joint and single Service commendations. There are also many other awards within the Royal Navy and wider Defence that can be utilised to recognise the achievements of our people.

3602. JSP 761 – Joint Policy for Honours and Awards

a. This policy sets out the procedural and administrative arrangements for all State level Honours and higher-level commendations for the Whole Force and provides guidance on the writing of citations. Nominations for State level awards for MOD Civilians is subject to a separate policy supported by an annual calling notice. This chapter specifically covers the policy for the following awards:

(1) Periodic Honours for military and RFA uniformed people (Section 3).

(2) Operational Honours for military and RFA uniformed people (Section 4).

(3) Commendations (Section 5).

(4) Meritorious Service Medal (Section 6).

(5) Long Service & Good Conduct Medal (Section 7).

(6) Good Conduct Badges (Section 8).

(7) Reserve Specific Medals (Section 9).

b. As well as these higher-level awards, there are a variety of other awards available within the Royal Navy and wider Defence that might be suitable for recognising the contributions of our people. A link to a live list of wider RN and Defence Awards can be found at the Office of Protocol Landing Page[2].

[1] Including all Army and RAF people assigned, attached or detached to a Royal Navy Chain of Command.
[2] People and Training Directorate - Home (https://modgovuk.sharepoint.com/teams/59845).

c. The over-arching policy for Honours and Awards in the UK Armed Forces is contained in JSP 761[3].

[3] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/SitePages/JSP-761.aspx

SECTION 2

ADMINISTRATION OF HONOURS AND AWARDS

3603. Timelines

The deadlines for submission of nominations will be published via an annual Honours and Awards RNTM and must be observed to ensure the (often short) time available between the end of the award period and the date citations are required by the relevant Honours Committee. Of note, careful adherence to the periods laid down for the Operational Lists is key, as nominations will be rejected if the activity undertaken is outside the period covered by the list.

3604. Recommending MOD Civilians for State Honours

A separate 6-montly Calling Notice will be sent out for Civilian Honours containing full guidance for writing a State level nomination for a MOD civilian, and non-State level nominations for civilians who support Defence. Further guidance can be obtained from the Office of Protocol.

3605. Key People Involved in the Honours and Awards Process

a. The following people and organisations are critical to the effective and timely administration and processing of Honours and Awards for the Royal Navy:

(1) **Naval Secretary (NAVSEC).** As the Service Secretary for the Royal Navy, they are accountable to the 1SL for the delivery of the Honours and Awards process; they represent the Royal Navy at Joint and Head Office on all matters to do with Honours and Awards.

(2) **Royal Navy Office of Protocol.** Owned by NAVSEC, this is the central office in the Royal Navy for the management, coordination and administration of all State Honours and Awards, the First Sea Lord Commendation, the Royal Navy Commendation, the Meritorious Service Medal and Civilian Honours. The Office of Protocol can offer advice and guidance on the process and the writing of citations.

Title	Email	Responsibilities
SO1 Protocol	NAVY PEOPLE-HQ PROTOCOL SO1	Higher Honours (CBE and above) Operational Recognition State Honours Forfeiture
SO2 Hons Protocol	NAVY PEOPLE-HQ PROTOCOL HONS SO2	Lower Honours (OBE and below)
SO2 Protocol	NAVY PEOPLE-HQ PROTOCOL SO2	Civilian State Honours
WO Protocol	NAVY PEOPLE-HQ PROTOCOL WO1	3 and 4* Commendations Meritorious Service Medal LS&GC Appeals

(3) **Commanding Officer**[4]**.** COs have specific responsibilities in the field of Honours and Awards for their unit, and they alone are authorised to initiate a recommendation for an award for a member of their unit in recognition of gallantry, bravery, exceptional meritorious service, or long and efficient service. In initiating a nomination, they must satisfy themselves that the content of the recommendations they have initiated/signed have been checked for accuracy.

(4) **Superior Commanders.** All recommendations for an Honour or Award require 2* Director/Commander endorsement and order of merit (**recommendations without a 2* Order of Merit will not be accepted by the Office of Protocol**). All State nominations additionally require endorsement by at least one officer of 3* rank or above.

[4] For the purposes of NCHQ this role is to be undertaken by the Head of respective teams which is deemed to be an officer of OF5 rank, B Band Civil Servant, or 1* Deputy Director as the Initiating Officer.

SECTION 3

PERIODIC HONOURS FOR MILITARY AND RFA UNIFORMED PEOPLE

3606. New Year and King's Birthday Honours Lists

The New Year and King's Birthday Honours Lists recognise meritorious service other than that on operations (see Section 4). The awards in each list are made in several Orders:

Award	Short Title / Notes
Order of the Bath (Military Division)	GCB, KCB/DCB, CB (appropriate to rank)
Order of the British Empire (Military Division)	GBE, KBE/ DBE, CBE, OBE, MBE (appropriate to rank)
Royal Red Cross	1st Class (Member) RRC 2nd Class (Associate) ARRC (appropriate to rank) (awarded for professional competency, devotion to duty and compassion to care, over a continuous and long period)
King's Volunteer Reserve Medal	KVRM (Part Time Volunteer Reserve Forces, all ranks)

3607. Award/Rank Eligibility

Eligibility for the awards within the Military Division are based on the rank of the individual who is being nominated[5]. Personnel should be recommended for the award appropriate to their rank, whether that is substantive or acting. Consideration may be given to recommending an award one level higher or lower, depending on the strength of the citation.

Award	Rank
GCB/GBE	Admiral/Gen (OF-9)
KCB/KBE	Vice Admiral/Lt Gen (OF-8)
CB	Rear Admiral/Maj Gen (OF-7)
CBE	Cdre/Brig and Capt/Col (OF6 and OF5)
OBE	Cdr/Lt Col (OF4)
MBE	AB/Marine to Lt Cdr/Maj (OR1 – OF3)
RRC	Nursing Services only – normally OF4
ARRC	Nursing Services only – normally OF3 and below
KVRM	All ranks (Part Time Volunteer Reserves only)

[5] JSP 761, Chapter 4, Annex A.

3608. Qualifying Criteria for a Periodic Honour

a. Faithful, zealous performance of ordinary duty is not sufficient in itself to be the focus of a recommendation, nor is long and good service alone. Recommendations are not to be considered as an annual appraisal, nor a 'thank you and farewell'; nominations which read as a strong OJAR/SJAR are unlikely to be successful. **Rather, the Initiating Officer is submitting an individual for an appropriate level of recognition, and the only possible reason for doing so is that the individual has stood out from their peer group in rank**. In thinking why this should be so, the following might be considered:

(1) Have they performed their duties in unusually difficult or extraordinary circumstances?

(2) Have they achieved considerably more than their terms of reference might lead one to expect?

(3) Have they achieved more than one would normally expect at that rank?

(4) Have they operated above their rank?

(5) What difference have they made at their level to operational output and to their fellows?

(6) Do they carry the respect of their peers and are they role models?

(7) What is the Unit, RN or pan-Defence impact of their achievements?

(8) Is the period covered two years or more? If not, see para. 8 for further guidance.

b. **RRC/ARRC.** For exceptional/special devotion and competency in the performance of nursing duties over a continuous and long period[6]. Nominations should always include the Director of Medical Services as an Endorsing Officer.

c. **KVRM.** This is awarded for exemplary personal performance over an extended period of service in the Part Time Volunteer Reserves.

(1) It will be usual that members of the Part Time Volunteer Reserve Forces shall have completed 10 years' efficient service in the Part Time Volunteer Reserves before being recommended for award of the Medal. Only in exceptional circumstances shall recommendations be considered for those with less than 10 years' service.

[6] 2022DIN09-018-Nominations for Royal Red Cross (RRC) and Associate Royal Red Cross (ARRC) .docx (sharepoint.com)

(2) To be eligible for recommendation for the Medal, members of the Part Time Volunteer Reserves must be serving on a commission or engagement under which they are liable to part-time training, are required to have a CO's Certificate of Efficiency and liable to undertake a voluntary, enforceable obligation to call-out and embodiment. Ex-Regulars[7] serving on Full Time Reserve Service (FTRS) and Cadet Force members are not eligible to be considered for the KVRM.

3609. Writing the Nomination

a. The latest version of JPA S004 must be downloaded from the Office of Protocol portal and used for all periodic Honours and Awards. Guidance on how to complete the form is at JSP 761[8].

b. Remember, each citation will be scrutinised and assessed on its merits based on the information provided. Only the strongest citations will result in success, so presenting a good citation must provide enough information to make a compelling case.

c. **Period being covered.** Citations should cover a **minimum period of 2 years** unless in exceptional circumstances, such as an operational award or a particularly notable achievement. For a higher honour (CB or above), there is an expectation of a range of examples which illustrate the continual contributions the individual has made over a period of time, usually around a number of themes which mark them out as worthy. Additionally, it is important to bring out the impact they have had as a leader on the individuals that work with them, and for them. **Citing one or two high profile successes without explaining the wider impact they have had is unlikely to be successful.** Initiating Officers who are considering a nomination with a citation period of less than two years **must** consult the Office of Protocol prior to submission.

d. **Full career.** Where an individual is written up for a full career or a significant time period, the award should clearly convey how the individual has been consistently outstanding and the range of achievements covered. It is important that these types of citations do not feel like a CV summary or take the tone of a valedictory certificate. Such nominations are unlikely to succeed.

e. **Previous Awards.** Avoid using the citation to cover activity or impact that the individual has previously been given a State award for. If they received an OBE in 2015, do not repeat in detail what this was for. A reference to it to set the context is appropriate but avoid using the citation to repeat previously recognised work.

f. **Five Year Rule.** An individual should not be put forward for promotion within their Order in less than five years (the Five-Year Rule), unless there are exceptional circumstances. The Office of Protocol should be consulted early in such cases.

[7] Royal Fleet Reserve.
[8] JSP 761 Chapter 1, Annex B and Appendix 1 to Annex B.

g. **Retirement/Release.** Service persons remain eligible for consideration for *twelve months* after their final date in Service, although the strong preference is for awards to be nominated and presented whilst still serving: the 'win and wear' principle. Initiating Officers should take advice from the Office of Protocol if the nominee is approaching retirement or release. This applies to both State Honours and the Meritorious Service Medal.

3610. Citations

Each one is unique and specific to an individual, so it is difficult to provide examples of good citations that cover all eventualities. A good citation should read like a story – not an OJAR/SJAR - with a beginning, middle and end. The guidance in JSP 761 is the most useful here and sets out clear guidance on writing and structuring a citation[9]. Examples of successful citations are available on the Office of Protocol Landing Page: Example Nomination 1 PDF[10] and Example Nomination 2 PDF[11]. If you require further guidance, please contact the Office of Protocol. Writing style is individual but some guidance can be found here Writing a Citation – Style PDF[12].

3611. Evidence/Impact

Citations need to condense firm, quantifiable evidence and clearly demonstrate the impact the individual has had. Ensure the introductory paragraph is eye-catching and sets the scene that the individual is worthy of State recognition for outstanding achievement. They should *not* be written like an extended annual report as that does not provide sufficient impact. Many submissions appear as extracts from OJARs/SJARs and talk about how an individual has performed but lack any statement on the impact that they have had. In other words, **what has changed in the real world as a result of the actions they took?** Additionally, for Higher Honours, it is helpful if the opening sentences are strong, sets the scene and then articulates clearly why an individual is worthy of a high-level State award. Technical language, and the use of lesser-known acronyms should be avoided. Successful citations at all levels frequently include evidence of:

a. Making a difference and bringing distinction to an organisation or field of work.

b. Enhancing the Service, MoD or UK's reputation.

c. Sustained and selfless long-term voluntary service.

d. Innovation, creativity and/or entrepreneurship.

e. Introducing change, usually by solid, practical achievement.

f. Improving life for people less able to help themselves.

g. Displaying moral courage.

[9] JSP 761, Chapter 4, Annex A, Appendix 1.
[10] https://modgovuk.sharepoint.com/:b:/r/teams/55419/HonoursAwardsList/Example%20Nomination%201.pdf?csf=1&web=1&e=bIHyy5
[11] https://modgovuk.sharepoint.com/:b:/r/teams/55419/HonoursAwardsList/Example%20Nomination%202.pdf?csf=1&web=1&e=I9gXec
[12] https://modgovuk.sharepoint.com/:b:/r/teams/55419/HonoursAwardsList/Writing%20a%20Citation%20-%20Style.pdf?csf=1&web=1&e=MuThuo

3612. Classification

Citations can be made at OFFICIAL SENSITIVE or SECRET level. A higher classification should be used where it is necessary to convey to the Honours Committee the achievements and impacts if a lower classification (OS) would prevent a detailed description.

3613. Personal Circumstances

Domestic circumstances do not need to be referred to unless an individual has really done something remarkable in the face of adversity.

3614. Behaviour and Conduct

Those nominated for recognition at the highest levels are expected to have demonstrated exemplary standards of behaviour and conduct. Initiating Officers who are aware of any pending or current investigations or convictions, or any recent misdemeanours that may bring into question the individual's suitability for an award, embarrass the Sovereign and Honours system, or cause media interest must contact the Office of Protocol for further guidance.

3615. Repeat Evidence

There have been cases where citations on different individuals cover the same impact, or a number of people within the same Chain of Command are being recommended. The former is being effectively weeded out through the governance process. The latter may well be legitimate, but it does focus additional scrutiny and can lead to criticism and a perception of automatic entitlement in certain roles or areas of Defence business.

3616. Diverse Nominations

a. The Honours system should reflect the society it represents, and statistics are still low for Other Ranks, Women and those from an ethnic minority background. The vast majority of nominations received for State Awards are for officers. Our people, from the most junior upwards and across all elements of our workforce, are delivering amazing results for the Service. You are encouraged to put forward those who have made a significant contribution, whatever their rank, if we are to get the widest spread of our people appropriately recognised. Your attention is drawn to the direction in JSP 761 on this point, which clearly states that: **'The recommendation must take account of the standard expected of the rank rather than a single standard applying to all ranks.'**

b. Diversity is a key focus when the Defence List is submitted. Nominations will be considered purely on merit by the Royal Navy's selection committees. However, the committees must have a balanced pool from which to draw, to ensure that they can achieve recognition for as broad a cross-section of the Regular and Reserve military and RFA population as possible.

3617. Inclusion of wider activities in a Citation

Whilst it is highly appropriate to incorporate an individual's wider participation and achievements in sporting activities (either coaching or playing) and charitable efforts in the local community, it is important that the citation is not dominated by these and, where included, that they link directly with the professional achievements of the individual on behalf of the Royal Navy or Defence.

3618. Staff Checks

At each stage in the staffing process progress, it is incumbent on all involved to ensure that rigorous checks are completed on all citations in order to avoid unnecessary re-work. As well as spelling/grammar checks for the citation itself, these checks must include the front cover of each form to make sure that post-nominals are correct, the appropriate Honours List has been articulated, and all necessary (email) signatures are present. *Do not nominate personnel that are subject to ongoing disciplinary action.*

3619. Honours and Awards Battle Rhythm

If an individual has delivered an exceptional piece of work which is considered worthy or recognition, write it up at the time and submit it. Too many submissions are written late, forgotten about, or people who should have written them up move on before they get around to committing to do it. *Do not wait, write it up at the time.* To support this, COs are encouraged to make Honours and Awards a standing agenda item at their regular Command/HoDs/Holding to Account meetings.

3620. Guidance on the Use of Automated Intelligence (AI) and Large Language Models (LLM)

Unless explicitly approved and clearly labelled, sensitive and personal information must not be input into any external web-based generative AI services[13].

[13] JSP 740 Acceptable Use Policy for ICT: https://www.gov.uk/government/publications/acceptable-use-policy-jsp-740

SECTION 4

OPERATIONAL HONOURS AND AWARDS FOR MILITARY AND RFA UNIFORMED PEOPLE

3621. Introduction

a. Operational Honours and Awards exist to recognise gallantry and outstanding meritorious service in an operational area or a campaign overseas during a specific operational period, or direct support to a named operation. Nominees must have achieved something truly exceptional to be considered for a nomination, considerably more than would be expected in their day-to-day role, regardless of how well they have performed.

b. These awards fall into *four levels* and *three categories*, covering operational gallantry (in the presence of an enemy), non-operational bravery (not in the presence of an enemy) and outstanding meritorious service on operations. All these awards (with the exception of single Service commendations) are considered by the Armed Forces Operational Awards Committee (AFOAC) at which NAVSEC represents the Royal Navy.

c. The available awards are[14]:

Level of Award	Operational Gallantry (in the presence of the enemy and within an operational theatre)	Non-Operational Bravery (not in the presence of an enemy - UK or abroad)	Meritorious Service (on operations)
Level 1	**Victoria Cross** All Ranks *For most conspicuous bravery, or some daring or pre-eminent act of valour or self-sacrifice, or extreme devotion to duty in the presence of the enemy.*	**George Cross** All Ranks *For acts of the greatest heroism or of the most conspicuous courage in the circumstances of extreme danger not in the presence of an enemy.*	
Level 2	**Distinguished Service Order** All Ranks *For Command, Leadership and distinguished services during active operations against the enemy.* **Conspicuous Gallantry Cross**	**George Medal** All Ranks *For conspicuous gallantry not in the presence of an enemy*	**CBE / OBE / MBE** Appropriate to rank[15] *For in-theatre meritorious service* **1st Class (Member) RRC** Nursing Services only Normally OF4

[14] JSP 761, Chapter 1, Annex A.
[15] JSP 761, Chapter 1, Annex A.

<table>
<tr><td></td><td>All Ranks

In recognition of an act or acts of conspicuous gallantry during active operations</td><td></td><td rowspan="2">2nd Class (Associate) ARRC

Nursing Services only
Normally OF3 and below

For special devotion and competency in the performance of actual nursing duties over a continuous and long period.</td></tr>
<tr><td rowspan="2">Level 3</td><td rowspan="2">Distinguished Service Cross (at sea)

Military Cross (on land)

Distinguished Flying Cross (in air)

All Ranks

For exemplary gallantry during active operations at sea / on land / in the air.</td><td>King’s Gallantry Medal

All Ranks

For an act (or acts) of bravery not in the presence an enemy.</td></tr>
<tr><td>Air Force Cross

All Ranks

For exemplary gallantry while flying but not on active operations against the enemy.</td></tr>
<tr><td rowspan="2">Level 4</td><td rowspan="2">Mention in Despatches

For an act (or acts) of bravery during active operations.</td><td>King’s Commendation for Bravery

All Ranks

For acts of bravery not in the presence of the enemy.</td><td rowspan="2">King’s Commendation for Valuable Service

All Ranks

For meritorious service in an operational theatre (available outside the UK only)</td></tr>
<tr><td>King’s Commendation for Bravery in the Air

All Ranks

For acts of bravery while flying not in the presence of the enemy.</td></tr>
<tr><td></td><td colspan="3">1SL Commendation, RN Commendation, CJO and equivalent Land and Air Command Commendations</td></tr>
</table>

d. Nominations should be submitted in accordance with the timelines in the annual Honours and Awards RNTM.

3622. Qualifying Criteria for an Operational Honour or Award

Not all criteria will apply to every case, nor do they need to be given equal weight, but the more elements which are applicable to a nomination, the stronger it is likely to be.

a. **Acting above and beyond the call of duty.** It is important to establish that the nominee was acting above and beyond the call of duty.

b. **Risk.** The degree of risk should be related to the level of award; a higher known risk to life strengthens a case. The table below is a guide to be used in conjunction with all other factors.

Level of Award	Risk of Death
1	Over 90%
2	50 – 90%
3	20 – 50%
4	Below 20%

This is a very rough measure, and each case should be considered on its merits.

c. At the highest level, the hallmark is one of deliberate self-sacrificial heroism, generally over a sustained timescale, and with the imminent prospect of death and which may, in a high proportion of cases, lead to a posthumous award. (Of the George Crosses awarded to date which are not war-related, approximately 60% have been posthumous.)

d. Bravery, by definition, involves risk. However, it is also necessary to consider whether an individual's actions were reckless and actually increased risk in a given situation. This might apply particularly if a nominee's actions put others at risk, whether or not that resulted in actual harm to others.

e. Risk must be real as well as assumed. If a nominee thought that there might be danger but in reality, there was none, this will give less weight to the assessment of risk in the case.

f. **Choice.** It is important that the individual either:

(1) knew of the danger before taking action and had the opportunity to make a choice before proceeding; or

(2) once becoming aware of the danger, made a deliberate decision to continue to act positively in the face of that danger.

If the individual was caught up in a chain of events and took no positive action (for example, was a victim of circumstance), an award must be doubtful.

g. **Planning.** If the act of gallantry occurred during, or as a result of, a planned operation or an event for which the individual had been trained and/or was equipped to tackle, the degree of risk is reduced. Action in an unknown situation (for example, when a routine incident escalates into one involving firearms) weighs more heavily than acting in a similar incident when firearms are expected, and people are trained and prepared to deal with it.

h. **Persistence.** Individuals must have persisted in going forward in the face of danger. The exception to this rule is when their action may have been reckless or aggravated the situation, leading to increased risk to the lives of those involved. In some cases, awards may reflect courageous action in repeated incidents over an extended but coherent timescale.

i. **Protecting others.** Gallantry awards are available to those who attempt to save life but not to those who seek only to protect property. In some cases (for example, searching premises in the face of an immediate threat of fire or explosion to establish if people are inside, even if it transpires that the property is empty), it may be appropriate to consider a gallantry award, provided the action was an attempt to save life. Self-preservation does not lead to an award, but due weight should be given to deliberate self-sacrifice knowingly taken in order to save others.

j. **Physical conditions.** The physical surroundings - darkness, extreme temperatures or confusion arising from the scale of the event - may also influence the evaluation of the degree of risk. Photographs or maps are often helpful in clarifying these factors. A similar influence may be the extent to which one individual was the sole focus of attention (say, of a gunman) or was part of a larger, widely spread group all dealing with the danger.

3623. Writing the Nomination

a. The latest version of JPA S004 form must be used for all Operational Honours and Awards which can be downloaded from the Office of Protocol portal. Guidance on how to complete the form is at JSP 761[16]. Further Easy Use Guides are also available on the Office of Protocol portal.

b. In many ways the recommendations for Operational Awards should follow the same rules as for the Periodic Awards detailed in Section 3. They need to be accurate and concise, and they need to cover the correct operational period and represent the facts. Avoid the temptation to exaggerate, it stands out and lessens the credibility of the recommendation. Further, the recommendations should not contain hyperbole, waffle, or too much technical language; comments like “in a truly British way” or “with nothing left to prove” add no material value.

c. **Importantly, recommendations need to be an explanation of the impact the individual has had, supported by strong evidence, rather than just being a narrative of what happened**. The text should explain what has changed in the real world because of the actions that person took, or what could have happened had they not taken that action.

[16] JSP 761 Chapter 1, Annex B and Appendix 1 to Annex B.

d. Additionally, for those being nominated for awards at higher levels, it is important to bring out the impact they had as a leader on the individuals that work with them, and for them. Where several people have contributed to an area or impact, a decision has to be made as to who has made the most significant contribution within the Chain of Command, as only one individual may be nominated. If there are different elements which each warrant an award, the recommendations must make it very clear what each individual did and their impacts.

e. **Guidance on the Use of Automated Intelligence (AI) and Large Language Models (LLM).** Unless explicitly approved and clearly labelled, sensitive and personal information must not be input into any external web-based generative AI services[17].

[17] JSP 740 Acceptable Use Policy for ICT: https://www.gov.uk/government/publications/acceptable-use-policy-jsp-740

SECTION 5

COMMENDATIONS

3624. Overview

Service that is considered appropriate for recognition but for which a State Award or Meritorious Service Medal is not available, or may not be appropriate, can be considered for a Commendation. The Royal Navy has set the following levels of commendation[18]:

a. **First Sea Lord's Commendation.** This Commendation will be published at the same time as The King's Birthday and New Year Honours Lists. The 1SL Commendation is an individual *or team award*, for any member of the Royal Navy usually of the rank of OF4 and below, including RFA and civilian equivalents[19] who has demonstrated meritorious service. Usually there are *up to 24* available per calendar year split across the two Lists.

b. **The Royal Navy Commendation.** This Commendation is awarded jointly by the Second Sea Lord and Fleet Commander and will be published at the same time as The King's Birthday and New Year Honours Lists. It can be awarded to an individual or team in the Royal Navy usually of the rank OF4 and below, including RFA and civilian equivalents (as in para. 2.a above). Usually there are *up to 40* awards available per calendar year split across the two Lists.

c. **2* Awards.** To enhance the number of levels of recognition for our people, Directorates may give Whole Force 2* Awards within their area of responsibility. This applies to all RN 2* Directorates and the Office of Commandant General Royal Marines (irrespective of the rank of the current incumbent of the post). Directorates are responsible for the criteria, administration, announcement, production, presentation and cost of these awards, and are to limit the number of awards to a *maximum of 20* per calendar year. The Office of Protocol can provide assistance to ensure parity where appropriate.

d. **Commander's Commendation.**

(1) This level of Commendation is only available for the following people to award[20]:

(a) COMOPS, CSF, CSG, Comd UK Cdo Force when authorised by the Fleet Commander for named operations.

(b) OF6 Flotilla Commanders.

(c) Commander RN Cadet Forces.

(d) Commanding Officers of OF4 or OF5 Rank of HM Ships, Submarines, Squadrons and Cdo Units as listed on the Bridge Card.

[18] Awards can be given to members of Army or RAF when working for the RN TLB.

[20] This includes Royal Navy Contractors, members of Royal Navy Sponsored Charities, those who have a direct impact on the Royal Navy and is the same for the Royal Navy Commendation.

(2) Each Commander can award ***up to 16*** awards per year as individual or team awards.

(3) Further guidance on the administration of Commendation nominations can be found at Annex 36A. Nominations for First Sea Lord and Royal Navy Commendations are administered in conjunction with the 6-monthly battle rhythm for State Honors and MSM nominations. 2* and 1* Commendations are subject to local instructions.

SECTION 6

MERITORIOUS SERVICE MEDAL (MSM)

3625. Overview

a. The Meritorious Service Medal (MSM) is awarded to recognise the good, faithful, valuable and meritorious service of non-commissioned personnel who are of irreproachable character and conduct. Non-commissioned personnel serving on Extended Service engagements are also eligible for award of the MSM. Reserve Forces personnel, including ex-Regular Service personnel serving on FTRS engagements, and Royal Fleet Auxiliary personnel, are not eligible to be considered.

b. This is a highly prestigious award, and Commanding Officers must nominate only those whose conduct and service have been exemplary throughout their careers, and who have acted as an example to others. Rank or senior positions alone are not sufficient justification; nominations must demonstrate genuinely meritorious service supported by strong evidence including any noteworthy achievements that benefit the Service and or the wider public. Routine long service with good conduct is not sufficient justification for a nomination. Recommendations should reflect the individual's full career, especially the last ten years, and should be more substantive than a simple account of their Service record. The Office of Protocol WO can assist Initiating Officers by providing previous SJAR information to support nominations.

c. Selections for the award will be made in Service, twice yearly for announcement in June and December in conjunction with the New Year and King's Birthday Honours Lists.

d. The award does not give the recipient any financial benefits or entitlement to use post-nominal letters.

e. Further detail on the administration of MSM nominations can be found at Annex 36B.

3626. Eligibility

a. In order to be considered, a candidate must be nominated by their CO and meet the following prerequisite conditions:

(1) Achieved 20 years' paid reckonable service from age 17½, or date of entry/enlistment/attestation if later. Previous service in any of the UK Regular Armed Forces may be aggregated.

(2) Attained the rank of substantive OR 5/6 (Petty Officer/Sergeant) at some time during their service.

(3) Be in possession of a UK Regular Armed Forces LS&GCM. Royal Navy personnel must also be in possession of the full number of Good Conduct Badges appropriate to their length of service.

(4) Have provided good, faithful, valuable and meritorious service, with the highest, unbroken, standards of conduct, i.e. VG throughout their career. (Note: On 1 Jan 00 Career Checks (CC) were introduced in the Royal Navy. Any candidate must have aggregated VG/CC-free service. For the purposes of consideration for the MSM, a CC will equate to a break in VG Conduct.) Consideration for the MSM will normally require a conduct record completely free of any disciplinary entry.

b. Officers with previous non-commissioned service may only be considered if they meet the above criteria and are recommended by their CO prior to being commissioned and are selected to receive the award within 12 months of having been commissioned. Divisional and Corps Regimental Sergeant Majors (RSM), who may have been commissioned but fill a senior RSM appointment, may also be eligible while in post. Non-commissioned personnel who have retired or otherwise left the Service may be considered once only, in time for the June or December announcement as appropriate, immediately following their last day of paid service.

c. A break in service that is not due to Dismissal, Sentence of Imprisonment, or other misconduct, will not be considered as breaking the continuity of VG and CC-free service. However, time spent outside the Service will not count towards the length of service qualifying criteria, nor will service in the Reserve Forces during a break in service count towards the length of service qualifying criteria for the MSM.

(1) Non-commissioned personnel serving on Extended Service engagements are eligible to be considered if they fulfil the criteria in sub-para. a (1-4).

(2) Reserve Forces personnel, including ex-Regular Service personnel serving on FTRS engagements, are not eligible to be considered.

(3) Royal Fleet Auxiliary personnel are not eligible to be considered.

3627. Forfeiture of MSM

Details regarding forfeiture of the MSM are in JSP 761, Chapter 9. Once forfeited, the MSM cannot be restored. Forfeited medals are to be returned to the MOD Medal Office for disposal. Single Service authorities will arrange for the forfeiture to be gazetted and for the individual's JPA Service record to be annotated.

SECTION 7

LONG SERVICE AND GOOD CONDUCT MEDAL (LS&GCM)

3628. Overview

a. While each Service has its own LS&GCM, each of which has its own Royal Warrant, they have a common standard of conduct.

b. The regulations for the award of LS&GCM were revised with effect from 1 October 2016. The revised regulations apply to all officers of the Regular Forces who were serving on or after 29 July 2014 and to all Other Ranks of the Regular Forces who qualified for the award of the LS&GCM or to a clasp to the medal on or after 1 October 2016. Other Ranks who have left Regular service before 1 October 2016 will have their eligibility assessed through the previously published regulations.

c. To qualify for consideration for the LS&GCM under the revised regulations, personnel must be serving in the Regular Forces and have completed 15 years' eligible service from the date of attestation irrespective of age. Clasps are available for this award after each further period of 10 years' Regular Forces service. It makes no difference if an individual is commissioned at any stage during these 15 years or subsequently. Any entry on an individual's JPA disciplinary record will automatically lead to a delay of 15 years from the date of the most recent offence or a delay of a further 10 years for the clasp. Certain minor offences and sanctions as well as training offences committed when still in training as defined in single Service regulations may be discounted.

3629. Service in Commonwealth Armed Forces

Previous time served in Commonwealth Armed Forces may be counted towards the length of service requirement for the LS&GCM as long as that time has not been previously recognised by the award of any form of long service and efficiency decoration.

3630. Forfeiture and Restoration

An individual who has already been awarded the LS&GCM, who subsequently incurs an entry on their disciplinary record, cannot forfeit the medal but will incur an automatic delay before the clasp can be awarded. If the individual also holds the MSM, it will be liable to forfeiture if the individual's conduct is no longer irreproachable. However, an individual who is sentenced to imprisonment for a period greater than 6 months and/or is dismissed the Service with disgrace is liable to forfeit the LS&GCM or VRSM, and potentially other awards such as Campaign, Commemorative and other Service medals in accordance with JSP 761. Medals may occasionally be restored after a further period of service on application to the Defence Council in accordance with JSP 761, however, the MSM can never be restored once forfeited.

3631. Further guidance

Additional guidance governing this award is set out in Annex 36C.

SECTION 8

GOOD CONDUCT BADGES (GCB)

3632. Overview

a. The rules governing the award, deprivation and restoration of Good Conduct Badges are contained in JSP 761, Chapter 5.

b. The following additional policy regarding Maritime Reservists **only** should be noted:

(1) **Conditions.** In addition to the necessary periods of 'reckonable service', the following conditions must also be satisfied for the award of GCBs:

(a) The rating/other rank must have received a Certificate of Efficiency:

i. First Badge: 3 years.

ii. Second Badge: 7 years.

iii. Third Badge: 11 years.

(2) **Time before Enrolment**. Ratings/ORs who enroll in the RNR/RMR after discharge from the Regular Service may add the time served in any of the following Reserves during the intervening period.

(1) **RN and RM.**

i. RFR.

ii. RNR.

iii. QARNNS(R).

iv. RMR.

(2) **Army and RAF.** All cases are to be referred to COMMARRES, who has authority to make the award on the basis of time served in the Army or RAF on an exceptional basis.

SECTION 9

RESERVE SPECIFIC MEDALS

3633. King's Volunteer Reserves Medal (KVRM)

a. On 1 Apr 99 the QVRM (now known as KVRM) was introduced to recognise outstanding service in the Volunteer Reserve Forces. It may be awarded to Maritime Reservists of any rank/rate and is announced in the Armed Forces section of the New Year and King's Birthday Honours Lists. All nominations for the KVRM are to be staffed through COMMARRES.

b. The KVRM is awarded to Service personnel of any rank/rate, of all three services, in recognition of exemplary personal performance over an extended period of service in the Volunteer Reserve Forces. It is announced in the Armed Forces section of the New Year and King's Birthday Honours Lists and recipients, who are entitled to the letters 'KVRM' after their name, will attend an investiture. The medal is circular in shape, made of silver, and hangs from a dark green ribbon with three narrow gold stripes. In the official Order of Wear, the KVRM is classed as a Decoration and is worn after any other Decorations but before Campaign and Operational Service Medals and Long Service and Efficiency awards.

c. Nominations will be called for twice yearly, to the same timescales as other Honours and Awards citations, as part of the New Year Honours and King's Birthday Lists.

d. Recommendations for the award are to be submitted to COMMARRES on Form JPA S004 in accordance with JSP 761, Chapter 4. Each unit is strongly encouraged to forward a citation for their most deserving candidate (officer or rating). This will allow an even spread of citations to be staffed and forwarded to higher authority for comparison and selection.

e. It will be usual that members of the Volunteer Reserve Forces shall have completed 10 years' efficient service before being recommended for award of the Medal. Only in exceptional circumstances shall recommendations be considered for those with less than 10 years' service.

f. To be eligible for recommendation for the KVRM, members of the RNR/RMR must be serving on a commission or engagement under which they are liable for part-time training, required to reach specified levels of efficiency and undertake a voluntary, enforceable obligation for call-out and embodiment.

g. Exemplary personal performance in the following aspects of Volunteer Reserve service will be particularly important when considering recommendations for the award:

(1) Recruiting, and the documentation and administration of recruits and their training.

(2) Maintaining high standards of individual skill at arms or combat specialisation, and in collective training at all levels.

(3) The successful raising of new Units or the success of Units following amalgamation or change of arm, branch, etc.

(4) Efficient and effective carrying out of administration, including clerical duties, stores maintenance and accounting, and the administration of pay, rations, fuel, etc.

(5) The welfare and morale of Units, including the provision or encouragement of messing, social and welfare activities, sports, etc.

(6) Individual staff and liaison appointments outside Units or at formation of other headquarters.

(7) Encouraging links between the RNR/RMR and the Cadet Forces, particularly through the provision of expertise and training.

(8) Representing the RNR/RMR to the general public through bands, guards of honour, display teams, participation in, or support for, major local events, etc.

(9) Performance while temporarily filling posts that would normally attract higher rank/rate.

(10) Prolonged service, but only when accompanied by exceptional achievement and merit.

3634. Volunteer Reserves Service Medal (VRSM)

The policy for the VRSM is held in JSP 761.

Note. *VRSM Transitional Arrangements for RNR Personnel Serving on 1 April 1999 have now been removed from BRd 3(1). Previous policy can be obtained from the Office of Protocol.*

ANNEX 36A

ADMINISTRATION OF NOMINATIONS

1. Form JPAS004

This form is to be used for military and RFA uniformed people State level nominations, for all Royal Navy 4* and 3* Commendations and the MSM. Guidance on how to fill out the JPA S004 form is at JSP 761[1]. A link to the latest version of the form is available on the Office of Protocol landing page.

a. The CO of the individual or team being recommended **must be** the Initiating Officer[2] and sign the JPAS004, using their MOD email address in the Signature box.

b. Forms are to be submitted electronically by the Initiating Officer and subsequent Chain of Command directly to the 2* Director/Commander for further administrative action. Each Navy Command Directorate has a 2* Honours and Awards coordinator.

c. 2* Directors/Commanders are to add a recommendation and endorsing comments and to develop an Order of Merit for consideration at the 3* Scrutiny Board. Recommendations without an Order of Merit will be returned to the 2* area. 2* Honours and Awards coordinators are to ensure that nominations are of a high quality, are policy compliant and are correctly staffed by their Chain of Command. The Office of Protocol will provide advice and support as required.

d. Once compiled at the 2* level, the 2* Honours & Awards Co-Ordinator is to submit all nominations as Word documents to the Office of Protocol using the group mailbox (NAVY NAVSEC-H AND A GROUPMAILBOX).

e. Nominations can be submitted at OS or SECRET level. For SECRET nominations, please contact SO2 Hons Protocol or WO Protocol before submitting to ensure the correct MODNET(S) email address is used.

f. The Office of Protocol will arrange for 3* endorsement and alignment for Royal Navy TLB State Honours and 3* and 4* Commendations.

g. **Signatures.** The JPA S004 is to be submitted electronically as a word document (not a pdf). The electronic signatures of Initiating and Endorsing Officers should be inserted in the appropriate box using the MOD email address (i.e. John.Smith999@mod.gov.uk).

h. **Confidentiality.** All nominations, including those for Commendations, must be handled in strict confidence until formally announced. **Candidates must not become aware that they have been nominated for any form of recognition.**

i. **Recording of Honours and Awards.** The Office of Protocol is responsible for recording all State level, 4* and 3* Commendations on JPA.

[1] JSP 761 Chapter 1, Annex B and Appendix 1 to Annex B.
[2] For NCHQ this is the OF5/B Band Head of Team, 1* Deputy Director/Head or 2* Director/Commander.

2. Presentations

Recipients of State level awards are usually presented with their awards at formal Investitures. Mention in Dispatches (MiD) and King's Commendations (e.g. KCB, KCBA, KCVS), Royal Navy 4* and 3* Commendations and MSMs are awarded during First Sea Lord and Second Sea Lord/Fleet Commander presentation ceremonies.

ANNEX 36B

MERITORIOUS SERVICE MEDAL (MSM)

Note. *The following regulations are complementary to JSP 761 'Honours & Awards in the Armed Forces', Chapter 5.*

1. Nomination Procedure

a. Recommendations are to be initiated by COs on the latest version of Form JPA S004; no other Service documentation is required. Recommendations should be supported through the chain of command, with two levels of endorsement wherever possible, i.e. to 2 Star level. Endorsement at higher than 2-star level is not required unless this forms part of the two levels of command chain. Orders of merit from Endorsing Officers should be submitted if endorsing more than one recommendation.

b. COs and Endorsing Officers have the discretion of whether or not to endorse a recommendation and forward it for consideration. As with all nominations for Honours & Awards, MSM nominations must be handled in strict OFFICIAL-SENSITIVE-HONOURS and candidates must not become aware that they have been recommended for an award.

d. Recommendations may be submitted at any time once a candidate has qualified by time served or will have qualified by time served by 1 Jun or 1 Dec as appropriate. Initiating/Nominating Officers are to take particular care to ensure that nominations for candidates with an imminent departure from the Service are received in time to be considered for announcement in the Jun or Dec immediately following their last day of paid service. Nominations for a Jun announcement must be received by your 2-star Directorate by the date detailed as per the latest Honours and Awards Submissions table in the most up to date RNTM[1]. Following endorsement by chains of command, Forms JPA S004 are to be dispatched by email to the following address:

NAVY NAVSEC-H AND A GROUPMAILBOX (MULTIUSER)

e. Normally, there are more recommendations received than awards available and hence only the most deserving of candidates will be selected. In order to preserve the prestige and integrity of the MSM, however, if insufficient nominations of appropriate merit are received, the selection panel may decide to forego all of the annual allocation.

f. Recipients will be notified individually of their award through the chain of command concurrently with the half-yearly State Honours Lists and the names of recipients will be promulgated through single Service channels. The award of the MSM will also be published in the London Gazette in due course. The award of the MSM will be recorded by the appropriate single Service authority on the recipient's JPA Service record.

[1] For the RAF, candidate nominations should be forwarded to the RAF MSM Selection Panel by 28 February and 31 August respectively.

g. Unsuccessful nominations may be resubmitted, providing the candidates retain their CO's confidence that they remain suitable for consideration for the award.

h. The MSM will be presented under single Service arrangements. The medal is to be presented in a manner that reflects the prestigious nature of the award.

i. Office of Protocol is to be notified immediately if, between the submission of a nomination and the presentation of the Medal, a candidate comes to notice in a way that casts doubt on their suitability to receive the award.

2. Writing the Nomination

a. Nominations should be submitted on the latest version of the JPA S004 form which can be downloaded from the Office of Protocol Landing Page. Guidance on how to complete the form is at JSP 761[2].

b. The MSM is a prestigious award and Commanding Officers should ensure that only the worthiest and most deserving candidates are nominated. Candidates' service and conduct must have been of the highest order throughout their career, acting as an example to others and reflecting credit on themselves and their Service.

c. Attainment of positions of authority should not, of itself, be justification for a nomination. **Only those whose service is judged truly meritorious should be nominated, and written recommendations must contain evidence to justify submitting a candidate for consideration**. Evidence of noteworthy achievements is particularly valuable. This might include achievement in the course of military duty or in extra-curricular activity that benefits the Service or the public (for example, voluntary or charitable work, or sporting achievement.)

d. A recommendation that amounts to no more than a bland description of a candidate's service record is unlikely to be successful.

e. Personnel who have simply performed long service with good conduct should not be recommended for the MSM.

f. As far as possible, the recommendation should take account of the candidate's whole service record, with particular emphasis on the last 10 years' service preceding the recommendation. The Office of Protocol can assist with access to relevant extracts of service records to help Initiating Officers build a full picture.

3. Announcement

Selections for the award of the MSM will be made twice a year, for announcement in June and December, usually at the same time as The King's Birthday List and The New Year List. The award of the MSM does not entitle the recipient to any financial benefits or entitlement to use post-nominal letters.

4. Presentation

The recipients of the MSM will be invited to receive their medal at a presentation ceremony hosted by the Second Sea Lord onboard HMS VICTORY. If the recipient is unable to attend, alternative arrangements to have the medal presented by their Commanding Officer can be made.

[2] JSP 761 Chapter 1, Annex B and Appendix 1 to Annex B.

5. Guidance on the Use of Automated Intelligence (AI) and Large Language Models (LLM)

Unless explicitly approved and clearly labelled, sensitive and personal information must not be input into any external web-based generative AI services[3].

[3] JSP 740 Acceptable Use Policy for Information and Communications Technology and Services - GOV.UK (https://www.gov.uk/government/publications/acceptable-use-policy-jsp-740)

ANNEX 36C

LONG SERVICE AND GOOD CONDUCT MEDAL (LS&GCM)

SECTION 1 – OVERVIEW

Note. *The following regulations are complementary to JSP 761: "Honours & Awards in the Armed Forces", Chapter 5.*

1. Award Process

a. **Medal.** The JPA database will automatically identify those who have completed 15 years' service with no entries recorded on their disciplinary records. The selected names are downloaded twice weekly onto the MOD Medal Office database. Staff checks are conducted, following which the medal is selected, engraved, and despatched to the Commanding Officer (CO) of the named recipient. The CO is to ensure that there are no pending disciplinary proceedings and arrange for the award to be presented. If there are disciplinary proceedings pending, the CO is to retain the medal until such time as the disciplinary proceedings are resolved. If no disciplinary action is taken, the medal can be presented to the individual. However, if the date of an offence or offences resulting in an entry on the individual's disciplinary record is before the qualifying date for the medal and therefore incurs a delay of 15 years, the CO is to return the medal to the MOD Medal Office with a covering letter detailing the circumstances.

b. **Clasps.** JPA will identify those who have completed additional periods of 10 years Regular service following the award of the medal or previous clasp. The MOD Medal Office will conduct staff checks and then dispatch the clasp to the CO of the individual. The CO is to ensure that there are no pending disciplinary proceedings and make arrangements for the award of the clasp. If there are disciplinary proceedings pending, the CO is to retain the clasp until the disciplinary proceedings are resolved. If no disciplinary action is taken, the clasp can be presented to the individual. However, if the date of an offence or offences resulting in an entry on the individual's disciplinary record is before the qualifying date for the clasp and therefore incurs a delay of 10 years, the CO is to return the clasp to the MOD Medal Office with a covering letter detailing the circumstances.

c. **Application for Award After Delay.** JPA cannot identify those who have completed a further 15 years after a disciplinary entry or a further 10 years for a clasp. In these cases, individuals are to apply for either the medal or clasp to the MOD Medal Office through their CO. The CO is to complete JPA Form S002 and submit it to the MOD Medal Office. If there are disciplinary proceedings pending, the CO is to retain the medal or clasp until the disciplinary proceedings are resolved. If no disciplinary action is taken, the clasp can be presented to the individual. However, if the date of an offence or offences resulting in an entry on the individual's disciplinary record is before the qualifying date for the medal or clasp and therefore incurs a further delay, the CO is to return the clasp to the MOD Medal Office with a covering letter detailing the circumstances.

d. **Appeal.** Personnel with an entry on their disciplinary records incurring an automatic delay of 15 years (or 10 years for the clasp) may apply to have the delay removed if they believe the offence to be minor. Applications are to be initiated by a plea of mitigation to their CO. If the appeal is supported, the CO is to complete JPA Form S002 and submit it together with the individual's plea of mitigation and their own letter of support to the MOD Medal Office. The appeal will then be considered by the appropriate single Service Medal Board. Appeals against single Service Board decisions can be made provided there is continuing support from the CO. In these instances, the MOD Medal Office will arrange for the appeal to be considered further by the single Service or the Defence Services Secretary as appropriate.

e. **Previous Permanent Ineligibility.** Other Ranks who had previously had the award delayed or been permanently denied qualifying for the award of the LS&GCM under the previous regulations because of a serious offence on their record may apply for the award provided they were serving in the Regular Forces on 1 October 2016 and had completed a period of 15 years in the Regular Forces from the date of the last offence. Applications from serving individuals are to be made through COs. Applications from veterans are to be made direct to the MOD Medal Office.

2. Presentation of Medal

Medals and clasps are to be presented under chain of command arrangements. Arrangements are to be made for the medal or clasp to be presented in an appropriate manner that reflects the prestige of the award.

SECTION 2 – GUIDELINES FOR THE ASSESSMENT OF ENTITLEMENT TO THE LONG SERVICE & GOOD CONDUCT MEDAL

Note. *Any list of adverse activity and the response to such activity cannot be exhaustive. Each Contentious Case application is to be assessed on its individual merits, but the following table is intended to assist COs*.

COLUMN A: AWARD NOW **The Medal may be awarded with effect from the candidate's due date, 15 years from age 17 ½ (or date of entry if later)**	**COLUMN B: "WAIT 15"** **The award of the Medal is deferred for 15 years from date of offence**
NATURE OF OFFENCE (unless the sentence/sanction awarded is listed in the "Wait 15" column)	**NATURE OF OFFENCE** (unless the sentence/sanction awarded is listed in the "Award Now" column)
AWOL Breach of the Peace Conduct Prejudicial to good order and Service discipline Contravention of Standing Orders Drunk/Drunk & Disorderly Leave offences short of AWOL (including failure to attend) Loss of ID Minor motoring offences, including speeding or insurance offences Neglect of duty Negligent Discharge	Administration of justice offences (including but not limited to perjury and perverting the course of justice) Any offences committed in 'prescribed circumstances' or listed in Schedule 2 under the Armed Forces Act 2006 Asleep on watch/duty/sentry duty Criminal damage offences (including but not restricted to Arson and criminal damage) Dishonesty-offences (including but not limited to theft, fraud, obtaining services by deception, forgery, taking a vehicle without consent) Disobedience to lawful command/ insubordination Drink-Driving Drugs-related offences Drunk on board/duty Drunk on operations/deployed Explosives or offensive weapons-related offences Failure to apprehend (as sentry) Harassment-related offences (including racial harassment) Ill treatment of subordinates Misconduct dealt with by major administrative action rather than disciplinary means

(Continued)

COLUMN A: AWARD NOW **The Medal may be awarded with effect from the candidate's due date, 15 years from age 17 ½ (or date of entry if later)**	**COLUMN B: "WAIT 15"** **The award of the Medal is deferred for 15 years from date of offence**
	Multiple 'minor' offences (usually 4 or more) Possession of indecent images of children or extreme pornography Public order offences (including but not limited to riot, violent disorder, affray, threatening behaviour intended to cause alarm or distress) Road Traffic Offences (serious) Sentry offences Sexual-related offences (including but not limited to rape, assault by penetration, indecent assault, sexual assault, exposure, voyeurism) Smuggling Unauthorised disclosure of sensitive official information Vehicle tampering Violence-related offences against the person (including but not limited to common assault, battery, assault on a police officer, fighting, striking a superior or subordinate, ABH, inflicting GBH (with or without intent), wounding, robbery)
SENTENCE/PUNISHMENT	**SENTENCE/PUNISHMENT**[1]
Admonition Extra Work & Drill Fine under 7 days' pay Reparation Order Stoppage of Leave/Privileges	Any custodial sentence (including committed or suspended sentences of detention or imprisonment) Disrating/Reduction in rank Service Supervision and Punishment Order (SSPO) Fine of 7 days' pay or more Forfeiture of seniority (for officers) Severe Reprimand
SANCTION	**SANCTION**
Minor Administrative Action Police Caution (including simple or conditional cautions) CO's Logging or Formal Warning	Major Administrative action which involves: a removal from assignment for misconduct (a 'no fault'); Career Check, Reversion following a civil conviction; or, for officers, the imposition of a Displeasure or Severe Displeasure censure Misconduct dealt with by major administrative action rather than by disciplinary means (including but not limited to Bullying or Harassment, Dishonesty, Violence)

[1] For details on Administrative Consequences of Punishments under AFA 06 refer to JSP 830 MSL Chapter 13 Paras 34-126

CHAPTER 37

UNIFORM - INTRODUCTION AND ORGANISATION

(Sponsor: NAVY PEOPLE-PSP EXEC SO3)

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ANNEX

Annex 37A: Statement of User Requirement Template

CHAPTER 37

UNIFORM - INTRODUCTION AND ORGANISATION

3701. Application and Terminology

a. Part 6 (Uniform Regulations) of this BR, of which this is the opening chapter, is the definitive authority for providing all officers, ratings and RM other ranks (ORs) with the necessary direction for the wearing of Royal Navy, Royal Marines, QARNNS, Royal Fleet Auxiliary and Naval Retail Staff uniform clothing. It sets out policy, authorised items of clothing, method and occasions of wear and standards of personal appearance. The Naval Service Clothing Committee (NSCC) advises the sponsor on maintenance of this Part.

b. For the purpose of Naval Uniform definitions, the term Naval Service is used to indicate the Royal Navy (RN), the Royal Marines (RM), Royal Fleet Auxiliary (RFA), Queen Alexandra's Royal Naval Nursing Service (QARNNS), Royal Naval Reserve (RNR), Royal Marines Reserve (RMR), Royal Naval Volunteer Band Association (RNVBA), NAAFI, RFA Afloat Support (AFSUP), Combined Cadet Forces Royal Navy (CCF RN) and Sea Cadet Corps (SCC).

3702. Standards

a. Uniform identifies all members of the Naval Service. High standards of dress, deportment and grooming are universally recognised as marks of a trained, disciplined and professional Service and Commanding Officers are to ensure that their personnel maintain the required standards at all times. Modified or idiosyncratic dress is indicative of an inefficient and undisciplined Service.

b. Members of the Naval Service shall wear uniform in accordance with the instructions contained in these regulations.

3703. Authority

a. Changes in clothing policy, dress regulations, the design of uniforms, accessories, accoutrements or insignia shall only be made with the approval of Navy Command HQ through the Naval Service Clothing Committee (NSCC).

b. Flag and Commanding Officers are responsible for all clothing matters within their commands and for ensuring compliance with BRd 3(1).

c. Local management may set standards to meet unique operational requirements and may establish local rules for the wearing of operational rigs.

d. In order to ensure that the required standard for the wearing of uniform in public is maintained, local orders shall conform to policy approved by Navy Command HQ. Flag and Commanding Officers shall not permit any diminution of this standard.

e. Commanding Officers shall ensure that personnel under their command are dressed in accordance with these instructions.

3704. Naval Service Clothing Committee (NSCC)

The Naval Service Clothing Committee (NSCC) ensures that Naval Service clothing policy is delivered through a properly governed procedure and that funding implications are addressed and clothing supply issues considered with the Defence Clothing (DC) Team. It sets out the committee structure and provides direction and guidance to change sponsors.

3705. NSCC Responsibilities

The NSCC Chairperson is responsible to DDPS for the following:

a. Maintaining Naval Service Clothing policy and dress regulations in BRd 3(1).

b. Making decisions within its authority on Naval uniform and clothing matters which require resolution at Service level, or referring sensitive issues to a higher level for resolution.

c. Final arbitration on the design and appearance of uniforms, work-wear and personal protection equipment, accessories, accoutrements or insignia and occasions of wear.

d. Providing advice and recommendations to senior management on Naval clothing matters.

e. Providing a focal point for the administration and the co-ordination of design and development by Defence Clothing Team.

3706. NSCC Membership

The NSCC Membership comprises key stakeholders to facilitate the varied consultation necessary for policy making:

Chairman.
NAVY PEOPLE-PSP EXEC SO1.

Members.
NAVY LOG INFRA-OPS SC POL SO1 (Logs Commodities).
NAVY LOG INFRA-OPS SC CPO RN.
NAVY NPS EXEC FXO SO2 (Secretary).
NAVY SSM-AW NAVSURF SO2 (Seamanship).
NAVY OCGRM-ACSEC (RM Rep).
NAVY CSAV-AHF SO2 (Fleet Air Arm Rep).
NAVY LOG INFRA-OPS DFLO RFA (RFA Rep).
NAVY MED-PERS POL SO1 (Medical Rep).
DEC DC-CSTCSORN (Operational Clothing).
NAVY OP TRG-CWD EXEC SCTO (Ceremonial).
DMC-OPS PR NAVY SO2 MARKETING (Corporate Identity/Image).
NAVY-PERS-WONS (2SL's Office).
NAVY PERS-CNPS DandI SO2A (Diversity and Inclusion).
NAVY SSM-AW SW SO2 (SSM CDT Rep).
NAVY SSM-SS E CBRNDC SO2 (CBRNDC Rep).

Advisors. DC Team (Development and Supply Chain performance)

Proposal Sponsors. As required

3707. Royal Marine Clothing Committee (RMCC) Membership

The RMCC is a sub-committee of the NSCC, established to consider matters relating to RM Dress Regulations and associated Reservists and Cadet Forces. It provides the NSCC and DC Team with co-ordinated priorities for clothing supply for the RM. RMCC membership comprises:

Chairman.
Deputy Commandant General Royal Marines.

Vice Chairman.
Corps Secretariat (NAVY OCGRM-CORPS SEC).

Members.
Asst Corps Secretariat (NAVY OCGRM-ACSEC) (Secretary).
SO1 Logistics and Commodities (NAVY LOG INFRA-OPS SC POL SO1).
HQ BSRM SO(M) (NAVY RM BAND-HQBSRM SO2 BAND).
CTCRM DLO (NAVY TRG CTCRM-SPTW LOG DLO).
Corps RSM (NAVY OCGRM-CORPS RSM).
Corps Drum Major (NAVY RM BAND-HQBSRM CDM).
CTCRM: First Drill (NAVY TRG CTCRM-SW ISC DL WO1).
DES DC Parade Ceremonial RM/RN (DES DC-ParadeCere-RMNavy).

Note. *Additional members will be co-opted as necessary (which occurs on a regular basis).*

3708. Change/New Introduction Proposal Procedures (Clothing)

a. To ensure coherent, consistent policy development that is properly considered and submitted for the necessary level of Senior Management endorsement, all proposals for change or additions to Naval Service Clothing, badges, insignia and/or occasions of wear, including proposed changes to BRd 3(1), are to be formally submitted by sponsors through the chain of command, authorised at AD/DACOS level to the NSCC (via the Secretary). Minimum detail to be included is as follows:

(1) Description of/reason for the proposal;

(2) Draft design (for new to Service/change items);

(3) Anticipated scale (number per person, number of personnel);

(4) Anticipated initial roll-out quantities and required annual maintenance; and,

(5) Estimated unit/total costs and any 'trade-offs' eg. where replacing an existing item.

b. For new to Service or change items, final endorsement will require submission of a Statement of User Requirement (SUR) to the DC Team, via the Fleet Logistics Staff. A SUR template is at Annex 37A which sponsors should use to present their initial proposal. When planning a submission, sponsors should be cognisant of supply chain lead times (simple items such as badges can take a minimum six months to introduce) so it is important to manage expectations at the early stage and defer publication of roll-out plans or 'authority to wear' notices until stock is known to be available. Funding is also an important factor; clothing consumption is a charge to the Navy Command stock budget, submissions that do not offer compensating reductions should be supported by a Resource Change Requirement (RCR) where initial roll-out costs are estimated to exceed £10k.

c. **Maritime Operational Clothing (MOC).** Proposals for new to Service or changes to MOC must be staffed in the first instance through the appropriate Navy Command desk officer (see below). The range of clothing that constitutes MOC are the components of the following:

(1) Action Dress - (NAVY SSM-SS E FMEO SO1).

(2) Flight Deck Wear - (NAVY CSAV-AHF SO2).

(3) Immersion Suits - (NAVY SSM-AW NAVSURF SO2).

(4) CS95 and the successor ensemble PECOC – (NAVY LLM-DCC SO2).

CAP AW-MAR PRESENCE retains an interest in MOC and is to be consulted on related change proposals. FCIG/DEC endorsed MOC proposals do not require NSCC approval other than when issues of uniformity and corporate image emerge; however, to maintain coherence, proposals will be reported to the NSCC for information.

d. The NSCC meets biannually, in June and November. Sponsors may submit proposals at any time but no later than six weeks prior to the next scheduled NSCC meeting in order to allow full members to pre-read submissions. At the discretion of the NSCC Chairman, minor or urgent issues may be taken outside the full committee either via ad hoc sub-committee or limited, informal consultation. Sponsors should, however, be prepared to present their proposals to the NSCC meeting if called to do so.

3709. Definitions of Terms

a. **Accessories.** Small articles such as cuff links, worn as additions to various orders of dress.

b. **Accoutrements.** Items other than garments, accessories and weapons which form part of an individual's outfit. Examples include aiguillettes and Royal cyphers.

c. **Action Working Dress (AWD).** Flame retardant blue working rig.

d. **Categories of Dress.** Indicate classes of uniform designed to support activities ranging from ceremonial and duty, to the action clothing system in the Fleet.

e. **Climatic Clothing.** Items designed to provide protection from extreme climatic conditions and provided on either personal loan or by temporary issue.

f. **Combat Clothing.** Disruptive pattern material (DPM) clothing worn by personnel employed in land/field operations and training.

g. **Flying Clothing.** Operational clothing worn by aircrew.

h. **Optional Items.** Those items that are authorised for wear in these regulations but which are not provided at public expense as part of outfits or kit scales.

i. **Orders, Decorations and Medals.** Insignia worn as stars or suspended by their ribbons and worn in accordance with Chapter 44.

j. **Officers' Outfits.** Scaled items of clothing and equipment which are initially issued to officers without charge and maintained subsequently by the individual.

k. **Ratings'/ORs' Kit.** Scaled items of clothing and equipment which are initially issued to ratings/RMORs without charge and maintained by one-for-one exchange.

l. **Specialist Clothing.** Scaled clothing and equipment which is retained for the duration of the recipient's service or until the requirement for it ceases. Examples include Flying Clothing, Boots DMS, AWD and Foul Weather Clothing. It is issued and maintained by replacement at public expense.

m. **Undress.** Uniforms or items worn on less formal occasions. An historic term, now only used in specific instances such as Mess Undress.

3710. Words and Phrases - Interpretation

a. **"Shall", "May" and "Should"**

(1) **"Shall".** Shall be construed as being imperative.

(2) **"May".** Shall be construed as being permissive.

(3) **"Should".** Shall be construed as being informative only.

b. **"Practicable" and "Practical"**

(1) **"Practicable".** Shall be construed as physically possible.

(2) **"Practical".** Shall be construed as reasonable in the circumstances.

3711. Orders of Dress

Clothing is divided into the following orders, each of which may have three or more subdivisions in order to provide variations of the basic rig more suited to specific occasions or conditions.

a. **Ceremonial Uniform (No 1).** Uniform worn on formal occasions with orders, decorations, medals and other ceremonial accoutrements and accessories as appropriate for the particular occasion.

b. **Evening Uniform (No 2).** Evening dress and undress uniforms worn at naval, military and appropriate civilian functions.

c. **General Duty Rig (No 3).** Should be worn as directed by Commanding Officers as a semi-formal rig where No 1's is deemed inappropriate.

d. **Action Working Dress / Daily Working Rig (Rig 22).** Functional, protective working dress worn at sea, in naval bases and in air stations. Combat clothing is the Royal Marines equivalent.

e. **Occupational Clothing (No 5).** Clothing worn by those working in specific occupations such as nursing, catering, fire-fighting who require safety equipment and unique clothing to carry out their tasks.

ANNEX 37A

STATEMENT OF USER REQUIREMENT - TEMPLATE

GUIDE TO INFORMATION TO BE CONSIDERED WHEN COMPILING GROUND CLOTHING USER REQUIREMENT DOCUMENT/STATEMENT OF USER REQUIREMENTS

The aim in compiling the SUR should be to state clearly what the need is in order to aid the development of a solution. This guide provides a checklist of those aspects to be considered when compiling the SUR; only those headings appropriate to the requirement should be completed.

STATEMENT OF USER REQUIREMENT FOR CLOTHING
(Issue 1 – Jul 06)

1. **Title:**
2. **Customer Sponsor: NAVY COMMAND HQ**
3. **Users:**
4. **Required In-Service Date (ISD) and Reason:**
5. **Background:**
6. **Existing Item(s) to be replaced:**
7. **Disadvantages of existing Item(s):**
8. **Requirement:**
9. **Costs:**
10. **Users:**
11. **Use:**
12. **Risk Assessments:**
13. **Operational Requirement:**
14. **Physical Characteristics:**
15. **Legislation/Standards:**
16. **Life Expectancy of the Product:**
17. **Repair and Maintenance:**

18. Training:

19. Care and Use:

20. Compatibility:

21. Proofing:

22. Climatic:

23. Sizing:

24. Storage Life:

25. Item Marking:

26. Packaging:

27. Dependency and Scale of Issue:

28. Trials:

29. Deployment Approach:

CUSTOMER SPONSOR & BUDGET AUTHORITY

I authorise the DC Team to proceed with this.
I certify that adequate financial provision has been made to meet the costs of this requirement.

Signature:……..

Name:…….

Appointment:…….

Telephone:…….

Date:……

CHAPTER 38

POLICY AND APPEARANCE

(Sponsor: NAVY PEOPLE-PSP EXEC SO3)

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CHAPTER 38

POLICY AND APPEARANCE

SECTION 1

DRESS POLICY

3801. Authorised Uniforms

a. The uniforms, accoutrements, accessories, insignia, optional items and orders of dress set out in these regulations are those authorised for wear, as appropriate, throughout the Royal Navy.

b. Tables of dress and their occasions for wear are detailed and illustrated at the Annex 39A and Annex 40A. Dress for Joint Service ceremonial occasions is detailed in Chapter 43.

3802. Outfit and Kit Scales

a. All personnel shall be provided, on entry, with clothing and equipment to the authorised entitlement, as laid down in the scales of issue at the Annexes to Chapter 39 and Chapter 40. Individuals are personally responsible for the care and custody of all items of clothing, including accessories and accoutrements, issued to them. Personnel are to ensure that items are maintained and ready for use at all times.

b. Major components of uniform such as trousers and jackets shall not be interchanged or mixed and shall only be worn with the order of dress for which they are intended, e.g. uniform items of No. 3s and No. 4s are not to be worn together. Some accessories and accoutrements such as shoes, socks, belts, raincoats, gloves and shirts, however, may be worn with several orders of dress.

c. Ratings No. 1 Uniform (jacket and trousers) should last an individual for a minimum life of four years, or longer, before a gratuitous replacement (at Crown expense) will be considered and approved. Under this policy, ratings No. 1 Uniform is further subject to a ‘fair wear and tear’ judgement (e.g. if a LH employed in the RN Presentation Team is wearing their No. 1 Uniform four days a week, it would be reasonable to assume that it may need replacing before the four year point lapses). Whereas, since many service personnel rarely wear their No. 1 Uniform there would be no need to replace them just because they are four years old. The Clothing Stores staff are the Base LO's representative and are empowered to make a judgement as to whether a ratings No. 1 Uniform needs replacing or not. Officers will continue to pay for the replacement of their No. 1 Uniform, after the initial gratuitous issue. Officers may exchange ‘workwear’ on a one for one basis but other items of uniform should be purchased – Uniform Tax Relief (UTR) is calculated to enable occasional replacement of kit.

d. WORN, 2SLWO and FCWO are entitled to draw an extra set of No 1’s as well as a set of No 2’s and Prestige Suit if not already held.

3803. Optional Items

Certain clothing items and accoutrements are authorised for optional wear, provided that they are not obtained at public expense.

3804. Master Patterns and Specifications

a. To ensure uniformity and quality of dress, all Naval clothing items whether issued through the supply system or purchased from civilian tailors shall be made according to the approved master patterns which govern the official specification for each clothing item. The necessary specifications may be obtained from Defence Clothing (DC) Team.

b. Royal Navy personnel shall not wear any item of dress which does not conform to approved patterns or which has not been authorised for wear on an optional basis or ordered for wear in the specific user trials.

3805. Alterations and Modifications

a. Items of clothing shall not be altered or modified except in order to obtain a reasonable fit. The cost of correcting or replacing any items of clothing that have been altered or modified without proper authorisation shall be borne by the individual.

b. **Entitlement to Exchange Uniform on Return From Maternity Leave.** Personnel are authorised to exchange uniform items free of charge at Crown Expense without signs of 'fair wear and tear' on return from maternity leave. See Para 3815.e.

3806. New and Superseded Items

Whenever an item of clothing in a new pattern is authorised and introduced, an amendment to these regulations shall be implemented by Navy Command HQ. The amendment will include the conditions under which the obsolete or superseded items may continue to be worn and the procedure for taking the new item into use.

3807. Supply and Issue

a. Supply and issue of the various items of Royal Navy clothing shall be in accordance with current accounting regulations set out in JSP 886, *Defence Supply Chain Manual*.

b. Specialist Clothing scales are issued by DES DC-CSTCSORN to individual units.

3808. Special Case Entitlement for the Re-issue of Uniform

a. There are certain circumstances beyond a Service Person's control, which will result in requiring a different size of uniform to that which they have previously been issued. These circumstances include, disability, impact of chronic conditions, menopause and post-pregnancy[1].

[1] Policy regarding the exchange of uniform post-pregnancy is contained at para 3815.e.

b. Personnel who need to exchange their uniform because of special circumstances outside of their control are entitled to do so. Examples include; disability, impact of chronic conditions and menopause, which may cause physiological changes. They are also authorised to free tailoring of No1 uniform and No2 uniform (mess kit), however, if this is not possible on the advice of a tailor, a re-issue of either or both uniforms is authorised. Personnel are authorised to one publicly funded uniform alteration (for each uniform) or re-issue in the 2-year period following their diagnosis.

c. All scaled uniform[2] is available for exchange or alteration. A pragmatic approach should be considered to reduce potential waste as a full exchange may not be required. Authorisation from a Healthcare Practitioner[3] is required to support claims. The signed authorisation form at Annex 38C is required for all cases.

d. It is recognised that personnel could experience more than one of these circumstances during their Service career, as such, all requests should be reviewed on a case-by-case basis.

3809. Wearing of Uniform

a. Unless otherwise directed, all officers, ratings and other ranks shall wear uniform:

(1) As prescribed, when on duty (but see 3808d).

(2) As required when serving as a Naval or Defence Adviser or Attaché.

(3) As required when serving with the Armed Forces of other countries.

(4) If desired, in public using the guidelines laid down at Para 3810.

b. Members of the Reserves shall wear uniform when:

(1) On duty, but see 3809d.

(2) Attending a function or ceremony at which the wearing of uniform is appropriate.

(3) If desired, in public using the guidelines laid down at Para 3810.

(4) Acting as RNR Liaison Officers in the WWE, NE, SNI and EE regions when undertaking a Military Support and/or Resilience Function in which uniform and rank is of particular importance.

c. Royal Navy personnel attending civilian educational institutions such as universities shall not normally wear uniform unless participating in training exercises, parades or functions.

[2] Chapter 39 - Outfit and Kit Scales (Annex 39B – Officers / Annex 39C – Ratings).
[3] Healthcare Practitioner includes Medical/Nursing Officers, Civilian Medical Practitioners, Practice Nurses/Nurse Practitioners, Physiotherapists and NHS Medical Practitioners (for Reserve personnel only).

d. The Daily Working Rig (DWR) for all personnel at sea and in harbour is RIG22. As such, there is no longer a requirement for the OOD (including DPO, Gangway Staff and other members of the Harbour Duty Watch) to routinely wear either No. 1 Uniform or Tropical Uniform when Duty.

e. If a Ceremonial Sunset, Guard Officer and Guard, Gangway Side Party, and other supporting personnel, (i.e. Car Door Openers) are required to take part in a pre-planned ceremonial event whilst alongside, personnel from members of the Ship's Company (and not the OOD and Duty Watch) are to be nominated to perform the ceremonial function, in either No. 1 or Tropical Uniform, as appropriate.

f. Application to wear uniform whilst on leave outside the UK shall be made through the appropriate Chain of Command.

g. Certain civilians employed by the Ministry of Defence, such as non-industrial personnel serving in RFAs and some overseas exchange appointments as well as accredited war correspondents, may wear appropriate uniform, as authorised by the relevant administrative authority.

h. Former members of the Royal Navy may wear uniform on state or other occasions of ceremony, provided it is in the best interests of the Service to do so. It should be noted that it is illegal for anyone who is not a former member of the Royal Navy, the proof of which lies upon the individual, to:

(1) Wear a Naval or any other uniform that is so similar to the real uniform that it might be mistaken for it.

And

(2) Wear a distinctive mark relating to service performed, wear a service medal, ribbon, badge, decoration/order or imitation thereof, or any other that is awarded for campaign service or any imitation thereof, that is likely to be mistaken for any such mark, medal, ribbon, badge decoration or order.

i. **Royal Naval Volunteer Band.** Members of Royal Naval Volunteer Bands, who are not themselves serving members of any Military Service or other non-military uniformed Service such as the Police/Fire Brigade etc., may wear a uniform as laid down in Annex 39F when on Service recognised band engagements, given they are representing the Royal Navy in the Public Eye. Furthermore:

(1) Retired officers and ratings who are members of an RN Volunteer Band may, at the discretion of the VBO, wear uniforms according to the rank held on retirement.

(2) Any retired officer or rating who finds themselves required to wear uniform is to uphold the values and standards expected of the Royal Navy in the public eye. Uniform is to be maintained in good order, and the individual must conform, in full, to the current dress and appearance standards expected of serving members.

j. **RN Personnel Employed in Joint Operations.** Members of the RN/RM who are employed in Joint Organisations and who are under a non-RN/RM Command are to wear only RN/RM uniform and accoutrements. Under no circumstances should an RN/RM serving member wear uniform/headgear of another Service. Local tactical badges/flashes, however, may be worn.

3810. Wearing of Uniform in Public

The Navy Board strongly encourages the wearing of uniform in public, taking into account the security advice. In doing so it is clear that the highest standards of dress and bearing are required. It is therefore incumbent upon all those wearing uniform to be aware that it is their duty not to bring the Service into disrepute as a result of their demeanour or actions, or otherwise to impact adversely on the efficiency or reputation of the Armed Forces.

3811. Wearing of Uniform in Foreign Countries

a. This regulation does not apply to individuals or units serving with a British force or mission, etc. where specific regulations will apply.

b. Service personnel, on or off duty, may wear uniform in foreign countries at Commanding Officers discretion. In addition, individuals must:

(1) Obtain permission from the local British Embassy of High Commission.

(2) Observe all relevant security instructions and requirements, including travel to and from the foreign country concerned.

3812. Uniformity in Dress

When taking part in a Joint Service parade or function, Royal Navy personnel shall be required to wear the equivalent order of dress, in line with the other Services, as laid down in the Joint Services Ceremonial Dress Tables (JSCDT) at Chapter 43 and promulgated before the event.

3813. Wearing of Plain (Civilian) Clothes

a. Civilian (plain) clothes shall be worn as directed when on duty in the Ministry of Defence and on other occasions when appropriate. Royal Navy personnel in plain clothes shall present a neat and well-groomed appearance in accordance with the provisions of this Section.

b. Marks of respect are to be paid when wearing plain clothes in accordance with BRd 1834, *RN Ceremonial and Drill*.

c. The Royal Navy Identity Card, MOD Form 90, must always be carried when wearing plain clothes.

d. Visible civilian items of apparel shall not be worn with uniform except where specifically authorised in these orders. Similarly, items of uniform shall not be worn with civilian attire except for items such as gloves, which do not explicitly identify the wearer as a member of the Royal Navy.

e. The kilt, (Scottish, Irish, Welsh, Cornish, Manx), with appropriate socks, shoes and accoutrements, may optionally be worn by entitled personnel when attending mess functions at which Number 2B or 2BW dress is ordered. Entitled Service Personnel (Officers and Senior Rates) may wear equivalent long skirts. As they are not part of official uniform, in common with mess boots and boat cloaks, kilts will not be provided at public expense.

f. Civilians may wear items of uniform such as caps and berets with badges in public displays, performances and at special events, provided that such action is not to the detriment of the Royal Navy. In particular:

(1) By custom, ex-Service personnel may wear caps or berets with badges on remembrance and memorial occasions.

(2) Historical re-enactment groups and staff in preserved historic ships are to be authorised to wear obsolete uniforms.

g. Chaplains in the exercise of their religious duties may wear ecclesiastical and academic clothing as appropriate over, or in lieu of, uniform.

3814. Royal and Honorary Ranks and Appointments

a. Members of the Royal Family holding Royal and honorary appointments in the Royal Navy shall receive an initial issue of uniform at public expense.

b. An officer holding such an appointment or honorary rank is authorised to wear the current uniform, rank insignia, accoutrements and accessories applicable to that appointment or rank.

c. No. 1 dress is to be provided, on request, from the existing DC Team contract. Lesser orders of dress may be obtained on temporary loan, but Mess Undress must be provided by honorary appointees at their own expense.

3815. Wearing of Maternity Uniform (Fig 38-1a and Fig 38-1b)

a. The aim of maternity uniform is to provide a professional, smart and yet comfortable alternative to regular uniform that can be worn throughout pregnancy. The wearing of maternity uniform by pregnant Royal Navy personnel is compulsory when they can no longer fit comfortably into their service uniform. The only exception is when written authority is given by the Medical Officer for an individual to wear plain clothes for medical reasons. On occasion it may be necessary for certain conditions or occasions to be assessed by the pregnant individual’s Chain of Command (CoC) in order to adopt an appropriate ‘equivalent’ state of dress. In these circumstances, common sense must prevail and further guidance beyond these regulations can be obtained from the regional Maternity Cells.

b. Pregnant Service personnel will be allowed some flexibility as to how they wear their maternity uniform. The individual garments (dress, trousers, short-sleeved shirt and cardigan) may be worn in any combination. Shirts are to be worn outside trousers. The short-sleeved shirt is to be worn open necked without a tie. The maternity uniform will routinely be worn with the usual service insignia of rank/rate badges (including regulating crown for RN Police), hosiery, shoes and head dress. No mixed wear of items of standard and maternity uniform other than these insignia/accessories is allowed. A white dress is available for those in clinical appointments. The following guidance is given for line managers:

(1) **Headdress.** Certain pregnancy conditions may be exacerbated by the wearing of head dress. Pregnant individuals may request, through their CoC, to their CO (or equivalent), to be exempted from wearing head dress, or to limit the amount of time it is worn.

(2) **Footwear.** Foot and ankle swelling can be common in pregnancy, making the wearing of standard service footwear uncomfortable. In such cases, pregnant individuals may request to wear non-issue shoes. Shoes must be of plain design (no details or external stitching), black, flat 'ballet pump' or low-heeled style.

(3) **Tights.** The wearing of tights is not mandatory with maternity dresses. The wearing of tights with maternity dresses is a personal choice only. Where tights are not worn, 'pop socks' or plain black ankle socks may be worn; examples of appropriate socks are at figures 38-1.c and 38-1.d.

(4) **Ceremonial or Formal Occasions.** Pregnant personnel are not to be excluded from any event as a result of them wearing maternity uniform. When No. 1 or No. 2 dress or equivalent is ordered, a pregnant individual may wear her blue maternity dress or request to wear smart civilian maternity attire where it is deemed more appropriate to the occasion. The wearing of civilian maternity wear on duty remains entirely at the discretion of the unit CO or equivalent.

c. Pregnant individuals (including Maritime Reserves) are issued with a maximum of four 'tops' in a combination of dress, short-sleeved shirt and trousers, plus cardigan. Combinations available are:

(1) Four dresses.

(2) Three dresses, one shirt, one pair trousers.

(3) Two dresses, two shirts, one pair trousers.

(4) One dress, three shirts, one pair trousers.

(5) Four shirts, two pairs trousers.

d. Nursing and Dental Staff may opt for four clinical white dresses or the combinations detailed in sub para c above.

e. **Entitlement to Exchange Uniform on Return From Maternity Leave.** Service personnel are authorised to exchange uniform items free of charge at public expense without signs of ‘fair wear and tear’ on return from maternity leave.

(1) Entitlement will be 24 months from the date maternity leave commences.

(2) All scaled uniform items (Annex 39B and 39C) are available for exchange or alteration. A pragmatic approach should be considered to reduce potential waste as a full exchange may not be required immediately. JPA proof of leave/assignment order may be required for exchange.

(3) **No. 1 and No.2 Uniform (Mess kit).** Should be altered in the first instance. However, it may be exchanged free of charge if advised to do so by the tailor/contractor.

Figure 38-1a. Wearing of Maternity Uniform

Figure 38-1b. Wearing of Maternity Uniform

Figure 38-1c. Pop Socks Examples

Figure 38-1d. Ankle Socks Examples

f. **Items available for demand via clothing catalogue**

TL Number	NSN RN (Dark Blue)	Size
TL1064506	8410-99-680-2239	68
TL1064507	8410-99-680-2240	72
TL1064508	8410-99-680-2241	76
TL1064509	8410-99-680-2242	80
TL1064510	8410-99-680-2243	84
TL1064511	8410-99-680-2244	88
TL1064512	8410-99-680-2245	92
TL1064513	8410-99-680-2246	96

3816. Provision of Sports Bras for RN Personnel

a. The RN requires all personnel to maintain fitness and undertake regular physical exercise. Research has shown that an ill-fitting bra can significantly impair support and breast health during arduous physical activity.

b. All RN and RM personnel who require a sports bra for support during physical training, sport, Physical Education and PES are authorised to source up to two sports bras (**per year**) and claim back the cost, up to a maximum of £50 per bra. This will be revised when a long-term supply contract has been negotiated and is in place.

c. Personnel are authorised to source their own sports bras in line with the following criteria:

(1) Items are to be purchased from a reputable bra provider, and a fitting service is to be used. Users are advised to give examples of the type of exercise that they will be undertaking to help ensure appropriate level of support. Online services are available.

(2) Individuals are responsible for ensuring that the selected bra offers sufficient support for all levels of physical training.

(3) Claims are to be made in accordance with Annex 38D.

d. Pre- and post-partum personnel are entitled to purchase two additional sports bras due to the change in body shape over this period. A maximum of four sports bras may be purchased in any 12-month period.

3817. Sea Cadet Corps and CCF (RN-RM) Officers and Ratings/Other Ranks

a. Sea Cadet Corps and CCF (RN-RM) officers and ratings/ORs may wear the equivalent RN or RM uniform provided that all such uniforms bear ‘cadet insignia’ which distinguish them from their regular counterparts. The wearing of such uniforms does not confer other rights and privileges that might normally be accorded to regular or reserve personnel unless stated elsewhere. The entitlement to wear uniform, at public expense, is in the form of a concession from the Ministry of Defence and confers non-Crown Servant status (either military or civilian) on the wearer.

b. Sea Cadet Corps and CCF personnel should only wear uniform when:

(1) On duty.

(2) Attending a function or ceremony at which wearing of uniform is necessary.

(3) The uniform scales for Sea Cadet Corps and CCF personnel are contained in Appendix 2 of Sea Cadet Regulations and Combined Cadet Force Regulations (AC72133).

3818. Special Measure Uniform

Special measure uniform is only to be authorised when there is discernible evidence that the change in physical size is attributable to either natural growth or a physical fitness change in muscle bulk. Other requests for special measure should firstly be referred to the local Medical Officer.

3819. Smoking, Eating and Drinking Alcohol when in Uniform in Public

a. The deportment, appearance and conduct of all officers and ratings/ORs, whether in uniform or in plain clothing, on or off duty, shall on all occasions reflect credit on the Royal Navy and upon the individual. It is the responsibility and duty of all those in authority to ensure that the policies, regulations and instructions contained herein are to be adhered to.

b. Service Personnel are encouraged to wear uniform in public unless it has been deemed impractical or unsafe to do so for service reasons or security considerations as communicated down through the CofC.

c. While smoking, drinking and eating whilst wearing uniform in public outside of military bases is not forbidden, including for example on public transport, at motorway services or at a railway stations or airports, personnel are to observe the following:

(1) Individuals must smoke, eat or drink in a discreet manner by using the appropriate facilities, (i.e. restaurant, café, lounge, seating areas, designated smoking/vaping areas, etc.), and whilst doing so should remain static in that location.

(2) Individuals are not to smoke, eat or drink whilst walking and transiting through public areas, such as city/shopping centres or public/recreational parks.

(3) Whilst wearing uniform in public head dress is to be removed. Individuals are reminded that the correct way to pay and observe marks of respect, whilst not wearing head dress, is by standing smartly to attention, until it has been acknowledged by the senior. There is no need to replace head dress to do so, however, head dress must be replaced as soon as the individual finishes smoking, eating or drinking and prior to leaving smoking, eating or drinking and prior to leaving the designated area.

d. When transiting in uniform Service personnel are not to use mobile phones; there are areas designated for these activities in all ships and/or military establishments.

e. **Smart and Presentable Appearance.** Officers and ratings/ORs in uniform shall be well groomed with smart and properly pressed uniform and clean footwear. In particular, buttons, fasteners and zips shall be kept closed; pockets shall not be bulged; personal items such as glasses, sunglasses, pens, pencils, key rings, Bluetooth Headsets, iPods or papers shall not visibly protrude from pockets nor be suspended from waist belts or pockets. Mobile telephones or bleepers, personal radios, tape or CD players and other such electronic equipment, shall not be visibly worn, or operated except when provided from Service sources for the performance of a specific duty where their ready accessibility is required.

f. **Consumption of Alcohol.** The consumption of alcohol while wearing uniform in public is to be limited to very specific circumstances, as authorised by the CofC, such as attending an official civic reception during a port visit, attending a wedding/funeral in uniform or an organised Public Military Event (PME) where uniform is encouraged to be worn. On all occasions personnel are reminded they are to conduct themselves iaw Para a. above.

g. It is the responsibility and duty of all those in authority to ensure that the policies and instructions contained herein this paragraph are adhered to.

h. **Jewellery.** Apart from wristwatches and cuff links where appropriate, no jewellery, friendship bracelets or visible chains (including bracelets, necklaces and anklets) are to be worn with uniform other than those listed below. Wristwatch straps and cuff links are to be non-garish and conservative by design:

(1) Personnel who are adherents of Christianity may wear specified religious items whilst in uniform, including a cross, fish symbol (also known as an ichthys), or a devotional scapular or medal worn around the neck, as well as a prayer rope bracelet (also known as a komboskini or chotki), provided that such items are plain, unobtrusive, and free from ornaments or tassels. All items may be worn subject to the condition that they do not interfere with the proper wear or use of uniform, accoutrements, or equipment, and do not compromise the safety or health of the individual.

(2) Signet, engagement and wedding rings for male personnel.

(3) Signet, engagement and wedding rings, and a single small plain silver or gold sleeper or stud (not more than 6mm in diameter) earring in the centre of each earlobe for Servicewomen. Conservative pearl studs may be worn with No. 2 Mess Dress/Undress.

(4) When in Ward Dress a wedding ring is the only item of jewellery permitted to be worn by QARNNS personnel.

(5) A single charity wristband may be worn by personnel in working uniform but not in No. 1 uniform. Due consideration must be made with regards to the health and safety of individuals working in places where the wristband could become a snagging hazard. In accordance with KRRN, it remains for the Commanding Officer to decide upon the overall suitability of any particular wristband.

(6) Local Orders for Royal Guards or other occasions of major ceremony may further limit items of jewellery to be worn.

i. **Body Piercing.**

(1) Other than those items detailed at Para 3818 sub para c above, no form of jewellery is to be worn on the body. Even where a part of the body has been pierced or prepared, whether for any ring, stud or sleeper, no such items are to be worn when in uniform or on duty. Body piercing does not include the piercing of the earlobe for the wearing of a stud or sleeper.

(2) Any scarring, such as that caused by a 'flesh tunnel' or other body decorations, injury, infection or illness caused as a result of body piercing, or through the wearing of any form of body jewellery (other than that permitted in these regulations), and with the exception of any minor legacy scarring acquired prior to enlistment, will be deemed to have been self-inflicted and will be dealt with as a disciplinary matter which may ultimately lead to an Administrative Discharge if any of the criteria at para 3818 sub para g sub para (2) cannot be met.

(3) For clarification, a 'Flesh Tunnel' is that specific form of self-inflicted scarring which occurs following the insertion of (usually) every increasing in size circular 'stretchers' which, over time, produce a larger and larger earlobe. When such stretchers are removed, a large and visible hold (the flesh tunnel) remains.

j. Similarly, when in plain clothes, the wearing of body jewellery and trinkets whilst on board or on duty is not permitted, nor at any other time when likely to reflect adversely upon the Royal Navy. Body jewellery represents a risk to individual safety in the event of an incident.

k. **Body Art (Tattoos and Other Forms Including Scarification and Flesh Tunnels)**

(1) Following a recent review, the Service tattoo policy has changed. Easing the restrictions on tattoos for both potential recruits and serving personnel, whilst maintaining professional standards, is entirely consistent with the Royal Navy being an organisation that reflects the society it lives in and protects.

(2) Tattoos on the neck and throat are now permitted. Tattoos that encroach on the ears and face may be considered, following prior consultation with Navy Exec SO3.

(3) Tattoos and all other forms of body art (including scarification, flesh tunnels and any other deliberate body scarring) are deemed **unacceptable** if they are judged by the Commanding Officer, or at the recruiting stage by the Recruiting Officer, to meet any **one** of the following criteria:

(a) If they are visible on the face in a front view passport photograph.

(b) Irrespective of its **size or position on the body**, a tattoo will be obscene and unacceptable if it refers to or depicts an image of:

i. A sexual act.

ii. Extreme pornographic behaviour.

iii. Violence of any kind.

iv. Drugs.

v. Racism.

vi. Political views.

(c) This list is by no means exhaustive but covers the main areas that deciding authorities must consider in making their decision.

(d) **Irrespective of its size or position on the body**, a tattoo will be offensive and thus unacceptable if, by its nature, it has the purpose or effect of violating another person's dignity or creating an adverse environment for others (for instance because it refers to or depicts an image relating to a protected characteristic of gender, sexual orientation, race, religion, disability or age). A tattoo should only be considered to have such an effect if, having regard to all the circumstances, it can be viewed as offensive by an objective standard.

(e) Any tattoo which does not meet one or more of the criteria above but which, **in the opinion of the individual's Commanding Officer or a Recruiting Officer**, is nevertheless, by virtue of its size, position or nature, unacceptable and detrimental to the Service, for example, a message or inappropriate image on the hand which would be seen when saluting.

(f) In the specific case of tattooed eyebrows, these are permitted provided that in the opinion of the Commanding Officer or Recruiting Officer they appear as two discrete eyebrows and are deemed suitably realistic and inoffensive.

(g) A flesh scar or small flesh tunnel may be possible to be covered in order to allow the healing process to occur, however any scar or flesh tunnel which does not heal will need to be considered in accordance with the conditions above and may ultimately lead to Administrative Discharge.

(4) Serving personnel who presently have tattoos, scars of a flesh tunnel which contravene the regulations will be dealt with on a case-by-case basis by the chain of command who will make a judgement based on when the item was acquired and under what circumstances. Personnel acquiring tattoos, scars and flesh tattoos that contravene this policy will be invited to have their tattoos removed at their own expense or for a flesh tunnel to 'close'. Acquisition of tattoos, scar or flesh tunnels in contravention of the regulations and policy will result in disciplinary action and subsequent failure to remove them is most likely to result in administrative discharge after an appropriate period on warning

(5) The deciding authority on the appropriateness of tattoos for SP, including those on the neck and throat tattoos, is the Commanding Officer and for potential recruits the Recruiting Officer

(6) Where any doubt exists or clarity is required, Navy Exec SO3 should be contacted with photographic evidence indicating the detail of the tattoo. Navy Exec SO3 must be consulted where tattoos encroach on the ears and/or face.

(7) Head of Recruit & Attract to be arbiter for potential recruits in the recruiting phase.

3820. RN Personnel Hair Policy

a. As societal norms evolve, appearance policy is routinely reviewed to ensure that the RN remains an attractive, inclusive and modern employer. Recent changes to ease appearance restrictions have been well received and have had no negative impact on warfighting capability, reputation or safety. Feedback from Service Networks, complaints from Service personnel and informal reports from RN recruiters suggest the need to go further to reflect those societal norms to help us attract, recruit and retain personnel.

b. **Policy.** The following are permitted for RN personnel regardless of gender when wearing uniform or plain clothes on duty.

c. **Hair.** All hairstyles shall be kept neat and tidy, demonstrating a professional appearance. They should be secured or styled back from the face. Braids, twists, corn rows, locks or an afro can be worn. The hairstyle must not impede your ability to wear appropriate uniform or to deliver operational outputs.

d. All hairstyles must be short enough not to extend below the lower edge of the shirt collar when worn down, or long enough to be worn in a bun or ponytail. In working rig, longer hair may either be worn in a bun, single ponytail, single braid or corn braids/rows, secured with conservative bands, grips, or hairpins, and nets of natural hair colour. Hair accessories such as beads shall not be worn. When tied up, hair lengths should not exceed the top of Rig 22 belt due to safety reasons.

e. **Colour.** Hair colour must be of an even natural colour and not detract from a professional appearance. Unauthorised pigments include, but are not limited to, purple, blue, pink, green, orange, bright red and fluorescent or neon colours

f. **Extensions.** Personnel may wear hair extensions, including weaves, and may also wear wigs, all of which must conform to the hair rules described above. When wearing a wig is not possible or practical, for example during strenuous physical exercise or firefighting, personnel may, at their discretion, wear a plain headscarf in a colour appropriate to the uniform being worn.

g. **Sideburns.** Sideburns shall not extend below the earlobe, shall be of even width, and shall be taper trimmed and squared to conform to the overall hair style.

h. Cultural and religious exceptions are detailed in BRd3 Ch38 Section 2.

i. **Facial Hair.** Commanding Officers shall permit all personnel to request to wear
full set beard and moustaches or moustaches.

(1) Beards are to be kept short and neatly trimmed, with particular care to ensure they are kept off the neck and cheekbones. They are to be even in coverage and neat in appearance, especially at the cheek line. The maximum acceptable length of a beard is to be Grade 8 (25.5mm).

(2) If only a moustache is worn, the upper lip is to be unshaven but neatly trimmed. The moustache is not to extend below the line of the lower lip, and not exceed beyond the width of the face.

j. The following guideline for facial hair must be maintained:

(1) Length must be between Grade 1 (2.5mm) and Grade 8 (25.5mm).

(2) Facial hair must be trimmed off the neck and cheekbones.

(3) Patchy and uneven growth is prohibited.

(4) Colour must be natural and not exaggerated.

(5) The moustache is not to extend below the line of the lower lip and is not to exceed beyond the width of the face.

k. The following characteristics will remain deemed to be unacceptable:

(1) **‘Designer Stubble’.** Assessed as any beard length shorter than Grade 1 (2.5mm).

(2) **Beards of Uneven Growth (e.g. ‘scrappy’).** The definition of ‘scrappy’ remains a subjective judgement of the Command and delegated representatives.

(3) **Extended or ‘hipster’ Beards or ‘handlebar’ Moustaches.** The definition of Extended or Hipster remains a subjective judgement of the Command and delegated representatives

(4) **Beard Colour.** The colour of facial hair is to be natural in shade.

l. **Growth Time.** The maximum period in which an individual is expected to grow a sufficiently thorough full set beard or moustache only is 2 weeks and should be preceded by a request through the Divisional Officer to “set the clock”. Service Personnel are not to enter back-to-back or sustained periods of ‘growth time’ by shaving mid-way through, or at the end of this period so as to reset the clock. If an individual attempts to grow a beard and/or moustache and it’s not acceptable, they cannot attempt again for 3 months. It is within the subjective judgement of the Command (and delegated representatives, namely all personnel with a responsibility of authority) to define an acceptable appearance of a beard or moustache, as much depends on the features of the individual.

m. **Religious or Faith Reasons.** Where facial hair is grown as a tenet of a faith by a genuine adherence to that faith, it may be grown in excess of the limit described above. Such facial hair may require to be trimmed or tied up or even removed if it undermines the health and safety of the wearer or others in the unit or should it undermine the operational effectiveness of the unit, especially IAW para q below. Any faith or practice must be clearly established by an individual.

n. **Health and Safety.** Hair styles should not impact an individual’s ability to conduct their general duties, or when carrying out roles in a CBRNDC environment. Consideration should be taken to reduce the risk of personal injury when hair is worn down.

o. Hair extensions, wigs and head scarves should be a non-synthetic material and should be removed when conducting fire-fighting duties.

p. **CBRN Threat.** The Commanding Officer retains the authority to determine the requirement for an individual to shave, based on the Operational requirement at that time. Once ARTS testing has been completed, COs **ARE** to order the shaving of beards when the CBRN threat level is MEDIUM or higher. Other occasions, such as Operational Sea Training and/or similar exercises, in which the CBRN threat is LOW will not warrant the requirement to shave. If the individual refuses to modify their facial hair (or head dress) to the extent necessary to maintain their own safety and Operational Capability, then they **may** be disciplined. Should they continue to refuse, commanders should consider not deploying that individual into theatre or removing them from theatre if already deployed. Disciplinary action and non-deployment are **in extremis** measures that should be adopted incrementally.

q. **Royal Naval Air Stations.** In RNAS Fire Stations and Royal Naval School of Flight Deck Operations (RNSFDO) service persons must also comply with Defence Fire Operational Instruction 036 for facial hair. RNAS Fire Station Managers reserve the right to instruct individuals to remove facial hair if they are unable to demonstrate a Breathing Apparatus face seal.

r. **Ceremonial Duties.** When wearing ceremonial uniform, hair shall be well-groomed and secured or styled back from the face. Long hair should be worn up in a bun and properly secured in a neat and tidy fashion using conservative bands/ties, grips, hairpins, and nets, of natural hair colour. This is also to be adhered to, when ordered, for ceremonial/parade rehearsals and training in all orders of dress.

s. For minor ceremonial events when wearing uniform (such as 1B, 1C, 3A) individuals should not need to change facial appearance. However, for major ceremonial and Public Military events, the Commanding Officer may order the alteration of facial hair.

g. In addition to the guidance at Para 3819 sub para e, the Command may order individuals to shave off beards deemed inappropriate for a Service Parade of any nature.

3821. Unallocated

3822. RM Personnel Workforce Appearance

a. **Hair**. Hair shall be neatly groomed; taper trimmed at the back, sides and above the ears to blend with the hairstyle. On the top of the head, it shall be no more than 12 cm in length and sufficiently short at the front and sides that when the hair is groomed, and head dress removed, no hair shall touch the ears or fall below the top of the eyebrows. It shall be kept above the shirt collar. Cultural and religious exceptions are described within this chapter.

(1) Hair shall be no greater than 4 cm in bulk at the top of the head, with the bulk decreasing gradually from the top and blending with the taper-trimmed back and sides. Bulk is defined as the distance that the mass of hair protrudes from the scalp when groomed – with no hair products, as distinct from the length of the hair. Styling shall not present an exaggerated or non-conformist appearance, nor shall it interfere with the proper wearing of head dress. Excessively short hair can detract from a smart and well-groomed appearance; it may be permitted, however, at the discretion of the Commanding Officer or First Drill. Unnatural hair colours (i.e. those colours that are not within the colour range of the individual's natural hair colour) are not permitted.

(2) **Hair colour.** Hair must be of an even natural colour such as tones of blonde, brunette, brown, auburn, grey or black, and not detract from a professional appearance. Unauthorised pigments include, but are not limited to, purple, blue, pink, green, orange, bright red, and fluorescent or neon colours. In all cases ID cards must be representative of hair colour.

(3) **Sideburns.** Sideburns for RM Personnel shall not extend below halfway down the ear. It should be of even width and shall be taper trimmed and squared off to conform to the overall hair style.

(4) **Moustaches.** The maximum period in which an individual is expected to grow a sufficiently thorough moustaches is 2 weeks. If a moustache is worn, the upper lip is to be unshaven but neatly trimmed. The moustache is not to extend below the line of the lower lip action, and not exceed beyond the width of the mouth. The maximum acceptable length of a beard is to be Grade 8 (25.5mm). The definition of an 'excessive amount of time to grow' remains within the subjective judgement of the Chain of Command (and delegate representatives, namely the Unit/Coy HQ and all personnel in positions of authority (LCpl and above).

(5) Personnel who refuse to modify their facial hair where required by the Chain of Command following the application of the provisions above may be subject to administrative and / or disciplinary action.

b. **Beards/Facial Hair**. All RM Personnel are permitted to grow a full set beard, subject to the conditions below and to the requirement to notify their Chain of Command in advance, via a formal written request. Beards are to be kept short and neatly trimmed, with particular care to ensure they are kept off the neck and cheekbones. They are to be even in coverage and neat in appearance, especially at the cheek line. It is within the judgment of the Chain of Command (LCpl and above, as delegated by the CO), to assess the acceptable appearance of a beard. The Chain of Command will make a judgment based on sight and will not physically measure an individual's beard. Daily beard inspections are discouraged. The Chain of Command should assess beards according to the following criteria and the graphics within this paragraph.

(1) **Growth time.** The maximum period in which an individual is expected to grow a sufficiently thorough full set beard is 2 weeks. Personnel are permitted to grow their beards whether or not they are on duty. Service Personnel are not to enter back-to-back or sustained periods of 'growth time' by shaving mid-way through, or at the end of this period so as to reset the clock. If an individual attempts to grow a beard and it's not acceptable, they cannot attempt again for 3 months.

(2) **Maintenance.** Beards and moustaches shall be kept neatly trimmed especially, in the case of beards, at the lower neck and cheekbones. or moustache, as much depends on the features of the individual. As a guide, however, the following characteristics are not acceptable:

(a) **'Stubble'.** Stubble is only permitted within the 2-week growth period and is assessed as any beard length shorter than approximately Grade 1 (2.5mm). However, it must be communicated to the chain of Command prior to growing.

(b) **Beards of Uneven Growth/Coverage (e.g. 'scrappy').** The definition of 'scrappy' remains within the subjective judgement of the chain of command (and delegated representatives, namely the Coy/Unit HQ and all personnel in positions of authority (LCpl/Cpl and above)).

(c) **Extended or 'hipster' Beards or 'handlebar' Moustaches.** Extended or 'hipster' beards or 'handlebar'/extended moustaches are not permitted.

(d) **Beard colour.** The colour of facial hair is to be natural in shade.

(e) **Religious or Faith Reasons.** Where facial hair is grown as a tenet of a faith by a genuine adherence to that faith, it may be grown in excess of the limit described above. Such facial hair may require to be trimmed, however, or be tied up or removed if it undermines the health and safety of the wearer or others in the unit, or if it undermines the operational effectiveness of the unit. Any faith or practice must be clearly established by an individual and not simply deemed as having been undertaken in order to defy the regulations contained within this BR.

(f) When the safety of an individual might be jeopardised by their beard or moustache, such as in the wearing of oxygen or gas masks, it shall be modified in such a fashion as to accommodate the type of equipment to be worn.

c. **CBRN Threat.** The Commanding Officer retains the authority to determine the requirement for an individual to shave, based on the Operational requirement at that time. Once ARTS testing has been completed, COs are to order the shaving of beards when the CBRN threat level is MEDIUM or higher. Other occasions, such as Operational Sea Training and/or similar exercises, in which the CBRN threat is LOW will not warrant the requirement to shave. If the individual refuses to modify their facial hair (or head dress) to the extent necessary to maintain their own safety and Operational Capability, then they may be disciplined. Should they continue to refuse, commanders should consider not deploying that individual into theatre or removing them from theatre if already deployed. Disciplinary action and non-deployment are in extremis measures that should be adopted incrementally.

d. **Ceremonial.** The Chain of Command (not to be delegated below the CO & First Drill), retains the authority to order any individual (including those wearing a beard for religious or cultural reasons) to shave or modify their facial hair for occupational, operational or safety requirements or where an individual has not complied with the provisions laid out (and where they are not wearing a beard for religious or cultural reasons in accordance with this chapter). After the Parade has concluded, those who want a beard again will have to reapply via the Unit/Coy/Sqn request form and gain approval again. Those who do not seek formal approval are subject to disciplinary action. Notification may be made orally or in writing. Minor Ceremonial events when wearing uniforms such as Lovats & Half lovats (1B,1C, 3A) individuals do not need to change facial hair appearance, however Major Parades when wearing Blues (1A) & Mess Dress (2A) such as London/Units Parades or any Public duties, the Commanding Officer & First Drill hold the decision to remove facial hair.

e. **Royal Naval Air Stations.** In accordance with the instructions of the Chief Fire Officer, all Naval Aircraft Handlers employed at RNAS fire stations, or involved with fire-fighting training at the RNSFDO, are to be clean shaven.

(1) Beards or moustaches shall be shaved off if the conditions within this chapter cannot be met.

(2) Beards should be of a length that does not extend beyond the top part of the collar front of a service shirt. More specifically, if the individual was wearing a shirt and tie, the beard would not obscure the knot of the tie. The breadth of the beard should not exceed the maximum width of the line between the RM serviceman’s ears.

f. **Recruits/Young Officers.** Whilst under training - Phase 1&2, All workforce that are currently under training in Phases 1&2 are not permitted to grow a moustache or a Beard.

g. **RMBS.** The RMBS CTM reference the change of policy for Servicewomen’s hair.

h. **Beards.**

(1) Apply chit to CSM for OR's.

(2) Apply to Adj, 2IC or CoS for Officers.

(3) Growth time – 2 Weeks

(4) Minimum length – 2.5mm

(5) Max length – 25.5mm

(6) Eligible – Serving Officers/OR's, FTRS, Reserves.

(7) Not Eligible – YO's/Recruits/RMSoM whilst in training.

i. **Moustache.**

(1) Apply chit to CSM for OR's.

(2) Apply to Adj, 2IC or CoS for Officers.

(3) Growth time – 2 Weeks

(4) Minimum length – 2.5mm

(5) Max Length – 25.5mm but top lip showing.

(6) Width – Edge of Mouth.

(7) Depth – Neatly groomed, able to see top lip.

(8) Eligible – Serving Officers/OR's, FTRS, Reserves.

(9) Not Eligible – YO's/Recruits/RMSoM whilst in training.

j. The following graphic provides an example of acceptable facial hair:

(1) Only a full set beard will be allowed.

(2) Length must be between Grade 1 (2.5mm) and Grade 8 (25.5mm).

(3) Facial hair must be trimmed off over the cheekbones and neck.

(4) Patchy and uneven growth is not allowed.

(5) Colour must be natural and not exaggerated.

k. The following examples are not acceptable:

3823. Glasses and Sunglasses

a. In line with key NATO allies and to protect eyes from UV rays, RN personnel are authorised to wear sunglasses while wearing uniform ashore, whether within or external to shore establishments. This authorisation is year-round and all-encompassing, without temperature or brightness caveats which would become unwieldy to manage. Shore establishment Commanding Officers shall, so far as possible, adhere to this direction but local orders **are** to reflect safety considerations e.g. weapon handling etc.

b. The following criteria are to be adhered to:

(1) Both glasses and sunglasses shall be of conservative design. Sunglasses lenses are to be a single shade of black, without manufacturer logos on the temples/arms.

(2) Carrying cases shall not be visibly carried in or on uniform dress.

(3) Personnel who normally wear glasses may wear either conventionally framed prescription sunglasses or conservatively styled clip-on sunglasses when conditions and circumstances dictate.

(4) Sunglasses and photochromatic (reactive style) glasses are **not** permitted on ceremonial parades.

(5) Mirrored lenses or half silver mirror are **not** to be worn by personnel in uniform.

c. The wearing of sunglasses in sea-going units, whether alongside or at sea, shall, so far as possible, follow the above direction. The final decision remains at the CO's discretion however and shall take into account safety and other considerations which are to be recorded in local orders.

3824. Wearing of Clothing Items

a. **Peaked Cap.** The cap shall be worn square on to the head with the tip of the peak in line with the eyebrows. The seam of the woven band, on which the cap badge is sewn, shall be in line with the seam inside the back of the cap. The centre of the cap badge shall be in line with the seam at the front of the cap cover.

b. **Cap Covers.** Cap Covers shall be white plastic. Officers only are permitted to wear cotton cloth cap covers in normal daily wear but shall only wear plastic cap covers on Ceremonial Parades and Reviews.

c. **Brown Leather Gloves.** Brown leather gloves are intended for wear by officers and Warrant Officers with greatcoats only. They shall not be worn on Ceremonial occasions unless specifically ordered by the Senior Officer. An Officer of the Guard, however, shall wear brown leather gloves when the occasion requires the ratings of the Guard to be wearing white gloves.

d. **White Gloves.** White cotton gloves will be worn by ratings forming a Guard and on other ceremonial occasions when ordered and issued. An officer will only wear white gloves when parading as the King's Colour Officer in a Guard of Honour or Street Lining detachment, irrespective of the time of year.

e. **Gloves.** Can be worn with Rig 22, but must be predominantly black or dark blue and free from distinctive insignia other than the RN logo.

f. **Tricorn Hat.** Tricorn hats are to be worn square on the head with the brim parallel to the ground and with no hair showing.

g. **Seaman's Cap.** The Seaman's Cap is to be worn square on the head. The central letter on the cap tally (including the letters HMS where present) is to be over the bridge of the nose; the bow is to be tied smartly to sit above the left ear. Chin stays, when down, are to fit flat to the face and pass just in front of the ears.

h. **Beret.** The beret shall be worn evenly on the head, with the sweatband 2.5 cm above the eyebrows, the badge centred over the left eye, and the crown pulled downward to the right. The break of the sweatband shall be worn centred at the back of the head, with no drawstrings visible. Royal Navy personnel entitled to wear a green beret may do so in lieu of a blue one where appropriate.

i. **Turban.** The turban and cap badge or cap tally are to be worn as detailed in Para 3831 sub para a, (3), Para 3831 sub para e, (1) and Annex 38A.

j. **Jackets and Class II Jumpers.** Jackets and Class II Jumpers shall always be worn fully buttoned or zipped up. Elasticated drawstrings are to be pulled tight and cut to length.

k. **Ties.** Ties shall be knotted neatly and shall be kept tight at the collar. The tie shall not be tucked into the shirt where a jacket or jersey is not worn. Tie pins and clips are to be plain silver, gold, ship's own or Service related (conservative). Knitted ties are not permitted on ceremonial parades.

l. **Belts and Clasps.** Belts and clasps are to be service issue only, current ships crest or shield type clasps are permitted as well as fighting arm clasps.

m. **Jersey.** Jerseys shall be worn with the sleeves rolled down. When worn over a shirt with a tie the tie knot is to be plainly visible. When worn over an open necked shirt by JRs only, the shirt collar is to be worn open outside the jersey.

n. **Skirts.** The skirt is to cover the kneecap but shall not extend further than 5cm below the bottom of the kneecap.

o. **Underwear.** White or skin coloured underwear, conservative in nature, is to be worn underneath white shirts, white PT shorts, and at all times when wearing tropical uniform.

p. **Hosiery.** All Servicewomen wearing blue uniform skirts shall wear plain black tights or stockings. Tights and stockings are not to exceed 15 denier.

q. **Footwear.** Footwear shall be kept clean and polished at all times. Court shoes; height of heel is not to exceed 2 3/4” or 6.5 cm and not be stiletto. Court shoes are to be worn only with skirts.

r. **Ceremonial Greatcoats.** Ceremonial Great coats are worn when ordered for ceremonial activity between 1 Oct and 30 Apr and will be issued from HMS EXCELLENT stores when approved by SCTO. Ceremonial greatcoats are to be buttoned to the neck when worn by officers and ratings, unless they are wearing Orders and Decorations, then the great coat can be worn opened at the neck; shoulder boards are to be fully sewn to the coat.

s. **Foul Weather Jackets.** Only Foul Weather Jackets and MTP waterproof jackets are to be worn. All other legacy variants of raincoats and windproof jackets are obsolete and should not be worn. Greatcoats should only be worn IAW BRd 3(1) Chapter 38 Para 3824 sub para r and BR 1834 0507 para A 6. Garments need not be zipped fully to the neck, but should, at all times, present a smart appearance. Elasticated drawstrings are to be pulled tight and tied or cut to length. When carried, coats are to be draped over the left arm. Hoods, if fitted, are not to be deployed unless in extreme weather conditions.

t. **Handbags.** Service issue handbags may be carried by Servicewomen but may not be carried by those fallen in as part of a formed body. Civilian handbags may be used that are of a plain black conservative design.

u. **Handkerchiefs.** Pocket handkerchiefs may be worn with No. 1 uniform but must not be worn on Ceremonial Parades. Colours must be conservative and plain.

v. **Umbrellas.** Umbrellas may be used with uniform in wet weather but must be predominantly black or blue and free from distinctive insignia other than the RN logo.

w. **ID Card Holder Lanyards.** ID card holder lanyards should be no wider than 15mm, predominantly dark blue in colour and of a non-garish nature. Lanyards representing recognised organisations should not be worn unless the individual is serving as a member of that organisation.

x. **Cummerbunds.** Ships’ cummerbunds may be worn in Red Sea Rig or in lieu of black waistcoats when wearing 2B Mess Undress, at the discretion of the Mess President.

y. **Baseball Caps.** Baseball caps may be worn at the Commanding Officer’s discretion at sea only.

z. **Backpacks/Rucksacks.** Backpacks/rucksacks must be predominantly black or dark blue and free from distinctive insignia other than the RN logo.

aa. **Name Badges.** The approved RN design name badge shall be worn on the bottom half of the tie when wearing No. 3A uniform and over the left breast pocket on No. 3B uniforms. NTfL (Name Tally for Life) are to be worn attached by Velcro on the left breast of Rig 22. Name badges will not routinely be worn on No. 1 uniform; however, Commands may locally authorise the wearing if they aid identification (e.g. at receptions, meet the public days, etc.).

ab. **Poppies.** Poppies may be worn to commemorate the National period of Remembrance from when the Royal British Legion launches the Poppy Appeal until the day after Remembrance (Armistice) Day. Only official Royal British Legion poppies are to be worn in uniform. Poppies are not worn by those on parade at the National Cenotaph Parade in London. Poppies are to be worn:

(1) **Officers and All Ranks.** With greatcoats on the left lapel if lapel down or pinned to the left breast if lapel is buttoned up.

(2) **Officers, WO and SRs.** On the left lapel buttonhole of No. 1 uniform.

(3) **RN Junior Rates.** Are to wear the poppy on the left side of the cap when in No 1 Uniform.

(4) **Officers SR's and JR's.** Secured to the left breast of the blue wool jersey when worn with No 3's.

(5) **Officers SR's and JR's.** Secured to the left breast pocket of short sleeve shirts or the tie when wearing long sleeve shirts, when in No. 3s.

(6) **Officers SR's and JR's.** Secured to the left breast of Rig 22 shirts.

(7) **Royal Marines and QARRNS.** are to wear the poppy on the left side of the cap or hat, and with berets beneath the beret badge.

ac. **Cufflinks.** No. 1/2 uniforms - Plain silver, gold, ship's own or Service related (conservative). No. 3s - Plain silver, gold, ship's own or Service related (conservative).

3825. QARNNS, RNR, RMR and SCC/CCF(RN) Officers and Ratings/Other Ranks

Apart from the differences in rank/rate and distinguishing insignia detailed in Chapter 39 and Chapter 40, reserve and cadet personnel should wear the same uniform as regular Service personnel.

3826. Wearing of MTP in the Royal Navy

a. Royal Navy personnel should wear Royal Naval uniform unless there are compelling environmental reasons to wear MTP. In this context, General Duty Rig Rig22 is the normal working rig for RN personnel whilst No. 3A/3C 'Half Lovats' or No. 3B Training Rig (MTP) is appropriate for RM personnel.

b. **RN Personnel.** The operational/working rig for RN personnel is to be No. 3s or PCS (No. 4s) as directed locally, supplemented as required by Service overalls/coveralls. Exceptionally, MTP may be drawn/task issued for wear as follows:

(1) Operations ashore where the operational commander judges:

(a) MTP is essential.

(b) When the distinction of Naval uniform represents an increased risk to the individual.

(c) In extremely hot climatic conditions (the definition of which is a matter of judgement for the Command but, as a guide, temperatures in excess of 29ºC would be assessed as appropriate).

(2) Operational training, exercises and adventurous training in the land environment.

c. **RM Personnel.** No. 4 dress for RMs is MTP and the nature and diversity of tasks conducted in operational units and CTCRM make it difficult to define precisely when activities should be completed whilst wearing No. 3A/3C 'Half Lovats'. In principle, the dress for operational, training and manual work for RM personnel is to be MTP. MTP may also be worn by members of the Joint Force Headquarters held at Extremely High Readiness. Other than in the circumstances above, the working dress for RM is to be No. 3A/3C 'Half Lovats'.

d. Changes to this policy should be submitted in accordance with Para 3708 of this publication for consideration by the Naval Service Clothing Committee.

e. The policy for wearing MTP for all Royal Navy personnel is as follows[4]:

(1) Combat jackets are to be worn tucked inside the combat trousers (exceptionally, if environmental conditions make it necessary COs have discretion to allow the jacket to be worn outside the combat trousers).

(2) Belts (blue) issued with OPTAG kit are to be worn with the trousers.

(3) Sleeves are to be rolled up to just above the elbow.

(4) Service issued brown tee shirts may be worn under the combat jacket.

(5) Rank/rate slides (Multi Terrain Pattern) are to be worn on the front of the combat jacket and windproof smock.

(6) A ‘ROYAL NAVY’ flash is to be worn on both sleeves of the combat jacket and smock; the flash is to be attached centrally with the upper edge 7mm below the shoulder seams.

[4] It does not cover operational theatres where local Command policy applies

(7) Tactical Recognition Flashes (TRF) may be worn as directed by Force Commanders.

(8) If scaled for and held by the individual the windproof smock may be worn in inclement weather. No belt is to be worn over the smock.

(9) When personnel are engaged on tasks that entail high levels of physical activity, particularly at higher temperatures, local Commanders have discretion to allow the jacket to be worn un-tucked; similarly, local Commanders may choose to allow the tee shirt to be worn without the combat jacket.

Notes:

1. On all occasions of wearing MTP, WO1s RN are to wear the Service issued brown wrist strap.

*2. **Royal Navy Police (RNP).** Dependent upon the theatre of operations, RNP personnel are authorised to wear the Military Police (MP) badge (see Fig 39E-15c) on the right sleeve only and it is to be worn in addition to the black on green 'Royal Navy Police' shoulder flashes (see Fig 39E-15d) and Para 3923).*

3. On all occasions of wearing MTP, Masters at Arms wear a badge comprising laurel leaves supporting a crown as a brassard on their right wrist with brown wrist strap (in place of the white wrist strap).

3827. Wearing of Uniform by Former Members of Royal Navy. This article does not apply to officers of Flag Rank, nor retired officers and ratings subsequently employed on duties within the Maritime Reserves. Retired officers and ratings shall not normally wear uniform once they have left the Service. Exceptionally, retired officers and ratings may wear uniform at a Remembrance Day Service if specifically requested to do so and if there is no other Royal Navy representation. For private events retired personnel are to use discretion when considering wearing their uniform. Rank and accoutrements are to strictly adhere to those held by the individual on leaving the service. Any retired officer or rating who does find themselves wearing uniform is to uphold the values and standards expected of the Royal Navy in the public eye.

SECTION 2

CULTURAL AND RELIGIOUS DIFFERENCES

3828. Religious Sensitivity

a. The different cultural patterns of various religious groups should be respected, especially during moments of religious expression. In assessing attitudes to accommodating such differences, the Royal Navy distinguishes between the tenets of devout faith, which shall be allowed where operationally practicable, and the cultural and social customs of a particular group, which may be accommodated where disciplinary prudence permits. In cases where uncertainty remains, advice should be sought from the Diversity and Inclusion Policy Staff at Navy Command HQ.

b. On Ash Wednesday (the first day of Lent), Christians may receive a visible mark of ash on their foreheads, typically in the shape of a cross. Individuals may choose to allow this mark to remain in place for the remainder of the day whilst in uniform.

3829. Wearing of Headdress

a. Protocol regarding the wearing of naval headdress reflects a combination of military custom and religious/cultural practices. RN dress policy has traditionally required servicewomen to retain their headdress while inside a consecrated building and, similarly, on parade while servicemen are ordered to remove theirs.[However, RN personnel should be treated equitably regardless of their sex, including the wearing of headdress so far as local customs allow.

b. **Buildings with Religious or Belief Sensitivity.** While effort should be made to demonstrate understanding, respect, and compliance with local cultural norms, personnel may exercise personal choice, especially where the retention or substitution of headdress is expected for religious or belief reasons. RN Servicewomen are no longer required to retain their headdress in church if they do not wish to.

c. **Parades.** Headdress shall be removed, when so ordered, by all personnel on parade, except for, musicians, members of colour parties and those who have religious exceptions e.g. wearing a Sikh turban or a Jewish yarmulke. However, personnel may be allowed to retain headgear while on parade to avoid drill complications with the removal of headdress while managing longer hair, hijabs or other tenet of faith exceptions. Not all exceptions are obvious or visible, therefore, consultation in advance of events and clear communication to parade commanders is encouraged to increase understanding and uniformity so far as possible.

d. **Salutes.** During the playing of the National Anthem inside buildings, members of the RN wearing headdress are to stand to attention without saluting.

e. **Exceptions.** Certain formal events require a level of uniformity irrespective of gender. This includes partaking in specialised drill movements, Court Martials, Commanding Officer’s table, the reading of punishment Warrants, while conducting

the annual Festival of Remembrance at the Royal Albert Hall, as a member of a Naval Gun Carriage Crew, and during the evolution of 'Man and Cheer Ship' as defined in BRd 1834 Naval Ceremonial and Drill Chapters 2 and 11. Where State events dictate retention by all personnel because of custom (e.g. Lying in State of the Monarch) these norms should apply.

3830. Cultural Mess Dress

a. In line with existing policy for the wearing of kilts, Cultural mess dress may now optionally be worn by entitled Officers when attending mess functions at which Number 2B or 2BW dress is ordered. Entitled Warrant Officers and Senior Ratings may also wear Cultural mess dress when attending mess function when 2B dress is ordered.

b. As is similar with the wearing of kilts, personnel will be required to maintain existing standards of identifiable Naval Uniform above the waist, i.e. mess jacket, shirt and bow tie. Examples of acceptable variations of Cultural mess dress can be found in Chapter 39.

c. We will not have covered every eventuality and engagement is requested from those who feel they would like to see additions/variations to the options outlined. Furthermore, if extending an invitation to civilians to attend Mess functions, where formal evening wear would be appropriate, explicitly state that formal evening cultural dress is also acceptable and encouraged.

d. In any event, Mess Presidents and Dinner hosts should consider allowing people to wear their full cultural dress, rather than a mix, if requested to do so and it is appropriate e.g. guest night.

e. As they are not part of official uniform, Cultural dress will not be provided at public expense.

3831. Sikhs

a. Royal Navy personnel who are adherents to the Sikh Religion (Keshadharis) shall wear standard pattern uniforms and adhere to standard Service clothing policy and instructions with the following exceptions:

(1) **Hair.** The hair and beard may remain uncut, provided that the operational mission and safety are not jeopardised when it is required that individuals wear occupational and operational equipment such as a respirator, oxygen mask, combat/vehicle/flying helmet, hardhat, diving mask, etc. When a hazard clearly exists, the hair and/or beard shall be modified to the degree necessary for wearing the required equipment, in order to meet safety requirements.

(2) **Religious Symbols.** In addition to uncut hair, four other symbolic requirements of the Sikh religion are authorised for wear by personnel with Nos. 1, 2 and 3 uniform dresses. Should conflict arise between the requirement to wear safety or operational items of clothing and equipment and these religious symbols, the manner and location of wearing these symbols shall be adjusted. Commanding Officers retain the right to order the manner of this adjustment as necessary to meet valid safety and operational requirements.

(3) **Turban.** A turban may be worn by service personnel with Nos. 1, 2 and 3 uniform dresses. Turbans may also be worn with Action Working Dress and occupational working dress, subject to the safety and operational considerations noted in Para 3827.a sub para (1), above. When engaged in combat operations, operational training or when serving with peacekeeping or multinational contingents, adherents of the Sikh religion shall, when deemed essential, cover their head with a patka or other customary clothing items (see Para 3822), over which they shall wear the head dress (including combat helmets) and other items of Service equipment as ordered by the Commanding Officer.

b. Except as otherwise provided by Para 3826, the turban worn by male personnel and the authorised head dress worn by Servicewomen shall not be removed while wearing uniform. Similarly, when on duty wearing plain clothing, a civilian turban and an appropriate civilian woman's head covering shall not be removed.

c. The colour of turbans worn by male members shall be as follows:

(1) **Navy.** In blue uniform navy blue with white headband, and white with Navy headband in tropical uniform.

(2) **Royal Marines.** Olive Drab, Commando Green or white to conform with respective Dress.

d. Adherents to the Sikh religion may, subject to the provisions of Para 3827, observe the following five symbolic requirements:

(1) **Kesh.** Leave the hair on the head, face and body uncut.

(2) **Kanga.** Wear a comb.

(3) **Kara.** Wear an iron bracelet.

(4) **Kirpan.** Wear a symbolic dagger with an overall length (including the handle and sheath) not exceeding 23 centimetres (9 inches).

(5) **Kaccha.** Wear special design knee length underpants.

e. **Method of Wear.** The following instructions are not intended to detail the method of styling and wearing hair on the head, wearing the comb or winding the turban. Instead, they provide sufficient direction to ensure uniformity of dress amongst Sikh personnel. Accordingly, symbols and associated badges shall be worn as follows:

(1) **Turban.** The turban is to be worn in a low, Sikh conventional manner, with the final winding right over left on the forehead.

(2) **Cap Badge.** The cap badge is to be worn centred on the front of the turban. The badge shall be locally modified to provide a brooch fastener to secure it to the cloth.

(3) **Cap Tally.** The cap tally is to be worn diagonally across the front of the turban from top right to bottom left, 2 cm up from the bottom of the turban.

(4) **Patka.** A traditional Sikh cloth head-covering worn when a turban is not suitable, such as under combat, flying or diving helmets, or during sports or strenuous physical activity.

(5) **Kesh (hair).** Male personnel shall wear their uncut hair tied in a knot at the crown of the head, and shall secure the hair of the beard under the chin, presenting a close-to-face, groomed appearance. Servicewomen shall wear their uncut hair styled in a bun at the rear of the head to facilitate the proper wearing of standard service head dress.

(6) **Kanga (comb).** The Kanga is to be worn concealed in the hair.

(7) **Kara (bracelet).** The Kara is to be worn on the right wrist.

(8) **Kirpan (dagger).** The Kirpan shall remain sheathed at all times, except for religious occasions and for cleaning purposes. The sheathed Kirpan worn under the outer shirt or jacket shall be supported by a black cloth sling, slung from the right shoulder to the left side. Should the Kirpan interfere with the wearing of uniform accoutrements or equipment, it may be slung from the left shoulder and worn on the right side.

3832. Rastafarians

Royal Navy personnel who are adherents to the Rastafarian faith shall wear standard pattern uniforms and adhere to standard Service clothing policy and instructions, with the following exceptions:

a. **Hair (including Locs).** Rastafarian “Locs” are a core symbol of the religion and have deep personal meaning for its adherents. Locs are worn without being cut, in a variety of styles. They should be worn in a manner that is best suited for the tasks undertaken, provided that the operational mission and safety are not jeopardised on the occasions when individuals are required to wear occupational and operational equipment (such as a respirator, oxygen mask, combat/vehicle/flying helmet, hardhat, diving mask, etc). When a hazard clearly exists, the hair and/or beard shall be modified to the degree necessary for wearing the required equipment, in order to meet the safety requirement. In practice, this may necessitate the individual changing the way their hair is worn to suit the situation. Locs may be on show; or covered with a hair net and/or turban- this is a matter of personal choice. See below for guidance

(1) **Style.** Rastafarian hair, if uncut and in Locs, should, where possible, be pulled away from the face and must not cover the ears. Styles must be uniform and present an appearance when viewed from the front that is reasonably symmetrical. Varying styles of hair are permitted within these limits and should not preclude the proper wearing of naval headdress which should fit snugly and without distortion. If hair cannot be worn pulled back from the face and ear, it is to be worn in a black elasticated non-see through hair net compatible with the image of the Royal Navy, thus allowing head dress to be worn. The wearing of hair nets remains a personal choice.

(2) **Length.** It is acceptable for Locs to go beyond the shirt collar, but not past the belt line. Additionally, when wearing No.1 uniform, the hair must be in a tight bun, turban or hair net. In daily working rig, long hair may either be worn in a: bun, single ponytail, single braid secured with conservative bands/ties/scrunchies, grips, hairpins, and hair nets of the natural hair colour. These styles should be worn above the belt. Hair longer than belt length should be worn in a bun or higher ponytail to achieve this.

(3) Figure 38A-9 provides an example of an appropriate male Rastafarian hair style. Figure 38A-11 provides examples of appropriate Servicewomens Rastafarian hair styles.

b. **Beards.** Many Rastafarians choose not to cut their beard as a sign of religious devotion. The beard may remain uncut, providing that the operational mission and safety are not jeopardised when individuals are required to wear occupational and operational equipment such as a respirator, oxygen mask, diving mask, etc. When a hazard clearly exists, the beard shall be modified to the degree necessary for wearing the required equipment, to meet the safety requirement. Under normal circumstances, the CoC must not order or suggest that a Rastafarian cut their beard unless hazardous to the activities described above (and then only when the individual is required to undertake them). In addition:

(1) **Style.** Rastafarians who elect to grow beard should keep it in a full, un-modified and non-styled state- although the beard must be worn in a neat and tidy style, with no foreign objects adorning it. This is to uphold the professional standards of the Royal Navy.

(2) Figure 38A-10 provides an example of an uncut Rastafarian beard style, with figures 38A-9 and 38A-12 showing the style on an individual who also wears a longer hair style.

c. **Turbans.** The wearing of the turban falls in line with the tenets of the Rastafarian faith. A turban may be worn by Rastafarian service personnel with all orders of dress. Naval Stores should be approached regarding the procurement of appropriate uniform turban material, and EPC utilised where cloth is not available via the Naval Stores system. Turbans are not to be removed while wearing uniform. Similarly, when on duty wearing civilian clothing, a civilian turban is not to be removed. Additionally, such headdress is not to be removed:

(1) On parade when the order of “off caps” is given.

(2) By a member of the bearer party at a military funeral.

(3) During the administration of the Oath of Allegiance by an attesting officer.

(4) When attending or being paraded as the accused before a commanding officer (or subordinate commanding officer) presiding at a summary trial or investigation.

(5) When attending or being paraded as the accused before a Court Martial.

(6) When entering any building, or consecrated building, or indoors where removal of headdress would usually be expected.

(7) At formal or informal functions when the removal of headdress might otherwise be considered appropriate e.g. for eating and drinking.

d. **Colour of Turbans.** The colour of the turban is to match the colour of the headdress normally worn with each uniform, as follows:

(1) Nos 1, 2, 3 Dress The turban for all ranks is to be same colouring as the top of the corresponding cap.

(2) **Daily Working Rig (including overalls).** The colour of the turban is to match the colour of the unit’s beret, i.e. RN SP will wear navy blue and RM or commando-qualified SP will wear Olive Drab or Commando Green.

(3) **Adornment.** RN Junior Rates are to wear their unit’s ribbon. RM, RN Senior Rates and Officers, will wear their respective cap badges. This is in line with guidance given to Sikh personnel.

e. **Method of Turban Wear.** The following instructions are not intended to detail the method of styling the turban. Instead, they provide sufficient direction to ensure uniformity of dress amongst Rastafarian personnel. Accordingly, the turban is to be worn in a tight, wrapped style and centred on the forehead. The use of starch is discretionary. If ribbons are worn, their lower edge shall be 2 cm (3/4 inch) above the lowest edges of the turban at the sides of the head. The ribbons are to be secured at the rear of the turban. Cap badges are to be worn centrally on the front of the turban. The badge is to be locally modified to provide a brooch fastener to secure it to the cloth. There is no requirement for cap badges to be removed from turbans when in uniform, nor should turbans have cap badges fitted when in civilian clothes. Figure 38A-13 and Figure 38A-14 provide examples of appropriate Rastafarian turban styles.

f. Additional examples are given in Figure 38A-15. Guidance may also be sought from the RN D&I Policy desk navypeople-dandimailbox@mod.gov.uk, or the Defence Rastafarian Network AFNetworks-Rastafarian-0mailbox@mod.gov.uk.

3833. Muslim Women

Muslim women may wear uniform trousers, rather than a skirt and may wear a hijab except when operational or health and safety considerations dictate otherwise. Long sleeve shirts can be worn with all forms of Service dress. Tracksuit bottoms may be worn for sport. All Royal Navy personnel are required to achieve a basic swimming standard as part of their training. Although every effort will be made to ensure that these tests take place in an all-female environment, it should be stressed to Muslim Servicewomen that this may not always be possible.

3834. Further Advice

Requests for further advice on Cultural and Religious differences with regard to uniform and appearance are to be directed to NAVY CULTURE-DandI SO1 or SO2 at Navy Command HQ, Leach Building, Whale Island, Portsmouth.

ANNEX 38A

EXPLANATORY DIAGRAMS

Figure 38A-1. Headdress

Tricorne

Cap

Cap

Beret

Figure 38A-2. Sikh Symbology (Headdress)

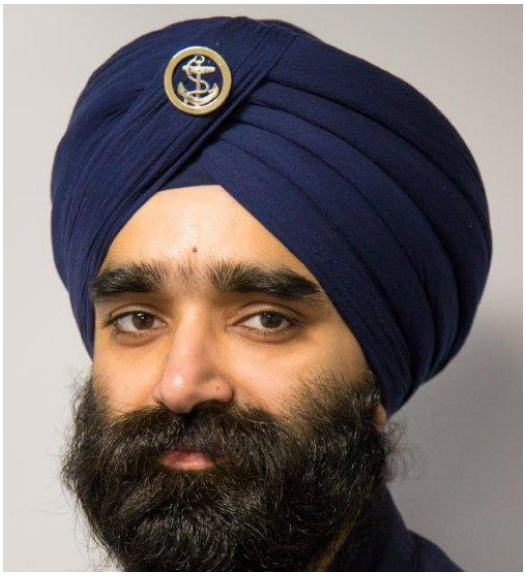


Figure 38A-3. Hijab RN

SIKH SYMBOLOGY

Figure 38A-6. Kanga (comb)

Figure 38A-7. Kara (bracelet)

Figure 38A-8. Kirpan (dagger)

Figure 38A-4. Examples of Male Rastafarian Hair and Beard RN/RM

Figure 38A-5. Examples of Natural Rastafarian Beard RN/RM

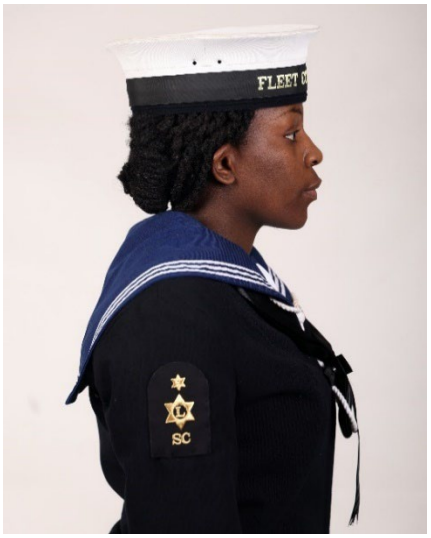
Figure 38A-6. Examples of Female Hair Styles RN/RM

Figure 38A-7. Examples of Rastafarian Hair Net Without and With Beret

Figure 38A-8. Rastafarian White Turban with Cap Badge

Figure 38A-9. Rastafarian Blue Turban with Cap Badge

Figure 38A-10. Additional Examples



ANNEX 38B

SERVICEWOMEN HAIR - EXPLANATORY DIAGRAMS

Figure 38B-1. Locks Twisted - Natural Hair

a. **No Headgear**

b. **Beret**

c. **Cap**

Figure 38B-2. Cornrows with Extensions

a. **No Headgear**

b. **Beret**

c. **Cap**

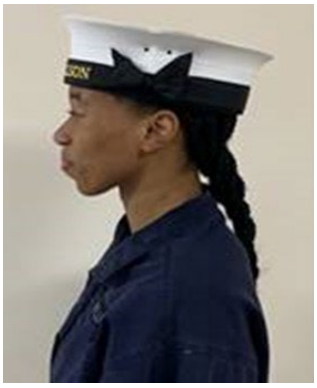
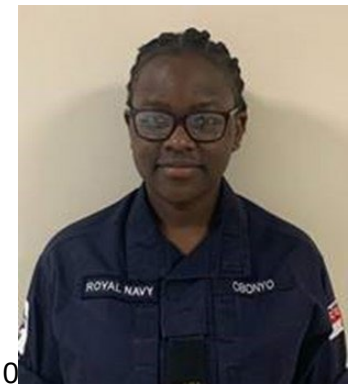
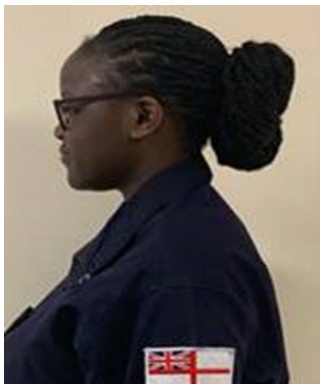


Figure 38B-3. Twists with Extensions

a. **No Headgear**





b. **Beret**

c. **Cap**

Figure 38B-4. Locks Braided into Bun - Natural Hair

a. **No Headgear**

b. **Beret**

c. **Cap**

Figure 38B-5. Locks in Two Corn Rows - Natural Hair

a. **No Headgear**

b. **Cap**

Figure 38B-6. Ponytails

ANNEX 38C

SPECIAL CASES FOR UNIFORM ENTITLEMENT AUTHORISATION

1. Due to a range of special circumstances, including disability, impact of chronic conditions and menopause, a replacement of some or all uniform may be required due to physiological changes beyond a Service Person's (SP) control. This authorisation form is intended to gain medical agreement that the SP's circumstances have changed within the last 2 years, without disclosing private medical details.

2. The SP should gain authorisation from an appropriately qualified Healthcare Practitioner. Once signed by a Healthcare Practitioner, the SP can take this completed form to an RN Clothing Store to exchange uniform and/or arrange tailoring.

3. Declaration of Service Person

I hereby confirm that I require exchange and/or tailoring of uniform due to the circumstances outlined in paragraph 1 above.

Name:	Rank:
Service Number:	Unit:
Signature:	Date:

4. Healthcare Practitioner[1] Authorisation

In accordance with the examples of special circumstances at paragraph 1 above, I confirm that it is appropriate for the SP to receive newly issued uniform and/or tailoring as appropriate.

Name:	Rank/Grade:
Role:	E-mail:
Signature:	Date:

5. Instructions to Service Person and RN Clothing Store

Once Sections 3 and 4 above have been completed, the SP is entitled to exchange uniform on a one-off basis at any RN Clothing store[2]. Multiple exchanges are not authorised. They are also authorised to free tailoring of No1 and No2 uniform (mess kit), however, if this is not possible on the advice of a tailor, then re-issue of one or both uniforms is authorised.

[1] Healthcare Practitioner includes Medical/Nursing Officers, Civilian Medical Practitioners, Practice Nurses/Nurse Practitioners, Physiotherapists and NHS Medical Practitioners (for Reserve personnel only).
[2] Exchanges must be made within 3 months of the date recorded.

ANNEX 38D

PROCESS TO PURCHASE SPORTS BRAS

1. Claims for the purchase are to be made via JPA, with itemised receipts retained for auditing purposes. The following information must be used:

(a) Type of Claim: select **Miscellaneous**.

(b) Authority: input "**RNTM 03-060/24 Sports Bras**".

(c) Have you been told to use a UIN other than your own units?: select **No** (should be auto populated).

(d) Do You Have the Authority of the Budget Holder?: select **Yes**.

(e) Click **'Next'**.

(f) Click **'Details'**.

(g) Expense Type: select **Medical, Dental, Opticians, Prescription Fees**.

(h) Date expense incurred: **input date of purchase**.

(i) Receipt amount: **input the cost of purchase**.

(j) Justification: input **"Purchase of Sports Bras IAW RNTM 03- 060/24".**

(k) Click **'Return'**.

(l) Tick **'I accept the Terms and Conditions of the MOD's Travel and Expense Policies'.**

(m) Click **'Submit'**.

CHAPTER 39

ROYAL NAVY OFFICERS AND RATINGS

(Sponsor: NAVY PEOPLE-PSP EXEC SO3)

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CHAPTER 39

ROYAL NAVY OFFICERS AND RATINGS

SECTION 1

INTRODUCTION

3901. Dress Tables

Details are given in the tables at Annex 39A. For the Orders of Dress to be worn at Court functions, or at Joint Services functions when members of the Royal Family are present, see the Joint Service Ceremonial Dress Table in Chapter 43.

3902. Outfit Scales

RN and QARNNS Officers Outfit Scales are at Annex 39B; RN and RNR Ratings' Kit Scales are at Annex 39C.

3903. Ex-Regular Royal Fleet Reserve (RFR) and Recall Reserve Uniform on the Occasion of their Callout or Recall for Service

Royal Naval personnel who leave the service and maintain a legal callout liability are to retain kit as detailed at Annex 39B Scale 16 (Officers) and Annex 39C Scale 22 (Ratings). Upon recall, Ex-Regular RFR and Recall Reserve personnel will wear the same uniform as regular RN personnel of the same rank except as detailed in this chapter and at Chapter 45. Further uniform required will be role dependant and will be issued as required during subsequent phases of their integration back into service.

SECTION 2

DETAILS OF RANK/RATE AND OTHER DISTINGUISHING INSIGNIA

3904. Distinction Marks of Rank - Sleeve Lace

a. The distinguishing marks of rank worn on the sleeves of the ceremonial day coat, reefer jacket, blue mess jacket and, the tailcoat worn by Captains and above, consist of rows of gold lace with a circle (or 'curl') on the top (or only) row. The lace is continuous around each sleeve. Distinguishing marks of rank are as follows:

(1) Admiral of the Fleet: 4 rows of 14mm lace above a band of 45mm lace.

(2) Admiral: 3 rows of 14mm lace above a band of 45mm lace.

(3) Vice-Admiral: 2 rows of 14mm lace above a band of 45mm lace.

(4) Rear-Admiral: 1 row of 14mm lace above a band of 45mm lace.

(5) Commodore: A band of 45mm lace with a circle of 13mm lace.

(6) Captain: 4 rows of 14mm lace.

(7) Commander: 3 rows of 14mm lace.

(8) Lieutenant-Commander: 2 rows of 14mm lace with a row of 7mm lace between.

(9) Lieutenant: 2 rows of 14mm lace.

(10 Sub-Lieutenant: 1 row of 14mm lace.

b. For Rear-Admirals and above the circle is 50mm in diameter, for other officers 45mm. For Commodores, the circle is sewn immediately above the centre of the broad band, for other officers it is formed out of the upper row of lace with the upper part of the curl leading to the rear.

c. The space between the rows is to be 6mm.

d. The distance of the bottom edge of the lace from the cuff depends on the length of the sleeve and the amount of lace. The following distances are suitable for sleeves of average length:

(1) Admiral of the Fleet: 35mm

(2) Admiral: 45mm

(3) Vice-Admiral: 55 mm

(4) Rear-Admiral and Captain: 65mm

(5) Commodore, Commander and Lieutenant-Commander: 75mm

(6) Lieutenant: 80mm

(7) Sub-Lieutenant: 90mm

3905. Distinguishing Marks on Shoulder Rank Boards and Slides

a. Flag Officers and Commodores wear shoulder rank boards, as illustrated at Annex 39B, with silver devices superimposed on 45mm gold lace on the ceremonial day coat, greatcoat, white tunic, bush jacket and white mess jacket. On short sleeved white shirts, shoulder boards with either silver devices or rank lace may be worn as appropriate. On other garments that are fitted with shoulder flaps, such as the jersey and long-sleeved shirt, officers wear shoulder rank slides with rank markings as sleeve lace.

b. RN Police Officers will wear the wording 'RN POLICE' embroidered on the lower edge of the rank board or slide.

c. All other officers wear the same rank markings on shoulder rank boards and slides as for sleeve lace.

3906. Midshipmen

Midshipmen wear a white 'turnback' at each lapel on the collar of blue uniform jackets. Similar but smaller white turnbacks are worn as shoulder rank boards and slides. The buttons are to be removed from shoulder rank slides when they are worn with flying clothing.

3907. Officers Under Training

Officers Under Training wear various combinations of rank slides dependent upon their stage of training, as follows:

a. **Militarisation Term.** During Militarisation Term no shoulder slides are worn; Young Officers may be identified as officers by their cap and beret badges.

b. **Marinisation and Initial Fleet Time.** During Marinisation and Initial Fleet Time, white rectangular shoulder slides are worn with working rig. Curved upper-sleeve flashes are worn on both sleeves of the blue No1 uniform jacket, in conjunction with rank lace or Midshipmen's turnbacks.

c. **Senior Upper Yardmen.** SUYs wear white shoulder slides and curved upper-sleeve flashes as for Para 3907 sub para b until passing out of training at Britannia Royal Naval College.

3808. QARNNS Officers and Ratings

QARNNS Officers and ratings wear the same uniforms and rank insignia as RN Officers and ratings, but with the following differences related to the requirement to reflect the royal patronage of Princess Alexandra, as follows:

a. **Clinical Ward Uniform.** On the clinical ward uniform jacket/tunic fitted with shoulder flaps, Nursing Officers and ratings wear the same rank/rate markings as would be worn on No 4 daily working dress (AWD or RIG22) shoulder flaps. The cloth name badge, incorporating Queen Alexandra's monogram, is to be sewn on the jacket/tunic. The badge on servicewomen's jackets/tunics is to be sewn with the top of the badge in line with the press-stud and positioned mid-way across the vertical seam. For male jackets/tunics the badge is to be sewn 150mm vertically down from the shoulder seam and mid-way between the centre of the garment and the seam of the sleeve.

b. **Queen Alexandra's Insignia.**

(1) **Officers.** On No1 and Mess Dress (blue) uniform jackets, rank lace is surmounted by a separate Queen Alexandra's monogram (NSN 8455-99-869-2910) in red and gold superimposed on a foul anchor in gold on black cloth. It is worn on both sleeves, positioned centrally 5mm above the circle in the uppermost row of rank lace.

(2) **Ratings.** On No1 (blue) uniform jackets the Queen Alexandra's monogram (NSN 8455-99-416-0230) in red and gold on black cloth is worn on the right arm, in the midline 3cm below the shoulder seam (and above the branch badge for AB, LH and PO). The Queen Alexandra's monogram is to be worn with RIG22 name tally for life (NTfL). This policy also extends to other workwear ranges including new issues of MTP, overalls etc. when worn in lieu of RIG22 as DWR.

(3) **Warrant Officers.** In keeping with the traditions of the Service, Warrant Officers wear the Royal Arms on both cuffs of the No1 and Mess Dress (blue) uniform jackets with the bottom of the badge 127mm from the end of the sleeve. A smaller version of the same badge is worn on the mess dress jacket.

3909. MR Officers

As part of the MR integration process the gold letter 'R' in the curl has been removed and is no longer worn by MR Officers on Lists 1 to 3 (inclusive). MR Honorary Officers retain the gold 'R' in the curl.

3910. Spare

3911. Spare

3912. Distinction Cloth and Civilian Officers

a. Medical and Dental officers wear a stripe of distinction cloth in the interval or intervals between the lace worn on cuff and shoulder insignia and below a single row of lace. Colours of distinction cloth are as follows:

(1) **Medical:** Scarlet

(2) **Dental:** Orange

b. When required to wear uniform, civilian officers wear the uniform prescribed for naval officers of equivalent rank with the addition of green distinction cloth between the rows of lace.

3913. Aiguillettes

a. Aiguillettes (plain gold wire, gimp or gimp and orris as appropriate) are worn on the right shoulder with Number 1A, 1B, 1C, 2A and 2B dresses (when worn on Frock Coats they should attach to the top right button and NOT to the centre of the collar) on all formal occasions by the following:

(1) Admirals of the Fleet.

(2) Officers holding the specific posts of Vice Admiral of the United Kingdom and Rear Admiral of the United Kingdom.

(3) Personal Aides-de-Camp to the King.

(4) Aides-de-Camp to the King.

(5) Naval Equerries to The King or to members of the Royal Family.

(6) Honorary Physicians, Chaplains, Surgeons, Dental Surgeons and Nursing Officers to the King.

(7) Defence Services Secretary.

(8) Officers appointed as Aides-de-Camp or Comptrollers to a Governor General.

(9) Aide-de-Camp to the Lord High Commissioner to the General Assembly to the Church of Scotland.

b. Board type aiguillettes (gold with navy blue flecks, miniature silver anchors on metal tags) are worn on the right shoulder by the following:

(1) Naval Members of the Defence Council.

(2) Naval Members of the Admiralty Board.

c. Staff type aiguillettes (gold with navy blue flecks) are worn on the right shoulder by the following:

(1) Naval Assistant to the Secretary of State for Defence.

(2) Officers appointed as Aides-de-Camp to a Governor or Lieutenant Governor.

d. Staff type aiguillettes (gold with navy blue flecks) are worn on the left shoulder by the following:

(1) Personal staffs of all members of the Defence Council, VCDS and Commander Joint Force Command.

(2) MA to DSACEUR/COFS.

(3) MA to DG Log SC.

(4) Executive Assistants, Secretaries and Naval Assistants to Naval Members of the Admiralty Board.

(5) The Flag Lieutenant to the Admiralty Board, Executive Assistants, Secretaries, Flag Lieutenants and Aides-de-Camp to:

(a) 2SL.

(b) Fleet Commander.

(c) All Maritime Battle Staff (currently COMATG, COMUKCSG, COMUKMARFOR).

(d) Secretary to CBNS US.

e. Staff type aiguillettes are also worn on the left shoulder by the following:

(1) Personal staff of the Chair of the Military Committee, NATO.

(2) Secretary and Flag Lieutenant to UKMILREP, NATO.

(3) Secretary and Flag Lieutenant to COS to COM-MCC-NAPLES.

(4) Secretary of SACLANT REP.

(5) Staff of Secretary of State for Defence.

(6) Head of BDS US.

(7) Defence and Naval Attaches.

(8) Assistant Defence and Naval Attaches.

(9) Service Advisers and Assistant Advisers to HM High Commissions in Commonwealth capitals.

f. Board or staff type aiguillettes may not be worn concurrently with ADC's or Equerry's aiguillettes. For instance, a member of the Admiralty Board or Naval Attaché who is also an ADC to The King wears the aiguillette appropriate to the latter appointment.

g. Aiguillettes may only be worn by the personal staffs listed at sub para a when either accompanying, or acting in an official capacity on behalf of, the Senior Officer concerned. If on any occasion the Senior Officer does not wear aiguillettes then neither should the accompanying personal staff.

h. 'Formal Occasions' are defined as those when swords or decorations are worn and when particular formality is called for, outside the normal day-to-day routine of work or practice.

i. Officers of Captain rank and above will receive a gratuitous issue of aiguillettes on the first assignment with requirement; they will then form part of the officer's enduring standard uniform. They are issued on Form S105 for MJDI account action (Captains and above retire retaining the title and hence are often required to continue to wear aiguillettes for official functions as civilians for military led events).

j. All Officers below the rank of Captain will be issued aiguillettes on appointment to a post requiring them, and draw them for their period of entitlement. They will be required sign a Form C24B to acknowledge the liability to a financial charge should they fail to return the items on completion of the entitling assignment. In the event of non-return of aiguillettes, hasteners will be issued on the following dates:

(1) First hastener one month after agreed date for return.

(2) Second hastener two months after agreed date for return.

(3) Third hastener and notification of intent to commence C24B action in accordance with regulations, three months after agreed date of return.

k. Aiguillettes and the various accoutrements are issued on Individual Loan by the Uniform Clothing Store, HMS NELSON.

3914. Royal Cyphers

a. The Royal Cypher is available in large, small and miniature sizes. It is worn by the following:

(1) Admirals of the Fleet.

(2) Officers holding the posts of Vice or Rear Admiral of the United Kingdom.

(3) Aides-de-Camp to the King.

(4) Honorary Physicians, Surgeons, Dental Surgeons, Nursing Officers and Chaplains to the King, Naval Equerries to the King, Defence Services Secretary.

b. In the cases of Personal Aides-de-Camp to The King, First and Principal Naval and Flag Aides-de-Camp to The King, the officers concerned continue to wear the Cypher after relinquishing the appointment. If they have held the appointment under more than one Sovereign then the Cypher of each shall be worn.

c. The large Cypher is worn on aiguillette shoulder straps, including the additional strap worn with the broad riband or collar of orders.

d. The small Cypher is worn on both shoulder boards of the greatcoat, all white or khaki uniforms and on the shoulder rank slides worn with jerseys. It is placed at the foot of the gold lace for officers of Flag rank and superimposed on the lowest row of lace for other officers, with the bottom of the Cypher even with the lower edge of lace.

e. For Chaplains, the Cypher should be 5mm above the bottom edge of the shoulder strap. The Chaplain’s insignia is placed immediately above the Cypher.

f. The miniature Cypher is worn on the metal tags of aiguillettes by Personal Aides-de-Camp, Equerries and Extra Equerries to The King, and the Defence Services Secretary.

g. Personal Aides-de-Camp wear the small Cypher on all shoulder boards and soft rank insignia.

h. When the Cyphers of more than one Sovereign are worn, the small Cypher shall be worn in each case.

3915. Badges Worn by Officers

a. The cap badge shall be worn in the centre of the cap front, sewn to the detachable braid band. The cloth background shall follow the outline of the badge and be trimmed no closer than 5mm to the embroidery of the badge.

b. The beret badge shall be worn over the left eye in the manner illustrated in Chapter 38.

c. Badges for additional qualifications for which specialist pay is available are worn as described below. These badges may continue to be worn after specialist pay (if appropriate) ceases to be paid. Note that qualification badges awarded by other nations may not be worn on Royal Navy uniforms.

(1) **No1 (Blue) Uniform.** Sewn to the centre of the left sleeve of the No1 reefer jacket and mess dress jacket, 6mm above the circle in the uppermost row of rank lace and in the corresponding place in the case of Midshipmen. Officers may wear a miniature badge on the left sleeve of the mess jacket (purchased at their own expense).

(2) **White Tunics, Bush Jackets and Khaki/Stone Coloured Uniform.** Fixed with 'pin and clutch' attachment, badges are to be worn horizontally, 38mm centrally above the left breast pocket. If medals or medal ribbons are worn, the badge is to be worn centrally above the medals or top row of ribbons. On the white mess jacket, miniature badges are worn centrally on the left lapel over miniature medals.

d. RN Police Officers will wear a Royal Navy Police chest flash when wearing a foul weather jacket.

e. **Canes.** A silver topped cane may be carried by:

(1) Establishment Executive Officers.

(2) Fleet Executive Officers.

(3) Staff Executive Officers.

(4) Establishment First Lieutenants.

3916. Badges Worn by Warrant Officers, Senior and Junior Ratings

a. Warrant Officers wear the Royal Arms on both cuffs of the No1 (blue) reefer and Mess Dress jackets with the bottom of the badge 127mm from the end of the sleeve. A smaller version of the same badge is worn on the optional mess dress jacket.

b. Shoulder rank slides with the Royal Arms may also be worn and are provided for Warrant Officers to wear with all appropriate uniforms.

c. An optional shoulder board with Royal Arms may be worn on the white short sleeved shirt, the optional white mess jacket and the bush jacket.

d. Badges for additional qualifications for which specialist pay is available are worn as described below. These badges may continue to be worn after specialist pay (if appropriate) ceases to be paid. Note that qualification badges awarded by other nations may not be worn on Royal Navy uniforms.

(1) **No1 (Blue) Uniform.** Sewn to the centre of the left sleeve of the jacket and (optional Mess Dress jacket), 6mm above the uppermost part of the WO rank badge, rank buttons for CPO and in the corresponding position, 6mm above the uppermost part of the rank badge, for POs and LHs.

(2) **White Tunics, Bush Jackets and Khaki/Stone Coloured Uniform.** Fixed with 'pin and clutch' attachment, badges are to be worn horizontally, 38mm centrally above the left breast pocket. If medals or medal ribbons are worn, the badge is to be worn centrally above the medals or top row of ribbons.

e. **Canes.** A black silver topped cane surmounted by the Royal Arms may be carried by:

(1) Warrant Officer to the Royal Navy (Victory cane may be carried on ceremonial occasions).

(2) 2SL Warrant Officer.

(3) Fleet Commander's Warrant Officer.

(4) Base Warrant Officers.

f. Chief Petty Officers are distinguished by three buttons worn horizontally on each cuff of the No1 (blue) reefer jacket and white tunic, 127mm from the bottom of the sleeve. Identical buttons shall be worn on the optional blue mess jacket. Chief Petty Officers are to wear branch or trade badges on each lapel of their No1 (blue) reefer jacket.

g. Shoulder rate slides with a badge comprising laurel leaves around a foul anchor surmounted by a crown are provided for wear with all appropriate uniforms. Branch and specialist Badges are to be worn on RIG22 as detailed within this chapter. This policy also extends to other workwear ranges including new issues of MTP, overalls etc. when worn in lieu of RIG22 as DWR.

h. Petty Officers wear a badge comprising crossed foul anchors surmounted by a crown on the left arm of No1 (blue) reefer jacket and a smaller version on the optional mess dress jacket. Branch and trade badges are to be worn on the right arm of the No1 (blue) reefer jacket. The centre of the rate and branch badges is to be mid-way between the point of the shoulder and the point of the elbow, sewn centrally onto the sleeve.

i. Shoulder rate slides with the embroidered rate insignia are worn in the same manner as Chief Petty Officer.

j. Leading Ratings wear a badge comprising a single foul anchor on the left arm of the No1 (blue) jacket. Branch and trade badges are to be worn on the right arm of the No1 (blue) jacket. The centre of the rate and branch badges is to be mid-way between the point of the shoulder and the point of the elbow, sewn centrally onto the sleeve.

k. Shoulder rate slides consisting of a foul anchor woven in gold are worn on all appropriate uniforms.

l. Able Ratings do not wear rank on No1 (blue) jackets. The trade or branch badge is worn on the right arm as for POs and LHs as above. Able Ratings wear a shoulder slide consisting of 'Royal Navy' woven in gold worn on all other appropriate uniforms. The shoulder slides are issued on completion of Phase 1 Training. Additionally, Probationary Leading Hands (See Chapter 68) employed and operating under the Accelerated Apprentice Scheme wear the standard Leading Hand insignia in conjunction with the following:

(1) White shoulder epaulettes (NSN 8455-99-978-8918) on all appropriate uniforms.

(2) A white curved upper-sleeve flash (NSN 8455-99-978-8917) on the left arm of No1 (blue) jacket and overalls.

m. Trainees within RN Rating Phase 1 Training are to wear orange epaulettes. Phase 2 trainees wear the Royal Navy shoulder slides with white epaulettes.

n. Branch Badges. Branch badges are to be worn as detailed in Table 39-1.

Table 39-1 Wearing of Branch Badges

<table>
<tr><th>Rate</th><th>No1 Dress</th><th>No2 Dress
(Mess undress)</th><th>No4 Dress</th><th>Work Dress
(Overalls)</th></tr>
<tr><td>WO1</td><td colspan="4" rowspan="2">Not worn</td></tr>
<tr><td>WO2</td></tr>
<tr><td>CPO
(Note 1)</td><td>On both lapels</td><td>Not worn</td><td rowspan="4">Worn on the right arm of RIG22.</td><td>Worn on left chest above the breast pocket.</td></tr>
<tr><td>PO
(Note 1)</td><td rowspan="3">Worn on the right arm</td><td>Not worn</td><td rowspan="3">Worn on the right arm.</td></tr>
<tr><td>LH</td><td>No equivalent rig
(Note 2)</td></tr>
<tr><td>AB</td><td>No equivalent rig
(Note 2)</td></tr>
</table>

Notes:

1. Technician branch Senior Ratings (Med Tech, legacy GS and SM Artificers (who have lost Reserved Rights)) do not wear branch badges.

2. Junior Ratings wear No1 C or No2 C for formal evening dress.

3917. Royal Navy Police

All RN Police WOs, Senior Ratings and Junior Ratings will wear the following:

a. Shoulder rank slides embroidered on the lower edge with 'RN POLICE'.

b. Petty Officer and Leading Hand (Police) wear a badge comprising a crown on the right sleeve of their white short-sleeve shirt and woollen jersey. When wearing the white long-sleeved shirt, Petty Officer (Police) wear the same design as a tiepin.

c. CPO(Police) (previously Masters at Arms) wear a badge comprising laurel leaves supporting a crown as a brassard on their right wrist with a white wrist strap. On all occasions of wearing MTP, the white wrist strap is replaced with a brown wrist strap.

d. All RN Police ratings will wear a Royal Navy Police chest flash when wearing a foul weather jacket.

3918. Submarine Badge

The Submarine Badge consists of the QEII commissioning crown sited above a fouled anchor supported on each side by heraldic dolphins. The badge is of gilt and shall be worn by all RN qualified submariner personnel as follows:

a. **Blue Uniforms.** On the left breast of the No1 (blue) reefer jacket between the lapel and the shoulder, horizontal, level with the point of the lapel. The badge should sit 6mm above medal ribbons or medals. On the mess jacket, a miniature badge is worn on the left lapel, 25mm below the point of the lapel, 6mm above miniature medals.

b. **White Tunics, Bush Jackets and Khaki/Stone Coloured Uniform.** Submarine badges are to be worn in accordance with Para 3915.c.sub para (2).

c. **No 3A Uniform.** A miniature submarine badge, as worn on Mess Jackets, may be worn, horizontally, in a central position on the tie. The miniature badge is purchased at own expense.

d. **No 3B Uniform.** Fixed with a 'pin and clutch' attachment, the submarine badge is worn horizontally, 38mm centrally above the left breast pocket.

3919. Royal Navy Deterrent Patrol Pin

a. The RN Deterrent Patrol Pin consists of an image of HMS Resolution, with superimposed Polaris missile and electron rings signifying the armament and nuclear-powered characteristics of the 'at sea deterrent force'. A scroll beneath the submarine is inscribed with the motto "Always Ready". The pin is a two-level award dependent upon the number of patrols completed by the individual after the initial qualifying patrol (only patrols in excess of 30 days are to be counted as eligible), as detailed below:

(1) **Silver.** Completed one to nineteen patrols.

(2) **Gold.** Completed twenty or more patrols.

b. The RN Deterrent Patrol Pin must always be worn in conjunction with the Submarine Badge, and is to be worn by eligible personnel as follows:

(1) **Officers, Warrant Officers and Senior Ratings**

(a) **No 1 Dress.** The 62mm patrol pin is to be worn in the centre and at the top of the left breast pocket, positioned so that the top of the missile is just below the top of the pocket.

(b) **No 2 Dress (Mess Dress).** The miniature 42mm patrol pin is to be worn 6mm below any miniature medals, or 6mm below and positioned on the centre line of the Submariner Badge if no medals are worn.

(c) **No 2C/3B.** The 62mm patrol pin is to be worn at the top of the left breast pocket, positioned so that the top of the missile is just below the top of the pocket.

(d) **No 3A.** The miniature 42mm patrol pin may be worn on the tie.

(2) **Junior Ratings**

(a) **No 1 Dress.** The 62mm patrol pin is to be worn 10mm below medals, with the missile element of the pin positioned on the centre line of the Submariner Badge. When wearing No 1C/1CW the pin is to be worn 10mm below the medal ribbon. If no medals have been awarded, then the pin is to be positioned 20mm below and on the centre line of the Submarine Badge.

(b) **2C/3A/3B.** The 62mm patrol pin is to be worn at the top of the left breast pocket, positioned so that the top of the missile is just below the top of the pocket.

c. The RN Deterrent Patrol Pin is not to be worn with No 3C or RIG22.

3920. Parachutist Badge

Qualified military parachutists shall wear the Army pattern parachutist badge, a parachute with wings, to be worn on the right arm 31mm below the shoulder seam, as follows:

a. **No 1 Uniform.** The full-sized badge in gold on blue.

b. **No 2 Uniform (Mess Undress).** The miniature badge (length 51mm, height 20mm) gold on blue.

c. **RIG22/MTP.** RIG22 Name Tally for Life (NTfL) now incorporate specialised qualifications as detailed in Annex E of this chapter. Badges are to be worn on MTP as described in para 3926

3921. HUMINT Badge

On successful completion of the HUMINT training pipeline, qualified officers and ratings shall wear the HUMINT specialist badge (see Chapter 40 for RM HUMINT Operators). The HUMINT badge, a gold trident on a black ‘kite’ background for Op SAMSON and a silver trident on a black ‘kite’ background for Op METIS, is to be worn on the left forearm above warrant officer rank (approximately 165mm from the cuff). The badge is to be worn on No1 uniform only (i.e. not RIG22/MTP or other combat uniform). The smaller HUMINT specialist badge will be worn on No2 uniform.

3922. Good Conduct Badges

Good Conduct Badges are represented by V-shaped stripes, 12.5mm in width at the perpendicular and 127mm across the top of the V; they are worn on the left arm by entitled ratings below the rate of Chief Petty Officer. When worn without a rate badge, the centre of the device is to be midway between the point of the shoulder and the point of the elbow. When more than one Good Conduct Badge is worn, the distance between them at the perpendicular is to be 12.7mm.

3923. Stars and Crowns

Stars and Crowns are added to the basic branch and specialist qualification badges to indicate certain classes of qualification as follows:

a. Basic device: on entering a sub-branch.

b. Basic device with star above: on qualifying professionally for Able Rate.

c. Basic device with star above and star below: on qualifying professionally for Leading Rate.

d. Basic device with crown above: on qualifying professionally for Petty Officer.

e. Chief Petty Officers attain no additional professional qualification and wear the basic device with crown above.

3924. Specialist Qualification Badges

Badges for additional qualifications and special skills are worn on the right cuff by other ratings as follows (they are not worn by Officers/Warrant Officers):

a. Chief Petty Officers: 6mm above the centre cuff button.

b. Other ratings: 36mm from the end of the sleeve.

Notes:

1. *Specialist qualification badges awarded by other nations may not be worn on Royal Navy uniforms.*

2. *On receipt of RIG22 Jackets, Branch, Skill at Arms, Qualification Badges are to be worn as detailed in this chapter.*

3. *Organisation or Unit badges, pins, or substitution of factory-fitted badges (e.g. replacing 'ROYAL NAVY' shoulder flashes with others) are* ***NOT*** *permitted. COs and the CoC are to enforce this policy.*

4. *Personnel assigned to NATO are authorised to wear an Organisation or Unit badge.*

3925. Cap Ribbon/Cap Tally

a. Junior Ratings shall ordinarily wear the cap ribbon/tally of the unit to which they are assigned.

b. Junior Ratings not on the trained strength in Phase 1 or Phase 2 training shall, irrespective of branch or trade, wear the cap ribbon/tally of the training establishment to which they are assigned. Submariner Trainees assigned to the CO Training Clyde Organisation are to wear the "C.O. TRG CLYDE" cap ribbon/tally.

c. Junior Ratings who are on the trained strength and assigned to a training establishment for a TEM or other short course, such as LRLC, shall continue to wear the cap ribbon of their permanent unit. Qualified Submariner Trainees assigned to the CO Training Clyde Organisation are to wear the "HM SUBMARINES" cap ribbon/tally.

d. Junior Ratings who are on the trained strength and who are assigned to a training establishment for a Career Course shall wear the cap ribbon/tally of that training establishment, except that submariners may continue to wear the 'HM SUBMARINES' cap ribbon/tally and entitled members of the FAA may continue to wear the 'Fleet Air Arm' cap ribbon/tally.

e. Submariners and members of the FAA who are assigned to the permanent staff of a ship's company of any establishment or unit outside of their recognised fighting arm shall ordinarily wear the cap ribbon/tally of that establishment or unit. Personnel may request permission to continue to wear their submariner's or FAA cap ribbon, the matter being at the discretion of the Commanding Officer.

f. Any Junior Rating temporarily loaned to another unit for an exercise, training or operational purposes shall continue to wear the cap ribbon/tally of their permanent unit.

g. Any exceptional circumstances not covered above shall be a matter for the judgement of the local Commanding Officer taking note of the sentiment conveyed in this article.

h. Prior to commissioning, HM Ships should demand an initial issue of cap ribbons/tallies as follows:

(1) A normal demand for NSN 8455-99-571-2297 is to be made using MJDI. It is essential that in the Special Instructions the exact spelling and spacing on the cap ribbons/tallies is stated.

(2) If the unit does not have access to MJDI then the demand will need to be submitted via an Army Form G8620, which may be obtained via email from DESLCSLS-OpsDOCSHelpDesk@mod.uk.

(3) There is a minimum order quantity of 50 cap ribbons/tallies and the minimum lead time for delivery is approximately 12 weeks.

Note. *Unfortunately, NCHQ Commodities team has only read access to MJDI and does not have the permissions or access necessary to place a demand. This is normally undertaken via RN Establishment Clothing Stores*

i. All other requests for new unit cap ribbons should be forwarded to the DC Team fao CSO(RN).

(1) It is appropriate for units containing significant numbers of junior ratings (more than 20), including Joint service establishments, to have their own cap ribbons/tallies in order to promote unit identity and esprit de corps.

(2) Units with less than 20 Junior Ratings where there is no local sponsoring RN establishment will wear an alternate cap ribbon/tallies with the text 'Royal Navy'; these are available upon request from HMS NELSON Clothing Store. Exceptions may be permitted, however, and where a strong case for individual unit identity is considered to exist, DESLCSLS-OpsDOCSHelpDesk@mod.uk is to be consulted, info FXO.

(3) The use of acronyms on cap ribbons/tallies is to be avoided wherever possible.

(4) When demanding cap ribbons/tallies it is important to quote on the Army Form G8620 the exact words and format required, e.g. 'HMS SAMPLE'.

3926. Insignia and Badges Worn with RIG22

a. **Name Tally for Life.** Name Tally for Life (NTfL) will be attached to a Velcro strip sewn along the top breast of the lightweight RIG22 jacket for all ranks and rates. Name tapes are to contain the surname of the individual only; initials are **not** permitted. Name tape lettering is to be in 'Helvetica Condensed' font, lettering is to be 15mm in height and the name within the name tape length of 120mm. Names longer than 15-17 characters are to be condensed to fit. In common with the Royal Navy tape, the colouring is to be white lettering on blue background. In names such as 'McDonald', a small c may be used on the name tape; the authoritative document will be the nominal list supplied by the unit.

(1) For Mk3 and Mk4 shirts, personnel who qualify for professional qualification badges are to order 50mm NTfL with the required badge adorned above the surname (see Fig 3.). It is recommended personnel who qualify for more than one professional qualification badge order sufficient numbers of each and wear the badge suitable and relevant to the environment and audience applicable at the time.

(2) Authorised Name Tally for Life with Professional Qualification Badge can be found at Annex E of this chapter.

b. **'Royal Navy' and 'Royal Fleet Auxiliary' Shoulder Badges.** 'Royal Navy' and 'Royal Fleet Auxiliary' shoulder badges are factory fitted and pre-sewn along the top of the RIG22 jacket shoulders. The shoulder flashed are standard issue with lettering of 'Helvetica Condensed' font, 15mm in height and contained within the tape length of 120mm. The tape colouring is white lettering on blue background.

c. **Royal Navy White Ensign and Royal Fleet Auxiliary Blue Ensign Badges.** The Royal Navy White Ensign and Royal Fleet Auxiliary Blue Ensign badges are pre-sewn onto the left arm of the RIG22 jacket. The badges are a standard size of 100mm by 50mm. The badges should be centralised and horizontal when viewed from the left side. Exact vertical position will depend upon the sleeve length and shoulder shape of the individual, but generally the top of the badge should be 70mm below the centre of the shoulder seam at the top of the sleeve.

d. **Branch Badges.** On receipt of RIG22 jackets, Branch, Skill at Arms and Qualification badges are to be worn as detailed in this chapter. Organisation or Unit badges, pins, or substitution of factory-fitted badges (e.g. replacing 'ROYAL NAVY' or 'ROYAL FLEET AUXILIARY' shoulder flashes with others) are **NOT** permitted. COs and the CoC are to enforce this policy. Personnel assigned directly to NATO and DIO are authorised to wear an Organisation or Unit badge on RIG22.

e. **Existing Rank Slides**. Rank Slides (existing gold on black type) will be attached to the shoulders of the RIG22 Shirt. Officers should wear the single right hand rank slide to the Rig22 Thermal Layer Jacket, and the left-hand rank slide to the RIG22 Outer Layer Jacket. An RN White Ensign patch or RFA Blue Ensign patch, as appropriate, is to be velcro mounted to the left arm to the outer jacket. MTP rank slides are not to be used. No other badges, patches or pins of any type are permitted to be worn to the thermal or outer jacket.

3927. Insignia and Badges Worn with Multi Terrain Pattern Clothing System (MTP)

a. A black on green 'Royal Navy' flash is to be worn by all RN personnel on both sleeves of MTP. The flash is to be attached centrally with its upper edge 7mm below the shoulder seams.

b. Additionally, Tactical Recognition Flashes (TRF) may be worn as directed by Force Commanders.

c. All RN Police personnel will wear a black on green 'Royal Navy Police' shoulder flash at the top of both sleeves (see Fig 39E-15d). Additionally, dependent on theatre of operations, RNP personnel are authorised to wear the Military Police (MP) badge (see Fig 39E-15c) on the right sleeve only (see Para 3823).

d. On all occasions of wearing MTP, Chief Petty Officer Police wear a badge comprising laurel leaves supporting a crown as a brassard on their right wrist with brown wrist strap (in place of the white wrist strap).

3928. Fleet Air Arm Aircrew

a. **Blue Uniforms.** Bullion/cloth wings badges are to be worn in accordance with Para 3915c Sub-Para (1) for Officers and Para 3916d Sub-Para (1) for Ratings.

b. **White Tunics, Bush Jackets and Khaki/Stone Coloured Uniform.** Full-size bullion wings badges are to be worn in accordance with Para 3915c Sub-Para (2) for officers and Para 3916d Sub-Para (2) for ratings.

c. **No 3A Uniform.** A miniature wings badge may be worn, horizontally, in a central position on the tie. The miniature badge is purchased at own expense from an MOD endorsed supplier.

d. **No 3B Uniform.** Fixed with a pin attachment, the full-size bullion wings badge is worn horizontally, 38mm centrally above the left breast pocket.

e. **Jersey H/W (Green).** Sewn onto the uniform, the full-size cloth wings badge is worn horizontally in a position on the left breast corresponding to the location on MTP uniform.

f. **Combined Wings / Name Badges.** Black background with white or gold lettering, with the words 'Royal Navy' above the appropriate set of wings and the name (or nickname) of the wearer below. Squadron specific wings / name badges are permitted at the at the discretion of the Squadron CO. 'Royal Navy' may be replaced with the Squadron/unit title or Job Role provided the text contains the word 'Navy', 'Naval' or 'NAS'. A second line of text below the unit title indicating the wearer's Squadron role is also permitted. Alternative background and text colours are permitted if uniformly applied across the Squadron / sub-unit.

g. **Fire Retardant (FR) Multi Terrain Pattern (MTP) Ensemble.** Either:

(1) Name badge (14.5cm x 2.5cm) on right breast with wings badge (10cm x 5cm) on left breast and Squadron badge on right arm.

or;

(2) Combined wings / name badge (10cm x 5cm) on left breast and Squadron badge on right arm.

h. **Under Body Armour Combat Shirt (UBACS).** UBACS should be worn with a combined wings / name badge on left arm and a locally modified epaulette (Velcro reverse) rank insignia on the right arm, as well as a 10cm tall Squadron badge to the rear of the rank insignia.

i. **Mk16A/B or Mk17A/B One-Piece Flying Coverall.** All one-piece flying overalls should have a combined Squadron / Royal Navy badge on the right upper arm just below the shoulder and a combined wings / name badge (11cm x 7cm) on the left breast. Other badges may be worn on the right breast at the discretion of the Squadron CO.

j. **Rank / Rate Epaulettes.** Gold on black aircrew rank / rate epaulettes (non-press stud) should be worn on all flying clothing when operationally viable i.e. low threat and non-tactical, outside of exercises and operations. These epaulettes should be worn for all public engagement events and media opportunities, along with full colour badges.

3929. Trainee Submarine Badge

The trainee submarine badge consists of the KC commissioning crown sited above a fouled anchor supported by heraldic dolphins. The badge is similar in all respects to the submarine badge with the exception that it is all black in design. This badge should be worn by all submariner streamed trainees the same as the submarine badge details in para 3918 with the exception that no miniature versions will be procured. In addition, the following points should be noted.

a. The trainee submarine badge is not to be worn once an individual has qualified to wear the gilt submarine badge.

b. It is only to be worn by those personnel streamed within the submarine training pipeline.

c. Awarding of the badge is to be managed under the direction of the Commanding Officer HMS Raleigh for ratings and the Commanding Officer of Britannia Royal Naval College for Officer trainees.

3930. UK Space Command Badge

On the award of the Space Operator Qualification Badge, personnel may wear the half wing badge as follows:

a. **No 1 Uniform:** A gold half wing Space Operators badge (single gold angled wing with gold laurel surrounding a delta, orbit ellipse and Aries star constellation) on the left forearm for ratings 165mm from the cuff and above officers' or Warrant Officers' rank insignia (approximately 165mm from the cuff). (Annex 39E.2 Figure 31k(i)).

b. **No 2 Uniform:** A miniature gold half wing Space Operators badge (single gold angled wing with gold laurel surrounding a delta, orbit ellipse and Aries star constellation) on the left forearm for ratings 165mm from the cuff and above officers' or Warrant Officers' rank insignia (approximately 165mm from the cuff). (Annex 39E.2.Figure 31k(i)).

c. **MTP uniform:** An MTP half wing (single black angled wing with black laurel surrounding a delta, orbit ellipse and Aries star constellation on green background) worn over the left breast pocket. (Annex 39E.2.Figure 31k(ii)).

d. **RIG 22 uniform:** A single silver angled wing and a blue laurel surrounding a delta, orbit ellipse and Aries star constellation worn on the NTfL for all qualified personnel as approved by UK Space Command (Annex 39E Figure 39E-37n).

3931. Service Marksmanship Badge

a. Marksmanship badges are a type of specialist qualification badge and come in two grades, summarised below in increasing seniority. Images and full details of eligibility and wear are at Annex E.

(1) The RN & RM Marksmanship Badge. Awarded for achieving the Marksmanship standard in an ACMT. Awarded to all Ranks and Ratings up to OR7.

(2) The Service Marksman (Navy 10) Badge. Awarded for the top 10 rifle scores at the annual RNRM OSC, it is analogous to the Army 100 and RAF 20 Badges. Awarded to all personnel, OR1 to OF9.

b. Only the highest-level badge is to be worn, e.g. If a Navy 10 Badge is earned, lower badges are to be removed and replaced with the higher award.

c. Marksmanship badges will generally be issued at the course, competition or exercise where they are earned.

ANNEX 39A

RN DRESS TABLES

1. No 1A Dress - Formal Dress/Undress

a. **Occasions For Wear:**

(1) When receiving The Sovereign, other Crowned Heads or Heads of State.

(2) When receiving Royalty unless ordered to the contrary by Fleet Commander.

(3) Inspections by Flag Officers.

(4) Funerals, Courts Martial, Divisions and other appropriate Ceremonial Events.

(5) Full Ceremonial State-Events as ordered.

b. **Description:** See table below.

Admirals	Other Officers	Warrant Officers and Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	Sailor's cap (Note 1)
Ceremonial day coat/Black reefer jacket (Note 2)	Black reefer jacket with sleeve rank lace	Black reefer jacket with rate badges	Black class II jumper
Gold laced trousers/black trousers/skirt (Note 7)	Black trousers/skirt (Note 7)	Black trousers/skirt (Note 7)	Black class II trousers
White long-sleeved shirt	White long-sleeved shirt	White long-sleeved shirt	Shirt uniform class II
Black Tie	Black Tie	Black Tie	Sailor's blue collar
Black socks/black tights/stockings (Note 7)	Black socks/black tights/stockings (Note 7)	Black socks/black tights/stockings (Note 7)	Black scarf assembly
Black shoes or mess boots/court shoes	Black shoes or mess boots/court shoes	Black shoes/court shoes	Lanyard
Sword with Admiral's scabbard (Note 9)	Sword (Note 3)	Sword (Note 3 & Note 6)	Black socks
Admiral's sword belt (Note 9)	Sword belt (Note 3)	Sword belt (Note 3 & Note 6)	Black boots
White gloves (Note 3)	White gloves (Note 3 & Note 9)	Black boots (Note 3 & Note 5)	White webbing (Note 3 & Note 5)
Brown gloves (Note 4)	Brown gloves (Note 4)	White webbing (Note 3 & Note 5)	"Frog" and bayonet (Note 3 & Note 5)
Greatcoat (Note 3)	Greatcoat (Note 3)	Greatcoat (Note 3)	Rifle as appropriate (Note 3 & Note 6)
	Black boots (Note 3 & Note 5)	Sword/rifle and bayonet (Note 6)	Greatcoat (Note 3)
		Brown gloves (Note 3, Note 4 & Note 10)	White gloves (Note 3 & Note 9)

Notes:

1. Junior Ratings' chin-stays are to be down when armed.

2. Ceremonial Day Coats are worn by members of the Royal Family attaining Flag Rank, First Sea Lord, Admirals of the Fleet, full Admirals and the Defence Services Secretary when a Naval Officer. Officer Uniform Grant Scale 217, 218, 220 payable as appropriate, by Unit HR Cell.

3. Ceremonial occasions when ordered by SCTO (Drawn from Loan Pool).

4. Worn only with greatcoat (see Note 8)

5. Worn on ceremonial parade with rifle and by Officers forming a guard with rifles (MMC).

6. Warrant Officer First Class, MAA and nominated Chief Petty Officers will carry black handled swords when escorting a White Ensign Ceremonial Kit (WECK), Senior and Junior Ratings may be armed with rifle and bayonet.

7. Service personnel to wear tights or stockings with skirts, socks are to be worn with trousers.

8. White gloves for ratings may be ordered for bi/tri-Service parades when Officers are to wear brown gloves (see also BRd 1834 Chap 5). The Colour Officer wears white gloves.

9. Only to be worn with the Ceremonial day coat.

10. Warrant Officers only.

c. **Decoration/Medals**:

(1) Collar and/or broad Riband.

(2) Up to four stars of orders.

(3) Up to three neck decorations.

(4) Medals.

1A Dress - Formal Dress/Undress

Figure 39A-1a. Officers

Figure 39A-1b. Warrant Officer 1s

Figure 39A-1c. Senior Ratings

Figure 39A-1d. Junior Ratings

2. No 1B Dress - Formal Dress/Undress

a. Occasions for Wear:

(1) Inspection by Flag Officers.

(2) Exchanging visits of ceremony as an alternative to 1A dress.

(3) Funerals.

(4) Other occasions as ordered.

b. Description:

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat	Peaked cap/Tricorn hat	Sailor's cap
Black reefer jacket with sleeve rank lace	Black reefer jacket with rate badges	Black class II jumper
Black trousers/skirt	Black trouser/skirt	Black class II trousers
White long-sleeved shirt	White long-sleeved shirt	Shirt uniform class II
Black tie	Black tie	Sailor's blue collar
Black socks/black tights/ stockings	Black socks/black tights/ stockings	Black scarf assembly
Black shoes or mess boots/ court shoes	Black shoes//court shoes	Lanyard
Greatcoat (Note 1	Greatcoat (Note 1)	Black socks
Brown gloves (Note 2)		Black shoes
		Greatcoat (Note 1)

Notes:

1. Ceremonial occasions when ordered by SCTO (drawn from Loan Pool).

2. Worn only with greatcoat.

c. **Decorations/Medals:**

(1) Up to two stars of orders.

(2) One neck decoration.

(3) Medals.

1B Dress - Formal Dress/Undress

Figure 39A-2a. Officers

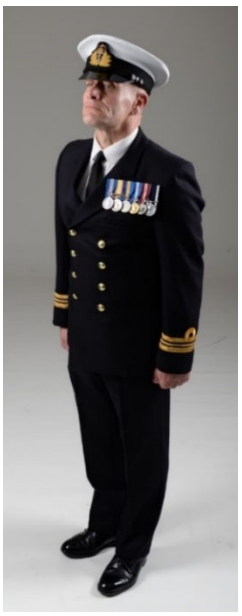
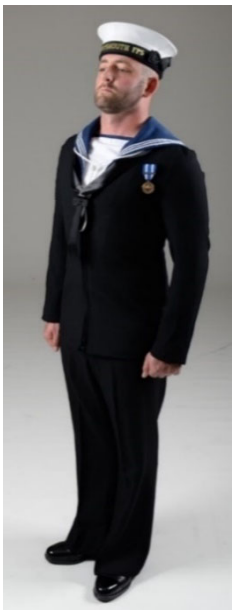


Figure 39A-2b. Warrant Officers

Figure 39A-2c. Senior Ratings

Figure 39A-2d. Junior Ratings



3. No 1C Dress - Formal Dress/Undress

a. **Occasions for Wear:**

(1) Memorial Services unless ordered to the contrary by the convening authority.

(2) Officers of the Day.

(3) Other occasions of duty or minor ceremonial.

(4) Hosting of VIP visits and certain RNIPE events when ordered.

b. **Description:**

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat	Peaked cap/Tricorn hat	Sailor's cap
Black reefer jacket with sleeve rank lace	Black reefer jacket with rate badges	Black class II jumper
Black trousers/skirt	Black trousers/skirt	Black class II trousers
White long-sleeved shirt	White long-sleeved shirt	Shirt uniform class II
Black Tie	Black Tie	Sailor's blue collar
Black socks/black tights/stockings	Black socks/black tights/stockings	Black scarf assembly
Black shoes or mess boots/court shoes	Black shoes/court shoes	Lanyard
		Black socks
		Black shoes

c. **Decorations/Medals:** Medal ribbons.

1C Dress - Formal Dress/Undress

Figure 39A-3a. Officers (Servicemen)

Figure 39A-3b. Officers (Servicewomen)

Figure 39A-3c. Warrant Officers and Senior Ratings

Figure 39A-3d. Junior Rating (Servicewomen)

Figure 39A-3e. Junior Rating (Servicemen)

4. No 2A Dress - Formal Evening Mess Dress

a. Occasions for Wear:

(1) Official or public balls, mess dinners and evening receptions of the formal nature.

(2) Full ceremonial evening events.

b. Description:

Admirals	Other Officers	Warrant Officers and Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	Warrant Officers & Senior Ratings wear 1C or 2B rig as directed.	As for 1C rig
Dress tailcoat with sleeve rank lace (Note 2)	Black mess jacket with sleeve rank lace (Note 2)		
Gold laced trousers/skirt (Note 4)	Black mess trousers/skirt (Note 4)		
Stiff fronted shirt with detached wing collar (Note 3)	White Marcella shirt		
Black bowtie	Black bowtie		
White waistcoat/black cummerbund (Note 5 & Note 6)	White waistcoat/black cummerbund (Note 5 & Note 6)		
Black socks/black tights/stockings	Black socks/black tights/stockings		
Black shoes or mess boots/court shoes	Black shoes or mess boots/court shoes		

Notes:

1 Optional at discretion of organising authority.

2. Dress tailcoat is an optional alternative to black mess jacket for officers of the rank of Captain and above.

3. Soft white Marcella shirt may, optionally, be worn.

4. Gold-laced trousers are an optional alternative to black mess trousers (for wear with either dress tailcoat or black mess jacket) for officers of the rank of Captain and above.

5. White waist coats or cummerbunds may be worn by officers as relaxed by Command.

6. Old style of servicewomen's mess dress may be worn until replaced by new pattern.

c. **Decorations/Medals:**

(1) Broad riband.

(2) Up to four stars of orders.

(3) One neck decoration.

(4) Miniature medals.

2A Dress - Formal Evening Mess Dress

Figure 39A-4a. Officers (Servicemen)

Figure 39A-4b. Officers (Servicewomen)

Figure 39A-4c. Warrant Officers and Senior Ratings

Figure 39A-4d. Junior Ratings

5. No 2B Dress - Evening Mess Undress

a. Occasions for Wear:

(1) Dinner when 2A dress is not appropriate.

(2) Evening dances and entertainments.

(3) Evening duties.

b. Description:

Officers	Warrant Officers & Senior Ratings *1C with bowtie if mess kit not issued (Note 7):*		Junior Ratings
Peaked Cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	As for 1C rig
Black mess jacket with sleeve rank lace (Note 2 & Note 6)	Black reefer jacket with rate badges	Black mess jacket with rate badges (Note 6)	
Black mess trousers/skirt (Note 2, Note 3 & Note 6)	Black trousers/skirt	Black mess trousers/skirt (Note 6)	
White / Black waistcoat/black cummerbund (Note 4 & Note 5)	-	Black cummerbund (Note 4)	
White Marcella shirt	White long-sleeved shirt	White Marcella shirt	
Black bowtie	Black bowtie	Black bowtie	
Black socks/black tights/stockings (Note 6)	Black socks/black tights/stockings	Black socks/black tights/stockings (Note 6)	
Black court shoes or mess boots/court shoes (Note 6)	Black shoes/court shoes	Black shoes/court shoes (Note 6)	
Cultural Mess Dress may now be worn by entitled officers, Warrant Officers & Senior Rates (Note 7).			

Notes:

1. Optional at discretion of Command unless duty.

2. Dress tailcoat is an optional alternative to black mess jacket for officers of the rank of Captain and above.

3. Gold laced trousers are an optional alternative to black mess trousers (for wear with either dress tailcoat or black mess jacket) for officers of the rank of Captain and above.

4. Cummerbund optional in place of white / black waistcoat onboard HM Ships or exceptionally when approved by Command. A ship's cummerbund may be worn in lieu of plain black.

5. Old style of Servicewomen mess dress may be worn until replaced by new pattern.

6. A kilt with accoutrements may be worn optionally by personnel in place of black mess trousers, black socks and shoes. Long tartan skirts may also be worn by Servicewomen personnel.

7. Senior Ratings who have been eligible to receive (i.e. those promoted Petty Officer after 1 Apr 09) and claimed the grant for the purchase of Mess Dress uniform are to wear such uniform, as required by the mess occasion.

8. For Cultural Mess Dress, personnel will be required to maintain existing standards of identifiable Naval Uniform above the waist, i.e. mess jacket, shirt and bow tie. Further details regarding this policy can be found in Chapter 38.

c. **Decorations/Medals:**

(1) Up to two stars of orders.

(2) One neck decoration.

(3) Miniature medals.

2B Dress - Evening Mess Undress

Figure 39A-5a. Officers

Figure 39A-5b. Warrant Officers and Senior Ratings (Mess Kit)

Figure 39A-5c. Warrant Officers and Senior Ratings (1C if Mess Kit not available)

Figure 39A-5d. Junior Ratings

2B – Cultural Mess Dress Examples

6. No 2C Dress - Formal Evening Dress/Undress

a. **Occasions for Wear:**

(1) "Red Sea Rig" at sea.

(2) Official receptions and events in HM Ships in tropical climes when No 2A/Bs are impractical.

(3) Informal evening uniform in ships and establishments.

b. **Description:**

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	Sailor's cap (Note 1)
Shoulder rank boards	Shoulder rate slides (Note 3)	Shoulder rate slides
White short sleeved shirt	White short sleeved shirt	White short sleeved shirt
Cummerbund (Note 2)	Cummerbund (Note 2)	Black trousers/skirt
Black trousers/skirt	Black trousers/skirt	Black socks/black tights/ stockings
Black socks/black tights/stockings	Black socks/black tights/stockings	Black shoes
Black shoes or mess boots/court shoes	Black shoes/court shoes	

Notes:

1. Unless duty, the wearing of the cap/Tricorn hat is optional at discretion of Command.

2. A ship's cummerbund may be worn in lieu of plain black.

3. Shoulder boards may be worn in lieu of slides.

c. **Decorations/Medals:** None.

2C Dress - Formal Evening Dress/Undress

Figure 39A-6a. Officers

Figure 39A-6b. Warrant Officers and Senior Ratings

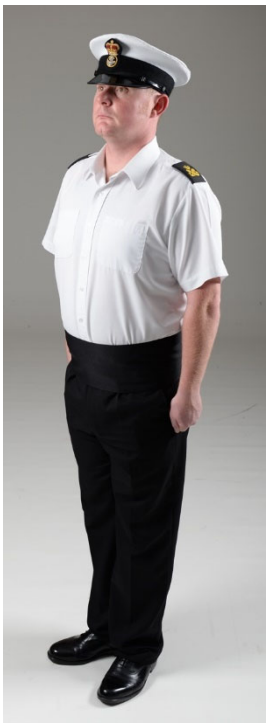


Figure 39A-6c. Junior Ratings

7. No 3A Dress - General Duty Rig

a. Occasions for Wear:

(1) Semi-formal day rig, worn ashore and afloat when No1 uniform is considered inappropriate

(2) Can be worn throughout the year.

b. Description:

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/beret/Tricorn hat	Peaked cap/beret – See notes below/Tricorn hat	No equivalent rig
White long-sleeved shirt	White long-sleeved shirt	
Shoulder rank slides	Shoulder rate slides	
Black tie	Black tie	
Black trousers/skirt	Black trousers/skirt	
Black socks/black tights/stockings	Black socks/black tights/stockings	
Black shoes/court shoes	Black shoes/court shoes	

Notes:

1. The wearing of berets is optional only on the following occasions:

a. When travelling to or from units and/or whereby a cap or Tricorn hat may suffer damage in one's luggage.

b. At Air Stations if the wearing of caps is deemed unsafe or inappropriate.

c. At CO's discretion when deemed appropriate.

*2. The **routine** wearing of berets with No.3 uniform in shore establishments is not permitted.*

3. A leather flying jacket of the standard approved pattern may be purchased at personal expense and worn by all Aircrew with No 3A Dress or No 5 Dress (Mk16A/B or Mk17A/B one-piece flying coverall only (see Para 12)). If worn, the jacket zip slider is to be zipped up to at least 10cm from the top zip stop. In order to ensure uniformity on specific occasions, Commanding Officers should direct when leather flying jackets may not be worn. Clothing permissible for use in aircraft is governed by the aircraft's Release to Service and is not superseded by this Order.

c. **Decorations/Medals:** None.

3A Dress - General Duty Rig

Figure 39A-7a. Officers (Servicewomen)

Figure 39A-7b. Officers (Servicemen)

Figure 39A-7c. Warrant Officers and Senior Ratings

Figure 39A-7d. Leather Jacket and No 3s

8. No 3B Dress - General Duty Rig

a. Occasions For Wear:

(1) Semi-formal day rig worn ashore and afloat when No3A uniform is considered inappropriate

(2) Can be worn throughout the year.

b. Description:

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/beret/Tricorn hat	Peaked cap/beret – See note 1/2 at para 7. /Tricorn hat	Beret/Sailor's Cap
White short sleeved shirt	White short sleeved shirt	White short sleeved shirt
Shoulder rank boards or rank slides	Shoulder rate slides (Note)	Shoulder rate slides
Black trousers/skirt	Black trousers/skirt	Black trousers/skirt
Black socks/black tights /stockings	Black socks/black tights /stockings	Black socks/black tights /stockings
Black shoes/court shoes	Black shoes/court shoes	Black shoes/court shoes

Note. *Shoulder boards may be worn in lieu of slides.*

c. Decorations/Medals: None.

3B Dress - General Duty Rig

Figure 39A-8a. Officers

Figure 39A-8b. Warrant Officers and Senior Ratings

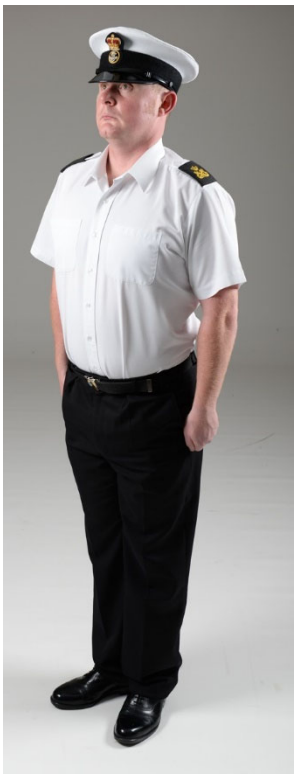


Figure 39A-8c. Junior Ratings (Servicemen)

Figure 38A-8d. Junior Ratings (Servicewomen)

9. No 3C Dress - General Duty Rig

a. **Occasions for Wear:**

(1) Semi-formal day rig worn ashore and afloat.

(2) Can be worn throughout the year.

b. **Description:**

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Optional Inner Layer Thermal Jacket may be worn over 3A dress.	Optional Inner Layer Thermal Jacket may be worn over 3A dress. See Note 1 and Note 2 at para 7 (wearing of berets).	Optional Inner Layer Thermal Jacket may be worn over 3B dress.

c. **Decorations/Medals:** None.

3C Dress - General Duty Rig

Figure 39A-9a. Officers

Figure 39A-9b. Warrant Officers

Figure 39A-9c. Senior Ratings

Figure 39A-9d. Junior Ratings

10. RIG22 Dress

a. **Background.** RIG22 is a dynamic, multi-climate wear, clothing system which maximises fire protection that is functional, modern, and practical.

b. **Occasions For Wear:**

(1) Action Working Dress.

(2) Daily Working Rig at sea for all Ranks and Rates.

(3) Daily Working Rig alongside for all Ranks and Rates.

(4) Daily Working Rig ashore for all RN Personnel.

(5) Daily Working Dress for Armed Sentries and Boarding Teams.

c. **Description:**

<table>
<tr><th colspan="2">All Ranks and Rates</th></tr>
<tr><td colspan="2">A black wicking T-shirt replaces the current RNPCS blue cotton T-shirt throughout the Fleet; except for those personnel in Submarines (subject to toxicity testing). Submariners will continue to use the blue cotton type until either the black item is cleared for use, or a new item is brought into service.</td></tr>
<tr><td>Blue flame-resistant shirt (tucked in).</td><td>1. A White Ensign badge will be provided on initial issue. It is to be attached onto the factory fitted Velcro patch located on the upper left arm.

2. Branch, Skill at Arms and Qualification badges are to be worn as detailed in Chapter 39

3. Organisation, Unit Badges, Pins or substitution of factory-fitted badges (i.e. replacing the “Royal Navy” shoulder flashes with other shoulder flashes) is NOT permitted.

4. Personnel assigned directly to NATO and DIO are authorised to wear an Organisation or Unit badge on RIG22.

5. Rank slide to be worn on the shoulder straps.

6. A Name Tally for Life (NTfL) - 50mm x 135mm in size - Will be provided on initial issue. It is to be attached to the factory fitted Velcro patch located on the LHS breast of the RIG22 Shirt.</td></tr>
<tr><td colspan="2">Flame resistant trouser with a Blue Stable Belt</td></tr>
<tr><td colspan="2">Black Safety Boots.
Safety Boots to be worn at Sea and when alongside in Harbour.
Boarding Teams will wear RIG22 and ‘High Leg’ Boots when deployed.
(Trouser ties are to be used with the High Leg Boots).</td></tr>
<tr><td colspan="2">Black socks.</td></tr>
<tr><td colspan="2">Beret (Peaked Cap/Sailor’s Cap for parade/ceremonial purposes only – see Note 1 and Note 2)</td></tr>
<tr><td colspan="2">Optional - Inner Thermal and GORTEX Outer Layer Jackets to be worn over the shirt</td></tr>
</table>

(Continued)

All Ranks and Rates
The optional Inner Layer Jacket is to be worn over the RIG22 Shirt, as cold weather/cold ambient conditions dictate/require. The optional GORTEX Outer Layer Jacket is to be worn over the RIG22 Inner Layer Jacket and/or the RIG22 Shirt, as wet/windy weather conditions dictate/require. The GORTEX Outer Layer Jacket hood is to be rolled away – However, during heavy rain the hood may be worn (negative cap/beret) but it should be fully re-stowed when not in use and headgear replaced. The decision to wear the hood should be made by the CoC or i/c if working onboard/jetty as a group. However, if caught in a sudden downpour when walking or working independently, as individual may choose to wear the hood. The hood is to be fully stowed when no longer required or conditions allow and headgear is to be replaced.
An optional High Vis Belt may be worn during periods of darkness when transiting on foot in poor ambient light conditions.

RIG22 Relaxed – Relaxed Daily Working Dress - Options below
May be authorised by Command at sea or, exceptionally, for working parties in hot conditions (>29 deg C) in harbour (not outside confines of jetty). Although the options below are permitted at Command discretion, consideration should always be made towards the potential for personnel appearing in the public domain. If there is a likelihood of public visibility and/or photographs being taken of the Ship and Ship's Coy, RIG22 Relaxed options should not be used (e.g. Ship Open to Visitors, VIP Visits with high levels of Media coverage). In these cases, personnel should limit any RIG22 Relaxed options to between/below decks with full/correctly worn RIG22 being worn above decks or in the public eye.
RIG22 Shirts may be relaxed to an 'untucked' position at the discretion of the Command when operating in areas of extreme heat (>29 Deg C). Additionally, Shirts may be fully relaxed with individuals wearing T-Shirt only.
RIG22 trousers with blue stable belt
Black socks Black boots
Caveats: COs may allow RIG22 Relaxed where it is unlikely that immediate firefighting is required. However, the RIG22 Shirt must be readily available for basic firefighting. Command may authorise unit specific T-Shirts provided that they are cotton black.

Notes:

1. Sailor's Cap, Peaked Cap and Tricorn Hat may be worn with RIG22 for ceremonial purposes. For guidance, the following situations are deemed as 'ceremonial':

a. Parade or Guard duties/training.

b. Colours/Sunset party.

c. Entering/Leaving Harbour (Bridge, POS Safety personnel only. No sailor acting as a POS hand working ropes/lines/fenders should wear a Sailor's Cap).

d. Attendance at Church or similar religious/remembrance services.

e. Formal Rounds Parties.

f. Formal 'Clear Lower Deck' gatherings.

2. The wearing of caps for the following situations is not permitted:

a. Gangway Welcome parties.

b. Walking the upper deck or Jetty for routine purposes.

c. Routine movement within a Shore Establishment unless directly involved in Guard/Parade duties.

d. **Decorations/Medals:** None.

RIG22 Dress

Figure 39A-10. All Ranks and Rates

Figure 39A-10a. RIG22 Daily Working Dress Service Personnel

Figure 39A-10b. RIG22 Daily Working Dress with Optional Inner Layer Jacket

Figure 39A-10c. RIG22 Daily Working Dress with Optional Outer Layer Jacket

Figure 39A-10d. RIG22 Daily Working Dress with Optional Outer Jacket and High Vis Belt

11. No 5 Dress - Working Rigs

a. **Occasions for Wear:** Job specific working rigs worn at sea and ashore.

b. **Description:**

Officers and all Ratings
1. Occupational working rigs worn at sea and ashore for specific tasks (all ranks) (e.g. chefs, divers, flight deck crews, boats crews, medics, etc) 2. This includes Multi Terrain Pattern; see Note 4.

Notes:

1. White coveralls may be worn by officers and Warrant Officers and FOST staff when working in sterile environments as required.

2. Flight Deck Officers x 2 White Coveralls.

3. QARNNS new ward clinical uniform x 5 jacket and trousers. Compulsory for QARNNS Officers, Warrant Officers, Senior Ratings and Junior Ratings. Student Nurses under training will wear this uniform when on clinical placements.

4. For General Duty Dress: combat jacket (or shirt) is to be worn tucked inside the trouser waistband; sleeves are to be rolled up to above the elbow; only brown issued T-shirts are to be worn. For Combat Dress: (operations or exercise in the field) combat jacket may be worn loose, sleeves may be rolled up or down.

5. A leather flying jacket of the standard approved pattern may be purchased at personal expense and worn by all Aircrew with No 5 Dress (Mk16A/B or Mk17A/B one-piece flying coverall only or No 3A Dress or (see Para 7)). If worn, the jacket zip slider is to be zipped up to at least 10cm from the top zip stop. In order to ensure uniformity on specific occasions, Commanding Officers should direct when leather flying jackets may not be worn. Clothing permissible for use in aircraft is governed by the aircraft's Release to Service and is not superseded by this Order.

c. **Decorations/Medals:** None.

No 5 Dress - Working Rigs

Officers and All Ratings

Figure 39A-11a. Flight Deck Rating

Figure 39A-11b. Overalls

Figure 39A-11c. Aircrew Leather Jacket and Flying Overalls

No 5 Dress - Working Rigs (Continued)

Figure 39A-11d

Figure 39A-11e

QARNNS Officers and Ratings

Figure 39A-11f. Clinical Uniform Officer (Servicewomen)

Figure 39A-11g. Clinical Uniform Officer (Servicemen)

Figure 39A-11h. Clinical Uniform Rate (Servicewomen)

12. No 1AW Dress - Formal Dress/Undress White

a. Occasions for Wear:

(1) When receiving The Sovereign, other crowned heads or heads of state.

(2) When receiving royalty unless ordered to the contrary by the relevant Regional Commander/Defence Attaché.

(3) Full ceremonial state events as ordered.

(4) Inspections by Flag Officers.

(5) Funerals, courts martial, divisions and other appropriate ceremonial events.

b. Description:

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	Sailor's cap (Note 1)
Bush jacket (Note 2)	Bush jacket (Note 2)	White class II jacket (C/W blue on white badges)
White trousers/skirt (Note 3)	White trousers/skirt (Note 3)	White trousers (Note 3)
Shoulder rank boards	Shoulder rate slides/rate badges	Shirt uniforms class II
White socks	White socks	Sailor's blue collar
White shoes/white court shoes	White shoes/white court shoes	Black scarf assembly
Sword with scabbard (Note 4)	Sword with scabbard (Note 4 and Note 6)	Lanyard
Sword belt (Note 4)	Sword belt (Note 4 and Note 6)	White socks
Black Socks (Note 5)	Black socks (Note 5)	White shoes
Black Boots (Note 5)	Black boots (Note 5)	Black socks (Note 5)
	White webbing (Note 4 & Note 5)	Black boots or shoes as ordered (Note 5)
	White gloves (Note 4 & Note 7)	White webbing (Note 4 & Note 5)
	Rifle and bayonet (Note 5 and Note 6)	"Frog" and bayonet (Note 4 & Note 5)
		Rifle as appropriate (Note 4)
		White gloves (Note 4 & Note 7)

Notes:

1. Junior ratings' chin-stays to be down when armed.

2. White tunic may be worn by Officers of Flag rank and certain members of staff, Commodores, Captains, Commanders in command, certain members of Flag Officers' staffs, Executive Officers of major warships, Attaches, Advisors, British Naval Staff overseas and Officers in certain exchange appointments. Also, by other officers, Warrant Officers and Senior Ratings when required to conform with accepted international standards of dress on state or major ceremonial occasions as directed by the WO1 State Ceremonial Training Officer.

3. Skin toned tights or stockings are optional with skirts; white socks are to be worn with trousers.

4. Drawn from Loan Pool.

5. Worn on ceremonial parades when carrying rifle and by Officers forming a guard with rifles.

6. Warrant Officers First Class, MAAs and nominated Chief Petty Officers will carry black handled swords/cutlass when escorting a WECK. Senior and Junior Ratings may be armed with rifle and bayonet.

7. White gloves may be ordered for tri-service parades.

8. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

c. **Decorations/Medals:**

(1) Collar and/or broad Riband.

(2) Up to four stars of orders.

(3) Up to three neck decorations.

(4) Medals.

1AW Dress - Formal Dress/Undress White

Figure 39A-12a. Officers

Figure 39A-12b. Warrant Officers and Senior Ratings

Figure 39A-12c. Senior Ratings

Figure 39A-12d. Junior Ratings

13. No 1BW Dress - Formal Dress/Undress White

a. Occasions For Wear:

(1) Inspections by Flag Officers.

(2) Ceremonial exchange visits as an alternative to 1A dress.

(3) Funerals.

(4) Other occasions as ordered.

b. Description:

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat	Peaked cap/Tricorn hat	Sailor's cap
Bush jacket (Note 1)	Bush jacket (Note 1)	White class II jumper
White trousers/skirt	White trousers/skirt	White trousers
Shoulder rank boards	Shoulder rate slides	C/W badges
White socks	White socks	Shirt uniform class II
White shoes/white court shoes	White shoes/white court shoes	Sailor's blue collar
		Black scarf assembly
		Lanyard
		White socks
		White shoes

Notes:

1. White tunic ('Prestige Suit') may be worn by officers of Flag rank and certain members of staff, Commodores, Captains, Commanders in Command, Executive Officers of major warships, Attaches, Advisors, British Naval Staff overseas and officers in certain exchange appointments. Also, by other officers, Warrant Officers and senior ratings when required to conform with accepted international standards of dress on state or major ceremonial occasions as directed by Fleet Commander after consultation with Navy Command Executive Team and Navy Logistics Service Clothing Policy Desks.

2. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

3. Skin toned tights or stockings are optional with skirts; white socks are to be worn with trousers.

c. **Decorations/Medals:**

(1) Up to two stars of orders.

(2) One neck decoration.

(3) Medals.

1BW Dress - Formal Dress/Undress White

Figure 39A-13a. Officers

(To be inserted)

Figure 39A-13b. Warrant Officers and Senior Ratings

Figure 39A-13c. Junior Ratings

14. No 1CW Dress - Formal Dress/Undress White

a. **Occasions for Wear:**

(1) Memorial Services unless ordered to the contrary by the convening authority.

(2) Occasions of duty or minor ceremonial.

(3) Hosting of VIP visits and certain RNIPE events when ordered.

(4) Officers of the Day.

b. **Description:**

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat	Peaked cap/Tricorn hat	Sailor's cap
Bush jacket	Bush Jacket	White class II jacket
White trousers/skirt	White trousers/skirt	White trousers
Shoulder rank boards	Shoulder Rate Slides	Shirt uniform class II
White socks	White socks	Sailor's blue collar
White shoes/white court shoes	White shoes/white court shoes	Black scarf assembly
		Lanyard
		White socks
		White shoes

Notes:

1. Black shoes and raincoats may be worn in inclement weather.

2. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

3. Skirt optional in tropical climates (> 30°C is to be considered as a guide).

4. Skin toned tights or stockings are optional with skirts; white socks are to be worn with trousers.

c. **Decorations/Medals:** Medal ribbons.

1CW Dress - Formal Dress/Undress White

Figure 39A-14a. Officers

(To be inserted)

Figure 39A-14b. Officers - Skirt Optional

Figure 39A-14c. Warrant Officers and Senior Ratings

Figure 39A-14d. Junior Ratings

15. No 2AW Dress - Formal Evening Dress/Undress White

a. **Occasions for Wear:**

(1) Official or public balls, mess dinners and evening receptions of the formal nature.

(2) Full ceremonial evening events.

b. **Description:**

Admirals	Other Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	1CW or optional 2BW white rig	As for 1CW rig
White mess jacket with shoulder rank boards	White mess jacket with shoulder rank boards		
Gold laced trousers/skirt (Note 3)	Black mess trousers/skirt (Note 3)		
Stiff fronted shirt with detached wing collar (Note 2)	White Marcella shirt		
Black bowtie	Black bowtie		
White waistcoat/black cummerbund (Note 4)	White waistcoat/black cummerbund (Note 4)		
Black socks/black tights/stockings	Black socks/black tights/stockings		
Black shoes or mess boots/court shoes	Black shoes or mess boots/court shoes		

Notes:

1. Optional at discretion of command unless duty.

2. Soft white Marcella shirt may optionally be worn.

3. Gold laced trousers are optional for officers of the rank of Captain and above.

4. Cummerbunds or a white waist coats may be worn by officers.

5. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

c. **Decorations/Medals:**

(1) Broad riband.

(2) Up to four stars of orders.

(3) One neck decoration.

(4) Miniature medals.

2AW Dress- Formal Evening Dress/Undress White

Figure 39A-15a. Officers

Figure 39A-15b. Warrant Officers and Senior Ratings

Figure 39A-15c. Junior Ratings

16. No 2BW Dress - Formal Evening Dress/Undress White

a. **Occasions for Wear:**

(1) Dinner when 2A dress is not appropriate.

(2) Evening dances and entertainments.

(3) Officer of the Day and other evening duties.

b. **Description:**

Officers	Warrant Officers & Senior Ratings 1CW or optionally:	Junior Ratings
Peaked cap/Tricorn hat (Note 1)	Peaked cap/Tricorn hat (Note 1)	As for 1CW rig
White mess jacket with shoulder rank boards	White mess jacket with miniature rate badges	
Black mess trousers/skirt (Note 2 & Note 4)	Black mess trousers/skirt (Note 4)	
Black cummerbund (Note 3)	White Marcella shirt	
White Marcella shirt	Black cummerbund (Note 3)	
Black bowtie	Black bowtie	
Black socks/black tights/stockings (Note 4)	Black socks/black tights/stockings (Note 4)	
Black shoes or mess boots/court shoes (Note 4)	Black shoes or mess boots/court shoes (Note 4)	

Notes:

1. Optional at discretion of Command unless duty.

2. Gold laced trousers are optional for officers of the rank of Captain and above.

3. Black or white waist coats to be worn by officers but may be relaxed to cummerbunds at discretion of Command.

4. Kilt with accoutrements may optionally be worn by male personnel in place of black mess trousers, black socks and shoes. Long skirts may similarly be worn by Servicewomen personnel.

5. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

c. **Decorations/Medals:**

(1) Up to two stars of orders.

(2) One neck decoration.

(3) Miniature medals.

2BW Dress - Formal Evening Dress/Undress White

Figure 39A-16a. Officers

Figure 39A-16b. Warrant Officers and Senior Ratings

Figure 39A-16c. Junior Ratings

17. No 2CW Dress - Formal Evening Dress/Undress White

a. **Occasions for Wear:**

(1) 'Red Sea Rig' when deemed appropriate to be worn in lieu of RIG22.

(2) Official Receptions and events in HM Ships in tropical climes when No 2AW/BWs are impractical.

(3) Informal evening uniform in ships and establishments.

b. **Description:**

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/Tricorn hat (see Note 1)	Peaked cap/Tricorn hat (see Note 1)	Sailor's cap (see Note 1)
Shoulder rank boards	Shoulder rate slides	Shoulder rate slides
White short sleeved shirt	White short sleeved shirt	White short sleeved shirt
Black cummerbund (Note 2)	Black cummerbund (See Note 3)	Black trousers/skirt
Black trousers/skirt	Black trousers/skirt	Black socks/black tights/stockings
Black socks/black tights/stockings	Black socks/black tights/stockings	Black shoes/court shoes
Black shoes or mess boots/court shoes	Black shoes/court shoes	

Notes:

1. Optional at discretion of Command unless duty.

2. May be replaced by unit specific cummerbunds appropriate to occasion and uniformity.

3. Optional at discretion of Command / WO&SR Mess President.

c. **Decorations/Medals:** None.

2CW Dress - Formal Evening Dress/Undress White

Figure 39A-17a. Officers

Figure 39A-17b. Warrant Officers and Senior Ratings

Figure 39A-17c. Junior Ratings

18. No 3AW Dress - General Duty Rig White

a. **Occasions for Wear:** Semi formal day rig worn ashore and afloat.

b. **Description:**

Officers	Warrant Officers & Senior Ratings	Junior Ratings
Peaked cap/beret/Tricorn hat	Peaked cap/beret/Tricorn hat	Beret/Sailor's cap
White short sleeved shirt	White short sleeved shirt	White short sleeved shirt
Shoulder rank boards or rank slides	Should rate slides	Shoulder rate slides
White trousers/dress/skirt (Note 1)	White trousers/dress/skirt (Note 1)	White trousers/dress (Note 1)
White socks	White socks	White socks
White shoes/court shoes (Note 2)	White shoes/court shoes (Note 2)	White shoes/court shoes (Note 2)

Notes:

1. White trousers, dresses or skirts may be worn by Service personnel ashore as appropriate.

2. Black shoes and raincoats may be worn in inclement weather.

3. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

4. JR may, at Command discretion, wear straight cut white trousers in tropical climates (> 30°C to be considered as a guide).

5. Skin toned tights or stockings are optional with skirts; white socks are to be worn with trousers.

b. **Decorations/Medals:** None.

3AW Dress - General Duty Rig White

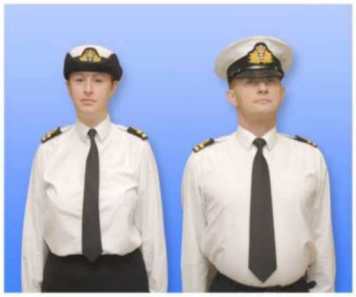
Figure 39A-18a. Officers

(To be inserted)

Figure 39A-18b. Warrant Officers and Senior Ratings

Figure 39A-18c. Junior Ratings

Figure 39A-19. Uniform Fitting Guide (Officers)



Cap Badges are to be in line with the seam on the peak cap and central of the tricorne Cap. Ties are to be of small knot and symetrical.

Creases to the sleeves of the blue reefer jacket are to the front and vertical.
Medals are worn on the left breast in one horizontal line, 90mm down, central from the shoulder blade.

Trouser creases are to be vertical and central to front and rear of the leg. Trousers should hang straight, with the hem hanging mid way between the top of the heel and the top of the shoe.

Cuff links should be Gold, Silver, Plain or Ships Own/RN Specific

Handkerchiefs are not to be worn on ceremonial occasions.

Distinction Mark of Rank - see below

Distinction Mark of Rank – Sleeve Lace

Sleeve lace consists of rows of gold lace with a circle or a curl on the top row only right round each cuff as follows;

Admiral of the Fleet	4 rows of 13mm lace above a band of 50mm lace.
Admiral	3 rows of 13mm lace above a band of 50mm lace.
Vice-Admiral	2 rows of 13mm lace above a band of 50mm lace.
Rear Admiral	1 row of 13mm lace above a band of 50mm lace.
Commodore	A band of 42mm lace with a circle of 13mm.
Captain	4 rows of 13mm lace.
Commander	3 rows of 13mm lace.
Lieutenant Commander	2 rows of 13mm lace with a row of 6mm lace between.
Lieutenant	2 rows of 13mm lace.
Sub Lieutenant	1 row of 13mm lace.

Figure 39A-20. Uniform Fitting Guide (WOs and SRs)

Cap Badges are to be in line with the seam on the peak cap and central of the tricorne Cap. Ties are to be of small knot and symetrical.

Creases to the sleeves of the blue reefer jacket are to the front and vertical.
Medals are worn on the left breast in one horizontal line, 90mm down, central from the shoulder blade.

Trouser creases are to be vertical and central to front and rear of the leg. Trousers should hang straight, with the hem hanging mid way between the top of the heel and the top of the shoe.

Cuff links should be Gold, Silver, Plain or Ships own/RN specific

Chief Petty Officer branch specialisation badges are to be worn on the lapels of the blue reefer jacket, that on the right lapel being the normal branch badge, that on the left its mirror image.

Warrant Officers are to wear the Royal Arms on both cuffs, with the bottom of the badge 127mm from the end of the sleeve.
Chief Petty Officers buttons are worn horizontal and centralised 127mm from the bottom of the sleeve and with a distance of 50mm between the buttons.
Petty Officers buttons are situated at the rear of sleeve, 25mm from the bottom and 25mm between buttons.

Petty Officer Rate badge is worn on the left arm and Branch badges on the right. Centre of the rate and branch badges are to be sewn to the flat of the sleeve, mid way between the shoulder and the elbow.

Figure 39A-21. Uniform Fitting Guide (Junior Rates)

Press shirt with outward crease down each arm and vertically down front centre.

Press 3 vertical creases in the collar. Centre crease downwards, outer creases upwards (see diagram)

Lanyard placed over the head, under both the collar and jumper then passed out through the right becket, looped round, passed back in through left becket. Tail passed around and tucked into left pocket. The loop of lanyard to be 7.5cm in diameter.

Fit jumper at waist so it does not bow at hem. Cuff length to finish mid way between wrist and end of thumb. Leg length to just rest on shoe.

Place the cap ribbon so that the middle letter is aligned with the cap's centre front seam.

Silk bow press stud webbing passed through both becket loops. Silk, folded edge nearest to the neck, passes under both the collar and jumper and over laps and fastens behind the neck at the required length.

Tie the bow directly over the left ear. Place the cap so that the centre front seam is over the nose.

Figure 39A-22. Tying a Cap Ribbon

1) Centre the tally with the centre letter including gaps, under the front seam of the cap. Tie an overhand knot directly under the left hand seam of the cap holding the tally firmly in position with the thumb until the bow is formed.

2) The upper tail is brought down and up again to form the first bight of the bow.

3) The lower tail is passed over the first bight and then up on the outside.

4) A bight is formed in the right hand tail and tucked behind the top end of the first bight.

5) The tally can be steamed over a boiling kettle and tails trimmed to shape.

6) The bow and knot is now carefully formed and tightened.

ANNEX 39B

RN AND QARNNS OFFICERS' OUTFIT SCALES

1. Scale 1A - RN Male Officers on Promotion from Rating

a. Entitlement to Scale.

(1) The uniform outfit shown at sub para b is to be issued to all Upper Yardman Officers on promotion from rating. For Senior Upper Yardmen see Scale 1B.

(2) The outfit shown at Scale 3 sub para b is that required to be maintained by RN commissioned officers generally.

b. Basic Outfit.

(1) Items Provided by Contract Arrangement.

	Scale	Notes
Blue barathea undress uniform suit jacket and trousers; with Midshipman's turnbacks or rank lace as appropriate	2	3
Blue barathea mess jacket with rank lace	1	
Blue barathea mess trousers	1 pr	
White mess waistcoat	1	
White Mess Jacket	1	

(2) Items Issued from Service Stocks.

	Scale	Notes
Badge, beret	1	
Badge, cap	1	
Bag, linen	1	
Bag, travelling	1	5
Bag, Day Sack, black	1	5
Cap, plastic DT	1	
Cummerbund, black	1	
Shirt, evening, collar-attached	2	
Shirt, white, collar-attached	2	
Shirt, white, short sleeve	3	
Shoes, black leather, leather soles	1 pr	

	Scale	Notes
Shorts, PT, blue	2	
Shoulder rank slides	2 prs	
Shoulder rank boards	1 pr	
Tie, evening, double ended	1 pr	
Trousers, working, polyester	1 pr	
Vest, gym, coloured	4	

(3) **Additional Items for QARNNS Ratings Promoted to Officer.**

	Scale	Notes
Badge, QA insignia, EGB	4	
Tunic (M), ward clinical, white with navy blue piping	5	
Trousers (M), ward clinical, navy blue	5 prs	
Badge, QA insignia/name, white cloth	5	

c. **Tropical Outfit (Issued on First Case of Need).**

(1) **Items Provided Under Contract.**

	Scale	Notes
Jacket, mess, white PV	1	

(2) **Items Issued from Service Sources where not Already Held.**

	Scale	Notes
Jacket, bush, white PV	2	
Trousers, white PV	2 prs	
Belt buckles	2	
Belt hooks	2	
Belt, waist, white	1	
Buttons anodised RN Officers c/w split rings Size 1 (foreparts and pockets of bush jacket)	8	
Buttons anodised RN Officers c/w split rings Size 2 (white mess jacket and bush jacket)	6	
Shoes, white (all Ranks and Rates)	1 pr	
Socks, white	6 prs	

d. **Additional Items for Certain Officers.** For officers of Flag Rank and certain members of staff, Captains, Commanders in Command, Executive Officers of Major Warships, Attaches, Advisors and British Naval Staffs overseas and certain exchange appointments. For other officers, when required to conform with accepted international standards of dress on state or major ceremonial occasions as directed by Fleet Commander after consultation with NCHQ Logistics Capability Division.

	Scale	Notes
White Tunic and Trousers	1	1

e. **Additional Item for Senior Officers.** All 4* Admirals, all members of the Royal Family who are promoted to Rear Admiral and above, the Vice Admiral of the United Kingdom, any Royal Navy officer of 2* rank and above who is appointed as a member of the Royal Household, to include the Defence Services Secretary when an RN officer.

	Scale	Notes
Admiral's Ceremonial Day Coat	1	4

f. **Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 and 57).**

	Scale	Notes
Boots, combat assault, black	1 pr	6
Boots, combat assault, insoles	1	
Discs, identity, stainless steel	2	
Overall, white (Engineer Officers only)	3	2

Notes:

1. Obtained gratuitously on first occasion of need or free replacement, on a fair wear and tear basis, of garments previously issued. Applications to NCHQ, Logistics Capability Division via main clothing store.

2. To be issued by lead school on first occasion of need.

3. Only one to be issued to QARNNS Officers.

4. By entitlement to a grant for purchase (Grants 217, 218 and 220 refer).

5. By exception only; where the individual attended HMS RALEIGH prior to the issue of these items to Phase 1 recruits.

6. By exception only; exchange if required.

2. Scale 1B - RN Male Officers on Promotion from Senior Rating

a. Entitlement to Scale.

(1) The uniform outfit shown at sub para b is to be issued to all Senior Upper Yardman officers on promotion from Rating.

(2) S2910 Kit Record Books are to be presented at BRNC when kitting up.

(3) The outfit shown at Scale 3 sub para b is that required to be maintained by RN commissioned officers generally.

b. Basic Outfit.

(1) Items Provided by Contract Arrangement.

	Scale	Notes
Blue barathea undress uniform suit jacket and trousers; with Midshipman's turnbacks or rank lace as appropriate	2	3
Blue barathea mess jacket with rank lace	1	
Blue barathea mess trousers	1 pr	
White mess waistcoat	1	
White Mess Jacket	1	

(2) Items Issued from Service Stocks.

	Scale	Notes
Badge, beret	1	
Badge, cap	1	
Bag, travelling	1	1
Bag, Day Sack, black	1	1
Cummerbund, black	1	2
Shirt, evening, collar-attached	2	
Shirt, white, collar-attached	1	
Shirt, white, short sleeve	3	
Shoes, black leather, leather soles	1 pr	
Shorts, PT, blue	2	
Shoulder rank slides	2 prs	
Shoulder rank boards	1 pr	

	Scale	Notes
Tie, evening, double ended	1 pr	2
Trousers, working, polyester	1 pr	
Vest, gym, coloured	4	

Notes:

1. By exception only; where the individual attended HMS RALEIGH prior to the issue of these items to Phase 1 recruits.

2. By exception only; where the individual has not drawn these items as part of their No. 2 dress.

3. Scale 2A - RN Female Officers on Promotion from Rating

a. Entitlement to Scale.

(1) The uniform outfit shown at sub para b is to be issued to all Upper Yardman officers on promotion from Rating. For Senior Upper Yardmen see Scale 2B.

(2) The outfit shown at Scale 3 sub para b is that required to be maintained by RN commissioned officers generally.

b. Basic Outfit.

(1) Items Provided by Means of Cash Grant.

	Scale	Notes
Evening bag	1	
Tights, black	12 prs	1
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL		
Grants and allowances Scale 142 refers		

(2) Items Provided by Contract Arrangement.

	Scale	Notes
Blue barathea undress uniform suit c/w skirt (jacket, skirt and trousers) with Midshipman's turnbacks or rank lace as appropriate	2	5
Blue barathea, mess jacket	1	
Blue barathea, mess trousers	1 pr	
Blue barathea, long full skirt	1	
White Mess Jacket	1	

(3) **Items Issued from Service Stocks.**

	Scale	Notes
Badge, beret	1	
Badge, hat	1	
Bag. Linen	2	
Bag, travelling	1	7
Bag, Day Sack, Black	1	7
Cummerbund, black	1	
Hat, Tricorn	1	
Inner Layer Thermal Jacket	1	
Shirt, evening, collar-attached	2	
Shirt, white, collar-attached	4	
Shirt, white, short sleeve	4	
Shoes, black leather, leather soles	1 pr	
Shoes, black leather, non-slip soles	1 pr	
Shorts, PT, blue	2	
Shoulder rank slides	2 prs	
Shoulder rank boards	1 pr	
Tie, evening, double ended	1	
Trousers, working, worsted/polyester	1 pr	
Vest, gym, coloured	4	

(4) **Additional Items for QARNNS Ratings Promoted to Officer - Issued from Service Stocks.**

	Scale	Notes
Badge, QA insignia, EGB	4	
Tunic (F), ward clinical, white with navy blue piping	5	
Trousers (F), ward clinical, navy blue	5 prs	
Badge, QA insignia/name, white cloth	5	

c. **Tropical Outfit (Issued on First Occasion of Need).**

(1) **Items Provided Under Contract.**

	Scale	Notes
Jacket, bush, white PV	2	
Jacket, mess, white PV	2	
Skirt, White (on request)	2	2

(2) **Items Issued From Service Sources where not Already Held.**

	Scale	Notes
Belt buckles	2	
Belt hooks	2	
Belt, waist, white	1	
Buttons, anodised, RN officers c/w split rings, Size 1 (foreparts and pockets of bush jacket)	8	
Buttons, anodised, RN officers c/w split rings, Size 2 (mess jacket and shoulder flaps of bush jacket)	6	
Shoes, ward duty, white	1 pr	
Shoes, white (all Ranks and Rates)	1 prs	
Socks, white	6 prs	5
Trousers, white,	2 prs	5
Dress, white, tropical (on request)	6	6

d. **Additional Items for Certain Officers.** For officers of Flag Rank and certain members of staff, Captains, Commanders in Command, Executive Officers of Major Warships, Attaches, Advisors and British Naval Staffs overseas and certain exchange appointments. For other officers, when required to conform with accepted international standards of dress on state or major ceremonial occasions as directed by Fleet Commander after consultation with NCHQ Logistics Capability Division.

	Scale	Notes
White Tunic and Trousers	1	3

e. **Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 and 57).**

	Scale	Notes
Boots, Combat assault, black	1 pr	8
Boots, Combat assault, insoles	1	
Discs, identity, stainless steel	2	
Overall, white, (Engineer officers only)	3	4

Notes:

1. Optionally, black stockings may be worn.

2. For officers appointed to a shore establishment the allowance for the skirt is increased to four.

3. Obtained gratuitously on first occasion of need or free replacement, on a fair wear and tear basis, of garments previously issued. Applications to NCHQ, Logistics Capability Division via main clothing stores.

4. To be issued by lead school on first occasion of need.

5. Only one issued to QARNNS officers

6. QARNNS officers x 6 Dresses.

7. By exception only; where the individual attended HMS RALEIGH prior to the issue of these items to Phase 1 recruits

8. By exception only; exchange if required.

4. Scale 2B – RN Female Officers on Promotion from Senior Rating

a. **Entitlement to Scale.**

(1) The uniform outfit shown at sub para b is to be issued to all Senior Upper Yardman officers on promotion from Senior Rating.

(2) S2910 Kit Record Books are to be presented at BRNC when kitting up.

(3) The outfit shown at Scale 3 sub para b is that required to be maintained by RN commissioned officers generally.

b. **Basic Outfit.**

(1) **Items Provided by means of Cash Grant.**

	Scale	Notes
Evening bag	1	
Tights, black	12 prs	1
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL.		
Grants and allowances Scale 142 refers		

(2) **Items Provided by Contract Arrangement.**

	Scale	Notes
Blue barathea undress uniform suit c/w skirt (jacket, skirt and trousers) with Midshipman's turnbacks or rank lace as appropriate	2	5
Blue barathea, mess jacket	1	
Blue barathea, mess trousers	1 pr	
Blue barathea, long full skirt	1	
White Mess Jacket	1	

(3) **Items Issued from Service Stocks.**

	Scale	Notes
Badge, beret	1	
Badge, hat	1	
Bag, travelling	1	1
Bag, Day Sack, Black	1	1
Cummerbund, black	1	2
Shirt, evening, collar-attached	2	
Shirt, white, collar-attached	1	
Shirt, white, short sleeve	3	
Shoes, black leather, leather soles	1 pr	
Shorts, PT, blue	2	
Shoulder rank slides	2 prs	
Shoulder rank boards	1 pr	
Tie, evening, double ended	1	2
Trousers, working, worsted/polyester	1 pr	
Vest, gym, coloured	4	

Notes:

1. By exception only; where the individual attended HMS RALEIGH prior to the issue of these items to Phase 1 recruits.

2. By exception only; where the individual has not drawn these items as part of their No. 2 dress.

5. Scale 3 - New Entry Male Officers Entered at BRNC Dartmouth for Pre-University, General Naval and Academic Training or appointed to Medical or Dental Cadetships or to Pre-Registration Year Commissions

a. Entitlement to Scale.

(1) The uniform outfit shown at sub para b is to be issued to all new entry officers.

(2) Officers who resume full RN Service, or return on FTRS, after a break of more than four years are entitled to free issue of uniform in accordance with sub para b.

(3) Officers who resume full RN Service, or return on FTRS, after a break of less than four years are to be reimbursed in accordance with JSP 754.

b. Basic Outfit.

(1) Items Provided by Means of Cash Grant.

	Scale	Notes
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL		
Grants and allowances Scale 102 refers		

(2) Items Provided by Contract Arrangement.

		Scale	Notes
Blue barathea undress uniform suit (Jacket and Trousers)	with Midshipman's turnbacks or rank lace as appropriate	2	3
Blue barathea mess jacket		1	
Blue barathea mess trousers		1	
White mess waistcoat		1	

(3) **Items Issued from Service Stocks.**

	Scale	Notes
General Service Respirator	1	
General Service Respirator – Haversack	1	
General Service Respirator – Canister	1	
Badge, beret	1	
Badge, cap	1	
Bag, Day Sack, black	1	
Bag, travelling	1	
Bag, linen	2	
Belt, waist, black	1	
Beret, blue	1	
Cap, plastic DT	1	
Cummerbund, black	1	
Gortex Outer Layer Jacket	1	
Inner Layer Thermal Jacket	1	
Shirt, evening, collar-attached	2	
Shirt, white, collar-attached	4	
Shirt, white, short sleeve	4	
Shoes, black leather, leather soles	1 pr	
Shoes, black, leather, non-slip soles	1 pr	
Shoes, fitness training	1 pr	
Shorts, PT, blue	2 prs	
Shoulder rank slides	2 prs	
Shoulder rank boards	1 pr	
Socks, thick, black	8 prs	4
Socks, thin, black	4 prs	
Socks, PT, white	2 prs	
Tie, black, polyester	2	
Tie, evening, double ended	1	
Trousers, working, worsted/polyester	2 prs	
Vest, gymnasium	4	

(4) **Additional Items for QARNNS Officers.**

	Scale	Notes
Badge, QA insignia, EGB	4	
Tunic (M), ward clinical, white with navy blue piping	5	
Trousers (M), ward clinical, navy blue	5 prs	
Badge, QA insignia/name, white cloth	5	

c. **Tropical Outfit.** Tropical uniform, as detailed in Scale 1, Para 1 sub para c and Para 1 sub para d is to be issued to all officers at Paragraph 3a on first occasion of need.

d. **Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 and 57).**

	Scale	Notes
Boots, combat assault, black	1 prs	
Boots, combat assault, insoles	1	
Boots, DMS	1 pr	
Disc, identity, stainless steel	2	
RIG22 Shirt	3	
RIG22 Trousers	3	
RIG22 T-Shirt	3	
RIG22 Belt	1	
Overall, white (Engineer officers only)	3	2

Notes:

1. *Not to be maintained on completion of training.*
2. *To be issued by lead school on first occasion of need.*
3. *Only one to be issued to QARNNS officers.*
4. *Only 4 pairs required to be maintained on completion of training.*

6. Scale 4 - New Entry Female Officers Entered at BRNC Dartmouth for Pre-University, General Naval and Academic Training or Appointed to Medical or Dental Cadetships or to Pre-Registration Year Commissions

a. **Entitlement to Scale.**

(1) The uniform outfit shown at sub para b is to be issued to all new entry officers.

(2) Officers who resume full RN Service, or return on FTRS, after a break of more than 4 years are entitled to free issue of uniform in accordance with sub para b.

(3) Officers who resume full RN Service, or return on FTRS, after a break of less than 4 years are to be reimbursed in accordance with JSP 754.

b. **Basic Outfit.**

(1) **Items Provided by Means of Cash Grant.**

	Scale	Notes
Evening bag	1	
Tights black	12 prs	1
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL		
Grants and allowances Scale 102 refers		

(2) **Items Provided by Contract Arrangement.**

		Scale	Notes
Blue barathea undress uniform suit (Jacket and Trousers)	with Midshipman's turnbacks or rank lace as appropriate	2	5
Blue barathea mess jacket		1	
Blue barathea mess trousers		1	
White mess waistcoat		1	

(3) **Items Issued from Service Stocks.**

	Scale	Notes
General Service Respirator	1	
General Service Respirator – Haversack	1	
General Service Respirator – Canister	1	
Badge, beret	1	
Badge, hat	1	
Bag, linen	2	
Bag, daysack, black	1	
Bag, travelling	1	
Belt, waist, black	1	
Beret, blue	1	
Cummerbund, black	1	
Hat, Tricorn	1	
Gortex Outer Layer Jacket	1	
Inner Layer Thermal Jacket	1	
Shirt, evening, collar-attached	2	
Shirt, white, collar-attached	4	
Shirt, white, short sleeve	4	
Shoes, black leather, leather soles	1 pr	
Shoes, black, leather, non-slip soles	1 pr	
Shoes, fitness training	1 pr	
Shorts, PT, blue	2 prs	
Shoulder rank slides	2 prs	
Shoulder rank boards	1 pr	
Socks, thick, black	8 prs	
Socks, thin, black	4 prs	
Socks, PT, white	2 prs	
Tie, black, polyester	2	
Tie, evening, double ended	1	
Trousers, working, worsted/polyester	2	
Vest, gymnasium	4	

(4) **Additional Items for QARNNS Officers - Issued from Service Stocks.**

	Scale	Notes
Badge, QA insignia, EGB	4	
Tunic (F), ward clinical, white with navy blue piping	5	
Trousers (F), ward clinical, navy blue	5 prs	
Badge, QA insignia/name, white cloth	5	

c. **Tropical Outfit.** Tropical uniform as detailed in Para 2, sub para c is to be issued to all officers at Para 4 sub para a above on first occasion of need.

d. **Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 and 57).**

	Scale	Notes
Boots, combat assault, black	1 pr	
Boots, combat assault, insoles	1	
Boots, DMS, Conductive, non-slip	1 pr	
Disc, identity, stainless steel	2	
RIG22 Shirt	3	
RIG22 Trousers	3	
RIG22 T-Shirt	3	
RIG22 Belt	1	
Inner Layer Thermal Jacket	1	
GORTEX Outer Layer Jacket	1	
Overall white (Engineer Officers Only)	3	4

Note.

1. Optionally, black stockings may be worn.

2. Not to be maintained on completion of training.

3. To be issued by lead school on first occasion of need.

4. Only one to be issued to QARNNS Officers.

5. Gratuitous exchange for Officers serving onboard seagoing units only.

6. Only 4 pairs required to be maintained on completion of training.

7. Scale 5 - Officers Assigned to the United States of America

As a general rule, officers are to wear RN uniform. Exceptionally, as summer working uniform, khaki clothing may be worn.

a. RN Male Officers assigned for Service in the USA are paid a cash grant towards the cost of:

	Scale	Notes
Stone, collar attached shirts	3	2
Stone, drill, washable, trousers	2 prs	2
Stone, webbing belt	1	2
Collar, rank badges	1 set	3
Brown shoes		4
Stone tie		4
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and Allowances Scale 202 refers).		

b. RN Female Officers assigned for Service in the USA are paid a cash grant towards the cost of:

	Scale	Notes
Stone, collar attached shirts	3	2
Stone, drill, washable trousers	2 prs	2
Stone, webbing, belt	1	2
USN woman officers belt, buckle and tip	1 set	2
Hat, woman officers, USN	1	2
Collar, rank badges	1 set	3
Cash grant paid automatically by Unit HR Cell on receipt of OAL (grants and Allowances Scale 200 refers).		

Notes:

1. Paid on first occasion of qualifying only.

2. Stone clothing can usually be obtained in the USA from USN sources.

3. Metal collar badges representing, in miniature, the USN officers distinction marks of rank may be worn optionally on the khaki shirt by officers assigned for duty, which necessitate their wearing of khaki uniform in the presence of US officers. The badge, available on repayment from CBNS, is to be worn on both sides of the collar with the centre approximately 2.5cm from the bottom. The badges are to be horizontal when the collar is fastened.

4. Optional item provided at officer's own expense.

8. Scale 6 – Flag Officers, Officers Assigned to Royal Navy Presentation Teams, AIB Board Members, Area Careers Liaison Officers, Ethnic Minority Liaison Officers, Naval Regional Commanders, Chiefs of Staff to Flag Officers, Naval Regional Commanders

	Scale	Notes
Blue Barathea uniform suit c/w lacing	1	See Note

Note. *In accordance with JSP 752 Chapter 8 Art 08.0314, officers assigned to certain high profile roles requiring frequent wearing of ceremonial uniform may be eligible for a grant to purchase a second uniform.*

9. Scale 7 - Officers Assigned for Service in Naval Attaches' Posts in South America, with No 32 Squadron RAF and Exchange Appointments with the Brazilian Navy

a. Male Officers.

	Scale	Notes
Tropical stone coloured uniform (prestige suit)	1	1
Tropical stone coloured uniform (RM pattern bush jacket and trousers)	1	1
Stone coloured, collar attached shirts	3	2
Brown shoes		3

b. Female Officers.

To be notified.

Notes:

1. Requirements should be notified in the first instance to NCHQ, Logistics Capability Division, who will advise on supply procedures.

2. Available through main clothing stores.

3. Optional item provided at officer's own expense.

10. Scale 8 - Officers Assigned for Service as RN Instructors at NATO Special Weapons School Oberammergau, in Naval Attaches and Assistant Naval Attaches Posts in Ankara, Athens, Bonn, Islamabad, Lisbon, Egypt, Madrid, Muscat and Rome and Naval Party 1002 Diego Garcia

	Scale	Notes
Tropical stone coloured Uniform (RM pattern bush jacket and trousers)	2	1
Brown shoes		2

Notes:

1. Available from service sources.

2. Optional item provided at officer's own expense.

11. Scale 9 - Officers Assigned to the British Military Advisor and Training Team (BMATT) Barbados

	Scale	Notes
Tropical stone coloured uniform (RM pattern bush jacket and trousers)	2	1
Shirt, tropical, stone coloured	6	1
Socks, GS, olive drab	6 prs	1
Trousers, stone coloured	1 pr	1
Desert boots	1 pr	1
Shoes brown	1 pr	2

Notes:

1. *Available from service sources.*
2. *Optional item provided at officer's own expense.*

12. Scale 10 - Officers Assigned to Joint Saudi Supply Support Cell (JSSSC) Saudi Arabia and Naval Attaché Bahrain

	Scale	Notes
Desert boots chukka	2 pr	1
Shirt, stone coloured, short sleeve	4	2
Trousers, stone coloured	4 pr	3
Epaulettes	2 pr	4
Jacket Combat lightweight	4	
Trousers Combat Lightweight	4 pr	
T-shirt khaki	4	
Sock desert	4	

Notes:

1. *Qty 1 issued to UK based MOD Saudi Arabian Project.*
2. *Qty 2 issued to UK based MOD Saudi Arabian Project.*
3. *Qty 2 issued to UK based MOD Saudi Arabian Project.*
4. *Qty 2 issued to UK based MOD Saudi Arabian Project.*

13. Scale 11 - Officers Assigned to Falkland Islands

(See Annex 39C Para 9).

14. Scale 12 - Officers Assigned to RN Billets in Cyprus

Basic Kit:

	Scale	Notes
Shirt, desert, MTP	3	
Trousers, desert, MTP	3	
T-Shirt, desert, MTP	3	
Boots, desert	1pr	
Jacket, desert, MTP	1	
Sweat rags, desert MTP	3	
Socks, desert, MTP	5	
Hat, floppy, desert, MTP	1	
Hydration system	1	

15. Scale 13 - RN Male Chaplains

a. Basic Outfit.

(1) Items Provided by Means of Cash Grant.

	Scale	Notes
Scarf, clerical	1	
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and allowances Scale 118 refers).		

(2) Items Provided Under Contract.

	Scale	Notes
Blue barathea undress uniform suit (jacket and trousers)	2	
Blue barathea mess jacket	1	
Blue barathea mess trousers	1 pr	

(3) **Items Issued from Service Sources.**

	Scale	Notes
General Service Respirator	1	
General Service Respirator – Haversack	1	
General Service Respirator - Canister	1	
Badge, beret, Chaplains'	1	
Badge, cap, Chaplains'	1	
Badge collar, cloth, Chaplain's	3prs	
Bag, daysack, black	1	
Bag, travelling	2	
Belt, waist, black	1	
Beret, blue	1	
Cap, plastic, Chaplain's	1	
Cummerbund black	1	
Gloves, brown cape	1 pr	
Gortex Outer Layer Jacket	1	
Inner Layer Thermal Jacket	1	
Jersey H/W green	1	1
Jersey sports white	1	
Shirt, double cuff, collar unattached	4	
Shirt, white, collar-attached	5	
Shirt, white, short sleeve	3	
Shoes, black leather, leather sole	1 pr	
Shoes, black, leather, non-slip sole	1 pr	
Shoes, fitness training	2	
Shorts PT blue	2	
Shoulder rank slides	2 prs	
Shoulder rank boards	1 pr	
Socks, thick, black	4 prs	
Socks, thin, black	4 prs	
Tie, black, polyester	1	
Trousers, working, polyester	2	
Vest, gymnasium	2	

b. **Tropical Outfit (to be supplied on the first occasion of need).**

(1) **Items Provided by Means of Cash Grant.**

	Scale	Notes
Cassocks, white	2	
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and Allowances Scale 119 refers).		

(2) Tropical uniform as detailed in Para 1 sub para c and Para 1 sub para d is to be issued to all officers at Para 13 sub para a on first occasion of need.

c. **Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 and 57).**

	Scale	Notes
Boots, combat assault	1 pr	
Boots, combat assault, insoles	1 pr	
Boots, DMS	1 pr	
Discs, identity, stainless steel	2	
Shirt, blue, working FR	2	
Trousers, blue, working FR	2	

Notes:

1. Not to be maintained on completion of training.

2. Chaplains are expected to wear Daily Working Rig (DWR) as directed by their ship or unit. However, where practicable, they may wear a dark suit with a clerical collar (black or grey shirt) in place of DWR, unless directed otherwise.

16. Scale 14 - RN Female Chaplains

a. **Basic Outfit.**

(1) **Items Provided by Means of Cash Grant.**

	Scale	Notes
Evening bag	1	
Tights, black	12 prs	1
Scarf, clerical	1	
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and allowances Scale 190 refers).		

(2) **Items Provided by Contract Arrangement.**

	Scale	Notes
Blue barathea undress uniform suit (jacket, skirt and trousers)	2	
Blue barathea mess jacket	1	
Blue barathea mess trousers	1 pr	
Blue barathea long skirt	1	
Skirt, working, worsted/polyester	1	

(3) **Items Issued from Service Sources.**

	Scale	Notes
General Service Respirator	1	
General Service Respirator – Haversack	1	
General service Respirator - Canister	1	
Badge, beret, Chaplains	1	
Badge, cap, Chaplain's	2	
Badge collar, cloth, Chaplain's	3prs	
Bag, daysack, black	1	
Bag, travelling	2	
Belt, waist, black	1	
Beret, blue	1	
Cummerbund, black	1	
Gloves, brown cape	1	
Hat, Tricorn	1	
Jersey, sports	1	
GORTEX Outer Layer Jacket	1	
Inner Layer Thermal Jacket	1	
Shirt, double cuff, collar unattached	4	
Shirt, white, collar-attached	5	
Shirt, white, short sleeve	3	
Shoes, black leather, leather soles	1 pr	
Shoes, black, leather, non-slip sole	1 pr	
Shoes, court, black	1 pr	
Shorts, PT, blue	2	

(Continued)

	Scale	Notes
Shoulder, rank, slides	2 prs	
Shoulder, rank boards	1 pr	
Socks, thick, black	4 prs	
Socks, thin, black	4 prs	
Tie, black, polyester	1	
Trousers, working, polyester	2	
Vest, gymnasium	2	

b. **Tropical Outfit (to be issued on first occasion of need).**

(1) **Items Provided by Means of a Cash Grant.**

	Scale	Notes
Cassock, white, light-weight	2	
Shoes, court, white	1 pr	
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and allowances Scale 119 refers).		

(2) Tropical uniform, as detailed in Para 2 sub para c and Para 2 sub para d is to be issued to all officers at Para 14 sub para a on first occasion of need.

c. **Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 and 57).**

	Scale	Notes
Boots combat assault	1 pr	
Boots combat assault, insoles	1	
Boots, DMS	2 pr	
Discs, identity, stainless steel	2	
Shirt, blue, working FR	2	
Trousers, blue, working FR	2	

Notes:

1. Optionally, black stockings may be worn.

2. Not to be maintained on completion of training.

3. For officers appointed to a shore establishment the allowance for the skirt is increased to 4.

4. Chaplains are expected to wear Daily Working Rig (DWR) as directed by their ship or unit. However, where practicable, they may wear a dark suit with a clerical collar (black or grey shirt) in place of DWR, unless directed otherwise.

17. Scale 15 - RNR Officers (Including RNR Chaplains)

a. Basic Outfit.

(1) Items Provided by Means of Cash Grant.

	Scale	Notes
Blue barathea undress uniform suit with appropriate rank lace (jacket, trousers, skirt (females only))	1	
Skirt, working, pleated (females only)	1	
Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and allowances Scales 155-160 refer).		

(2) Items issued from Service Stocks.

(a) Kit to be Issued (by RSUs) at Point of Allocation to RNR Initial Naval Training.

	Scale	Notes
Badge, beret	1	
Bag, Day Sack, black	1	
Beret, blue	1	
GORTEX Outer Layer Jacket	1	
Shoulder rank slides (white flashes)	2 prs	
Socks, thick, black	2 prs	
Boots, combat assault, black	1 pr	
Boots, combat assault, insoles	1	
Boots, DMS	1 pr	
Disc, identity, stainless steel	2	

(Continued)

	Scale	Notes
RIG22 Belt	1	
RIG22 Shirt	3	
Inner Layer Thermal Jacket	1	
RIG22 Trousers	3	
RIG22 T-shirt	3	
Shorts PT	1	
T-Shirt Blue	2	3
Shoes Fitness	1pr	
Socks White PT	2prs	

(b) **Kit to be Issued at BRNC During RNR INT(O) Confirmation Course.**

	Scale	Notes
Badge, cap	1	
Cap, plastic DT (males only) or Hat, Tricorn (females only)	1	
Bag, linen	1	
Bag, travelling	1	
Belt, waist, black	1	
Cummerbund, black	1	
Inner Layer Thermal Jacket	1	
Shirt, white, collar-attached	3	
Shirt, white, short sleeve	3	
Shoes, black leather, leather soles	1 pr	
Shoes, black leather, non-slip soles	1 pr	
Shoes court, black (females only)	1 pr	
Shoulder rank boards	1 pr	
Shoulder rank slides	2 prs	
Socks, thick, black	4prs	1
Socks, thin black	3 prs	
T Shirt, blue	2	
Tie, black, polyester	1	
Trousers, working, worsted/polyester	2 prs	
General Service Respirator	1	
General Service Respirator - Haversack	1	
General Service Respirator - Canister	1	
RIG22 Name Talley for Life	3	

(c) **Personal Loan Items.**

Overall, white	1	2

Notes:

1. Only two pairs to be maintained on completion of training.

2. Engineer officers only.

3. For gymnasium use.

(d) **Additional Items for QARNNS (Reserve) Officers (to be supplied on first occasion of need).**

	Scale	Notes
Badge, QA insignia, EGB	4	
Tunic, ward clinical, white with navy blue piping	5	
Trousers, ward clinical, navy blue	5 prs	
Badge, QA insignia/name, white cloth	5	

(e) **Additional Items for Chaplains.**

	Scale	Notes
RNR Chaplain's Clerical Scarf, provided by means of cash grant, via UPO/Unit HR Cell	1	

(f) **Tropical Outfit (to be supplied on the first occasion of need).**

	All Lists	Notes
Jacket, mess, white PV (provided under contract)	2	
Jacket, bush, white PV (provided under contract)	2	
Skirt, white (on request (provided under contract))	2	
Belt buckles	2	
Belt hooks	4	
Belt, waist, white	1	
Buttons, anodised, RN officers with split ring, Size 1 (foreparts and pockets of bush jacket)	6	
Shoes, white	1 pr	
Shirt, white, short sleeve	2	
Socks, white	2 prs	
Trouser, white PV	2 prs	

Notes:

1. Engineer officers only.

2. RNR officers undertaking FTRS are entitled to a gratuitous issue of those items that make up the shortfall between Scales 15 and 3. Gratuitous items will be made on first appointment only.

3. Chaplains are expected to wear Daily Working Rig (DWR) as directed by their ship or unit. However, where practicable, they may wear a dark suit with a clerical collar (black or grey shirt) in place of DWR, unless directed otherwise.

4. Initial issue only as part of Accelerated Officer Programme; not maintained on completion of Phase 1 training. Issued to deploying personnel as part of operational/exercise supplement.

5. Issued on first occasion of need.

6. Scale of issue for Accelerated Officer Programme is 6 pairs; not maintained on completion of Phase 1 training.

7. Not maintained on completion of Phase 1 training.

8. Scale of 3 jackets only applicable to new joiners after Sep 16. Third jacket also applicable for deploying personnel in accordance with RNTM.

9. Additional 2 shirts issued as part of tropical supplement.

18. Scale 16 - Home Retention Kit for All RN RFR and Recall Reserve Officers

a. The Home Retention Kit listed below is to be retained on discharge from active service by Officers with a Reserve liability:

	Class I	Class II	Notes
Beret Badge	1	1	
Beret	1	1	
Bag, Travelling	1	1	
Disc, Identity, stainless steel	2	2	
Shoulder Rank Slides	2 pr	2 pr	
Safety Boots	1 pr	1 pr	
Inner Layer Thermal Jacket	1	1	
GORTEX Outer Layer Jacket	1	1	
Rig 22 – Shirt	3	3	
Rig 22 – Trousers	3	3	
Rig 22 – Belt	1	1	
Rig 22 – T-Shirts	3	3	
Rig 22 – RN Ensign Shoulder Badge	3	3	
Rig 22 – Name Tally (NTfL)	3	3	

19. Scale 17 - RN and RNR Officers (Including Chaplains) Serving in RM and RMR Units

As a general rule, RN and RNR officers are to wear RN uniform. Exceptionally, officers in Commando units (including CTCRM) may wear combat dress on operations or field exercises, and military working dress on appropriate occasions when ordered locally. Officers wear shoulder badges of rank on all occasions and black-on-green ‘ROYAL NAVY’ flashes on both shoulders of the olive green heavy wool jersey. RN chaplains when in the field will be required to wear combat dress or military working dress with the chaplain’s badge on the shoulder, and the shoulder title ‘Royal Navy’ on each arm. The clerical collar and stock are to be worn with military working dress.

a. **Items Issued from Service Sources.**

	RN and RNR Officers (including Chaplains) Serving in RM Commando Units and CTCRM (including personnel under training at CTCRM)	RNR Officers Attached to RMR Units
Badge, beret, Chaplain's, embroidered	1 (Note 4)	1
Beret blue, RN	1	1
Beret, green	1 (Note 1)	1 (Note 1)
Boots, ankle, DMS	1 pr	1 pr
Defenders, ear - Gunfender	1 pr	-
Drawers olive, drab	2 prs (Note 2)	-
Flashes, 'Royal Navy'	2	2
Gloves, knitted polyester, olive drab	1 pr	-
Holdall	1	-
Jersey, wool, heavy, olive drab	1	1
Knife, fork and spoon set	1	-
Lanyard, blue	1	-
Puttee, short	1 pr	-
Shirt, combat	2	2
Shoulder badges EBG	3 prs	3 prs
Socks, polyester, olive drab	3 prs	2 prs
Stockings, khaki	3 prs (Note 3)	-
Towels, hand, green	2 (Note 2)	-
Trousers, men's, lightweight	2 prs (Note 5)	1 pr (Note 5)
Vest, olive drab	2 (Note 2)	-

Notes:

1. To be issued to RN and RNR officers on Commando qualification.

2. To be issued on personal loan.

3. To be provided as required and only whilst tropical outfits include olive drab hats, shirts, shorts and trousers on personal loan from unit holdings.

4. An additional badge may be issued to Chaplains on qualification for a green beret.

5. Trousers, men's, lightweight/barrack dress are designed for clean fatigue wear. They may be used for light training in and around barracks. All personnel should be made aware that they can be a fire hazard: they burn rapidly and decompose into a molten material that adheres to the skin. Such burns are difficult to treat and slow to heal. Heat along from weapon flash or contact with hot metal will melt the material. All personnel should be made aware of the risks involved when wearing the trousers near field cookers, other naked flames or very hot surfaces.

6. Chaplains are expected to wear Daily Working Rig (DWR) as directed by their ship or unit. However, where practicable, they may wear a dark suit with a clerical collar (black or grey shirt) in place of DWR, unless directed otherwise.

20. Scale 18 - MSF Officers on Re-Entry

a. **Entitlement to Scale.** Only MSF officers who ceased active service more than 4 years before taking up their MSF appointment are entitled to a gratuitous issue of the items listed below. The appropriate Administrative Authority will give approval for the wearing of uniform by MSF officers. This approval annotated with the last day of active service is the authority for the issue of all items of uniform.

b. **Basic Outfit.**

(1) **Items Provided Under Contract.**

	Scale	Notes
Blue Barathea Suit	1	

(2) **Items Issued from Service Sources.**

	Scale	Notes
Badge, cap, RN officers	1	
Cap, detachable top. Hat Tricorn	1	
Inner Layer Thermal Jacket	1	
GORTEX Outer Layer Jacket	1	
Shirt, white, collar-attached	4	
Shirt, white, short sleeve	4	
Shoes, black leather, non-slip soles	1 pr	
Shoulder slides	2 prs	
Socks, thin, black	4 prs	
Tie, black	2	
Trousers, working, worsted/polyester	2 prs	2

Notes:

1. MSF officers who take up their appointment after a break of less than 4 years are to be reimbursed in accordance with JSP 754.

2. Female MSF officers may draw two skirts WWP instead of trousers WWP or 1 skirt WWP and 1 pair of trousers WWP.

21. Scale 19 - Officers Uniform to be Returned on Early Discharge

a. Officers discharged within the first six months of service are to return all clothing issued in accordance with Chap 39 Annex 39B Para 5 and Para 6 Scale.

b. Officers discharged after six months but with less than four years' service are to return all items in sub para d.

c. Officers discharged with more than four years' service are to return all items on Personal Loan and their General Service Respirator.

d. **Items.**

	Qty	Notes
General Service Respirator	1	
Uniform, suit, blue barathea	2	1
Uniform, suit, blue barathea, c/w skirt	1	2
Mess, suit, blue barathea	1	
Blue, barathea, long skirt	1	2
White, waistcoat	1	1
Cap plastic/Hat Tricorn	2	
Cap, badge	2	
Bag, travelling	2	
Bag, Daysack, Black	1	
GORTEX Outer Layer Jacket	1	
Jacket, bush, white	2	3
Trousers, mess, white	2	1 & 3
Skirt, white	2	2 & 3
Inner Layer Thermal Jacket	1	
Trousers, working, polyester	1	
Luggage grant		4
All items held on Personal Loan as detailed in Kit Record Book.		

Notes:

1. Male officers only.

2. Female officers only.

3. Only if issued with Tropical Clothing.

4. Officers are required to refund the cash grant that is paid for the purchase of suitable luggage, unless they can provide the appropriate receipts for luggage bought. Officers who are unable to provide a receipt may submit an application for waiver to BRNC or CTCRM as appropriate. Each case will be dealt on its merits (JSP 754 refers).

22. Scale 20 - Officers Assigned as Military Attaché to Argentina - Basic Outfit (Items issued by means of uniform grant)

	Scale	Notes
Tropical No 1 Jacket	1	
Lightweight Overalls	1	
Tropical Mess Jacket	1	
Prestige Lovat Uniform	1	

23. Scale 21 – Sponsored Reserves

a. Basic Outfit.

(1) Items Issued from Service Stocks.

	Scale	Notes
Badge, beret	1	
Badge, cap	1	1
Belt, waist, black	1	
Beret, blue	1	
Cap, plastic DT	1	1
GORTEX Outer Layer Jacket	1	
Inner Layer Thermal Jacket	1	
Shirt, white, collar-attached	3	1
Shirt, white, short sleeve	3	
Shoes, black leather, non-slip soles	1 pr	
Shoulder rank slides	2 prs	
Socks, thin, black	2 prs	
Tie, black polyester	1	1
Trousers, working, worsted/polyester	1 pr	

b. **Tropical Outfit (issued on first occasion of need) - Items Issued from Service Stocks.**

	Scale	Notes
Shoes, white	1 pr	
Shirt, white, short sleeved	4	
Shorts, white	2 prs	
Shorts, blue, working	2 prs	
Shoulder rank boards	1 pr	2
Stockings, blue	2	
Stockings, white	2	
Trousers, white PV	2	

c. **Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 and 57).**

	Scale	Notes
Boots, DMS	1 pr	
Shirt, blue, working FR	2	
Trousers, blue, working FR	2 prs	
Overall, white	2	2
Overall, blue	2	3

Notes:

1.Officers and Senior Ratings only.

2. Officers only.

3. Ratings Only.

24. Scale 22 - University Royal Naval Units - Officer Cadets (URNU - OCs)

a. Basic Outfit.

(1) Items Issued from Service Stocks.

(2) Kit to be issued at Point of Allocation to URNU Training.

	Scale	Notes
Badge, beret	1	
Badge, cap	1	
Belt, waist, black	1	
Beret, blue	1	
Cap, plastic DT (males only) or Hat, Tricorn (females only)	1	
Boots, combat assault, black	1 pr	
Boots, DMS	1 pr	
Cummerbund, black	1	
Inner Layer Thermal Jacket	1	
RIG22 Name Tally for Life	2	
RIG22 Belt	1	
RIG22 Shirt	2	
RIG22 Trousers	2	
RIG22 T-Shirt	2	
Shirt, white, collar-attached	2	
Shirt, white, short sleeve	2	
Shoes, black leather, non-slip soles	1 pr	
Shoes, fitness training	1 pr	
Vest, gymnasium	2	
Shorts, PT, blue	2	
Socks, PT, white	2 prs	
Shoulder rank slides (Midshipmen)	1 pr	
Shoulder rank slides (white flashes)	1 pr	
Socks, thick, black	2 prs	
Socks, thin, black	2 prs	
Tie, black polyester	1	
Trousers, working, worsted/polyester	1	
URNU tabs	1 pr	

b. **Items to be issued from Unit Loan Pool.** RSUs to issue items to URNU units on AinU in order to establish a loan pool.

	Scale	Notes
Bag, daysack, black	1	
Bag, travelling	1	
GORTEX Outer Layer Jacket	1	

25. Scale 23 - RN Sponsored Undergraduate Scheme

Provision of uniform entitlement, by scheme, to RN Sponsored Undergraduates.

a. **Kit Issue Items Issued from Service Stocks.**

Serial	Joining Kit Issue	Tailoring Issue	Joining INT(O)	Joining INT(O) Tailoring Issue
Issuing Stores	**BRNC**	**BRNC Tailors**	**BRNC**	**BRNC Tailors**
Medical Cadets	New Entry Male or Female Officers (Scales 3 or 4)	X 1 No.1 Uniform X 1 Mess Dress	New Entry Male or Female Officers (Scales 3 or 4)	X 1 No.1 Uniform
Dental Cadets	New Entry Male or Female Officers (Scales 3 or 4)	X 1 No.1 Uniform X 1 Mess Dress	New Entry Male or Female Officers (Scales 3 or 4)	X 1 No.1 Uniform
Defence STEM Undergraduate Scheme (DSUS) personnel	URNU OC Kit (Scale 22)	Not Entitled	New Entry Male or Female Officers (Scales 3 or 4)	X 2 No.1 Uniform X 1 Mess Dress

Notes:

1. Sponsored Personnel will receive their initial kit issue when attending the Sponsored Undergraduates Acquaint Weekend (SUAW) at BRNC. A further full-scale issue will be granted to reflect the period between joining their sponsorship scheme and joining BRNC for INT(O), as well as in some cases a change in uniform scales.

2. DSUS personnel are also entitled to a GORTEX Outer Layer Jacket.

3. DSUS Personnel will receive 'DSUS' Epaulettes instead of 'URNU' Epaulettes as part of their Scale 22 issue.

(Continued)

Notes: (Continued)

4. As URNU uniform scales do not include the following as of Oct 2024, DSUS personnel will also receive the following additional kit for Mess Dinners:

a. 1 of: Shirt, White, short sleeve.

b. 1 of: Trousers, working, worsted/polyester.

c. 1 of: Cummerbund, black.

d. 1 pair: Shoes, black leather, non-slip soles.

b. **Kit Issue Items Issued from Service Stocks.**

Serial	Joining INT(O)	Joining INT(O) Tailoring Issue
Issuing Stores	**BRNC**	**BRNC Tailors**
University Cadetship Entrants (UCEs)	New Entry Male or Female Officers (Scales 3 or 4)	X 2 No.1 Uniform X 1 Mess Dress

ANNEX 39C

RN AND RNR RATINGS' KIT SCALES

1. Scale 1 - RN Male Ratings

a. **Class I.** Ratings not dressed as Sailors. Warrant Officers, Chief Petty Officers and Petty Officers.

b. **Class II.** Ratings dressed as Sailors.

c. **Basic Kit.**

(1) **Items Provided by Contract.**

	Class I	Class II	Notes
Jacket, uniform Class I	1	-	
Trousers, uniform Class I	1	-	
Jumper, uniform, Class II	-	1	
Trousers, uniform, Class II	-	1	

(2) **Items Provided from Service Sources.**

	Class I	Class II	Notes
General Service Respirator (GSR)	1	1	
GSR – Haversack	1	1	
GSR – Canister(s)	1	1	
Badge, cap	1	-	
Badge, beret	-	1	
Badge, embroidered name (Name Tally for Life)	3	3	12
Bag, daysack, black	1	1	
Bag, travelling	1	1	
Belt, waist, black	1	1	
Beret, blue	1	1	7
Cap, plastic	-	1	
Cap, plastic, detachable top	1	-	
Cap ribbon	-	1	
Collar, Sailors, blue	-	1	
Epaulettes	2	2	
White Ensign Badge for Outer Jacket		1	

(Continued)

	Class I	Class II	Notes
Inner Thermal Layer Jacket	1	1	
GORTEX Outer Layer Jacket	1	1	
Lanyard, white	-	1	
Net Washing		1	
RIG22 Shirt	3	3	17
RIG22 Trousers	3	3	
RIG22 T-Shirt	3	3	
RIG22 Belt	1	1	
Scarf, black, assembly (silk)	-	1	
Shirt, uniform class II (White front)	-	1	
Shirt, white, collar-attached	3	-	
Shirt, white, short sleeve	3	3	4
Shirt, T, green (PT use)	2	2	6 & 9
Shoes, black leather, DMS	1 pr	1 pr	
Shoes, fitness	1 pr	1 pr	
Shorts, PT, blue	2	2	
Socks, thick, black	3 prs	3 prs	
Socks, thin, black	2 prs	2 prs	
Socks, white	2 prs	2 prs	
Tie, black	2	-	
Trousers, working, polyester	2 prs	2 prs	

d. **Additional Items for Certain Ratings.**

(1) **Catering Services - (Items issued from Service stocks).**

	Class I	Class II	Notes
Jacket Food Handlers	6	6	15, 16
Neckerchief	6	6	15, 16
Trousers Food Handlers	6 prs	6 prs	15, 16
Apron Food Handlers	6	6	15, 16
Cap Food Handlers	6	6	15, 16

(2) **Catering Services Personnel - (Items issued from Service stocks).**

	Class I	Class II	Notes
Shirt, white, short sleeve	4	4	
Trousers, working, polyester	1 pr	1 pr	
Shirt, Uniform Class II	-	1	

(3) **Submariners (on first qualifying for service in submarines) - (Items issued from Service stocks).**

	Class I	Class II	Notes
Cover, suit	2	2	
Drawers, ECW	2 prs	2 prs	
Jersey, wool, white	1	1	
Shirt, T blue PCS	2	2	
Socks, thick, black	2 prs	2 prs	
Vest, ECW	2	2	

(4) **Royal Navy Police - (Items issued from Service stocks).**

	Class I	Class II	Notes
Trousers, working, polyester	1 pr	1 pr	
Royal Navy Police chest flash when wearing a Foul Weather Jacket Mk IV	1	1	
Quickcuffs (8465-99-864-6459)	1	1	
Case Handcuff (8465-99-876-0487)	1	1	
Black Patrol Boots (Iturri Male 8430-99-512-2153/2154 or 8430-99-445-8586/8605 or YDS Male 8430-99-512-2155/2156 or 8430-99-584-6674/6693)	1 pr	1 pr	

(5) Medical Assistants/QARNNS - (Items issued from Service stocks).

	Class I	Class II	Notes
Trousers, working, polyester	1 pr	1 pr	
Badge, QA insignia, EGB	-	4	
Tunic (M), ward clinical, white (with royal blue piping for QA only)	-	5	
Trousers (M), ward clinical, navy blue	-	5 prs	
Badge, QA insignia/name, white cloth	-	5	
Jacket, white, hospital service	6	6	3
Trousers, white, hospital service	6	6	3
Shirt K C	6	6	3
Shoes, ward duty, black	1 pr	1 pr	

(6) Physical Training Instructor - (Items issued from Service stocks).

	Class I	Class II	Notes
Shorts, White	5	5	
White Indoor Top (Vest for Males - T-Shirt for Females)	5	5	
Snake Belt (one Size)	2	2	
Sweatshirt, Grey	2	2	
Trousers, Gym	2	2	
Shorts, Blue	3	3	
Jacket, White	2	2	
Tracksuit Jacket	1	1	
Tracksuit, Trousers	2	2	
Jacket, Gortex	1	1	
Trousers, Gortex	1	1	
Socks, White	5	5	
Indoor PT Trainers	2	2	1
Outdoor PT Trainers	1	1	1

Notes.

1. The issue of x2 pairs of indoor trainers is subject to contract award.

2. At present x1 pair of Reebok trainers will be issued to PTs, which should last 18 months, (usage).

(7) **Clearance Divers.**

	Class I	Class II	Notes
Watch Diving	1	1	11

(8) **Petty Officer Mess Undress.**

(a) **Items Provided via Current Supply Fit.**

	Class I	Class II	Notes
Petty Officer Mess Undress (Jacket & Trousers)	1		14

Note: *All Regular Royal Navy Leading Hands promoted to acting paid or substantive Petty Officer on or after 1 Apr 12 are entitled to a gratuitous issue of a made to measure Mess Dress uniform. There is no retrospective entitlement to this gratuitous issue. Individuals are to contact their Base Port Clothing Store to book an appointment. Any through life alterations or repairs to the Mess Dress are the personal responsibility of the owner.*

(b) **Items Issued from Service Sources.**

	Class I	Class II	Notes
Bow tie	1		
Cummerbund, male	1		
Shirt, evening, male	1		

(9) **Personnel Employed as Naval Military Training Instructors.**

	Class I	Class II	Notes
Cap, Cold Weather	1	1	
T-Shirt, Brown	3	3	
Shirt, Combat, Temperate, MTP	3	3	
Trousers, Combat, Temperate, MTP	3 prs	3 prs	
Thermal Smock Buffalo	1	1	
Jacket, Thermal Softy	1	1	
Trousers, Thermal Softy	1	1	
Smock, Combat MTP	1	1	
Jacket MVP MTP	1	1	
Trousers MVP MTP	1 pr	1 pr	
Boots (Cold Weather)	1 pr	1 pr	
Webbing Belt	1	1	
Sock, Combat, MVP	2 prs	2 prs	
Gloves, Leather, MTP	1	1	
Flask, 1 Ltr	1	1	
Patrol Sack, MTP	1	1	
Head Torch	1	1	
Combat Thermal Undershirt	2	2	

e. **Tropical Outfit (issued on first occasion of need).**

(1) **Items Issued from Service Sources.**

	Class I	Class II	Notes
Bush, jacket	1	-	13
Belt buckle	2	-	
Belt hook	2	-	
Belt, waist, white	1	1	
Buttons, Anodised, RN: 2.22 cms (forepart and pockets of bush jackets)	8	-	
Buttons, Anodised, RN: 1.43 cms (shoulder flaps of bush jackets)	2	-	
Jumper, white uniform	-	1	
Shirt, T	-	2	
Shirt, white, short sleeve	1	1	6
Shoes, white canvas	1 pr	1 pr	
Socks, white	2 pr	2 pr	
Trousers, white PV	2 prs	2 prs	

(2) **Additional Items for Certain Senior Ratings.** White tunics may be worn by Senior Ratings when required to conform with accepted international standards of dress on State or major ceremonial occasions as directed by Fleet Commander.

f. **Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 & 57) - All Ratings.**

	Class I	Class II	Notes
Boots, combat assault	1 pr	1 pr	
Boots, combat assault, insole	1	1	
Boots, DMS	1 pr	1 pr	10
Disc, identity, stainless steel	2	2	
Coverall, blue	1	1	11

Notes:

1. Orange epaulettes are to be issued to RN ratings during Phase 1 training. MR Ratings are issued with different coloured epaulettes to represent each INT(R) Squadron.

2. Additional coveralls issued on first occasion of need: Engineers 2 pr.

3. QARNNS/Medical Assistant ratings only.

4. Optional for Muslim Junior Ratings shirt white collar attached in lieu of shirt white short sleeve.

5. Optional for Muslim ratings tracksuit on lieu of T Shirt and shorts blue.

6. Optional for Muslim Ratings trousers white in lieu of shorts blue.

7. Whilst issued with a Beret as part of the general uniform issue, Muslim Ratings may in its place wear a Hijab. The Hijab should be a tri-angular shaped, dark blue cotton material, to fit the individual. Stock is held at OCS HMS RALEIGH for call off as required. NSN 8145 99 862 1577 refers.

8. Not to be maintained as part of kit after completion of Phase 2/Trade Training.

9. Only 2 prs to be maintained on Part 1 Training.

(Continued)

Notes (Continued):

10. Ratings who routinely work in wet conditions may, at the LO's discretion, be issued with an extra pair of DMS boots on individual loan (MOD Form 3352A).

11. To be issued on Personal Loan.

12. Issued on first occasion of need at HMS RALEIGH. To be replaced at own cost when required.

13. WO1, WO2 and CPOs undertaking Officer of the Day duties in tropical conditions are to be issued an additional bush jacket.

14. This Uniform Grant is a one-time only issue applicable to individuals newly promoted to Petty Officer. Future maintenance costs are to be met at the individual's own expense.

15. Gratuitous Issue to Catering Services personnel on completion of the Petty Officer Catering Services (POCS) Qualifying/Conversion Course.

16. Gratuitous Issue to Catering Services and AB(D) in MCMV/River Role whilst employed in Galley Duties.

17. For RIG22 Shirts, Branch, Skill at Arms and Qualification badges are to be worn as detailed in Chapter 39.

*18. Organisation or Unit badges, pins, or substitution of factory-fitted badges (e.g. replacing the 'ROYAL NAVY' shoulder flashes with other flashes) are **NOT** permitted. Commanding Officers and the CoC are to enforce this policy.*

19. Personnel assigned directly to NATO and DIO are authorised to wear an Organisation or Unit badge on RIG22.

2. Scale 2 - RN Female Ratings

a. **Class I.** Ratings not dressed as Sailors. Warrant Officers, Chief Petty Officers and Petty officers.

b. **Class II.** Ratings dressed as Sailors.

c. **Basic Kit.**

(1) **Items Provided by Contract.**

	Class I	Class II	Notes
Jacket, uniform Class I	1	-	
Trousers, uniform Class I	1	-	
Skirt, uniform, Class I	1	-	
Jumper, uniform, Class II	-	1	
Trousers, uniform, Class II	-	1	

(2) **Items Provided from Service Stocks.**

	Class I	Class II	Notes
General Service Respirator (GSR)	1	1	
GSR – Haversack	1	1	
GSR – Canister(s)	1	1	
Badge, Tricorn, hat	1	-	
Badge, beret	1	1	
Badge, embroidered name (Name Tally for Life)	3	3	16
Bag, daysack, black	1	1	
Bag, travelling	1	1	
Belt, waist, black	1	1	
Belt Blue RN PCS	1	1	
Beret, blue	1	1	12
Cap, plastic	-	1	
Cap ribbon	-	1	
Collar, Sailors, blue	-	1	
Epaulettes	2	2	1
Hat, Tricorn	1	-	
Inner Thermal Layer Jacket		1	
GORTEX Outer Layer Jacket		1	
Lanyard, knife		1	
RIG22 Shirt	3	3	19
RIG22 Trousers	3	3	
RIG22 T-Shirt	3	3	
RIG22 Belt	1	1	
Scarf, black, assembly (silk)	-	1	
Shirt, uniform, Class II (White front)	-	1	

(Continued)

	Class I	Class II	Notes
Shirt, white, collar-attached	3	-	
Shirt, white, short sleeve	3	3	9
Shoes, black leather, DMS	1 pr	1 pr	
Shoes, court, black (on first occasion of need)	1 pr		
Shoes, fitness	1	1 pr	
Shorts, PT, blue	2	2	10/13
Shirt, T, Green (PT use)	2	2	
Skirt, working, pleated	1	1	
Socks, thick, black	3 prs	3 prs	
Socks, thin, black	2 prs	2 prs	
Socks, white	2 prs	2 prs	
Tie, black	2	-	
Trousers, working, worsted/polyester	2 pr	2 pr	

d. **Additional Items for Certain Ratings.**

(1) **Catering Services Personnel - (items issued from Service stocks).**

	Class I	Class II	Notes
Jacket, food handlers	6	6	17
Neckerchief	6	6	17
Trousers, food handlers	6 prs	6 prs	17
Apron, food handlers	6	6	17
Cap, food handlers	6	6	17

(2) **Catering Services Personnel - (items issued from Service stocks)**

	Class I	Class II	Notes
Shirt, white, short sleeve	4	4	
Trousers, WP/skirt pleated	1 pr	1 pr	
Shirt, Uniform Class II		1	

(3) **Submariners (on first qualifying for service in submarines) - (Items issued from Service stocks).**

	Class I	Class II	Notes
Cover, suit	2	2	
Drawers, ECW	2 prs	2 prs	
Jersey, wool, white	1	1	
Shirt T blue PCS	2	2	
Socks, thick, black	2 prs	2 prs	
Vest, ECW	2	2	

(4) **Royal Navy Police - (items issued from Service stocks)**

	Class I	Class II	Notes
Trousers, WP/skirt pleated	1	1	
Royal Navy Police chest flash when wearing a Foul Weather Jacket Mk IV	1	1	
Quickcuffs (8465-99-864-6459)	1	1	
Case Handcuff (8465-99-876-0487)	1	1	
Black Patrol Boots YDS Female 8435995846694-6707)	1 pr	1 pr	

(5) **Medical Assistants/QARNNS - (items issued from Service stocks).**

	Class I	Class II	Notes
Trousers WP/skirt, pleated	1	1	
Belting, petersham coloured	9 de	9 de	
Dress, white	12	12	
Badge, QA insignia, EGB	-	4	
Tunic (F), ward clinical, white (with royal blue piping for QA only)	-	5	6 & 7
Trousers (F), ward clinical, Navy Blue	-	5 prs	
Jacket White Hospital Service	6	6	6
Trousers White Hospital Service	6	6	6
Shirt KC	6	6	6
Badge, QA insignia/name, white cloth	-	5	
Shoes, ward duty black	1 pr	1 pr	

Note. *New entry JRs will no longer be issued with a Class II skirt at HMS RALEIGH. All JRs may on first occasion of need, draw a Class I skirt i.e. as worn by Officers and SRs.*

(6) **Physical Training Instructor - (items issued from Service stocks).**

	Class I	Class II	Notes
Shorts, White	5	5	
White Indoor Top (Vest for Males - T-Shirt for Females)	5	5	
Snake Belt (one Size)	2	2	
Sweatshirt, Grey	2	2	
Trousers, Gym	2	2	
Shorts, Blue	3	3	
Jacket, White	2	2	
Tracksuit Jacket	1	1	
Tracksuit, Trousers	2	2	
Jacket, Gortex	1	1	
Trousers, Gortex	1	1	
Socks, White	5	5	
Indoor PT Trainers	2	2	1
Outdoor PT Trainers	1	1	1

Notes.

1. The issue of x2 pairs of indoor trainers is subject to contract award.

2. At present x1 pair of Reebok trainers will be issued to PTs, which should last 18 months, (usage).

(7) **Petty Officer Mess Undress.**

(a) **Items Provided by Uniform Grant via UPO/Unit HR Cell.**

	Class I	Class II	Notes
Petty Officer Mess Undress (Jacket & Trousers/Skirt)	1		18

Note. *All Regular Royal Navy Leading Hands promoted to acting paid or substantive Petty Officer on or after 1 Apr 12 are entitled to a gratuitous issue of a made to measure Mess Dress uniform. There is no retrospective entitlement to this gratuitous issue. Individuals are to contact their Base Port Clothing Store to book an appointment. Any through life alterations or repairs to the Mess Dress are the personal responsibility of the owner.*

(b) **Items Issued from Service Sources.**

	Class I	Class II	Notes
Bow tie	1		
Cummerbund, female	1		
Shirt, evening, female	1		

(8) **Personnel Employed as Naval Military Training Instructors.**

	Class I	Class II	Notes
Cap, Cold Weather	1	1	
T-Shirt, Brown	3	3	
Shirt, Combat, Temperate, MTP	3	3	
Trousers, Combat, Temperate, MTP	3 prs	3 prs	
Thermal Smock Buffalo	1	1	
Jacket, Thermal Softy	1	1	
Trousers, Thermal Softy	1	1	
Smock, Combat MTP	1	1	
Jacket MVP MTP	1	1	
Trousers MVP MTP	1 pr	1 pr	
Boots (Cold Weather)	1 pr	1 pr	
Webbing Belt	1	1	
Sock, Combat, MVP	2 prs	2 prs	
Gloves, Leather, MTP	1	1	
Flask. 1 Ltr	1	1	
Patrol Sack	1	1	
Head Torch	1	1	
Combat Thermal Undershirt	2	2	

e. **Tropical Outfit (issued on first occasion of need).**

(1) **Items Provided by Contract.**

	Class I	Class II	Notes
Skirts	1	-	5

(2) **Items Issued from Service Sources.**

	Class I	Class II	Notes
Bush jacket	1	-	
Belt buckle	1	-	
Belt hook	2	-	
Belt, waist, white	1		
Buttons, RN Anodised with split rings: 2.22 cms (forepart and pockets of bush jackets)	8	-	
Buttons, RN Anodised with split rings: 1.43 cms (shoulder flaps of bush jackets)	2	-	
Jumper, white, uniform	-	1	
Scarf, black assembly	-	1	
Shirt, T	-	2	
Shirt, white, short sleeve	1	1	9
Shoes, white canvas	1 pr	1 pr	
Socks, white	2 prs	2 prs	
Trousers, white PV	2 prs	2 prs	

(3) **Additional Items for Certain Senior Ratings.** White tunics may be worn by Senior Ratings when required to conform with accepted international standards of dress on State or Major Ceremonial occasions as directed by Fleet Commander.

f. **Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 & 57) - All Ratings.**

	Class I	Class II	Notes
Boots, combat assault	1 pr	2 prs	
Boots, combat assault, insoles	1	1	
Boots, DMS	1 pr	1 pr	15
Discs, identity, stainless steel	2	2	
Coverall, blue	1	1	2

Notes:

1. Orange epaulettes are to be issued to RN ratings during Phase 1 training. MR Ratings are issued with different coloured epaulettes to represent each INT(R) Squadron.

2. Additional coveralls issued on first occasion of need: Engineers 2 pr.

3. Local purchase only, further information available from Staff Officer Policy HMS TEMERAIRE.

4. Entitled to a maximum of 5 shirts or vests. Preferred configuration to be determined by serving unit.

5. Senior Ratings drafted ashore will be entitled to four skirts.

6. QARNNS Ratings only – white tunic with royal blue piping.

7. Medical Assistants only – plain white tunic.

8. Senior Ratings only.

9. Optional for Muslim Junior Ratings shirt white collar attached in lieu of shirt white, short sleeve.

10. Optional for Muslim Ratings tracksuit in lieu of T-shirt and shorts white.

11. Optional for Muslim Ratings trousers white in lieu of shorts white.

12. Whilst issued with a Beret as part of the general uniform issue, Muslim Ratings may in its place wear a Hijab. *The Hijab should be a tri-angular shaped, dark blue cotton material, to fit the individual. Stock held at OCS HMS RALEIGH for call off as required. NSN 8145 99 862 1577 refers.*

13. Not to be maintained as part of kit after completion of Phase 2 training.

14. Only 2 prs to be maintained on completion of Phase 1 training.

15. Ratings who routinely work in wet conditions may, at the LO's discretion, be issued with an extra pair of DMS boots on Individual Loan (S95).

16. Issued on first occasion of need at HMS RALEIGH. To be replaced at own cost when required.

(Continued)

Notes: (Continued)

17. Gratuitous Issue to Catering Services on completion of the Petty Officer Catering Services (POCS) Qualifying/Conversion Course.

18. This Uniform Grant is a one-time only issue applicable to individuals newly promoted to Petty Officer. Future maintenance costs are to be met at the individual's own expense.

19. For RIG22 Shirts, Branch, Skill at Arms and Qualification badges are to be worn as detailed in Chapter 39.

*20. Organisation or Unit badges, pins, or substitution of factory-fitted badges (e.g. replacing the 'ROYAL NAVY' shoulder flashes with other flashes) are **NOT** permitted. Commanding Officers and the CoC are to enforce this policy.*

21. Personnel assigned directly to NATO and DIO are authorised to wear an Organisation or Unit badge on RIG22.

3. Scale 3 - Captain Recruit and Attract Service Male RN RFR Careers Adviser (CA).

***Note.** Replacement factors shown denote the estimated wear life per garment for guidance. Garments should not be replaced before this is justified.*

a. Items Provided by Contract (Note 1).

	Scale	Replacement Rates	Notes
Badge, breast, Captain Recruit and Attract Service	2	As required	2
Jacket, uniform, Class I	1	Nil	3
Trousers, uniform, Class I	1	Nil	3

b. Items Issued From Service Sources (Note 1).

	Scale	Replacement Rates	Notes
Badge, cap	1	As required	4 and 5
Belt, waist, black	1	As required	
Cap, peaked	1	As required	
Inner Layer Thermal Jacket	1	Nil	3
GORTEX Outer Layer Jacket	1	Nil	3
Shirt, white long sleeve	4	As required	
Shirt, white, short sleeve	4	As required	
Shoes, black leather, DMS	1 pr	As required	

(Continued)

	Scale	Replacement Rates	Notes
Slides, shoulder, rate badge	2 prs	As required	4 & 5
Socks, thick, black	2 prs	As required	
Socks, thin, black	2 prs	As required	
Tie, black	2	As required	
Trousers, working, worsted/polyester	2	1 every year	3

Notes:

1. These items are to be issued on initial entry into the Naval Careers Service in addition to the Home Retention Scale of kit retained on discharge from active service in accordance with Scale 22.

2. The Captain Recruit and Attract service breast badges, (one with pin fastener and one with magnetic fastener), to be provided by the Captain Recruit and Attract contract.

3. These items may be exchanged for new items, if necessary, at the intervals specified, or earlier if there is sufficient evidence that irreparable wear or damage is due to Service reasons beyond the owner's control.

4. A CA3 is entitled, on advancement to CA2, to a gratuitous initial issue, if not previously received, of the full range of CPO badges in accordance with the scales laid down in Annex 39D Para 1.

5. A CA2 is entitled, on advancement to CA1, to a gratuitous initial issue, if not previously received, of the full range of WO badges in accordance with the scales laid down in Annex 39D Para 1.

4. Scale 4 – Captain Recruit and Attract Service Female RN RFR Careers Adviser (CA).

Note. *Replacement factors shown denote the expected wear life per Garment for guidance. Garments should not be replaced before this is justified.*

a. Items Provided by Contract (Note 1).

	Scale	Replacement Rates	Notes
Badge, breast, Captain Recruit and Attract Service	2	As required	2
Jacket, uniform, Class I	1	Nil	3
Skirt, uniform, Class 1	1	Nil	3
Trousers, uniform Class 1	1	Nil	3

b. **Items Issued From Service Sources (Note 1).**

	Scale	Replacement Rates	Notes
Badge, Tricorn, hat	1	As required	4 and 5
Belt, waist, black	1	As required	
Hat, Tricorn	1	As required	
GORTEX Outer Layer Jacket	1	Nil	3
Inner Layer Thermal Jacket	1	Nil	3
Shirt, white long sleeve	4	As required	
Shirt, white, short sleeve	4	As required	
Shoes, black leather, DMS	1 pr	As required	
Skirt, working, diagonal serge	2	1 every year	3
Slides, shoulder, rate badge	2 prs	As required	4 & 5
Socks, thin, black	4 prs	As required	
Tie, black	2	As required	

Notes:

1. These items are to be issued on initial entry into the Captain Recruit and Attract Service in addition to the Home Retention Scale of kit retained on discharge from active service in accordance with Scale 23.

2. The Captain Recruit and Attract Service breast badges, (one with pin fastener and one with magnetic fastener), to be provided by Captain Recruit and Attract contract.

3. These items may be exchanged for new items, if necessary, at the intervals specified or earlier if there is sufficient evidence that irreparable wear or damage is due to Service reasons beyond the owner's control.

4. A CA3 is entitled, on advancement to CA2, to a gratuitous initial issue, if not previously received, of the full range of CPO badges in accordance with the scales laid down in Annex 39D Para 1.

5. A CA2 is entitled, on advancement to CA1, to a gratuitous initial issue, if not previously received, of the full range of WO badges in accordance with the scales laid down in Annex 39D Para 1.

5. Scale 5 - RN Ratings Serving in North America

Senior Ratings serving in North America for a period of at least nine months. (As a general rule, ratings are to wear RN uniform. Exceptionally as a working uniform, khaki clothing may be worn. See Note 1).

	Scale	Notes
Belt, webbing, khaki	1	2
Collar rank badges	2	2
Shirt, khaki, short-sleeved	3	2
Trousers, khaki	2 prs	2

Notes:

1. Similar arrangements apply to ratings assigned for lesser periods. CBNS Washington or SSA SWS/CSSE, as appropriate, is to review, in each case, the need to provide khaki clothing.

2. Eligible ratings are to provide themselves with these items from US Service sources. Receipted invoices are to be forwarded to Royal Navy Overseas Support Unit, HMS NELSON.

6. Scale 6 - RN Ratings Serving in Commando Units and Medical Branch Male Ratings Serving in Other RM Units

a. As a general rule, RN personnel in RM units are to wear RN uniform. Class II Ratings are to wear cap ribbons lettered ‘ROYAL MARINES UNIT’. Exceptionally, RN personnel in commando units, including CTCRM, and RN Medical Branch Ratings only, in other RM units, may wear combat dress on operations or field exercises, and military working dress on appropriate occasions when ordered locally.

b. *For RIG22 Shirts , Branch, Skill at Arms and Qualification badges are to be worn as detailed in Chapter 39.*

*c. Organisation or Unit badges, pins, or substitution of factory-fitted badges (e.g. replacing the ‘ROYAL NAVY’ shoulder flashes with other flashes) are **NOT** permitted. Commanding Officers and the CoC are to enforce this policy*

d. Shoulder flashes lettered ‘ROYAL NAVY COMMANDO’ in black on green as appropriate, are worn by Commando qualified personnel. The shoulder flashes are to be worn as detailed in Chapter 40.

e. On combat dress and military working dress rank and rate badges are worn as follows:

(1) RN Warrant Officers black on green, or anodised badges, in the same manner as RM Warrant Officers.

(2) CPOs, POs and Leading Hands; black on green shoulder badges.

f. Black on green ‘ROYAL NAVY COMMANDO’ shoulder flashes are to be worn on olive green heavy wool jerseys and MTP as detailed in para 2.

g. Parachutist badge is to be worn on the right cuff and the Commando badge is to be worn on the left cuff of No 1 Dress, 127mm from the end of the sleeve. No other badges are to be worn on No 1 Dress.

	Scale	Notes
Beret, green	1	1
Boots, combat, assault	pr	
Cap ribbon, lettered ‘ROYAL MARINES UNIT’	1	2
Defenders, ear, gunfender	1 pr	
Drawers, olive drab	2 prs	3
Gloves, knitted polyester, olive drab	1 pr	
Holdall	1	
Jersey, wool, heavy, olive drab	1	
Knife, fork and spoon set	1	
Lanyard, white	1	
Puttees, short	1 pr	
Shirt, combat	2	
Socks, olive drab	3 prs	
Stockings, khaki	3 prs	4
Towels, hand, green	2	3
Trousers, olive drab	2 prs	
Vest, olive drab	2	3
Wrist strap, brown	1	5

Notes:

1. Only for Commando qualified personnel.

2. Class II Ratings only.

3. Provided on Personal Loan.

4. To be provided as required and only whilst tropical outfits include hats, shirts, shorts and trousers in olive drab.

5. WOs only.

6. All other garments in temperate or tropical combat assemblies are to be provided on Individual Loan when required.

7. Scale 7 - Female Ratings Assigned to Serve with Royal Marines Units in Northern Ireland

	Scale	Notes
Cap, ribbon, lettered 'ROYAL MARINES UNIT'	1	1
Jersey, heavy wool, olive drab	1	
Parka or anorak, working dress	1	2
Shirt, olive drab	1	

Notes:

1. Class II Ratings only.

2. Issued on arrival in Northern Ireland.

8. Scale 8 - Naval Party 1002 - Diego Garcia. Uniform Scale for RN Male and Female Ratings on Police and Customs Duty

a. Customs Duty.

(1) All Ratings.

	Scale	Notes
Shirts, tropical, stone	4	1
Shorts, tropical, stone	4 prs	1
Stockings, RM, stone	4 prs	1
Trousers, tropical, stone	2 pr	1, 2
Boots, desert, RAF	1 pr	1
Beret, grey, Army	1	1
Badge, beret	1	3
Buckle belt	1	3

(2) Female Ratings.

	Scale	Notes
Dress, warm weather	3	1
Shoes, flat, brown or fawn	1 pr	4

b. **Police Duty.**

(1) **All Ratings.**

	Scale	Notes
Shirt, white, with patch pockets/radio and shoulder straps	6	1
Trousers, black lightweight	3 prs	1
Boots, lightweight patrol, black warm weather, high leg	1	1
BIOT Police badge, hat	1	3
Belt, trouser	1	3
Cap, Service MOD Police	1	1

(2) **Female Ratings.**

	Scale	Notes
Hat, Service MOD Police	1	1

Notes:

1. Issued by RM Poole before departure.

2. Senior Ratings only.

3. Issued on arrival at Diego Garcia.

4. To be purchased in UK. Receipts to be kept for refund at Diego Garcia.

9. Scale 9 - RN Officers and Ratings Assigned to the Falkland Islands

	Scale	Notes
Boots Combat Assault	1 pr	1
Insoles for boots	1 pr	1
Jacket, MTP	1	1
Jacket, MTP	3	1
Liner, MTP	1	1
Liner, thermal, MTP	1	1
Trousers, MTP	1	1
Trousers, lightweight, MTP	3	1
T Shirt	4	1
Drawers, cold weather	3	1
Shirts, Norwegian	2	1

(Continued)

	Scale	Notes
Hood, field, jacket	1	1
Gloves, combat	1 pr	1
Gloves, contact	1 pr	1
WO brown wrist strap	1	1, 2

Notes:

1. This scale is the default for authorised RN personnel to wear (criteria met iaw Para 3823). It is to be adjusted accordingly to meet climatic conditions. Personnel are to note that it is not an alteration to Standing Mounting Cell Scale. The full kit list issued for Operational Tours by Mounting Cell remains extant.

2. WO1 & WO2.

10. Scale 10 - RN Senior Ratings Serving with British Military Advisory and Training Team (BMATT) Barbados and Tortola, British Virgin Islands

	Scale	Notes
Tropical stone coloured uniform (RM pattern bush jacket and trousers)	1	
Shirt, Stone coloured, Short sleeve	6	
Socks, GS, olive drab	6 prs	
Stone coloured cap cover	2	
Trousers, stone coloured	1 pr	
Desert boots	1 pr	

11. Scale 11 - Senior Ratings Assigned to Saudi Arabia (KSA)

	Scale	Notes
Desert boots	2 prs	1
Shirt, stone coloured, short sleeve	4	2
Trousers, stone coloured	4 prs	3
Epaulettes	2 pr	4
Jacket, DPM, combat, lightweight	4	
Trousers, DPM, combat, lightweight	4 pr	

Notes:

1. Qty 1 to be issued to UK based MOD Saudi Arabian Project.

2. Qty 2 to be issued to UK based MOD Saudi Arabian Project.

3. Qty 2 to be issued to UK based MOD Saudi Arabian Project.

4. Qty 2 to be issued to UK based MOD Saudi Arabian Project.

12. Scale 12 - RN Ratings Assigned to HQ AFNORTH, HQ BALTAP and Canada - Items provided by means of a Cash Grant

	Scale	Notes
Boots, leather, black, fur-lined	1 pr	See Note
Gloves, leather, fur-lined	1 pr	See Note
Hat, fur lined	1	See Note

Note. *Eligible ratings are to provide themselves with these items from NCHQ Logistics Capability Division approved sources. Receipted invoices are to be forwarded to UPO/Unit HR Cell for reimbursement.*

13. Scale 13 - RN Ratings Assigned to AIB as Board Senior Ratings - Items Provided by Contract

	Scale	Notes
Jacket, uniform, Class I	1	
Trousers, uniform, Class I	1 pr	

14. Scale 14 - MR Ratings

a. **Class I.** Ratings not dressed as Sailors, Warrant Officers, Chief Petty Officers and Petty Officers.

b. **Class II.** Ratings dressed as Sailors

c. **Basic Kit.**

(1) **Items Provided by Contract.**

	Class I	Class II	Notes
Jacket, uniform, Class I	1	-	
Trousers, uniform, Class I	1 pr	-	
Skirt, uniform, Class I (females only to LH)	1		
Jumper, uniform, Class II	-	1	1
Trousers, uniform, Class II	-	1pr	1

(2) **Items Provided from Service Stocks.**

(a) **Kit to be Issued (by JSUs) at Point of Allocation to MR Initial Naval Training.**

	Class II	Notes
Badge, beret	1	
Beret, blue	1	
Boots, HC (Combat Assault)	1 pr	insoles
RIG22 Shirt	3	3
RIG22 Trousers	3	
RIG22 T- Shirt	3	
RIG22 Belt	1	
Socks, thick, black	4 prs	
GORTEX Outer and Inner Layer Thermal Jackets	1	1 of each
White Ensign Badge	1	Outer Jacket
Shorts PT	1	
T Shirt, Blue	2	Gym

(Continued)

	Class II	Notes
Shoes, fitness	1 pr	
Socks, white PT	2 prs	
Daysack, black	1	
Boots DMS	1pr	

(b) **Kit to be issued on arrival at the Confirmation Course to bring Individuals up to RN Scale.**

	Class I	Class II	Notes
Belt, waist, black	1	1	
Cap, plastic JR	1	1	
Cap, ribbon	-	1	
Collar, Sailors, blue	-	1	
Epaulettes	2	2	
Flash, shoulder, white	1	1	2
Lanyard, knife	-	1	
Silk assembly	-	1	
Badge embroidered name (Name Tally for Life)	3	3	
Shirt, white, short sleeve	2	2	
Shoes, black leather, DMS	1pr	1pr	
Shoes, court, black, (females only)	1pr	1pr	
Socks, thick, black	2 prs		
Socks, thin black	2 prs	2 prs-	
Trousers, working, polyester	2 prs	2 prs	
General Service Respirator (GSR)	1		
GSR - Haversack	1		
GSR – Canister(s)	1		
Net Washing	1		
Bag, black, travelling	1		

Notes:

1. Issued during Confirmation Course at HMS RALEIGH

2. Issued during Confirmation Course at HMS RALEIGH prior to commencing Phase 2 training.

3. For RIG22 Shirts , Branch, Skill at Arms, and Qualification badges are to be worn as detailed in Chapter 39.

*4. Organisation or Unit badges, pins, or substitution of factory-fitted badges (e.g. replacing the 'ROYAL NAVY' shoulder flashes with other flashes) are **NOT** permitted. Commanding Officers and the CoC are to enforce this policy.*

5. Personnel assigned directly to NATO and DIO are authorised to wear an Organisation or Unit badge on RIG22.

(c) **Tropical Outfit (issued on first occasion of need).**

	Class I	Class II	Notes
Bush, jacket	1	-	
Belt buckles	2	-	
Belt hooks	2	-	
Belt, waist, white	1	1	
Buttons, anodised, RN 2.22 cms (forepart and pockets of bush jackets))	8	-	
Buttons, anodised, RN 1.43 cms (shoulder flaps of bush jackets)	2	-	
Jumper, white, uniform	-	1	
Scarf, black assembly	-	1	
Shoes, white, canvas	1 pr	1 pr	
Skirt, white (females only)	1	-	
Socks, white	2 prs	2 prs	
Trousers, white, PV	2 prs	2 prs	

***Note.** Tropical uniform is only to be issued to ratings undergoing continuous training in ships or establishments where tropical clothing is worn.*

(d) **Catering Services Personnel.**

	Class I	Class II	Notes
Jacket Food Handlers	3	3	
Neckerchief	3	3	
Trousers, Food Handlers	3 prs	3 prs	
Apron, Food Handlers	3	3	
Cap, Food Handlers	3	3	

(e) **Physical Training Instructor.**

	Class I	Class II	Notes
Shorts, White	5	5	
White Indoor Top (Vest for Males - T-Shirt for Females)	5	5	
Snake Belt (one Size)	2	2	
Sweatshirt, Grey	2	2	
Trousers, Gym	2	2	
Shorts, Blue	3	3	
Jacket, White	2	2	
Tracksuit Jacket	1	1	
Tracksuit, Trousers	2	2	
Jacket, Gortex	1	1	
Trousers, Gortex	1	1	
Socks, White	5	5	
Indoor PT Trainers	2	2	1
Outdoor PT Trainers	1	1	1

Notes.

1. The issue of x2 pairs of indoor trainers is subject to contract award.

2. At present x1 pair of Reebok trainers will be issued to PTs, which should last 18 months, (usage).

(f) **QARNNS Ward Clinical Uniform (to be supplied on the first occasion of need).**

	Scale	Notes
Tunic, ward clinical, white with navy blue piping	5	
Trousers, ward clinical, navy blue	5 prs	
Badge, QA insignia/name, white cloth	5	

Notes:

1. Tropical uniform is only to be issued to ratings undergoing continuous training in ships or establishments where tropical clothing is worn.

2. Issued at HMS RALEIGH upon arrival. To be replaced at own expense when required.

3. Issued on first occasion of need.

4. Issued during Confirmation Course at HMS RALEIGH.

5. Scale of three jackets only applicable to new joiners after Sep 16. Third jacket also applicable for deploying personnel in accordance with RNTM.

15. Scale 15 - Spare

16. Scale 16 - Ratings Assigned to RN Cyprus Squadron - Basic Kit

	Scale	Notes
Shirt, desert, MTP	3	
Trousers, desert, MTP	3	
T-shirt, desert, MTP	3	
Boots, desert	1	
Jacket, desert, MTP	1	
Sweat rags, desert, MTP	3	
Socks, desert, MTP	5	
Hat, floppy, desert, MTP	1	
Hydration system	1	
WO brown wrist strap	1	See Note

Note. *WO1 & WO2.*

17. Scale 17 - Spare

18. Scale 18 - Spare

19. Scale 19 - Spare

20. Scale 20 - Spare

21. Scale 21 - Spare

22. Scale 22 - Home Retention Kit for All RN RFR and Recall Reserve Ratings

The Home Retention Kit listed below is to be retained on discharge from active service by Officers with a Reserve liability:

	Class I	Class II	Notes
Beret Badge	1	1	
Beret	1	1	
Bag, Travelling	1	1	
Disc, Identity, stainless steel	2	2	
Epaulettes	2 pr	2 pr	
Safety Boots	1 pr	1 pr	
Inner Layer Thermal Jacket	1	1	
GORTEX Outer Layer Jacket	1	1	
Rig 22 – Shirt	3	3	
Rig 22 – Trousers	3	3	
Rig 22 – Belt	1	1	
Rig 22 – T-Shirts	3	3	
Rig 22 – RN Ensign Shoulder Badge	3	3	
Rig 22 – Name Tally (NTfL)	3	3	

23. Scale 23 - Spare

24. Scale 24 - Scale of Uniform to be taken to Military Corrective Training Centre

	Male SRs	Male JRs	Female SRs	Female JRs
Badge, beret	1	1	1	1
Badge, cap	1	-	1	-
Belt, waist, black	1	1	1	1
Beret, blue	1	1	1	1
Boots, combat, assault	1 pr	1 pr	1 pr	1 pr
Cap, plastic	1	1	-	1
Cap ribbon	-	1	-	1
Collar, Sailors, blue	-	1	-	1
Hat, Tricorn	-	-	1	-
Jacket, uniform, Class I	1	-	1	-
Inner Layer Thermal Jacket	1	1	1	1
GORTEX Outer Layer Jacket	1	1	1	1
Lanyard, white	-	1	-	1
General Service Respirator	1	1	1	1
General Service Respirator Haversack	1	1	1	1
General Service Respirator Canister	1	1	1	1
Scarf, black, assembly	-	1	-	1
RIG22 Shirt	3	3	3	3
RIG22 Trousers	3	3	3	3
RIG22 T-Shirt	3	3	3	3
RIG22 Belt	1	1	1	1
Shirts, uniform, Class II	-	1	-	1
Shirt, white, long sleeve	3	-	3	-
Shirt, white, short sleeve	3	3	3	3
Shoes, black leather	1 pr	1 pr	1 pr	1 pr
Shoes, fitness	1 pr	1 pr	1 pr	1 pr

(Continued)

	Male SRs	Male JRs	Female SRs	Female JRs
Skirt, uniform, Class I	-	-	1	-
Socks, black (thick for boots, thin for shoes)	5 prs	5 prs	5 prs	5 prs
Tie, black, polyester	1	-	1	-
Trousers, uniform, Class I	1 pr	-	1 pr	1
Trousers, uniform, Class II	-	1 pr	-	1 pr
Trousers, working, worsted/polyester	1 pr	1 pr	1 pr	1 pr

25. Scale 25 - Ratings Uniform to be Returned on Early Discharge

a. Ratings discharged within the first six months of service are to return all clothing issued in accordance with BRd3(1) Part 6 Chapter 39 Annex 39C Scales.

b. Ratings discharged after six months but with less than four years' service are to return all items listed below.

c. Ratings discharged with more than four years' service are **only to return** all accountable items on Personal Loan and their GSR.

	Class I	Class II	Notes
General Service Respirator (GSR)	1	1	24. c
GSR– Haversack	1	1	
GSR – Canister(s)	1	1	
Badge, beret	1	1	
Bag, travelling	1	1	
Bag, daysack, black	1	1	
Beret, blue	1	1	
Cap, plastic	-	1	
Cap, plastic/Tricorn	1	-	
Collar, Sailors, blue	-	1	
Inner Layer Thermal Jacket	1	1	
GORTEX Outer Layer Jacket	1	1	
Jacket, bush	1	-	1
Jumper, white, uniform	-	1	1
Trousers, white, PV	2	2	1
Jacket, uniform, Class 1	1	-	
Trousers, uniform, Class 1	1	-	

(Continued)

	Class I	Class II	Notes
Jumper, uniform, Class 11	-	1	
Trousers, uniform, Class 1	-	1	
Scarf, black assembly	-	1	
RIG22 Shirt	3	3	3
RIG22 Trousers	3	3	
RIG22 T-Shirt	3	3	2
RIG22 Belt	1	1	2
Shoes, black leather, DMS	1	1	
Trousers, working, worsted	1 pr	1 pr	
All items held on Permanent Holding Record.			

Notes:

1. Only if issued with Tropical Clothing.

2. RIG22.

3. On receipt of RIG22 Jackets, Branch, Skill at Arms and Qualification badges are to be worn as detailed in Chapter 39.

*4. Organisation or Unit badges, pins, or substitution of factory-fitted badges (e.g. replacing the 'ROYAL NAVY' shoulder flashes with other flashes) are **NOT** permitted. Commanding Officers and the CoC are to enforce this policy.*

5. Personnel assigned directly to NATO and DIO are authorised to wear an Organisation or Unit badge on RIG22.

ANNEX 39D

GRATUITOUS ISSUE OF BADGES - RN RATINGS

1. On Advancement

	Below LR	LR	PO	CPO	WO2	WO1
Cap/Hat badge	-	-	1	1	1	1
Beret Badge	-	1	1	1	1	1

a. Rate Badges

	Below LR	LR	PO	CPO	WO2	WO1
Shoulder, multi-coloured/gold on black	2 prs	2 prs	2 prs	2 prs	2 prs	2prs
Arm, gold on blue embroidered	-	1	-	1	-	-
Arm, blue on white embroidered	-	1	-	-	-	-
Cuff, Multi-coloured on blue embroidered	-	-	-	-	2	-

b. Branch/SQ Badges

	Below LR	LR	PO	CPO	WO2	WO1
Gold on blue embroidered	-	-	-	1 pr	-	-
Blue on white embroidered	-	-	-	3	-	-

c. Additional Issues for Certain Ratings

(1) Leading Artificers on Advancement to Probationary Petty Officer Artificer

	Below LR	LR	PO	CPO	WO2	WO1
Cap badge	-	1	-	-	-	-
Beret badge	-	1	-	-	-	-
Cuff Buttons (anodised) 1.43cms	-	4	-	-	-	-

(2) **Senior Rating Caterers and Chef Ratings - Rate Badges**

	Below LR	LR	PO	CPO	WO2	WO1
Shoulder slides gold on black	1	1	1	1	-	1

(3) **Ratings with Overalls or Foul Weather Clothing on Personal Loan - Rate Badges**

	Below LR	LR	PO	CPO	WO2	WO1
Shoulder slides gold on black	-	1	1	1	-	-
Branch//SQ badges	1 (See Note)	1 (See Note)	1 (See Note)	1 (See Note)	-	-

2. On Qualifying For, or On Change Of, Branch/Specialist Qualification Badge

a. **Branch/SQ Badge**

	Below LR	LR	PO	CPO	WO2	WO1
Gold on blue embroidered	1	1	1	1 pr	-	-
Blue on white embroidered	3	3	3	3	-	-

b. **Additional Issues for Certain Ratings**

(1) **Ratings with Overalls on Personal Loan - Branch/SQ Badge**

	Below LR	LR	PO	CPO	WO2	WO1
Blue on white embroidered	1(See Note)	1(See Note)	1(See Note)	1(See Note)	-	-

(2) **Chief Petty Officer Police**

	Below LR	LR	PO Police	CPO Police	WO2	WO1
Badge, CPO Police, anodised	-	-	-	1	-	-
Strap, wrist, leather, white	-	-	-	1	-	-
Strap, wrist, leather, brown	-	-	-	1	-	-

(3) **Physical Training Instructors - Branch/SQ Badges**

	Below LR	LR	PO	CPO	WO2	WO1
Blue on white embroidered	7	7	7	7	-	-

(4) **Submariners Only**

	Below LR	LR	PO	CPO	WO2	WO1
Badge, Submariners	1	1	1	1	1	1

(5) **Qualifying Submariners Only**

	Below LR	LR	PO	CPO	WO2	WO1
Pin, RN Deterrent Patrol	1	1	1	1	1	1

(6) **Royal Navy Police**

	Below LR	LR	PO Police	CPO Police	WO2	WO1
Branch badge, tie, gold	-	-	1	-	-	-

3. On Award of Good Conduct Badge - Good Conduct Badges (Set of 1, 2, or 3 as appropriate)

	Below LR	LR	PO	CPO	WO2	WO1
Gold on blue embroidered	1	1	1	-	-	-

4. On Award of Skill or Other Special Badges - Additional Qualification or Special Skill Badge

	Below LR	LR	PO	CPO	WO2	WO1
Gold on blue embroidered	1	1	1	1	1	1

5. On First Draft to a Station Where Tropical Clothing is Worn, or On Advancement or Award of Badge While Serving on Such a Station

a. Rate Badges

	Below LR	LR	PO	CPO	WO2	WO1
Arm blue on white embroidered	1	1	1	-	-	-
Cuff/wrist, Royal Arms, anodised	-	-	-	-	2	2
Strap, wrist, leather, white	-	-	-	-	1	1

b. Branch/SQ Badge

	Below LR	LR	PO	CPO	WO2	WO1
Blue on white, embroidered	1	1	1	-	-	-

c. Good Conduct Badges

	Below LR	LR	PO	CPO	WO2	WO1
Blue on white (set of 1, 2 or 3, as appropriate)	1	1	1	-	-	-

d. Skill or Other Special Badges

	Below LR	LR	PO	CPO	WO2	WO1
Blue on white embroidered	1	1	1	-	-	-

e. Buttons Anodised with Split Ring for Bush Jacket

	Below LR	LR	PO	CPO	WO2	WO1
2.22 cms (foreparts and cuffs)	-	-	8	8	8	8
1.43 cms (shoulder flaps)	-	-	2	2	2	2
2.22 cms, domed (for cuffs)	-	-	-	6	-	-

6. On Attachment to a Commando Unit, Including CTCRM or (RN Medical Branch Ratings Only) Other Royal Marine Units

a. On Issue of Uniform as Detailed in Annex 3C, Scale 6 (Shoulder Rate Slides)

	Below LR	LR	PO	CPO	WO2	WO1
Black on green embroidered	1 pr	1 pr	1 pr	1 pr	1 pr	1 pr

b. On Successful Completion of the Commando Qualifying Course

	Below LR	LR	PO	CPO	WO2	WO1
Flash lettered 'ROYAL NAVY COMMANDO': Black on green embroidered	2	2	2	2	2	2

7. Additional Issues for Certain Ratings

Ratings provided with extra garments on loan may be issued with one additional rate and/or branch badge, as appropriate, for each garment on which they are worn.

Note. *Per Garment. For Overalls only.*

ANNEX 39E

NAVAL OFFICERS AND RATINGS

ILLUSTRATIONS OF RN AND QARNNS BADGES OF RANK/RATE AND OTHER INSIGNIA

Note. *Badges featuring the Tudor Crown from HM The King's Cypher will be issued when available. RNTM 03-0136/23 refers.*

1. Badges and Distinction Marks of Rank

a. **Naval Officers.**

(1) **Cap/Beret Badges.**

Figure 39E-1a. Cap Badge

Figure 39E-1b. Beret Badge

Figure 39E-1c. Chaplain's Cap/Beret Badge

(2) **Cap Peaks.**

Figure 39E-2a. Flag Officer

Figure 39E-2b. Commodore, Captain and Commander

Figure 39E-2c. Other Officers

(3) **Tricorn Hat Bands.**

Figure 39E-3a. Flag Officer

Figure 39E-3b. Commodore, Captain and Commander

Figure 39E-3c. Other Officers

(4) **Officers Buttons.**

Figure 39E-4a. Flag Officers and Commodore Buttons

Figure 39E-4b. Other Officers Buttons

(5) **Specialist Badges.**

Figure 39E-5a. Pilot

Figure 39E-5b. Observer

Figure 39E-5c. Parachutist
See Chap 39 Para 3920

Figure 39E-5d. Submarine Badge

Figure 39E-5e. Deterrent Patrol (gold or silver)

Figure 39E-5f. Shoulder Flash

Figure 39E-5g(i). HUMINT Badge (Op Samson)

Figure 39E-5g(ii). HUMINT Badge (Op Metis)

Figure 39E-5h.
Command Badge (Gold)

Figure 39E-5i.
PWO Badge (Silver)

(6) **Flag Officer Shoulder Straps.**

Figure 39E-6a. Admiral of the Fleet

Figure 39E-6b. 4* Admiral

Figure 39E-6c. 3* Vice Admiral

Figure 39E-6d. 2* Rear Admiral

Figure 39E-6e. 1* Commodore

(7) **Officer's Sleeve Lace, Shoulder Straps and Shoulder Badges.**

Figure 39E-7a. Admiral of the Fleet

Figure 39E-7b. Admiral

Figure 39E-7c. Vice Admiral

Figure 39E-7d. Rear Admiral

Figure 39E-7e. Commodore

Figure 39E-7f. Captain

Figure 39E-7g. Commander

Figure 39E-7h. Lieutenant Commander

Figure 39E-7i. Lieutenant

Figure 39E-7j. Sub-Lieutenant

Figure 39E-7k Medical Officers (See Note)

Figure 39E-7l. Midshipman (Lapel Turnback)

Figure 39E-7m
Chaplain's Badge
(no sleeve lace worn)

Figure 39E-7n
QARNNS Officers

Notes:

1. Coloured Distinction Cloth is worn between the gold sleeve lace to distinguish the following:

Medical Officers	-	*Scarlet.*
Dental Officers	-	*Orange*
RCNC Officers	-	*Grey*
Civilian Officers	-	*Green*

2. Royal Navy Police Officers will have the words "ROYAL NAVY POLICE" embroidered at the base of the shoulder straps and shoulder badges.

b. **Naval Ratings.**

(1) **Cap Badges and Cap Ribbons.**

Figure 33E-8a.
Warrant Officer 1
Warrant Officer 2

Figure 33E-8b.
Chief Petty Officer

Figure 33E-8c.
Petty Officer

Figure 33E-8d.
Cap Ribbon

(2) **Beret Badges.**

Figure 39E-9a.
Warrant Officer

Figure 39E-9b.
Chief Petty Officer

Figure 39E-9c.
Petty Officer

Figure 39E-9d.
Junior Rating

(3) **Arm Rate Badges.**

Figure 39E-10a.
Warrant Officer 1

Figure 39E-10b.
Warrant Officer 2

Figure 39E-10c.
Chief Petty Officer
(Buttons on cuff)

Figure 39E-10d.
Petty Officer

Figure 39E-10e.
Leading Rating

(4) **Shoulder Rate Badges.**

Figure 39E-11a.
Warrant Officer 1

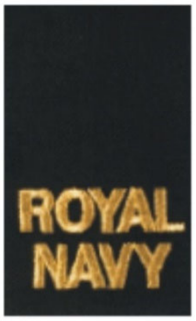
Figure 39E-11b.
Warrant Officer 2

Figure 39E-11c.
Chief Petty Officer

Figure 39E-11d.
Petty Officer

Figure 39E-11e.
Leading Rating

Figure 39E-11f.
Able Rate



Note. *All Royal Navy Police Warrant Officers, Senior and Leading Ratings will have the words "ROYAL NAVY POLICE" embroidered at the base of the shoulder badges.*

(5) **Good Conduct Badges.**

Figure 39E-12a.
4 Years

Figure 39E-12b.
8 Years

Figure 39E-12c.
12 Years

(6) **Buttons.**

Figure 39E-13.
Buttons

(7) **Warfare Branch.**

Figure 39E-14.
Seaman Specialist

Note. *All other Warfare Branch Badges are currently under review. Pictures of these badges will be inserted in due course.*

(8) **Royal Navy Police.**

Figure 39E-15a.
Chief Petty Officer Police

Figure 39E-15b.
Petty Officer and Leading Police

Figure 39E-15c
Military Police Badge

Figure 39E-15d.
Royal Navy Police Shoulder Flash

(9) **Coxswain (SM) Branch.**

Figure 39E-16a.
CPO Coxswain

Figure 39E-16b.
PO and Below

(10) **P.T. Branch.**

Figure 39E-17.
Physical Trainer

(11) **Fleet Air Arm.**

Figure 39E-18.
Air (See Note)

Note. Letters indicate sub specialisation:

AV	*Avionics*	*SE*	*Survival Equipment*
H	*Aircraft Handler*	*M*	*Mechanical*
R	*Radio/Radar*	*L*	*Electrical*

(12) **Engineering Branches.**

Figure 39E-19.
ET(WE) 1&2

Rate/Stream	Embroidery	Badge
ET(WE)2	Nil	
ET(WE)1	Star Above	

Figure 39E-20.
LET to CPOET(WE) (Weapons)

Rate/Stream	Embroidery	Badge
LET(WE)(W)	W with Star Above and Below	
POET(WE)(W)	W with Crown Above	
CPOET(WE)(W)	W with Small Crown Above (issued in pairs)	

Figure 39E-21.
LET to CPO(WE) (Sensors)

Rate/Stream	Embroidery	Badge
LET(WE)(W)	S with Star Above and Below	
POET(WE)(W)	S with Crown Above	
CPOET(WE)(W)	S with Small Crown Above (issued in pairs)	

Figure 39E-22.
ET(WE)(CIS)

Rate/Stream	Embroidery	Badge
ET(WE)(CIS)2	CIS	
ET(WE)(CIS)1	CIS with Star Above	
LET(WE)(CIS)	CIS with Star Above and Below	
POET(WE)(CIS)	CIS with Crown Above	
CPOET(WE)(CIS)	CIS with Small Crown Above (issued in pairs)	

Figure 39E-23.
ET(WESM)

Rate/Stream	Embroidery	Badge
ET(WESM)2	WESM	
ET(WESM)1	WESM with Star Above	
LET(WESM)	WESM with Star Above and Below	
POET(WESM)	WESM with Crown Above	
CPOET(WESM)	WESM with Small Crown Above (issued in pairs)	

Figure 39E-24.
ET(WESM)(CIS)

Rate/Stream	Embroidery	Badge
ET(WESM)(CIS)2	WESM	
ET(WESM)(CIS)1	WESM with Star Above	
LET(WESM)(CIS)	WESM with Star Above and Below	
POET(WESM)CIS)	WESM with Crown Above	
CPOET(WESM)(CIS)	WESM with Small Crown Above (issued in pairs)	

Figure 39E-25.
ET(ME) 1&2 and LET(ME) to CPOET(ME) Technician

Rate/Stream	Embroidery	Badge
ET(ME)2	Nil	
ET(ME)1	Star Above	
LET(ME)	Star above and below	
POET(ME)	Crown Above	
CPOET(ME)	Crown Above (issued in pairs)	

Figure 39E-26.
LET to CPOET(ME) (Mechanical)

Rate/Stream	Embroidery	Badge
LET(ME)(ML)	ML with Star Above and Below	
POET(ME)(ML)	ML with Crown Above	
CPOET(ME)(ML)	ML with Small Crown Above (issued in pairs)	

Figure 39E-27.
LET to CPOET(ME) (Electrical)

Rate/Stream	Embroidery	Badge
LET(ME)(EL)	EL with Star Above and Below	
POET(ME)(EL)	EL with Crown Above	
CPOET(ME)(EL)	EL with Small Crown Above (issued in pairs)	

Figure 39E-28.
ET(MESM)

Rate/Stream	Embroidery	Badge
ET(MESM)2	MESM	
ET(MESM)1	MESM with Star Above	
LET(MESM)	MESM with Star Above and Below	
POET(MESM)	MESM with Crown Above	
CPOET(MESM)	MESM with Small Crown Above (issued in pairs)	

Figure 39E-29.
IW METOC 1&2

Rate/Stream	Embroidery	Badge
AB IW METOC 2	IW METOC with nil star	
AB IW METOC 1	IW METOC WITH Star above	

Figure 39E-30.
LT to CPO IW METOC

Rate/Stream	Embroidery	Badge
LH IW METOC	IW METOC with Star above and Below	
PO IW METOC	IW METOC WITH Crown above	
CPO IW METOC	IW METOC with Small Crown Above (Issued in pairs)	

Figure 39E-31.
Hydrography 1&2

Rate/Stream	Embroidery	Badge
AB H 2	H with nil star	
AB H 1	H METOC WITH Star above	

Figure 39E-32.
LH to CPO Hydrography

Rate/Stream	Embroidery	Badge
LS H	H with Star Above and Below	
PO H	H with Crown Above	
CPO H	H with Small Crown Above (issued in pairs)	

Notes:

1. With the exception of legacy Artificers, all source branch CIS / CISSM and Engineering Technicians (ME), (MESM), (WE) and (WESM) from ET to CPOET will wear the relevant engineering branch badge for their main trade and where applicable their individual stream as above. Engineering Mechanics will continue to wear their existing badges.

2. Badges will be 'Gold on Black' for wear with No 1, 2 and 3 uniforms and 'Blue on White' for wear with No 4, 5 and tropical uniforms.

(13) **Logistics Branch.**

Figure 39E-33.
Logistics Branch
(See Note)

Note. Letters underneath the star denote sub specialisation:

CS	*Catering Services*	*SC*	*Supply Chain*
PERS	*Personnel*	*RNW*	*Royal Navy Welfare*

(14) **Medical Branch.**

Figure 39E-34.
Medical Branch
(See Note)

Note. *Letters denote sub specialisation:*			
R	*Radiographer*	*L*	*Laboratory*
PD	*Pharmacy Dispenser*	*SC*	*Supply Chain*

2. Specialist Badges.

Figure 39E-35a(i). RN/RM Marksman

Figure 39E-35a(ii). Service Marksman (Navy 10) Badge

Figure 39E-35b. Aircraft Controller

Figure 39E-35c. Commando

Figure 39E-35d. Parachutist See Chap 39 Para 3920

Figure 39E-35e. Navigator's Yeoman

Figure 39E-35f. Submarine Parachute Assistance Group

Figure 39E-31g. Shoulder Flash

Figure 39E-35h. Submarine Badge

Figure 39E-35i. Deterrent Patrol (gold or silver)

Figure 39E-35j. FAA Aircrew Badge

Figure 39E-35k(i). Gold Space Operator Badge

Figure 39E-35k(ii). MTP Space Operator Badge

3. Other Categories.

Figure 39E-36
Other Categories

Note. *Letters in the circle denotes sub specialisation:*

DH	*Dental Hygienist*	*DSA*	*Dental Surgery Assistant*
QA	*Quarters Assistant*		

4. Volunteer Bands

Figure 39E-37a.
Drummer

Figure 39E-37b.
Musician

5. Organisation Badge (Ratings 1A, 1B, 1C dress)

Figure 39E-38.
Queen Alexandra's Monogram

6. Organisational Patch

Figure 39E-39
DIO

7. Naval Careers Service

The Naval Careers Service badge (see below) is worn centrally above the left breast pocket with the lower edge 3mm above the top seam or medal ribbon(s) when worn immediately above the pocket. If necessary, the badge may be displaced towards the left arm sufficient to prevent concealment by the left lapel. Not to be worn with medals.

Figure 39E-40.
Careers Service Officers and Career Advisers

8. Name Tally for Life

Authorised Name Tally for Life with Professional Qualification Badge

Figure 39E-41a.
Command

Figure 39E-41b.
PWO

Figure 39E-41c.
Submariner

Figure 39E-41d.
Pilot

Figure 39E-41e.
Observer

Figure 39E-41f.
Aircrew

Figure 39E-41g.
Parachutist

Figure 39E-41h.
QARNNS

Figure 39E-41i. Clearance Diver (OR7 and below) (Note 2)

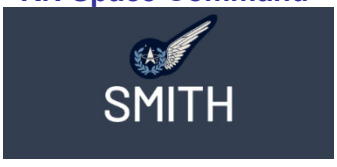
Figure 39E-41j.
Clearance Diver (OR8 and above)

Figure 39E-41k.
RFA

Figure 39E-41l.
Diving Medical Officers (Note 3)

Figure 39E-41m.
RN Commando

Figure 39E-41n.
RN Space Command



Notes:

1. Authority for further qualification badges is to be sought from Navy People-PSP Exec SO3.

2. Replaces RN EOD.

3. Medical Officers, Paramedics and Medical Assistants who have achieved the prescribed Diving and Hyperbaric Medicine (DHM) training requirements and are formally accredited by the Defence Consultant Advisor (DCA) DHM/ Hd DHM will be awarded the DHM JPA competency and associated JPA sub-branch tag.

ANNEX 39F

ROYAL NAVAL VOLUNTEER BAND

1. Entitlement To Scale

a. Members of Royal Naval Volunteer Bands who are also serving members of any military Service, or non-military uniformed Service, are to wear their most appropriate uniform commensurate with the status of the band engagement.

b. Members of Royal Naval Volunteer Bands not entitled to wear other military Service uniforms, or other non-military Service uniforms, are entitled to wear a uniform as in Para 2 and Para 3 below.

c. Where at all possible, Clothing Stores are to recycle serviceable items of uniform for members of the RNVBA.

2. Concert Dress

Red Sea Rig, comprising White Short Sleeve Tropical Shirt with Black Trousers, or skirt for females (optional), Black Shoes, Volunteer Band Epaulettes.

3. Parade Dress

No 1 Suit with Band Service Lyre Badge Gold on Blue, Black Tie, Black Shoes, Peaked Cap/Tricorn Hat as appropriate with Band Service Lyre Badge Gold on Blue.

4. Royal Naval Volunteer Band Association (RNVBA) Long Service Award

a. In recognition of those who voluntarily give much of their spare time to further the interests of the Naval Service, in 2014 the Second Sea Lord instituted the RNVBA Long Service Award. This award is to be worn in No. 1 Dress only (not concert rig).

b. The design of the Long Service Award consists of a metal Lyre Badge with oak leaves:

(1) Royal Naval Junior Ratings (and drummers as required) are to wear the Long Service Award centrally on the lower left sleeve, 150mm above the cuff (see Fig 39F-1 below).

(2) All other Royal Naval Volunteer Band personnel are to wear the Long Service Award centrally on the left lapel of the jacket with the bottom of the badge 50mm below the step seam (see Fig 39F-2 below).

c. The RNVBA Long Service Award is awarded to RNVBA members at the discretion of the Staff Officer (Music) of the Royal Marines Band Service, based upon recommendation by the individual's Volunteer Band Instructor (VBI).

d. Qualification for the award is based on time served in the RNVBA. There are awards for 5 (silver), 15 (silver/gold) and 25 (gold) years' service.

e. Unlike the LS&GC, campaign medals etc the RNVBA Long Service Award is not from the Sovereign (tracking and eligibility criteria for the award do not allow for this). In order for the RNVBA President, in liaison with the RNVBA Secretary, to satisfy themselves that the award is warranted, VBIs are required to submit annual nominal rolls to the Assistant Secretary RNVBA of members who attend regular rehearsals and engagements (including notes of the amount of time previously served). VBIs are to use the annual return to nominate and recommend eligible members for the most appropriate Award.

f. Submissions are to be forwarded by 31 Jan annually.

Fig 39F-1. RNVB Long Service Lyre Badge - Sleeve

Fig 39F-2. RNVB Long Service Lyre Badge - Lapel

CHAPTER 40

ROYAL MARINES OFFICERS AND OTHER RANKS

(Sponsor: NAVY OCGRM-CORPS SEC)

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Annex 40D: Royal Marines Badges and Insignia
Annex 40E: Illustrations of Royal Marines Badges of Rank and Other Insignia
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CHAPTER 40

ROYAL MARINES OFFICERS AND OTHER RANKS

SECTION 1

INTRODUCTION

Note. *The contents of this Chapter should be read in conjunction with Chapter 37 and Chapter 38.*

4001. History

The history of Marines in the UK commenced on 28 October 1664 when King Charles II signed an Order in Council for the formation of The Duke of York and Albany's Maritime Regiment of Foot (or The Admiral's Regiment), a regiment distinguished by its yellow coats with red facings. The subsequent century saw various disbandments and the raising of new regiments of Marines, some twenty-three in all, as well as four Invalid Companies. All of these had their own uniforms and distinctions. These early Marine Regiments provided men trained as soldiers for service at sea but were part of the Army. Accordingly, Marine uniforms were military rather than naval in style and followed the Army fashions of the day. The disastrous campaign at Cartagena, in Columbia, in 1741, led Admiral Lord George Anson to conclude that a principal fault had been the chaotic organisation and poor administration of the ten Marine Regiments then in the Army Order of Battle. In 1747 he carried through radical reforms which ensured that any future Marines should only be raised and administered by the Admiralty. As First Lord of the Admiralty in 1755, when war threatened once more, he was able to enact these reforms and thus an Order in Council of 5 April 1755 specified the creation of a Corps of Marines under Admiralty control. This Corps retained the tradition of military style uniforms along with military ranks and rank badges. Since 1755, the Corps has been in continuous existence as a distinct and separate part of the Naval Service. On 29 April 1802, King George III recognised the Corps' loyal service by directing that the Corps should be styled 'Royal' and, in consequence, the white facings on their scarlet coats were replaced by the blue of a Royal regiment. Although Marine Artillery Companies were formed in 1804 and the Royal Marines were designated a Light Infantry corps in 1855, it was not until 1862 that the Corps was formally split into the Royal Marine Light Infantry (RMLI) and the Royal Marine Artillery (RMA). The former wore infantry style uniforms with scarlet tunics whilst the latter wore artillery style uniforms with navy blue tunics. In 1923, the two arms of the Corps were re-merged to become once again the Royal Marines. This amalgamation led to the adoption of navy blue tunics for day dress whilst scarlet was retained for evening wear on mess jackets by officers, WOs and SNCOs. Khaki uniforms were adopted for field service in World War 1 and various forms of khaki uniforms remained in service until 1964, whilst khaki drill (and later stone) uniforms were introduced for tropical wear. In 1964, a lovat green uniform replaced Khaki Service Dress and Battledress for wear as a day undress uniform or alternative parade uniform. In addition to khaki battledress, various forms of combat clothing have been worn since World War 2, often theatre specific. Latterly, these are often tri-service items. In the late 19th Century and up until the 1980s, various orders of blue working dress, such as blue battledress, have been worn, particularly by ships' detachments. In 1992, recruiting into the RM Band Service was opened to females so female variants of appropriate Orders of RM Dress were introduced. In 2023, the Corps commissioned a review into how senior Royal Marines Officers dress can be more closely aligned with the Royal Navy. Several changes were recommended, including

officers at the rank of Colonel and above adopting a cloth globe and laurel cap badge, returning letters ‘RM’ to rank slides and using letters ‘RM’ as post nominals. Additional changes included getting rid of gorget patches and removing mounted order as a form of dress. Further detail on the history of RM uniforms can be found in RM Historical Society Special Publication 41 - ’Personal Distinctions - 350 Years of RM Uniforms and Insignia’ by John Rawlinson, published in 2014 (ISBN 978-1-908123-09-1).

4002. Dress Tables

Approved orders of dress are promulgated in Dress Tables. Whilst these lay down the standard configurations, commanders should note that, in some cases, variations may be authorized by the appropriate senior officer. This is to take account of particular circumstances which may include factors such as weather, location and context, or practical considerations such as being afloat or taking passage in boats. Details for RM General Service personnel are given in the tables at Annex 40A, whilst those for RM Special Boat Service (SBS) personnel are in Annex 40F and those for RM Band Service personnel are in Annex 40G. Numbers and names are assigned to the various orders of dress for convenience when referring to them. For the Orders of Dress to be worn at Court functions, or at Joint Service functions when members of the Royal Family are present, see the Joint Services Ceremonial Dress Table in Chapter 43. Associated items of equipment worn with various orders of dress are given in the Dress Tables at Annex 40A.

4003. Dress When Serving with RN or Other Services

Royal Marines will conform, when possible, to the number of dress ordered for the Royal Navy. When serving with the other Services, they are to wear the nearest appropriate Dress. For certain ceremonial occasions, however, where RN personnel are wearing No. 1B Dress, the senior RM officer may order No 1A Blue Dress (negative swords) to be worn in lieu of No. 1B Lovat Dress.

4004. Ex Regular Royal Fleet Reserve (RFR) and Recall Reserve Uniform on the occasion of their callout or recall for service

Royal Marines Officers, WOs NCOs and Marines personnel who leave the service and maintain a legal callout liability are to retain kit as detailed at Annex 40B Scale 5 (Officers) and Annex 40C Scale 3 (WOs, NCOs & Other Ranks). Upon recall, Ex-Regular Royal Marines RFR and Recall Reserve personnel will wear the same uniform as regular RM personnel of the same rank however Lovat uniform is not generally issued. Further uniform required will be role dependant and will be issued as required during subsequent phases of their integration back into service.

SECTION 2

DISTINCTIONS IN UNIFORM

4005. General Officers

Articles of uniform for General Officers are of Corps pattern with the following modifications:

a. **Greatcoat.** Corps pattern blue greatcoats are worn without gorget patches or globe and laurel collar insignia. Ceremonial greatcoats are to be buttoned to the neck when worn by officers unless they are wearing Orders and Decorations, then the greatcoat can be worn open at the neck.

b. **High Collar Blue Tunic.** In No. 1A Dress on ceremonial occasions a blue tunic with stand-up collar (Army pattern No. 1) is worn. The accessories for wearing with this dress comprise:

(1) Gold shoulder cords with silver-embroidered rank badges. Letters 'RM' are not worn.

(2) Crimson and gold waist sash.

(3) General Officers' full-dress sword with metal scabbard, crimson and gold sword knot, gold sword slings.

(4) Plain white gloves.

(5) All buttons are 20mm Corps pattern.

(6) Collar badge, embroidered silver globe in gold braided laurel wreath.

c. **Badges.** Royal Marines General Officers wear an embroidered Corps badge on both cap and beret (see Fig 40E-1a). The black version of the cap badge is worn on the peaked cap whereas the green version is worn on the beret.

d. **Gorget Patches.** General Officers' gorget patches are no longer worn on any orders of dress.

e. **Cap.** White, plastic-topped, Corps pattern but with gold-embroidered oak leaves all-round the peak. i.e. two bands of oak leaves (see sub-para c above and Fig 40E-2a).

f. **Gloves.** White, cotton.

g. **Scarlet Mess Jacket.** Fitted with blue cloth shoulder straps edged with 13mm oak-leaf pattern gold lace and fastened at point with small 13mm officer's silver gilt lion and crown buttons. Silver-embroidered rank badges on shoulder straps. Corps badge (see Para 4015) on each lapel.

h. **White Mess Jacket.** Fitted with white drill shoulder straps fastened at point with small 13mm officers' silver gilt lion and crown buttons. Miniature anodised rank badges on shoulder straps. Corps badges fitted with Velcro as above.

i. **Blue Trousers.** Scarlet cloth stripe 64mm wide in place of 6mm welt.

j. **13mm General Officer's Button (Anodised and Bronze).** Raised round button 13mm in diameter with silver gilt lion and crown. Worn by officers on the shoulder straps of mess jackets (see Fig 40E-4a).

k. **20mm RM General Officer's Button.** A Corps pattern anodised button 20mm in diameter for wear only on high collar blue and white tunics.

l. Items such as General Officers' dress swords, scabbards, sword knots, sword belts and sashes can be obtained from the Ceremonial Store, details of which are as follows:

G4 SNCO
JSAU London
London Central Garrison
Wellington Barracks
LONDON
SW1E 6HQ

CIV: 0207 414 3351/0207 799 2924
MIL: 94631 3351
rqmsmodmain@hotmail.co.uk

4006. Brigadiers and Colonels

Articles of uniform for Brigadiers and Colonels are of Corps pattern with the following modifications:

a. **Greatcoat.** Blue greatcoats are worn without globe and laurel collar insignia.

b. **Badges.** Royal Marines Brigadiers and Colonels wear an embroidered Corps badge on both cap and beret (see Fig 40E-1a). The black version of the cap badge is worn on the peaked cap whereas the green version is worn on the beret.

c. **Gorget Patches.** Staff gorget patches are no longer worn on any orders of dress.

d. **Cap.** White, plastic-topped, Corps pattern but with gold-embroidered oak leaves round the front of the peak (see Fig 40E-2b). Oak leaves also worn by Lt Col RM.

e. **Scarlet Mess Jacket.** As for General Officers, except that shoulder straps are edged with 13mm, Staff pattern gold lace.

f. **White Mess Jacket**. As for General Officers.

g. **Blue Trousers.** Scarlet cloth stripe 45mm wide in place of 6mm welt.

h. **13mm Button (Anodised and Bronze).** Raised round button 13mm in diameter with Corps silver gilt lion and crown. Worn by Colonels and Brigadiers on the shoulder straps of mess jackets.

4007. Colonels Commandant and Honorary Colonels

The policy for Colonels Commandant and Honorary Colonels uniforms is as follows:

a. **Colonels Commandant.** On special occasions Colonels Commandant of the Royal Marines may wear the uniform of their rank on retirement or the approved alternative, which is General Officer's uniform with Colonel's badges of rank.

b. **Honorary Colonels.** On special occasions, Honorary Colonels of the RM and RMR may wear the uniform of their rank on retirement or the approved alternative, which is Corps Uniform (i.e. uniform worn by Lieutenant Colonels RM and below) with Colonel's badges of rank and Colonels embroidered cap badge.

4008. Distinctions in Uniform - Band Officers

Articles of uniform for officers of the Royal Marines Band Service are of Corps pattern with the following modifications:

a. **No. 1 Dress - Ceremonial Blue Dress**. Blue cloth tunic with stand-up collar (pre-World War 2 Full Dress pattern); with the following accessories for wear with this Dress:

Either;

(1) Gold shoulder cords with silver-embroidered rank badges.

(2) Crimson waist sash.

(3) Dress sword with metal scabbard, gold sword knot and sword slings.

(4) Plain white cotton gloves.

Or;

(1) Blue frock coat with stand-up collar.

(2) Crimson sash.

(3) Gold embroidered rank badges.

b. **No. 1AW Dress - Tropical Ceremonial Dress.** White cloth tunic with stand-up collar, white trousers and white shoes. The accessories for wear with this Dress are as for Full Dress Blues above with anodised officers' pattern collar badges.

c. **Wellington Boots.** Patent leather officers' pattern Wellington boots may be worn for all appropriate occasions.

d. **Helmet Plate.** Officers of RM Band Portsmouth and RM Band CTCRM wear the same special insignia on the helmet plate (not cap or beret) as other ranks of these bands (see Para 4013).

e. **Blue Trousers and Overalls.** Scarlet cloth stripe 45mm wide in place of 6mm welt. Overalls may be worn on all appropriate musical occasions.

4009. Distinctions in Uniform - Warrant Officers Class 1

Articles of uniform for WO1s are of RM WOs, NCOs and Marines' pattern with the following modifications:

a. **Regimental Blue Uniform.** Officers' material and pattern, but tunics are to be fitted with a high collar worn with anodised officer pattern collar badges. Tunic sleeves are to have a subtle crease. Two buttons to be added to the tunic cuffs consistent with the officers' uniform. Rear skirting to be split and pockets modified consistent with the officers' uniform.

b. **Cap, Plastic, RM.** Officers' pattern.

c. **Helmet WP.** Officers' pattern helmet plate and ball ornament.

d. **Cap and Collar Badges.** Officers' pattern.

e. **Blue Lanyard.** Officers' pattern.

f. **Boots, Ankle.** Officers' pattern.

g. **Tie, Light Khaki Braided.** For wear with No. 1B and No. 1C Dress.

h. **Shoes, Black.** Officers' pattern.

4010. Distinction in Uniform - WO1 Bandmasters and WO1 Buglers

In addition to the articles at Para 4009, WO1 Bandmasters and WO1 Buglers are also entitled to the following articles of uniform:

a. **No. 1 Dress - Ceremonial Blue Dress.** Blue cloth tunic officers' pattern and blue frock coat, both as Para 4008 but with appropriate rank badges and worn with blue Band trousers and WO1 parade boots.

b. **No. 1AW Dress - Tropical Ceremonial Dress.** Officers' pattern as in Para 4008, with appropriate rank badges and worn with WO1 parade boots.

c. **No. 2C Dress - Red Sea Rig.** White short sleeved shirt, blue trousers (thick or thin stripe), red cummerbund, black shoes and white leather wrist strap for assignment or rank.

4011. Distinctions in Uniform - Drum Majors, Bugle Majors, Musicians and Buglers

Articles of uniform for ranks of the RM Band Service and Buglers are of RM WOs, NCOs and Marines pattern with the following modifications:

a. **No. 1 Dress - Ceremonial Blue Dress (Drum Majors' Pattern**). Drum Majors in complement billets are issued with a special, gold-braided ceremonial tunic.

b. **Wellington Boots and Overalls.** Officers' pattern Wellington boots and overalls will be worn by Drum Majors on ceremonial parades.

c. **Drum Majors' Ceremonial Accessories.** All Drum Majors to wear worsted scarlet sash, dress belt, dress sword with metal scabbard, white sword knot and slings (WO1 Drum Majors to wear gold sword knot and slings), blue sword belt (worn under tunic) and Drum Majors' pattern white gauntlets.

d. **Dress Cords Royal.** Dress Cords Royal, silk for Bugle Majors, worsted for other Buglers, are worn as ordered. The method of wearing is the hook at the tassel end is to be secured to a becket sewn underneath the left shoulder strap at the front, as near to the point of the shoulder as practicable. The tassels, when secured, should lie naturally at the front of the left shoulder. The running end should then be taken across the upper chest, over the right shoulder beneath the shoulder strap; the cord between the shoulders lying in a natural curve, being secured to the third button on No. 1 Dress – Ceremonial Blue Dress tunics, second button on No. 1A Dress - Regimental Blue Dress and No. 1AW Dress - Tropical Ceremonial Dress tunics and to the top button on No. 1B Dress - Lovat Dress tunics, between the two toggles provided. Securing of the cord is completed by bringing the running end round the back of the right shoulder, under the armpit, and, except for the lovat tunic, securing the eye at the end to the top button of the tunic. On the lovat tunic the eye is to be secured to a small hook sewn under the right lapel 90mm above the top button. The plait below the eye should curve naturally towards the right armpit. If a drum carriage is worn, the loop across the chest should be underneath, and that part of the cord running from the right armpit, secured over the top of the carriage.

e. **No. 1 Dress - Ceremonial Blue Dress.** A yellow-braided blue cloth tunic is provided for wear by Musicians and Buglers with No. 1 Dress – Ceremonial Blue Dress on appropriate occasions. For Band Sergeants, Sergeant Buglers and above the tunic is gold-braided.

f. **Blue Trousers.** Drum Majors and Musicians wear a broad scarlet stripe (45mm) on serge trousers. WO1 Drum Majors wear a thin stripe on serge trousers when in No. 1A, 1AS Dress and Frockcoat Order.

g. **Locket Union and White Belt.** All RMBS personnel (SNCO and below) are to wear a gold-plated locket union with lion and crown design surrounded by 'Gibraltar' above and regimental motto 'Per Mare Per Terram' below. Locket unions are to be attached to a solid plastic white belt in No. 1 Dress - Ceremonial Blue Dress (and other uniforms when ordered) and to be worn centrally around the waist. The plastic runners are to fit firmly against the metal bars with the 'tongue' behind (edge of plastic runners to point down). Metal side runners to be fitted as required, prong facing towards the front and pointing out.

h. **Cross Strap and Pouch with Device.** With the exception of SNCOs, bass players, bass drummers, tenor drummers and Buglers, all RMBS personnel in No. 1 Dress - Ceremonial Blue Dress are to wear a solid plastic cross strap and pouch. The cross strap is to be worn over the left shoulder with the brass buckle positioned immediately in front and below the left shoulder strap and is to lie diagonally across the front of the body, under the uppermost button on the tunic. The pouch is to be positioned centrally in the small of the back with the bottom of the device (lion and crown above regimental motto 'Per Mare Per Terram' scroll) fitted centrally on the pouch immediately above stitching.

i. **No. 1B/1C Dress - Lovat Dress.** Lovat suits are only to be issued and worn by Directors of Music, Bandmasters, Drum Majors, Bugle Majors (dress cords to be worn), HQBSRM SNCOs, Volunteer Band Instructors and designated RMBS personnel with authority from SO2 Band. Prince's Badge to be worn. Bandmaster, Drum Major and Bugle Major appointments to be worn (these badges are to be locally purchased as required). Musician and Bugler SQ badges are no longer worn (ranks already in possession of an SQ badge may continue to wear it).

j. **No. 1AW Dress - Tropical Ceremonial Dress.** White cloth tunic with stand-up collar, white trousers and white shoes. The accessories for wear with this dress are as for temperate No. 1 Full Dress Blues - Ceremonial Dress.

k. **No. 2C (Band) Dress - Red Sea Rig.** White short sleeved shirt, gold on red rank badges, sewn on white brassard, (WO2s white leather wrist strap for badge of rank or assignment), white epaulette slides with anodised letters 'RM', blue serge trousers, red cummerbund and black shoes. May be worn by RMBS personnel (SNCOs may wear No. 2C Dress in place of Mess Dress if performing as part of an ensemble) when performing on band engagements where guests are wearing No. 2B Mess Undress or No. 2C Red Sea Rig, with the permission of the Mess President. 'Royal Band' shoulder flash (on brassard) and Prince's badges (Velcro attachment) are to be worn in this uniform.

l. **Maternity Uniform.** Pregnant RMBS personnel are to wear Maternity Uniform iaw Para 3815. Rank/appointment badges and flashes to be worn iaw directions for Half Lovats (cardigan and shirts). Letters 'RM' (bronze) and rank (white on khaki) only to be worn on maternity dress (no Prince's Badge or shoulder flashes) with 'barely black' tights.

4012. Cap and Beret Badge

a. Officers and WO1s

(1) The Corps badge is worn by all officers and WO1. The embroidered badge is worn by Colonels and above.

(2) The Corps badge is in two parts: a globe in a laurel wreath and a lion on a crown; the globe in silver, remainder anodised (see Fig 40E-1b). The beret badge worn with Combat and Training Dress is similar but in bronze throughout. The manner of wearing on cap and beret is detailed below.

b. **WO2s.** A divided (split) badge (i.e. lion and crown separate from, and above, the globe and laurel) anodised (including the globe) or bronze, as appropriate, is worn by all WO2s (see Fig 40E-9b).

c. **NCOs, Marines, Musicians and Buglers.** The globe, laurel, lion and crown badge, anodised or bronze, as appropriate, is worn by all NCOs and Marines in one piece (composite) (see Fig 40E-9c), with the following exceptions:

(1) **RM Band Portsmouth.** On the cap only (not beret) WO2 Bandmaster, Drum Major/Corps Drum Major and all Musicians (excluding Director of Music and WO1 Bandmaster) of RM Band Portsmouth wear a gilt 'bursting grenade' on which is mounted the royal cypher GRV and a St Edward's crown in silver surrounded by a laurel wreath. The 'bursting grenade is to be fitted centrally with the tips of the laurel wreath just touching the white of the cap. The royal cypher EIIR/PP with crown in silver is worn centrally 10mm above the grenade. Corps Bugle Major/Bugle Major and Buglers do not wear these cyphers.

(2) **RM Band CTCRM.** On the cap only, band ranks (not beret) WO2 Bandmaster, Drum Major and all Musicians (excluding Director of Music and WO1 Bandmaster) of RM Band CTCRM wear the anodised divided cap badge with the Prince of Wales's plumes in silver between the globe and laurel and the lion and crown. The Globe and Laurel is to be fitted centrally with the tips of the laurel wreath just touching the stitching at the top of the red band. The Prince of Wales' plumes to be fitted above the globe and laurel with the bottom of the quills just touching the stitching. The lion and crown is to be worn centrally 10mm above the Prince of Wales's plumes. Buglers do not wear this cypher.

d. **Details for Wear**

(1) The composite badge is worn as follows:

(a) **Caps.** Centrally in front of the cap, with the top of the red band running through the crown.

(b) **Berets.** Immediately over the left eye: blue beret - centrally within the red patch; green beret - 5mm above the leather band. The lining is not to be removed.

(2) The divided badge is worn as follows:

(a) **Caps.** With the tips of the wreath level with the top of the scarlet band but below the scarlet welt. The base of the lion and crown is to be 10mm above the scarlet band. The lining is not to be removed.

(b) **Berets.** As in Para 4012 sub para b but with the crown 10mm above the globe.

e. SBS badged personnel wear the cloth SBS badge on their berets, 5mm above the leather band centrally over the left eye.

f. SBS(R) ranks wear the cloth badge on completion of JSF Selection Course, when they reach the level of Sabre Squadron Ready.

4013. Helmet Plate and Ball Ornament

a. Helmet Plate

(1) **Officers and WO1s.** A gilded metal eight-pointed star with dead and bright rays, and crown above (see Fig 40E-3). On the star a gilded metal laurel wreath and saw-pierced garter with regimental motto ‘Per Mare Per Terram’; above the garter a scroll ‘Gibraltar’ and below it an anchor, in the centre a silver globe. Under the saw-pierced garter, blue enamel. The plate is to be positioned centrally on the front of the helmet with the top crown and bottom central ray in line with the central seam. The points of the lower two rays (either side of the centre) are to just touch the top edge of the helmet band. Directors of Music of the RM Bands wear the appropriate cyphers as detailed in Para 4013.a sub para (3) and Para 4013.a sub para (4) below.

(2) **WO2s, NCOs, Marines, Musicians and Buglers.** A gold-plated metal eight-pointed star with dead and bright rays, and crown above (see Fig 40E-10). On the star a laurel wreath and saw-pierced garter with regimental motto ‘Per Mare Per Terram’; above the garter a scroll ‘Gibraltar’ and below it an anchor, in the centre a globe positioned iaw Para 4013.a sub para (1) above.

(3) **RM Band Portsmouth.** The Director of Music, WO1/WO2 Bandmaster, Corps Drum Major/Drum Major and all Musicians of RM Band Portsmouth wear two royal cyphers in silver attached to the helmet plate, the cypher GVR over the anchor and below the globe and the cypher EIIR/PP below the crown. Corps Bugle Major/Bugle Major and Buglers do not wear these cyphers. Positioned iaw Para 4013.a sub para (1) above.

(4) **RM Band CTCRM.** The Director of Music, WO1/WO2 Bandmaster, Drum Major and all Musicians of RM Band CTCRM wear the Prince of Wales’s plumes in silver centrally upon the helmet badge above the globe and partially covering the crown. Buglers do not wear this cypher. Positioned iaw Para 4013.a sub para (1) above.

b. Ball Ornament

(1) **Officers and WO1s.** A threaded gilded metal ball in a gilt leaf cup on a dome base with open vents. The ball ornament is to be worn on top of the helmet, screwed through the fitted lacquered metal ventilator with the central leaf of the cup in line with the front helmet seam and the middle vent hole of the dome in line with the rear helmet seam.

(2) **WO2s, NCOs, Marines, Musicians and Buglers.** A threaded gold-plated metal ball in a leaf cup on a dome base with closed vents. Worn iaw Para 4013.b sub para (1) above.

4014. Collar Badges

a. **Officers (General Officer).** An embroidered silver globe in gold braided laurel wreath (see Fig 40E-6) on high collar blue tunic. To be set centrally within the collar band, with the centre of the badge 50mm from the outside edge of the collar. A silver globe in anodised laurel wreath (see Fig 40E-5) is worn on 1AW Dress - Tropical Full Ceremonial Dress and the same badge all in bronze on lovats. Worn centrally on the step of the collar of lovat and stone prestige tunics.

b. **Officers (Colonel and Brigadier).** A silver globe in anodised laurel wreath (see Fig 40E-5) or the same badge all in bronze (the latter is only worn on lovat tunics). Worn centrally on the step of the collar of blue, lovat and stone prestige tunics. The badge is also worn on No. 1AW Dress - Tropical Full Ceremonial Dress.

c. **Officers (Lt Col and below) and WO1s.** A silver globe in anodised laurel wreath (see Fig 40E-11a) or the same badge all in bronze (the latter is only worn on lovat tunics). Worn centrally on the step of the collar of blue, lovat and stone prestige tunics (WO1s on blue tunics with badges set 4mm above the collar seam with the centre of the badge 50mm from the end of the collar). The badge is also worn on No. 1AW Dress - Tropical Full Ceremonial Dress. Worn in a miniature on each lapel of the mess jacket, both scarlet and white, with the centre of the badge 170mm below the neck point of the shoulder seam. On mess jackets, miniature medals are worn below the badge. On greatcoats, the badge is worn on the collar.

d. **WOs, NCOs Marines, Musicians and Buglers.** Metal globe and laurel badges on blue (see Fig 40E-11b) and lovat uniforms. On blue tunics the anodised badges are to be set 5mm above the collar seam with the centre of the badge 50mm from the end of the collar. On lovat tunics the bronze badges are to be worn centrally on the step of the collar, the bottom of the laurel wreath 5mm above the edge of the step. Worn in an anodised miniature version on each lapel of the mess jacket, both scarlet and white, with the centre of the badge 170mm below the neck point of the shoulder seam, by WO2s and SNCOs. On mess jackets, miniature medals are worn below the badge. Collar badges are not worn on other garments.

e. **RM Band Service Personnel**

(1) **No. 1 Dress – Ceremonial Blue Dress.** JNCOs, Musicians and Buglers wear embroidered yellow on scarlet collar badges on No. 1 Dress - Ceremonial Blue Dress. SNCOs wear braided gold on scarlet collar badges. To be set centrally within the collar band, with the centre of the badge 40mm from the end of the collar. Officers and WO1s wear solid silver globe in gold braided laurel wreath collar badges. To be set centrally within the collar band, with the centre of the badge 70mm from the outside edge of the collar.

(2) **No. 1 Dress – Ceremonial Blue Dress (Frockcoat Order).** Officers and WO1s wear solid silver globe in gold braided laurel wreath collar badges. To be set centrally within the collar band, with the centre of the badge 50mm from the outside edge of the collar. With the exception of officers and WO1s (Para 4014 sub para a), RM Band Service personnel do not wear collar badges on No. 1AW Dress - Tropical Ceremonial Dress.

f. **SBS Badged Personnel.** SBS badged personnel including SBS(R) personnel qualified Sabre Squadron Ready wear the metal SBS badge on lovat tunics. Officers and SNCOs wear a miniature SBS badge on each lapel of the mess jacket, with the centre of the badge 170mm below the neck point of the shoulder seam.

4015. Corps Badge (Mess Dress for General Officers, Brigadiers and Colonels)

The Corps badge (globe, laurel, lion and crown, battle honour 'Gibraltar', fouled anchor and Corps motto 'Per Mare Per Terram'), embroidered in gold, is worn by Colonels and above on each lapel of the mess jacket, both scarlet and white, with the centre of the globe 230mm below the neck point of the shoulder seam. On white jackets the badge is to be mounted on Velcro to permit removal when the jacket is washed. Miniature medals are worn above the badge. Miniature pilot's wings (if entitled) are worn above the miniature medals.

4016. Letters 'RM' and Corps Pattern Belt

a. **Block Letters (Size 13mm - Anodised or Bronze).**

(1) Worn in the centre of the shoulder straps below badges of rank and 10mm above the shoulder seam. Worn with all forms of No. 1 Dress, 2C, 3A, 3AW, and 3BW dresses. Not worn on raincoats, on General Officers high colour blue tunic or Band and Buglers' No. 1 Dress - Ceremonial Blue Dress.

(2) Badged SBS and Sabre Squadron Ready SBS(R) personnel wear the bronze letters SBS in place of RM in the centre of the shoulder straps below badges of rank and 10mm above the shoulder seam of the lovat suit.

b. **Corps Pattern Belt.** Worn with the leather buckle on left hip and silver buckle adjusted to fit centrally.

4017. Rank Badges

a. **Officers.** Rank badges are worn on the chest or shoulder straps, where fitted. On the mess jackets of officers below Colonel they are worn on both lapels, 5mm above the Corps badge.

(1) The following type of rank badges will be worn in the order of dress shown:

Bronze	No 1B Lovat Dress. No 1C Lovat Undress. No 3A Half Lovats.
Black on Olive Green	No 3C Half Lovats 3B and 3D Training Rig, 3E CU20 Field Uniform.
	No 4 and 4A Combat Dress.
Sand on MTP	No 4 Combat Dress for Operations (if directed by an operational theatre commander).
Anodised	Remaining orders of dress.

(2) The badges to be worn are as follows:

Second Lieutenant	Star
Lieutenant	2 Stars
Captain	3 Stars
Major	Crown
Lieutenant Colonel	Crown above 1 star
Colonel	Crown above 2 stars
Brigadier	Crown above 3 stars
Major General	Star above crossed sword and baton
Lieutenant General	Crown above crossed sword and baton
General	Crown above star above crossed sword and baton
Captain General (HM King Charles III)	Crown above crossed batons surrounded by a laurel wreath

(3) The devices, as in Para 4017 sub para a, above, are Army pattern. The sword and baton device reversed for right and left shoulders, with the point of the sword to the front in each case. Stars and crowns are to be 16mm size, except on the mess jacket of officers below Colonel, where they are to be 13mm. 13mm anodized miniature badges are also used by Colonels and above on white mess jackets. Crossed sword and baton badges worn on greatcoats, blue tunics, lovat tunics and stone tunics are to have batons which are 40mm long. White mess jackets are to have batons which are 33mm long. Army pattern crossed sword and baton of 48mm long worn on Army greatcoats are not worn by RM Generals. The distance apart of the devices is to be 5mm.

b. **WOs.** Rank badges are worn on the lower right arm only, except where Commando Uniform 20 (CU20) and Personal Clothing System Combat Uniform (PCS CU) Combat Jackets and Windproof Smocks are worn, badges are worn on the chest.

c. **SNCOs and Marines.** Rank badges are worn on the upper right arm only, except as follows:

(1) **Blue Greatcoat.** Gold on red - lower right arm only.

(2) **Commando Uniform 20 (CU20) and PCS CU Shirt, Combat Jacket and Windproof Smock.** Rank slide worn on chest.

d. A table showing details is at Annex 40D.

4018. Good Conduct Badges

a. 'V' shaped stripes, 13mm wide, 127mm across top. Worn point upwards on the left arm with the inner angle of the lowest stripe 7mm above the point of the sleeve slash on the regimental blue and stone tunics.

b. Good Conduct Badges are only to be worn by Marines, Musicians and Buglers and then only on the regimental blue and stone tunics. They are not worn on Musician and Bugler full dress blue or white ceremonial tunics.

4019. Branch, Specialist Qualification, Skill, and Special Badges

a. The category, description and wear of Branch, Specialist Qualification, Skill and Special badges is shown in Annex 40D.

b. **Stars and Crowns.** Stars and crowns are added to the basic specialist qualification badges to indicate the classes of qualification, as follows. When there are letters as part of the basic device, the letters are placed below the star.

(1) **Instructor.** Crown above basic device and two stars below.

(2) **First Class.** Crown above basic device.

(3) **Second Class.** Star above and star below basic device.

(4) **Third Class.** Star above basic device.

For a period of time, all classes of SQ wore the same basic device without crowns and stars. Uniforms with this basic device do not need to be altered.

c. **Badges Awarded During Former Service in RN, Army or RAF.** Badges from previous service are not to be worn unless they are badges currently authorised for wear by RM WOs, NCOs and Marines; provided also that the privilege of wearing the badge has not been withdrawn.

d. **RM Provost Armlets.** The ‘MP’ armband, as provided for the Royal Military Police, is to be worn immediately above the right elbow. When chevrons are worn on the upper arm, the armband should just cover the lower point of the bottom chevron, with the letters ‘M’ and ‘P’ on either wide of the apex of the chevron. When wearing CU20, a small black on red ’MP’ Velcro patch is worn on the right sleeve in place of a formation patch.

e. **Unit Police Armlets.** Ranks on unit police duties are to wear the authorised armlet (‘NP’, ‘RP’ or ‘RMP’ as appropriate) on the left sleeve immediately above the cuff of the tunic of greatcoat, or in a similar position on other uniform garments. The armlet is worn on the left wrist when long-sleeved garments are not worn.

f. **Flying Badges.** RN pilot’s wings, comprising gold embroidered wings extended behind a silver foul anchor with a crown above with a laurel wreath, are to be worn by all entitled personnel, including all RM personnel who qualified after 1996 via the Defence Elementary Flying Training School. Prior to the institution of Joint Services Flying Training, trainee pilots were awarded wings by the Service whose course they attended: pilots awarded Army or RAF wings may wear these instead of RN wings. The badge is worn as follows (but not with Commando Uniform 20 (CU20)):

(1) **Blue, Lovat and Stone Tunics and Stone Shirts.** Centrally 65mm above the top row of medal ribbons, or if no medal ribbons are worn, 65mm above the left breast pocket.

(2) **Mess Jackets.** For Lt Cols and below, flying badges are to be worn immediately below the globe and laurel badge on the left lapel, miniature

medals being lowered accordingly. The exception is that officers of Colonel's rank and above wear their wings above their miniature medals, which are worn above the Corps Badge.

(3) **PCS CU Combat Jackets and Windproof Smock.** Worn in approximately the same position as on blue, lovat or stone tunics, although these items do not have pockets.

g. **Parachutist Badge.** The Army pattern parachutist badge, a parachute with wings, should be worn on the right arm 50mm below the shoulder seam, by personnel who are qualified parachutists, as follows:

(1) **Blue and White Tunics.** The full-sized badge in gold on extra dark navy blue. On white tunics the badge is to be mounted on Velcro to permit removal for washing.

(2) **Lovat Tunics.** A two-thirds size badge in gold on green.

(3) **Mess Jackets.** The miniature badge (length 51mm, height 20mm) gold on scarlet. On white mess jackets the badge is to be mounted on Velcro to permit removal for washing.

(4) **Stone Tunics and Shirts.** The full-sized badge in light blue/white on khaki drill.

(5) **Commando Uniform 20 (CU20) and PCS CU Shirts, Combat Jackets and Windproof Smock.** Only the small black on green Velcro parachute badge is to be worn with CU20 (see Fig 40A-11c). The full-sized black on green badge is worn with PCS CU. If black on green badges are not available, the full-sized badge in light blue/white on khaki drill may be worn as an alternative. Foreign parachute wings may be worn just above the top right breast pocket on PCS CU, not on CU20, but only when serving with the Armed Forces that awarded the wings.

h. **King's Badge and Prince's Badge.** The King's Badge and Prince's Badge are to be worn on all orders of dress, including PCS CU, on the left arm, 50mm below the shoulder seam. A smaller Velcro badge is worn with CU20. The colours vary according to the order of dress, as follows:

(1) **Blue Tunics.** The full-sized badge in gold on extra dark navy blue.

(2) **Lovat Tunics.** A two-thirds size badge in gold on green.

(3) **Mess Jackets.** A two-thirds size badge in gold on scarlet.

(4) **Stone Tunics and Shirts.** The full-sized badge in khaki on khaki drill.

(5) **PCS CU Combat Jackets and Windproof Smocks.** The full-sized badge in black on olive green.

(6) **Commando Uniform 20 (CU20) Shirt and Jacket.** The reduced Velcro badge in black on olive green.

i. **The Commandant General's Shooting Badge.**

(1) The Commandant General's Badge is to be worn by RM personnel who represent the Royal Marines at the Defence Operational Shooting Competition (DefOSC) or equivalent overseas events assessed as eligible by the RNRA, for example Exercise LongShot.

(2) The Commandant General's Badge is a specialist badge to be worn centred on left sleave 6 mm above peak of cuff detail or 6mm above good conduct badges if worn. Unlike other specialist badges, the badge is to be worn by Officers and Warrant Officers who have achieved the high standards required.

j. **Royal Marines Commando Flashes.**

(1) All Royal Marines who have completed the Commando Course are to wear a red on extra dark navy blue 'ROYAL MARINES COMMANDO' flash on both sleeves of the jersey wool heavy. The flash is to be sewn centrally with its upper edge touching the shoulder seams.

(2) A black on green 'ROYAL MARINES COMMANDO' flash is to be worn by all RM Commando trained personnel on both sleeves of all PCS CU combat jackets and windproof smocks. The flash is to be sewn centrally with its upper edge touching the shoulder seam (see Fig 40A-10e).

(3) An oblong Velcro red on extra dark navy blue 'ROYAL MARINES COMMANDO' flash is to be worn by all RM Commando trained personnel on both sleeves of all CU20 shirts and jackets (see Fig 40A-11c).

k. **Royal Marines Band Service Flashes.**

(1) All RM Band Service personnel are to wear a red on extra dark navy blue 'ROYAL MARINES BAND SERVICE' flash on both sleeves of the jersey wool heavy and maternity cardigan. The flash is to be sewn centrally with its upper edge touching the shoulder seam.

(2) A black on green 'ROYAL MARINES BAND SERVICE' flash is to be worn by all RM Band Service trained personnel on both sleeves of all PCS CU combat jackets and windproof smocks. The flash is to be sewn centrally with its upper edge touching the shoulder seam.

l. **'Royal Band' Flash.** All Musicians and Buglers (including the Director of Music Bandmaster (WO1/WO2), Corps Drum Major/Drum Major, Corps Bugle Major/Bugle Major and Buglers) of RM Band Portsmouth wear a 'ROYAL BAND' shoulder flash, in appropriate colours, on the upper right sleeve of all uniforms (replacing the Royal Marines Band Service Badge on the jersey wool heavy/maternity cardigan). The badge is to be sewn centrally with its upper edge 20mm below the shoulder seam.

m. **Special Boat Service Parachutist's Badge.** The appropriate SBS pattern parachutist's wings should be worn on the right arm 50mm below the shoulder seam, by personnel qualified as follows:

(1) **Badged SBS.** On completion of the SF Parachute Course.

(2) **SBS(R).** On successful completion of the JSF Selection Hills Phase and completion of the SF Parachute Course.

n. **Special Forces Communicators' Parachutist's Badge.** SF Communicators pattern parachutists' wings should be worn on the right arm 50mm below the shoulder seam, by personnel qualified on successful completion of the Special Forces Communications Course and the SF Parachute Course. These wings are only awarded by the CO SBS.

o. **HUMINT Operator's Badge and Stable Belt.**

(1) The HUMINT badge, a gold trident on a black 'kite' background for Op SAMSON and a silver trident on a black 'kite' background for Op METIS, is to be worn on the left forearm above warrant officer rank (approximately 165mm from the cuff). It is only to be worn on No1A Regimental Blue Dress.

(2) The HUMINT Stable Belt with brushed-bronze locket is worn by all ranks qualified as HUMINT Operators whilst in service at the DHU and wider Defence Intelligence HUMINT tied positions only.

p. **Background and Attachment of Badges.** The instructions in Chapter 39 regarding Naval ratings' badges are also applicable, as far as appropriate, to Royal Marines badges.

q. **Formation Badges on Combat Dress.** Formation flashes are to be worn on the right sleeve patch of CU20 and PCS CU shirts, combat jackets and windproof smocks by personnel serving in those formations (see Figs 40A-10e and 40A-11c), as follows:

(1) **3 Commando Brigade RM Formation Badge.** When serving with 3 Cdo Bde RM, all personnel are to wear a black 'Commando Fighting Knife' badge on a green background on the right sleeve of CU20 and PCS CU combat jackets and windproof smocks. It is to be worn centrally on the Velcro patch provided on the upper arm.

(2) **Amphibious Assault Badge.** A black on green formation badge comprising the old Combined Operations device (anchor, eagle and rifle (pointing forwards)) surrounded by a circle, itself surrounded by the words 'Amphibious Assault' is to be worn centrally on the Velcro patch provided on the upper arm of the right sleeve of CU20 and PCS CU shirts, combat jackets and windproof smocks by personnel serving in the following units:

(a) Assault Squadrons RM of HM Ships.

(b) COMUKLS Staff.

(c) Royal Marines serving on FOST Staff.

r. **RN Tactical Ensign.** A black on green Velcro RN Ensign is to be worn centrally on the upper left arm and on the bottom of the Velcro patch (CU20 shirt) – see Fig 40A-10e and Fig 40A-11c. On the CU20 utility jacket, the placement of the lower badge is to have the top edge lined with the stitched cross on the Velcro – see Fig 40A-11k.

4020. Buttons

a. **Corps Button.** The Corps button is a raised round button, anodised or bronze. At the centre is a fouled anchor under a crown surrounded by a double rim enclosing the words 'Royal Marines', and this in turn surrounded by a laurel wreath. In two general sizes - 25mm and 18mm: the smaller button for pockets and shoulder straps. In addition, there are special 20mm buttons for use only by General Officers. All buttons are to face upwards with shoulder strap buttons orientated to face forwards on all uniforms.

b. **Lion and Crown Button.** The Lion and Crown button is a raised round gilt button with a mounted lion and crown in silver. It is worn on peaked caps, blue field service caps (an optional item), mess jackets and mess waistcoats.

4021. Remembrance Poppies

RBL red paper poppies should be worn behind the beret cap badge from 1 November until 2359 on 11 November or until 2359 on Remembrance Sunday when this is later than 11 November. Those ranks who cannot wear a poppy behind the cap badge are to wear one on the left chest. When wearing a peaked cap, the poppy is worn on the left side behind the button. Enamel poppies are not to be worn with any RM uniform.

SECTION 3 - AIGUILLETTES, CYPHERS AND LANYARDS

4022. Aiguillettes

a. Naval type aiguillettes are to be worn by the following Royal Marines officers in the same manner as prescribed for Naval officers (see Para 3913) and with equivalent dresses:

(1) ADCs to The Sovereign, Equerries and Extra Equerries to The Sovereign, or to other members of the Royal Family, and ADCs to Governors General.

(2) ADC to CGRM; officers specifically appointed as Flag Lieutenant to officers of Flag rank or Commodores; or as ADC or Military Assistant to officers of Flag, General or Air rank where the post is allowed by establishment; or as ADC to a Governor or Lieutenant Governor.

(3) Personal staffs of all members of the Defence Council and VCDS.

b. Officers at Para 4022.a.(1) wear aiguillettes as for ADCs to The Sovereign ('Palace' type) and those at Para 4022.a.(2) as for Flag Lieutenants ('Staff' type). Aiguillettes are only worn when the wearer is on the business that carries the entitlement. For example, it is inappropriate for a captain ADC to CGRM to wear his aiguillettes when attending a regimental dinner night without his general.

c. Aiguillette shoulder straps are not to be worn by Royal Marines officers. In Mess Dress, for officers below the rank of Colonel, the aiguillette is to be supported by a scarlet cloth shoulder strap of the same material as the jacket. In other dress, the shoulder strap of the garment is to be used, modified by the addition of a button to which the aiguillette cord is affixed.

d. Aiguillettes and the various accoutrements are issued on Individual Loan from the Uniform Clothing Store, HMS NELSON.

4023. Royal Cyphers

a. Royal Marines ADCs to The Sovereign, Equerries and Extra Equerries to The Sovereign are to wear the royal cypher and crown, in one piece, below their badges or rank; letters 'RM' are not worn. Equerries to other members of the Royal Family wear the cypher of that member in the same manner. In Mess Dress, Equerries and Extra Equerries wear the royal cypher and crown on shoulder straps of similar material. Cyphers are not worn on black on green rank badges.

b. The full-sized badge (35 x 35mm), in either dull silver metal or gilt metal, is worn as follows:

(1) **Dull Silver.** On full dress tunic, regimental blue tunic, blue greatcoat, scarlet mess jacket and white mess jacket.

(2) **Gilt Metal.** On stone tunic, stone bush jacket and stone shirt.

(3) **Bronze Metal.** On Lovat tunic.

c. Former ADCs to The Sovereign wear the badge similarly but in miniature (22 x 24 mm). ADCs to The Sovereign who vacate the appointment on promotion to the substantive rank of Major General are, however, to cease wearing the badge.

4024. Lanyards

a. **Lanyard, Blue, Officers' Pattern**. Braid of viscose rayon on cotton core. One end constructed with a loop closed with a Turk's head knot. Length of lanyard shall be no less than 800mm to be worn looped over the left shoulder. The running end is to be passed into the left side of the breast pocket and not allowed to hang loosely in a bight.

b. **Unit Lanyards.** Coloured lanyards are worn on the right shoulder in an ordinary loop with the running end passed directly into the right side of the breast pocket without forming a bight. All ranks on the posted strength of the following units are to wear a coloured lanyard with certain forms of dress as stated:

Unit	Lanyard Colour(s)
Office of the Commandant General	Maroon
Headquarters 3 Commando Brigade RM	Green
43 Commando Fleet Protection Group RM	Old gold on scarlet
Commando Logistics Regiment RM	Navy blue
Commando Helicopter Force	Light and dark blue
40 Commando RM	Light blue
42 Commando RM	White
45 Commando Group RM	Scarlet
Special Boat Service	Mid green, black and light blue
30 Commando Information Exploitation Group RM	Sand and green
47 Commando Raiding Group RM	Navy blue and scarlet
Royal Marines Reserve	Gold and green

ANNEX 40A

RM DRESS TABLES

1. 1A Dress - Regimental Blue Dress

a. Occasions for Wear.

(1) When receiving The Sovereign, other crowned heads or heads of state.

(2) When receiving royalty unless ordered to the contrary by the relevant senior officer.

(3) Full ceremonial state events as ordered.

(4) Inspections by Flag Officers and General Officers.

(5) Funerals, parades and other appropriate ceremonial events.

b. Description.

General Officers	Officers, WOs and SNCOs	Corporals and Marines
Cap (Note 2 and Note 9)	Cap/Wolseley pattern helmet (Note 2 and Note 3)	Cap/Wolseley pattern helmet (Note 2 and Note 9)
Blue high collar tunic (Note 10)	Blue tunic (Note 10)	Blue tunic
Blue trousers (Note 3)	Blue trousers (Note 3)	Blue trousers
White long-sleeved shirt	White long-sleeved shirt	Black socks
Black socks	Black tie (Note4)	Army pattern boots
Officer pattern boots	Officer pattern lanyard (Note 5)	White belt
General Officer's ceremonial sword	Black socks	Frog and bayonet (Note 6)
Crimson and gold sash	Officer pattern boots (Note 3)	Rifle (Note 6)
Gold shoulder cords	Sam Browne/WO sword belt/white belt/sash (Note 5)	Greatcoat (Note 1 and Note 2)
White gloves	Frog and bayonet (Note 6)	White gloves
Greatcoat (Note 1 and Note 2)	Sword/rifle (Note 6)	Braces
Braces	Greatcoat (Note1 and Note 2)	
	Gloves (Note 7)	
	Braces	

c. **Decorations/Medals.**

(1) Collar and/or broad riband.

(2) Up to 4 stars of orders.

(3) Up to 3 neck decorations.

(4) Medals.

d. **Rank Insignia.** See photographs at Annex 40D Para18 and Fig 40E-8.

Notes:

1. *Blue Corps pattern. Drawn from the loan pool in the RM Ceremonial Store at RMB Stonehouse. Greatcoat rank insignia photographed at Annex 40D Para 16. Blue tunics will not be worn under greatcoats, which will be worn with collars fastened up. RM Band Service follow the instructions in Annex 40G.*

2. *WP helmets and/or greatcoats to be worn when ordered.*

3. *Overalls, Wellington boots and silver spurs (i.e. Mounted Order) are no longer worn by Lt Cols and above, this includes Adjutants, Equerries, Military Assistants, Aides-de-Camp and Flag Lieutenants. All officers and WO1s wear officer pattern boots. WO2s and below wear Army pattern boots. Black shoes may be ordered in lieu of boots e.g. for indoor receptions or where paving/flooring is unsuitable for studded parade boots.*

4. *Officers only wear a tie. WO1s wear officer pattern lanyard.*

5. *Officers and WO1s wear a Sam Browne belt (highly waxed or polished in dark tan), which is always worn with a frog, whether carrying swords or not. WO2s wear a WO2's brown leather sword belt (highly waxed or polished in dark tan), and a scarlet sash. SNCOs wear a white belt with locket union and a scarlet sash. On certain occasions, e.g. indoor receptions, the senior officer may order that blue cloth belts are worn (usually without medals and gloves).*

6. *Swords/rifles are carried on parade or when ordered.*

(Continued)

Notes (Continued):

7. *WO2s, Drum and Bugle Majors on appointment and above wear brown cape gloves; the remainder wear white gloves. Gloves are normally worn on parade (all year round), when ordered and in winter. For those not on parade, gloves are not normally worn in summer (1 Apr to 30 Sep) and should normally be removed indoors.*

8. *For distinctions in RM Band Officers' Ceremonial Dress Uniform, see Para 4011 and Annex 40G.*

9. *Uniquely, the CTCRM King's Squad wear the peaked cap with the chin-stay down and a double white lanyard on the left shoulder. After the pass-out parade, the King's Squad, when ordered, may wear their green beret with blue dress on the day of the pass out parade only. On any occasion when peaked caps are worn, the relevant senior officer may order chin-stays to be worn down in high wind conditions, particularly afloat.*

10. *By exception, 4-Star Generals and Equerries to the Sovereign may wear a frock coat at appropriate events e.g. Royal Investitures.*

11. *For SBS No 1A Dress see Annex 40F.*

12. *When ordered, No 1A Dress (negative sword) may be worn without medals or gloves e.g. for Buckingham Palace garden parties and medal investitures.*

13. *When ordered, No 1A Dress (negative sword and Sam Browne/Sash) may be worn with cloth belt but without medals or gloves e.g. when a maritime or naval identity is required.*

Figure 40A-1a. General Officer in No. 1 Dress

Photo to follow

Figure 40A-1b. Lt Col in No. 1A Regimental Blue Dress

Photo to follow

Figure 40A-1c. ADC in No. 1A Regimental Blue Dress (negative sword but with gloves)

Photo to follow

Figure 40A-1d. Junior officer in No. 1A Regimental Blue Dress with peaked cap, sword and glove

Figure 40A-1e. WO1 in No. 1A Regimental Blue Dress with peaked cap, sword and gloves

Figure 40A-1f. WO1 in No. 1A Regimental Blue Dress with peaked cap, cane and gloves

Figure 40A-1g. WO2 in No. 1A Regimental Blue Dress with peaked cap, sword and gloves

Figure 40A-1h. SNCO in No. 1A Regimental Blue Dress with peaked cap and gloves

Fig 40A-1i. Cpl in No. 1A Regimental Blue Dress with peaked cap, rifle and gloves

Fig 40A-1j. Mne in No. 1A Regimental Blue Dress with peaked cap and gloves

Figure 40A-1k. SNCO in No. 1A Regimantal Blue Dress (Greatcoat Order) with WP helmet and rifle

Figure 40A-1l. SNCO in No.1A Regimental Blue Dress (Greatcoat Order) with WP helmet and rifle (showing rank)

Figure 40A-1m. Junior Officer in No.1A Regimental Blue Dress with WP helmet

Figure 40A-1n. Warrant Officer in No.1A Regimental Blue Dress with cloth belt and shoes (without medals and gloves)

2. 1B Dress - Lovat Dress

a. **Occasions for Wear.**

(1) Inspections by Flag Officers and General Officers.

(2) Minor ceremonial occasions as an alternative to 1A Dress.

(3) Courts martial as appropriate.

(4) Other occasions as ordered.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret (Note 1)	Beret (Note 1)	Beret (Note 1)
Lovat suit	Lovat suit	Lovat suit
Lanyards (Note 2)	Lanyard (Note 8 and Note 2)	Unit lanyard (Note 2)
Stone long sleeved shirt	Stone long sleeved shirt	Stone long sleeved shirt
Light khaki tie	Khaki drab tie	Khaki drab tie
Lovat/green socks (Note 7)	Socks combat general service	Socks combat general service
Sam Browne belt (Note 3)	Ceremonial belt/sash (Note 3)	White belt
Sword (Note 4)	Frog and bayonet (Note 4)	Frog and bayonet (Note 4)
Officer pattern boots	Sword/rifle (Note 4)	Rifle (Note 4)
Brown cape gloves	Army pattern/officer pattern boots (Note 5)	Army pattern boots
	Gloves (Note 6)	White gloves

c. **Decorations/Medals.**

(1) Up to 2 stars of orders.

(2) 1 neck decoration.

(3) Medals.

d. **Rank Insignia.** See photographs at Annex 40D Para 20.

Notes:

1. *Beret with anodized cap badge for Lt Cols and below. General Officers, Brigs and Cols wear embroidered Corps cap badge. The King's Squad wear peaked caps with chin-stay down.*

2. *Blue officer pattern lanyard is worn on the left shoulder by officers and WO1s. An appropriate unit lanyard is worn on the right shoulder by all ranks serving in an entitled unit.*

3. *Officers and WO1s wear a Sam Browne belt (highly polished or waxed in dark tan), which is always worn with a frog, whether with sword or not. WO2s wear a WO2's brown leather sword belt (highly polished or waxed in dark tan) and scarlet sash. SNCOs wear white belts and a scarlet sash.*

4. *Swords/rifles are carried on parade or when ordered if Lovat Dress is to be used as an alternative to No. 1A Blue Dress e.g. for unit parades commemorating Commando actions.*

5. *WO2s and below wear Army pattern boots. Black shoes may be ordered in lieu of boots e.g. for indoor receptions or where paving/flooring is unsuitable for studded parade boots.*

6. *WO2s, Drum and Bugle Majors on appointment and above wear brown cape gloves; the remainder wear white gloves. Gloves are normally worn on parade (all year round), when ordered and in winter. For those not on parade, gloves are not normally worn in summer (1 Apr to 30 Sep) and should normally be removed indoors.*

7. *Lovat coloured socks may be purchased, or socks combat general service worn.*

8. *WO1s wear light khaki tie and OP lanyard.*

9. *For SBS this uniform will be worn as No 1A Dress, as well as No 1B and No 1C Dress (SBS collar badges, SBS cap badge, SBS belt and SBS shoulder titles). See Annex 40F.*

Figure 40A-2a. General Officer in No. 1B Lovat Dress with Sam Browne and gloves

Photo to follow

Figure 40A-2b. Junior Officer in No. 1B Lovat Dress with Sam Browne, sword and gloves

Figure 40A-2c. WO1 in No. 1B Lovat Dress with Sam Browne and gloves

Figure 40A-2d. WO2 in No. 1B Lovat Dress with Sword Belt, sword and gloves wearing unit lanyard

Figure 40A-2e. SNCO in No. 1B Lovat Dress with white belt and gloves

Figure 40A-2f. Cpl in No. 1B Lovat Dress with white belt and gloves

Fig 40A-2g. King's Squad Rct in No. 1B Lovat Dress with peaked cap, white belt and gloves

3. 1C Dress - Lovat Undress

a. **Occasions for Wear.** Occasions of duty or minor ceremonial.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret/cap (Note 1)	Beret/cap (Note 1)	Beret/cap (Note 1)
Lovat suit	Lovat suit	Lovat suit
Lanyards (Note 2)	Unit lanyard (Note 4)	Unit lanyard
Stone long sleeved shirt	Stone long sleeved shirt	Stone long sleeved shirt
Light khaki braided tie	Khaki drab tie (Note 4)	Khaki drab tie
Lovat/green socks (Note 3)	Socks combat general service	Socks combat general service
Lovat cloth belt	Lovat cloth belt	Cloth belt
Officer pattern shoes	Sash	Black shoes
	Black shoes (Note 5)	

c. **Decorations/Medals.** Medal ribbons (Note 6).

Notes:

1. *Beret with anodised badge for Lt Cols and below. General Officers, Brigs and Cols wear embroidered Corps cap badges. Band personnel wear caps (see Annex 40G).*

2. *Blue officer pattern lanyard on left shoulder plus appropriate unit lanyard on right shoulder.*

3. *Lovat coloured socks should be purchased, or socks combat general service worn.*

4. *WO1s wear light khaki tie and officer pattern lanyard.*

5. *WO1s wear officer pattern shoes.*

6. ***Medal Order.*** *Medals may be worn for certain occasions e.g. media events if ordered by the relevant senior officer.*

Figure 40A-3a. General Officer in No. 1C Lovat Undress

Photo to follow

Figure 40A-3b. Junior Officer in No. 1C Lovat Undress

Figure 40A-3c. Junior officer (ADC) in No. 1C Lovat Undress

Figure 40A-3d. WO1 in No. 1C Lovat Undress

Figure 40A-3e. WO2 in No. 1C Lovat Undress

Figure 40A-3f. SNCO in No. 1C Lovat Undress (Sash Order)

Figure 40A-3g. Mne in No. 1C Lovat Undress

Figure 40A-3h No. 1C Lovat Undress (Medal Order)

4. 2A Dress - Formal Evening Dress 'Mess Dress'

a. Occasions for Wear.

(1) Official or public balls, dinners and evening receptions of a formal nature.

(2) Full ceremonial evening events.

(3) Evening dances and entertainment.

b. Description.

Lt Colonels and Above (Note 5)	Other Officers	WOs and SNCOs	Corporals and Marines
Cap	Cap	Cap	Cap
Scarlet mess jacket (Note 4)	Scarlet mess jacket	Scarlet mess jacket	Blue tunic
Blue mess waistcoat	Blue mess waistcoat	Blue mess waistcoat	Blue trousers
White Marcella shirt (Note 3)	White Marcella shirt (Note 3)	White Marcella shirt	Blue cloth belt
Black bow tie	Blue mess trousers (Note 1)	Blue trousers	Black shoes
Blues mess trousers	Black bow tie	Black bow tie	Medals
Black socks	Black socks	Black socks	*(Optionally, JNCOs may wear white shirt, blue trousers, red cummerbund and black bow tie for mess dinners etc.)*
Officer pattern shoes	Officer pattern shoes	Black shoes	

c. Decorations/Medals.

(1) Broad riband.

(2) Up to 4 stars of orders.

(3) One neck decoration.

(4) Miniature medals.

d. Rank Insignia. See photographs at Annex 40D Para 21.

Notes:

1. *Overalls, Wellington boots and silver spurs are no longer worn by Royal Marines Officers.*

2. *Civilian equivalent dress is White Tie or Black Tie with medals and decorations as above.*

3. *Stiff-fronted shirt and wing collar (Wing Collar Order) is worn instead by Royal Equerries/Aides-de-Camp if acting in a Royal Household role when so required by Buckingham Palace or the relevant Royal Household.*

4. *Cols and above wear medals above the embroidered RM badge. Lt Cols and below wear medals below the Globe and Laurel badge.*

5. *2A and 2B Mess Dress are the same for Lt Col and above.*

Figure 40A-4a. General Officer in No. 2A Mess Dress

Photo to follow

Figure 40A-4b. Lt Colonel in No. 2A Mess Dress

Photo to follow

Figure 40A-4c. Junior officer in No. 2A Mess Dress

Figure 40A-4d. SNCO in No. 2A Mess Dress

Figure 40A-4e. Cpl in No. 2A Mess Dress

Figure 40A-4f. Cpl in No. 2A Mess Dress (Alternative Bow Tie Order)

5. 2B Dress - Formal Evening Dress 'Mess Undress'

a. Occasions For Wear.

(1) Dinner when 2A Dress is not appropriate e.g. for ladies' night dinners.

(2) Evening dances and entertainments.

b. Description.

Lt Colonels and Above	Other Officers	WOs and SNCOs	Corporals and Marines
Peaked cap or blue field service cap (Note 2)	Cap peaked cap or blue field service cap (Note 2)	Peaked cap (Note 2)	Peaked cap (Note 2)
Scarlet mess jacket (Note 5 and Note 6)	Scarlet mess jacket (Note 5)	Scarlet mess jacket (Note 5)	Blue tunic (Note 4)
Blue mess waistcoat	Blue mess waistcoat	Blue mess waistcoat	Blue trousers
White Marcella shirt	White Marcella shirt	White Marcella shirt	Cloth belt
Blue mess trousers (Note 3)	Blue mess trousers (Note 3)	Blue trousers (Note 3)	Black shoes
Black bow tie	Black bow tie	Black bow tie	Medals
Black socks	Black socks	Black socks	
Officer pattern shoes	Officer pattern shoes	Black shoes	

c. Decorations/Medals.

(1) Up to 2 stars of orders.

(2) One neck decoration.

(3) Miniature medals.

d. Rank Insignia. See photographs at Annex 40D Para 21.

Notes:

1. *Civilian equivalent is black tie with medals and decorations as above.*

2. *Peaked caps are not usually worn unless ordered to do so or by senior officer taking the salute. Blue RM field service caps (also known as side hats) are optional items that may be purchased by officers and worn in lieu of peaked caps with Mess Undress and Red Sea Rig. They are particularly recommended for wear at sea in order to protect peaked caps from damage or dirt from low deckheads.*

(Continued)

Notes (Continued):

3. *A kilt with sporran, kilt pin, long stockings, dirk and highland evening shoes may be worn by personnel in place of blue mess trousers, black socks and black shoes. Alternatively, appropriate tartan trews may be worn.*

4. When ordered, JNCOs *may, optionally, wear a plain white long-sleeved shirt, blue trousers, scarlet cummerbund and black bow tie in lieu of Regimental Blues for mess dinners etc.*

5. *Cols and above wear medals above the embroidered RM badge. Lt Cols and below wear medals below the Globe and Laurel badge.*

6. *Lt Cols and above may wear a discontinued RM Band cloak in inclement weather.*

Figure 40A-5a. General Officer in No. 2B Mess Undress

Figure 40A-5b. Officer in No. 2B Mess Undress

Figure 40A-5c. SNCO in No. 2B Mess Undress

Figure 40A-5d. Cpl in No. 2B Mess Undress

Figure 40A-5e. Cpl in No. 2B Mess Undress (Alternative Bow Tie Order)

6. 2C Dress - Informal Evening Dress 'Red Sea Rig'

a. **Occasions for Wear.** Informal evening uniform in ships and establishments.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Peaked cap or blue field service cap (Note 2)	No. 3A Shirt Sleeve Order Lovat Dress is to be worn	No. 3A Shirt Sleeve Order Lovat Dress is to be worn
Shoulder rank boards (Note 1)	Desert boots when ordered	Desert boots when ordered
White short sleeved shirt with epaulettes	Unit lanyard to be worn	Unit lanyard to be worn
Red cummerbund		
Blue trousers (Note 3)		
Black socks		
Black officer pattern shoes		

c. **Decorations/Medals.** None.

d. **Rank Insignia for Officers.** See photographs at Annex 40D Para 22.

Notes:

1. *White shoulder boards (privately purchased) with anodized rank badges are optional. Alternatively, anodized rank badges should be worn on a white slide fitted over the epaulette.*

2. *Blue RM field service caps (also known as side hats) are optional items that may be purchased by officers and worn in lieu of peaked caps with Mess Undress and Red Sea Rig. They are particularly recommended for wear at sea in order to protect peaked caps from damage or dirt from low deckheads.*

3. *Not mess trousers. Blue day trousers that do not show rear points for braces above the cummerbund are to be worn. Officers may optionally purchase a pair of blue trousers in order to preserve their best trousers for wear in No 1A Dress (lightweight material is recommended in order that these trousers may also be worn in Red Sea Rig).*

Figure 40A-6a. Junior officer in No. 2C Dress (Red Sea Rig)

Figure 40A-6b. SNCO in No. 2C Dress

Figure 40A-6c. Cpl in No. 2C Dress

7. 3A Dress - General Duty Dress 'Half Lovats' (Shirt Sleeve Order)

a. **Occasions for Wear.** Semi-formal day rig worn in summer in headquarters, barracks and for day-to-day duties by personnel not involved in field training or manual work. Worn by all ranks as night clothing at sea in temperate climates although No.2C Red Sea Rig should be worn for appropriate formal functions when at sea. Worn by drill instructors for parade training. The recommended rig for Commanding Officer's orderly rooms and other minor regimental occasions in units.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret/Cap (Note 1)	Beret (Note 1)	Beret/Cap (Note 1)
Stone short-sleeved shirt (Note 2)	Stone short-sleeved shirt (Note 2)	Stone short-sleeved shirt (Note 2)
Lanyards (Note 7)	Lanyards (Note 7)	Lanyard (Note 7)
Lovat trousers (Note 3)	Lovat trousers (Note 3)	Lovat trousers (Note 3)
Corps pattern belt (Note 6)	Corps pattern belt	Corps pattern belt (Note 6)
Bronze letter 'RM's (Note 4)	Bronze letters 'RM's (Note 4)	Bronze letter 'RM's (Note 4)
Lovat/combat socks/black socks	Lovat/combat socks/black socks	Lovat/combat socks/black socks
Officer pattern shoes (Note 5)	Black shoes (Note 5)	Black shoes (Note 5)

c. **Decorations/Medals.** None.

d. **Rank Insignia.** See photographs at Annex 40D Para 23.

Notes:

1. *Beret with anodized cap badge for Lt Cols and below. General Officers, Brigs and Cols wear appropriate embroidered Corps cap badges. The King's Squad wear peaked caps with chin-stay down.*

2. *Collar worn open.*

3. *Barrack dress trousers, not from suit.*

4. *Worn in shoulder strap. Officers also wear bronze rank insignia in strap or on slides.*

5. *When Drill Order is ordered, officer pattern/Army pattern boots are to be worn in lieu for parade training. WO1s wear officer pattern shoes (or boots for Drill Order). When worn as night clothing at sea, desert boots should be worn.*

(Continued)

Notes (Continued):

6. *Corps pattern belt to be worn with leather buckle over the left hip and silver buckle adjusted to fit centrally. When Drill Order is ordered, ceremonial belts (Sam Browne, WO2 leather belt or white belt) are to be worn in lieu for parade training.*

7. *All ranks wear unit lanyard (right shoulder) where appropriate. Officers and WO1s also wear an officer pattern lanyard (left shoulder).*

8. *Mandatory for wear as dress of the day within Navy Command HQ and Staff College (course instructors and students).*

Figure 40A-7a. Junior officer in No. 3A Dress

Figure 40A-7b. SNCO in No. 3A Dress

Figure 40A-7c. Cpl in No. 3A Dress

Figure 40A-7d. Rct in No. 3A Dress (Drill Order)

8. 3B Dress - General Duty Dress Summer 'Training Rig'

a. **Occasions for Wear.** Informal day rig worn in camp as dress of the day in barracks and for day-to-day duties in summer months and hot climates when engaged on military training or working party tasks (Note 8).

b. **Description.** This rig is based on the Tri-Service Personal Clothing System Combat Uniform (PCS-CU). It should not be worn with any item of CU20.

Officers	WOs and SNCOs	Corporals and Marines
Beret (Note 1)	Beret (Note 1)	Beret (Note 1)
PCS-CU combat jacket (Note 2)	PCS-CU combat jacket (Note 2)	PCS-CU combat jacket (Note 2)
PCS-CU combat trousers (Note 4)	PCS-CU combat trousers (Note 4)	PCS-CU combat trousers (Note 4)
Rank slides (Note 3)	Rank slides (Note 3)	Rank slides (Note 3)
Combat socks	Combat socks	Combat socks
Boots (Note 5)	Boots (Note 5)	Boots (Note 5)
Belt (Note 6)	Belt (Note 6)	Belt (Note 6)

c. **Decorations/Medals.** None.

d. **Wearing of Badges on PCS CU.** See guidance relating to No. 4/4C/4T Dress.

Notes:

1. *With bronze badge.*

2. *Worn tucked inside combat trousers with sleeves rolled up above the elbow. Patches are always to be worn over the Velcro squares, which are never to be left uncovered. 'Royal Marines Commando' shoulder flashes are to be worn on both shoulders by entitled personnel. The RN Tactical Ensign is to be worn on the left arm patch. Personnel serving in entitled formations are to wear the appropriate formation flash on the right arm patch. Company logos are not to be worn. T-shirts are not to be worn underneath the PCS-CU combat jacket.*

3. *Black on green rank slides are to be worn.*

4. *Worn with elastics (not supplied) around top of boot.*

5. *One of the approved designs of brown combat boot is to be worn.*

(Continued)

Notes (Continued):

6. *PCS-CU web belt.*

7. *PCS-CU windproof smocks or waterproof clothing may be worn over this rig as ordered/required. Belts are not to be worn over windproof smocks. Windproof smock cords should be drawn tight.*

8. *Shirts may be worn outside of trousers when in tropical climates, as ordered.*

Figure 40A-8a. Junior officer in No. 3B Dress

Figure 40A-8b. WO2 in No. 3B Dress

Figure 40A-8c. Cpl in No. 3B Dress (Waterproofs Order)

Figure 40A-8d. Cpl in No. 3B Dress (Windproof Smock Order)

9. 3C Dress - General Duty Rig 'Half Lovats' (Winter Order)

a. **Occasions for Wear.** Semi-formal day rig worn in winter in headquarters, barracks and for day-to-day duties by personnel not involved in field training or manual work. Worn by drill instructors for parade training. The recommended rig for Commanding Officer's orderly rooms and other minor regimental occasions in units.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret (Note 1)	Beret (Note 1)	Beret (Note 1)
Stone long-sleeved shirt (Note 2)	Stone long-sleeved shirt (Note 2)	Stone long-sleeved shirt (Note 2)
Lovat trousers (Note 3)	Lovat trousers (Note 3)	Lovat trousers (Note 3)
Corps pattern belt (Note 6)	Corps pattern belt (Note 6)	Corps pattern belt (Note 6)
Lovat/combat socks/black socks	Lovat/combat socks/black socks	Lovat/combat socks/black socks
Jersey wool heavy (Note 7)	Jersey wool heavy (Note 7)	Jersey wool heavy (Note 7)
Officer pattern shoes (Note 4)	Black shoes (Note 4	Black shoes (Note 4)

c. **Decorations/Medal.** None.

Notes:

1. *Beret with anodized cap badge for Lt Cols and below. General Officers, Brigs and Cols wear appropriate embroidered Corps cap badges. The King's Squad wear peaked caps with chin-stay down.*

2. *Collar worn open.*

3. *Barrack dress trousers, not from suit.*

4. *When Drill Order is ordered, officer pattern/Army pattern boots are to be worn in lieu for parade training. WO1s wear officer pattern shoes (or boots for Drill Order).*

5. *Corps pattern belt to be worn through lovat trouser belt loops with leather buckle over the left hip. When Drill Order is ordered, ceremonial belts (Sam Browne, WO2 leather belt or white belt) are to be worn additionally over the jersey wool heavy for parade training.*

6. *Mandatory for wear as dress of the day within Navy Command HQ, Staff College (course instructors and students).*

7. *The jersey wool heavy may require a piece of string/cord inserted into the collar to ensure it remains tight and smart.*

Figure 40A-9a. Junior officer in No. 3C Dress

Figure 40A-9b. WO2 in No. 3C Dress

Figure 40A-9c. Cpl in No. 3C Dress

Figure 40A-9d. King's Squad Rct in No. 3C Dress (Drill Order)

Figure 40A-9e. No. 3C Dress showing commando flash and para wings.

10. 3D Dress - General Duty Dress 'Winter Training Rig'

a. **Occasions for Wear.** Informal day rig worn as dress of the day in barracks and for day-to-day duties in winter months and cold climates when engaged on military training or working party tasks.

b. **Description.** This rig is based on the Tri-Service Personal Clothing System-Combat Uniform (PCS-CU). It should not be worn with any item of CU20.

Officers	WOs and SNCOs	Corporals and Marines
Beret (Note 1)	Beret (Note 1)	Beret (Note 1)
PCS-CU combat jacket (Note 6 and Note 7)	PCS-CU combat jacket (Note 6 and Note 7)	PCS-CU combat jacket (Note 6 and Note 7)
PCS-CU combat trousers (Note 2)	PCS-CU combat trousers (Note 2)	PCS-CU combat trousers (Note 2)
Jersey wool heavy	Jersey wool heavy	Jersey wool heavy
Rank slides (Note 3)	Rank slides (Note 3)	Rank slides (Note 3)
Combat socks	Combat socks	Combat socks
Boots (Note 4)	Boots (Note 4)	Boots (Note 4)
Belt (Note 5)	Belt (Note 5)	Belt (Note 5)

c. **Decorations/Medals.** None.

d. **Wearing of Badges on PCS-CU.** See guidance relating to No. 4/4C/4T Dress.

Notes:

1. *With bronze badge.*

2. *Worn with elastics (not supplied) around top of boot.*

3. *Black on green rank slides are to be worn.*

4. *One of the approved designs of brown combat boot is to be worn.*

5. *PCS-CU web belt.*

6. *PCS-CU windproof smocks or waterproof clothing may be worn over this rig as ordered/required. Belts are not to be worn over windproof smocks. Windproof smock cords should be drawn tight.*

7. *Sleeves should be rolled down when worn with a jersey wool heavy.*

Figure 40A-10a. Officer in No. 3D Dress

Figure 40A-10b. WO2 in No. 3D Dress (Windproof Smock Order)

Figure 40A-10c. Cpl in No. 3D Dress (Windproof Smock Order)

Figure 40A-10d. Cpl in No. 3D Dress (Waterproofs Order)

Figure 40A-10e. No. 3 Dress with Commando Flashes, RN Tactical Ensign and Formation Flash

Figure 40A-10f. No. 3D Dress (Jersey Wool Heavy Order)

11. 3E Dress - Commando Uniform 2020 (CU20)

a. **Occasions for Wear.** Informal day rig worn in camp as dress of the day in barracks and for day-to-day duties when engaged on military training or working party tasks. Dress standards will vary dependent upon the nature of the task and environmental conditions. CU20 garments, except for waterproofs, will not be worn in a 'mixed rig' configuration with PCS shirts, trousers, belt or combat jacketbookmark://_bookmark40/. CU20 (Field and Combat), however, may be worn interchangeably when justified by operational/tactical-training requirements. **Note:** CU20 will equate to RN dress number 3 and 4 as the principle daily working rig for all RM ranks (RNTM 04-008/20 dated 10 Nov 20 refers).

b. **Description.** CU20 is distinct from PCS: it uses the Multicam pattern as opposed to PCS which incorporates Multi Terrain Pattern but it retains a similar colour palette and similar shapes. CU20 has improved durability; improved drying time; improved ergonomics; and improved interoperability. Personnel not entitled to CU20 will continue to wear PCS, incorporating some amendments to insignia.

All Ranks
Beret (Note 1)
CU20 field shirt (Notes 2-5)
CU20 field trousers (Note 7)
CU20 utility jacket (Note 9)
Rank slides (Note 6)
Combat socks
Boots (Note 8)
Utility belt

c. **Decorations/Medals.** None.

d. **Wearing of Badges on CU20.** See Note 2.

Notes:

1. *With bronze badge.*

2. *Only CU20 insignia (including red on blue commando flashes, small para wings and reduced King's Badge) will be worn on CU20. Formation patches will only be worn on the right arm in lieu of the UK Commando Force dagger . CU20 insignia should be removed from CU20 items prior to laundering in order to prolong their usable life-span. Nothing should be sewn, glued or otherwise affixed to CU20. Insignia may be removed in tactical situations when ordered. As a principle, SQ badges will not be worn on CU20 unless there is a compelling justification. In cases where non-CU20 insignia do not fit, individuals should approach the relevant procurement authority.*

(Continued)

Notes: (Continued)

3. *RN Tactical Ensign. A black on green Velcro RN Ensign is to be worn centrally on the upper left arm and on the bottom of the Velcro patch (CU20 shirt) – see Fig 40A-10e and Fig 40A-11c. On the CU20 utility jacket, the placement of the lower badge is to have the top edge lined with the stitched cross on the Velcro – see Fig 40A-11k.*

4. *Shirts may be worn untucked in hot environments when ordered by the chain of command.*

5. *CU20 Shirts should not be worn over a t-shirt unless SME advice makes specific recommendation for environmental or other reasons.*

6. *CU20 can be worn with the Jersey Wool Heavy (JWH) but there will be no change to the insignia worn on the JWH.*

7. *Black on green rank slides are to be worn.*

8. *In-built trouser ties or elastic twisters will be used at the trouser 'cuffs' in all dress standards. Elastics will not be worn.*

9. *One of the approved designs of brown combat boot is to be worn.*

10. *The CU20 utility jacket may be worn over any combination of field tactical dress if prevailing conditions justify, the elastic draw cord is to be used.*

11. *PCS waterproof clothing may be worn over over any combination of field tactical dress if prevailing conditions justify.*

12. *The subdued RN Ensign patch is to be always worn on the left sleeve. For any loan service or service with other organisations, regardless of where they wear organisational patches; Royal Marines will only wear these on the right sleeve.*

Figure 40A-11a. Marine in No. 3E Dress (Routine Temperate Order)

Figure 40A-11b. Marine in No. 3E Dress (Temperate Tactical Oder)

Figure 40A-11c. No. 3E Dress Shirt with Insignia

Figure 40A-11d. Marine in No. 3E Dress (Temperate Tactical Order - Top Button Fastened)

Figure 40A-11e. Marine in No. 3E Dress (Jersey Wool Heavy Order)

Figure 40A-11f. Marine in No. 3E Dress (Utility Jacket Oder)

Figure 40A-11g. No. 3E CU 20 Jacket – Right Sleeve (Non-Para Trained, not in Bde Unit)

Figure 40A-11h. No. 3E CU 20 Jacket – Right Sleeve (Non-Para Trained, in Bde Unit)

Figure 40A-11i. No. 3E CU 20 Jacket – Right Sleeve (Para Trained, in Bde Unit)

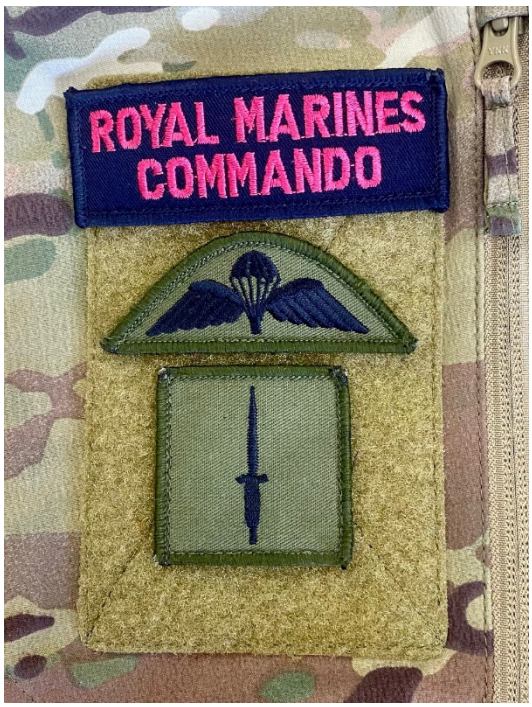


Figure 40A-11j. No. 3E CU 20 Jacket – Right Sleeve (Para Trained, not in Bde Unit)

Figure 40A-11k. No. 3E CU 20 Jacket – Left Sleeve (All ranks – RN Ensign patch is not to be removed)

Figure 40A-11l. No. 3E CU 20 Shirt – Right Sleeve (Non-Para Trained, not in Bde Unit)

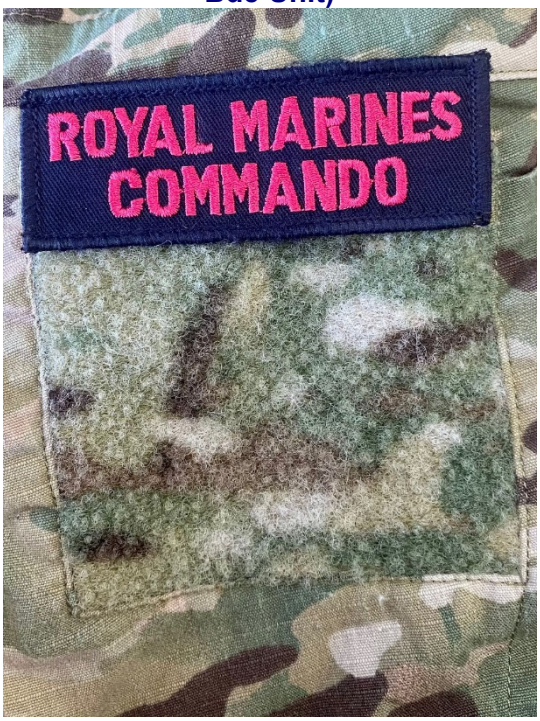


Figure 40A-11m. No. 3E CU 20 Shirt – Right Sleeve (Non-Para Trained, in Bde Unit)

Figure 40A-11n. No. 3E CU 20 Shirt – Right Sleeve (Para Trained, in Bde Unit)

Figure 40A-11o. No. 3E CU 20 Shirt – Right Sleeve (Para Trained, not in Bde Unit)

Figure 40A-11p. No. 3E CU 20 Shirt – Left Sleeve (All ranks – RN Ensign patch is not to be removed)

Figure 40A-11q. Loan/Exchange/Other Formation No. 3E CU 20 Shirt

Right Sleeve Formation Patch

Left Sleeve RN Ensign Patch

Figure 40A-11r. Loan/Exchange/Other Formation No. 3E CU 20 Shirt

Right Sleeve, Left Sleeve (Para trained)

Left Sleeve RN Ensign Patch

Figure 40A-11s. No. 3E CU 20 Jacket – Right Sleeve (Non-Para Trained, not in Bde Unit)

Figure 40A-11t. No. 3E CU 20 Jacket – Right Sleeve (Non-Para Trained, in Bde Unit)

Figure 40A-11u. No. 3E CU 20 Jacket – Right Sleeve (Para Trained, in Bde Unit)

Figure 40A-11v. No. 3E CU 20 Jacket – Right Sleeve (Para Trained, not in Bde Unit)

Figure 40A-11w. No. 3E CU 20 Jacket – Left Sleeve (All ranks – RN Ensign patch is not to be removed)

Figure 40A-11x. No. 3E CU 20 Shirt – Right Sleeve (Non-Para Trained, not in Bde Unit)

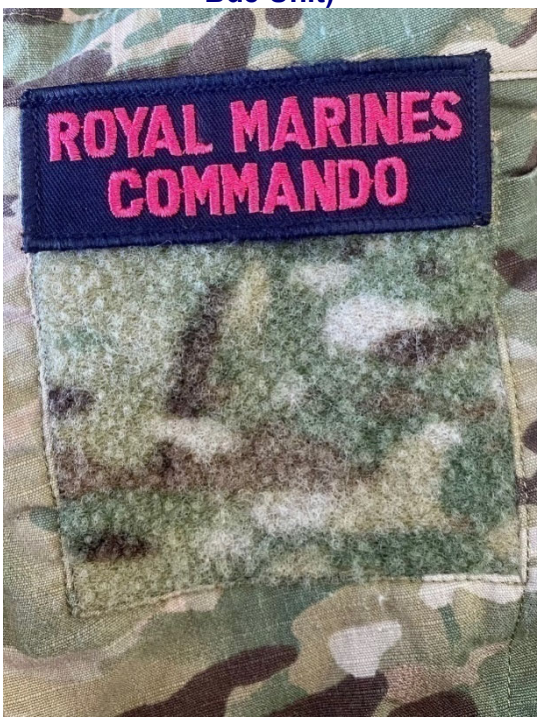


Figure 40A-11y. No. 3E CU 20 Shirt – Right Sleeve (Non-Para Trained, in Bde Unit)

Figure 40A-11z. No. 3E CU 20 Shirt – Right Sleeve (Para Trained, in Bde Unit)

Figure 40A-11aa. No. 3E CU 20 Shirt – Right Sleeve (Para Trained, in Bde Unit)

Figure 40A-11ab. No. 3E CU 20 Jacket – Right Sleeve (Non-Para Trained, in Bde Unit)

Figure 40A-11ac. No. 3E CU 20 Jacket – Right Sleeve (Para Trained, in Bde Unit)

Figure 40A-11ad. No. 3E CU 20 Jacket – Right Sleeve (Para Trained, not in Bde Unit)

e. **Wearing of Badges on Warm Weather CU20.**

Figure 40A-11ae. WW CU20 Shirt – Left Sleeve, with Commando Flash, Kings Badge, and RN Ensign Patch (always worn).

Figure 40A-11af. WW CU20 Shirt – Right Sleeve with Commando Flash, Para Wings and CF patch.

Figure 40A-11ag. WW CU20 Shirt – Left Sleeve, with Commando Flash and RN Ensign Patch (always worn).

Figure 40A-11ah. WW CU20 Shirt – Right Sleeve with Commando Flash and Para Wings.

Figure 40A-11ai. WW CU20 Shirt – Left Sleeve, with Commando Flash and RN Ensign Patch (always worn).

Figure 40A-11aj. WW CU20 Shirt – Right Sleeve with Commando Flash and CF Patch.

Figure 40A-11ak. WW CU20 Shirt – Right Sleeve, Commando Flash with Foreign / Loan service* (non-para trained) (always worn). (See Note 12)

Figure 40A-11al. WW CU20 Shirt – Right Sleeve, Commando Flash with Foreign / Loan service and Para Wings.

12. 4/4C/4T Dress - Combat Dress 'Combats'/Cold Weather Combats/Tropical Combats

a. **Occasions for Wear.** When deployed on operations and exercise, according to climate.

b. **Description.**

No. 4 Dress - All Ranks	No. 4C Dress - All Ranks	No. 4T Dress - All Ranks
Helmet/Beret (Note 1)	Helmet/ECW cap (Note 1)	Jungle hat/beret (Note 1)
T shirt (Note 2)	ECW underwear (Note 1)	Jungle boots (Note 5)
PCS-CU under body armour combat shirt [UBACS] (Note 2 and Note 8)	Norwegian shirt	PCS CU tropical combat jacket or PCS-CU under body armour combat shirt [UBACS] (Note 1 and Note 8)
Fleece (Note 2)	Fleece (Note 1 and Note 2)	PCS CU tropical combat trouser (Note 3)
PCS-CU combat trousers (Note 4)	PCS CU windproof smock (Note 2 and Note 8)	Combat socks
Combat socks	Windproof trousers	Belt (Note 5)
Rank slides (Note 7)	Rank slides (Note 7)	Rank slides (Note 7)
PCS CU windproof smock (Note 2 and Note 8)	Ski boots (Note 2 and Note 6)	
Combat boots (Note 3 and Note 6)	PCS CU windproof trousers	
Belt (Note 5)	Camouflage white smock and over-trousers (Note 1)	
Gloves (Note)	ECW gaiters	
	ECW glove assembly (Note 2)	
	Belt (Note 5)	

c. **Decorations/Medals.** None.

d. **Wearing of Badges on PCS-CU.** Badges are to be worn as follows:

(1) Black on green, but not CU20 red on blue, 'Royal Marines Commando' or 'Royal Marines Band Service' shoulder flashes are to be worn by entitled personnel at the top of the shoulder on both arms. They are to be sewn directly onto the following:

(a) Combat Jacket.

(b) Windproof Smock.

(c) UBAC Shirt.

(2) A black on green 'King's Badge' or 'Prince's Badge' is to be worn by entitled personnel immediately below the shoulder flash on the left arm of the combat jacket. It is to be sewn directly onto the combat jacket. Due to design constraints, these badges are not to be worn on windproof smocks or items of PCS CU other than the combat jacket.

(3) A black on green parachute wings qualification badge is to be worn by entitled personnel immediately below the shoulder flash on the right arm of the combat jacket. (Existing pattern badges may be worn until black on green parachute wings are issued.) It is to be sewn directly onto the combat jacket. This may be of regular, SF or SFC design as appropriate to the individual's qualification. Parachute wings may also be worn on windproof smocks when they are to be sewn onto the top pocket of the right arm blanking patch. Foreign parachute wings may be worn just above the top right breast pocket on combat uniforms, but only when serving with the Armed Forces that awarded the wings.

(4) Pocket blanking patches are provided to be worn over the Velcro squares on both sleeves of the combat jacket and windproof smock. The RN Tactical Ensign is to be worn centrally on the left arm and one of the following formation flashes is to be worn on the centre of the right arm blanking patch by personnel serving in relevant formations or units:

(a) **3 Cdo Bde RM units.** CU20 version of the 3 Cdo Bde RM formation flash (a black commando knife on a green background).

(b) **FOST and COMUKLS staffs.** Amphibious assault flash.

(c) **PJHQ staff.** PJHQ flash.

(5) Black on green pilot's badges may be worn by entitled personnel on the left breast of the combat jacket and the windproof smock.

Notes:

1. *As required/ordered. Beret worn with bronze cap badge.*

2. *Appropriate to environment.*

3. *One of the approved designs of brown combat boot is to be worn.*

4. *Waterproofs may be worn as ordered/required.*

5. *PCS-CU web belt.*

6. *Worn with elastics (not supplied) around top of boot.*

(Continued)

Notes: (Continued)

7. *Black on green rank slides are normally to be worn. However, if ordered by the theatre commander for operations, sand on MTP rank slides are to be worn in lieu.*

8. *Windproof smock cords should be drawn tight. Patches are always to be worn over the Velcro squares on the outermost garment, which are never to be left uncovered. 'Royal Marines Commando' shoulder flashes are to be worn on both shoulders by entitled personnel. Left arm patches are always to include the Union Flag at the top. Personnel serving in entitled formations are to wear the appropriate formation flash underneath the Union Flag on the left arm patch. Company logos are not to be worn.*

9. *Combat Dress may be worn with:*

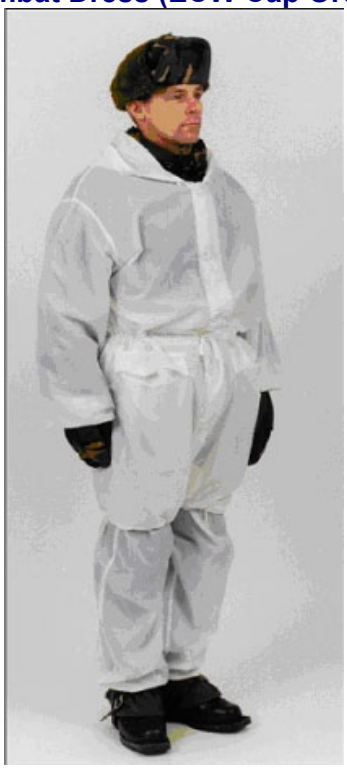
a. Fighting Order (web belt with pouches and yoke as ordered).

b. Patrol Order (Fighting Order plus daysack as ordered).

c. Marching Order (Fighting Order plus large pack as ordered).

Figure 40A-12a. Junior officer in No. 4 Combat Dress with beret

Figure 40A-12b. No. 4C Cold Weather Combat Dress (ECW Cap Order)



13. 4A Dress - Commando Uniform 2020 (CU20) Combat Dress

a. **Occasions for Wear.** CU20 Combat dress will be worn for Dismounted Close Combat training and operations. Dress standards will vary dependent on the nature of the task and environmental considerations. CU20 garments, except for waterproofs, will not be worn in a 'mixed rig' configuration with PCS shirts, trousers, belt or combat jacketbookmark://_bookmark40/. CU20 (Field and Combat), however, may be worn interchangeably when justified by operational/tactical-training requirements.

b. **Description.** CU20 is distinct from PCS: it uses the Multicam pattern as opposed to PCS which incorporates Multi Terrain Pattern but it retains a similar colour palette and similar shapes. CU20 has improved durability; improved drying time; improved ergonomics; and improved interoperability. Personnel not entitled to CU20 will continue to wear PCS, incorporating some amendments to insignia.

All Ranks
Beret (Note 1)
CU20 combat shirt (Notes 2-5)
CU20 combat trousers (Note 7)
CU20 utility jacket
Rank slides (Note 6)
Combat socks
Boots (Note 8)
Utility belt

c. **CU(Hot).** This paragraph provides guidance on the safe use of CU (Hot), a lightweight uniform designed to reduce heat injury in extreme environments but lacking no-melt/no-drip properties, which increases the risk of severe injury from fire or flash. CU (Hot) may be worn during embarkation, pre-disembarkation, and operations away from platforms (e.g., warships, boats, submarines, landing/raiding craft, and vehicles) only when the responsible commander determines that the risk of heat injury outweighs the risk of fire/flash injury, and after informing relevant platform commanders. It is not authorised for use by embarked military forces (EMF) on ships, boats, or submarines, nor for passengers on aviation platforms without Duty Holder approval. Use with partner forces must align with this UK policy. CU (Hot) use in environments with a credible or foreseeable fire/flash risk must first be risk assessed and accepted by the relevant commander, and all personnel must report safety impacts via MySafety to enable ongoing risk management. This policy ensures risks are managed in accordance with the dress state table below and reduced to ALARP. It does not alter existing Duty of Care or Duty Holding responsibilities.

d. **CU (Hot) dress state matrix table.**

Platform	Activity	Dress state
Warships and Boats, Royal Fleet Auxiliary, Submarines	Embarkation	CU (Hot) may be worn where the responsible commander[1] has deemed the risk of heat injury, greater than the risk of injury by fire / flash. Revert to EMF posture once embarked.
	EMF[2]	CU (Hot) not authorised
	Dis-embarkation	CU (Hot) may be worn pre-disembarkation and in discussion with the Ship's Captain, where the responsible commander has deemed the risk of heat injury, greater than the risk of injury by fire / flash.
	Operations away from platform[3]	CU (Hot) may be worn where the Operational[4] Commander has deemed the risk of heat injury, greater than the risk of injury by fire / flash. Ship's captain must be informed.
Landing or Raiding craft		CU (Hot) may be worn where the responsible commander has deemed the risk of heat injury, greater than the risk of injury by fire / flash. Craft commander must be informed.
Aircraft (Merlin Mk4 and Mk2, CH 47, Wildcat AH, Wildcat HMA)	Supernumerary crew	Dress state as directed by Aircraft Commander (who takes direction / policy from the relevant Duty Holder / Duty Holding chain)[5] CU (Hot) not authorised.
	Pax	CU (Hot) not authorised without Duty Holder approval.
Vehicles		CU (Hot) may be worn where the responsible commander has deemed the risk of heat injury, greater than the risk of injury by fire / flash.
IVO HAZMAT		No change to existing policy[6]
Partner forces		Use of CU (Hot) to be approved by responsible UK commander in line with the platform dress states set out in this RNTM.

Notes:

1. *PAM 21, Section 1 provides guidance on responsibilities associated with the Safe System of Work (SSoW). This guidance applies to all uses of the term 'responsible commander' to align RM risk management process with this issue.*

2. *IAW Ship state 1-3 detailed in BRd 2170, 'Action dress for EMF'.*

(Continued)

Notes: (Continued)

3. *Such as MIOPs as outlined in Ref BRd 167, Ch 23, para 2312.'warning statement.*

4. *The Operational Commander has the delegated authority to own the operational risk and move outside of the defined operating envelope only where there is an operational imperative to do so. JSP 815, annex C, para 12.*

5. *As per Joint Aviation Command FOB J2130.105.1*

6. *"Supervisors are to ensure that PPE is provided and worn, dependent upon a risk assessment based on the above-mentioned hazards". JSP 317, para 50 and (Ref B) JSP 375: Management of Health and Safety in Defence.*

e. **Decorations/Medals.** None.

f. **Wearing of Badges on CU20.** See Note 2.

Notes:

1. *With bronze badge.*

2. *Only CU20 insignia (including red on blue commando flashes, small para wings and reduced King's Badge) will be worn on CU20. Formation patches will be worn on the right arm and the RN Tactical Ensign will be worn on the left arm. CU20 insignia should be removed from CU20 items prior to laundering in order to prolong their usable life-span. Nothing should be sewn, glued or otherwise affixed to CU20. Insignia may be removed in tactical situations when ordered.*

3. *Shirts may be worn untucked in hot environments when ordered by the chain of command. Zips can be worn open or closed. Velcro cuffs should not be folded over.*

4. *CU20 Shirts should not be worn over a t-shirt unless SME advice makes specific recommendation for environmental or other reasons.*

5. *CU20 can be worn with the Jersey Wool Heavy (JWH) but there will be no change to the insignia worn on the JWH.*

6. *Black on green rank slides are to be worn.*

7. *In-built trouser ties or elastic twisters will be used at the trouser 'cuffs' in all dress standards. Elastics will not be worn.*

8. *One of the approved designs of brown combat boot is to be worn.*

(Continued)

Notes: (Continued)

9. *In cold environments, additional insulating layers are worn in accordance with personal issue and the tactical/environmental requirements. With the exception of a JWH, a Multicam or PCS outer is required at all times.*

10. *PCS waterproof clothing may be worn over this rig as ordered/required.*

Figure 40A-13a. Marine in No. 4A Dress (Temperate Order)

Figure 40A-13b. Marine in No. 4A Dress (Temperate Order with Utility Jacket)

14. 5 Dress - Specialist Working Rigs

a. **Occasions for Wear.** Job specific working rigs worn at sea and ashore.

b. **Description. All Ranks.** Occupational working rigs worn at sea and ashore for specific tasks (e.g. chefs, divers, aircrew etc.)

c. **Decorations/Medals.** None.

Figure 40A-14a. Aircrew in No. 5 Dress

Figure 40A-14b. Chef in No. 5 Dress

Figure 40A-14c. Vehicle Mechanic in No. 5 Dress

15. 1AW Dress - Tropical Ceremonial Dress

a. **Occasions for Wear.**

(1) When receiving The Sovereign, other crowned heads or heads of state in tropical climates.

(2) When receiving royalty unless ordered to the contrary by the relevant senior officer.

(3) Full ceremonial state events as ordered.

(4) Inspections by Flag Officers and General Officers.

(5) Funerals, courts martial, parades and other appropriate ceremonial events.

b. **Description.**

Officers entitled to Tropical White Full Dress (Note 1)	Officers (Stone Prestige Suit Order) (Note 9)	Officers (Note 10)	WOs, SNCOs, Corporals and Marines
Cap	Wolseley pattern helmet/cap (Note 5)	Wolseley pattern helmet/cap (Note 5)	Wolseley pattern helmet/cap (Note 5)
White high-collar tunic (Note 2)	Stone Prestige Suit tunic	Stone bush jacket	Stone bush jacket
Blue trousers (Note 3)	Stone Prestige Suit trousers	Stone No. 6 trousers	Stone No. 6 trousers
Black socks	Officer pattern boots	Officer pattern boots	Army pattern boots
Officer pattern boots or black shoes (Note 3)	Anodized rank badges /letters ‘RM’	Anodized rank badges /Letters ‘RM’	Anodized rank badges /Letters ‘RM’
White gloves	Stone socks	Stone socks	Stone socks
Full dress sword assembly with waist sash (Note 4)	Gloves (Note 6)	Gloves (Note 6)	Gloves (Note 6)
Sword (Note 4)	Lanyards (Note 7)	Lanyards (Note 7)	Lanyards (Note 7)
	Sam Browne belt	Sam Browne belt	Ceremonial belt (Note 8)
	Sword (Note 4)	Sword (Note 4)	Frog and bayonet
	Stone long-sleeved shirt		Sword/rifle (Note 4)
	Light khaki tie		

c. **Decorations/Medals.**

(1) Collar and/or broad riband.

(2) Up to 4 stars of orders.

(3) Up to 3 neck decorations.

(4) Medals.

Notes:

1. *The following personnel are entitled to Tropical White Full Dress (Half Whites): certain overseas Defence Attachés and General Officers with their Military Assistants/Aides-de-Camp, as required, in exceptional circumstances. The uniform is normally only required for those required to attend major ceremonial occasions in tropical Commonwealth countries (e.g. ANZAC Day ceremonies in Canberra, Australia) and the USA. The uniform is to be routinely issued to the Commandant General Royal Marines and his personal staff and additionally to the Corps RSM.*

2. *All officers except General Officers wear white cloth shoulder straps and anodized badges of rank (Brigs to wear anodized badges of rank on white rank slide). General Officers wear gold embroidered shoulder boards. General Officers wear* solid silver globe in gold braided laurel wreath collar*. Brigs and below wear anodized officer pattern collar badges. General Officers wear 20mm RM anodized buttons. All others wear 25mm RM anodized buttons. Gold on extra dark navy badges may be worn mounted on Velcro patches by appropriately entitled personnel.*

3. *Except for the RM Band who wear white trousers, RM General Service personnel wear blues trousers with either officer pattern boots or black shoes, depending on the climate and the level of ceremonial event.*

(Continued)

Notes: (Continued)

4. *General Officers wear a General Officers' full-dress sword with Army No. 1 pattern General Officer's gold and crimson cord sword knot, metal scabbard, ceremonial sword belt assembly with long and short Army No. 1 pattern gold and crimson sword slings and gold and crimson waist sash. Brigs and Cols wear a RM (infantry) pattern sword with Army No. 2 pattern long gold cord sword knot, metal scabbard, ceremonial sword belt assembly with long and short Army No. 2 pattern sword slings and crimson sash. Other officers and WO1s wear a RM (infantry) pattern sword with Army No. 3 pattern gold ribbon sword knot (worn long for Lt Cols and above plus Equerries, ADCs and Adjutants or short for all others), metal scabbard, ceremonial sword belt assembly with long and short Army No. 3 pattern sword slings and crimson sash.*

5. *Helmet if ordered for wear on ceremonial parades.*

6. *White, or brown cape for officers and warrant officers (only when armed).*

7. *Blue officer pattern for officers and WO1s, plus unit lanyard.*

8. *WO1s wear Sam Browne belts. WO2s wear WO2 pattern brown leather sword belt and sword slings. WO2s and SNCOs wear scarlet sashes.*

9. *Stone Prestige Suits (Army No. 4 Dress) are issued to officers serving in staff appointments, as Defence Attaches or in ships' detachments. Stone Prestige Suits are not to be worn by officers on parade with troops: when on parade with troops, officers are to wear stone bush jackets.*

10. *Stone bush jacket suits are tri-service items also known as Army No. 6 Dress.*

Figure 40A-15a. General Officer in No. 1AW Dress (White Full Dress)

Photo to follow

Figure 40A-15b. General Officer in No. 1AW Dress (Stone Prestige Suit Order)

Photo to follow

Figure 40A-15c. Junior Officer in No. 1AW Dress (Cap and short sword knot)

Figure 40A-15d. SNCO in No. 1AW Dress (Cap)

16. 1BW Dress - Tropical Formal Dress

a. Occasions for Wear.

(1) Inspections by Flag and General Officers in tropical climates.

(2) Ceremonial exchange visits as an alternative to No.1AW Dress.

(3) Funerals and Courts Martial.

(4) Other occasions as ordered.

b. Description.

Officers (Stone Prestige Suit Order) (Note 1)	Officers and WO1s	WO2s, NCOs and Marines
Beret	Beret	Beret
Stone Prestige Suit tunic	Stone bush jacket	Stone bush jacket
Stone Prestige Suit trousers	Stone No 6 trousers	Stone No 6 trousers
Stone long-sleeved shirt	Anodized rank badges/Letters 'RM'	Anodized rank badges/letters 'RM'
Light khaki tie	Lanyards (Note 2)	Lanyards (Note 2)
Anodized rank badges/letters 'RM'	Sam Browne belt	WO2 ceremonial leather belt or white belt
Lanyards (Note 2)	Officer pattern boots	Army pattern boots
Sam Browne belt	Sword and brown cape gloves (Note 3)	Sword and brown cape gloves (Note 3) for WO2s or rifle and white gloves
Officer pattern boots	Stone socks	Stone socks
Sword and brown cape gloves (Note 3)		
Stone socks		

c. Decorations/Medals.

(1) Up to 2 stars of orders.

(2) One neck decoration.

(3) Medals.

Notes:

1. *Stone Prestige Suits (Army No. 4 Dress) are issued to officers serving in staff appointments, as Defence Attaches or in ship's detachments. Stone Prestige Suits are not to be worn by officers on parade with troops: when on parade with troops, officers are to wear stone bush jackets.*

2. *Officer pattern navy blue lanyard worn by officers and WO1s on left shoulder. Unit lanyards worn by entitled personnel of all ranks on right shoulder.*

3. *Swords and gloves may be ordered if attending or participating in a commando parade when troops are carrying weapons in No. 1BW Dress.*

Figure 40A-16a. General Officer in No. 1BW Dress (Beret and Stone Prestige Suit Order with sword and gloves)

Photo to follow

Figure 40A-16b. Junior officer in No. 1BW Dress (Beret and Stone Bush Jacket Order with sword and gloves)

17. 1CW Dress/Tropical Undress

a. **Occasions for Wear**. Occasions of duty or minor ceremonial in tropical climates.

b. **Description.**

Officers (Stone Prestige Suit Order) (Note 1)	Officers and WO1s	WO2s, NCOs and Marines
Beret	Beret/Cap	Beret
Stone Prestige Suit jacket	Stone bush jacket	Stone bush jacket
Stone Prestige Suit trousers	Stone No. 6 trousers	Stone No.6 trousers
Stone Long-sleeved shirt	Anodised rank badges/letters 'RM's	Anodised rank badges/letters 'RM's
Light khaki tie	Lanyards (Note 2)	Lanyards (Note 2)
Anodized rank badges/letters 'RM'	Stone cloth belt	Stone cloth belt
Lanyards (Note 2)	Officer pattern shoes	Black shoes
Stone cloth belt	Stone socks	Stone socks
Officer pattern shoes (Note 3)		
Stone socks		

c. **Decorations/Medals.** Medal ribbons.

Notes:

1. *Stone Prestige Suits (Army No. 4 Dress) are issued to officers serving in staff appointments, as Defence Attaches or in ships' detachments. Stone Prestige Suits are not to be worn by officers on parade with troops: when on parade with troops, officers are to wear stone bush jackets.*

2. *Officer pattern navy blue lanyard worn by officers and WO1s on left shoulder. Unit lanyards worn by entitled personnel of all ranks on right shoulder.*

3. *Desert boots may be worn as an alternative to black shoes if issued and ordered by the relevant senior officer.*

Figure 40A-17a. Junior officer (ADC) in No. 1CW Dress (with desert boots)

Figure 40A-17b. Junior officer in No. 1CW Dress

Figure 40A-17c. SNCO in No. 1CW Dress

Figure 40A-17d. Cpl in No. 1CW Dress

18. 2AW Dress - Formal Evening Dress 'Tropical Mess Dress'

a. **Occasions for Wear.**

(1) Official or public balls, dinners and evening receptions of a formal nature in tropical climates.

(2) Full ceremonial evening events in tropical climates.

b. **Description.**

Lt Colonels and Above	Other Officers	WOs and SNCOs	Corporals and Marines
Cap	Cap	Cap	Cap
White mess jacket (Note 2 and Note 5)	White mess jacket (Note 2 and Note 5)	White mess jacket (Note 5)	Stone bush jacket tunic
White mess waistcoat	White mess waistcoat	White mess waistcoat	Stone No 6 trousers
White Marcella shirt (Note 3)	White Marcella shirt (Note 3)	White Marcella shirt	Stone cloth belt
Black bow tie	Blue mess trousers (Note 4)	Blue trousers	Black shoes
Blue mess trousers	Black bow tie	Black bow tie	Medals
Black socks	Black socks	Black socks	*(Optionally JNCOs may wear white shirt, blue trousers, scarlet cummerbund and black bow tie for mess dinners etc.)*
Officer pattern shoes	Officer pattern shoes	Black shoes	

c. **Decorations/Medals.**

(1) Broad riband.

(2) Up to 4 stars of orders.

(3) One neck decoration.

(4) Miniature medals.

Notes:

1. *The civilian equivalent is Tropical White Tie or Black Tie with miniature medals and decorations as above.*

2. *White mess jackets are fitted with left and right epaulettes for Cols and above. Left or right epaulettes are fitted if aiguillettes are worn.*

3. *Stiff fronted shirt and wing collar (Wing Collar Order) is worn instead by Royal Equerries/Aides-de-Camp if acting in a Royal Household role when so required by Buckingham Palace or the relevant Royal Household.*

4. *Overalls, Wellington boots and spurs are no longer worn*.

5. *Cols and above wear medals above the embroidered RM badge. Lt Cols and below wear medals below the Globe and Laurel badge.*

Figure 40A-18a. General Officer in No. 2AW Mess Dress

Photo to follow

Figure 40A-18b. Junior officer in No. 2AW Mess Dress

Figure 40A-18c. Cpl in No. 2AW Mess Dress (Alternative Bow Tie Order)

19. 2BW Dress - Semi Formal Evening Undress 'Tropical Mess Undress'

a. Occasions For Wear.

(1) Dinner in tropical climates when No. 2A Dress is not appropriate e.g. for ladies' night dinners.

(2) Evening dances and entertainments in tropical climates.

b. Description.

Lt Colonels and Above	Other Officers	WOs and SNCOs	Corporals and Marines (Note 3)
Peaked cap or blue field service cap (Note 2)	Cap peaked cap or blue field service cap (Note 2)	Peaked cap	Peaked cap
White mess jacket	White mess jacket	White mess jacket	Stone bush jacket tunic
Scarlet cummerbund	Scarlet cummerbund	Scarlet cummerbund	Stone No 6 trousers
White Marcella shirt	White Marcella shirt	White Marcella shirt	Stone cloth belt
Black bow tie	Blue mess trousers	Blue trousers	Black shoes
Blue mess trousers	Black bow tie	Black bow tie	Medals
Black socks	Black socks	Black socks	
Officer pattern shoes	Officer pattern shoes	Black shoes	

c. Decorations/Medals.

(1) Up to 2 stars of orders.

(2) One neck decoration.

(3) Miniature medals.

Notes:

1. *Civilian equivalent Tropical Black Tie with or without miniature medals and decorations as above.*

2. *Blue RM field service caps (also known as side hats) are optional items that may be purchased by officers and worn in lieu of peaked caps with Mess Undress and Red Sea Rig. They are particularly recommended for wear at sea in order to protect peaked caps from damage or dirt from low deckheads.*

3. *When ordered, JNCOs may, optionally, wear a plain white long-sleeved shirt, blue trousers, scarlet cummerbund and black bow tie in lieu of regimental blues for mess dinners etc.*

Figure 40A-19a. General Officer in No. 2BW Mess Undress

Figure 40A-19b. Junior Officer in No. 2BW Mess Undress

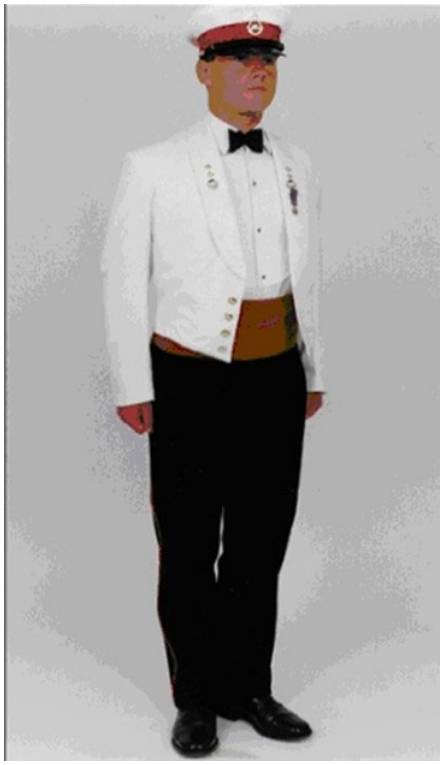


Figure 40A-19c. Cpl in No. 2BW Mess Undress (Alternative Bow Tie Order)

20. 2CW Dress - Informal Evening Dress 'Red Sea Rig'

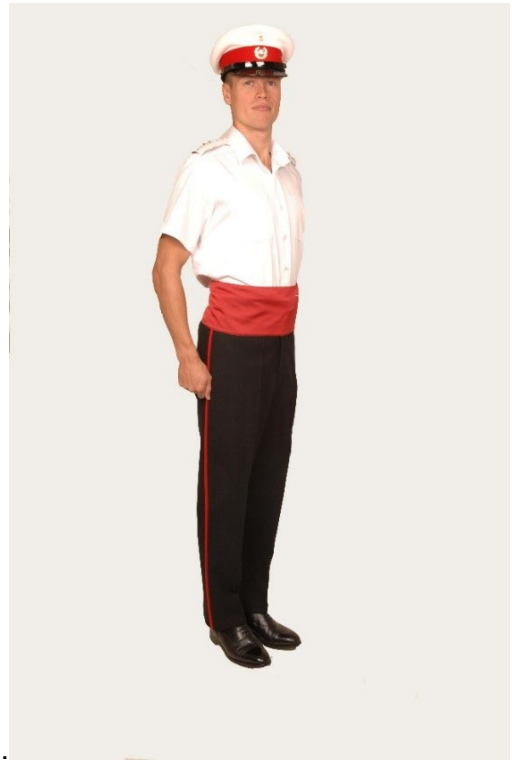
a. **Occasions for Wear.** Informal evening uniform in ships and establishments.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
As for 2C Dress	As for 3AW Dress	As for 3AW Dress

c. **Decorations/Medals.** None.

Figure 40A-20a. Junior Officer in 2C Dress



21. 3AW Dress - General Duty Dress 'Half Stones'

a. **Occasions for Wear.** Semi-formal day rig worn in tropical climates in headquarters, barracks and for day-to-day duties by personnel not involved in field training or manual work. Worn by all ranks as night clothing at sea in tropical climates although No.2C Red Sea Rig should be worn for appropriate formal functions when at sea. Worn by drill instructors for parade training. The recommended rig for Commanding Officer's orderly rooms and other minor regimental occasions in units.

b. **Description.**

Officers and WO1s	WO2s and SNCOs	Corporals and Marines
Beret (Note 1)	Beret (Note 1)	Beret (Note 1)
Stone short sleeved shirt (Note 2)	Stone short sleeved shirt (Note 2)	Stone short sleeved shirt (Note 2)
Stone No. 6 trousers	Stone No. 6 trousers	Stone No. 6 trousers
Stone socks	Stone socks	Stone socks
Lanyards (Note 7)	Lanyard (Note 7)	Lanyards (Note 7)
Corps pattern belt (Note 6)	Corps pattern belt (Note 6)	Corps pattern belt (Note 6)
Anodised rank badges/letters 'RM' (Note 3)	Anodised letters 'RM' (Note 3)	Anodised letters 'RM' (Note 3)
Black shoes (Note 4 and Note 5)	Black shoes (Note 4 and Note 5)	Black shoes (Note 4 and Note 5)

c. **Decorations/Medals.** None.

Notes:

1. *Beret to be worn with an anodized cap badge.*

2. *Collar worn open.*

3. *Worn in shoulder strap. Officers also wear anodized rank insignia in strap or on slides.*

4. *Desert boots may be worn when issued (certain assignment/drafts only) and ordered by the relevant senior officer.*

5. *When Drill Order is ordered, officer pattern boots are to be worn in lieu for parade training. WO1s wear officer pattern shoes (or boots for Drill Order).*

6. *Corps pattern belt to be worn with leather buckle over the left hip and silver buckle adjusted to fit centrally. When Drill Order is ordered, ceremonial belts (Sam Browne, WO2 leather belt or white belt) are to be worn in lieu for parade training.*

7. *All ranks wear a unit lanyard (right shoulder) where appropriate. Officers and WO1s also wear an officer pattern lanyard (left shoulder).*

Figure 40A-21a. SNCO in No. 3AW Dress with shoes

Figure 40A-21b. SNCO in No. 3AW Dress with desert boots

22. 3BW Dress - General Duty Dress 'Tropical Shorts Order'

a. **Occasions For Wear.** Semi-formal day rig worn in tropical climates by ships' detachments or as an alternative to No. 3AW Dress (if issued) in headquarters, barracks and for day-to-day duties by personnel not involved in field training or manual work.

b. **Description.**

Officers and WO1s	WO2s and SNCOs	Corporals and Marines
Beret (Note 1)	Beret/Cap (Note 1)	Beret/Cap (Note 1)
Stone short sleeved shirt (Note 2)	Stone short sleeved shirt (Note 2)	Stone short sleeved shirt (Note 2)
Stone shorts	Stone shorts	Stone shorts
Stone stockings	Stone stockings	Stone stockings
Black shoes (Note 4)	Black shoes (Note 4)	Black shoes (Note 4)
Corps pattern belt (Note 6)	Corps pattern belt (Note 6)	Corps pattern belt (Note 6)
Anodised rank badges/letters "RM" (Note 3)	Anodised rank badges/letters 'RM' (Note 3)	Anodised rank badges/letters 'RM' (Note 3)
Lanyard (Note 7)	Lanyard (Note 7)	Lanyard (Note 7)

c. **Decorations/Medals.** None.

Notes:

1. *Beret to be worn with an anodised badge.*

2. *Collar worn open.*

3. *Worn in shoulder strap. Officers also wear anodized rank insignia in strap or on slides.*

4. *Desert boots may be worn when issued (certain drafts/appointments only) and ordered by the relevant senior officer.*

5. *Corps pattern belt to be worn with leather buckle over the left hip and silver buckle adjusted to fit centrally.*

6. *All ranks wear a unit lanyard (right shoulder) where appropriate. Officers and WO1s also wear an officer pattern lanyard (left shoulder).*

Figure 40A-22a. Junior Officer in No. 3BW Dress

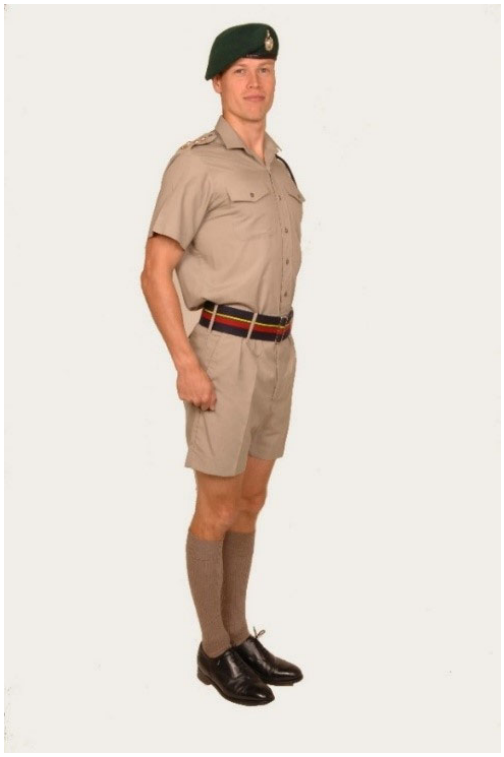


Figure 40A-22b. SNCO in No. 3BW Dress

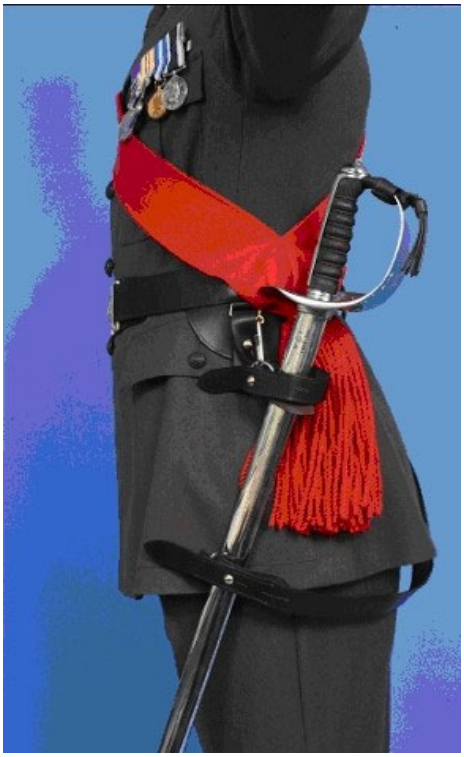
Figure 40A-22c. Cpl in No. 3BW Dress

23. WO1/WO2 RM - Wearing of Sword

Occasions for Wear. As per RM dress table.

Figure 40A-23a. Front view

Figure 40A-23b. Side view



24. Unit Piper - Authorised No.1 Dress

a. **Occasions for Wear.** Where a Unit has a serving piper (of a standard endorsed by the CO):

(1) Working alongside the RM Band as part of a concert, dinner extra or marching display or similar (piper(s) to remain in separate formation to the band at all times, e.g. march on for finale sequence only and stand off to the flank of the band)

(2) Memorial/Commemoration Services.

(3) Mess Dinners (to pipe in the top table, perform extra as required).

(4) Specific Unit events as directed by the CO.

b. **Description.**

Unit Piper
Glengarry (Black, no dicing), engraved G&L Cap Badge
Tailored No.1 Blues tunic (cut away at bottom) with cloth belt
Badges as entitled with No.1 Blues Dress
RM Corps Tartan Kilt
Dress Sporran (Black with silver furnishings and engraved G&L design)
Black Brogues
Black Kilt Socks
RM Corps Pattern Kilt sock flashes
Sgian dubh (knife)

c. **Decorations/medals.** Medal Ribbons

Figure 40A-24a. Unit Piper

Front View

Rear View

ANNEX 40B

ROYAL MARINES OFFICERS OUTFIT SCALES

1. Scale 1 - RM Officers Entered for General Service

a. Entitlement to Scale.

(1) The uniform outfit shown at sub para b is to be issued to all Officers including SO(LE) on first entry.

(2) Officers who resume full RM Service, or return on FTRS, after a break of more than 4 years are entitled to free issue of uniform in accordance with sub para b.

(3) Officers who resume full RM Service, or return on FTRS, after a break of less than 4 years are to be reimbursed in accordance with JSP 754.

b. Basic Outfit.

(1) Items Provided by Means of Cash Grant.

	Scale	Notes
Boots, ankle, black	1 pr	
Cap, plastic, RM Officers	1	
Tie, Khaki, light braided	1	
Luggage allowance		
Cash grant paid automatically by Unit HR Cell on receipt of OAL. Grants and allowances scale 128 refers		

(2) Items Provided by Contract Arrangement.

	Scale	Notes
Blue serge uniform suit (tunic and trousers)	1	
Lovat suit (tunic and trousers)	1	
Scarlet mess jacket	1	
Blue mess waistcoat	1	
Blue mess trousers	1 pr	

(3) **Items Issued from Service Stocks.**

	Scale	Notes
Bag, daysack, black	1	
Bag, travelling	1	
Belt, waist, Corps pattern	1	
Beret, green, RM	1	1
Braces	1 pr	
Buckle, anodised, 2 prong	1	
Buckle, Bronze, 2 prong	1	
Buttons, Corps, anodised, 2.54 cms size (blue tunic)	4	
Buttons, Corps, anodised, 1.90 cms size (blue tunic)	10	
Buttons, Corps, bronze, 2.54 cms size (lovat tunic)	4	
Buttons, Corps, bronze, 1.90 cms size (lovat tunic)	10	
Buttons, Lion and Crown, gilt, 1.90 cms size (mess jacket)	4	
Buttons, Lion and Crown, gilt, 1.27 cms size (mess jacket)	4	
Cummerbund, scarlet	1	
Gloves, brown cape	1 pr	
Holdall	1	
Jacket, lovat, foul weather	1	11
Jersey, wool, heavy, olive	1	2
Knife, clasp	1	
Knife, fork and spoon set	1	
Lanyard, blue (officers)	1	
Lanyard, AP	1	
Letters, ’RM’ anodised	1 pr	
Letters, ’RM bronze	1 pr	
Mug	1	
Shirt, evening, collar-attached	2	
Shirt, stone, long sleeve	2	
Shirt, stone, short sleeve	3	
Shirt, white, double cuff	2	
Shirt, white, short sleeve	2	
Shoes, black leather, with toe-cap	1 pr	
Shoes, fitness	1 pr	
Shoes, training, indoor	1 pr	
Socks, black	3 prs	
Socks, combat, black	6 prs	
Tie, black	1	

(Continued)

	Scale	Notes
Tie, evening, double ended	1	
Trousers, lovat, barrack dress	1 pr	10
Waist hooks, bronze	1 pr	
Waist hooks, black	1 pr	

	Scale	Notes
Badges		
Globe and Laurel silver/anodised small (collar badge)	1 pr	
Globe and Laurel silver/anodised large (cap/beret)	2	
Lion and Crown anodised (cap/beret)	2	
Globe and Laurel silver/anodised miniature (for mess jacket)	1 pr	
Globe and Laurel bronze small (collar badge)	1 pr	
Globe and Laurel bronze (for beret-combat dress)	1	
Lion and Crown (for beret-combat dress)	1	
Stars, rank anodised 1.59 cms (for raincoat and blue tunic)	4	
Stars, rank bronze 1.59 cms (for lovat tunic)	4	
Stars, rank anodised 0.95 cms (for mess jacket)	4	

	Scale	Notes
Sliders		
Shoulder Rank Badges		
Black on green (for heavy wool jerseys and combat shirts)	4	
DPM (for combat jackets)	2	
Flashes		
Royal Marines Commando, red on blue for heavy wool jerseys	1 pr	1
Royal Marines Band Service, red on blue for heavy wool jerseys	1 pr	3
Royal Marines Commando, Black on green for DPM garments	5 prs	

c. **Additional Items for Certain Officers.**

(1) **Young Officers on First Joining Officers Training Wing, Lympstone.**

	Scale	Notes
Beret, blue, RM	2	4
Boots, Army pattern (AP)	1 pr	5
Face veil	1	5
Jersey, wool, heavy, olive	1	5
Laces (for boots AP)	1 set	5
Shorts, PT, blue	2 prs	5
Socks, gortex	1	5
Vests, cotton, gym, blue	2	5

(2) **Officers Appointed to Royal Navy Students Presentation Team, Area Careers Liaison Officers and as Ethnic Minority Liaison Officers (items provided by contract arrangement).**

	Scale	Notes
Lovat suit (tunic and trousers)	1	

d. **Tropical Outfit. (Issued on first occasion of need).**

(1) **Items Provided Special Contract.**

	Scale	Notes
Jacket, mess, white (Made-to-measure)	2	
Waistcoats, mess white (Made-to-measure)	2	
Tunic, white, cloth (Made-to-measure)	2	6
Trousers, white (Made-to-measure)	2	6
Shoes, white	1 pr	6

(2) **Items Issued from Service Stocks.**

	Scale	Notes
Badge: Globe and laurel, anodised: sm (collar badge)	1 pr	
Badge: Globe and laurel, silver/anodised miniature (for mess jacket)	1 pr	
Buttons, Corps, anodised: 2.54 cms size (stone jacket)	4	
Buttons, Corps, anodised: 1.90 cms size (stone jacket)	6	
Buttons, Lion and Crown, gilt: 1.90 cms size (white mess jacket)	4	
Buttons, Lion and Crown, gilt: 1.27 cms size (white mess coat)	4	
Stars, rank, anodised: 1.59 cms size (stone jacket)	1 set	
Stars, rank, anodised: 1.27 cms size (white mess jacket)	1 set	
Buckle, anodised, 2 prong	1	
Waist hooks, brass	1 pr	
Trousers, stone	2 prs	
Jacket, stone	2	

e. **Additional Items for Certain Officers.**

(1) **Officers Serving in Detachments Afloat.**

	Scale	Notes
Shorts, tropical stone	2 prs	
Stockings, stone	2 prs	
Shirt, AWD	3	
Trousers, AWD	2	

(2) Officers Serving with Naval Party 1002, Diego Garcia.

	Scale	Notes
Shirts, stone, short sleeve	4	
Shoes, boat	1 pr	
Shorts, stone	6 prs	
Stockings, stone	2 prs	
Boots, desert	2 prs	

(3) Officers Serving in Prestige Posts Appointed by CGRM.

	Scale	Notes
Trousers, stone (white prestige)	1 pr	7
Tunic, stone (white prestige)	1	7

(4) General Officers - Ceremonial Accoutrements for No 1 Dress.

	Scale	Notes
Gold Shoulder cords	1 pr	
Waist sash, crimson and gold	1	
Dress sword with metal scabbard	1	
Gloves, white, wash leather	1 pr	
Sword knot, crimson and gold	1	
Swords slings, gold	2	

(5) Band - Officers No 1 Dress.

	Scale	Notes
Gloves, white, wash-leather	1 pr	
Frock-coat, blue with stand-up collar	1	
Waist sash, crimson and gold	1	
Tunic cloth, blue with stand up collar	1	
Cape, cloth, blue	1	
Sword with metal scabbard	1	
Sword knot, gold	1	
Sword slings, gold	2	

f. **Personal Loan Items.**

	Scale	Notes
Bag, linen	1	
Belt, green, waist	1	
Bergen liner medium	1	
Bivvy poles	1	
Cap cold weather	1	
Boots, combat, assault	2 prs	
Combat 95 to scale	1 set	8
Disc, identity, stainless steel (with 8 de of bead chain and 2 connectors)	2	
Drawers, cold weather	2 prs	
Gun fenders (peltor)	1 pr	
Helmet, combat	1	
Helmet, cover	1	
Insoles for boots, combat, assault	2 prs	
Liner for ECW Trousers	1 pr	
Respirator, S10 (complete with haversack spare canister and w/bottle cap)	1	
Sam Browne belt, right brace and frog	1 set	
Towels, hand, green	2	
Vest, cold weather	2	

Notes:

1. Issued when qualified (except Band Officers).

2. Only one JWH to be maintained after initial training.

3. Issued to Band Officers.

4. Green beret to be maintained in lieu when qualified.

5. Not required to be maintained after initial training.

6. Band Officers only. Other Officers serving in prestige appointments are to have approval from RMSTO Navy Command HQ.

7. RMSTO Navy Command HQ will advise supply procedure.

8. CS95 - comprising of:

CS95 jacket	*Qty 2*
CS95 shirt	*Qty 3*
CS95 trousers	*Qty 3*
Shirt, field, cw (Norwegian)	*Qty 2*
Shirt, 'T' olive	*Qty 2*
Glove, contact	*Qty 1 pr*
Glove, CS95	*Qty 1 pr*
CS95 gaiters	*Qty 1 pr*
Gortex outer jacket	*Qty 1*
Gortex outer trousers	*Qty 1*
Fleece	*Qty 1*

9. MSF Officers who ceased active service more than four years before taking up their MSF appointment, are entitled to a gratuitous issue of uniform. Due to the variety of RMs uniforms RM MSF Officers are required to wear uniform are to obtain a list of required items of dress from their employing authority and submit to RMSTO Navy Command HQ for approval.

10. Barrack dress trousers, not from suit. Personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers and Drill Instructors who wear Lovats within the working environment are entitled to an additional pair of Lovat Trousers.

11. Issued as a gratuitous issue to all RM Band members, personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers and Drill Instructors who wear Lovats within the working environment.

2. Scale 2 - RMR Officers.

a. **Entitlement to Scale.** The uniform outfit shown at sub para b is to be issued to all Officers on first entry.

b. **Basic Outfit.**

(1) **Items Provided by Means of Cash Grant.**

	Scale	Notes
Cap, plastic, RM Officers	1	
Blue serge uniform suit (tunic and trousers)	1	
Boots, Angle, Black	1	
Tie, Khaki	1	
Cash grant paid automatically by Unit HR Cell on receipt of OAL. Grants and allowances scale 305 refer.		

(2) **Items Issued from Service Stocks.**

	Scale	Notes
Badge: Globe and Laurel, silver/anodised, lge (cap/beret)	1 pr	
Badge: Globe and Laurel, silver/anodised, sm (collar badge)	2	
Badge: Lion and Crown, anodised (cap/beret)	1	
Badge: Globe and Laurel, bronze (beret-combat dress)	1	
Badge: Lion and Crown (beret - combat dress)	1	
Stars, rank anodised 1.59 cms (blue tunic)	4	
Stars, rank bronze 1.29 cms (lovat tunic)	4	
Slide: Shoulder rank badges:		
Slide: Black on green (jersey h/w and shirt)	4	
Slide: DPM (combat jacket)	2	
Flashes: Royal Marines Commando, red on blue (jersey h/w)	1 pr	1
Flashes: Royal Marines Commando, black on green (DPM)	1 pr	1
Belt, waist, Corp pattern	1	
Beret, blue, RM	1	2
Braces	1 pr	
Clasp, knife	1	
Gloves, brown, cape	1 pr	
Jersey, Olive H/W	1	

(Continued)

	Scale	Notes
Lanyard, blue (officers)	1	
Lanyard, AP	1	
Letters, "RM"	1 pr	
Mug	1	
Shirts, stone, long sleeve	2	
Shirts, stone, short sleeve	3	
Shirts white, double-cuff	2	
Shoes black leather, with toe-cap	1 pr	
Shorts, blue	1 pr	
Shoes, fitness	1 pr	
Socks black	2 prs	
Socks combat, olive drab	3 prs	
Tie black	1	
Trousers, lovat barrack dress	1 pr	
Vest, blue, gym	2	

c. **Personal Loan Items.**

	Scale	Notes
Belt, waist, green	1	
Boots, combat, assault	1 pr	
Bergen liner medium and large	1	
Bivvy poles	1	
Cap cold weather	1	
C95 to scale	1 set	3
Disc identity	2	
Drawers, cold weather	2	
Gun fenders (peltor)	1	
Insoles, for boots, combat assault	1 pr	
Liner, for combat jacket	1	
Sam Browne belt, right brace and frog	1 set	
Towels, hand, green	2	

d. **Mess Dress.** RMR Officers may provide themselves at their own expense with RM Officer's temperate mess dress. The alternative is mess undress uniform with white Marcella fronted shirt and black bow tie. Honorary Officers of the RMR may be issued with a Mess Undress Uniform at public expense on first appointment.

Notes:

1. Issued when qualified.

2. Green beret to be maintained in lieu when qualified.

3. C95 - comprising of:

CS95 jacket	*Qty 2*
CS95 shirt	*Qty 3*
CS95 trousers	*Qty 3*
Shirt, field, cw (Norwegian)	*Qty 2*
Shirt, 'T' olive	*Qty 2*
Glove, contact	*Qty 1 pr*
Glove, CS95	*Qty 1 pr*
CS95 gaiters	*Qty 1 pr*
Gortex outer jacket	*Qty 1*
Gortex outer trousers	*Qty 1*
Fleece	*Qty 1*

4. RMR Officers undertaking FTRS are entitled to a gratuitous issue of those item that make up the shortfall between Scales 2 and 1. Gratuitous items will be made on first assignment only.

3. Scale 3 - RMR Officers - Additional Items Required on Transferring to the Regular Corps on a Special Short Service Commission

a. No Cash Grant.

b. **Items Issued from Service Stocks.**

	Scale	Notes
Bag, travelling	1	
Belt, waist, Corps pattern	1	
Cummerbund, scarlet	1	
Flashes, Royal Marines Commando, black on green (DPM)	5 pr	1
Holdall	1	
Knife, fork and spoon set	1	
Jersey, H/W Olive	1	
Lanyard, coloured (when required)	1	
Letters 'RM', bronze	1 pr	
Letters 'RM' anodised	1 pr	
Socks, black	1 pr	
Socks, combat, black	3 prs	
Whistle	1	

c. **Personal Loan Items.**

	Scale	Notes
Boots, combat, assault	1 pr	
Combat 95 to scale	1 set	2
Headover	1	
Helmet, combat	1	
Helmet, cover	1	
Insoles for boot, combat assault	1	
Respirator, S10	1	
Vest, cold weather	2	

Note.

1. For CS95

2. CS95 – comprising of:

CS95 jacket	*Qty 2*
CS95 shirt	*Qty 3*
CS95 trousers	*Qty 3*
Shirt, field, cw (Norwegian)	*Qty 2*
Shirt, 'T' olive	*Qty 2*
Glove, contact	*Qty 1 pr*
Glove, CS95	*Qty 1 pr*
CS95 gaiters	*Qty 1 pr*
Gortex outer jacket	*Qty 1*
Gortex outer trousers	*Qty 1*
Fleece	*Qty 1*

4. Scale 4 - RMR Officers - Officers Uniform to be Returned on Early Discharge

a. Officers discharged within the first six months of service are to return all clothing issued in accordance with Chap 40 Annex 40B Para 1 Scale 1.

b. Officers discharged after six months but with less than four years' service are to return all items in sub para d.

c. Officers discharged with more than 4 years' service are to return all items on Personal Loan and their General Service Respirator.

d. **Item.**

	Scale	Notes
Respirator, haversack and canister	1	
Blue	1	
Lovat Suit	1	
Jacket, Mess, scarlet,	1	
Waistcoat, Mess, blue	1	
Cap, plastic officers	1	
Bag, travelling	1	
Waistcoat, white	2	1
Jacket, Mess, white	2	1
Jersey, H/W Green	1	
Luggage		2
All items held on Personal Loan as detailed in Kit record Book.		

Notes:

1. Only if issued with Tropical Clothing.

2. Officers are required to refund the cash grant that is paid for the purchase of suitable luggage, unless they can provide the appropriate receipts for luggage bought. Officers who are unable to provide a receipt may submit an application for waiver to BRNC or CTCRM as appropriate. Each case will be dealt on its merits. JSP 754.

5. Scale 5 - Home Retention Scale of Kit for RM RFR and Recall Reserve Officers

The Home Retention Kit listed below is to be retained on discharge from active service by Officers with a Reserve liability:

	Scale	Notes
Badges G&L/L&C, Bronze	1	
Beret, green	1	
Disc, Identity, stainless steel	2	
Bag, travelling	1	
Belt, PCS/Crye	1	
Boots, combat assault	1 pr	
PCS/Crye Shirt	2	
PCS/Crye Trousers	2	
PCS/Crye Jacket	1	
PCS/Crye Rank Slides	2	

ANNEX 40C

ROYAL MARINES WOS, NCOS AND OTHER RANKS KIT SCALES

1. Scale 1 - RM WOs, NCOs and Men Compulsory Kit Scales (Except Buglers and Band Ranks)

a. **Basic Outfit. Items Issued From Service Stocks.**

	Scale	Notes
Badge: Globe and Laurel, anodised, lge (collar badge)	1 pr	
Badge: OR's, anodised (cap/beret)	2	
Badge: Globe and Laurel, bronze, sm (collar badge)	1 pr	
Badge: OR's, bronze (beret-combat dress)	1	
Letters: 'RM' anodised	1 pr	
Letters: 'RM' bronze	2 pr	
Bag, daysack, black	1	
Bag, linen, brown	1	
Bag travelling	1	
Belt, waist, Corps pattern	1	
Beret, blue, RM	2	1
Boots, ankle, army pattern (AP)	1 pr	
Braces	1 pr	
Cap, plastic, RM	1	
Flashes: Royal Marines Commando, red on blue (jersey h/w)	1 pr	1
Flashes: Royal Marines Commando, black on green (DPM5)	5 pr	1
Gloves cotton, white	1 pr	
Holdall	1	
Jacket, lovat, foul weather	1	9
Jersey, olive, H/W	1	
Knife, clasp	1	
Knife, fork and spoon set	1	
Lanyard, army pattern	1	
Mug	1	
Pillow slips, cotton	2	
Sheets, white	3	
Shirts, stone, long sleeve	2	
Shirt, stone, short sleeve	3	
Shoes, black, leather, DMS	1 pr	
Shoes fitness	1 pr	

(Continued)

	Scale	Notes
Socks, combat black	5 prs	
Suit, Lovat (tunic and trousers)	1	
Tie, worsted, braid, drab	1	
Trousers, blue, serge No 1 Dress RM	1 pr	
Trousers, lovat (barrack dress)	1	8
Tunic blue, serge No 1 Dress RM	1	

b. **Additional Items for New Entrants. Items Issued from Service Sources.**

	Scale	Notes
Face veil	2	2
JWH	1	2
Sheet	1	2
Shoes, training, indoor	1 pr	2
Shorts, PT, blue	2 prs	2
Socks, Gortex	1	2
Vest, blue	2	2

c. **Additional Items for Certain Ranks.**

(1) **Ranks in Detachments Afloat.**

(a) **Items Issued from Service Sources.**

	Scale	Notes
Jacket WP	1	
Shirt, AWD	3	3
Trousers, AWD	2 prs	3

(b) **Items Provided on Personal Loan.**

	Scale	Notes
Helmet, white, Wolseley pattern	1	
Ball ornament, GM	1	
Front, plate	1	
Chain, chin, GM	1	
Boots, DMS	1 pr	

(c) **Ranks in Commando Units.**

	Scale	Notes
Lanyard, coloured	1	

(2) **Chefs (issued immediately before qualifying course)-(items issued from Service stocks).**

	Scale	Notes
Jacket, food handlers	6	
Neckerchief	6	
Trousers, food handlers	4 prs	
Apron, food handlers	6	
Cap, food handlers	4	
Boots, DMS	1 pr	

(3) **Tradesmen (VMs, ARM, MM)-(items provided on personal loan).**

	Scale	Notes
Coveralls, green	5 prs	
Boots, DMS	1 pr	

(4) **Drivers-(items on personal loan).**

	Scale	Notes
Coveralls, green	2	
Boots, DMS	1 pr	

(5) **Mountain Leaders-(items on personal loan).**

	Scale	Notes
Tracksuit	1	

(6) **Physical Training Instructors - (items issued from Service stocks).**

	Scale	Notes
Tracksuit	2	
Shorts, white	3	
Socks, white	5	
Trousers, gym	2	
Waist, belt	1	
Vest, gym	5	
Indoor top, white,	2	
Sweatshirt, grey	2	
Shoe, fitness training	2	
Training shoe, indoor	2	6
Track suit, Gortex, blue	1	

d. **Additional Items Issued on Promotion.**

(1) **Sergeant.**

(a) **Items Provided by Uniform Grant via Unit HR Cell.**

	Class I	Class II	Notes
Sergeant Mess Undress (Jacket & Trousers)	1		10

Note. *Claims for Mess Dress uniform grants are to be submitted manually through JPA on form JPA F011.*

(b) **Items Issued from Service Sources.**

	Class I	Class II	Notes
Bow tie	1		
Sash, worsted, scarlet	1		
Shirt, evening, male/female	1		

(2) **Warrant Officer 1.**

(a) **Items Provided by Means of a Cash Grant.**

	Scale	Notes
Tunic, blue No 1 Dress, officers' pattern material with stand-up collar	1	
Boots, officers pattern	1 pr	
Cap, plastic, officers pattern	1	

(b) **Items Provided from Service Sources.**

	Scale	Notes
Badge, beret, anodised, officer's pattern	1	
Badge, cap, officer's pattern	1	
Badge, collar, anodised and silver	2	
Lanyard, blue, officers' pattern	1	
Shoes, black leather with toe caps, officers pattern	1 pr	

(3) **Warrant Officer 2 (items provided from Service sources)**

	Scale	Notes
Badge, split anodised (for cap & beret)	2	
Badge, split bronze (for beret)	1	
Gloves, brown, cape	1 pr	

e. **Tropical Outfit (issued on first occasion of need).**

	Scale	Notes
Buttons, anodised, large	4	
Buttons, anodised, small	6	
Jacket, stone	2	
Trousers, stone	2	
Rings, split	10	
Waist hooks, brass	1 pr	

f. **Additional Items for Certain Ranks (Ranks in detachment afloat).**

	Scale	Notes
Shorts, stone	2 prs	
Stockings, stone	2 prs	
Shoes Boat	1 pr	

g. **Personal Loan Items (all ranks).**

	Scale	Notes
Bag, kit, seaman's (large)	1	
Bag, kit, universal (small)	1	
Belt sword, brown leather	1	5
Belt, waist, green	1	
Boots, combat, assault	2 prs	
Bergen Liner, medium & large	1	
Bivouac poles	1	
Cap cold weather	1	
Combat 95	1 set	6
Disc, identity	2	
Drawers, cold weather	1 pr	
Gun fenders (Peltor)	1	
Helmet, combat	1	
Helmet cover	1	
Insoles for boots, combat assault	2 prs	
Plastic Equipment:		
Belt, waist, white	1	3
Locket union	1	3
Respirator, S10 (canister, haversack, w/bottle cap)	1	
Sam Browne Belt, right brace and frog	1 set	7
Towels, hand, green	2	
TRS ECW liner	1 pr	
Vest, cold weather	2	

Notes:

1. Only when qualified Beret Blue replaced with Beret Green.

2. Not required to be maintained after initial training.

3. Not Warrant Officers.

4. Local purchase only, further information available from SO Policy HMS TEMARAIRE.

5. WO2 and Provost Sergeant only.

6. CS95 - comprising of:

CS95 jacket	*Qty 2*
CS95 trousers	*Qty 3*
Shirt, 'T' olive	*Qty 2*
Glove, CS95	*Qty 1 pr*
Gortex outer jacket	*Qty 1*
Fleece	*Qty 1*
CS95 shirt	*Qty 3*
Shirt, field, cw (Norwegian)	*Qty 2*
Glove, contact	*Qty 1 pr*
CS95 gaiters	*Qty 1 pr*
Gortex outer trousers	*Qty 1*

7. WO(1) only.

8. Barrack dress trousers, not from suit. Personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers and Drill Instructors who wear Lovats within the working environment are entitled to an additional pair of Lovat Trousers.

9. Issued as a gratuitous issue to all RM Band members, personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers and Drill Instructors who wear Lovats within the working environment.

10. This Uniform Grant is not retrospective, is a one-time only issue and applicable to new promotes to Sergeant from 01/04/09. Future maintenance costs are to be met at the individuals own expense.

2. SCALE 2 - Royal Marines Band Service WOs, NCOs, Buglers and Musicians Compulsory Kit Scales

a. Basic Kit (Males and Females).

(1) Items Provided under Service Sources.

	Bugler	Musician	Notes
Card, identity (MOD Form 90)	1	1	12
Disc, identity (and chain)	2	2	12
Sheets, white	3	3	1 & 28
Slips, pillow	2	2	1 & 28

(2) Items Issued from Naval Stores.

	Bugler	Musician	Notes
Badge, beret, bronze (combat dress)	2	2	12
Badge, caps and beret, anodised	4	4	12
Badge, collar, anodised (for use in No. 1A Dress - Regimental Blue Dress)	1 pr	1 pr	-
Bag, operational, black	1	1	12
Belt, waist, Corps pattern	1	1	12
Beret, blue	2	2	12
Boots, RM Band (George boot)	1 pr	1 pr	29
Boots, safety, steel toe cap (PPE)	1 pr	1 pr	30
Braces	1 pr	1 pr	-
Cap, plastic, RM (male or female pattern)	2	2	29
Daysack, black	1	1	12
Dress cords, royal, silk	1	-	2
Dress cords, royal, worsted	1	-	3
Gloves, cotton, white (for use in No. 1A Dress - Regimental Blue Dress)	1 pr	1 pr	4 & 12
Greatcoat	1	1	5
Holdall, field, roll	1	1	12
Jersey, wool, heavy, olive	2	2	12
Letters ‘RM’, anodised (for use in No. 1A Dress - Regimental Blue Dress)	1 pr	1 pr	-
Letters ‘RM’, bronze (for use in stone shirts)	2 prs	2 prs	12
Raincoat, green	1	1	6
‘Royal Marines Band Service’ shoulder flash, red on navy (jersey, wool, heavy)	1 pr	1 pr	7
‘Royal Marines Band Service’ shoulder flash, black on green	5 pr	5 pr	7
’Royal Band’ shoulder flash, red on navy (jersey, wool, heavy)	1	1	8
‘Royal Band’ shoulder flash, navy on white	5	5	8

(Continued)

	Bugler	Musician	Notes
'Royal Band' shoulder flash, gold on navy (Band Ceremonial tunic & Blues tunic)	2	2	8
'Royal Band' shoulder flash, gold on green (Lovat jacket)	1	1	9
Shirts, stone, long sleeve	2	2	12
Shirts, stone, short sleeve	5	5	12
Shoes, black leather, DMS	1 pr	1 pr	10 & 12
Shoes, court style (females only - for use in Lovat and Mess Undress skirt)	1 pr	1 pr	7
Shoes, fitness (for indoor and outdoor use)	2 prs	2 prs	12
Socks, black	5 prs	5 prs	12
Trousers, blue, No. 1A Dress - Regimental Blue Dress	3 prs	-	11
Trousers, Lovat - barrack dress (males only)	2 prs	2 prs	12 & 27
Tunic blue, No. 1A Dress - Regimental Blue Dress	1	1	-
Shorts, PT, blue	2 prs	2 prs	12
Socks, PT, white	2 prs	2 prs	12
T-shirt, gym, white	2	2	12

(3) **Personal Loan Items Issued from Specialist Clothing.**

	Bugler	Musician	Notes
Armour, body, cover	1	1	12 & 28
Armour, body, fill	1	1	12 & 28
Bag, linen	1	1	12
Bag, shelter	1	1	12
Bag, sleeping	1	1	12
Belt, PLCE			12
Belt, waist, green	1	1	12
Bergen, pack	1	1	12
Boots, combat, assault, brown	2 prs	2 prs	12
Bottles, water	2	2	12
Bungees	4	4	12
Cap, cold weather	1	1	12
Case, tool, entrenching	1	1	12
Cover, bag, sleeping	1	1	12
Cover, helmet	1	1	12
Daysack, MTP	1	1	12
Defenders, ear	1	1	12
Drawers, thermal	2	2	12
Gaiters	1 pr	1 pr	12
Gloves, contact	1	1	12
Gloves, leather	1	1	12
Headover	1	1	12
Helmet	1	1	12

(Continued)

	Bugler	Musician	Notes
Jacket, buffalo	1	1	12
Jacket & trousers, thermal	1	1	12
Karabiner	1	1	12
Knife, clasp (and lanyard)	1	1	12
Knife, fork and spoon set	1	1	12
Liner, bag, large	1	1	12
Liner, bag, small	2	2	12
Mat, sleeping	1	1	12
Mug, metal	1	1	12
Mug, plastic, green	1	1	12
Pad, hip	1	1	12
Pouch, ammunition	2	2	12
Pouch, bottle, water	1	1	12
Pouch, utility	1	1	12
Pouches, side	2	2	12
Respirator and haversack	1	1	12
Sack, compression	1	1	12
Sheet, shelter	1	1	12
Shirt, MTP	3	3	12
Smock, combat, MTP	2	2	12
Smock, Gortex	1	1	12
Socks, Gortex	1 pr	1 pr	12
Strap, utility	2	2	12
Tins, mess	1 set	1 set	12
Tool, entrenching	1	1	12
Towel, green	2	2	12
Trousers, Gortex	1	1	12
Trousers, MTP	3	3	12
T-shirt, green/brown	4	4	12
Undershirt, thermal, fleece	2	2	12
Vest, thermal	2	2	12
Whistle	1	1	12
Yoke, main	1	1	12

(4) Items Provided Under Contract – Naval Stores (Special Measure).

(a) Male Ranks.

	Bugler	Musician	Notes
Apron, leg, white	3	-	-
Trousers, blue, No. 1 Dress, RM Band (thick stripe)	-	3 prs	-
Tunic, blue, No. 1A Dress	1	1	-
Tunic, blue, yellow braided, No. 1 Dress - Ceremonial Blue Dress (Band Corporal and below) with yellow embroidered collar badge	1	1	-
Tunic, blue, gold braided, No. 1 Dress - Ceremonial Blue Dress(Band Sergeant and above) with gold embroidered collar badge	1	1	-
Tunic, blue, gold braided, No. 1 Dress - Ceremonial Blue Dress (Drum Majors' pattern) with gold embroidered collar badge	1	-	13
Trousers, overalls, blue, officers' pattern (thick stripe)	1 pr	-	13
Frockcoat	1	1	14

(b) Female Ranks.

	Bugler	Musician	Notes
Apron, leg, white	3	-	-
Skirt, Lovat - barrack dress	1	1	-
Trousers, Lovat - barrack dress	1	1	-
Trousers, blue, No. 1 Dress (thin stripe)	3 prs	-	-
Trousers, blue, No. 1 Dress (thick stripe)	-	3 prs	-
Tunic, blue, No. 1A Dress	1	1	-
Tunic, blue, yellow braided, No. 1 Dress - Ceremonial Blue Dress (Band Corporal and below) with yellow embroidered collar badge	1	1	-
Tunic, blue, gold braided, No. 1 Dress - Ceremonial Blue Dress (Band Sergeant and above) with gold embroidered collar badge	1	1	-
Tunic, blue, gold braided, No. 1 Dress - Ceremonial Blue Dress (Drum Majors' pattern) with gold embroidered collar badge	1	-	13
Trousers, overalls, blue, officers' pattern (thick stripe)	1 pr	-	13
Frockcoat	1	1	14

b. **Tropical Clothing Issued from Naval Stores - initial issue during final year of training - scale to be maintained (Male & Female Ranks).**

(1) **Items Issued from Naval Stores.**

	Bugler	Musician	Notes
Badge, collar, anodised (for use in white tunic)	1 pr	1 pr	-
Brassard, white (for rank badges and/or “Royal Band” shoulder flash)	1	1	15
Buckle, anodised (for use in white tunic - cloth belt)	2	2	-
Buttons, anodised (5 x large & 4 x small) and 9 x split rings (for use in white tunic)	1 set	1 set	-
Cummerbund, red	1	1	-
Hooks, waist, brass (for use in white tunic - sides)	2	2	-
Letters ‘RM’, anodised (for use in white tunic and red sea rig)	2 prs	2 prs	-
Shirt, white, short sleeve	2	2	-
Shoes, white, tropical	1 pr	1 pr	-
Shoulder flash, ‘Royal Band’, gold on navy (for brassard)	1	1	8
Shoulder straps, white (for letters: “RM”, anodised)	1 pr	1 pr	15
Socks, white	2	2	-
Trousers, white, No. 1AW Dress - Tropical Ceremonial Dress, officers’ pattern (provided under contract)	2	2	14
Trousers, white, No. 1AW Dress - Tropical Ceremonial Dress, other ranks	2	2	-
Tunic, white, No. 1AW Dress - Tropical Ceremonial Dress, officers’ pattern (provided under contract)	2	2	14
Tunic, white, No. 1AW Dress - Tropical Ceremonial Dress, other ranks	2	2	-

(2) **Additional Items Issued to Buglers and Musicians when Serving Afloat.**

	Bugler	Musician	Notes
Shorts, stone	2 prs	2 prs	-
Stockings, stone	2 prs	2 prs	-
Trousers, stone	2 prs	2 prs	-

c. **Additional Items to be provided by the individual (Male & Female Ranks).**

	Bugler	Musician	Notes
Brush, clothes	1	1	-
Brush, shoe cleaning	1	1	-
Brush, shoe polishing	1	1	-
Nightwear	2	2	-
Sewing kit	1	1	-
Scissors	1 pr	1 pr	-
Towels, hand	2	2	-

d. **Additional Items Issued from Naval Stores for RM Bands Portsmouth and CTCRM Ranks (Male & Female Ranks).**

	Bugler	Musician	Notes
Cap, plastic (male or female pattern)	-	1	16

e. **Additional Items Issued on Promotion.**

(1) **Band Sergeant and Sergeant Bugler.**

(a) **Items Issued from Naval Stores.**

i. **Male Ranks.**

	Bugler	Musician	Notes
Badge, collar, bronze (for use in Lovat suit)	1 pr	1 pr	17
Bow tie	1	1	-
Letters: “RM”, bronze (for use in Lovat suit)	1 pr	1 pr	17
Sash, worsted, scarlet	1	1	-
Shirt, white (Marcella style)	1	1	-
Suit, No. 1B Dress - Lovat Dress (tunic and trousers)	1	1	17
Tie, worsted, braid, drab (for use in Lovat suit)	1	1	17

ii. **Female Ranks.**

	Bugler	Musician	Notes
Badge, collar, bronze (for use in Lovat suit)	1 pr	1 pr	17
Bow tie	1	1	-
Cummerbund, black	1	1	-
Letters: “RM”, bronze (for use in Lovat suit)	1 pr	1 pr	17
Sash, worsted, scarlet	1	1	-
Shirt, white (Marcella style – female officers’ pattern)	1	1	-
Suit, No. 1B Dress - Lovat Dress (tunic and trousers)	1	1	17
Tie, worsted, braid, drab (for use in Lovat suit)	1	1	17

(b) **Items Provided Under Contract.**

i. **Male Ranks.**

	Bugler	Musician	Notes
Sergeant Mess Dress (jacket & waistcoat)	1	1	-
Sergeant Mess Dress (trousers)	1	1	-

ii. **Female Ranks.**

	Bugler	Musician	Notes
Sergeant Mess Dress (jacket)	1	1	-
Sergeant Mess Dress (skirt)	1	1	-
Suit, Lovat (tunic and trousers)	1	1	17

(2) **Warrant Officer Class 2 (Male & Female Ranks).**

Items Issued from Naval Stores.

	Bugler	Musician	Note
Badge, beret, bronze, split (combat dress)	1	1	-
Badge, cap and beret, anodised, split	2	2	-
Gloves, brown, cape	1 pr	1 pr	-

(3) **Warrant Officer Class 1 (Male & Female Ranks).**

(a) **Items Issued from Naval Stores.**

	Bugler	Musician	Note
Badge, beret, anodised and silver, officers' pattern	1	1	-
Badge, cap, anodised and silver, officers' pattern	1	1	-
Badge, collar, anodised and silver, officers' pattern	3 prs	3 prs	-
Lanyard, officers' pattern, blue	1	1	-
Shoes, leather with toe caps, black, officers' pattern	1 pr	1 pr	-
Tie, braided, light khaki (for use in Lovat suit)	1	1	17

(b) **Items Provided by Means of a Cash Grant.**

	Bugler	Musician	Note
Boots, officers' pattern	1 pr	1 pr	-
Cap, plastic, officers' pattern	1	1	-
Tunic, No. 1A Dress - Regimental Blue Dress (officers' pattern material with stand-up collar)	1	1	-

f. **Personal Loan Items Issued from Supply Officer Music (Male & Female Ranks).**

	Bugler	Musician	Notes
Ball ornament, helmet (WO1s wear officers' pattern)	1	1	18
Belt, dress, Drum Major's pattern	1	-	13
Belt, sword, band ceremonial (white or gold straps)	1	1	19
Belt, Sam Browne, leather (issued on WO1 course)	1	1	14
Belt, sword, leather, brown	1	1	-
Belt, waist, white, plastic (including plastic runners and backing piece)	1	1	-
Carriage, drum, white, plastic	1	1	20
Cane, parade	1	-	21
Chain (stay), chin, helmet	1	1	18
Cord, bugle	1	-	-
Cross strap, white, plastic (for use with pouch)	-	1	22
Drum, case (for drum)	1	-	-
Front, plate, helmet (WO1s wear officers' pattern)	1	1	18
Gloves, white, pimpled	3 prs	-	-
Gauntlets, Drum Major's pattern	1	-	13
Gauntlets, bass drummer's pattern	-	1	23
Helmet, white, Wolseley pattern	1	1	-
Locket Union & side brasses, gold plated	1	1	18
Instrument(s), musical (according to category)	1 set	1 set	-
Pouch, device, metal (for use with cross strap)	-	1	22
Pouch, music, plastic	-	1	22
Protector, drum, cushioned (red)	1	-	-
Staff, Drum Major's	1	-	13
Sword and scabbard, ceremonial (white or gold sword knot)	1	1	19
Sword and scabbard, leather, brown (when required)	1	1	19

g. **Additional Items Supplied from Naval Stores (Special Measure) Local Purchase (Male & Female Ranks).**

	Bugler	Musician	Note
Apron, bass, blue (for use in No. 1/1A Dress)	-	1	24
Apron, bass, white (for use in No. 1AW Dress - Tropical Ceremonial Dress)	-	2	24
Cover, suit, protective	1	1	-
Sash, waist, crimson (officers' pattern)	1	1	14
Wellington boots (officers' pattern)	1 pr	-	13

h. **Additional Items Supplied from Naval Stores as Required (Female Ranks).**

	Bugler	Musician	Note
Cardigan, maternity	1 set	1 set	25
Dress, maternity	1 set	1 set	25
Shirt, maternity	1 set	1 set	25
Trousers, Lovat	1 pr	1 pr	26
Trousers, blue, No. 1 Dress	1 pr	1 pr	26

Notes:

1. Issued from the Accommodation Office.

2. Only issued to Bugle Majors on appointment.

3. Not Bugle Majors.

4. Buglers issued additional 3 x pairs annually from SO(M) for use in Band Ceremonials.

5. Greatcoat issued during the final year of M3/B3 training.

6. Gratuitous issue to all RMBS personnel.

7. Only issued when M3/B3 qualified.

8. Only issued to RM Band Portsmouth ranks.

9. Only issued to RM Band Portsmouth Bandmaster, Drum Major & Bugle Major.

10. Females to be issued with either one pair of Gibson Shoes or male equivalent RN style shoes (individual's preference).

11. Male Buglers requiring No 1 trousers 'outside stock ranges' are entitled to trousers provided under contract iaw para 2.a(4) sub para (a). *above. Female Buglers are not entitled to No 1 trousers from Naval Stores (Special Measure) if already issued under contract.*

12. Issued to New Entries on arrival at CTCRM.

13. Only issued on successful completion of the Drum Major course.

14. Only issued to WO1s.

15. For wear in Red Sea Rig and Full Whites (provided under contract).

(Continued)

Notes: (Continued)

16. Only issued to Musicians on joining Portsmouth or CTCRM Band. For wear with appropriate band 'royal cypher(s)'.

17. Only issued to WOs, SNCOs or other RMBS ranks iaw BRd 3(1), Part 6, Chap 40, Sect 2, Para 4011.

18. Trainees to be issued gold plated locket union, helmet plate, ball ornament and chin stay during Term 2.

19. Only issued to Bandmasters, Drum Majors and Bugle Majors.

20. Only issued to Buglers and percussionists.

21. Only issued to Drum Majors on successful completion of the Drum Major course and Bugle Majors on appointment.

22. Not issued to tuba players.

23. Only issued to bass drummers.

24. Only issued to tuba and euphonium players.

25. Clothing combinations to be issued in accordance with BRd 3(1), Part 6, Chap 38, Sect 1, Para 3814.

26. Previously issued Lovat and No 1 trousers are to be altered to fit. Replacement trousers to be issued on return to work following pregnancy.

27. Females to receive 1 pr of 'male' lovat barrack dress trousers for use during IMT.

28. Temporary Loan.

29. Item provided by Naval Stores and issued to New Entries during Initial Military Training.

30. Trainees to be issued Personal Protective Equipment (PPE) safety boots during Term 2. Coveralls and gloves to be held in each RMBS Unit as pool items. PPE is for use during band loading/unloading parties.

3. Scale 3 - Home Retention Scale of Kit for RM RFR and Recall Reserve WOs, NCOs & Other Ranks

The Home Retention Kit listed below is to be retained on discharge from active service by WOs, NCOs and Other Ranks with a Reserve liability:

	Scale	Notes
Badges G&L/L&C, Bronze	1	
Beret, green	1	
Disc, Identity, stainless steel	2	
Bag, travelling	1	
Belt, PCS/Crye	1	
Boots, combat assault	1 pr	
PCS/Crye Shirt	2	
PCS/Crye Trousers	2	
PCS/Crye Jacket	1	
PCS/Crye Rank Slides	2	

4. Scale 4 - Home Retention Scale of Kit for Female RM RFR Personnel

The Home Retention Scale of Kit listed below is to be retained on discharge from active service by female RM WOs, NCOs Musicians and Buglers with a Reserve liability.

Item	Scale
Beret, blue	1
Badges, G&L/L&C, bronze (as appropriate)	1 of each
Badges, rank slides, black on green	2 prs
Belt, waist, Corps, pattern	1
Belt, waist, green	1
Boots, combat, assault	1 pr
Boots, combat, assault, insoles	2
Defenders, ear	1 pr
Disc, identity, stainless steel c/w chain and connectors	2
Jersey, wool, heavy	1
Kit record book	1
Kitbag, universal	1
Knife, fork and spoon	1 set
Mug, green	1
Shoes, fitness, training	1 pr
Skirt, lovat, barrack dress	1
Socks, GS, olive drab	2 prs
Towel, hand, green	1

5. Scale 5 - Royal Marines/RM Band - Scale of Uniform to be Taken to Military Corrective Training Centre

a. Items Available from Service Sources.

	Scale	Notes
Badge, beret, anodised	1	
Badge, beret, bronze	1	
Badge, bronze letter, 'RM'	2	
Badge, collar, bronze	2	
Bag, kit, seaman's	1	
Beret green or blue	1	
Belt, Corps, pattern	1	
Belt, waist, white and locket union	1	
Boots, combat, assault	1 pr	
Boots, ankle, Army pattern	1 pr	
Cap, plastic, RM	1	
Combat, 95	1 set	See Note
Jersey, wool, heavy	2	
Respirator, complete with haversack and canister	1	
Shirt, short sleeve, stone	2	
Shirt, long sleeve, stone	2	
Shoes, black, leather, DMS	1 pr	
Shoes, PT	1 pr	
Socks, GS	4 prs	
Suit, lovat (tunic and trousers)	1	
Tie, worsted, braid, drab	1	
Towel, hand, green	2	
Trousers, lovat, barrack dress	1 pr	

b. **Items to be Provided by the Individual.**

	Scale	Notes
Brush, clothes	1	
Brush, hair	1	
Brush, shoe, cleaning	1	
Brush, shoe, polishing	1	
Cloth, face	1	
Comb	1	
Dusters	2	
Razors (disposable) (male personnel)	1 pkt	
Shampoo (unopened)	1	
Shoe polish (unopened)	1	
Soap	3 bars	
Toothpaste	1	
Toothbrush	1	
Twisters/elastics	4	
Underwear	5	
Washing powder (unopened)	1	

c. **Female Personnel.**

	Scale	Notes
Bun, nets and grips (long hair)	-	
Sanitary Towels	-	
Tights	-	

Note.

CS95 - comprising of

CS95 jacket	*Qty 2*
CS95 shirt	*Qty 3*
CS95 trousers	*Qty 3*
Shirt, field, CW (Norwegian)	*Qty 2*
Shirt, 'T' olive	*Qty 2*
Glove, contact	*Qty 1 pr*
Glove, CS95	*Qty 1 pr*
CS95 gaiters	*Qty 1 pr*
Gortex outer jacket	*Qty 1*
Gortex outer trousers	*Qty 1*
Fleece	*Qty 1*

6. Scale 6 - Naval Careers Service Male RM/RM Band Service RFR Careers Adviser (CA)

a. **Items Provided by Contract.**

	Scale	Replacement Rates	Notes
Badge, breast, Naval Careers Service	2	As required	1
Trousers, blue, No 1 Dress RM (including Buglers)	1	Nil	4
Trousers, blue, No 1 Dress RM Band (Band Ranks)	1	Nil	4
Tunic, blue, No 1 Dress RM	1	Nil	4

b. **Items Issued from Service Sources.**

	Scale	Replacement Rates	Notes
Badge, Anodised (for cap and beret)	2	As required	
Badge, Anodised, collar (for blue tunic)	2	As required	
Anodised, letters 'RM'	2	As required	
Bronze, letters 'RM', collar (for lovat tunic)	2	As required	
Bronze, letters 'RM'	4	As required	
Belt, waist, Corps pattern	1	As required	
Beret, green (except RM Band Service)	1	As required	
Cap, plastic, officers	1	As required	6
Cap, plastic, RM	1	As required	7
Flashes, shoulder (for jersey, wool, heavy, olive)	2	As required	
Gloves, brown, cape	1 pr	As required	8
Gloves, cotton, white	1 pr	As required	9
Jacket, Wet Weather, RM, Olive Green	1	As required	10
Jersey, wool, heavy, olive	1	As required	
Lanyard, blue, officers' pattern	1	As required	6
Shirt, mans, stone, long sleeve	4	As required	
Shirt, mans, stone, short sleeve	4	As required	
Shoes, black leather, DMS	1 pr	As required	7
Shoes, black leather, with toe caps, officers' pattern	1 pr	As required	6
Socks, combat GS, olive drab	2 prs	As required	
Socks, black, officers	2 prs	As required	
Suit, lovat (tunic, trousers and belt with bronze buckle) inc ex RM Band	1	Every 5 years	4
Tie, worsted, braid, drab	2	As required	7
Tie, khaki, light braided	2	As required	6
Trousers, lovat (barrack dress)	2	1 every year	4

Notes:

1. These items are to be issued on initial entry into the Naval Careers Service in addition to the Home Retention Scale of kit retained on discharge from active service in accordance with Scale 4.

2. Consistent with Para 4009, a CA2 is entitled on advancement to CA1 to a gratuitous initial issue, if not previously received, of 2 ties, khaki, light braided together with the additional W01 items laid down in Para 1 d sub para (2) of Scale 1 in Annex 40C, and WO1 badges in accordance with the scales laid down in Section 1 of Annex 40D.

3. The Naval Careers Service breast badges, (one with pin fastener and one with magnetic fastener), to be provided by Captain Naval Recruiting contract.

4. These items may be exchanged for new items, if necessary, at the intervals specified or earlier if there is sufficient evidence that respectable wear or damage is due to Service reasons beyond the owner's control.

5. A CA3 is entitled on advancement to CA2 to a gratuitous initial issue, if not previously received, of Colour Sergeant badges in accordance with the scales laid down in Section 1 of Annex 40D.

6. Issued only to CA1s and those CA2s and CA3s wearing the rank of W01.

7. Not issued to CA1s and those CA2s and CA3s wearing the rank of W01.

8. Issued only to CA1s and those CA2s and CA3s wearing the rank of W01 or W02.

9. Issued only to CA2s and CA3s wearing the rank of Colour Sergeant or Sergeant.

10. Issued as a gratuitous issue to all RMs and RM Band members, personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers, RM Careers Service personnel and Drill Instructors who wear Lovats within the working environment.

7. Scale 7 - Naval Careers Service Female RM Band Service RFR Careers Adviser (CA)

a. Items Provided by Contract.

	Scale	Replacement Rates	Notes
Badge, breast, Naval Careers Service	2	As required	3
Cap, plastic, female musicians	2	As required	3
Shirt, stone, long sleeve	4	As required	
Skirt, lovat (barrack dress)	1	Every 2 years	4
Trousers, lovat (barrack dress)	1	Every 2 years	4
Trousers, blue, No 1 Dress RM (Buglers)	1	Nil	4
Trousers, blue, No 1 Dress RM Band (Musicians)	1	Nil	4
Tunic, blue, No 1 Dress RM	1	Nil	4

b. Items Issued from Service Sources.

	Scale	Replacement Rates	Notes
Badge, Anodised (for cap)	2	As required	
Badge, Anodised, collar (for blue tunic)	2	As required	
Anodised, letters ‘RM’	2	As required	
Bronze, letters ‘RM’ collar (for lovat tunic)	2	As required	
Bronze, letters ‘RM’	4	As required	
Belt, waist, Corps pattern	1	As required	
Flashes, shoulder (for jersey, wool, heavy, olive)	2	As required	
Jacket, Lovat, foul weather	1	As required	9
Jersey, wool, heavy, olive	1	As required	
Lanyard, blue, officers’ pattern	1	As required	6
Shirt, stone, short sleeve	4	As required	
Shoes, black leather, DMS	1 pr	As required	7
Shoes, black leather, non-slip soles, officers’ pattern	1 pr	As required	6 and 8
Slides, shoulder, white on lovat rank badge	1 pr	As required	
Socks, combat GS, olive drab	2 prs	As required	
Socks, thin, black	2 prs	As required	
Tie, khaki, light braided	2	As required	7
Tie, worsted, braid, drab	2	As required	8

Notes:

1. These items are to be issued on initial entry into the Naval Careers Service in addition to the Home Retention Scale of kit retained on discharge from active service in accordance with Para 5 Scale 5.

2. Consistent with Para 4009, a CA2 is entitled on advancement to CA1 to a gratuitous initial issue, if not previously received, of 2 ties, khaki, light braided together with the additional WO1 items laid down in Para 1 d sub para (2) of Scale 1 in Annex 40C, and WO1 badges in accordance with the scales laid down in Section 1 of Annex 40D.

3. The Naval Careers Service breast badges, (one with pin fastener and one with magnetic fastener), to be provided by Captain Naval Recruiting contract.

4. These items may be exchanged for new items, if necessary, at the intervals specified or earlier if there is sufficient evidence that respectable wear or damage is due to Service reasons beyond the owner's control.

5. A CA3 is entitled on advancement to CA2 to a gratuitous initial issue, if not previously received, of Colour Sergeant badges in accordance with the scales laid down in Section 1 of Annex 40D.

6. Issued only to CA1s and those CA2s and CA3s wearing the rank of WO1.

7. Not issued to CA1s and those CA2s and CA3s wearing the rank of WO1.

8. As issued to females in the Royal Navy.

9. Issued as a gratuitous issue to all RM Band members, personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers, RM Careers Service personnel and Drill Instructors who wear Lovats within the working environment.

8. Scale 8 - RM Ranks Uniform to be Returned on Early Discharge

a. Ranks discharged within the first six months of service are to return all clothing issued in accordance with Chapter 40 Annex 40C Scales 1, 2 and 3.

b. Ranks discharged after six months but with less than four years' service are to return all items in sub para d.

c. Ranks discharged with more than 4 years' service are to return all items on personal Loan and their Respirator.

d. **Items.**

	Scale	Notes
Respirator and haversack	1	
Bag, travelling	1	
Beret, green/blue	1	
Cap, plastic, RM	1	
Tunic, white	2	See Note
Trousers, white, PV	2	See Note
Jersey H/W, olive	1	
Lovat Uniform	1	
Trousers, blue, No 1 Dress	1	
Tunic, blue, No 1 Dress	1	
Trousers, lovat	1	
Pillow slip	2	
Sheets ratings	3	
Shoes, black leather, DMS	1	
Boots Army Pattern	1	
All items held on Personal Loan as detailed in Kit Record Book.		

Note. *Band Ranks only.*

ANNEX 40D

ROYAL MARINES BADGES AND INSIGNIA

SECTION 1 - GRATUITOUS ISSUE OF BADGES AND INSIGNIA

1. On Entry (All Ranks)

Item	NSN	Scale	
		General Service	Band Service
Cap/beret badge	8455-99-416-5493	2 anodised (for cap and beret)	4 anodised (for caps and beret)
	8455-99-416-5492	2 bronze (for beret with combat dress)	2 bronze (for beret with combat dress)
Collar badge (globe & laurel wreath)	8455-99-416-5503	2 anodised (for blue tunic)	6 anodised (for blue and white tunics and greatcoat)
	8455-99-416-5499	2 bronze (for lovat tunic)	2 bronze (for lovat tunic). See Para 4011. sub para i
	8455-99-416-5502	N/A	2 yellow on red embroidered (for ceremonial tunic)
Letters RM	8455-99-416-5508	2 anodised (for blue, white and stone tunics, stone shirts and greatcoat	6 anodised (for blue and white tunics and greatcoat)
	8455-99-416-5506	4 bronze (for lovat tunic and stone shirts)	4 bronze (for lovat tunic and stone shirts). See Para 4011. sub para i
Buttons (issued with uniforms/ headdress)	8455-99-137-4687	Large (23mm) anodized	
	8455-99-137-4688	Small (17mm) anodized (for pocket/cuff)	
	8455-99-977-2540	Large (23mm) bronze	
	8455-99-977-2541	Small (17mm) bronze (for pocket/cuff)	
	8455-99-869-1192	Gilding metal with silver plated crown & lion (for officer/WO1 cap)	
	8455-99-869-2206	Small anodized (for other ranks cap)	

2. On Promotion

a. Lance Corporal, Corporal, Sergeant.

Item	NSN	Scale	
		General Service	Band Service
Rank badge (sets of 1, 2 or 3 chevrons as appropriate)	8455-99-978-6085	1 set gold on red (for blue tunic)	4 sets gold on red (for ceremonial and blue tunics, greatcoat and Red Sea Rig)
	8455-99-416-5564	1 set gold on green (for lovat tunic)	1 set gold on green (for lovat tunic). See Para 4011. sub para i
	8455-99-974-0092	N/A	1 set gold on blue (for white tunic)
	8455-99-416-5566	3 sets white on khaki drill (for stone shirts)	5 sets white on khaki drill (for stone shirts)
	8455-99-135-9864	2 sets black on olive (for JWH)	2 sets black on olive (for JWH)
	8455-99-132-9927	2 black on olive rank slides (for combat dress)	2 black on olive rank slides (for combat dress and raincoat)
Collar badge (globe & laurel wreath)	8455-99-416-5501	N/A	2 sets gold on red embroidered (for ceremonial tunic - SNCOs and WO2s only)

b. Colour Sergeant.

Item	NSN	Scale	
		General Service	Band Service
Globe, crossed flags, anchor and laurel wreath arm badge	8455-99-416-5545	1 set gold on blue (for blue tunic)	5 sets gold on red (for ceremonial, blue and white tunics, greatcoat and Red Sea Rig)
Crown for addition to chevrons	8455-99-416-5526	1 set gold on green (for lovat tunic)	1 set gold on green (for lovat tunic). See Para 4011 sub para i
	8455-99-136-6108	3 sets white on khaki drill (for stone shirts)	5 sets white on khaki drill (for stone shirts)
	8455-99-135-9862	2 sets black on olive (for JWH)	2 sets black on olive (for JWH)
CSgt rank slides	8455-99-132-9927	2 black on olive rank slides (for combat dress)	2 black on olive rank slides (for combat dress and raincoat)

c. **Additional Issues to Cook Ranks (Colour Sergeant and below).**

Item	NSN	Scale
Rank badge	8455-99-974-0411	6 sets chrome – issued to ranks for wear on jackets food handlers

d. **Warrant Officer Class 2.**

Item	NSN	Scale	
		General Service	Band Service
Rank badge (crown & laurel wreath)	8455-99-416-5520	1 gold on blue (for blue tunic)	1 gold on blue (for blue tunic) - non appointed RMBS WO2s
	8455-99-416-5521	1 gold on green (for lovat tunic)	1 gold on green (for lovat tunic) - non-appointed RMBS WO2s. See Para 4011.i
	8455-99-132-3364	2 black on olive (for JWH)	2 black on olive (for JWH) - non appointed RMBS WO2s
	8455-99-416-5522	1 anodised (for shirt-sleeve order)	1 anodised (for shirt-sleeve order)
	8455-99-973-8940	1 black - japanned finish (for combat dress)	1 black - japanned finish (for combat dress)
	8455-99-132-9927	2 black on olive rank slides (for combat dress)	2 black on olive rank slides (for combat dress and raincoat)
Rank badge - WO2 Bdmr (crown & laurel wreath with lyre)	8455-99-416-5547	N/A	4 gold on blue (for ceremonial, blue and white tunics and greatcoat)
	Local purchase	N/A	1 gold on green (for lovat tunic). See Para 4011.i
	Local purchase	N/A	2 black on olive (for JWH)
	Local purchase	N/A	2 black on olive rank slides (for combat dress and raincoat)
Wrist strap	8455-99-974-0617	1 wrist strap, leather, brown	1 wrist strap, leather, brown
	8455-99-139-0960	1 wrist strap, leather, white	1 wrist strap, leather, white
Cap badge - split (crown)	8455-99-416-4223	2 anodised (for cap and beret)	2 anodised (for cap and beret)

(Continued)

Item	NSN	Scale	
		General Service	Band Service
Cap badge - split (globe & laurel wreath)	8455-99-416-5503	2 anodised (for cap and beret)	2 anodised (for cap and beret)
Cap badge - split (crown)	8455-99-416-5490	1 bronze (for beret with combat dress)	1 bronze (for beret with combat dress)
Cap badge - split (globe & laurel wreath)	8455-99-416-5500	1 bronze (for beret with combat dress)	1 bronze (for beret with combat dress)

e **Warrant Officer Class 1.**

Item	NSN	Scale	
		General Service	Band Service
Rank badge (Royal Arms)	8455-99-977-9918	1 gold on blue (for blue tunic)	5 gold on blue (for ceremonial, blue and white tunics, frockcoat and greatcoat)
	8455-99-138-2361	1 gold on green (for lovat tunic)	1 gold on green (for lovat tunic). See Para 4011. sub para i
	8455-99-496-1903	2 scarlet boarder on khaki (for JWH)	2 scarlet boarder on khaki (for JWH)
	8455-99-416-5518	1 anodised (for shirt-sleeve order)	1 anodised (for shirt-sleeve order)
	8455-99-973-9220	1 black - japanned finish (for combat dress)	1 black - japanned finish (for combat dress)
	8455-99-132-9927	2 black on olive rank slides (for combat dress)	2 black on olive rank slides (for combat dress and raincoat)
Wrist strap	8455-99-974-0618	1 wrist strap, leather, brown	1 wrist strap, leather, brown
	8455-99-139-0960	1 wrist strap, leather, white	1 wrist strap, leather, white
Collar badges (globe & laurel wreath - officer pattern)	8455-99-869-1569	2 anodised and silver (for blue tunic)	6 anodised and silver (for blue and white tunics and greatcoat)
	Local purchase	N/A	4 silver and gold embroidered (for ceremonial tunic and frockcoat)

(Continued)

Item	NSN	Scale	
		General Service	Band Service
Cap badge - split (crown)	8455-99-416-4223	2 anodised (for cap and beret)	2 anodised (for cap and beret)
Cap badge - split (globe & laurel wreath - officer pattern)	8455-99-416-4222	2 anodised and silver (for cap and beret)	2 anodised and silver (for cap and beret)
Cap badge - split (crown)	8455-99-416-5490	1 bronze (for beret with combat dress)	1 bronze (for beret with combat dress)
Cap badge - split (globe & laurel wreath)	8455-99-416-5500	1 bronze (for beret with combat dress)	1 bronze (for beret with combat dress)

3. On Award of Good Conduct Badge - Marines, Musicians and Buglers

Item	NSN	Scale
Good Conduct Badges (sets of 1, 2 or 3 inverted chevrons as appropriate)	8455-99-978-6085	1 set gold on red (for blue tunic)

4. On Appointment - Drum Majors, Bugle Majors and Provost Sergeants

Item	NSN	Scale	
		General Service	Band Service
Drum Major (set of 4 inverted chevrons surmounted by a drum)	8455-99-978-6088	N/A	3 sets inverted chevrons gold on red (for ceremonial and blue tunics and greatcoat)
	8455-99-416-5619	N/A	4 drums gold on blue (for ceremonial, blue and white tunics and greatcoat)
	Local purchase	N/A	1 sets inverted chevrons gold on green (for lovat tunic). See Para 4011. sub para i
	Local purchase	N/A	1 drums gold on green (for lovat tunic). See Para 4011. sub para i
	8455-99-974-0092	N/A	1 set inverted chevrons gold on blue (for white tunic)
	Local purchase	N/A	2 black on olive (for JWH)
	Local purchase	N/A	1 chrome (for shirt-sleeve order)
	Local purchase	N/A	2 black on olive appointment slides (for raincoat)

Item	NSN	Scale	
		General Service	Band Service
Bugle Major (set of 4 inverted chevrons surmounted by a bugle)	8455-99-978-6088	N/A	3 sets chevrons gold on red (for ceremonial and blue tunics and greatcoat)
	8455-99-416-5539	N/A	4 bugles gold on blue (for ceremonial, blue and white tunics and greatcoat)
	Local purchase	N/A	1 set chevrons gold on green (for lovat tunic). See Para 4011. sub para i
	Local purchase	N/A	1 bugle gold on green (for lovat tunic). See Para 4011. sub para i
	8455-99-974-0092	N/A	1 set chevrons gold on blue (for white tunic)
	Local purchase	N/A	2 black on olive (for JWH)
	Local purchase	N/A	1 chrome (for shirt-sleeve order)
	Local purchase	N/A	2 black on olive appointment slides (for raincoat)
Provost Sergeant (3 x inverted chevrons)	8455-99-978-6085	1 set chevrons gold on red (for blue tunic)	N/A
	8455-99-974-0411	1 chrome (for shirt-sleeve order)	N/A
Cap badge (divided pattern)	8455-99-416-4223	2 anodised (crown)	2 anodised (crown)
	8455-99-416-5503	2 anodised (globe & laurel)	2 anodised (globe & laurel)
	8455-99-416-5490	1 bronze (crown)	1 bronze (crown)
	8455-99-416-5500	1 bronze (globe & laurel)	1 bronze (globe & laurel)
Wrist strap	8455-99-974-0617	1 wrist strap, leather, brown	1 wrist strap, leather, brown
	8455-99-139-0960	1 wrist strap, leather, white	1 wrist strap, leather, white

5. On Qualifying for Branch, Specialist Qualification, Skill or Special Badges

Item	NSN	Scale	
		General Service	Band Service
'ROYAL MARINES COMMANDO' shoulder flash	8455-99-135-3357	4 red on blue (for JWH)	N/A
	8455-99-869-5495	8 black on olive (for combat dress)	N/A
3 Commando Brigade Dagger	8455-99-498-8640	4 black on olive (for combat dress)	N/A
Amphibious Assault	8455-99-000-5209	4 black on olive (for combat dress)	N/A
Special Boat Service	8455-99-732-2583	1 gold on green (for lovat tunic)	N/A
'ROYAL MARINES BAND SERVICE' shoulder flash	8455-99-132-6493	N/A	4 red on blue (for JWH)
	8455-99-462-0892	N/A	5 black on olive (for combat dress)
King's Badge	8455-99-416-5623	1 gold on blue (for blue tunic)	N/A
	8455-99-416-5624	1 gold on green (for lovat tunic)	N/A
	8455-99-869-5643	5 black on green (for JWH and combat dress)	N/A
	8455-99-869-5645	3 khaki drill (for stone shirts)	N/A
Prince's Badge	8455-99-139-9486	N/A	4 silver on blue (for ceremonial, blue and white tunics and Red Sea Rig)
	Local purchase	N/A	1 silver on green (for lovat tunic). See Para 4011. sub para i
	8455-99-869-5642	N/A	7 black on olive (for JWH and combat dress)
	8455-99-869-5644	N/A	5 khaki drill (for stone shirts)
Musician badge (lyre)	8455-99-135-4245	N/A	1 gold on blue (for blue tunic)
Bugler badge (drum)	8455-99-416-5619	N/A	4 gold on blue (for ceremonial, blue and white tunics and greatcoat)

(Continued)

Item	NSN	Scale	
		General Service	Band Service
Assault Engineer	8455-99-236-5807	1 gold on blue (for blue tunic)	N/A
Clerk	8455-99-236-5816	1 gold on blue (for blue tunic)	N/A
Combat Intelligence	8455-99-968-4742	1 gold on blue (for blue tunic)	N/A
Communications Technician	8455-99-732-6770	1 gold on blue (for blue tunic)	N/A
Drill Leader	8455-99-236-5811	1 gold on blue (for blue tunic)	N/A
Driver	8455-99-236-5809	1 gold on blue (for blue tunic)	N/A
Heavy Weapons	8455-99-236-5814	1 gold on blue (for blue tunic)	N/A
Landing Craft	8455-99-236-5818	1 gold on blue (for blue tunic)	N/A
Royal Marine Police	8455-99-236-5820	1 gold on blue (for blue tunic)	N/A
Mountain Leader	8455-99-236-5817	1 gold on blue (for blue tunic)	N/A
Physical Training Instructor	8455-99-236-5808	1 gold on blue (for blue tunic)	N/A
	8455-99-416-5587	2 scarlet on white (for PT2 vest, sweater)	N/A
	8455-99-416-5585	2 scarlet on white (for PT1 vest, sweater)	N/A
Commandant General's Shooting Badge	Local purchase	1 gold on blue (for blue tunic)	N/A
	Local purchase	1 yellow thread on green (for lovat tunic)	N/A
Parachutist badge	8455-99-416-5486	1 gold on blue (for blue tunic)	N/A
	8455-99-416-5629	1 gold on green (for lovat tunic)	N/A
	8455-99-416-5632	3 light blue on khaki drill (for stone shirts)	N/A
	8455-99-486-6189	2 light blue on olive (for JWH)	N/A

(Continued)

Item	NSN	Scale	
		General Service	Band Service
Pilot and Observer badges	8455-99-135-5781	2 gold/silver on blue (for blue and lovat tunics)	N/A
	8455-99-135-5780	3 light blue/gold on blue (for stone shirts)	N/A
Army Parachute Jump Instructor (APJI) badge	8455-99-973-9148	2 gold on blue (for blue and lovat tunics)	N/A

6. Additional Issues to Ranks Provided with Tropical Clothing

Item	NSN	Scale
Rank badges (Lance Corporal, Corporal, Sergeant and Colour Sergeant - sets of 1, 2 or 3 chevrons as appropriate)	8455-99-416-5569	2 sets khaki on khaki drill (for stone jackets)
Crown (CSgt) for addition to chevrons	8455-99-416-5530	2 khaki on khaki drill (for stone jackets)
Rank badge (WO2)	2 khaki on khaki drill (for stone jackets)	2 khaki on khaki drill (for stone jackets)
Rank badge (WO1)	2 khaki on khaki drill (for stone jackets)	2 khaki on khaki drill (for stone jackets)
King's Badge	2 khaki on khaki drill (for stone jackets)	2 khaki on khaki drill (for stone jackets)
Parachutist and APJI badges	2 light blue on khaki drill	2 light blue on khaki drill
Pilot, Observer and Air Gunner badges	2 light blue/gold on blue	2 light blue/gold on blue
Good Conduct badge (sets of 1, 2 or 3 chevrons as appropriate)	2 white on khaki drill	2 white on khaki drill

7. Ceremonial Items

Item	NSN	Scale
Locket union (General Service)	8315-99-812-6427	Buckle (90mm x 64mm) crown surmounted by lion in centre and 'GIBRALTAR PER MARE PER TERRAM' lettering around outer edge (used by General Service Royal Marines)
Locket union (RMBS)	8315-99-741-0711	Buckle (90mm x 57mm) crown surmounted by lion in centre and 'GIBRALTAR PER MARE PER TERRAM' lettering around outer. 18ct hard gold plate (used by Royal Marines Band Service)
Helmet Plate (other ranks)	8455-99-741-0710	Gold plated metal eight-pointed star with dead and bright rays, and crown above. On the star a laurel wreath and saw-pierced garter with regimental motto 'PER MARE PER TERRAM'; above the garter a scroll Gibraltar and below it an anchor, in the centre a globe. Worn on front of the helmet (used by WO2s and below)
Helmet Plate (officers pattern)	8455-99-758-5327	Gilded metal eight-pointed star with dead and bright rays, and crown above. On the star a gilded metal laurel wreath and saw-pierced garter with regimental motto 'PER MARE PER TERRAM'; above the garter a scroll Gibraltar and below it an anchor, in the centre a silver globe. Under the sawpierced garter, blue enamel. Worn on front of the helmet (used by officers and WO1s)
Ball Ornament (other ranks)	8465-99-741-0709	Threaded gold plated metal ball in a leaf cup on a dome base with closed vents worn on top of the helmet (60mm x 48mm)
Ball Ornament (officers pattern)	Local Purchase	Threaded gilded metal ball in a gilt leaf cup on a dome base with open vents worn on top of the helmet (60mm x 50mm)
Pouch device	8455-99-741-0713	Crown surmounted by a lion with "PER MARE PER TERRAM" below on scroll (80mm x 85mm). Gilding metal with 18ct hard gold plate (used by Royal Marines Band Service - Bd Cpls and below)

8. Additional Issues to Ranks Joining Portsmouth and CTCRM Bands

Item		NSN	Scale
Portsmouth Band only	'ROYAL BAND' shoulder flash	8455-99-498-8509	4 gold on blue (for ceremonial, blue and white tunics and Red Sea Rig)
		Local purchase	1 gold on green (for lovat tunic). See Para 4011.i
		8455-99-498-8506	2 red on blue (for JWH)
		8455-99-498-8510	5 light blue on white (for stone shirts)
	'Bursting Grenade' and (cap badge)	8455-99-416-5494	1 gilt and silver (for cap)
	Royal cypher EIIR and crown (pin)	8455-99-416-5497	1 silver (for cap)
	Royal cypher EIIR and crown (screw thread)	8455-99-416-5498	1 silver (for helmet plate)
	Royal cypher GVR and crown (screw thread)	8455-99-416-5495	1 silver (for helmet plate)
CTCRM Band only	Crown (pin)	8455-99-416-4223	1 anodized (for cap)
	Royal cypher Prince of Wales plume (pin)	8455-99-416-5496	1 burnished silver (for cap)
	Globe & laurel (cap badge)	8455-99-416-5503	1 anodized (for cap)
	Royal cypher Prince of Wales plume (screw thread)	8455-99-925-0450	1 silver (for helmet plate)

SECTION 2 - GENERAL SERVICE - LOCATION AND MEASUREMENTS

9. Rank Badges

Badge	Description	Location and Measurements
WO1	Royal Arms	Lower right arm - centrally, bottom point of badge **10mm** above point of slash on blue tunic and **140mm** above cuff on greatcoat. Bottom point of badge **100mm** above turned up edge of cuff on JWH
WO2	Crown in laurel wreath	
Provost Sergeant	Three chevrons, point upwards	
In all shirt sleeve dresses the badges listed above are worn on a leather wrist strap (when in camp)		
Colour Sergeant	Three chevrons, point downwards, immediately surmounted by a crown (on blue uniform – surmounted by a globe, crossed flags, fouled anchor and laurel wreath)	Upper right arm - centrally, bottom point of lowest chevron **140mm** above cuff on greatcoat. **170mm** below shoulder seams on JWH, stone shirts (short sleeves) and Mess Dress. **270mm** below shoulder seam on all other garments
Sergeant	Three chevrons, point downwards	
Corporal	Two chevrons, point downwards	
Lance Corporal	One chevron, point downwards	

10 Good Conduct Badges

Badge	Description	Location and Measurements
Good Conduct Badges (4, 8, 12 years' qualifying service)	Sets of 1, 2 or 3, point upwards	Lower left arm - centrally, inner angle of the lowest chevron **10mm** above the point of sleeve slash.

11. Branch Badges

Badge	Description	Location and Measurements
WOs do not wear branch badges		
Telecommunications Technician	Circle with three lightning flashes each side	Marines - upper right arm, **150mm** below shoulder seam. NCOs - upper right arm, above the chevrons, badge immediately above inside angle of upper chevron. Colour Sergeants - lower right arm, **10mm** above point of slash
Other Tradesmen	Crossed hammer and pincers	

12. Skill Badges

Badge	Description	Location and Measurements
Marksman	Crossed rifles	Lower left arm, 10mm above point of slash unless an SQ badge is worn in this position, in which case the skill badge is worn 10mm above the SQ badge
Sniper	Crossed rifles with letter S	

13. SQ Badges

Badge	Description	Location and Measurements
WOs do not wear SQ badges. Not more than one SQ badge to be worn		
Cook/Caterer	Letter K in wreath	Colour Sergeants - lower right arm, 10mm above point of slash. Other NCOs with Instructor or 1st class SQ badge - right arm, badge immediately above inside angle of upper chevron. PT Instructor's badge also worn central on chest of PT vest and sweater. Other NCOs and Marines - left arm, 10mm above point of slash
Assault Engineer	Letters AE in wreath	
Clerk	Letter C in wreath	
Drill and Platoon Weapons	Crossed rifles	
Driver	Steering wheel	
Heavy Weapons	Letters HW in wreath	
Landing Craft	Letters LC in wreath	
Mountain Leader	Letters ML in wreath	
Physical Training	Crossed clubs	
Royal Marines Police	Letters MP in wreath	
Signaller	Crossed flags	
Store Accountant	Letters SA in wreath	
Swimmer Canoeist	Letters SC in wreath	

14. Special Badges

Badge	Description	Location and Measurements
'ROYAL MARINES COMMANDO' shoulder flash	Embroidered shoulder flash, red on blue/ black on olive	Both arms, immediately below shoulder seams
King's Badge	Royal cypher 'GVR' in a laurel wreath	Upper left arm - For combat dress, worn centrally, immediately below 'ROYAL MARINES COMMANDO' shoulder flash. For all other uniforms worn centrally, **50mm** below shoulder seam.
Commandant General's Shooting Badge	Crossed SA 80 rifles with RM VIII below the device	Lower left sleeve in lieu of marksman's badge by serving and past members (1986 onwards) of RM Bisley Shooting Team
Pilot Unit Light Aircraft	The RN Pilots' Badge - wings extended, laurel wreath and anchor in middle surmounted by a lion and crown	The same badge as for officers worn in the same position, (**10mm** above top row of medal ribbons or **10mm** above left breast pocket if no medal ribbon worn)
Observer Unit Light Aircraft	Single wing of silver embroidery lifted to the right and attached to a gold 'O' surmounted by a crown	
Air Gunner Unit Light Aircraft	As for Observer but attached to a gold 'G;	
Parachutist Army	Parachute with wings	Right arm, **65mm** below shoulder seam
Parachute Jump Instructor	Parachute with wings. Letters APJI in wreath below.	
Section Leader's Diamond	Scarlet diamond on brassard	Left arm, **50mm** below shoulder seam, on all uniforms. Worn by recruits under training appointed Section Leaders

SECTION 3 - BAND SERVICE - LOCATION AND MEASUREMENTS

15. 1/1F Dress - Ceremonial Blue Dress/Undress

Description	Image	Location and Measurements
Globe & Laurel badges: Officer and WO1 (solid silver globe in gold braided laurel wreath)		Stand-up collar - either side of the collar fastening edge set centrally within the collar band with the centre of the badge **70mm** from outside edge of collar braiding
Globe & Laurel badges: WO2 and SNCO - braided (gold on red)		Stand-up collar - either side of the collar fastening edge set centrally within the collar band with the centre of the badge **40mm** from outside edge of collar braiding
Globe & Laurel badges: JNCO and below - embroidered (yellow on red)		Stand-up collar - either side of the collar fastening edge set centrally within the collar band with the centre of the badge **40mm** from outside edge of collar braiding
Lieutenant Colonel rank badge: Embroidered crown (silver and red - size 25mm x 20mm) above Bath star (size 18mm x 18mm) on gold braid strap fitting		Shoulder straps - attached by a strap and screw/thread assembly (screw base sewn into the uniform material). Crown sewn centrally over lowest scroll
Major rank badge: Embroidered crown (silver and red - size 25mm x 20mm) on gold braid strap fitting		Shoulder straps - attached by a strap and screw/thread assembly (screw base sewn into the uniform material). Crown sewn centrally over lowest scroll

Description	Image	Location and Measurements
Captain rank badge: Embroidered Bath stars (gold on silver - size 18mm x 18mm) on gold braid strap fitting		Shoulder straps - attached by a strap and screw/thread assembly (screw base sewn into the uniform material). Stars sewn centrally over lowest three scrolls
Lieutenant rank badge: Embroidered Bath stars (gold on silver - size 18mm x 18mm) on gold braid strap fitting		Shoulder straps - attached by a strap and screw/thread assembly (screw base sewn into the uniform material). Stars sewn centrally over lowest two scrolls
WO1 rank badge: Embroidered Royal Arms (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above sleeve slash
Bandmaster rank badge: Embroidered lyre in laurel wreath, surmounted by crown (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above sleeve slash
Drum Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Lower right arm - centrally, lowest point of chevron **10mm** above sleeve slash. Chevrons to be separated by **5mm**. Drum badge **10mm** above top chevron point
Bugle Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered bugle (gold on dark blue)		Lower right arm - centrally, lowest point of chevron **10mm** above sleeve slash. Chevrons to be separated by **5mm**. Bugle badge **10mm** above top chevron point

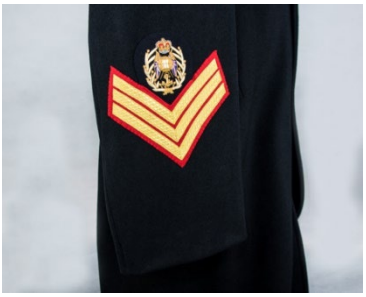
Description	Image	Location and Measurements
CSgt Bugler/Bd CSgt rank badges: Chevrons (gold on red) surmounted by an embroidered globe on crossed flags with a fouled anchor below in a laurel wreath surmounted by a crown (gold on dark blue)		Upper right arm (Note 2) - centrally, point of lowest chevron **270mm** below shoulder seam. Bottom edge of CSgt badge 10mm above inside angle of upper chevron
CSgt Bugler (drum badge): Embroidered drum (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above sleeve slash
Sgt Bugler rank badge: Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Drum badge immediately above inside angle of upper chevron
Cpl Bugler rank badge: Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Drum badge immediately above inside angle of upper chevron
LCpl Bugler rank badge: Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Drum badge immediately above inside angle of upper chevron
Bugler's drum badge: Embroidered drum (gold on dark blue)		Upper right arm - centrally, top edge of badge **150mm** below shoulder seam

Description	Image	Location and Measurements
Bd Sgt rank badge: Chevrons (gold on red)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam
Bd Cpl rank badge: Chevrons (gold on red)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam
Bd LCpl rank badge: Chevrons (gold on red)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam
"ROYAL BAND" shoulder flash: Embroidered letters surmounted by a crown (gold on dark blue)		Below right shoulder (Note 1) - centrally, top edge of badge **20mm** below shoulder seam
Prince's badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (silver on dark blue)		Upper left arm - centrally, top edge of badge **50mm** below shoulder seam

16. 1 Dress - Ceremonial Blue Dress (Greatcoat Order)

Description	Image	Location and Measurements
Letters 'RM': (anodised)		Shoulder straps - centrally, bottom edge of letters **10mm** above shoulder seams
Globe & Laurel: Officer and WO1 (silver globe in anodized laurel wreath)		Collar tips - centrally, bottom edge of badge **20mm** from collar step (point)
Globe & Laurel: WO2 and below (anodized)		Collar tips - centrally, bottom edge of badge **20mm** from collar point (point)
Lieutenant Colonel rank badge: Crown (size 22mm) above Bath star (size 16mm) with red enamel inlay (anodized)		Shoulder straps - centrally, bottom edge of lower star **5mm** above 'RM' with crown **5mm** above star
Major rank badge: Crown (size 22mm) with red enamel inlay (anodized)		Shoulder straps - centrally, bottom edge of crown **5mm** above 'RM'

Description	Image	Location and Measurements
Captain rank badge: Bath stars (size 16mm) with red enamel inlay (anodized)		Shoulder straps - centrally, bottom edge of lowest star immediately above 'RM' (remaining stars positioned above each other to fit on shoulder strap)
Lieutenant rank badge: Bath stars (size 16mm) with red enamel inlay (anodized)		Shoulder straps - centrally, bottom edge of lowest star above 'RM' (remaining star positioned immediately above the first)
WO1 rank badge: embroidered Royal Arms (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **140mm** above sleeve cuff
Bandmaster rank badge: Embroidered lyre in laurel wreath, surmounted by crown (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **140mm** above edge of sleeve cuff
Drum Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Lower right arm - centrally, lowest point of chevron **140mm** above sleeve edge. Chevrons to be separated by **5mm**. Drum badge **10mm** above top chevron point
Bugle Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered bugle (gold on dark blue)		Lower right arm - centrally, lowest point of chevron **140mm** above sleeve edge. Chevrons to be separated by 5mm. Bugle badge **10mm** above top chevron point

Description	Image	Location and Measurements
CSgt rank badge: Embroidered globe on crossed flags with a fouled anchor below in a laurel wreath surmounted by a crown (gold on dark blue)		Lower right arm - centrally, lowest point of chevron **140mm** above edge of sleeve cuff. Bottom edge of CSgt badge immediately above inside angle of upper chevron
Bd Sgt/Sgt Bugler rank badge: Chevrons (gold on red)		Lower right arm - centrally, lowest point of chevron **140mm** above edge of sleeve cuff
Bd Cpl/Cpl Bugler badge: Chevrons (gold on red)		Lower right arm - centrally, lowest point of chevron **140mm** above edge of sleeve cuff
Bd LCpl/LCpl Bugler rank badge: Chevrons (gold on red)		Lower right arm - centrally, lowest point of chevron **140mm** above edge of sleeve cuff

17. 1 Dress - Ceremonial Blue Dress (Frockcoat Order)

Description	Image	Location and Measurements
Globe & Laurel: Officer and WO1 (solid silver globe in gold embroidered laurel wreath)		Stand-up collar - either side of the collar fastening edge set centrally within the collar band with the centre of the badge **50mm** from outside edge of the collar
Lieutenant Colonel rank badge: Embroidered crown (gold and red - size 25mm x 20mm) above Bath star (green on gold - size 18mm x 18mm)		Shoulder straps - centrally, bottom edge of star **10mm** above shoulder seams with crown above
Major rank badge: Embroidered crown (gold and red - size 25mm x 20mm)		Shoulder straps - centrally, bottom edge of crown **10mm** above shoulder seams
Captain rank badge: Embroidered Bath stars (green on gold - size 18mm x 18mm)		Shoulder straps - centrally, bottom edge of lowest star **10mm** above shoulder seams (remaining stars positioned above each other to fit on shoulder strap)
Lieutenant rank badge: Embroidered Bath stars (green on gold - size 18mm x 18mm)		Shoulder straps - centrally, bottom edge of lowest star **10mm** above shoulder seams (remaining star positioned above the first)

Description	Image	Location and Measurements
WO1 rank badge: Embroidered Royal Arms (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above point of sleeve slash
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (gold on dark blue)		Below right shoulder (Note 1) - centrally, top edge of badge **20mm** below shoulder seam
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (silver on dark blue)		Upper left arm - centrally, top edge of badge **50mm** below shoulder seam

18. 1A/1AS Dress – Regimental Blue Dress

Description	Image	Location and Measurements
Letters 'RM': (anodised)		Shoulder straps - centrally, bottom edge of letters **10mm** above shoulder seams
Globe & Laurel: Officer (silver globe in anodized laurel)		Collar step - centrally, on the step of the collar, bottom of the laurel wreath **10mm** above the edge of the step
Globe & Laurel: WO1 (silver globe anodized laurel)		Stand-up collar - either side of the collar fastening edge set **5mm** above the collar seam with the centre of the badge **50mm** from outside edge of the collar
Globe & Laurel: WO2 and below (anodized)		Stand-up collar - either side of the collar fastening edge set **5mm** above the collar seam with the centre of the badge **50mm** from outside edge of the collar
Major rank badge: Crown (anodized and red - size 22mm)		Shoulder straps - centrally, bottom edge of crown **5mm** above 'RM'

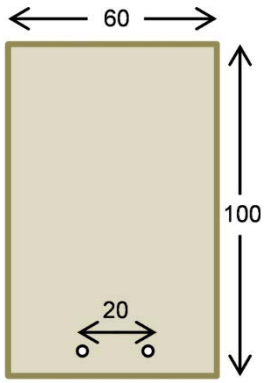
Description	Image	Location and Measurements
Captain rank badge: Bath stars (anodized and red - size 16mm)		Shoulder straps - centrally, bottom edge of lowest star **5mm** above 'RM' (remaining stars positioned **5mm** above each)
Lieutenant rank badge: Bath stars (anodized and red - size 16mm)		Shoulder straps - centrally, bottom edge of lowest star **5mm** above 'RM' (remaining star positioned **5mm** above the first)
WO1 rank badge: Embroidered Royal Arms (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above point of sleeve slash
Bandmaster rank badge: Embroidered lyre in laurel wreath, surmounted by crown (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above point of sleeve slash
Drum Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Lower right arm - centrally, inner angle of lowest chevron **10mm** above point of sleeve slash. Chevrons to be separated by **8mm**. Drum badge **8mm** above top chevron point
Bugle Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered bugle (gold on dark blue)		Lower right arm - centrally, inner angle of lowest chevron **8mm** above point of sleeve slash. Chevrons to be separated by **8mm**. Bugle badge **8mm** above top chevron point

Description	Image	Location and Measurements
CSgt Bugler/Bd CSgt rank badges: Chevrons (gold on red) surmounted by an embroidered globe on crossed flags with a fouled anchor below in a laurel wreath surmounted by a crown (gold on dark blue)		Upper right arm (Note 2) - centrally, point of lowest chevron **270mm** below shoulder seam. Bottom edge of CSgt badge immediately above inside angle of upper chevron
CSgt Bugler rank badge (drum): Embroidered (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above point of sleeve slash
Sgt Bugler rank badge: Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Lyre badge immediately above inside angle of upper chevron
Cpl Bugler rank badge: Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Drum badge immediately above inside angle of upper chevron
LCpl Bugler rank badge: Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Drum badge immediately above inside angle of upper chevron
Bugler SQ badge (drum): Embroidered (gold on dark blue)		Upper right arm - centrally, top edge of badge **150mm** below shoulder seam

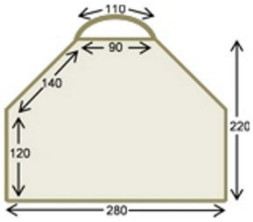
Description	Image	Location and Measurements
Bd CSgt rank badge (lyre): Embroidered (gold on dark blue)		Lower right arm - centrally, bottom edge of badge **10mm** above point of sleeve slash
Bd Sgt rank badge: Chevrons (gold on red) surmounted by an embroidered lyre (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Lyre badge immediately above inside angle of upper chevron
Bd Cpl rank badge: Chevrons (gold on red) surmounted by an embroidered lyre (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Lyre badge immediately above inside angle of upper chevron
Bd LCpl rank badge: Chevrons (gold on red) surmounted by an embroidered lyre (gold on dark blue)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Lyre badge immediately above inside angle of upper chevron
Musician SQ badge (lyre): Embroidered (gold on dark blue)		Upper right arm - centrally, top edge of badge **150mm** below shoulder seam
Good Conduct Badge (4 years' qualifying service): Inverted chevrons (gold on red)		Lower left arm - centrally, inner angle of the lowest chevron **10mm** above the point of the sleeve slash.

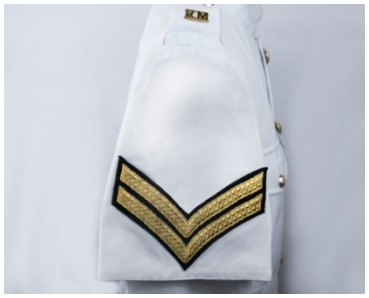
Description	Image	Location and Measurements
Good Conduct Badge (8 years' qualifying service): Inverted chevrons (gold on red)		Lower left arm - centrally, inner angle of the lowest chevron **10mm** above the point of the sleeve slash.
Good Conduct Badge (12 years' qualifying service): I Inverted chevrons (gold on red)		Lower left arm - centrally, inner angle of the lowest chevron **10mm** above the point of the sleeve slash.
"ROYAL BAND" shoulder flash: Embroidered letters surmounted by a crown (gold on dark blue)		Below right shoulder (Note 1) - centrally, top edge of badge **20mm** below shoulder seam
Prince's badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (silver on dark blue)		Upper left arm - centrally, top edge of badge **50mm** below shoulder seam

19. 1AW Dress - Tropical Ceremonial Dress

Description	Image	Location & Measurements
Letters 'RM': (anodised)		Shoulder straps - centrally, bottom edge of letters **10mm** above shoulder seams
Globe & Laurel: Officer and WO1 (silver globe anodized laurel)		Stand-up collar - either side of the collar fastening edge set **5mm** above the collar seam with the centre of the badge **50mm** from outside edge of the collar
Globe & Laurel: WO2 and below (anodized)		Stand-up collar - either side of the collar fastening edge set **5mm** above the collar seam with the centre of the badge **50mm** from outside edge of the collar
Rank Slide: White cotton fabric rank slide for shoulder strap - hemmed edges		Dimensions: Width = **60mm** Length = **100mm** RM holes: Distance apart = **20mm** Distance from sides = **20mm** Distance from bottom = **10mm**
Major rank badge: Crown (anodized and red - size 22mm)		Shoulder straps (rank slide) - centrally, bottom edge of crown **5mm** above 'RM'

Description	Image	Location & Measurements
Captain rank badge: Bath stars (anodized and red - size 16mm)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above 'RM' (remaining stars positioned above the first to fit onto slide)
Lieutenant rank badge: Bath stars (anodized and red - size 16mm)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above 'RM' (remaining star positioned 5mm above the first)
WO1 badge: Embroidered Royal Arms (gold on dark blue)		Lower right arm (attached by Velcro) - centrally, bottom edge of badge **100mm** above point of sleeve slash
Bandmaster rank badge: Embroidered lyre in laurel wreath, surmounted by crown (gold on dark blue)		Lower right arm (attached by Velcro) - centrally, bottom edge of badge **100mm** above point of sleeve slash
Drum Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)		Lower right arm (sewn to white backing and attached by Velcro) - centrally, lowest chevron points **100mm** above point of sleeve slash. Chevrons to be separated by **5mm**. Drum badge 10mm above top chevron point
Bugle Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered bugle (gold on dark blue)		Lower right arm (sewn to white backing and attached by Velcro) - centrally, lowest chevron points **100mm** above point of sleeve slash. Chevrons to be separated by **5mm**. Bugle badge 10mm above top chevron point

Description	Image	Location & Measurements
Brassard: White cotton fabric with shoulder strap loop and elastic strap - hemmed edges		Dimensions: Full height = **220mm** (Note 6), Full width = **280mm**, Top width = **90mm**, Upper angles = **140mm**, Lower sides = **120mm**, Top loop = **110mm**, Elastic = **170mm**
CSgt Bugler / Bd CSgt rank badge: Embroidered globe on crossed flags with a fouled anchor below in a laurel wreath surmounted by a crown (gold on dark blue)		Upper right arm - sewn to brassard (Note 6) - centrally, lowest point of chevron 10mm above bottom edge of brassard. Bottom of CSgt badge immediately above inside angle of upper chevron
CSgt Bugler rank badge (drum): Embroidered drum (gold on dark blue)		Lower right arm (attached by Velcro) - centrally, bottom edge of badge **100mm** above point of sleeve slash
Sgt Bugler rank badge: Chevrons (gold on dark blue)		Upper right arm - sewn to brassard - centrally, lowest point of chevron **10mm** above bottom edge of brassard. Bottom of drum badge **10mm** above inside angle of upper chevron
Cpl Bugler rank badge: Chevrons (gold on dark blue)		Upper right arm - sewn to brassard - centrally, lowest point of chevron **10mm** above bottom edge of brassard. Bottom of drum badge **8mm** above inside angle of upper chevron
LCpl Bugler rank badge: Chevrons (gold on dark blue)		Upper right arm - sewn to brassard - centrally, lowest point of chevron **10mm** above bottom edge of brassard. Bottom of drum badge **10mm** above inside angle of upper chevron

Description	Image	Location & Measurements
Bugler SQ badge (drum): Embroidered (gold on dark blue)		Upper right arm - sewn to brassard - centrally, lowest point of drum badge **20mm** above bottom edge of brassard
Bd Sgt rank badge: Chevrons (gold on dark blue)		Upper right arm - sewn to brassard - centrally, lowest point of chevron **10mm** above bottom edge of brassard
Bd Cpl rank badge: Chevrons (gold on dark blue)		Upper right arm - sewn to brassard - centrally, lowest point of chevron **10mm** above bottom edge of brassard
Bd LCpl rank badge: Chevrons (gold on dark blue)		Upper right arm - sewn to brassard - centrally, lowest point of chevron **10mm** above bottom edge of brassard
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (gold on dark blue)		Below right shoulder - sewn to brassard (Note 1) - centrally, top edge of badge immediately below top edge of brassard
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (silver on dark blue)		Upper left arm (attached by Velcro) - centrally, top edge of badge **50mm** below shoulder seam

20. 1B/1C Dress – Lovat Dress/Undress

Description	Image	Location and Measurements
Letters 'RM': (bronze)		Shoulder straps - centrally, bottom edge of letters **10mm** above shoulder seams
Globe & Laurel badges: (bronze)		Collar steps - centrally, on the steps of the collar, the bottom of the laurel wreath **5mm** above the edge of the step
Major rank badge: Crown (size 22mm) (bronze)		Shoulder straps - centrally, bottom edge of crown **5mm** above 'RM'
Major rank badge: Crown (size 22mm) (bronze)		Shoulder straps - centrally, bottom edge of crown **5mm** above 'RM'
Captain rank badge: Bath stars (size 16mm) (bronze)		Shoulder straps - centrally, bottom edge of lowest star **5mm** above 'RM' (remaining stars positioned **5mm** above each)

Description	Image	Location and Measurements
WO1 rank badge: Embroidered Royal Arms (gold on green)		Lower right arm - centrally, bottom edge of badge **10mm** above top of sleeve slash
Bandmaster rank badge: Embroidered lyre in laurel wreath, surmounted by crown (gold on green)		Lower right arm - centrally, bottom edge of badge **10mm** above top of sleeve slash
Drum Major appointment badge: Four inverted chevrons surmounted by an embroidered drum (gold on green)		Lower right arm - centrally, lowest chevron points **10mm** above point of sleeve slash. Drum badge **10mm** above top chevron point (chevrons are not separated)
Bugle Major appointment badge: Four inverted chevrons surmounted by an embroidered bugle (gold on green)		Lower right arm - centrally, lowest chevron points **10mm** above point of sleeve slash. Bugle badge **10mm** above top chevron point (chevrons are not separated)
CSgt rank badge: Embroidered crown (gold on green)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam. Bottom edge of badge immediately above inside angle of top chevron (Note 7)
Sgt rank badge: Chevrons (gold on green)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam (Note 7)

Description	Image	Location and Measurements
Cpl rank badge: Chevrons (gold on green)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam (Note 7)
LCpl rank badge: Chevron (gold on green)		Upper right arm - centrally, point of lowest chevron **270mm** below shoulder seam (Note 7)
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (gold on green)		Below right shoulder (Note 1) - centrally, top edge of badge **20mm** below shoulder seam
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (silver on green)		Upper left arm - centrally, top edge of badge **50mm** below shoulder seam

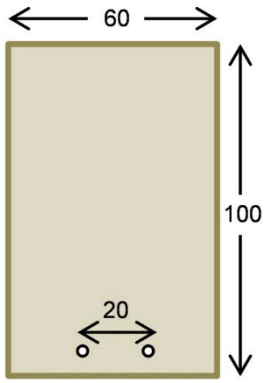
21. 2A/2B Dress – Formal/Semi-Formal Evening Dress 'Mess Dress/Undress'

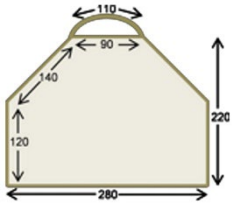
Description	Image	Location and Measurements
Globe & Laurel badges: (silver globe in gold laurel wreath on circular black velvet backing)		Lapels - centrally, on the lapels, with the centre of the badge **170mm** below the neck seam on the shoulder
Major rank badge: Crown (size 13mm) (anodized)		Left and right lapels - centrally, bottom of crown **10mm** above Globe & Laurel
Captain rank badge: Bath stars (size 13mm) (anodized)		Left and right lapels - centrally, bottom point of lowest star **10mm** above Globe & Laurel (remaining stars positioned **10mm** above the first)
Lieutenant rank badge: Bath stars (size 13mm) (anodized)		Left and right lapels - centrally, bottom point of lowest star **10mm** above Globe & Laurel (remaining star positioned **10mm** above the first)
WO1 rank badge: Embroidered Royal Arms (gold on scarlet)		Lower right arm - centrally, bottom edge of badge **10mm** above top of sleeve slash

Description	Image	Location and Measurements
Bandmaster rank badge: Embroidered lyre in laurel wreath, surmounted by crown (gold on scarlet)		Lower right arm - centrally, bottom edge of badge **10mm** above top of sleeve slash
Drum Major appointment badge: Four inverted chevrons surmounted by an embroidered drum (gold on scarlet)		Lower right arm - centrally, lowest point of chevron **10mm** above top of sleeve slash. Drum badge **10mm** above top chevron point
Bugle Major appointment badge: Four inverted chevrons surmounted by an embroidered bugle (gold on scarlet)		Lower right arm - centrally, lowest point of chevron **10mm** above top of sleeve slash. Bugle badge **10mm** above top chevron point
CSgt rank badge: Embroidered crown (gold on scarlet)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam. Bottom edge of crown immediately above inside angle of top chevron
Sgt rank badge: Chevrons (gold on scarlet)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (gold on scarlet)		Below right shoulder (Note 1) - centrally, top edge of badge **20mm** below shoulder seam

Description	Image	Location and Measurements
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (silver on scarlet)		Upper left arm - centrally, top edge of badge **50mm** below shoulder seam

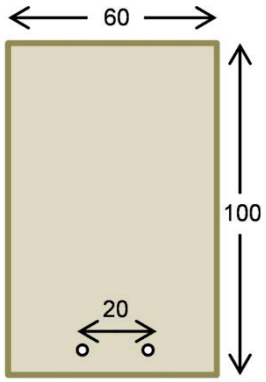
22. 2C (Band) Dress – Informal Evening Dress ‘Red Sea Rig’

Description	Image	Location and Measurements
Rank Slide: White cotton fabric rank slide for shoulder strap - hemmed edges		Dimensions: Width = **60mm** Length = **100mm** RM holes: Distance apart = **20mm** Distance from sides = **20mm** Distance from bottom = **10mm**
Letters ‘RM’: (anodized)		Shoulder straps (rank slide) - centrally, using holes provided (bottom edge of letters **10mm** above shoulder seams)
Major rank badge: Crown (anodized and red - size 22mm)		Shoulder straps (rank slide) - centrally, bottom edge of crown **5mm** above ‘RM’
Captain rank badge: Bath stars (anodized and red - size 16mm)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above ‘RM’ (remaining stars positioned above the first to fit onto slide)
Lieutenant rank badge: Bath stars (anodized and red - size 16mm)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above ‘RM’ (remaining star positioned **5mm** above the first)

Description	Image	Location and Measurements
WO1 rank badge: Royal Arms (anodized) on a white wrist strap		Right wrist - badge to appear upright when stood to attention
WO2 rank badge: Crown in laurel wreath (anodized) on a white wrist strap (Note 4)		Right wrist - badge to appear upright when stood to attention
Drum Major appointment badge: Four inverted chevrons surmounted by a drum (chrome) on a white wrist strap		Right wrist - badge to appear upright when stood to attention
Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle (chrome) on a white wrist strap		Right wrist - badge to appear upright when stood to attention
Brassard: White cotton fabric with shoulder strap loop and elastic strap - hemmed edges		Dimensions: Full height = **220mm** (Note 6), Full width = **280mm**, Top width = **90mm**, Upper angles = **140mm**, Lower sides = **120mm**, Top loop = **110mm**, Elastic = **170mm**
CSgt rank badge: Embroidered globe on crossed flags with a fouled anchor below in a laurel wreath surmounted by a crown (gold on red)		Upper right arm - sewn to brassard (Note 5 and Note 6) - centrally, lowest point of chevron **10mm** above bottom edge of brassard. Bottom of CSgt badge immediately above inside angle of upper chevron

Description	Image	Location and Measurements
Sgt rank badge: Chevrons (gold on red)		Upper right arm - sewn to brassard (Note 5) - centrally, lowest point of chevron **10mm** above bottom edge of brassard
Cpl rank badge: Chevrons (gold on red)		Upper right arm - sewn to brassard (Note 5) - centrally, lowest point of chevron **10mm** above bottom edge of brassard
LCpl rank badge: Chevrons (gold on red)		Upper right arm - sewn to brassard (Note 5) - centrally, lowest point of chevron **10mm** above bottom edge of brassard
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (gold on dark blue)		Below right shoulder - sewn to brassard (Note 1) - centrally, top edge of badge immediately below top edge of brassard
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (silver on dark blue)		Upper left arm - attached by Velcro - centrally, top edge of badge **50mm** below shoulder seam

23. 3A Dress – General Duty Dress 'Half Lovats' (Shirt Sleeve Order)

Description	Image	Location and Measurements
Letters 'RM': (bronze)		Shoulder straps - centrally, bottom edge of letters **10mm** above shoulder seams
Rank Slide: Khaki cotton fabric rank slide for shoulder strap - hemmed edges		Dimensions: Width = **60mm** Length = **100mm** RM holes: Distance apart = **20mm** Distance from sides = **20mm** Distance from bottom = **10mm**
Major rank badge: Crown (size 22mm) (bronze)		Shoulder straps (rank slide) - centrally, bottom edge of crown **5mm** above 'RM'
Captain rank badge: Bath stars (size 16mm) (bronze)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above 'RM' (remaining stars positioned above the first to fit onto slide)
Lieutenant rank badge: Bath stars (size 16mm) (bronze)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above 'RM' (remaining star positioned **5mm** above the first)

Description	Image	Location and Measurements
WO1 rank badge: Royal Arms (anodized) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
WO2 rank badge: Crown in laurel wreath (anodized) on a brown wrist strap (Note 4)		Right wrist - badge to appear upright when stood to attention
Drum Major appointment badge: Four inverted chevrons surmounted by a drum (chrome) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle (chrome) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
CSgt rank badge: Crown (white on khaki drill)		Upper right arm (Note 2) - centrally, point of lowest chevron **170mm** below shoulder seam. Bottom edge of crown immediately above inside angle of top chevron (bottom corners of crown backing material to be sewn behind chevrons)
Sgt rank badge: Chevrons (white on khaki drill)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam

Description	Image	Location and Measurements
Cpl rank badge: Chevrons (white on khaki drill)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
LCpl rank badge: Chevron (white on khaki drill)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (blue on white)		Below right shoulder (Note 1) - centrally, top edge of badge **20mm** below shoulder seam
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (khaki on khaki drill)		Upper left arm - centrally, top edge of badge **50mm** below shoulder seam

24. 3C Dress – General Duty Dress ‘Half Lovats’ (JWH Order)

Description	Image	Location and Measurements
Lieutenant Colonel rank badge: Crown (black on olive)		Shoulder straps (rank slide)
Major rank badge: Crown (black on olive)		Shoulder straps (rank slide)
Captain rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
Lieutenant rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
WO1 rank badge: Royal Arms (scarlet boarder on khaki)		Lower right arm - centrally, bottom edge of badge **100mm** above turned up edge of cuff

Description	Image	Location and Measurements
Bandmaster rank badge: Lyre in laurel wreath, surmounted by crown (black on olive)		Lower right arm - centrally, bottom edge of badge **100mm** above turned up edge of cuff
Drum Major appointment badge: Four inverted chevrons surmounted by a drum (black on olive)		Lower right arm - centrally, bottom edge of badge **100mm** above turned up edge of cuff
Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle (black on olive)		Lower right arm - centrally, bottom edge of badge **100mm** above turned up edge of cuff
CSgt rank badge: Crown (black on olive)		Upper right arm (Note 2) - centrally, point of lowest chevron **170mm** below shoulder seam bottom edge of crown immediately above chevrons
Sgt rank badge: Chevrons (black on olive)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
Cpl rank badge: Chevrons (black on olive)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam

Description	Image	Location and Measurements
LCpl rank badge: Chevron (black on olive)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
'ROYAL MARINES BAND SERVICE' shoulder flashes: Embroidered letters (red on dark blue)		Below right and left shoulder - Centrally, top edge of badge immediately below shoulder seams
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (red on dark blue)		Below right shoulder (Note 1) - Centrally, top edge of badge **20mm** below shoulder seam
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (black on olive)		Upper left arm - Centrally, top edge of badge **50mm** below shoulder seam

25. 3C Dress – General Duty Dress ‘Half Lovats’ (Raincoat)

Description	Image	Location and Measurements
Lieutenant Colonel rank badge: Crown (black on olive)		Shoulder straps (rank slide)
Major rank badge: Crown (black on olive)		Shoulder straps (rank slide)
Captain rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
Lieutenant rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
WO1 rank badge: Royal Arms on a slide (black on olive)		Shoulder straps (rank slide)

Description	Image	Location and Measurements
Bandmaster rank badge: Lyre in laurel wreath, surmounted by crown on a slide (black on olive)		Shoulder straps (rank slide)
Drum Major appointment badge: Four inverted chevrons (four) surmounted by a drum on a slide (black on olive)		Shoulder straps (appointment slide)
Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle on a slide (black on olive)		Shoulder straps (appointment slide)
CSgt rank badge: Crown and chevrons on a slide (black on olive)		Shoulder straps (rank slide)
Sgt rank badge: Chevrons on a slide (black on olive)		Shoulder straps (rank slide)
Cpl rank badge: Chevrons on a slide (black on olive)		Shoulder straps (rank slide)

Description	Image	Location and Measurements
LCpl rank badge: Chevron on a slide (black on olive)		Shoulder straps (rank slide)

26. 3B/3D Dress – General Duty Dress Summer/Winter 'Training Rig'

Description	Image	Location and Measurements
Lieutenant Colonel rank badge: Crown (black on olive)		Shoulder straps (rank slide)
Major rank badge: Crown (black on olive)		Shoulder straps (rank slide)
Captain rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
Lieutenant rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
WO1 badge: Royal Arms on a slide (black on olive)		Shoulder straps (rank slide)

Description	Image	Location and Measurements
WO1 rank badge: Royal Arms (bronze) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
WO2 badge: Crown in laurel wreath on a slide (black on olive)		Shoulder straps (rank slide)
WO2 rank badge: Crown in laurel wreath (bronze) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
Bandmaster badge: Lyre in laurel wreath, surmounted by crown on a slide (black on olive)		Shoulder straps (rank slide)
Drum Major appointment badge: Four inverted chevrons surmounted by a drum on a slide (black on olive)		Shoulder strap (appointment slide) (Note 3)
Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle on a slide (black on olive)		Shoulder strap (appointment slide) (Note 3)

Description	Image	Location and Measurements
CSgt rank badge: Crown and chevrons on a slide (black on olive)		Shoulder straps (rank slide)
Sgt rank badge: Chevrons on a slide (black on olive)		Shoulder straps (rank slide)
Cpl rank badge: Chevrons on a slide (black on olive)		Shoulder straps (rank slide)
LCpl rank badge: Chevron on a slide (black on olive)		Shoulder straps (rank slide)
‘ROYAL MARINES BAND SERVICE’ shoulder flashes: Embroidered letters (black on olive)		Upper right and left arm - Centrally, top edge of badge immediately below shoulder seams
Prince’s Badge: Embroidered royal cypher ‘PP’ in a lyre surmounted by a coronet (black on olive)		Upper left arm - Centrally, immediately below ‘ROYAL MARINES BAND SERVICE’ shoulder flash

27. Maternity Uniform

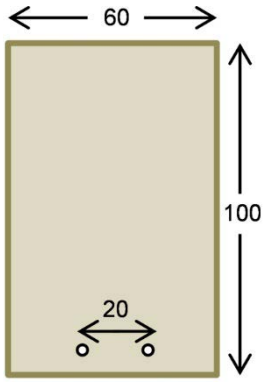
a. Maternity Cardigan (Note 9)

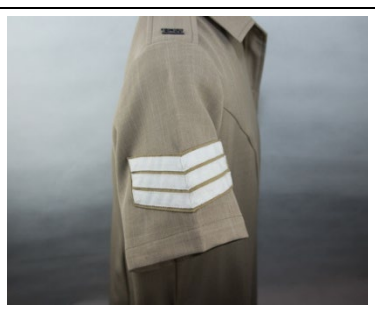
Description	Image	Location and Measurements
Major rank badge: Crown (black on olive)		Shoulder straps (rank slide)
Captain rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
Lieutenant rank badge: Bath stars (black on olive)		Shoulder straps (rank slide)
WO1 rank badge: Royal Arms (scarlet boarder on khaki)		Lower right arm - centrally, bottom edge of badge **100mm** above edge of cuff
Bandmaster rank badge: Lyre in laurel wreath, surmounted by crown (black on olive)		Lower right arm - centrally, bottom edge of badge **100mm** above edge of cuff

Description	Image	Location and Measurements
Drum Major appointment badge: Four inverted chevrons surmounted by a drum (black on olive)		Lower right arm - centrally, bottom edge of badge **100mm** above edge of cuff
Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle (black on olive)		Lower right arm - centrally, bottom edge of badge **100mm** above edge of cuff
CSgt rank badge: Crown (black on olive)		Upper right arm (Note 2) - centrally, point of lowest chevron **170mm** below shoulder seam bottom edge of crown immediately above chevrons
Sgt rank badge: Chevrons (black on olive)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
Cpl rank badge: Chevrons (black on olive)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
LCpl rank badge: Chevron (black on olive)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam

Description	Image	Location and Measurements
'ROYAL MARINES BAND SERVICE' shoulder flashes: Embroidered letters (red on dark blue)		Below right and left shoulder - Centrally, top edge of badge immediately below shoulder seams
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (red on dark blue)		Below right shoulder (Note 1) - Centrally, top edge of badge **20mm** below shoulder seam
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (black on olive)		Upper left arm - Centrally, top edge of badge **50mm** below shoulder seam

b. **Maternity Dress**

Description	Image	Location and Measurements
Letters 'RM': (bronze)		Shoulder straps - Centrally, bottom edge of letters **10mm** above shoulder seams
Rank Slide: khaki cotton fabric rank slide for shoulder strap - hemmed edges		Dimensions: Width = **60mm** Length = **100mm** RM holes: Distance apart = **20mm** Distance from sides = **20mm** Distance from bottom = **10mm**
Major rank badge: crown (size 22mm) (bronze)		Shoulder straps (rank slide) - centrally, bottom edge of crown **5mm** above 'RM'
Captain rank badge: Bath stars (size 16mm) (bronze)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above 'RM' (remaining stars positioned above the first to fit onto slide)
Lieutenant rank badge: Bath stars (size 16mm) (bronze)		Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above 'RM' (remaining star positioned **5mm** above the first)

Description	Image	Location and Measurements
WO1 rank badge: Royal Arms (anodized) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
WO2 rank badge: crown in laurel wreath (anodized) on a brown wrist strap (Note 4)		Right wrist - badge to appear upright when stood to attention
Drum Major appointment badge: Four inverted chevrons surmounted by a drum (chrome) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle (chrome) on a brown wrist strap		Right wrist - badge to appear upright when stood to attention
CSgt rank badge: Crown (white on khaki drill)		Upper right arm (Note 2) - centrally, point of lowest chevron **170mm** below shoulder seam. Bottom edge of crown immediately above inside angle of top chevron (bottom corners of crown backing material to be sewn behind chevrons)
Sgt rank badge: Chevrons (white on khaki drill)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam

Description	Image	Location and Measurements
Cpl rank badge: Chevrons (white on khaki drill)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
LCpl rank badge: Chevron (white on khaki drill)		Upper right arm - centrally, point of lowest chevron **170mm** below shoulder seam
'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (blue on white)		Below right shoulder (Note 1) - centrally, top edge of badge **20mm** below shoulder seam
Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (khaki on khaki drill)		Upper left arm - centrally, top edge of badge **50mm** below shoulder seam

Notes:

1. RM Band Portsmouth ranks only - not worn in combat dress (the wearing of this badge is optional in 2A/2B Dress).

2. CSgts rank chevrons to be sewn 120mm on JWH, 190mm on stone shirt (short sleeves) and 290mm on ceremonial/blue tunics when worn with 'ROYAL BAND' shoulder flash.

3. Optional rank or appointment badge depending on operational requirements (appointment badges not available in bronze).

4. Worn by WO2 Bandmasters.

5. Drum badge not worn by Buglers (any rank).

6. Brassards to be an additional 40mm higher when 'ROYAL BAND' shoulder flash worn with Bd CSgt/CSgt Bugler (Sgt Bugler with drum badge - gold on dark blue only). Bottom of 'ROYAL BAND' shoulder flash sewn 10mm above top of CSgt (drum) badge.

7. SQ badge (lyre/drum) not worn.

8. The exact location of badges may differ slightly from the measurements provided depending on the length of the arm.

9. Maternity shirt as for 3A Dress (Shirt Sleeve Order).

ANNEX 40E

ILLUSTRATIONS OF ROYAL MARINE BADGES OF RANK AND OTHER INSIGNIA

1. Badges and Distinction Marks of Rank

a. Officers.

Cap/Beret Badges

Figure 40E-1a. General Officer, Brigadiers and Colonels

Figure 40E-1b. All Other Officers (Divided Badge) (Anodised or Bronze)

Cap/Peaks

Figure 40E-2a. General Officers

Figure 40E-2b. Brigadiers and Colonels, Lt Colonel

Helmet Badge

Figure 40E-3. Gilded Metal

Buttons (Anodised and Bronze)

Figure 40E-4a.
Chin Strap (Cap)

Figure 40E-4b.
Corps Button -
All Ranks

Collar Badges

Figure 40E-5. Gilded Metal

Figure 40E-6. Embroidered Silver Globe in Gold Wreath

Shoulder Straps - Mess Jackets

Figure 40E-7a. General Officers

Figure 40E-7b. Brigadiers and Colonels

Officers Rank Badges

Figure 40E-8a.
Lieutenant-Colonel

Figure 40E-8b.
Major

Figure 40-c.
Captain

Figure 40-8d.
Lieutenant

Figure 40-8e.
2nd Lieutenant

b. **Warrant Officers, NCOs and Other Ranks.**

Cap/Beret Badges

Figure 40E-9a.
WO1
(Officer's divided badge)

Figure 40E-9b.
WO2
(Divided badge)

Figure 40E-9c.
Ranks
(Composite badge)

Helmet Badge (Gilded metal)

Figure 40E-10

Collar Badge

Figure 40E-11a
Warrant Officer 1

Figure 40E-11b.
Warrant Officer 2

Badge of Appointment

Figure 40E-12.
Provost Sergeant

Good Conduct Badges

Figure 40E-13a.
4 Years

Figure 40E-13b.
8 Years

Figure 40E-13c.
12 Years

Rank Badges

Figure 40E-14a.
Warrant Officer 1

Figure 40E-14b.
Warrant Officer 2

Figure 40E-14c.
Colour Sergeant
(for blue dress)

Figure 40E-14d.
Colour Sergeant
(for lovat dress)

Figure 40E-14e.
Sergeant

Figure 40E-14f.
Corporal

Figure 40E-14g.
Lance Corporal

Branch Badges

Figure 40E-15a.
Telecommunication Technician

Figure 40E-15b.
Other Tradesmen

Figure 40E-15c.
Defence Human Intelligence (HUMINT)
See Note

Note. *Defence Human Intelligence Badge worn on left forearm above Warrant Officer rank approximately 165mm from the cuff. Not worn on CU20.*

Shoulder Titles (All Ranks)

Figure 40E-16a.
Shoulder Flash

Figure 40E-16b.
Letters (Anodised and Bronze)

Figure 40E-16c.
Commando Dagger Badge (for other Services only)

Figure 40E-16d.
RN Tactical Ensign

Buttons

Figure 40E-17a.
Chin Strap (Cap)

Figure 40E-17b.
Corps Button (All Ranks)

Armlets

Figure 40E-18a.
RM Provost

Figure 40E-18b.
RM Police

2. Specialist Badges

a. Qualification and Skill

Figure 40E-19a.
Drill and Platoon Weapons

Figure 40E-19b.
Driver

Figure 40E-19c.
Signaller

Figure 40E-19d.
Physical training

Figure 40E-19e.
Sniper

Figure 40E-19f.
Marksman

Figure 40E-19g.
CGRM Shooting Badge

Figure 40E-19h.
HW (see Note 1)

Figure 40E-19i.
1st Class (Crown above) (see Note 2)

Figure 40E-19j.
2nd Class (Star above and below) (see Note 2)

Figure 40E-19k.
3rd Class (Star above) (see Note 2)

Notes:

1. The letters in wreath denote specialisation:

AE	*Assault Engineer*
AS	*Armoured Support*
CI	*Combat Intelligence*
HW	*Heavy Weapons*
IS	*Information Systems*
K	*Chef*
LC	*Landing Craft*
ML	*Mountain Leader*
MP	*Military Police*
SA	*Stores Accountant*
SC	*Swimmer Canoeist*

2. Stars and Crowns are included on the basic badge to denote grades within the specialist qualification.

b. **Qualification and Skill - All Ranks**

Figure 40E-20a.
Army Parachute Jump Instructor

Figure 40E-20b.
Observer Unit Light Aircraft

Figure 40E-20c.
Air Gunner Unit Light Aircraft

3. Naval Careers Service

Figure 40E-21. Careers Service Officers and Careers Advisers (see Note)

Note. *Worn centrally above the left breast pocket with the lower edge 3mm above the top seam or medal ribbon(s) when worn immediately above the pocket. If necessary, the badge may be displaced towards the left arm sufficient to prevent concealment by the left lapel.* ***Not to be worn with medals****.*

4. Band Service

Royal Marine Band Service personnel wear the same badges as Officers, Warrant Officers, NCOs and Men with the following exceptions:

Figure 40E-22. Cap Badge

Grenade

Figure 40E-23a. Royal Cypher - Silver

Worn above 'Grenade' cap badge and (without crown) on helmet plate

Figure 40E-23b. Royal Cypher - Silver

Worn on helmet plate

Figure 40E-24. Prince of Wales Plume - CTCRM

Silver (worn with anodised cap badge)

Collar Badge

Figure 40E-25.

Worn with No 1 dress below Band Sergeant, only on ceremonial tunic

Shoulder Titles

Figure 40E-26.

Special Badge

Figure 40E-27

Prince's Badge

Rank Badge

Figure 40E-28.
WO2 Bandmaster

Badges of Appointment

Figure 40E-29a.
Drum Major

Figure 40E-29b.
Bugle Major

Branch Badge

Figure 40E-30a.
Band Ranks

Figure 40E-30b.
Bugle

Royal Band

Figure 40E-31.
Ranks serving in Portsmouth Band

ANNEX 40F

SPECIAL BOAT SERVICE DRESS TABLES

1. 1B Dress - Formal Dress "Parade Lovats"

a. **Occasions for Wear.**

(1) When receiving The Sovereign, other crowned heads or heads of state.

(2) When receiving royalty unless ordered to the contrary by the relevant Service Chief.

(3) Full ceremonial state events as ordered.

(4) Inspections by Flag and General Officers.

(5) Funerals, parades and other appropriate ceremonial events.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret and SBS cloth badge	Beret and SBS cloth badge	Beret and SBS cloth badge
Lovat suit	Lovat suit	Lovat suit
Lanyards (Note 1)	SBS Lanyard	SBS Lanyard
Stone long sleeved shirt	Stone long sleeved shirt	Stone long sleeved shirt
Light khaki braided tie	Khaki drab braided tie (Note 8)	Khaki drab braided tie
Socks combat general service	Socks combat general service	Socks combat general service
Sam Browne (Note 2)	Sam Browne/Sword belt/White belt (Note 4)	White belt (Note 4)
Sword (Note 3)	Sword/rifle (Note 3)	Rifle (Note 3)
Officer pattern boots	Army/Officer pattern boots (Note 5)	Army pattern boots (Note 5)
Brown cape gloves	Gloves (Note 6)	White gloves
SBS Para Wings (Note 9)	Sash (Note 7)	SBS Para Wings (Note 9)
	SBS Para Wings (Note 9)	

c. **Decorations/Medals.**

(1) Up to 2 stars of orders.

(2) 1 neck decoration.

(3) Medals.

Notes:

1. Blue officer pattern lanyard on left shoulder, SBS lanyard on the right shoulder.

2. Sam Browne always worn with a frog, whether with sword or not.

3. Sword/rifles are carried on parade when ordered.

4. WO1s wear Sam Browne, WOs2 wear sword belt, badged SNCOs and ORs wear band service white belt and SBS locket union.

5. WO2s and below wear Army pattern boots.

6. WO2s and above wear brown cape gloves, the remainder wear white gloves.

7. WO2s and below wear a scarlet sash.

8. WO1s wear light khaki braided tie.

9. For badged ranks and Special Forces Communicators.

Figure 40F-1a. Officers

Figure 40F-1b. WOs and SNCOs

Figure 40F-1c. Corporals and Marines

2. 1B Dress - Semi Formal Dress "Lovats"

a. **Occasions for Wear.** Occasions of duty or minor ceremonial.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret and SBS cloth badge	Beret and SBS cloth badge	Beret and SBS cloth badge
Lovat suit	Lovat suit	Lovat suit
Cloth belt	Cloth belt	Cloth belt
Lanyards (Note 1)	SBS Lanyard (Note 2)	SBS Lanyard
Stone long sleeved shirt	Stone long sleeved shirt	Stone long sleeved shirt
Light khaki braided tie	Khaki drab braided tie (Note 3)	Khaki drab braided tie
Socks combat general service	Socks combat general service	Socks combat general service
Officer pattern shoes	Black shoes (Note 4)	Black shoes
SBS Para Wings (Note 6)	Sash (Note 5)	SBS Para Wings (Note 6)
	SBS Para Wings (Note 6)	

c. **Decorations/Medals.** Negative medals

Notes:

1. Blue officer pattern lanyard on left shoulder, SBS lanyard on the right shoulder.

2. WO1s to wear officer pattern lanyard on left shoulder.

3. WO1s wear light khaki braided tie.

4. WO1s wear officer pattern shoes.

5. WO2s and below wear scarlet sash.

6. SBS Para Wings for badged ranks and Special Forces Communicators.

Figure 40F-2a. Officers

Figure 40F-2b. WOs and SNCOs

Figure 40F-2c. Corporals and Marines

3. 3A Dress - General Duty Dress "Half Lovats"

a. **Occasions for Wear**. Semi formal day rig worn in camp and for day to day duties.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret and SBS cloth badge	Beret and SBS cloth badge	Beret and SBS cloth badge
Lovat trousers	Lovat trousers	Lovat trousers
Cloth belt	SBS stable belt (Note 3)	SBS stable belt (Note 3)
Lanyards (Note 1)	SBS lanyard (Note 4)	SBS lanyard (Note 4)
Stone short sleeved shirt	Stone short sleeved shirt	Stone short sleeved shirt
Bronze SBS insignia (Note 2)	Bronze SBS insignia (Note 2)	Bronze SBS insignia (Note 2)
SBS stable belt (Note 3)	Socks combat general service	Socks combat general service
Socks combat general service	Black shoes	Black shoes
Officer pattern shoes	SBS Para Wings (Note 5)	SBS Para Wings (Note 5)
SBS Para Wings (Note 5)		

c. **Decorations/Medals.** None

Notes:

1. Blue officer pattern lanyard on left shoulder, SBS lanyard on the right shoulder.

2. All badged SBS ranks.

3. All badged SBS ranks.

4. All personnel serving with SBS.

5. SBS Para Wings for badged ranks and Special Forces Communicators.

Figure 40F-3a. Officers

Figure 40F-3b. WOs and SNCOs

Figure 40F-3c. Corporals and Marines

4. 3D Dress - General Duty Dress "Training Rig"

a. **Occasions for Wear.** Informal day rig worn in camp and for day to day duties.

b. **Description.**

Officers	WOs and SNCOs	Corporals and Marines
Beret (Note 1)	Beret (Note 1)	Beret (Note 1)
Combat 95 shirt	Combat 95 shirt	Combat 95 shirt
Rank Slide (Note 4)	Rank Slide (Note 4)	Rank Slide (Note 4)
Combat 95 trousers	Combat 95 trousers	Combat 95 trousers
Bronze cap badge (Note 2)	Bronze cap badge (Note 2)	Bronze cap badge (Note 2)
Green belt (Note 3)	Green belt (Note 3)	Green belt (Note 3)
Socks combat general service	Socks combat general service	Socks combat general service
Boots high leg combat	Boots high leg combat	Boots high leg combat

c. **Decorations/Medals.** None

Notes:

1. Officers/WO Split Badge.
2. SBS ranks cloth badge.
3. SBS ranks Stable Belt.
4. Black on Green.
5. T-shirt may be worn under CS95 shirt in cold weather.
6. Combat jacket/waterproofs may be worn in inclement weather.

ANNEX 40G

ROYAL MARINES BAND SERVICE DRESS TABLES

1. 1 Dress - Ceremonial Blue Dress

a. Occasions for Wear.

(1) When receiving The Sovereign, other crowned heads or heads of state.

(2) When receiving royalty unless ordered to the contrary by the relevant senior officer.

(3) Full ceremonial state events as ordered.

(4) Inspections by Flag and General Officers.

(5) Funerals, parades and other appropriate ceremonial events.

b. Description.

(1) Officers.

Director of Music
Helmet, Wolseley pattern
Plate, helmet, officers' pattern (Note 1)
Ball ornament, officers' pattern
Chain (stay), chin, gold plated
Tunic, gold braid (officers' pattern) (Note 2)
T-shirt
Trousers, overalls, blue (thick stripe)
Braces
Gloves, white
Baton
Sash, waist, crimson
Sword & scabbard, steel (short sword knot - gold) (Note 3)
Sword straps (1 short, 1 long - gold)
Sword waist belt (worn under crimson sash)
Socks, black
Wellington boots (Note 3)

(2) **WO1s and Appointed Ranks.**

Warrant Officer (Class 1)	Bandmaster	Drum Major	Bugle Major
Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern
Plate, helmet, officers' pattern (Note 1)	Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated
Ball ornament, officers' pattern	Ball ornament, gold plated	Ball ornament, gold plated	Ball ornament, gold plated
Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated
Tunic, gold braid (officers' pattern) (Note 2 and Note 4)	Tunic, gold braid (SNCOs' pattern) (Note 2)	Tunic, gold braid (Drum Majors' pattern) (Note 2)	Tunic, gold braid (SNCOs' pattern) (Note 2 and Note 4)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, No 1, blue (thick or thin stripe)	Trousers, No 1, blue (thick stripe)	Trousers, overalls, blue (thick stripe)	Trousers, No 1, blue (thin stripe)
Braces	Braces	Braces	Braces
Gloves, white	Gloves, white	Gauntlets, white gauntlets (Drum Majors' pattern)	Gloves, white
Baton	Baton	Dress belt (Note 5)	Baton
Sash, waist, crimson	Sash, worsted, scarlet	Sash, worsted, scarlet	Sash, worsted, scarlet
Sword belt, waist (worn under crimson sash)	Sword belt and straps (1 short, 1 long - white)	Sword belt, waist (worn under tunic)	Sword belt and straps (1 short, 1 long - white)
Sword & scabbard, steel (short sword knot - gold)	Sword & scabbard, steel (sword knot - white)	Sword & scabbard, steel (short sword knot - white)	Sword & scabbard, steel (sword knot - white)
Sword straps (1 short, 1 long - gold)	Socks, black	Sword straps (1 short, 1 long - white)	Dress cords, silk
Socks, black	George boots	Socks, black	Socks, black
Parade boots (officers' pattern)		Wellington boots	George boots

(3) **Other Ranks.**

Band SNCO	SNCO Bugler	Band Corporal and Musician	Corporal Bugler and Bugler
Musical instrument(s) according to category (Note 6)			
Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern
Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated	Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated
Ball ornament, gold plated	Ball ornament, gold plated	Ball ornament, gold plated (Note 1)	Ball ornament, gold plated
Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated
Tunic, gold braid (SNCOs' pattern) (Note 2)	Tunic, gold braid (SNCOs' pattern) (Note 2)	Tunic, yellow braid (Note 2)	Tunic, yellow braid (Note 2)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, No 1, blue (thick stripe)	Trousers, No 1, blue (thin stripe)	Trousers, No 1, blue (thick stripe)	Trousers, No 1, blue (thin stripe)
Braces	Braces	Braces	Braces
Locket union (gold plated)	Locket union (gold plated)	Locket union (gold plated)	Locket union (gold plated)
Belt, white (plastic)	Belt, white (plastic)	Belt, white (plastic)	Belt, white (plastic)
Sash, worsted, scarlet	Dress cords, worsted	Cross strap and pouch (Note 7)	Dress cords, worsted
Socks, black	Sash, worsted, scarlet	Socks, black	Gloves, white
George boots	Gloves, white	George boots	Leg apron (white)
	Leg apron (white)		Drum sling
	Drum sling		Bugle cord
	Bugle cord		Drum traces (white)
	Drum traces (white)		Drum sticks (white)
	Drum sticks (white)		Socks, black
	Socks, black		George boots
	George boots		

c. **Decorations/Medals.** Medals.

Notes:

1. Directors of Music, Bandmasters and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate helmet plate with royal cyphers (not Buglers).

2. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash.

3. Principal Director of Music and any other RMBS Officers of Lt Col rank to wear spurs and long sword knot - gold.

4. Bugle Majors (including WO1 Bugle Majors) to wear silk dress cords.

5. Drum Majors to wear miniature medals on dress belt.

6. Bass drummers to wear tiger skin and gauntlets. Tenor drummers to wear leopard skin and gauntlets. Tuba and euphonium players to wear blue bass apron with gold braid.

7. With the exception of SNCOs, bass players, bass drummers, tenor drummers and Buglers, all Band Corporals and Musicians are to wear cross strap & pouch.

d. **Images.**

Figure 40G-1a. Director of Music.

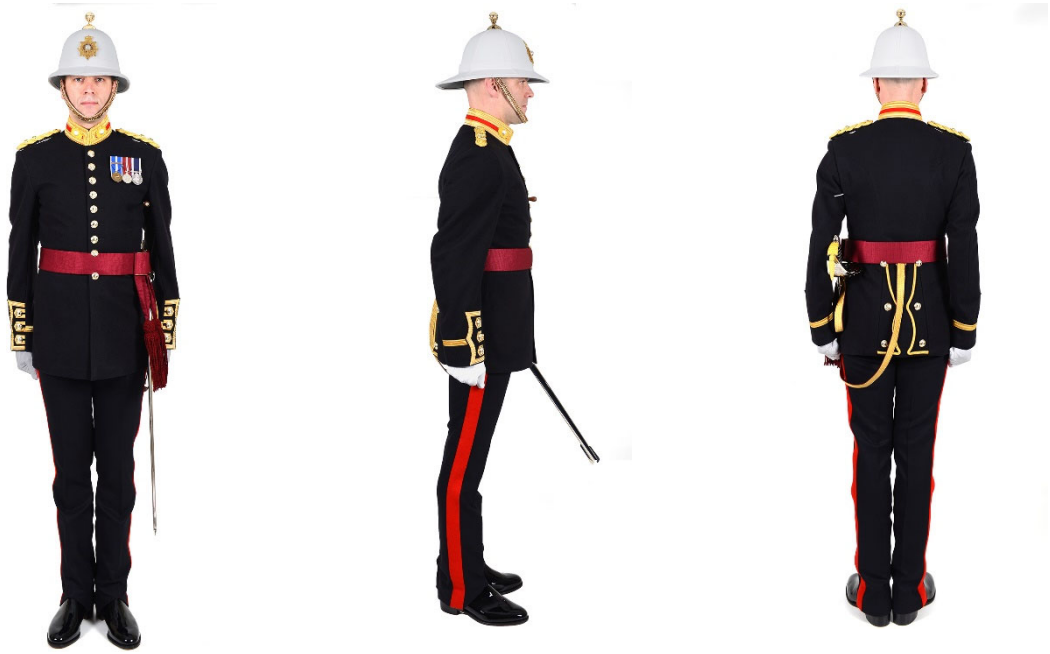


Figure 40G-1b. WO2 Bandmaster.

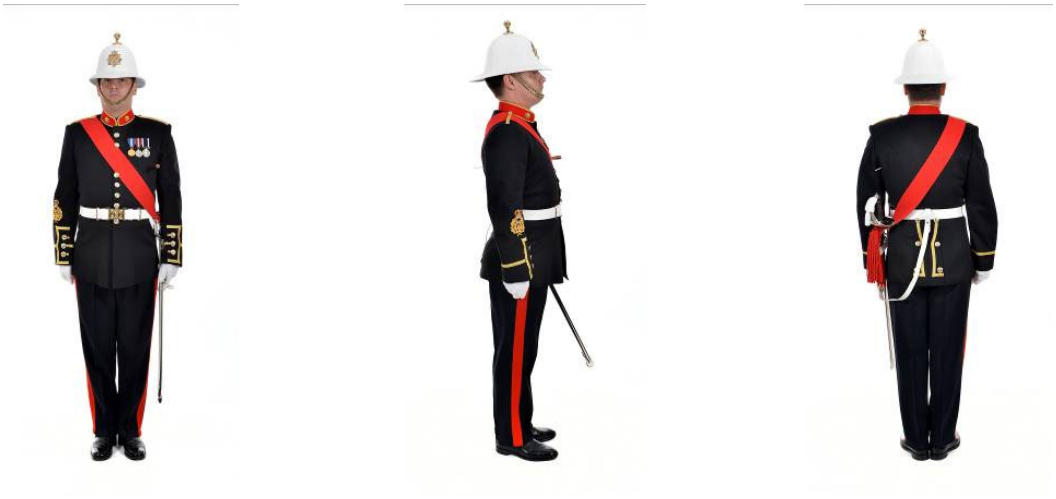


Figure 40G-1c. Drum Major.

Figure 40G-1d. Bugle Major.

Figure 40G-1e. Band Colour Sergeant.

Figure 40G-1f. Sergeant Bugler.

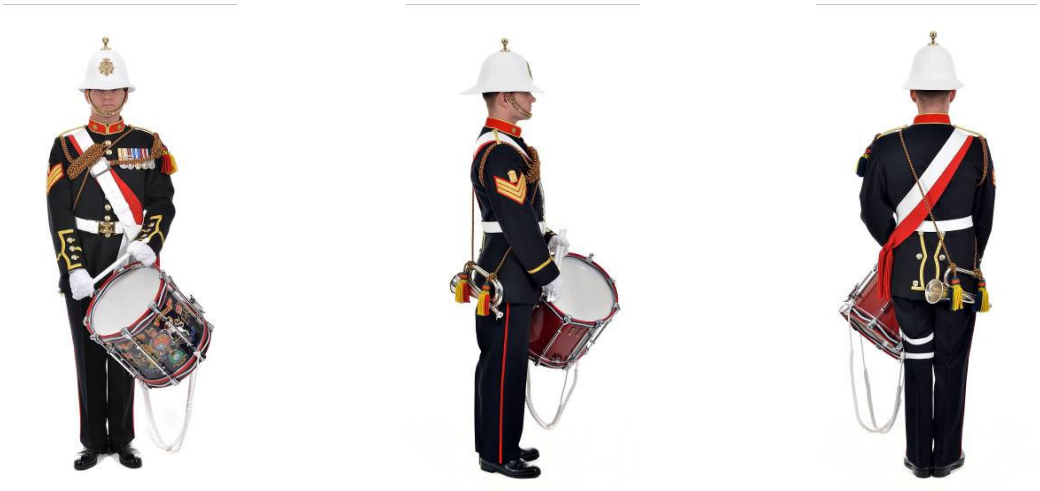


Figure 40G-1g. Musician.

Figure 40G-1h. Bugler (Funerals Rig).

Figure 40G-1i. Bass Drummer.

Figure 40G-1j. Tenor Drummer

Figure 40G-1.k. Sword Position (Director of Music).

Figure 40G-1.l. Sword Position (Band Master & Bugle Major).

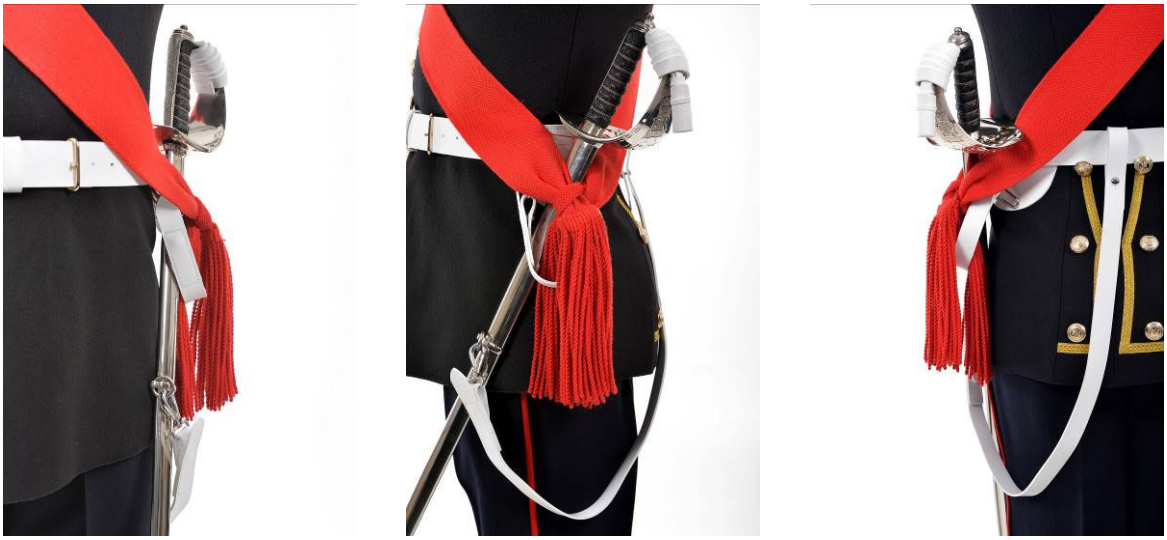


Figure 40G-1.m. Sword Position (Drum Major).

Figure 40G-1.n. Ceremonial Equipment.

(1) Helmet Plate (Officers' Pattern).

(2) Helmet Plate (Other Ranks).

(3) Helmet Plate (Portsmouth Band).

(4) Helmet Plate (CTCRM Band).

(5) Ball Ornament: Rear View (Officers' Pattern).

(6) Ball Ornament: Rear View (Other Ranks).

(7) Locket Union & Belt.

(8) Cross Strap & Pouch.

Figure 40G-1.o. Footwear.

(1) George Boot.

(2) Wellington Boot.

2. 1F Dress - Formal Dress

a. Occasions for Wear.

(1) Inspections by Flag and General Officers.

(2) Minor ceremonial occasions as an alternative to No 1 Ceremonial Dress (e.g. ushers, receptions following band engagements).

(3) Other occasions as ordered (including band concerts).

b. Description.

(1) Officers.

Director of Music (Note 1)
Cap (officers' pattern) (Note 10)
Tunic, gold braid (officers' pattern) (Note 2)
T-shirt
Trousers, overalls, blue (thick stripe)
Braces
Gloves, white (Note 3)
Sword straps (1 short, 1 long - gold)
Sword waist belt (worn under crimson sash)
Baton (as required)
Sash, waist, crimson
Socks, black
Wellington boots (Note 4)

(2) **WO1s & Appointed Ranks.**

Warrant Officer (Class 1) (Note 1)	Bandmaster (Note 1)	Drum Major	Bugle Major
Cap (officers' pattern)	Cap (Note 6 and Note 10)	Cap (Note 6 and Note 10)	Cap
Tunic, gold braid (officers' pattern) (Note 2 and Note 5)	Tunic, gold braid (SNCOs' pattern) (Note 2)	Tunic, gold braid (Drum Majors' pattern) (Note 2)	Tunic, gold braid (SNCOs' pattern) (Note 2 and Note 5)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, No 1, blue (thick or thin stripe)	Trousers, No 1, blue (thick stripe)	Trousers, overalls, blue (thick stripe)	Trousers, No 1, blue (thin stripe)
Braces	Braces	Braces	Braces
Baton	Baton	Dress belt (Note 8)	Baton
Sash, waist, crimson	Sash, worsted, scarlet	Sash, worsted, scarlet	Sash, worsted, scarlet
Sword belt, waist (worn under crimson sash)	Sword belt and straps (1 short, 1 long - white)	Sword belt, waist (worn under tunic)	Sword belt and straps (1 short, 1 long - white)
Sword straps (1 short, 1 long - gold)	Socks, black	Sword straps (1 short, 1 long - white)	Dress cords, silk
Gloves, white (Note 3)	Gloves, white (Note 3)	Gloves, white (Note 3)	Gloves, white (Note 3)
Socks, black	Shoes, black (Note 7)	Socks, black	Socks, black
Shoes (officers' pattern)		Wellington boots	Shoes, black (Note 7)

(3) **Other Ranks.**

Band SNCO	SNCO Bugler	Band Corporal and Musician	Corporal Bugler and Bugler
Musical instrument(s) according to category (Note 9)			
Cap (Note 6 and Note 10)	Cap (Note 10)	Cap (Note 6 and Note 10)	Cap (Note 10)
Tunic, gold braid (SNCOs' pattern) (Note 2)	Tunic, gold braid (SNCOs' pattern) (Note 2)	Tunic, yellow braid (Note 2)	Tunic, yellow braid (Note 2)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, No 1, blue (thick stripe)	Trousers, No 1, blue (thin stripe)	Trousers, No 1, blue (thick stripe)	Trousers, No 1, blue (thin stripe)
Braces	Braces	Braces	Braces
Locket union (gold plated)	Locket union (gold plated)	Locket union (gold plated)	Locket union (gold plated)
Belt, white (plastic)	Belt, white (plastic)	Belt, white (plastic)	Belt, white (plastic)
Sash, worsted, scarlet	Dress cords, worsted	Socks, black	Dress cords, worsted
Gloves, white (Note 3)	Gloves, white (Note 3)	Gloves, white (Note 3)	Gloves, white (Note 3)
Socks, black	Sash, worsted, scarlet	Shoes, black (Note 6)	Socks, black
Shoes, black (Note 6)	Socks, black		Shoes, black (Note 7)
	Shoes, black (Note 7)		

c. **Decorations/Medals.** Medals.

Notes:

1. When conducting concerts, orchestras and ensembles etc, Directors of Music and Bandmasters are to wear Mess Dress or Frockcoat (WO1s only) as appropriate.

2. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash.

3. To be worn if ordered.

4. Principal Director of Music to wear spurs and long sword knot - gold.

5. Bugle Majors (including WO1 Bugle Majors) to wear silk dress cords.

6. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not Buglers).

7. Females may wear 'Gibson' shoes or male equivalent shoes at their discretion.

8. Drum Majors to wear miniature medals on dress belt.

9. Tuba and euphonium players to wear blue bass apron with gold braid when performing.

10. Caps not worn when performing inside unless ordered. Caps worn when performing outside (e.g. Royal Garden Parties).

d. **Images.**

Figure 40G-2.a. Musician.

Figure 40G-2.b. Caps.

(1) Male (Officers/WO1).

(2) Female (Officers/WO1).

(3) Male (Other Ranks).

(4) Female (Other Ranks).

(5) Male (Portsmouth Band).

(6) Female (Portsmouth Band).

(7) Male (CTCRM Band).

(8) Female (CTCRM Band).

Figure 40G-2.c. Footwear.

(1) Gibson Shoe.

(2) Court Shoe.

3. 1 Dress - Ceremonial Blue Dress (Frockcoat Order)

a. **Occasions for Wear.** By Officers and WO1s only during the day when the wearing of No. 1 Dress - Ceremonial Blue Dress, would be inappropriate (e.g. when conducting a concert band during an afternoon performance).

b. **Description.**

Director of Music	Warrant Officer (Class 1)
Cap (officers' pattern)	Cap (officers' pattern)
Frockcoat (Note 1)	Frockcoat (Note 1)
T-shirt	T-shirt
Trousers, overalls, blue, thick stripe	Trousers, No. 1, blue, thick or thin stripe
Braces	Braces
Baton (as required)	Baton (as required)
Sash, waist, crimson	Sash, waist, crimson
Black socks	Black socks
Wellington boots (Note 2)	Parade boots (officers' pattern)

c. **Decorations/Medals.** Medal ribbons.

Notes:

1. Prince's badge to be worn by all ranks in receipt of the award. The Director of Music and WO1 Bandmaster of Portsmouth Band to wear the 'Royal Band' flash.

2. Principal Director of Music and any other RMBS Officers of Lt Col rank to wear spurs.

d. **Images.**

Figure 40G-3.a. Director of Music.

4. 1 Dress - Ceremonial Blue Dress (Greatcoat Order)

a. Occasions for Wear.

(1) When receiving HM the Sovereign, other crowned heads or heads of state in winter when ordered.

(2) When receiving royalty in winter unless ordered to the contrary by the relevant senior officer.

(3) Full ceremonial state events in winter as ordered (including Remembrance Day parades).

(4) Inspections in winter by Flag and General Officers.

(5) All Service parades taking place outside between 1 Nov - 31 Mar with the exception of HMS RALEIGH and CTCRM Pass Out Parades. Other parades may also be exempt from the wearing of Greatcoats at the discretion of the Director of Music in consultation with HQBSRM.

b. Description.

(1) Officers.

Director of Music
Helmet, Wolseley pattern
Plate, helmet, officers' pattern (Note 1)
Ball ornament, officers' pattern
Chain (stay), chin, gold plated
Greatcoat (Note 2)
T-shirt, black
Trousers, overalls, blue, thick stripe
Braces
White gloves
Baton
Sword & steel scabbard (short sword knot - gold) (Note 3)
Black socks
Wellington boots (Note 3)

(2) **WO1s & Appointed Ranks.**

Warrant Officer (Class 1)	Bandmaster	Drum Major	Bugle Major
Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern
Plate, helmet, officers' pattern (Note 1)	Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated
Ball ornament, officers' pattern	Ball ornament, gold plated	Ball ornament, gold plated	Ball ornament, gold plated
Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated
Greatcoat (Note 2)	Greatcoat (Note 2)	Greatcoat (Note 2)	Greatcoat (Note 2)
T-shirt, black	T-shirt, black	Dress belt (Note 4)	T-shirt, black
Trousers, No 1, blue, thick or thin stripe	Trousers, No 1, blue, thick stripe	T-shirt, black	Trousers, No 1, blue, thin stripe
Braces	Braces	Trousers, overalls, blue, thick stripe	Braces
White gloves	White gloves	Braces	White gloves
Baton	Baton	White gauntlets (Drum Majors' pattern)	Baton
Sword & steel scabbard (short sword knot - gold)	Sash, worsted, scarlet	Sash, worsted, scarlet	Sash, worsted, scarlet
Black socks	Sword & steel scabbard (sword knot - white)	Sword & steel scabbard (short sword knot - white)	Sword & steel scabbard (sword knot - white)
Parade boots (officers' pattern)	Black socks	Sword waist belt (worn under tunic)	Black socks
	George boots	Black socks	George boots
		Wellington boots	

(3) **Other Ranks.**

Band SNCO	SNCO Bugler	Band Corporal and Musician	Corporal Bugler and Bugler
Musical instrument(s) according to category (Note 5)			
Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern
Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated	Plate, helmet, gold plated	Plate, helmet, gold plated
Ball ornament, gold plated	Ball ornament, gold plated	Ball ornament, gold plated (Note 1)	Ball ornament, gold plated
Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated
Greatcoat (Note 2)	Greatcoat (Note 2)	Greatcoat (Note 2)	Greatcoat (Note 2)
T-shirt, black	T-shirt, black	T-shirt, black	T-shirt, black
Trousers, No 1, blue, thick stripe	Trousers, No 1, blue, thin stripe	Trousers, No 1, blue, thick stripe	Trousers, No 1, blue, thin stripe
Braces	Braces	Braces	Braces
	White Gloves		
Sash, worsted, scarlet	Sash, worsted, scarlet	Black socks	Drum sling
Black socks	Drum sling	George boots	Bugle cord
George boots	Bugle cord		Drum traces (white)
	Drum traces (white)		Drum sticks (white)
	Drum sticks (white)		Black socks
	Black socks		George boots
	George boots		

c. **Decorations/Medals.** None.

Notes:

1. Directors of Music, Bandmasters and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate helmet plate with royal cyphers (not Buglers).

2. Greatcoat hem to be 457mm (18") from the ground. 'Royal Band' flash, Prince's badge and Drum badge not worn. Anodized letters 'RM' and collar badges to be worn (officers and WO1s wear anodized & silver collar badges).

3. Principal Director of Music and any other RMBS Officers of Lt Col rank to wear spurs and long sword knot - gold.

4. Drum Majors will wear miniature medals on dress belt.

5. Cross strap & pouch and tiger/leopard skin are not worn (bass drummers to wear collar open).

6. Band SNCOs, Band Corporals and Musicians may wear issued blue fingerless gloves when ordered by the Director of Music/Bandmaster.

d. **Images.**

Figure 40G-4.a. Director of Music.

Figure 40G-4.b. Other Ranks.

(1) Drum Major.

(2) Sergeant Bugler.

(3) Bass Drummer.

(4) Band Corporal.

5. 1A Dress - Regimental Blue Dress

a. Occasions for Wear.

(1) Inspections by Flag and General Officers.

(2) Minor ceremonial occasions as an alternative to No. 1 Dress -Ceremonial Blue Dress.

(3) Other occasions as ordered.

b. Description.

(1) Officers.

Director of Music
Cap (officers' pattern)
Tunic (officers' pattern) (Note 1)
Trousers, blue (thick stripe)
Braces
Gloves, brown, cape (Note 2)
Sam Browne (with Frog)
Sword and scabbard, leather, brown (Note 3)
Lanyard, blue (officers' pattern)
Shirt, white, long sleeved
Tie, black
Socks, black
Boots (officers' pattern)

(2) **WO1s & Appointed Ranks.**

Warrant Officer (Class 1)	Bandmaster	Drum Major	Bugle Major
Cap (officers' pattern)	Cap (Note 4)	Cap (Note 4)	Cap
Tunic (WO1 pattern) (Note 1)	Tunic (Note 1)	Tunic (Note 1)	Tunic (Note 1 and Note 5)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, blue (thick or thin stripe)	Trousers, blue (thick stripe)	Trousers, blue (thin stripe)	Trousers, blue (thin stripe)
Braces	Braces	Braces	Braces
Gloves, brown, cape (Note 2)	Gloves, brown, cape (Note 2)	Gloves, brown, cape (Note 2)	Gloves, brown, cape (Note 2)
Sam Browne (with Frog)	Sword belt, brown	Sword belt, brown	Sword belt, brown
Sword and scabbard, leather, brown (Note 3)	Sword and scabbard, leather, brown (Note 3)	Sword and scabbard, leather, brown (Note 3)	Sword and scabbard, leather, brown (Note 3)
Lanyard, blue (officers' pattern)	Sword straps (1 short, 1 long – brown)	Sword straps (1 short, 1 long – brown)	Sword straps (1 short, 1 long – brown)
Socks, black	Sash, worsted, scarlet	Sash, worsted, scarlet	Sash, worsted, scarlet
Boots (officers' pattern)	Socks, black	Socks, black	Dress cords, silk
	George boots	George boots	Socks, black
			George boots

(3) **Other Ranks**

Band SNCO	SNCO Bugler	Band Corporal and Musician	Corporal Bugler and Bugler
Cap (Note 4)	Cap	Cap (Note 4)	Cap
Tunic (Note 1)	Tunic (Note 1)	Tunic (Note 1)	Tunic (Note 1)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, blue (thick stripe)	Trousers, blue (thin stripe)	Trousers, blue (thick stripe)	Trousers, blue (thin stripe)
Braces	Braces	Braces	Braces
Gloves, white (Note 2)	Gloves, white (Note 2)	Gloves, white (Note 2)	Gloves, white (Note 2)
Locket union (gold plated)	Locket union (gold plated)	Locket union (gold plated)	Locket union (gold plated)
Belt, white (plastic)	Belt, white (plastic)	Belt, white (plastic)	Belt, white (plastic)
Sash, worsted, scarlet	Sash, worsted, scarlet	Socks, black	Dress cords, worsted
Socks, black	Dress cords, worsted	George boots	Socks, black
George boots	Socks, black		George boots
	George boots		

c. **Decorations/Medals.**

(1) Collar and/or broad riband.

(2) Up to 4 stars of orders.

(3) Up to 3 neck decorations.

(4) Medals.

Notes:

1. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash. Anodized letters 'RM' and collar badges to be worn (officers and WO1s wear anodized & silver collar badges).

2. Gloves may be omitted in summer if ordered by the Senior Officer present.

3. Swords are carried on parade or when ordered.

4. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not Buglers).

5. Bugle Majors to wear silk dress cords (not WO1 Buglers).

6. Additional information regarding No. 1A Dress is located at Annex 40G.

d. **Images.**

Figure 40G-5.a. Bugle Major.

Figure 40G-5.b. Sergeant Bugler.

6. 1AS Dress – Regimental Blue Dress

a. Occasions for Wear.

(1) Occasions of duty or minor ceremonial.

(2) Other occasions as ordered (including orchestras, small ensembles etc).

b. Description.

(1) Officers.

Director of Music (Note 1)
Cap (officers' pattern) (Note 8)
Tunic, No 1 Blues (officers' pattern) (Note 2)
Trousers, blue (thick stripe)
Braces
Lanyard, blue (officers' pattern)
Sam Browne (with Frog) (Note 3)
Shirt, white, long sleeved
Tie, black
Socks, black
Shoes (officers' pattern)
Gloves, brown, cape (Note 4)

(2) WO1s & Appointed Ranks.

Warrant Officer (Class 1) (Note 1)	Bandmaster (Note 1)	Drum Major	Bugle Major
Cap (officers' pattern) (Note 8)	Cap (Note 5 and Note 8)	Cap (Note 5 and Note 8)	Cap (Note 8)
Tunic (WO1 pattern) (Note 2)	Tunic (Note 2)	Tunic (Note 2)	Tunic (Note 2 and Note 9)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, blue (thick or thin stripe)	Trousers, blue (thick stripe)	Trousers, blue (thin stripe)	Trousers, blue (thin stripe)
Braces	Braces	Braces	Braces
Sam Browne (with Frog) (Note 3)	Sword belt, brown (Note 3)	Sword belt, brown (Note 3)	Sword belt, brown (Note 3)
Lanyard, blue (officers' pattern)	Sash, worsted, scarlet	Sash, worsted, scarlet	Sash, worsted, scarlet
Socks, black	Socks, black	Socks, black	Dress cords, silk
Gloves, brown, cape (Note 4)	Gloves, brown, cape (Note 4)	Gloves, brown, cape (Note 4)	Gloves, brown, cape (Note 4)
Shoes (officers' pattern)	Shoes, black (Note 6)	George boots	Socks, black
			Shoes, black (Note 6)

(3) **Other Ranks.**

Band SNCO	SNCO Bugler	Band Corporal and Musician	Corporal Bugler and Bugler
Musical instrument(s) according to category (Note 7)			
Cap (Note 5 and Note 8)	Cap (Note 8)	Cap (Note 5 and Note 8)	Cap (Note 8)
Tunic (Note 2)	Tunic (Note 2)	Tunic (Note 2)	Tunic (Note 2)
T-shirt	T-shirt	T-shirt	T-shirt
Trousers, blue (thick stripe)	Trousers, blue (thin stripe)	Trousers, blue (thick stripe)	Trousers, blue (thin stripe)
Braces	Braces	Braces	Braces
Belt, cloth	Belt, cloth	Belt, cloth	Belt, cloth
Sash, worsted, scarlet	Sash, worsted, scarlet	Socks, black	Dress cords, worsted
Gloves, white (Note 4)	Gloves, white (Note 4)	Gloves, white (Note 4)	Gloves, white Note 4)
Socks, black	Dress cords, worsted	Shoes, black (Note 6)	Socks, black
Shoes, black (Note 6)	Socks, black		Shoes, black (Note 6)
	Shoes, black (Note 6)		

c. **Decorations/Medals.** Medal ribbons.

Notes:

1. When conducting concerts, orchestras and ensembles etc, Directors of Music and Bandmasters are to wear Mess Dress or Frockcoat.

2. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash. Anodized letters 'RM' and collar badges to be worn (officers and WO1s wear anodized & silver collar badges).

3. Cloth belt (blue) to be worn if ordered.

4. Gloves may be worn outdoors in winter.

5. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not Buglers).

6. Females may wear 'Gibson' shoes or male equivalent shoes at their discretion.

7. Tuba and euphonium players to wear blue bass apron with gold braid.

8. Caps not worn when performing inside unless ordered. Caps worn when performing outside (e.g. Royal Garden Parties).

9. Bugle Majors to wear silk dress cords (not WO1 Buglers).

d. **Images.**

Figure 40G-6.a. Musician.

Figure 40G-6.b. Musician (Violin/Viola).

(1) Without Left Collar Badge.

(2) Playing Position.

7. 1AW Dress - Tropical Ceremonial Dress

a. Occasions for Wear.

(1) When receiving The Sovereign, other crowned heads or heads of state.

(2) When receiving royalty unless ordered to the contrary by the relevant senior officer.

(3) Full ceremonial state events as ordered.

(4) Inspections by Flag and General Officers.

(5) Funerals, Courts Martial, parades and other appropriate ceremonial events.

b. Description.

(1) Officers.

Director of Music
Helmet, Wolseley pattern
Plate, helmet, officers' pattern (Note 1)
Ball ornament, officers' pattern
Chain (stay), chin, gold plated
Tunic, white (officers' pattern) (Note 2 and Note 3)
T-shirt, plain, white
Trousers, ceremonial dress, white
Braces, white
White gloves
Baton
Sash, waist, crimson
Sword & steel scabbard (short sword knot - gold) (Note 3)
Sword straps (1 short, 1 long - gold)
Sword waist belt (worn under crimson sash)
Socks, white
Shoes, white

(2) **WO1s & Appointed Ranks.**

Warrant Officer (Class 1)	Bandmaster	Drum Major	Bugle Major
Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern
Plate, helmet, officers' pattern (Note 1 and Note 4)	Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated
Ball ornament, officers' pattern	Ball ornament, gold plated	Ball ornament, gold plated	Ball ornament, gold plated
Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated
Tunic, white (officers' pattern) (Note 2 and Note 3)	Tunic, white (Note 2 and Note 3)	Tunic, white (Note 2 and Note 3)	Tunic, white (Note 2, Note 3 and Note 4)
T-shirt, plain, white	T-shirt, plain, white	Dress belt (Note 5)	Dress cords, silk
Trousers, ceremonial dress, white	Trousers, ceremonial dress, white	T-shirt, plain, white	T-shirt, plain, white
Braces, white	Braces, white	Trousers, ceremonial dress, white	Trousers, ceremonial dress, white
White gloves	White gloves	Braces, white	Braces, white
Baton	Baton	White gauntlets (Drum Majors' pattern)	White gloves
Sash, waist, crimson	Sash, worsted, scarlet	Sash, worsted, scarlet	Baton
Sword & steel scabbard (short sword knot - gold)	Sword & steel scabbard (sword knot - white)	Sword & steel scabbard (short sword knot - white)	Sash, worsted, scarlet
Sword straps (1 short, 1 long - gold)	Sword belt and straps (1 short, 1 long - white) (Note 7)	Sword straps (1 short, 1 long - white)	Sword & steel scabbard (sword knot - white)
Sword waist belt (worn under crimson sash)	Socks, white	Sword waist belt (worn under tunic)	Sword belt and straps (1 short, 1 long - white) (Note 7)
Socks, white	Shoes, white	Socks, white	Socks, white
Shoes, white		Shoes, white	Shoes, white

(3) **Other Ranks**

Band SNCO	SNCO Bugler	Band Corporal and Musician	Corporal Bugler and Bugler
Musical instrument(s) according to category (Note 6)			
Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern	Helmet, Wolseley pattern
Plate, helmet, gold plated (Note 1)	Plate, helmet, gold plated	Plate, helmet, gold plated	Plate, helmet, gold plated
Ball ornament, gold plated	Ball ornament, gold plated	Ball ornament, gold plated (Note 1)	Ball ornament, gold plated
Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated	Chain (stay), chin, gold plated
Tunic, white (Note 2 and Note 3)	Tunic, white (Note 2 and Note 3)	Tunic, white (Note 2 and Note 3)	Tunic, white (Note 2 and Note 3)
T-shirt, plain, white	Dress cords, worsted	T-shirt, plain, white	Dress cords, worsted
Trousers, ceremonial dress, white	T-shirt, plain, white	Trousers, ceremonial dress, white	T-shirt, plain, white
Braces, white	Trousers, ceremonial dress, white	Braces, white	Trousers, ceremonial dress, white
Sash, worsted, scarlet	Braces, white	Belt, cloth, white	Braces, white
Belt, cloth, white	Sash, worsted, scarlet	Socks, white	Belt, cloth, white
Socks, white	Belt, cloth, white	Shoes, white	Drum sling
Shoes, white	Drum sling		Bugle cord
	Bugle cord		Drum traces (white)
	Drum traces (white)		Drum sticks (white)
	Drum sticks (white)		Socks, white
	Socks, white		Shoes, white
	Shoes, white		

c. **Decorations/Medals.**

(1) Collar and/or broad riband.

(2) Up to 4 stars of orders.

(3) Up to 3 neck decorations.

(4) Medals.

Notes:

1. Directors of Music, Bandmasters and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate helmet plate with royal cyphers (not Buglers).

2. Gold on dark blue rank badges on white brassards (as appropriate), brass belt hooks, anodized buttons, letters 'RM' and collar badges to be worn (officers and WO1s wear anodized & silver collar badges).

3. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash (brassard as appropriate).

4. Bugle Majors to wear silk Dress cords (not WO1 Buglers).

5. Drum Majors to wear miniature medals on dress belt.

6. Bass drummers to wear tiger skin and gauntlets. Tenor drummers to wear leopard skin and gauntlets. Tuba and euphonium players to wear white bass apron.

7. Cloth belt is optional.

d. **Images.**

Figure 40G-7a. Director of Music.

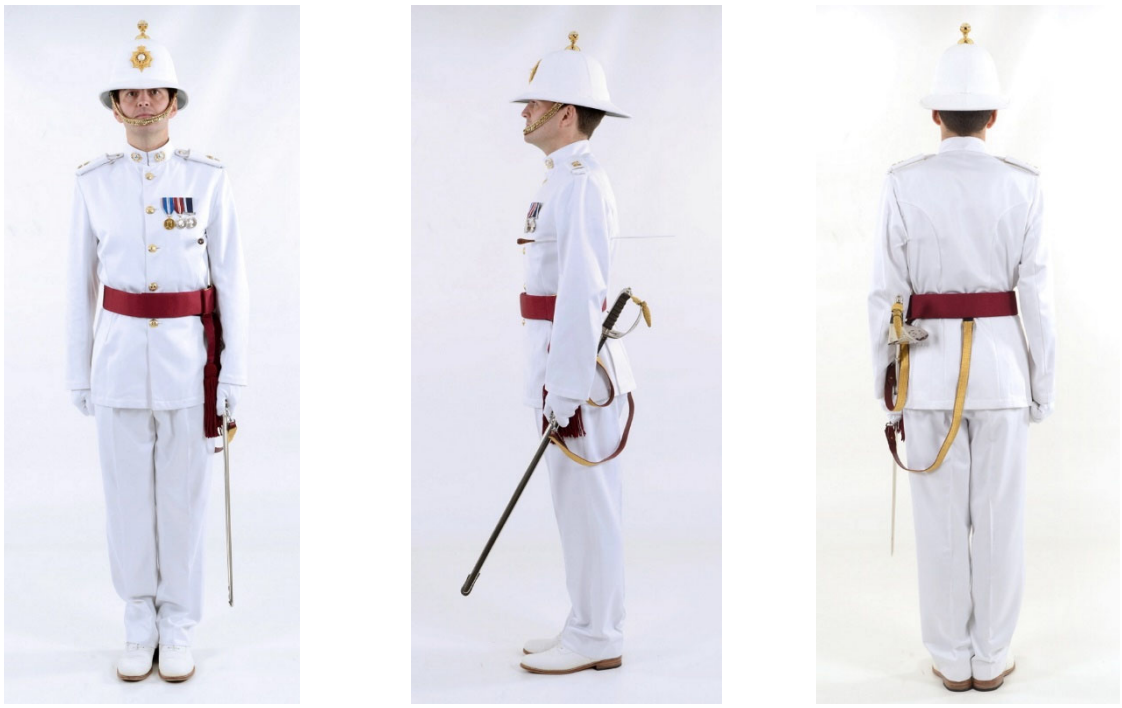


Figure 40G-7b. Drum Major.

Figure 40G-7c. Drum Major (Sword Position).

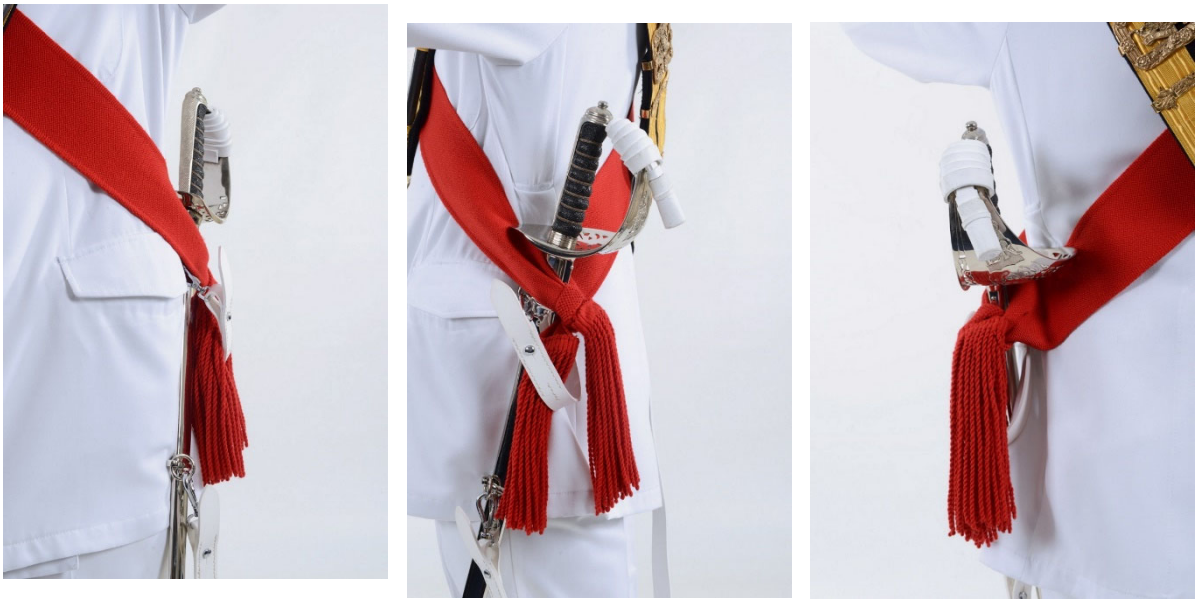


Figure 40G-7d. Band Corporal.

Figure 40G-7e. Bugler.

8. 1B Dress - Lovat Dress

a. Occasions for Wear.

(1) Inspections by Flag and General Officers.

(2) Minor ceremonial occasions as an alternative to No. 1A Dress.

(3) Courts Martial as appropriate.

(4) Other occasions as ordered (Note 1).

b. Description.

(1) Officers.

Director of Music
Cap (officers' pattern)
Lovat suit (jacket and trouser) (Note 2)
Braces
Shirt, stone, long sleeved
Tie, braided, light khaki
Gloves, brown, cape (Note 3)
Sam Browne (with Frog)
Sword and scabbard, leather, brown (Note 3)
Lanyard, blue (officers' pattern)
Socks, black (Note 4)
Boots (officers' pattern)

(2) **WO1s & Appointed Ranks.**

Warrant Officer (Class 1)	Bandmaster	Drum Major	Bugle Major
Cap (officers' pattern)	Cap (Note 5)	Cap (Note 5)	Cap (Note 5)
Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)
Braces	Braces	Braces	Braces
Shirt, stone, long sleeved	Shirt, stone, long sleeved	Shirt, stone, long sleeved	Shirt, stone, long sleeved
Tie, braided, light khaki	Tie, worsted, drab	Tie, worsted, drab	Tie, worsted, drab
Gloves, brown, cape (Note 3)	Gloves, brown, cape (Note 3)	Gloves, brown, cape (Note 3)	Gloves, brown, cape (Note 3)
Sam Browne (with Frog)	Sword belt, brown	Sword belt, brown	Sword belt, brown
Sword and scabbard, leather, brown (Note 3)	Sword straps (1 short, 1 long – brown)	Sword straps (1 short, 1 long – brown)	Sword straps (1 short, 1 long – brown)
Lanyard, blue (officers' pattern)	Sash, worsted, scarlet	Sash, worsted, scarlet	Sash, worsted, scarlet
Socks, black (Note 4)	Sword and scabbard, leather, brown (Note 3)	Sword and scabbard, leather, brown (Note 3)	Sword and scabbard, leather, brown (Note 3)
Boots (officers' pattern)	Socks, black	Socks, black	
	George boots	George boots	Socks, black
			George boots

(3) **Other Ranks.**

Band SNCO	SNCO Bugler
Cap (Note 5)	Cap (Note 5)
Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)
Braces	Braces
Shirt, stone, long sleeved	Shirt, stone, long sleeved
Tie, worsted, drab	Tie, worsted, drab
Gloves, white (Note 3)	Gloves, white (Note 3)
Locket union (gold plated)	Locket union (gold plated)
Belt, white (plastic)	Belt, white (plastic)
Sash, worsted, scarlet	Sash, worsted, scarlet
Socks, black	
George boots	Socks, black
	George boots

c. **Decorations/Medals.**

(1) Up to 2 stars of orders.

(2) 1 neck decoration.

(3) Medals.

Notes:

1. No. 1B Dress is only to be worn by Directors of Music, Bandmasters, Drum Majors, Bugle Majors, HQBSRM SNCOs, Volunteer Band Instructors and designated RMBS personnel with authority from SO2 Band.

2. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash. Bronze letters 'RM' and collar badges to be worn.

3. Swords are carried on parade or when ordered. Gloves are normally worn on parade and in winter but may be omitted in summer if ordered.

4. Lovat coloured socks may be worn – purchased at own expense.

5. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not Buglers).

d. **Images.**

Figure 40G-8.a. Officer.

Figure 40G-8.b. Bugle Major.

9. 1C Dress - Lovat Undress

a. **Occasions for Wear.** Occasions of duty or minor ceremonial (Note 1).

b. **Description.**

(1) **Officers.**

Director of Music
Cap (officers' pattern)
Lovat suit (jacket and trouser) (Note 2)
Braces
Shirt, stone, long sleeved
Tie, braided, light khaki
Belt, cloth, lovat
Lanyard, blue (officers' pattern)
Socks, black (Note 3)
Shoes (officers' pattern)

(2) **WO1s & Appointed Ranks**

Warrant Officer (Class 1)	Bandmaster	Drum Major	Bugle Major
Cap (officers' pattern)	Cap (Note 4)	Cap (Note 4)	Cap (Note 4)
Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)
Braces	Braces	Braces	Braces
Shirt, stone, long sleeved	Shirt, stone, long sleeved	Shirt, stone, long sleeved	Shirt, stone, long sleeved
Tie, braided, light khaki	Tie, worsted, drab	Tie, worsted, drab	Tie, worsted, drab
Belt, cloth, lovat	Belt, cloth, lovat	Belt, cloth, lovat	Belt, cloth, lovat
Lanyard, blue (officers' pattern)	Sash, worsted, scarlet	Sash, worsted, scarlet	Sash, worsted, scarlet
Socks, black (Note 3)	Socks, black	Socks, black	
Shoes (officers' pattern)	George boots	George boots	Socks, black
			George boots

(3) **Other Ranks**

Band SNCO	SNCO Bugler
Cap (Note 4)	Cap (Note 4)
Lovat suite (jacket and trouser) (Note 2)	Lovat suite (jacket and trouser) (Note 2)
Braces	Braces
Shirt, stone, long sleeved	Shirt, stone, long sleeved
Tie, worsted, drab	Tie, worsted, drab
Belt, cloth, lovat	Belt, cloth, lovat
Sash, worsted, scarlet	Sash, worsted, scarlet
Socks, black	
George boots	Socks, black
	George boots

c. **Decorations/Medals.** Medal Ribbons (Note 5).

(1) Up to 2 stars of orders.

(2) 1 neck decoration.

(3) Medal ribbons.

Notes:

1. No. 1C Dress is only to be worn by Directors of Music, Bandmasters, Drum Majors, Bugle Majors, HQBSRM SNCOs, Volunteer Band Instructors and designated RMBS personnel with authority from SO2 Band.

2. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the Royal Band flash. Bronze letters RM' and collar badges to be worn.

3. Lovat coloured socks may be worn – purchased at own expense.

4. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not Buglers).

5. Medal Order: Medals may be worn for certain occasions e.g. media events if ordered by the relevant senior officer.

d. **Images**

Figure 40G-9a. Band Colour Sergeant - Female.

10. 2A Dress - Formal Evening Dress 'Mess Dress'

a. **Occasions for Wear.**

(1) Official or public balls, dinners and evening receptions of a formal nature.

(2) Full ceremonial evening events (Note 1).

b. **Description.**

(1) **Officers.**

Directors of Music
Cap/Side hat (Note 2)
Mess jacket, scarlet (Note 3)
Mess waistcoat, blue
Shirt, Marcella, white
Bow tie, black
Mess trousers, blue (thick stripe) (Note 4)
Socks, black
Wellington boots (Note 4)

(2) **WOs & SNCOs.**

WOs & SNCOs (Males)	WOs & SNCOs (Females)
Cap (Note 5)	Cap (Note 5)
Mess jacket, scarlet (Note 3)	Mess jacket, scarlet (Note 3)
Mess waistcoat, blue	Cummerbund, black
Shirt, Marcella, white	Shirt, Marcella, white
Bow tie, black	Bow tie, black
Mess trousers, blue (thick or thin stripe)	Mess skirt, blue (Note 7)
Socks, black	Tights, black
Shoes, black (Note 6)	Shoes, court, black (Note 8)

(3) **JNCOs, Musicians & Buglers.**

JNCOs, Musicians & Buglers
Cap (Note 4)
Tunic, No 1 Blues (Note 9)
T-shirt
Trousers, blue (thick or thin stripe)
Braces
Cloth belt
Dress cords, worsted (Buglers only)
Socks, black
Shoes, black (Note 10)

c. **Decorations/Medals.**

(1) Broad riband.

(2) Up to 4 stars of orders.

(3) One neck decoration.

(4) Miniature medals.

Notes:

1. Civilian equivalent is White Tie evening dress with medals and decorations as above.

2. Side hat is an optional alternative for officers.

3. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) may wear the 'Royal Band' flash at their discretion.

4. Overalls and Wellington Boots (with spurs for Lt Cols) are to be worn by Officers for Band conducting duties only, For all other occasions, Blue mess trousers and officer pattern shoes are to be worn.

5. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not WO1s or Buglers).

6. Patent leather shoes may only be worn by male RMBS personnel when attending Mess functions. Not to be purchased at Crown expense.

7. Female Mess Undress skirt hem to be 5 cm from the floor - 'black' tights to be worn. Mess Trousers, Blue may be worn by females at the discretion of the individual. In this instance, trousers will be worn with the Cummerbund (not waistcoat) and with either 'Gibson' or male pattern black shoes.

8. Patent leather court shoes may only be worn by female RMBS personnel when attending Mess functions. Not to be purchased at Crown expense.

9. Musicians and Buglers serving in Portsmouth Band to wear the 'Royal Band' flash. Prince's badge to be worn by all ranks in receipt of the award.

10. Females may wear 'Gibson' shoes or male equivalent shoes at their discretion.

d. **Images.**

Figure 40G-10.a. Male.

Figure 40G-10.b. Female.

Figure 40G-10.c. Female (with trousers).

11. 2B Dress - Semi-Formal Evening Dress 'Mess Undress'

a. **Occasions For Wear.**

(1) Dinner when 2A dress is not appropriate (Note 1).

(2) Evening dances and entertainments (Note 2).

b. **Description.**

(1) **Officers.** As for No. 2A Mess except that Officers of Lt Col rank do not wear overalls or spurs but wear blue mess trousers instead (Note 2).

(2) **WOs, NCOS, Musicians and Buglers.** As for No. 2A Mess Dress.

c. **Decorations/Medals.**

(1) Up to 2 stars of orders.

(2) One neck decoration.

(3) Miniature medals.

Notes:

1. Civilian equivalent is black tie with medals and decorations as above.

2. Kilt with accoutrements may, optionally, be worn by male personnel in place of blue mess trousers, black socks and shoes.

3. Overalls and spurs for entitled officers are optional.

d. **Images.** To be issued.

12. 2C (Band) Dress - Informal Evening Dress 'Red Sea Rig'

a. **Occasions for Wear.** As an alternative to No. 1AS Dress–when performing on band engagements (temperate or tropical climates) where guests are wearing No. 2B Mess Undress, No. 2C Red Sea Rig or civilian dress if authorised by the Mess President (Note 7).

b. **Description.**

(1) **Directors of Music & Warrant Officers (Note 1).**

Directors of Music & Warrant Officers
Shirt, short sleeved, white (Note 4)
Shoulder Straps, white with anodised Letters "RM" and badges of rank
Cummerbund, red
Mess trousers, blue (thick or thin stripe)
Socks, black
Shoes, black (Note 2)
Cap (Note 6)

(2) **Other Ranks.**

Other Ranks (Note 3)
Shirt, short sleeved, white (Note 4)
Slides, shoulder strap, white (for letters "RM")
Brassard, rank, white (Note 5)
Cummerbund, red
Blue trousers
Socks, black
Shoes, black (Note 2)
Cap (Note 6)

(3) **Decorations/Medals.** None.

Notes:

1. Directors of Music and Warrant Officers may wear Mess Undress if appropriate.

2. Patent leather shoes are not to be worn.

3. At the discretion of the Director of Music, SNCOs may wear No. 2C Dress in place of Mess Dress if performing as part of the ensemble.

4. Prince's badge to be worn by all ranks in receipt of the award (attached by Velcro).

5. Gold on red rank badges on white brassards to be worn (as appropriate). Musicians and Buglers serving in Portsmouth Band to wear the 'Royal Band' flash. Buglers do not wear the Drum badge.

6. Cap worn outdoors except when performing in an ensemble.

7. Refer to Annex 40A regarding wearing of Red Sea Rig' during non-band performance setting.

c. **Images.**

Figure 40G-12.a. NCOs (Musicians & Buglers).

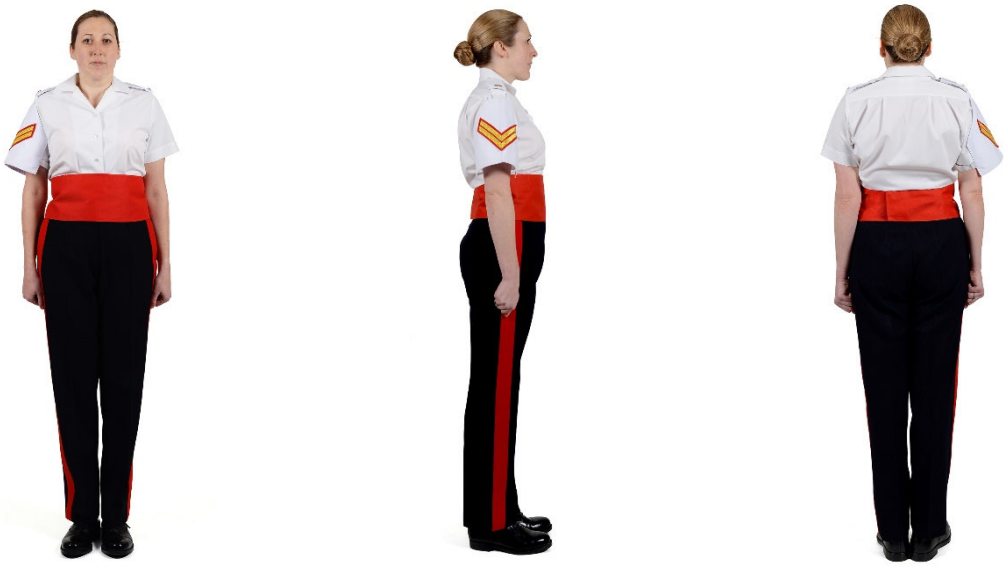


Figure 40G-12.b, Musicians & Buglers (Portsmouth Band).

13. 3A Dress - General Duty Dress 'Half Lovats' (Shirt Sleeve Order)

a. **Occasions for Wear.**

(1) Semi-formal day rig worn in camp and for day to day duties.

(2) Worn by RMBS personnel as normal 'Daily Working Dress' in summer.

b. **Description.**

Officers & WO1s	Other Ranks
Cap (officers' pattern)	Cap (Note 6)
Shirt, short sleeved, stone (Note 1)	Shirt, short sleeved, stone (Note 1)
Trousers, Lovat (not from Lovat suit)	Trousers, Lovat (not from Lovat suit)
Letters "RM", bronze (Note 2)	Letters "RM", bronze (Note 2)
Skirt, Lovat (females only)	Skirt, Lovat (females only)
Corps pattern belt (Note 3)	Corps pattern belt (Note 3)
Lanyard (officers' pattern)	Socks, black (Note 4)
Socks, black (Note 4)	Shoes, black (Note 5)
Shoes, black (officers' pattern) (Note 5)	

c. **Decorations/Medals.** None.

Notes:

1. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash. Stone Shirts may be tailored at Crown expense for the following alterations:

2. Epaulette holes for letters 'RM'.

3. Shorten Shirt and/or Darts and Fitting (females only).

4. Worn in shoulder strap. Officers to wear bronze letters 'RM' and rank insignia on slides.

5. Corps pattern belt to be worn with leather buckle over the left hip and silver buckle adjusted to fit centrally.

6. Females to wear 'barely black' tights with Lovat skirt.

7. Females may wear 'Gibson' shoes or male equivalent shoes at their discretion. Court shoes may only be worn by female RMBS personnel (trained ranks only) with Lovat skirt.

8. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (Buglers).

d. **Images.**

Figure 40G-13a. Trousers (Shirt Sleeves).

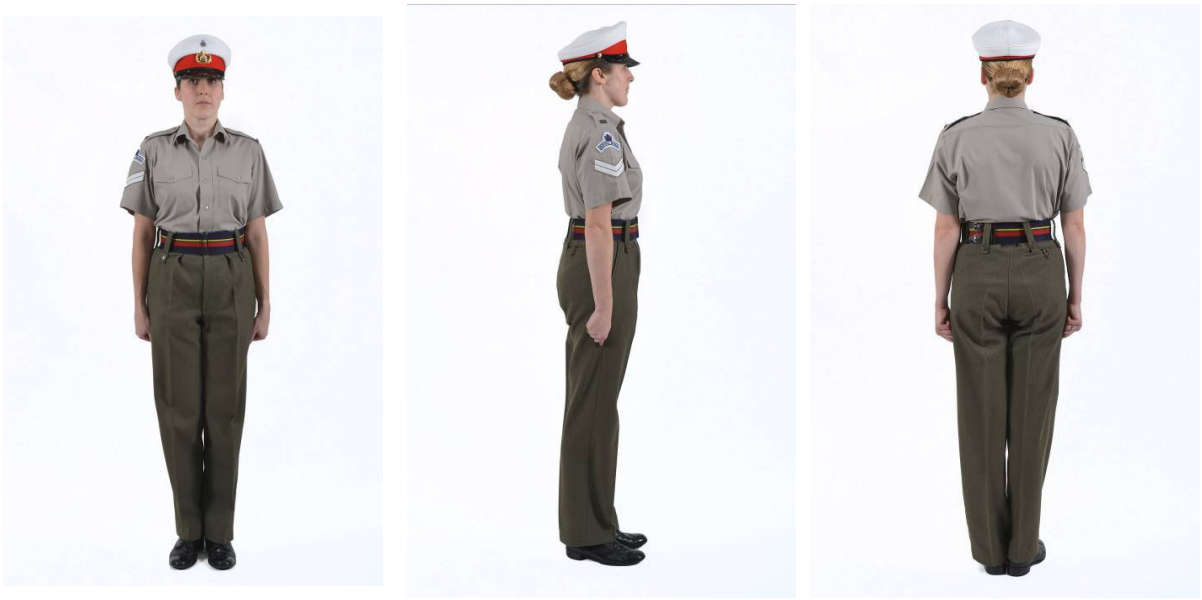


Figure 40G-13b. Skirt (Shirt Sleeves).

14. 3C Dress - General Duty Dress 'Half Lovats' (Jersey Order)

a. **Occasions for Wear.**

(1) Semi-formal day rig worn in camp and for day to day duties.

(2) Worn by RMBS personnel as normal 'Daily Working Dress' in winter.

b. **Description.**

Officers & WO1s	Other Ranks
Cap (officers' pattern)	Cap (Note 5)
Shirt, long sleeved, stone	Shirt, long sleeved, stone
Trousers, Lovat (not from Lovat suit)	Trousers, Lovat (not from Lovat suit)
Jersey, woollen, heavy (Note 1)	Jersey, woollen, heavy (Note 1)
Skirt, Lovat (females only)	Skirt, Lovat (females only)
Corps pattern belt (Note 2)	Corps pattern belt (Note 2)
Socks, black (Note 3)	Socks, black (Note 3)
Shoes, black (officers' pattern) (Note 4)	Shoes, black (Note 4)

c. **Decorations/Medals.** None.

Notes:

1. Prince's badge to be worn by all ranks in receipt of the award. Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the 'Royal Band' flash. All other RMBS personnel to wear 'Royal Marines Band Service' flashes.

2. Corps pattern belt to be worn with leather buckle over the left hip and silver buckle adjusted to fit centrally.

3. Females to wear 'barely black' tights with Lovat skirt.

4. Females may wear 'Gibson' shoes or male equivalent shoes at their discretion. Court shoes may only be worn by female RMBS personnel (trained ranks only) with Lovat skirt.

5. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (Buglers).

6. Raincoat worn when ordered (black on green rank/appointment slides to be worn on shoulder straps). Buglers/percussionists may only wear raincoats tucked in when carrying a Military Side Drum or Tenor Drum.

d. **Images.**

Figure 40G-14.a. Trousers (JWH).

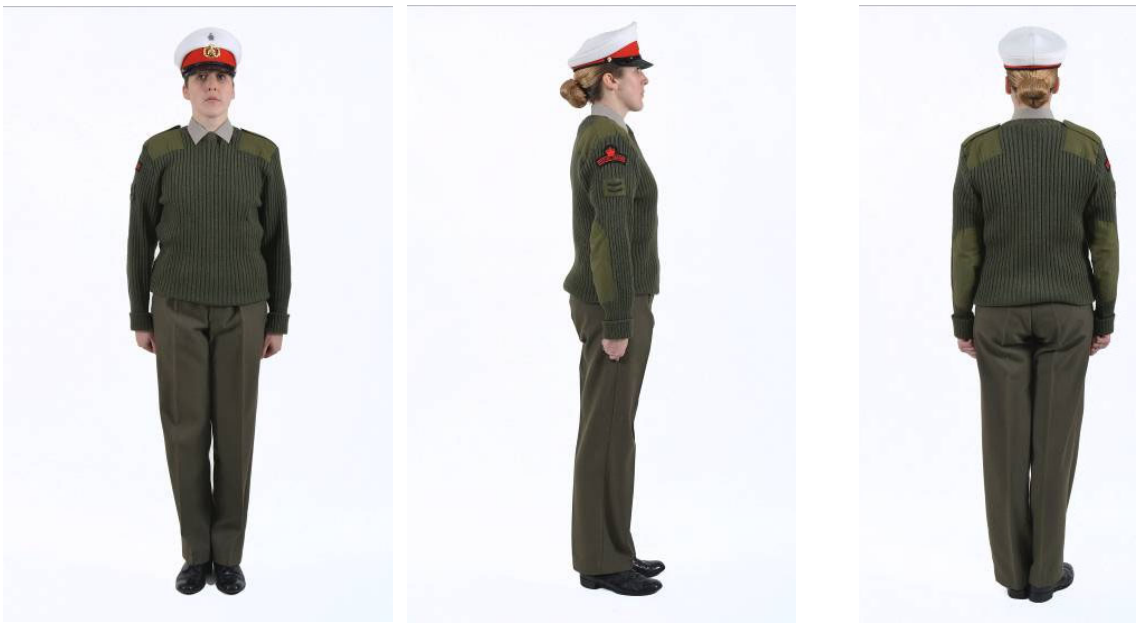


Figure 40G-14.b. Skirt (JWH).

Figure 40G-14.c. Raincoat.

15. Maternity Uniform (Formal)

a. **Occasions for Wear.**

(1) Maternity uniform is to be worn in place of 1F Dress – Formal Dress, as required where existing uniform cannot be tailored to fit.

(2) Clothing options to be issued in accordance with Para 3814.

b. **Description.**

Maternity Dress (Formal)
Cap (Note 1)
Dress (Note 2)
Tights, 'barely black'
Shoes, black (Note 3)

c. **Decorations/Medals.** None.

Notes:

1. WO2 Bandmasters and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badge with cyphers (not Buglers).

2. Letters 'RM' (gold) and rank (gold on red) to be worn. Prince's badge to be worn by all ranks in receipt of the award. All Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and Drum Major) to wear the 'Royal Band' flash.

3. Gibson shoes (or male equivalent) are to be worn.

d. **Images**

Figure 40G-15.a Maternity Dress (Formal)

16. Maternity Uniform (Half Lovats)

a. **Occasions for Wear.**

(1) Maternity uniform is to be worn in place of Half Lovats when required.

(2) Clothing options to be issued in accordance with Para 3814.

b. **Description.**

Maternity Dress	Maternity Trousers
Cap (Note 1)	Cap (Note 1)
Dress (Note 2)	Shirt, maternity (Note 4)
Tights, 'barely black' or 'nude maternity'	Cardigan, maternity (Note 5)
Shoes, black (Note 3)	Trousers, Lovat (Note 6)
	Socks, black
	Shoes, black (Note 7)

c. **Decorations/Medals.** None.

Notes:

1. WO2 Bandmasters and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badge with cyphers (not Buglers).

2. Letters 'RM' (bronze), rank and Prince's badge (white on khaki) only to be worn on the maternity dress (no shoulder flashes).

3. Gibson or court shoes may be worn.

4. Letters 'RM' (bronze), rank and Prince's badge (white on khaki) to be worn on maternity shirts.

5. Rank, Prince's badge (black on green) and 'Royal Marines Band Service' shoulder flashes or 'Royal Band' flash (red on blue) to be worn on the maternity cardigan.

6. Previously issued Lovat trousers are to be altered to fit with elasticated panel. Replacement trousers to be issued on return to work following pregnancy.

7. Gibson shoes (or male equivalent) may be worn.

d. **Images.**

Figure 40G-16.a Maternity Dress.

Figure 40G-16.b Maternity Trousers (Shirt).

Figure 40G-16.c. Maternity Trousers (Cardigan).

ANNEX 40H

SPARE

ANNEX 40I

PROVISION OF TROPICAL DRESS UNIFORMS FOR ENTITLED ROYAL MARINES PERSONNEL

1. Introduction

In addition to CGRM and members of staff, RM personnel assigned to British Embassies and certain liaison posts in hot countries are entitled to an issue of tropical uniforms. These include; No. 1AW Dress (Tropical White Full Dress); No. 1BW Dress (Stone Prestige Suit Order); No. 2AW Mess (Tropical Mess Dress); and No. 3AW Dress (General Duty Dress 'Half Stones'). HMS NELSON provides these uniforms but cannot tailor them. Tailoring should therefore be undertaken by unit tailors or private military tailors.

2. Procedure

a. Entitled personnel should contact Viv Phillipson at HMS NELSON on Viv.Phillipson925@mod.gov.uk or Mil 9380 24319/Civ 02392 724319 at the earliest opportunity to request the required tropical uniforms and to book a fitting.

b. Once the uniforms have been provided, they can be tailored (e.g. uniform alterations plus the sewing on of badges, medal ribbons and gorget patches) by the individual's unit tailor at Crown expense.

c. Personnel serving in a unit that does not have tailoring facilities may submit uniforms to be tailored at a recognised military tailor of their choice (See Note), in line with standards directed within BRd 3(1) Ch 40 (RM Dress Regulations). In such cases, individuals will need to gain prior authorisation from their budget manager. They will be required to pay for the work and obtain a receipt before reclaiming the cost of tailoring via JPA Expenses in accordance with unit instructions.

3. NATO Store Numbers (NSNs)

To ease procurement of the tropical uniform listed above, the following may be useful.

Item	Description	NSNs
1	White high collar tunic	8405-99-225-9606
2	Stone prestige suit (tunic and trousers)	8405-99-130-7250 to 8405-99-130-7287 (depending on size)
3	White mess jacket	8405-99-851-1626
4	White waistcoat	8405-99-869-2349
5	Stone trousers (for No. 3AW Dress)	8405-99-977-7532 to 8405-99-977-7555 & 8405-99-132-8386 to 8405-99-132-8407 (depending on size)
6	Stone short sleeve shirts	8405-99-869-6160 to 8405-99-908-8257 (depending on size)
7	Stone socks	8440-99-908-8241 & 8440-99-908-8257 (depending on size)
8	Chukka boots	8430-99-241-6134 to 8430-99-241-6142 (depending on size)

Note. *In accordance with the Defence Logistics Framework: Clothing - Alterations and Repair.*

CHAPTER 41

ROYAL FLEET AUXILIARY OFFICERS AND RATINGS, AND STO(N) PERSONNEL SERVING IN RFAs

(Sponsor: NAVY PEOPLE-PSP EXEC SO3)

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CHAPTER 41

ROYAL FLEET AUXILIARY OFFICERS AND RATINGS, AND STO(N) PERSONNEL SERVING IN RFAs

4101. Scale 1 - RFA Officers - Male Uniform Required on Initial Entry

a. **Entitlement to Scale.** The uniform outfit at sub para b is to be issued to all new entry RFA Officers.

b. **Basic Outfit**.

(1) **Items provided by means of a cash grant.**

	Scale	Notes
Epaulettes (shoulder boards) laced to Rank (+ infill if req'd)	1 pr	
Soft shoulder tabs laced to rank (+ infill if req'd)	2 prs	
Cash grant paid by RFA HR department		

(2) **Items provided by contract arrangement.**

	Scale	Notes
Male uniform No 1 laced to rank (+ infill if req'd) (Reefer jacket 8 RFA buttons)	1	
Male uniform No2 laced to rank (+ infill if req'd) (Mess jacket 6 RFA buttons + 2 link buttons, mess trousers)	1	
White mess jacket with eyelets to accept shoulder board epaulettes (No2BW) (+ 4 Medium size RFA Buttons and 2 Link Buttons)	1	

(3) **Items issued from Service stocks.**

	Scale	Notes
Bag, Travelling	1	
Bag, Day sack, black	1	
Belt, black uniform (for No3 trousers)	1	
Beret, officers, navy blue	1	
Cap, officers peaked, white plastic	1	
Cap badge, RFA officers	1	
Beret badge, RFA officers	1	
Cummerbund, officers black for No 2C (Red Sea Rig)	1	
Jacket, RN weatherproof, navy, to shoulder tabs	1	
Jumper, navy crewneck, uniform to accept shoulder tabs No 3C1	1	

(Continued)

	Scale	Notes
Shirt, tropical, short sleeve, uniform No 2C (with eyelets)	4	
Shirt, white, long sleeve, uniform No 3A (for soft shoulder tabs)	4	
Shirt, white, male Marcella mess dress	1	
Personal Clothing System (PCS) No 4	2 sets	
Shoes, black uniform	1	
Socks, black	4 prs	
Tie, officers black	1	
Tie, bow, black self-tie	1	
Trousers, black, No3 General Duty Rig	2	

c. **Tropical Outfit.**

	Scale	Notes
Jacket, bush, white, PV	1	
Trousers, white, PV	1	
Shoes, brown deck (for No 3CW dress)	1	
Shoes, white canvas (for No 3AW/3BW dress)	1	
Shorts, white	2	
Stocking, white	2	

d. **Personal Loan Items.**

	Scale	Notes
Personal Clothing System (PCS) No 4	2 sets	
Boots, DMS	1 pr	
Boots, combat assault	1 pr	Note 1
Boots, combat assault insoles	1	Note 1
Coveralls White		Note 2

Notes:

1. RFA Officers joining BRNC require Combat Assault Boots for various field training exercises.

2. 2 Pairs are required for (X) and (LS) Specialisation, 4 Pairs are required for (E) and (SE).

4102. Scale 2 - RFA Officers - Female Uniform Required on Initial Entry

a. **Entitlement to Scale.** The uniform outfit at sub para b is to be issued to all new entry RFA Officers.

b. **Basic Outfit.**

(1) **Items provided by means of a cash grant.**

	Scale	Notes
Beret badge, RFA officers	1	
Epaulettes (shoulder boards) laced to Rank (+ infill if req'd)	1 pr	
Soft shoulder tabs laced to rank (+ infill if req'd)	2 prs	
Cash grant paid by RFA HR department		

(2) **Items provided by contract arrangement.**

	Scale	Notes
Female uniform No 1 laced to rank (+ infill if req'd) (Reefer jacket and RFA buttons, skirt and trousers)	1	
Female uniform No 2 laced to rank (+ infill if req'd) (Mess jacket and RFA buttons, long full skirt and mess trousers)	1	
White mess jacket with eyelets to accept shoulder board epaulettes (No2BW) (+ 4 Medium size RFA Buttons and 2 Link Buttons)	1	

(3) **Items issued from Service stock.**

	Scale	Notes
Bag, Travelling	1	
Bag, Day sack, black	1	
Belt, black uniform (for No 3 trousers)	1	
Beret, officers, navy blue	1	
Cap badge, RFA officers	1	
Beret badge, RFA officers	1	
Cummerbund, officers black for No 2C (Red Sea Rig)	1	
Hat, Tricorn, female officers	1	
Jacket, RN weatherproof, navy	1	
Jumper, navy crewneck, uniform to accept shoulder tabs No 3C	1	
Shirt, tropical, short sleeve, female officers uniform No 2C (with eyelets to accept epaulette shoulder boards)	4	
Shirt, white, long sleeve, female officers uniform No 3A (for soft shoulder tabs)	4	

(Continued)

	Scale	Notes
Shirt, white, female Marcella mess dress (for No 2B)	1	
Shoes, black court, female	1	
Socks, black	4 prs	
Tie, officers black	1	
Tie, bow, black self-tie	1	
Trousers, black, No3 General Duty Rig	2	
Personal Clothing System (PCS) (No 4)	2 sets	

c. **Tropical Outfit.**

	Scale	Notes
Shoes, brown deck (for No 3CW dress)	1	
Shoes, white canvas (for No 3AW/3BW dress)	1	
Shorts, white	2	
Skirt, female, white	1	
Stocking, white	2	
Jacket, bush, white, PV	1	
Trousers, white, PV	1	

d. **Personal Loan Items.**

	Scale	Notes
Personal Clothing System (PCS) (No 4)	2 sets	
Boots, DMS	1 pr	
Boots, combat assault	1 pr	Note 1
Boots, combat assault, insoles	1	Note 1
Coveralls White		Note 2

Notes:

1. RFA Officers joining BRNC require Combat Assault Boots for various field training exercises.

2. Pairs are required for (X) and (LS) Specialisation, 4 Pairs are required for (E) and (SE).

4103. Scale 3 - RFA Junior Ratings - Uniform Required on Initial Entry

a. **Entitlement To Scale.** The uniform outfit shown at sub para b. and sub para c. are to be issued to all new entry RFA Junior Ratings.

b. **Basic Kit.**

	Scale	Notes
Bag, travelling	1	
Day sack, black	1	
Badge, embroidered, name	6	
Beret, light blue, RFA	1	
Badge beret, RFA ratings, embroidered gold wire	1	
Jersey, H/W blue	1	
Shirt, PCS	2	
Trousers, PCS	2	
Socks, thick, black	4	
Jacket, weatherproof	1	
Trousers, working, polyester	1	
Belt, waist, black	1	
Shirt, white, short sleeve	2	
Tie, black	1	Note 1
Shirt, white, collar-attached	1	Note 2
Shorts, PT, blue	1	
Shirt, PT, blue	2	
Shoes, fitness	1	
Socks, white	2	

c. **Personal Loan Items.**

	Scale	Notes
Boots, DMS	1	Note 8
Coveralls, blue	1	

d. **Tropical Outfit (issued on first occasion of need).**

	Scale	Notes
Shoes, boat	1	
Shorts, blue	2	
Stockings, blue	2	

e. **Additional Items for Certain Ratings.**

(1) **RFA Seaman Grade 2**:

	Scale	Notes
Shoes, black, leather, DMS	1	Note 3

(2) **RFA Steward.**

	Scale	Notes
Shirt, white, short sleeve	1	Note 4
Shoes, black, leather, DMS	1	Note 4

(3) **RFA Cooks.**

	Scale	Notes
Shoes, black, leather, DMS	1	Note 5
Jacket, food handlers	6	Note 5
Neckerchief	6	Note 5
Trousers, food handlers	4prs	Note 5
Apron, food handlers	6	Note 5
Cap, food handlers	4	Note 5

(4) **RFA Motor Men 2.**

	Scale	Notes
Shoes, black, leather, DMS	1	Note 6
Shorts, PT, blue	1	Note 6
Shirt, PT, blue	2	Note 6
Shoes, fitness	1	Note 6
Socks, white	2	Note 6
Coveralls, blue	1	Note 7

Notes:

1. For wear with No1 dress loaned to individuals from RFA sources on ceremonial occasions.

2. For wear with No1 dress loaned to individuals from RFA sources on ceremonial occasions.

3. To be issued by HMS Raleigh.

4. To be issued by HMS Raleigh.

5. To be issued by HMS Raleigh.

6. To be issued by HMS Sultan.

7. To be issued by HMS Sultan, in addition to the original pair issued at HMS Raleigh.

8. Ratings who routinely work in wet conditions may, at the LO's discretion, be issued with an extra pair of DMS boots, issued on individual loan (S95).

4104. Scale 4 - RFA Senior Ratings - Uniform Required on Promotion to Petty Officer

a. **Entitlement to Scale.** The uniform outfit shown at sub para b. and sub para c. are to be issued to all RFA Ratings on promotion to Petty Officer.

b. **Basic Kit.**

	Scale	Notes
Cap, white, detachable top	1	
Tie, black	1	
Shirt, white, collar-attached	2	
Shirt, white, short sleeve	4	

c. **Tropical Outfit (issued on first occasion of need).**

	Scale	Notes
Shirt, white, short sleeve	2	
Shorts, white	2	
Stockings, white	2	

***Note**. Cap and beret badges, RFA Petty Officers, are obtained through RFA PERS.*

4105. Scale 5 - Male Non Industrial Civilians Appointed to RFAs and Wearing Officer Pattern Uniform

a. Basic Outfit.

	Scale	Notes
Blue barathea undress uniform suit with green distinction cloth, laced for Lt Cdr/Cdr	1	
Only to be issued to Band C1s and C2s		

b. Items provided by Contract Arrangement.

	Scale	Notes
Jacket, mess, white PV	1	Note 1
Clothing store to issue RN buttons and link		

c. Items Issued from Service Stocks.

	Scale	Notes
Badge beret	1	
Badge cap	1	
Belt, waist black	1	
Belt, waist white	1	Note 1
Beret, blue	1	
Boots, DMS	1pr	
Cap, plastic/Cap plastic detachable top (C1s only)	1	
Cummerbund, black	1	
Jacket, Wet Weather	1	
Jersey, H/W blue	2	
Shirt, evening collar attached	1	
Shirt, PCS, heavyweight	2	
Shirt, PCS, lightweight	2	
Shirt, white collar attached	4	
Shirt, white short sleeve	6	
Shoes, black leather, leather soles	1pr	
Shoes, black leather, slip resistant soles	1pr	
Shoes, boat	1pr	
Shoes, white	1pr	Note 1
Shorts, blue	2	
Shorts, white	6	Note 1

(Continued)

	Scale	Notes
Socks, thin black	4prs	
Socks, thick black	2prs	
Socks, white	2prs	Note 1
Stockings, white	6prs	Note 1
Tie, black polyester	2	
Tie, evening double ended	1	
Trousers, PCS	2prs	
Trousers, working polyester	3prs	
Trousers, white, PV	2prs	Note 1
Bush Jacket	2	Note 1
Belt buckles	2	Note 1
Belt hooks	2	Note 1
Operational travel bag	1	

Notes:

1. To be issued to STO(N) (Band C1), DSTO(N) (Band C2), Band D and E1 on first occasion of need i.e. only when deploying to hot climates and when the CO`s direction/expectation is that all ship`s officers will be required to wear 1CW dress when appropriate.

4106. Scale 6 - Female Non Industrial Civilians Appointed to RFAs and Wearing Officer Pattern Uniform

a. Basic Outfit.

	Scale	Notes
Blue barathea undress uniform suit with green distinction cloth, laced for Lt Cdr/Cdr	1	
Only to be issued to Band C1s and C2s		

b. Items provided by contract arrangement.

	Scale	Notes
Bush Jacket	2	Note 1
Skirt, white	2	Note 1
Jacket, mess, white PV	1	Note 1
Clothing store to issue RN buttons and link		

c. Items issued from Service stocks:

	Scale	Notes
Badge beret	1	
Badge cap	1	
Belt, waist black	1	
Belt, waist white	1	Note 1
Beret, blue	1	
Boots, DMS	1pr	
Hat, tricorne	1	
Cummerbund, black	1	
Jacket, Wet Weather	1	
Jersey, H/W blue	2	
Shirt, evening collar attached	1	
Shirt, PCS, heavyweight	2	
Shirt, PCS, lightweight	2	
Shirt, white collar attached	4	
Shirt, white short sleeve	6	
Shoes, black leather, leather soles	1pr	
Shoes, bleck leather, slip resistant soles	1pr	
Shoes, boat	1pr	
Shoes, white, court	1pr	Note 1
Shorts, blue	2	

(Continued)

	Scale	Notes
Shorts, white	6	Note 1
Socks, thin black	4prs	
Socks, thick black	2prs	
Socks, white	2prs	Note 1
Stockings, white	6prs	Note 1
Tie, black polyester	2	
Tie, evening double ended	1	
Trousers, PCS	2prs	
Trousers, working polyester	3prs	
Trousers, white, PV	2prs	Note 1
Belt buckles	2	Note 1
Belt hooks	2	Note 1
Operational travel bag	1	

Notes:

1. To be issued to STO(N) (Band C1), DSTO(N) (Band C2), Band D and E1 on first occasion of need i.e. only when deploying to hot climates and when the CO`s direction/expectation is that all ship`s officers will be required to wear 1CW dress when appropriate.

4107. Scale 7 - Industrial Male and Female DES/Partner Company Industrial Personnel Serving in RFAs

a. **Basic Outfit.**

b. **Items issued from Service stocks.**

	Scale	Notes
Boots, DMS	1pr	
Coverall, blue	2	
Jacket, windproof	1	
Jersey, H/W blue	2	
Shirt, AWD, heavyweight	2	Note 1
Shirt, AWD, lightweight	2	Note 1
Shorts, blue	3	
Socks, thin black	4prs	
Trousers, AWD	3prs	
T-shirt, white	4	
Operational travel bag	1	

Notes:

1. Retain your Kit Book for future use, if you require to exchange clothing on a one for one basis or if you go afloat in the future, you will need this document.

4108. RFA Personal Clothing System (RFA PCS)

a. **Background.** RFA PCS replaces the No 4 (AWD) uniform. No 4 (PCS) is a layered system for multi-climate wear.

b. **Occasions For Wear.**

(1) Action working dress.

(2) Daily working rig at sea.

(3) Daily working rig alongside for JRs, and Officers/SRs when required.

(4) Daily working rig ashore in assignments when MTP would previously have been worn.

(5) Daily working dress.

c. **Description.**

<table>
<tr><th colspan="2">All Ranks and Rates</th></tr>
<tr><td colspan="2">Navy blue T-shirt.</td></tr>
<tr><td>Blue fire retardant light weight jacket (tucked in).</td><td>Blue Ensign badge to be worn on left arm (unit specific badges are not permitted).
Embroidered blue name tape worn above left breast pocket when issued.
Embroidered Royal Fleet Auxiliary tape worn above right breast pocket.
Rank slide to be worn on front sternum strap.</td></tr>
<tr><td colspan="2">Blue fire retardant trousers with blue stable belt.</td></tr>
<tr><td colspan="2">Black socks.</td></tr>
<tr><td colspan="2">DMS Black boots.</td></tr>
<tr><td colspan="2">Beret when issued.</td></tr>
<tr><td colspan="2">Optional blue micro fleece to be worn over T-shirt and under light weight jacket.</td></tr>
<tr><td colspan="2">Optional foul weather jacket and trousers worn over light weight jacket and trousers
(hood of foul weather jacket to be rolled away – hood is only to be used in extreme conditions when authorised by Command).</td></tr>
<tr><th colspan="2">No 4R – relaxed daily working dress</th></tr>
<tr><td colspan="2">May be authorised by Command at sea or, exceptionally, for working parties in hot conditions in harbour (not outside confines of jetty).</td></tr>
<tr><td colspan="2">Blue fire retardant jacket may be relaxed and individuals wear T-shirt only or T-shirt and micro fleece.</td></tr>
<tr><td colspan="2">Blue fire retardant trousers with blue stable belt.
Black socks.
Black DMS boots.</td></tr>
<tr><td colspan="2">Command may allow optional baseball cap at sea.</td></tr>
<tr><td colspan="2">Caveats:
COs may allow 4R where it is unlikely that immediate firefighting is required.
Light weight jacket must be readily available for basic firefighting and when on Duty Watch.
Commands may authorise unit specific T-shirts provided that they are cotton navy blue.</td></tr>
</table>

d. **Insignia and Badges Worn with No 4 RFA Personal Clothing System (No 4 RFAPCS)**

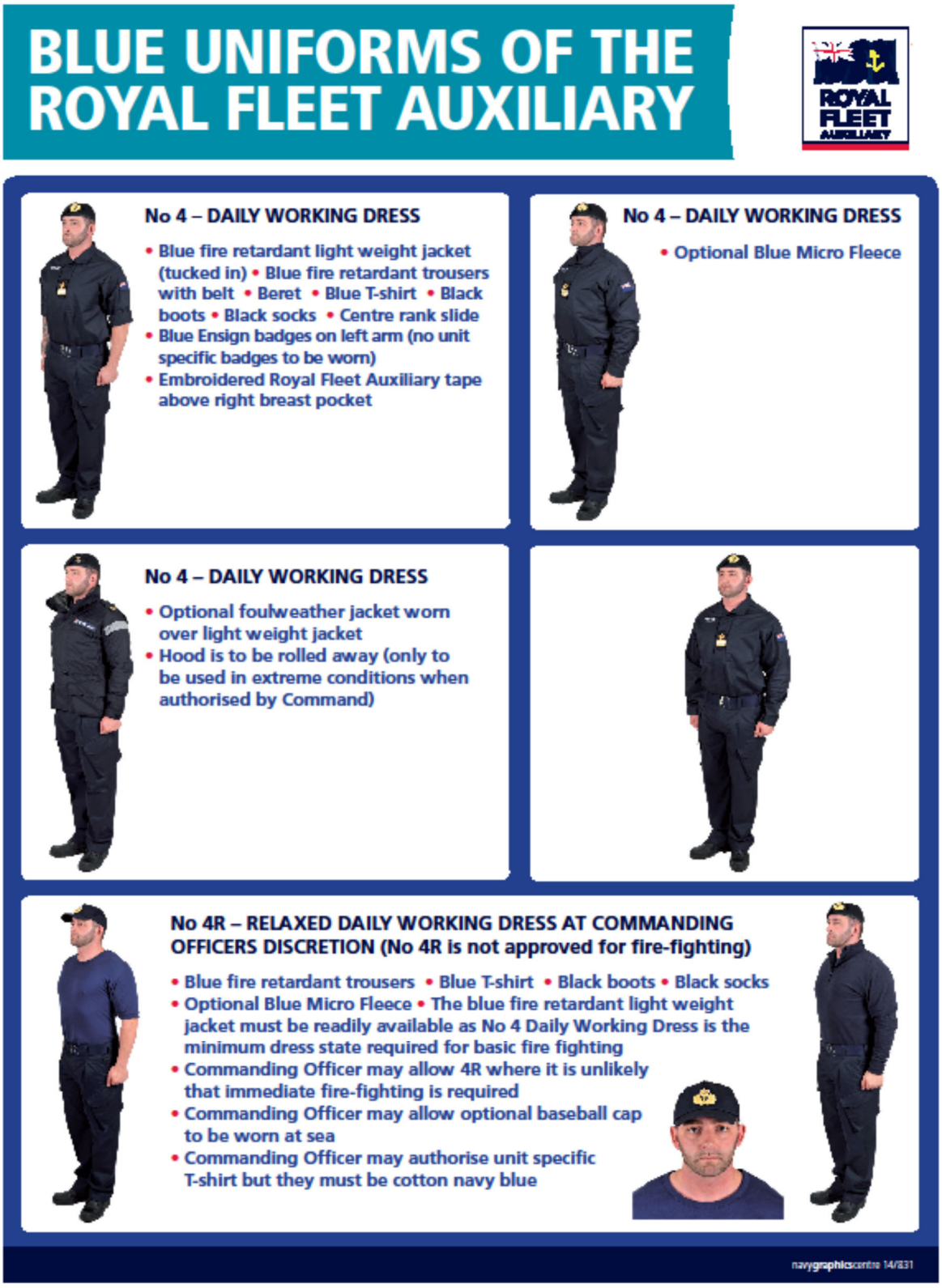
(1) **Name Tapes.** Name tapes are to be sewn along the top of the left breast pocket on the PCS lightweight jacket for all ranks and rates, in line with the "Royal Fleet Auxiliary" tape. Name tapes are to contain only the surname of the individual; initials are not permitted. Name tape lettering is to be in 'Helvetica Condensed' font, lettering is to be 15mm in height and the name within the name tape length of 130mm. Names longer than 15-17 characters will be condensed to fit. As with the Royal Fleet Auxiliary tape; the colouring is white lettering on blue background. With names such as 'McDonald', a small c can be used on the name tape and the authoritative document will be the nominal list supplied by the unit.

(2) **Royal Fleet Auxiliary Tape.** This is pre-sewn along the top of the right breast pocket. The tape will be a standard issue with lettering of 'Helvetica Condensed' font, 15mm in height and contained within the tape length of 120mm. The tape is white lettering on blue background.

(3) **Royal Fleet Auxiliary Blue Ensign Badge.** This is pre-sewn onto the left arm. The badge is a standard size of 100mm by 50mm. The badge should be centralised and level when viewed from the left side. Exact vertical position will depend upon the sleeve length and shoulder shape of the individual but generally the top of the badge should be 70mm below the centre of the shoulder seam at the top of the sleeve.

(4) **Existing Rank Slides.** Slides will be attached to the front of the PCS jacket. In order to establish uniformity and maintain standards, officers shall wear the left shoulder slide on their lightweight jackets.

Figure. 41-1. Blue Uniforms of the Royal Fleet Auxiliary



CHAPTER 42

CIVILIAN PERSONNEL EMBARKED IN MARITIME UNITS AFLOAT

(Sponsor: NAVY PEOPLE-PSP EXEC SO3)

CONTENTS

Para

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4203. Scale 3. MOD Civilians - Short Term Assignments - Kit Scales (Note 1)
4204. Scale 4. Armed Forces Parliamentary Scheme (Members of Parliament) - Kit Scales

CHAPTER 42

CIVILIAN PERSONNEL EMBARKED IN MARITIME UNITS AFLOAT

4201. Scale 1- Civilian Personnel Embarked in Maritime Units Afloat - Retail Assistant - Kit Scales

a. Basic Kit.

	Scale	Notes
Jersey, H/W blue	1	
Shirt, AWD	3	
Trousers, AWD	3	
Socks, thin, black	4	
Socks, thick, black	4	
Jacket, weatherproof	1	
Trousers, working, polyester	1	
Belt, waist, black	1	
Shirt, white, short sleeved	3	

b. Personal Loan Items.

	Scale	Notes
Boots, DMS	1	
Coverall, blue	1	

c. Tropical Outfit.

	Scale	Notes
Shoes, boat	1	
Shorts, blue	2	
Shorts, white	2	
Stockings, blue	2	

4202. Scale 2 - Civilian Personnel Embarked in Maritime Units Afloat - Retail Manager - Kit Scales

a. Basic Kit.

	Scale	Notes
Tie, black	1	
Shirt, white, collar attached	4	

b. **Personal Loan Items.**

	Scale	Notes
Boots, DMS	1	
Coverall, blue	1	

c. **Tropical Outfit.**

	Scale	Notes
Stockings, white	2	

Note. *Direct Entry Retail Managers are to be issued the same as Para 3601 Retail Assistants (Scale 1) on first occasion of need, in addition to the items listed in Para 3602 Scale 2.*

4203. Scale 3 - MOD Civilians - Short Term Assignments - Kit Scales (Note 1)

a. **Basic Outfit.**

	Scale	Notes
MK IV Foul weather jacket	1	
Jersey, H/W	1	
Shirt, AWD	2	
Trousers AWD	2	
Shirt, white, collar-attached	1	
Shirt, white, short sleeve	1	Note 2
Socks, thick, black	2 prs	
Socks, thin, black	2 prs	
Trousers, working, polyester	1	
Tie, black	1	

b. **Personal Loan Items.**

	Scale	Notes
Boots, DMS	1	
Coverall, blue or white	1	Notes 3/4

Notes:

1. This is optional scaling and not mandated.

2. Optional, for those members of a Muslim faith an additional shirt collar attached can be issued in lieu of Shirt, white short sleeve.

3. Skill Zones 1 - 4 are issued blue coveralls.

4. Band E, D, C, B and Senior Civil Service (SCS) Band 1 - 3 are issued white coveralls.

4204. Scale 4-Armed Forces Parliamentary Scheme (Members of Parliament) – Kit Scales (Note 1)

a. **Basic Outfit.**

	Scale	Notes
MK IV Foul weather jacket	1	
Jersey, H/W	1	
Shirt, AWD	2	
Trousers, AWD	1	
Shirt, white, collar-attached	1	
Shirt, white, short sleeve	1	Note 2
Socks, thick, black	2 prs	
Socks, thin, black	2 prs	
Trousers, working, polyester	1	
Tie, black	1	
Beret	1	
Holdall Bag	1	

b. **Personal Loan Items.**

	Scale	Notes
Boots, DMS	1	

Notes:

1. The Armed Forces Parliamentary Scheme is endorsed by the Secretary of State for Defence and Chief of Defence Staff. It is designed to facilitate visits by Members of Parliament to units in non-operational theatres, usually for 4 - 5 days at a time. The Naval Service Lead Officer is CNS-NS-SEC1.

2. Optional, for those of a Muslim faith an additional shirt collar attached can be issued in lieu of shirt, white short sleeve.

CHAPTER 43

JOINT SERVICE DRESS TABLES

(Sponsor: NAVY PEOPLE-PSP EXEC SO3)

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CHAPTER 43

JOINT SERVICE DRESS TABLES

FOR USE AT COURT FUNCTIONS AND WHEN MEMBERS OF THE ROYAL FAMILY ARE PRESENT

4301. Full Ceremonial Day (Home)

Dress - Full Ceremonial Day (Home)							
Appropriate Service Dress			Accessories				
			Broad Riband/Collar	Stars of Orders Maximum (Note 2)	Neck Decorations (Note 7)	Medals	Swords (Note 4)
Royal Navy	Naval Officers QARNNS Officers	No 1A Full Dress	Yes	4	2	Yes	Yes (Note 8)
	RM Officers	No 1A Full Dress	Yes	4 (Note 3)	2	Yes	Yes
Army		Frock Coat	Yes	4	2	Yes	Yes
		No 1 Dress with Ceremonial Accoutrements	Yes	4	2	Yes	Yes
		No 1 Dress or No 2 Dress with Sam Browne Belt	Yes	4	2	Yes	Yes
Royal Air Force		No 1A (Ceremonial) (Note 1) No 1 Service Dress (Home)	Yes	4	2	Yes	Yes

4302. Ceremonial Day (Home)

Dress - Ceremonial Day (Home)							
Appropriate Service Dress			Accessories				
			Broad Riband/Collar	Stars of Orders Maximum (Note 2)	Neck Decorations (Note 8)	Medals	Swords (Note 4)
Royal Navy	Naval Officers QARNNS Officers	No 1A Blue Dress	No	2	1	Yes	Yes (Note 8)
	RM Officers	No 1A Blue Dress or No 1B Lovat Dress	No	2	1	Yes	Yes
Army		Frock Coat	No	2	1	Yes	Yes
		No 1 Dress with Ceremonial Accoutrements	No	2	1	Yes	Yes
		No 1 Dress or No 2 Dress with Sam Browne Belt	No	2	1	Yes	Yes
Royal Air Force		No 1A (Ceremonial) (Note 1) No 1 Service Dress (Home)	No	2	1	Yes	Yes

4303. Non-Ceremonial Day (Home)

Dress - Non-Ceremonial Day (Home)							
Appropriate Service Dress			Accessories				
			Broad Riband/Collar	Stars of Orders maximum (Note 4)	Neck Decorations	Medals	Swords (Note 4)
Royal Navy	Naval Officers QARNNS Officers	No 1C Undress	No	No	No	No	No
	RM Officers	No 1A Blue Dress or No 1C Lovat Dress	No	No	No	No	No
Army		Frock Coat	No	No	No	No	No
		No 1 Dress	No	No	No	No	No
		No 2 Dress	No	No	No	No	No
Royal Air Force		No 1 Service Dress (Home)	No	No	No	No	No

4304. Ceremonial Evening (Home)

Dress - Ceremonial Evening (Home)							
Appropriate Service Dress			Accessories				
			Broad Riband/ Collar	Stars of Orders (Note 4)	Neck Decorations (Note 7)	Miniature Medals	Miniature Medal Ribbons
Royal Navy	Naval Officers QARNNS Officers	No 2A Formal Evening Dress	No	2	1	Yes	No
	RM Officers	No 2A Formal Evening Dress	No	2	1	Yes	No
Army		No 10 Mess Dress with Stiff Shirt	No	2	1	Yes	No
Royal Air Force		No 5A Mess Dress (Home) White Waistcoat with Stiff Shirt	No	2	1	Yes	No

4305. Non-Ceremonial Evening (Home)

Dress - Non-Ceremonial Evening (Home)							
Appropriate Service Dress			Accessories				
			Broad Riband/Collar	Stars of Orders	Neck Decorations	Miniature Medals	Miniature Medal Ribbons
Royal Navy	Naval Officers QARNNS Officers	No 2B Evening Undress	No	No	No	Yes	No
	RM Officers	No 2B Evening Undress	No	No	No	Yes	No
Army		No 10 Mess Dress Soft Shirt according to Regimental Custom	No	No	No	Yes	No
Royal Air Force		No 5B Mess Dress (Home) Blue Waistcoat/ Cummerbund with Stiff Shirt or Soft Shirt	No	No	No	Yes	No

4306. Full Ceremonial Day (Tropical)

Dress - Full Ceremonial Day (Tropical)							
Appropriate Service Dress			Accessories				
			Broad Riband/ Collar	Stars of Orders Maximum (Note 2)	Neck Decorations (Note 7)	Medals	Swords (Note 4)
Royal Navy	Naval Officers QARNNS Officers	No 1AW White Dress	Yes	4	2	Yes	Yes (Note 8)
	RM Officers	No 1AW Dress with Ceremonial Accoutrements	Yes	4	2	Yes	Yes
		No 1BW Dress with Sam Browne Belt	No	2	2	Yes	Yes
Army		No 3 Dress with Ceremonial Accoutrements	Yes	4	2	Yes	Yes
		No 3 or No 4 Dress with Sam Browne Belt	Yes	2	2	Yes	Yes
		No 6 Dress with Sam Browne Belt	No	No	No	Yes	Yes
Royal Air Force		No 6A Ceremonial Dress (Note 5)	Yes	4	2	Yes	Yes
		No 6 Service Dress	No	4	2	Yes	Yes

4307. Ceremonial Day (Tropical)

Dress - Ceremonial Day (Tropical)							
Appropriate Service Dress			Accessories				
			Broad Riband/ Collar	Stars of Orders Maximum (Note 2)	Neck Decorations (Note 7)	Medals	Swords (Note 4)
Royal Navy	Naval Officers QARNNS Officers	No 1AW White Dress	No	2	1	Yes	Yes (Note 8)
	RM Officers	No 1AW Dress with Ceremonial Accoutrements	No	2	1	Yes	Yes
		No 1BW Dress with Sam Browne Belt	No	2	1	Yes	Yes
Army		No 3 Dress with Ceremonial Accoutrements	Yes	2	1	Yes	Yes
		No 3 or No 4 Dress with Sam Browne Belt	Yes	2	1	Yes	Yes
		No 6 Dress with Sam Brown Belt	No	No	No	Yes	Yes
Royal Air Force		No 6A Service Dress (Note 5)	No	2	1	Yes	Yes
		No 6B Parade Dress	No	No	No	Yes	No

4308. Non-Ceremonial Day (Tropical)

Dress - Non-Ceremonial Day (Tropical)							
Appropriate Service Dress			Accessories				
			Broad Riband/ Collar	Stars of Orders maximum	Neck Decorations	Medals	Swords
Royal Navy	Naval Officers QARNNS Officers	No 1CW White Dress	No	No	No	No	No
	RM Officers	No 1BW Dress (Sam Browne or Cloth Belt)	No	No	No	No	No
		No 1CW Dress (Sam Browne or Cloth Belt)	No	No	No	No	No
Army		No 3 Dress (Sam Browne or Cloth Belt)	No	No	No	No	No
		No 4 Dress (Sam Browne or Cloth Belt)	No	No	No	No	No
		No 6 Dress (Sam Browne or Cloth Belt)	No	No	No	No	No
Royal Air Force		No 6B Parade Dress	No	No	No	No	No

4309. Full Ceremonial Evening (Tropical)

Dress - Full Ceremonial Evening (Tropical)							
Appropriate Service Dress			Accessories				
			Broad Riband/ Collar	Stars of Orders Maximum (Note 2)	Neck Decorations (Note 7)	Miniature Medals	Swords (Note 4)
Royal Navy	Naval Officers QARNNS Officers	No 2AW White Dress	Yes	4	1	Yes	No
	RM Officers	No 2AW White Dress	Yes	4	1	Yes	No
Army		No 11 Dress with Stiff Shirt	Yes	4	1	Yes	No
Royal Air Force		No 8 Mess Dress	Yes	4	1	Yes	No

4310. Ceremonial Evening (Tropical)

Dress - Ceremonial Evening (Tropical)							
Appropriate Service Dress			Accessories				
			Broad Riband/ Collar	Stars of Orders Maximum (Note 2)	Neck Decorations (Note 7)	Miniature Medals	Swords (Note 4)
Royal Navy	Naval Officers QARNNS Officers	No 2AW Mess Dress with Stiff Shirt or Soft Shirt	No	2	1	Yes	No
	RM Officers	No 2AW Mess Dress with Stiff Shirt or Soft Shirt	No	2	1	Yes	No
Army		No 11 Dress with Stiff Shirt or Soft Shirt	No	2	1	Yes	No
Royal Air Force		No 8 Mess Dress	No	2	1	Yes	No

4311. Non-Ceremonial Evening (Tropical)

Dress - Non-Ceremonial Evening (Tropical)							
Appropriate Service Dress			Accessories				
			Broad Riband/ Collar	Stars of Orders Maximum (Note 2)	Neck Decorations (Note 7)	Miniature Medals	Miniature Medal Ribbons
Royal Navy	Naval Officers QARNNS Officers	No 2BW Evening Undress	No	No	No	Yes	No
	RM Officers	No 2BW Soft Shirt may be Worn	No	No	No	Yes	No
Army		No 11 Mess Dress with Soft Shirt According to Regimental Custom	No	No	No	Yes	No
Royal Air Force		No 8 Mess Dress	No	No	No	Yes	No
		No 8A Mess Dress Red Sea (Note 6)	No	No	No	No	No

Notes:

1. AVMs and above.

2. May include one foreign star on appropriate occasions.

3. Two stars only when Sam Browne is worn.

4. Unless otherwise stated.

5. Officer appointed to senior prestige and representational posts, Air Advisor (irrespective of rank).

6. 'Red Sea Rig' worn by RAF personnel serving in RN ships, where authorised.

7. May include one foreign neck decoration on appropriate occasions.

8. Swords are not worn by QARNNS officers.

9. No 2CW Tropical Mess Dress may be authorised for informal evening wear in HM Ships and Establishments.

CHAPTER 44

ORDERS AND DECORATIONS, MEDALS AND MEDAL RIBBONS – UNIFORM GUIDELINES

(Sponsor: NAVY PEOPLE-PSP EXEC SO3)

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CHAPTER 44

ORDERS AND DECORATIONS, MEDALS AND MEDAL RIBBONS – UNIFORM GUIDELINES

SECTION 1

GENERAL

4401. Authority For Wear

a. The King's Regulations for the Royal Navy require all personnel to wear the proper ribbons for the medals which have been awarded to them and to comply with the instructions respecting the manner of wearing orders, decorations and medals and the order in which they are to be worn, as laid down in these uniform regulations.

b. It is forbidden to wear any orders, decorations or medals without authority. Foreign orders, decorations and medals may be worn only when the Sovereign's permission has been given. This may be sought by application to Naval Secretary's Division. It should be noted, however, that permission is rarely granted and only in the most exceptional circumstances.

4402. Terms of Issue

a. The insignia of orders, decorations and medals and the Ribands to which they are attached are issued gratuitously on presentation; 229mm of medal ribbon for sewing on to garments is also supplied in the case of campaign medals.

b. Brooches for medals and medal ribbons are available from service stores. Officers purchase these items as required. Ratings and RM warrant officers, NCOs and ORs and associated reservists awarded a medal are given a gratuitous issue of one medal brooch and one medal ribbon brooch of the appropriate size.

c. Replacement brooches and ribbons are purchased as required.

d. Miniatures, ribbons and brooches for miniature medals and ribbons are not provided but may be purchased privately at the individual's expense.

4403. Order of Precedence

Orders, decorations, medals and medal ribbons are to be worn arranged in the order of sequence (or seniority) shown in JSP 761 'Honours and Awards in the Armed Forces' The number of each type of insignia of orders, which may be worn, with various dresses is shown in the Table of Dresses (Chapter 3 Annex 3A (RN)), (Chapter 4 Annex 4A (RM)). When the insignia of more than one order are worn, the one occupying the first position should be the most senior, unless for any reason a junior or foreign order is more appropriate to the occasion.

4404. Conditions Governing Awards

Extracts from the various Statutes and Warrants regulating the awards of Orders, Decorations and Medals are to be found in JSP 761. A number of Statutes and Warrants are in course of amendment, to take account of revised eligibility criteria introduced in 1994. Until such time as these are published, it should be noted that all gallantry awards are available at all ranks and rates.

4405. Spare

SECTION 2

MANNER OF WEAR

4406. Insignia of Orders

The insignia of the various orders are as follows:

a. **First Class**. Knights of the Garter, Thistle and St Patrick and Knights and Dames Grand Cross and Grand Commander. Broad riband (with badge attached). Collar when ordered.

b. **Second Class.** Knight and Dame Commander - star. Neck decoration (i.e. badge suspended on narrower riband, normally worn round neck).

c. **Third Class Companion and Commander**. Neck decoration (but the badges of companions of the Distinguished Service Order and Imperial Service Order are worn as medals only).

d. **Fourth and Fifth Classes.** Officers and members - badge worn as medal.

4407. Broad Riband

a. The broad riband of Knights of the Garter and Thistle is worn over the left shoulder, the bow from which the badge is suspended resting on the right hip. The broad riband of other orders is worn over the right shoulder, with the badge on the left hip. The ribands of orders when the riband alone is worn will be of the width of the ribands of the membership of the order. If there is no membership class the riband will be of the width of the riband of the companionship of the order.

b. With ball dress the broad riband is worn under the mess jacket and over the waistcoat (or dress).

c. With full dress the broad riband is required to pass under the shoulder strap, and in dresses which do not include shoulder straps the procedure is as follows:

(1) If an aiguillette is worn on the right shoulder the broad riband, other than that of the Garter and Thistle, is worn under the aiguillette shoulder strap. For the Garter or Thistle an additional aiguillette shoulder strap is worn on the left shoulder.

(2) If an aiguillette is not worn on the right shoulder the broad riband is worn under a blue cloth shoulder strap ornamented with gold and blue cord, of the pattern worn with ‘Staff’ type aiguillettes (Chapter 39, Para 3912).

4408. Collar

a. The collar of an order is worn on certain special occasions as ordered, instead of the broad riband, with full dress only (Nos. 1 and 1W Dresses). The collar is worn under the shoulder straps or epaulettes near the outer edge, hanging at an equal distance back and front, with the badge suspended below the front centre.

b. Collar Days[1], in accordance with instructions of the Central Chancery of the Orders of Knighthood are Easter Sunday, Ascension Day, Whit Sunday, Trinity Sunday, 1 January, 6 January (Epiphany), 25 January (Conversion of St Paul), 2 February (Presentation of Christ in the Temple), 6 February (The Queen's Accession), 1 March (St David), 17 March (St Patrick), 25 March (Lady Day), 21 April (The Queen's Birthday), 23 April (St George), 29 May (Restoration of the Royal Family),2 June (The Queen's Coronation), 24 June (St John Baptist), 4 August (Queen Elizabeth, The Queen Mother's Birthday), 6 August (Transfiguration), 29 September (St Michael and All Angels), 1 November (All Saint), 30 November (St Andrews), 25 December (Christmas Day), 26 December (St Stephen), 28 December (Innocent's Day), when His Majesty opens or prorogues Parliament and by those taking part in the Ceremony of an Introduction of a Peer in the House of Lords. In dresses that do not include shoulder straps, the procedure is as follows:

(1) If an aiguillette is worn on the right shoulder an additional aiguillette shoulder strap is worn on the left shoulder.

(2) If an aiguillette is not worn on the right shoulder a pair of blue cloth shoulder straps is worn.

c. The holder of more than one First Class Order, when wearing the collar of one order also wears the broad riband of the next order in sequence. Only one collar may be worn.

4409. Stars

a. Stars of orders are worn on the left side.

b. When only one star is worn it should be in the centre line of the breast pocket with the upper point not less than 25mm below the lip of the pocket, or in the corresponding position on garments without a breast pocket.

c. When two stars are worn the second star is placed directly below the first, with its upper point not less than 25mm below the lower point of the star above.

d. When three stars are worn the second and third stars are normally worn below the first, in horizontal line, with the second towards the wearer's right, but if in this position the stars interfere with the broad riband, the first and second stars may be worn in line, senior star to the right, with the third star beneath.

[1] To be revised when ordered by Buckingham Palace following the accession of HM The King.

e. When four stars are worn the first is worn above, the second and third in line below, senior star to the right, and the fourth below again, in vertical line with the first.

f. When either three or four stars are worn on the undress coat it is necessary to position the first so that the second is clear of the top left-hand button of the coat, for which purpose it is permissible for the top star to the worn with its upper point up to 13mm above the lip of the breast pocket.

g. With women officers' dresses which include a cape or bolero, stars are worn thereon - not on the dress.

4410. Neck Decorations and Court Mounting of Medals

a. With the ceremonial day coat, and with RM tunics and frockcoat with stand collar, the first or only badge is worn with the riband inside the coat or tunic collar, emerging between the hook and eye and the bottom of the collar. If a second badge is worn it is suspended from a small eye stitched inside the coat or tunic, on 76mm of ribbon emerging between the first and second button on the right-hand side.

b. With a turned-down collar and day tie the first or only riband is worn inside the collar and over the tie, with the badge immediately below the knot of the tie. The second riband, if any, is worn on naval-type uniforms immediately below the first, the lower part of the badge resting on the cross of the lapel of the coat. Chaplains may wear neck decorations in a corresponding manner with the clerical collar. On military type uniforms the second riband emerges 19mm below the top button of the jacket, being suspended from a small eye stitched inside.

c. With winged collar and bow tie (only to be worn in the evening) one neck decoration only may be worn and the riband is worn the collar but under the tie, the badge hanging as close as possible below the bow.

d. With the white tunic the first or only badge is worn with the riband inside the tunic collar and the badge emerging to hang 19mm below the collar, and other badges, if any, are worn emerging between the buttons of the tunic, each 25mm below the badge above.

e. Until replaced by the new mess dress, women officers' dresses which include a cape or bolero the riband is made up into a bow and worn with the badge attached below it on the left side of the cape or bolero, immediately below the medals, which should be moved up as necessary to provide room. When two badges are worn the senior badge is placed above and overlapping the junior. If a star is worn additionally (e.g. by a Dame Commander of an Order) it is positioned below the other decorations.

4411. Medals (Including Badges of The 4th And 5th Classes of Orders and Decorations Worn as Medals)

a. Medals, suspended from their ribands, are to be worn on the left breast in one horizontal line, with the highest in seniority at the end furthest from the shoulder. Medals awarded by a society for bravery in saving human life, if specially authorised to be worn, are to be worn on the right breast, similarly to those on the left and on the same horizontal line. All medals are worn observe outwards, i.e. with the head of the Sovereign showing.

b. The ribands are to be suspended from a bar, which they must completely cover, without gaps. The bar should be disposed centrally in the space available, without projecting outward beyond the shoulder or inward beyond the opening of the coat, or beyond the centre of a tunic or coat without opening. When the medals are too many to be suspended from the bar so as to be fully seen, they are to overlap, the most senior showing in full. In the case of ratings and ranks below officer, medals should, however, overlap whenever three or more are worn, the length of the bar to be 95mm for three medals up to a maximum of 171mm for larger numbers.

c. The bar should be of the brooch type, with the pin inserted through beckets sewn to the garment. It may, if necessary, come over the lapel of the garment, except when a rifle is carried, when the bar should be under the lapel, as a protection for the medals.

d. The medal bar is worn immediately above the top row of medal ribbons sewn to the garment, or in the same position, and using the same beckets, as the top row of detachable ribbons. See Para 4413 sub para e.

(1) For RMBS ranks wearing No. 1 Full Dress Blues - Ceremonial Dress the medal bar is worn centrally on the left breast using beckets, the top of the medal bar being positioned horizontally, slightly above the second button down.

(2) For RMBS ranks wearing No. 1AW Dress – Tropical Full Ceremonial Dress the medal bar is worn centrally on the left breast and is pinned directly onto the fabric 6mm above the top seam of the pocket. Medal ribbons are not worn by band ranks in this uniform.

e. The length of medal riband for medals of normal size is to be 44mm. When two or more medals are worn, the length of ribands of medals of other than normal size should be adjusted so that the lowest points of the medals are all in line. A 44mm medal riband will accommodate four clasps: if more than four are worn the length of riband should be adjusted as necessary, leaving 13mm clear riband above the top clasp.

f. When medals are worn with garments on which medal ribbons are sewn, care must be taken that the ribbons are completely covered. If necessary a piece of material can be attached to the medal bar for this purpose.

g. Where more than one medal has been awarded, the ribands are to be suspended from a bar, which should be of the brooch type, with the pin inserted through beckets sewn to the garment. Medal ribands should be placed side by side up to and including a quantity of 6 medals unless the width of these 6 medals extends past the left shoulder seam of the uniform. In this instance, the 6 medals may be overlapped.

h. **Court Mounting.** Medals may also be worn court mounted. In this method the ribands are mounted on a frame of which the lower edge is in line with the centre of the medals. Commencing from the lower edge of the frame each riband runs over the upper edge and down to the ring of the medal. The medals are stitched down to the ribands. Court mounted medals may also be overlapped however, personnel with 7 or more court mounted medals should always wear them overlapped.

i. RN and RM personnel who have been awarded with 6 or more medals may have them court mounted at crown expense. (Personnel with 5 or fewer medals who wish to have them court mounted may do so, but at their own personal expense). See also sub-para 4412(e.) with regards to Miniature Medals.

j. The court mounting of medals (6 or more) at crown expense is included in the naval service tailoring contract, such that entitled individuals are able to request this service via their local (UK) and where applicable overseas unit tailors without having to pay for it themselves.

k. All RN and RM personnel (only) who are assigned to overseas/isolated commands and units where no MOD expense type clothing services exist, are to make early provision ahead of taking up their assignment for their medals and ribands to be bar or Court Mounted in good time. However, when medals are issued whilst deployed, such personnel with no access to a UK based MOD approved contract tailor are to submit a unit claim for reimbursement of the cost of Bar Mounting or, for those eligible only, the Court Mounting of six (6) or more medals and ribands via JPA, with itemised receipts retained for auditing purposes. The following information must be used:

(1) Type of Claim: select **Miscellaneous**.

(2) Authority: input **"RNTM 01-011/23 Court Mounting of Medals"**.

(3) Have you been told to use a UIN other than your own units?: select **No**. (should be auto populated).

(4) Do You Have the Authority of the Budget Holder?: select **Yes**.

(5) Click **Next**.

(6) Click **Details**.

(7) Expense Type: select Medical, Dental, Opticians, Prescription Fees.

(8) Date expense incurred: **input date of payment**.

(9) Receipt amount: **input the cost of purchase**[2].

(10) Justification: input “Bar Mounting xx medals or Court Mounting 6 or more Full Size Medals iaw RNTM 01-111/23, include the following details: your unit, location and state why there is no access to MOD Approved Contractor”.

(11) Click **Return**.

(12) Tick **I accept the Terms and Conditions of the MOD’s Travel and Expense Policies**.

(13) Click **Submit**.

l. Badges of the 1st, 2nd and 3rd classes of orders are not worn as medals (other than miniatures - see Para 3811).

4412. Miniature Medals

a. These are half the size of the insignia, which they represent and on ribands 29mm long, are worn in the same manner as full-sized medals.

b. With some exceptions, as detailed in JSP 761, miniatures of all badges of orders and decorations are worn with miniature medals.

c. Except as in sub para d, miniature medals are worn with number 2A/2B Mess Dress/Undress on the lapel of the mess jacket. They may extend over the lapel towards the shoulder but not beyond the lapel on the inner side. The position on RM officers’ mess jackets is: Colonels and above, 102mm below the neck point of the shoulder seam; other officers 19mm below the Globe and laurel badge. Until replaced by the new mess dress the officers’ capes should be level with the top of the rank badge.

d. Drum Majors wear miniature medals horizontally on the Drum Major’s dress belt and centrally on the black band above the word “Gibraltar” so as not to obscure the battle honour.

e. RN and RM personnel may choose to have their Miniature Medals Court Mounted, however in all instances this is at the owners personal expense. The Court Mounting of Miniature Medals has not been included in the naval service tailoring contract, irrespective of the number of medals an individual has been awarded, and it is not covered under crown expense.

[2] At this point an error may show stating “Justification is required. The receipt amount exceeds the allowable daily limit for the number of days reported. Please include in your justification the reason for this expense”. Accept the error and move on.

4413. Medal Ribbons

a. When ribbons are worn apart from the orders, decorations and medals themselves a ribbon is worn for each medal, etc except the Garter, Thistle and St Patrick. The ribbon is the same for all classes of an order. The ribbon is to be worn from the date of the official notification of the award.

b. Length of ribbons to be worn: RN, and personnel - 13mm, but with more than five rows ribbons 10mm long may be worn. Royal Marines - 10mm all cases.

c. The width of the ribbon is to be that of the riband attached to the order, decoration or medal itself. For orders, the width is that of the riband of the lowest class. The normal width in each case is 32mm.

d. The ribbons are to be sewn on the garments, except on whites, tropical khaki and stone-coloured garments for which a detachable, brooch-type bar similar to the medal bar is to be used, with the pin inserted through beckets sewn in the correct positions. The ribbons are to be arranged in one or more rows as required, without either gaps or overlapping, in order of seniority as for medals, starting at the inside end of the top or only row. The rows should be 6mm apart for officers and Royal Marines and 3mm for others, but officers and Royal Marines may reduce the distance apart if necessary to accommodate a large number. The ribbons of orders, decorations and medals for which only private permission to wear has been given are not to be sewn on the garments.

e. The ribbons are to be worn on the breast, as for medals, positioned as follows:

(1) **RN Officers.** Top or only row 25mm below point of shoulder. When additional rows are sewn to the garment the number of ribbons in each row should be such that all visible, while preserving as symmetrical an arrangement as possible. The detachable bar may also have more than one row if necessary, in which case no row should be longer than the one above.

(2) **Royal Marines.** First row centrally over the breast pocket, 6mm above the top seam of the pocket. Additional rows centrally over the first, with no row shorter than the one above. Not more than five ribbons to a row, and no row to extend nearer than 19mm from the shoulder seam, but each row to be completed to maximum width before another is started.

(a) For female band ranks wearing No. 1A Regimental Dress Blues first row to be sewn centrally on the left breast being positioned horizontally, between the first and second button down so that the medal(s) sit at an appropriate height above the bust point. Additional rows as described above.

(b) For band officers and WO1s wearing No. 1 Full Dress Blues - Ceremonial Dress (Frockcoat Order) medal ribbons are to be sewn between the centre seam and left breast buttons with the first row being positioned horizontally, slightly above the second button down. Additional rows as described above. Medals are not worn in this uniform.

(3) **Ratings.** Top or only row: on jackets: level with the point of lapel; on blue jumpers: 114mm below point of shoulder; on white uniform: 51mm below point of shoulder. In each case, when there is more than one row, no row is to be shorter than the one above, and the whole display should be as symmetrical as possible about the vertical.

(4) Ribbons must not project outward beyond the point of the shoulder, or inward beyond the centre of the garment or under the lapel, and they must all be visible.

4414. Miniature Medal Ribbons

Ribbons 10mm long and 19mm wide, are worn only with mess dresses. They are not sewn to garments but are worn on detachable, brooch-type bars, in the same positions as miniature medals. See Para 4411 sub para c. Miniature medal ribbons are not worn by Royal Marine and Naval Officers except, in the latter case, for safety reasons when acting as Duty Officer.

4415. Rosettes

Rosettes are worn on certain medal ribbons and miniature medal ribbons to denote clasps to the medals or some special distinction.

4416. Wearing of Foreign Medals

a. The rules governing the wearing of foreign medals are contained in Foreign, Commonwealth & Development Office (FCDO) regulations. The MOD is required to seek and follow FCDO guidance if foreign medals are offered to Service or civilian personnel. The FCDO advises all foreign embassies of the British rule on a regular basis.

b. HM The King approves the receiving and wearing of all foreign medals, orders and decorations. In all cases, requests to receive or wear should be made through the Chain of Command to Naval Secretary for onward transmission, as necessary, to Defence Services Secretary. It will then be for DS Sec to staff the request formally to both the FCDO and the Ceremonial Branch of the Cabinet Office, whose agreement is required before His Majesty's permission is sought. There will inevitably be some delay during this process and it should be noted that permission to wear is given only rarely.

c. Individual foreign awards for gallantry or meritorious service follow the same staffing route. Both may be subject to scrutiny within the FCDO which must take account of the employment of Service personnel as State Servants, although it is usual that life-saving actions may be recognised by the appropriate Head of State.

d. No campaign medal for wearing, UK or foreign, may be claimed through concurrent service which gains another campaign medal.

e. Occasions may arise where foreign medals are presented to Service personnel abroad without prior warning. In such cases, individuals must exercise judgement as to whether refusal might give offence and the usual course of action is to accept the award. Thereafter, the Chain of Command is to be informed together with any request to wear and justification for it. Usually, the recipient will be allowed to keep the medal as a memento, not to be worn.

f. See JSP 761 'Honours and Awards in the Armed Forces', Chapter 12, Annex B for the official order of wear for foreign orders, decorations and medals which have been approved for wear.

4417. Wearing of Numerals or Bars Denoting Multiple Tours with UN, NATO or WEU

Rules for the wearing of numerals are derived from the instructions issued by the Secretaries of the UN, NATO or WEU, as amended by any bilateral agreement between the UK and the relevant organisation. The UN makes official provision for numerals, NATO and the WEU do not. In addition, some nations reward multiple tours by the wearing of a medal for each tour. However, the practice or customs of other nations in receipt of the same medals is NOT to be adopted by UK Service personnel unless explicitly authorised in DINs.

4418. Wearing of Unofficial Medals

a. Only those Honours, Decorations, Medals and Awards that have been formally approved by the Sovereign may be worn. This applies to the wearing in uniform and civilian clothing, and by retired members of the Armed Services. Commanding Officers are responsible for ensuring that individuals do not wear medals that are not approved or to which they are not entitled, as well as being responsible for ensuring individuals are in possession of medals to which they are entitled.

b. A number of private companies market unofficial commemorative medals and although there is no reason why individuals may not purchase these items they are still formally classified as unofficial and have not been given approval by the Sovereign, and thus may not been worn. The fact that an advertisement for such medals appears in "in house" Service magazines is not to be taken as an indication that a medal has been formally approved and may be worn.

c. Any queries on the status of any medal, or of an individual's entitlement to it, should, in the first instance, be made to single-Service medal offices.

4419. Wearing of Family Medals

Medals awarded to parents, grandparents, children, siblings or other family members, are not to be worn by serving personnel in uniform. Such 'family' medals may, however, be worn in civilian clothing on suits or blazers and female equivalent dress on the appropriate occasions, when they are customarily worn over the right breast.

SECTION 3

WEARING OF ORDERS, DECORATIONS AND MEDALS WITH CIVILIAN DRESS

4420. General Conformity

The following instructions, which conform to those promulgated by the Lord Chamberlain's Office in the London Gazette for the guidance of all concerned, apply to both serving and retired personnel when the civilian dress.

4421. Evening Dress

a. The occasions on which the insignia of orders and miniature medals and badges are worn with evening dress are as follows:

(1) At parties and dinners when any of the following members of the Royal Family are present:

- His Majesty The King; and
- Her Majesty The Queen.

Their Royal Highnesses:

- The Prince and Princess of Wales;
- The Duke and Duchess of Edinburgh;
- The Princess Royal;
- The Duke and Duchess of Gloucester;
- The Duke and Duchess of Kent;
- Prince and Princess Michael of Kent; and
- Princess Alexandra, the Honourable Mrs Angus Ogilvy.

(The host should notify their guests if any of these members of the Royal Family will be present.)

(2) At parties and dinners given in houses of Ambassadors and Ministers accredited to the Court, unless otherwise notified by the Ambassador or Minister concerned. (A decoration of the country concerned should be worn in preference to a British one, and if both are worn, the former should take precedence over the latter.)

(3) All official dinners and receptions, including Naval, Military and Air Force dinners, dinners of City Livery companies and public dinners. (The word 'Decorations' on the invitation card to be the intimation from the host that the entertainment is an official one.)

(4) On official occasions when entertained by:

- HM Lieutenant of a county within their county;
- The High Sheriff of a county within their county;
- Cabinet Ministers;
- Ex-cabinet Ministers;
- Knights of the Garter, Thistle and St Patrick;
- Great Officers of State and of The Kings Household;
- Lord Mayors and Mayors; and
- Lord Provosts and Provosts.

(The word 'Decorations' on the invitation card to be the intimation from the host that the entertainment is an official one.)

b. With Full Evening Dress the following may be worn:

- Broad riband;
- Up to 4 stars;
- Not more than 1 neck decoration; and
- Miniature medals.

c. With Dinner Jackets the following only may be worn:

- Not more than 1 star;
- Not more than 1 neck decoration; and
- Miniature medals.

d. On occasions when it is desired that decorations be worn, invitations should state either 'Evening Dress, Decorations' (for full evening dress) or 'Dinner Jacket', Decorations'. When 'Evening Dress, Decorations' is prescribed those not in possession of full evening dress may wear dinner jacket, with decorations, etc. as in Para 3819 sub para c.

e. With 'Dinner Jacket, Decorations' it is permissible to wear either a stiff evening collar or a soft collar

4422. Day Dress

The insignia of orders, decorations and medals (full size) may be worn with formal day dress on appropriate official occasions and at public functions. When decorations are worn with formal day dress on such occasions as a British Legion rally or ex-Servicemen's parade, it is customary to wear medals only, stars of orders and neck decorations not being worn.

4423. General

a. Nothing in the above shall affect in any way the practice of the Knights of the Orders of the Garter and Thistle, and Members of the Order of Merit, the Order of the Crown of India and the Order of the Companions of Honour with regard to wearing their insignia in accordance with previous custom.

b. Ladies in civilian dress may wear the orders, decorations and medals to which they are entitled under the same conditions as above, so far as appropriate.

c. The manner of wearing the insignia of orders, decorations and medals is the same as with corresponding items of uniform.

CHAPTER 45

MARITIME RESERVES UNIFORM REGULATIONS

(Sponsor: NAVY PEOPLE-PSP EMP POL RESSO1)

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CHAPTER 45

MARITIME RESERVES UNIFORM REGULATIONS

4501. Maritime Reserves Uniform Regulations

a. The wearing and maintenance of uniform in the Maritime Reserves (MR) is to be in accordance with Chapter 38 and JSP 752 Chapter 15.

b. RNR Ratings and RMR Other Ranks with former service in the RN and RM may wear Good Conduct Badges due for such service.

c. All clothing and equipment issued to ratings and other ranks remain the property of the Crown. Personnel are responsible for ensuring that all such items are used for service purposes only, and for producing them in good condition when called upon to do so. On being first issued with the uniform and equipment, ratings/other ranks are to sign an undertaking to the effect that they will return it to their parent unit when they are discharged from the RNR/RMR.

d. The advice of RNR Unit Commanding Officers and, ultimately, CMR is to be sought in all cases of doubt or where it is deemed that permission to wear uniform is required.

4502. Provision of Uniform - MR Officers

a. The cost of uniform on appointment or promotion to officer rank will be borne by the Ministry of Defence. The authorised scales of uniform for MR officers are shown in the Annexes to Chapter 39 and Chapter 40.

b. **Eligibility.** No officer may qualify for more than one full outfit cash grant and set of free issues on account of membership of two sections of the Reserve, e.g. an officer holding a commission in the RNR who also has an appointment as an officer of the Sea Cadet Corps. However, they may be reimbursed actual costs to buy a different uniform and shoulder boards.

c. **Transfer from RN/RM and Re-entry into the MR.** The regulations for officers who transfer from the RN/RM or re-enter the MR are contained in JSP 752, Chapter 15.

d. **Payments of Cash Grants.** All cash grants will be paid through JPA without application, and no payments may be made by any other authority without specific authorisation.

e. **Kit Record Book (S2910).** All issues will be entered in the officer's Kit Record Book, any deficiencies being entered on the appropriate page. When the items become available they will be issued; the entry on the deficiency page is the authority for issue.

f. **Call Out for Permanent Service.** Officers of the MR called out for permanent service are required to take with them the complete scale of uniform and kit as issued, which will be specified in their Call Out Order.

g. **Additional Uniform.** MR Officers are permitted to purchase (from Ministry of Defence stocks), articles included in the authorised list of officers' clothing for wear as uniform. All purchases are to be strictly limited to immediate personal requirements.

4503. MR Officers' Uniform Grant Refund on Discharge

a. The following applies to Reserve officers who resign voluntarily or whose appointments are terminated compulsorily.

(1) **Voluntary Outflow (VO).** Applies to officers leaving the Service, and to those transferring to another branch/Service. Officers who voluntarily retire, including Midshipmen/2nd Lieutenants, will be required, at the discretion of MOD, to refund their initial uniform cash grants and the value of their initial outfit free issues as follows:

(a) Grants paid and issues made less than one year prior to date of VO (see Note) - in full.

(b) Grants paid and issues made over one year but less than 2 years from date of VO (see Note) - two-thirds.

(c) Grants paid and issues made over 2 years but less than 3 years from date of VO (see Note) - one-third.

Note. *Measured from "last day on Naval pay". Each grant and free issue will be considered separately for this purpose.*

(2) The amount of refund will be re-assessed in the light of any Kit Deficiency certificates handed in and any unused items of gratuitous issue returned in an unmarked condition. The value of these items will be reduced on the same basis as Para 4503.a sub para (1) above, each free issue being considered separately. Returned items of gratuitous issue cannot be offset against the liability to refund cash grants.

b. Officers whose appointments are terminated compulsorily before they have completed two years' service (from date of entry) are required to return the principal items of uniform and equipment, as directed by the MOD, charges being raised against them or, if under 18, their parent or guardian for any that they fail to return.

4504. MR Officers' Promotion Grants

Promotion grants are payable under the same conditions as for RN/RM officers, in accordance with JSP 752, Chapter 15 for the Rank to which promoted.

4505. Aiguillettes - MR Officers

MR officers appointed as ADCs, Honorary Physicians, or Honorary Surgeons to HM The Queen or as Equerries to members of the Royal Family should apply for a loan issue of aiguillettes and aiguillette shoulder straps when required and in accordance with Para 3913 and Para 4021. Articles issued on loan are to be returned as soon as possible after the ceremony or function for which they are supplied.

4506. Uniform Upkeep Allowance (UUA)

a. Except as provided in Para 4502, Para 4504 and Para 4505, no cash grants or free issues of articles of uniform from Service stocks will be made at any stage in an officer's career, except when authorised by DIN or CMR. JSP 752 Chapter 15 provides more detailed guidance upon issue and maintenance of uniform. Maintenance of uniform will be the officer's responsibility and UUA will be paid for this purpose provided the officer is in date for training and eligible for Bounty. The amount payable varies according to training list and is restricted to normal peacetime service in the Reserve, ceasing when officers are mobilised or serving on Full Time Reserve Service (FTRS) commitments. The allowance will be reduced proportionately when less than a full year's service has been rendered in the Reserve in any one year.

b. The allowance is payable annually in respect of each training year, ending 31 March, when Bounty has been earned. Payment will be made automatically through JPA. When an officer is, exceptionally, awarded a Bounty Waiver it does not automatically entitle them to the award of UUA.

c. **Membership of Two Sections of the Reserve.** A member of two sections of the Reserve, e.g. an RNR officer who also holds an appointment as an officer of the Sea Cadet Corps, may receive half the lower rate of UUA in addition to the full rate of the higher allowance authorised for the other appointment.

4507. Provision of Uniform

a. Ratings/Other Ranks are issued with items of uniform free of charge on being enrolled into the MR in accordance with the appropriate scales prescribed in Chapter 39 and Chapter 40 respectively. Subsequent replacements will be issued on a “one-for-one” basis in accordance with current regulations, subject to an assessment of “fair wear and tear”. Once issued, ratings/other ranks are responsible for maintaining their kit in a clean condition and in a good state of repair.

b. The initial issue is to be restricted to those items prescribed for the provisional New Entry Scheme in accordance with BRd 3(1) Chapter 39 and Chapter 40. Remaining items will be issued as required for their stage of training.

c. **RMR.**

(1) RMR Ranks who have qualified for the award of the Green Beret will be issued it by CTCRM on completion of their Commando training.

(2) On completion of Phase 2 training, men are to wear "Royal Marines Commando" shoulder flashes.

(3) All members of 2 Raiding Troop are to be issued with a Coxswain's standard scale of equipment.

4508. Return of Uniform on Discharge

a. On final discharge from the RNR/RMR, officers and ratings/other ranks are required to surrender all items of equipment and loan clothing issued to them. Whenever possible, action is to be taken against personnel who fail to return any of these items.

b. Ratings/Other Ranks discharged prior to completing their initial 5-year engagement will be required to return all items of kit issued or make good any deficiencies as follows:

(1) Under one year’s service - at full Fleet Issuing Price.

(2) Over one year’s service - at 50% Fleet Issuing Price.

c. The effects of personnel who die in service are to be disposed of in accordance with QRRN Chapter 55 Section II.

d. The kit of personnel discharged for misconduct whilst called out for permanent service is to be dealt with in accordance with the regulations for corresponding rank/rate in the RN/RM. For this purpose, the period of service is to be reckoned from the date upon which the individual concerned was called out.

4509. Full Time Reserve Service (FTRS) or Mobilisation

a. MR Officers and ratings/Other Ranks undertaking a period of FTRS or mobilisation will be issued with appropriate items of uniform to bring their outfit up to the scales authorised for regular personnel. For officers, additional cash grants may be payable.

b. Due to the nature of FTRS or mobilisation commitments, the issue of tailored uniforms, where necessary, should be based on the cheapest and quickest method available in the individual circumstances. The arrangements for the issue of tailored uniforms are to be through the LO HMS NELSON or, for RM/RMR, DSO CTCRM who may employ one of the following methods:

(1) Through the existing contract arrangements for new entry and SO(LE) officers.

(2) Exceptionally by a cash grant for the bespoke tailoring of new uniforms. This must be submitted to DNPSSC for prior approval.

c. RNR Junior ratings mobilised or on FTRS are to be issued with the cap ribbon appropriate to the ship or establishment to which they have been drafted.

4510. Wearing of Uniform

a. RNR/RMR uniform is to be worn on all occasions when undergoing training or other duties, paid or unpaid, in accordance with local orders and regulations contained in BRd 3(1) (see Para 3808-3811), unless otherwise ordered.

b. MR officers on the Active List and all serving RNR ratings/RM Other Ranks may also wear uniform on other appropriate occasions where, in doing so, the Service is not brought into disrepute or the security of the Reservist concerned is not endangered or compromised as a result. Appropriate occasions may include weddings, investitures, funerals, memorial services/parades or formal Service or civilian social occasions. Uniform should never be worn during political rallies or demonstrations, when appearing before a court of law as either witness or accused, outside the UK (without prior permission), or in a public house/night club where unwelcome attention may be derived through doing so.

c. The advice of MR Unit Commanding Officers and, ultimately, CMR is to be sought in all cases of doubt or where it is deemed that permission to wear uniform is required.

4511. Wearing of Uniform by Honorary Officers

Honorary officers of the RNR/RMR may wear the uniform of their rank on appropriate occasions. Following initial provision of a No1 suit and working rig, the maintenance of uniform will be their own liability.

CHAPTER 46

ROYAL CORPS OF NAVAL CONSTRUCTORS

(Sponsor: NAVY PEOPLE-PSP EXEC SO3)

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CHAPTER 46

ROYAL CORPS OF NAVAL CONSTRUCTORS

4601. RCNC Uniform

As noted in QRRN Chapter 1, the Royal Corps of Naval Constructors (RCNC) is a civilian corps and an integrated part of the Defence Engineering and Science Group with its members wearing uniform in certain posts. It is not a part of the Naval Service, but RCNC uniform is very similar to Royal Navy uniform. As this subtle distinction is not understood by many, RN regulations for uniform shall be used as the guideline for the wearing of the equivalent RCNC uniform. RCNC members do not hold a commission and cannot be compelled to wear uniform. However, an individual who has volunteered to wear uniform shall follow naval traditions, marks of respect, etiquette and customs where reasonable and appropriate. For example, saluting a senior officer is reasonable and appropriate; being ordered into combat is not. RCNC members in uniform should be treated by other uniformed services with the same marks of respect and etiquette as they would treat a commissioned RN officer of the same rank.

4602. RCNC Uniformed Posts

This section discusses a method for identifying whether a post should be uniformed and how uniform should be worn appropriately. It does not consider the case of SCS grade Constructors and policy for this should be agreed on a case by case basis by Head of the RCNC[1] (HRCNC) and First Sea Lord.

a. In all cases the recent custom and practice of the RCNC shall be used to identify the RCNC rank equating to civil service grades. This aligns well with the common DE&S working equivalencies between uniformed and non-uniformed personnel but is not the same as noted in JSP755. The following equivalencies shall be used:

Table 46-1. RCNC Uniform Ranks

Substantive Civil Service Grade	Rank to be used on all RCNC Uniforms	JSP 755 Equivalencies
Band B1	Captain RCNC	No equivalent
Band B2	Commander RCNC	Captain RN
Band C1	Lt Commander RCNC	Commander RN
Band C2	Lieutenant RCNC	Lt Commander RN
DESG Graduate Engineer (Note 1)	Lieutenant RCNC (Note 2)	No equivalent

[1] As of this edition HRCNC is DE&S Director Ships. However the position is generally held by the most senior RCNC member currently employed by the MOD, and as such will rotate to that individual's post.

Notes:

1. Only when RCNC Graduate Member, only while training at sea.

2. Following previous RCNC precedent for "Probationary Assistant Constructors".

b. There are some anomalies between this grade-based table and a more historic-based view in which pre-1988 RCNC grade, and experience in that grade, were used to judge, for example, whether a person of the grade of Constructor should wear Lieutenant Commander or Commander rank. However to provide some clarity and reduce the amount of interpretation, the basis for rank worn shall be only current substantive civil service grade and not experience in that grade or any temporary promotion status.

c. For C2 staff and upwards, in all cases the act of gaining permission to wear uniform shall commence with the Constructor deciding to volunteer to wear uniform. The officer proposing to wear uniform shall gain approval from the post's line management and then the HRCNC to wear RCNC uniform.

d. For DESG Graduate Engineers undertaking training at sea, the engineer's Mentor shall initially decide whether the trainee is sufficiently experienced to wear uniform appropriately. Sea Time undertaken within six months of initial entry to the MOD shall generally not be undertaken in uniform. The officer proposing to wear uniform shall then gain approval from the Maritime Development partner and then the HRCNC to wear RCNC uniform on Sea Time.

e. When permission is sought from HRCNC to wear uniform, the proposed rank and schedule of uniform to be followed shall be identified.

f. Once a uniformed post proposal has been approved by HRCNC for an individual, the officer proposing to wear uniform shall:

(1) Familiarise themself with BRd 3(1) Part 6 and other relevant RN publications.

(2) Liaise with BRNC to arrange familiarisation training with regard to wearing the uniform and other elements of naval etiquette. Should this not prove practical, an appointment with the Base Warrant Officer of a Naval Base or Establishment Warrant Officer of a Shore Establishment shall be made to discuss informally the correct manner to wear uniform and discuss naval etiquette.

(3) For sea time, DESG trainees shall consult with the Fleet Constructor.

g. Any proposal to HRCNC for a post holder to adopt a uniformed posture shall consider the following to identify whether the post holder should be uniformed in one of the following categories:

(1) **Fully Uniformed Posting (Schedule A).** A post holder will wear RCNC uniform for all routine MOD events and circumstances.

(2) **Partially Uniformed Posting (Schedule B).** A post holder will wear RCNC uniform for specific MOD events and circumstances.

(3) **Sea Time (Schedule C).** Only for Graduate Member training purposes at sea.

(4) **Not Appropriate.** A post holder shall not wear uniform.

4603. Uniform Schedules and Funding

a. The uniform worn for any given event shall be that which a Marine Engineer General Service RN officer of the same rank could legitimately wear at the same event with the exception of certain distinctions noted below.

b. No 1 Uniform suit shall be obtained from HMS NELSON RN Clothing Store at public expense charged to the RN/RM Uniform Supply Fit contract. Initial issue of service stocked ancillary items (cap, shirt, shoes, tie, socks) may be issued free of charge. To minimise the cost of uniform supply Naval Constructors will not be issued PE kit, Combat Uniform or other specialist clothing unless these are required in performance of specific duties of their post. Overalls, boots, rucksack and day sack may be issued on request where normally an RN officer would use them. Upkeep of uniform shall be at personal expense unless promoted in rank from one uniformed post to another, in which case a cost not more than the relevant promotion grant afforded to RN officers may be incurred via local purchase transaction between NELSON Clothing Store and the on-site tailor to adjust uniform sleeve lacing. Ceremonial (No 1A, 1B, 1C and tropical equivalents), and formal mess uniforms (No 2A, 2B and tropical equivalents) shall not be justifiable as a crown expense unless occupying a fully uniformed post with an expectation of attending formal events as part of the post's remit. Where these uniforms are purchased at crown expense, the maximum cost shall be that charged in accordance with the RN/RM Uniform Supply Fit contract schedule.

c. Tropical uniforms shall not be drawn unless the post requires substantial overseas activity. RN guidance shall be followed on wearing tropical dress schedules.

d. The uniform schedule below shall be followed.

Table 46-2. RCNC Uniform Schedules

	Uniform Schedule		
	Fully Uniformed	**Partially Uniformed**	**Sea Time**
Circumstance			
MOD Main Building	No uniform	No uniform	No uniform
Other MOD, Naval Base or Industry Office	No. 3	No uniform	No uniform
Dockyard / Shipyard / Ship Visit in Harbour	No. 3	No. 3 or No uniform	No uniform
Ship visit at Sea / Sea Trials	Nos. 4 / 3 / 2C	No. 4 / 3 / 2C	No. 4 / 3 / 2C (Beret not Peaked Cap)
Deployment to Operational Theatre (CS95/PCP only with support of local command)	No. 4 (at Sea) / CS95/PCP (on Land)	No. 4 (at Sea) / CS95/PCP (on Land)	No uniform
Operational Training	CS95/PCP	CS95/PCP	No uniform
Naval Training	No. 4	No. 4	No. 4
Ceremonial	No. 1	Lounge Suit (or No.1. on official business overseas)	No uniform
Evening Mess Dress/Undress	No. 2A / 2B	Black Tie (or No.2A / 2B on official business overseas)	No uniform

e. The following specific distinctions apply to RCNC uniform. These supersede the equivalent regulations for RN uniform:

(1) Silver grey distinction cloth shall be worn on all badges of rank.

(2) A silver grey cummerbund, with or without RCNC crest, may be worn with No 2B and No 2C uniforms in lieu of the black cummerbund.

(3) Graduate Members on sea time shall wear a beret rather than a peaked cap.

(4) Where a standard uniform includes RN/RM/Army/RAF specific symbols of identification (i.e. Tactical Recognition Flashes on CS95/PCP or the RN Logo on Windproof jacket) for which there is no RCNC equivalent, RN practice shall be used.

(5) CS95 or PCP shall only be worn when on an operational training course, where this is the default rig for RN trainees or when deployed to an operational theatre (when on land, with the local command's support). A Silver grey, blue (RN) or plain green stable belt shall be worn when appropriate.

CHAPTER 47

DRY CLEANING AND LAUNDRY

(Sponsor: NAVY PEOPLE-PSP EXEC SO3)

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CHAPTER 47

DRY CLEANING AND LAUNDRY

4701. Laundry

Articles of clothing may be laundered or dry cleaned as appropriate, using one of the following methods:

a. By Civilian Contract.

b. Unit Laundry Facilities.

c. Individuals' private arrangements.

4702. Civilian Contracts

Contracts are normally arranged by the Contracts Branch and include attached schedules of clothing items that may be laundered or dry cleaned. Most laundry and dry cleaning contracts form part of a Multi Activity Contract (MAC) which has superseded the previous laundry systems. Forms used are provided by the contractor.

4703. Unit Laundry Facilities

Individuals may launder their own clothing when there are adequate unit facilities available. The cleaning of items not included in the schedules attached to the laundry and dry cleaning contracts are the responsibility of the individual. No allowance is payable and no issue of cleaning agent is to be made.

4704. Laundering and Dry Cleaning of Clothing at Public Expense for RN and RM Personnel Serving Ashore

Clothing provided in accordance with uniform outfits and kit scales is not to be laundered at Public expense, with the following exceptions:

a. **RN Ratings - Chefs/Stewards.** Working Dress, up to one chef's jacket, chef's or shirt white tropical and one pair trousers (chef)'s, per working day; and

b. **RN Ratings - Prolonged Ceremonial Duties and Parade Training Staff in Training Establishments.** RN Ratings employed on prolonged Ceremonial Duties and the Parade Training Staffs in Training Establishments may have No 1 Suits dry cleaned/laundered at Public expense, on an as required basis, at the Logistics Officer's discretion.

4705. Laundering of Specialist Clothing

a. The extent to which items of specialist clothing may be laundered or cleaned at Public expense is as follows:

(1) Clothing Issued on Personal-Loan:

(a) **Chef Ratings.** Up to one chef's cap and one chef's apron per working day;

(b) **Seagoing Personnel.** RNPCS, AWD, Overalls, Flight Deck Jerseys, Shirts KC (Dining Hall parties), Flying Clothing, and items of RM clothing similar to those listed above and sleeping bags.

(c) **All Other Users.** On ultimate return to store, if otherwise fit for re-issue.

(2) Clothing Issued on Individual and Temporary Loan:

(a) For Arctic Clothing, Action Overalls, Anti-flash Clothing, Fire-Fighting Clothing and Windproof Suits: as considered necessary by the Designated Laundry Officer;

(b) For all other items: on ultimate return to store, if otherwise fit for reissue.

b. **Clothing Issued on Permanent Loan[1] (Articles in Use).** Articles in Use (AinU) will include items held on Permanent Loan for subsequent issue on Individual or Temporary Loan within the department.

4706. Desk Instructions

Further detailed instructions for Ships Laundry Officers onboard major RN Warships are contained in the Navy Command Laundry Desk Instructions which is hosted on the Fleet Logistics Officers intranet webpage. Laundry queries should be directed to the Laundry mailbox (NAVYLOGINFRA-LAUNDRYMAILBOX@mod.uk) which is overseen by the Assistant Fleet Logistics Officer, based in Navy Command Headquarters.

[1] Items considered necessary by the Logistics Officer.

CHAPTER 48

ENTRY AND RE-ENTRY TO THE ROYAL NAVY

(Sponsor: NAVY RA-DHd RA)

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CHAPTER 48

ENTRY AND RE-ENTRY TO THE ROYAL NAVY

SECTION 1

DIRECT ENTRY (OFFICERS)

4801. Commissions on Entry - From 1 Apr 15

a. Following the New Employment Model, from 1 Apr 15 all Royal Navy officers join on a 12-year Initial Commission Stage (ICS)[1], with the exception of:

(1) Direct Entry Medical, Dental and QARNNS Officers - 6 years. Personnel who join from 1 Jan 24 are subject to harmonised Terms and Conditions in accordance with JSP 755 Part 2 Vol 2.

(2) Medical and Dental Cadets - 7 years. Personnel who join from 1 Jan 24 are subject to harmonised Terms and Conditions in accordance with JSP 755 Part 2 Vol 2.

(3) Chaplains - 6 years. RN Chaplains hold the Sovereign's Commission but no Naval rank; their status is defined in BRd 2. For pay and pensions, refer to JSP 754 and JSP 764. Chaplains rank relatively with each other on seniority of service (i.e. date of entry) (see also Para 4803.e).

b. **Career Commission Stage (CCS)[2].** For those joining on or after 1 Apr 15 or transferring from an ICS (or equivalent commission) after this date, transfer to a CCS automatically extends an officer's career through to 20 years' service from the date of entry or until age 40, whichever is the later, subject to retirement age.

c. **Full Commission Stage (FCS)[3].** Full Commission Stage (FCS) further extends an officer's career to a retirement age of 55.

4802. Commissions on Entry - 1 Apr 99 to 31 Mar 15

a. From 1 Apr 99, with the exception of Medical, Dental and Nursing Officers, all officers joined on the Three Tier Commission (3TC) structure, comprising:

(1) **Initial Commission (IC).**

(a) Warfare, Engineer, Logistics, Medical Services officers - 12 years.

(b) RM officers - 8 years (for RM Pilots - see Para 4917 sub para e).

(c) Chaplains - 6 years.

[1] For those Medical Personnel under UCM TACOS the ICS is known as Preliminary Commission (PC).
[2] For those Medical Personnel under UCM TACOS the CCS is known as Interim Commission (IC).
[3] For those Medical Personnel under UCM TACOS the FCS is known as Full Commission (FC).

(2) **Career Commission (CC).** For officers selected for a commission transfer between 1 Nov 13 and 31 Mar 15, transfer to a CC automatically extends an officer's career through to 20 years' service from the date of entry or until age 40, whichever is the later (known as a CC20/40), subject to retirement age. Officers selected for a CC before this date may continue to serve on either:

(a) A CC of 16 years from the age of 21 (if joining between 1 Apr 99 and 5 Apr 05) or

(b) A CC of 18 years' service or until age 40, if later, if joining between 6 Apr 05 and 31 Oct 13 or, if having joined before 6 Apr 05, transferring to AFPS05 or transferring to a longer commission during this period.

(3) **Full Term Commission (FTC).**

(a) This further extends an officer's career to retirement age, as shown at Para 5425 and Para 5427.

(b) Officers who were already serving prior to 1 Apr 15 remain on their existing commission until leaving the Service or transferring to a longer commission, at which point they will move to a NEM commission stage. For information about commissions pre 1 Apr 99, refer to archived copies of BRd 8373, which can be obtained from the Navy Command Terms of Service Team.

b. **Medical, Dental and Nursing Officers.** From 1 Apr 03 - 31 Mar 15, Medical, Dental and QARNNS Officers were subject to the Common Terms of Service (CTOS) commission structure, entering on a Short Commission (SC), with the opportunity thereafter to transfer to a Medium Commission (MC) and a Full Commission (FC):

(1) **SC.** Medical Officers - 6 years' reckonable service from full registration with the General Medical Council (GMC); Dental Officers - 7 years' reckonable service from full registration with the General Dental Council (GDC); QARNNS officers - 6 years' reckonable service from date of entry.

(2) **MC.** Medical and Dental Officers - 18 years' reckonable service from the age of 21 or date of entry (whichever is the later), subject to NRA58; QARNNS Officers on AFPS05 - 18 years' reckonable service from the age of 21 or date of entry (whichever is the later), subject to NRA55; QARNNS Officers on AFPS75 - 16 years' reckonable service from the age of 21 or date of entry (whichever is the later), subject to NRA55.

(3) **FC.** This extended an officer's career to retirement age - 58 for Medical and Dental Officers; 55 for QARNNS Officers.

c. **Entry on or Before 31 Mar 03.** Prior to the introduction of CTOS on 1 Apr 03, officers served on a Short Career Commission (SCC), Medium Career Commission (MCC) or Full Career Commission (FCC) (details below).

(1) **SCC.** Medical Officers - 6 years; Dental and QARNNS Officers – 5 years.

(2) **MCC.** Sixteen years' officer service from the age of 21 or date of entry as an officer, whichever is later, subject to retirement age.

(3) **FCC.** To retirement age, which varied according to branch, rank and date of entering the Royal Navy.

4803. Rank and Seniority on Entry

a. **Warfare, Engineer, Logistics and RM Officers - Entry post 1 Sep 13**

(1) Regardless of an individual's age or educational qualifications held, all Direct Entry Warfare, Engineer and Logistics Officers join BRNC Dartmouth in the rank of Officer Cadet and promote to the rank of Midshipman on successful completion of Initial Naval Training (Officer) (INT(O)), (see Chapter 66 for the rules on subsequent promotion).

(2) Regardless of an individual's age or educational qualifications held, all Direct Entry and Corps Commission (CC)1 RM Officers join CTCRM Lympstone in the rank of Second Lieutenant and will remain in the rank until successful completion of the RM Officer initial training course, at which point they will be promoted to the rank of Lieutenant RM with seniority backdated to 12 months from date of entry if completing the training without delay (see Para 6635 sub para a for the rules on subsequent promotion).

b. **Warfare, Engineer, Logistics and RM Officers - Entry before 1 Sep 13**

(1) Between 1 Apr 07 and 31 Aug 13, the rank and seniority of individuals joining directly as Warfare, Engineer, Logistics and RM Officers was determined by their educational qualifications, as shown in Table 48-1. New entrants to BRNC and CTCRM joined with seniority of the first day of the month of entry i.e., 1 Sep for September entrants, 1 Jan for January entrants etc. The effect on subsequent promotion is shown at Chapter 66.

Table 48-1. Antedated Seniority Awards on Entry for all mainstream X, E, L and RM Officers (Entry 1 Apr 07 - 31 Aug 13)

Educational Qualification	Seniority Awarded	Rank and Seniority on Entry
Master's degree or equivalent	3½ years	Sub Lieutenant or Lieutenant RM with 18 months' seniority
Graduate or equivalent	3 years	Sub Lieutenant or Lieutenant RM with one year's seniority
Foundation degree or equivalent	2 years	Sub Lieutenant or Lieutenant RM
HNC or equivalent	1 year	Midshipman or Second Lieutenant RM with one year's seniority
Basic entrant - GCSEs, GNVQ and A levels	Nil	Midshipman or Second Lieutenant RM

(2) In addition to the baseline shown at Table 48-1, new entry Training Management (TM) Officers (including UY Officers) could be awarded additional seniority on entry to BRNC: an extra 3 years if holding a 1st or 2nd Class Honours degree (thereby entering as a Lieutenant with 1 years seniority) or one extra year for a Third Class Honours degree or Pass degree (the minimum entry qualification) (thereby entering as a Sub Lieutenant with 2 years' seniority). Additional seniority, calculated on a 50% 'pro rata' basis up to a maximum of 2 years, could also be granted for previous relevant post-graduate civilian experience which, in the opinion of the MOD, would be beneficial to the RN. As such, the maximum starting rank and seniority for a TM Officer was as a Lieutenant with 3 years' seniority.

(3) UY and CC Officers joined with a rank that reflects their antedated seniority e.g. 3 years' antedated seniority equated to a Sub Lieutenant with 1 year's seniority. RM CC Officers completed their initial training in the rank of Second Lieutenant and were awarded the same antedated seniority, dependent on educational qualifications, on completion of their initial training.

c. **Medical, Dental and QARNNS Officers[4].** Rank and seniority on entry is based on an individual's relevant post registration experience (for nurses this is as an RN(A) or RN MH). As a minimum, individuals enter as a Sub Lieutenant but can qualify for additional seniority depending on their post-registration experience:

(1) **Direct Entrant (DE), (Post-registered).** 75% of recognised civilian experience (expressed as time) within the speciality for which the applicant is to be employed will count towards military seniority. 50% of recognised civilian experience that was out of the speciality for which the applicant is applying, will also count towards military seniority. Time spent away from the practice of medicine, dentistry or nursing will not count. Part-Time Working (PTW) experience will be calculated according to the relevant percentage when compared to the standard working schedules of equivalent full-time workers.

[4] For Medical, Dental and QARNNS Officers joining the RN post 1 Jan 24, refer to individual Specialisation Annexes with JSP 755 Part 2 Vol 2.

(2) **DE, Specialist Post-graduate Accredited and Re-entry.** In addition to the statement above, 100% of recognised civilian and military experience from the date of Accreditation within the speciality for which the applicant is applying will also count towards military seniority.

(3) **Recognised Experience.** For the purposes of calculating seniority for both pay and rank purposes, recognised experience is defined as verifiable time spent in the practice of conventional medicine, dentistry or nursing, within the UK. Recognised training abroad will count towards determining seniority on entry, based on the UK training periodicity requirements for Core, Higher or Run Through training, or equivalent.

(4) **Maximum Seniority.** Seniority using career progression regulations and the formula above will determine rank on entry. For QARNNS officers, entry will be as a Sub Lieutenant, with additional seniority applied as follows: 4 years as a Sub Lieutenant and a maximum entry level as a Lieutenant with 2 years' seniority. For medical and dental officers, entry will be as a Surg Lieutenant, with seniority applied as follows: 5 years as a Surg Lieutenant and a maximum entry level as a Surg Lieutenant Commander with 8 years' seniority. Further promotion for all cadres is selective and will require a minimum of 2 years' service with appropriate recommendations in the annual reports prior to consideration at Promotions Board.

(5) **Salary.** Initial salary on entry will be determined by the applicant's rank, seniority and Accredited Practitioner status as outlined above and reflected in the Terms and Conditions of Service (TACOS) on entry (see JSP 754 Chapter 2).

d. **Medical Services Officers with an Environmental Health Practitioner (EHP) Qualification.** Direct Entry EHPs who hold either the Certificate of Registration from the Environmental Health Registration Board or Chartered Status with the Chartered Institute of Environmental Health will receive 3 years' seniority on entry to the RN and therefore join BRNC as a Sub Lieutenant with 2 year's seniority. On leaving BRNC, Direct Entry EHPs meeting the aforementioned requirements will be assigned to OF2 positions on the trained strength in recognition of their competences as Subject Matter Experts (SMEs). Accordingly, they will be promoted to the rank of Lieutenant on the day after leaving BRNC. This date will also be recognised as the officer's basic seniority date as a Lieutenant and they will be placed on the IL1 pay spine for the rank. Graduate EHPs who do not hold either the Certificate of Registration from the Environmental Health Registration Board or Chartered Status with the Chartered Institute of Environmental Health will receive one years' seniority on entry to the RN and therefore join BRNC as a Sub Lieutenant. These officers will be eligible for promotion to Lieutenant on attaining 30 months' seniority as a Sub Lieutenant as detailed in Chapter 66.

e. **Medical Services Officers (Submarines).** Direct Entry MSO (SM) will be required to hold a 2:2 or higher degree in Maths, Physics, Chemistry, or Biological Sciences, or for those who can demonstrate a relevant degree level qualification that supports the MoD Health Physicist role. Those who are suitably experienced and hold Member Status from the Society for Radiological Protection will receive 3 years' seniority on entry to the RN and therefore join BRNC as a Sub Lieutenant with 2 year's seniority. On leaving BRNC, Direct Entry MSO (SM) meeting this requirement will be assigned to OF2 positions on the trained strength in recognition of their competences as Subject Matter Experts (SMEs). Accordingly, they will be promoted to the rank of Lieutenant on the day after leaving BRNC. This date will also be recognised as the officer's basic seniority date as a Lieutenant, and they will be placed on the IL1 pay spine for the rank. Graduates who do not hold Member Status will receive one years' seniority on entry to the RN and therefore join BRNC as a Sub Lieutenant. These officers will be eligible for promotion to Lieutenant on attaining 30 months' seniority as a Sub Lieutenant as detailed in Chapter 66. Final eligibility will be through RADPOL SO2 and WFPT MED SO1 and any applicant must be able to complete the Developed Vetting process. A tailored Phase 2 and Phase 3 training package will be applied dependant on the applicant's background.

f. **Chaplains.** From 1 Apr 20, the antedating of seniority for Chaplains was discontinued. From that date, newly commissioned chaplains enter service on the Chaplain's pay range at IL 1 with their Increment Base Date (IBD) set as their first day of commissioned service[5].

[5] 2020DIN01-036 Implementation of Chaplain Pay 20 and JSP 754.

SECTION 2

DIRECT ENTRY (RATINGS AND OTHER RANKS)

4804. Engagement Structures - From 1 Apr 15[6]

From 1 Apr 15, ratings and other ranks join the Naval Service on a 12-year Engagement Stage 1 (ES1), with the possibility thereafter of transferring to an Engagement Stage 2 (ES2) – to 20 years' service or age 40, whichever is later – and then to an Engagement Stage 3 (ES3). Further details may be found at Para 4922 to Para 4924. Ratings and other ranks serving before the introduction of the new Engagement Stages will continue to serve on a Full Career (FC) or Open Engagement (OE) (see Para 4806), which will run in tandem with the ES structure until the final FC/OE expires.

4805. Tailored Career (Prior to 1 Jan 24)

a. Ratings and other ranks who have skills that are required to meet Service needs may be offered the opportunity to enter or re-enter to complete a Tailored Career (TC) of between 6 months and 11 years in length. The scope of the requirement and the applicable terms of service will be set out for each individual on a Form S3049 (Notice Form for Entry/Re-Entry into the Naval Service) which will include such details as an individual's sea-service liability, training required, return of service commitment, right to leave within 6 months if an individual has not previously served in the Naval Service or was discharged 'Not Finally Approved (Medical)' and reserve liability. TCs may be used as described below.

b. Where manning levels allow, individuals wishing to re-enter the Service, who have the required skills and experience but have insufficient time to complete the balance of a ES2, may enter on a TC. In the main, such individuals will be able to serve under the same terms as their peers on a ES2, including promotion, but individual terms may be tailored in accordance with Service needs.

c. Since qualified individuals, who may or may not have previous service and who have specific skills required by the Service, are being employed to fulfil a specific Service requirement, it is unlikely that they will be considered for promotion unless it is in the best interests of the Service.

4806. Tailored Career (from 1 Jan 24)

With effect from 1 Jan 24 the following will apply to personnel joining the RN on a Tailored Career:

a. An amended engagement structure provides for a rating/OR to enlist into Regular Service on an engagement of between 6 months and 22 years in length.

b. The legislative amendments also make it possible for those who enter via this route to be selected for an extended term of service, ending either after a period of 20 years from their date of entry into service, or date of enlistment (as the case may be) or on that persons 40th birthday, whichever is the later. If the option for selection to an extended term of service is to be available, the policy and process will be set out in the relevant sS or tri-service policy.

[6] For those Medical Personnel under UCM Terms and Conditions of Service ES1, ES2 and ES3 equate to Preliminary Engagement, Interim Engagement and Full Engagement.

c. These provisions will be utilised when there is a Service need to enter people into the RN/RM, other than by the ES1 and ES2 route currently detailed at BRd 3(1) 4804 which remains the default.

d. From 1 Jan 24, certain in medical ratings managed under UCM will enter Service under Reg 3(2) for the length of time stated for their profession, see para 6 and Ref B. In addition, they may be selected for an extended term of service to age 40/20 years as set out in JSP 755 Part 2.

e. From 1 Jan 24, Branch Managers, for any particular profession or discipline, will use the amended TC provisions. BMs must stipulate the length of initial service and availability or not, of selection for an extended term of service. Any new TC must be agreed with Navy People-WFPT Strat SO1, Navy Legal-Emp Law SO1 and Navy People-PSP Emp Pol SO1 before introduction and authorised by Navy People WFPT Head as a minimum although higher authorisation may be required.

f. **UCM Medical Ratings.** The UCM Med aligned Terms of Service (ToS) are applicable to an initial UCM Med cohort comprised of Regular personnel within the following rating disciplines as defined by UCM Med:

a. Nurse (Rating/Other Ranks) iaw JSP 755 Pt 2 Vol 2 Chapter 2. Annex F Nurse (Rating-Other Ranks).

b. Dental Nurse iaw JSP 755 Pt 2 Vol 2 Annex D Dental Nurse.

4807. Previous Engagements

a. **Full Career.** With the exception of those individuals entering on a TC (see Para 4805), ratings and other ranks entering the Royal Navy between 1 Nov 06 and 31 Mar 15 did so on a FC for 18 years from their date of entry or service up to and including their 40th birthday, whichever is later.

b. **Open Engagement.** Between 1 Sep 82 (for RN)/1 Sep 88 (for RM and former WRNS) and 31 Oct 06, ratings and other ranks entered the Royal Navy on an OE1 for a term ending on a date falling not later than 22 years from the age of 18 or their date of entry (if later). Individuals who joined the Service whilst under the age of 18 entered on the OE, served to age 18 and thereafter completed a period of 22 years' service.

4808. Reckonable Service for Career and Engagement Purposes

a. Deferment of an individual's termination date will be required in cases where ratings and other ranks forfeit time for reasons including periods of detention, imprisonment and Service Penalties, since forfeited time does not reckon towards completion of a ES1, ES2, FC or OE. The earliest date on which individuals may give notice to terminate their service (see Para 5403) may be deferred by any period of time forfeited whilst they are unqualified to give notice.

b. Individuals will be required to waive their right to give notice in consideration of a course of further career training (deferring the date on which they can submit their notice either by the length of the course or the course length plus any return of service, whichever is applicable). See Chapter 53 for more information.

SECTION 3

ENTRY FROM ANOTHER SERVICE

4809. Definitions and Terminology

Although there are limited opportunities to 'transfer' from another Service, occasionally requests are made to move from other Services to the Royal Navy or to join the RN from the RM and vice-versa. To be accurate, the process involves an individual's discharge from one Service and entry to another; as such, this is not strictly a 'transfer', but the term will be used as shorthand for the process in this Chapter. The Service in which the applicant is currently serving is referred to as the 'present Service' whereas the potential future Service is referred to as the 'gaining Service'. For transfers from the Royal Navy to other Services, see Chapter 52.

4810. Officer Transfers - Entry to the RN from the RM (and vice-versa)

a. **Untrained Strength.** A Young Officer (YO) who wishes to transfer to the RN from the RM or to the RM from the RN should thoroughly research the potential gaining Service in order to identify the branch/specialisation/regiment or corps that they wish to join. They should then follow the procedures below:

(1) Contact Rejoiners and Inter-Service Transfer Team (RISTT) to ensure that the gaining Service is currently recruiting and has vacancies, or is likely to have vacancies, in the proposed branch/specialisation.

(2) If RISTT indicates that there are vacancies and that, on the information available, the individual appears to be a suitable candidate, the YO should submit a request for transfer through their parent authority/command chain, copied to the appropriate branch/department in the gaining Service.

(3) The YO is to be interviewed by their current Commanding Officer, who is to discuss the request with the individual before forwarding the application, together with their recommendation, via the chain of command, to RISTT. At the interview, it is to be made clear that there is no automatic right to transfer between the Services and that the needs of the individual's present Service are paramount. RN YOs who request to transfer are to be advised that, in addition to the usual manning and suitability considerations, the success of their application will be dependent on the gaining Service's ability and willingness to agree an early joining date.

(4) It should also be made clear that the normal single Service rules governing voluntary withdrawal from training/voluntary retirement (see Chapter 54 Section 1) will apply and that the fact that the application is for a move to another Service will not attract preferential consideration. In addition, the YO is to be advised that, by voluntarily withdrawing from training, they may incur a financial liability (see Para 4810 a sub para (6)). Once a transfer request has been received, the appropriate policy staff should arrange the prompt release of the necessary security clearance, medical and confidential reports to the potential gaining Service. Arrangements should then be made to discuss and staff the case as soon as possible.

(5) Requests to transfer into the RM from the RN or vice-versa by Officer Cadets undertaking initial training will not normally be considered and approval will be given only in the most exceptional circumstances.

(6) Officers under training who transfer from the RN to the RM or vice-versa will not retain any seniority unless their previous service leads to a reduction in training time in the new Service. The Terms of Service Team should be consulted when it is considered that training time has been saved.

(7) Any outstanding return of service (ROS) obligation to the individual's present Service will be taken into consideration in reaching a decision and, if there is an outstanding financial liability for education costs associated with degree studies/bursary awards, the terms of the undertaking signed by the individual will transfer with the individual to the gaining Service, and will be included within their terms of service upon transfer. If the application is acceptable to both Services, (and subject to the provisions in sub-paras 2-5 above), a mutually convenient date for the transfer will be agreed so that there is no actual break in service. Transfers must normally be completed (i.e. the individual must join the gaining Service) within a period of 2 months from receipt of the formal transfer request. This timescale will be strictly adhered to and will be exceeded only in exceptional circumstances. Reckonable service accrued with the present Service will be aggregated with the period of employment with the gaining Service. The gaining Service will confirm the terms and conditions of service as soon as is practicable which will be determined by the Terms of Service Team, on behalf of the Deputy Director People Delivery (DDPD), with the formal offer of transfer being made by R&A RISTT. The present Service should also, as soon as is practicable, inform the YO officially, in writing (copied to the Career Manager in the gaining Service), of the approval for their voluntary withdrawal from training and subsequently the termination date of their existing commission, which will be the day before commencement of their appointment to the gaining Service. Transfer will not take place until the individual has signed to accept the terms and conditions of service that will apply upon their transfer.

b. **Trained Strength.** There are limited opportunities for officers on the trained strength to transfer between the RN and RM. The policy and procedure are as follows:

(1) Officers who wish to transfer should contact the RISTT in the first instance in order to make sure they are currently recruiting and have vacancies, or are likely to have vacancies, in the branches in which they are interested.

(2) If the gaining Service has vacancies, applicants are to submit a transfer request through their chain of command to their Career Manager, copied to R&A and the appropriate branch within the gaining Service.

(3) Officers are to be interviewed by their Commanding Officer, who is to discuss the request with the individual before forwarding the application and their recommendation, via the chain of command, to the appropriate Career Manager. At the interview, the Commanding Officer is to make it clear that there is no automatic right to transfer between the Services and that the needs of the individual's present Service are paramount.

(4) The relevant Career Manager is to consider all applications for transfer to and from the RN or RM in conjunction with the People Capability Team before consultation with RISTT. If the application is acceptable to all concerned, the Career Manager will agree a mutually convenient date for transfer with RISTT. Any outstanding ROS obligation to the individual's present Service will be taken into consideration in reaching a decision. If the transfer is agreed by DDPD and DDPS, the normal single Service rules governing Early Termination will apply and no preferential consideration will be given to the fact that the application is for a move between the Services.

(5) Rank, seniority and other terms and conditions of service will be confirmed by the gaining Service as soon as is practicable. Detailed terms of service will be formally notified to the transferee, with a copy being sent to the present Service. As there is no actual break in service, there will be no effect on prospective entitlement to retired pay and terminal benefits, and reckonable service accrued with the present Service will be aggregated with the period of employment with the gaining Service. Officers with military service prior to 1 Apr 99 who transfer will be subject to rank-related retirement ages (see Chapter 54).

(6) The present Service will issue an official letter to the officer (copied to R&A) explaining that the individual's existing commission will be terminated on the day before their assignment to a commission in the gaining Service, and that they will not be placed on the Retired List of the present Service, nor will they be subject to a recall liability to the present Service.

(7) The London Gazette will be annotated "Commission terminated (date) on transfer to..." (as appropriate).

(8) If the transfer request is not supported by R&A, officers will remain in their present Service, which will be responsible for providing official notification to the individual (copied to the proposed gaining Service).

4811. Officers - Entry from another Service or the Reserve

a. There are limited opportunities for individuals to transfer to the Royal Navy but, where approved, the following will apply. Prior to submitting a transfer request, Army/RAF Officers wishing to join the Royal Navy are advised to contact the appropriate Career Manager (details available from RISTT) for an informal discussion on the branch/specialisation they wish to join. They may be required to attend a special interview with RISTT.

b. Previous full-time commissioned service in the Army or RAF, Regular Forces of the Commonwealth or the Reserves may count where it leads to a reduction in RN/RM training required on entry to the Royal Navy. It must be noted that any nationality constraints must be resolved before transfer, taking particular note of the nationality requirements of the branch of entry and advising the individual of the branches to which they would be ineligible for any subsequent transfer.

c. Proposed offers should be made in close consultation with the Terms of Service Team and Navy People REM and the transfer process will be administered by R&A.

d. Officers with military service prior to 1 Apr 99 who transfer into the Royal Navy will be subject to rank related retirement ages (see Chapter 54).

4812. Ratings and Other Ranks - Entry to the RN from the RM (and vice-versa)

a. Commanding Officers who consider applicants suitable in all respects for transfer from their present Service to a specific RN or RM specialisation, having successfully completed any aptitudes or acquaints as appropriate, should submit an online application via the RN Careers website.

b. RISTT will forward details of those recommended and suitable for entry into the RM to PSO CTCRM Lympstone for allocation to a Royal Marine Candidate Preparation Course (RM CPC) at CTCRM. CTCRM will liaise directly with the parent ship or establishment to arrange the date of the RM CPC and ensure that the applicant is medically fit.

c. Ratings recommended for transfer to the RM, and all other ranks applying for transfer to the RN, will be processed as required by the RISTT, who will liaise with the Career Manager for a release date.

d. Personnel allowed release from the RN to enter the RM, or vice-versa, will cease to receive pay and allowances in the rank/rate they are leaving on the day before they enter the RN or are attested into the RM, as appropriate. Personnel will normally enter the RM in the rank of Marine 2, subject to requirement and DDPD approval.

e. Applications from individuals serving abroad will be considered but, if successful, transfer to the other Service will not take place until the individual returns to the UK in the normal course.

4813. Ratings and Other Ranks – Entry from another Service or the Reserve

a. Applications will be considered by the Profession Manager, in association with the Career Manager and RISTT, from those individuals with current or recent previous service in another Service. Each case will be considered on its merits, taking into account an individual's experience, the skills and qualifications that they have to offer, promotion prospects and their training requirements.

b. Proposed offers should be made in close consultation with the Terms of Service Team and Navy People REM and the transfer process will be administered by RISTT.

SECTION 4

RE-ENTRY

4814. Re-entry - General Instructions

a. No individual is to be re-entered in the Royal Navy after a break in service without the approval of RISTT. See Chapter 11 and Chapter 12 for detailed instructions for all others.

b. For those wishing to re-enter the Royal Navy, all previous reckonable service will count for length of service purposes, irrespective of the duration of any break in service.

c. Candidates for re-entry currently serving on a Full Time Reserve Service (FTRS) engagement should be aware that periods of FTRS cannot be added to periods of regular service, including former regular service, for the purposes of counting time towards service on a normal commission. Neither does FTRS count towards the determination of entitlement for terminal benefits (ss JSP 754 Ch 2 Para 1104).

d. For Medical personnel who left service under sS Terms of Service, re-joiners will see UCM Harmonisation Terms of Service applied.

4815. Re-entry of Officers - Trained Strength

a. Although contact with a prospective re-entrant is the remit of R&A, the process of re-entry is administered by DDPD. The process is thus dealt with in this section, with material specific to R&A at Chapter 11.

b. Officers re-entering the Service with former military service pre 1 Apr 99 are subject to rank-related retirement on re-entry but will not have reserved rights to promotion, i.e. former MCC or FCC Officers re-entering since 1 Apr 99 do not retain the right to automatic promotion to Lieutenant Commander/Major RM. Where a vacancy at the individual's former rank is not available, a post at a lower rank may be offered. Other terms of service for re-entrants will be considered on a case-by-case basis.

c. Individuals with former regular service are normally only permitted to re-enter the Service if they can complete the balance of their former commission. Exceptionally, individuals who completed their commission before they left may be allowed to return to complete an ICS (or part thereof) depending on the needs of the Service and will be subject to either normal retirement age or rank related retirement age (see Table 54-2).

d. All prospective officer re-entry candidates should contact the Admiralty Interview Board (AIB) in the first instance; R&A will issue the candidate with a re-entry application form. Re-entry candidate applications forwarded to any other authority, for example to the previous Career Manager, should be forwarded to R&A and the candidate informed. The following procedure will then be used:

(1) RISTT informs the appropriate Career Manager of the prospective applicant. The Career Manager retrieves all previous service documents. The DDPD Officer Strategic Workforce Planning Section determines the overall workforce structure requirements and whether approving the application is in the best interests of the Service, in particular with due regard to the strength and requirement of officers within the re-entrant candidate's Specialisation cohort.

(2) Before processing any application to re-enter, the Career Manager must sight the candidate's personal file in order to ascertain the reason(s) for leaving the Service. Those who were discharged on administrative, disciplinary or medical grounds will not be considered for re-entry. For others, Profession Managers and Career Managers determine whether the particular candidate, with their experience, skills and qualifications, meets branch and specialisation structure requirements and can be gainfully deployed by Career Managers - see Annex 48A for Advice for Career Managers on Re-Entrants. Career Managers may need to make direct contact with the candidate in order to determine the exact timing of any potential re-entry and the candidate's individual preferences on assignment. Additional discussions may include the re-entrant's need for bespoke training, probable career path and relevant promotion opportunities.

(3) If the application falls at any of the above hurdles, the RISTT will be notified with a view to sending a rejection letter. The reason for the rejection will be included.

(4) If the candidate is suitable for re-entry in all respects, the terms and conditions of re-entry will be finalised by the Officer Terms of Service Manager. These include: any reserved rights from service prior to 1 Apr 99, ROS liability for bespoke training (if appropriate), rank, seniority, commission, uniform issue, terminal date and the appropriate increment level of pay (this will be actioned in conjunction with Career Manager/Profession Manager/Promotions Section). Once completed, the personal file should be passed to Branch Managers to determine any entitlement to RRP, FRI payments, uniform issue/allowances, pension information and, in a small number of cases, gratuity repayment details (see JSP 754 05.232(i)). After clearance by NCHQ, RISTT will be notified to enable forwarding of an offer, subject to medical and security clearances, to the potential re-entry candidate.

(5) If candidates are in-date for the RN Fitness Test (i.e. carried out the test within the past 12 months – see Chapter 29 Section 3), they will not have to re-take the New Entry physical tests or the Naval Swimming Test. RISTT must stress to candidates, however, that they need to follow an appropriate form of fitness programme prior to entry. Otherwise, candidates out-of-date for the RN fitness test must undertake a fitness test within the first month of re-joining.

(6) If the re-entry candidate accepts the offer, RISTT will process the medical and security clearances for the candidate. Date of entry and the required entry establishment will be determined by the Career Manager.

(7) CMs are to make direct contact with the candidate in order to determine the exact timing of any potential re-entry and the candidate's individual preferences on assignment. Additional discussions should cover any bespoke training package, probable career path and promotion opportunities.

(8) Once an entry date has been allocated, candidates should be advised to contact their relevant Career Manager for advice. If eligible, candidates should also be advised that they may apply for Service Family Accommodation (see Chapter 25). The Career Manager should advise individuals to submit an application to the relevant Defence Estates' Housing Information Centre (HIC) in accordance with JSP 464.

(9) Trained re-entrants may use their own transport for joining their appointment. Those opting to use own transport may claim for duty travel on JPA using the receiving unit UIN. Alternatively, they may request a rail warrant from DDPD.

(10) Trained RN re-entrants will enter at a unit as directed by DDPD.

e. **Seniority for Previous Service in the Same Branch.** When an officer re-enters the Royal Navy, previous full-time commissioned service as an officer in the same branch will be taken into account. The previous seniority date will be adjusted to take account of the time that the officer has spent out of the Service, provided that the time out of the Service does not exceed five years. If the time does exceed five years, Career Managers, the Terms of Service Team and Branch Managers should be consulted.

f. **Seniority for Previous Service in a Different Branch/Specialisation of the Royal Navy.** Officers under training will not retain any seniority unless their previous service leads to a reduction in training time in the new Service. The Terms of Service Team should be consulted when it is considered that training time has been saved.

4816. Re-entry of Officers - Untrained Strength

For untrained re-entrants, RISTT and relevant Profession Manager will determine a candidate's suitability and Gains to the Trained Strength (GTS) requirements prior to entering the process above at Para 4815 d sub para (1).

4817. Re-entry of Ratings and Other Ranks

a. The administration of the process for the re-entry of ratings and other ranks is undertaken by RISTT. Ratings and other ranks wishing to re-enter the Service should contact RISTT (see Chapter 12 for detailed instructions). Rank, seniority and training requirements will be determined by the Profession Manager in association with RISTT, taking into account whether they are deemed to be trained, partially trained or untrained and what experience, skills etc, an individual has gained.

b. **Re-Entrant Training Status.** The amount of training required on re-entry will be determined both by the following definitions and the consideration of additional training requirements by the Profession Manager:

(1) **Trained Re-Entrant.** A fully trained and qualified junior or senior rating who applies to return to the RN in the same branch/specialisation from which they exited. Manning approval will be sought in all cases from relevant Branch Managers and training requirements will also need to be determined. Trained re-entrants join HMS RALEIGH for administrative purposes only. Trained re-entrants have no statutory right to claim discharge within six months of re-entry but do have the right to leave up to the age of 18, if applicable (see Para 5403 sub para b).

(2) **Partially Trained Re-Entrant.** A trainee who completes Phase 1 Training before electing to leave the Service and applies to return within 18 months. The majority of partially trained re-entry candidates will have left the Service immediately prior to, or during, Phase 2 Training, and may re-enter into their original branch/specialisation or into a different branch of choice (BOC). This category of re-entrant will join HMS RALEIGH for administrative purposes only and thereafter will be assigned to their appropriate Lead School for Phase 2 Training. The date of joining will generally coincide with the commencement of their Phase 2 Training course. Partially trained re-entrants have no statutory right to claim discharge within 6 months of re-entry, unless they were previously discharged 'Not Finally Approved (Medical)' in accordance with BR 1750A, but have a right to do so up until age 18 (see Para 5403 sub para b).

(3) **Untrained Re-entrant.** A recruit who did not complete Phase 1 Training prior to discharge. Untrained re-entrants will re-join in their original or a new BOC at HMS RALEIGH in order to undertake complete Phase 1 and Phase 2 Training. Unless previously discharged 'Not Finally Approved (Medical)' in accordance with BR 1750A, untrained re-entrants will have no statutory right to claim discharge within six months of re-entry but have a right to leave up to age 18 (see Para 5403 sub para b).

c. **Career Requirements.** Post 1 Apr 15, the following terms apply:

(1) **Re-Entry of Ratings and Other Ranks who Initially Joined Prior to 1 Apr 15 and Left on the Untrained Strength.** Individuals who did not reach the trained strength prior to their discharge will return to the Royal Navy on a new 12-year Engagement Stage 1 (ES1), irrespective of whether the previous engagement was an ES1/FC/OE1 or the time previously served.

(2) **Re-Entry in a New Specialisation - Ratings and Other Ranks who Initially Joined Prior to 1 Apr 15.** Irrespective of the rate/rank held on leaving, individuals who re-enter in a new specialisation will return on a new 12-year ES1.

(3) **Re-Entry in the Same Specialisation - Ratings and Other Ranks who Initially Joined Prior to 1 Apr 15 and Left on the Trained Strength as an AB/Marine.**

(a) Individuals who served less than 12 years served on an FC/OE1 will re-enter on an ES1, minus the previous reckonable regular service. Progression to ES2 is dependent on substantive promotion to OR4. Continued service on an ES1 beyond 12 years to allow the individual to qualify for selection for promotion may be enabled through a revised Engagement Expiry Date (EED).

(b) Individuals who served more than 12 years served on an FC/OE1 will re-enter on an ES1 with an Extended Career to enable completion of an equivalent engagement to the one the individual originally served on. Progression to ES2 is dependent on substantive promotion to OR4.

(4) **Re-Entry in the Same Specialisation - Ratings and Other Ranks who Initially Joined Prior to 1 Apr 15 and Left on the Trained Strength as a Leading Hand/Corporal or Higher.**

(a) Individuals who left on a FC/OE1 will re-enter on the balance of a 20-year ES2.

(b) Individuals who left on an EC/2OE will re-enter on an Engagement Stage 3 (ES3) of 5, 10 or 15 years' length of service.

d. **Minimum Time to Serve and Re-Training.** Re-entrants are required to serve for a minimum of 12 months from the date of re-entry or completion of any re-training required, whichever is the later, with the exception of the following:

(1) Where a bespoke package of training is required on re-entry, the individual will be informed of the applicable time to serve by R&A prior to joining.

(2) Where an individual previously left the Royal Navy before joining the trained strength or prior to completing the minimum time to serve period following initial training (e.g. if individuals left the Service before 18 years of age), re-entrants will be liable to provide the full minimum time to serve mandated in Chapter 54 on completion of any re-training required. This time must be served in full before any application for early termination.

(3) Where an individual's re-entry is linked to a financial payment e.g. a re-joining bounty, they will be informed of the required time to serve by R&A prior to joining.

e. **Rank and Seniority on Re-entry.**

(1) Applications for re-entry will be considered by the Branch Manager (in association with the Career Manager). Each case will be decided on its individual merits (it should be noted that there is no provision for the automatic award of previous rank and seniority). The Branch Manager will take into account the following:

(a) Type of career to be undertaken e.g. the balance of an ES1/ES2 or a Tailored Career.

(b) Relevant skills, experience and qualifications that the individual has to offer from both their previous service and any gained in civilian employment.

(c) Promotion prospects.

(d) Training requirements i.e. to ensure that an individual's skills are current, including the retaking of any courses, examinations or qualifications that are deemed to be out-of-date and undertaking new courses, examinations or qualifications that have been introduced since the individual left the Service.

(2) The proposed offers to individuals should be made in close consultation with the Terms of Service Team and the re-entry process will be administered by R&A (see Chapter 12).

4818. Re-entry – Use of Acting Higher Rank (AHR)

a. Use of Acting Higher (AHR) on re-entry seeks to incentivise those who have previously served to re-enter the RN, without disadvantaging those who remain in service[7]. It enables re-entry in Acting Higher Rank (AHR) where there is a clear requirement for their Knowledge, Skills, Experience, and Behaviours (KSEB) gained outside of service.

b. **Eligibility.** The following eligibility criteria and assumptions apply:

(1) AHR on re-entry is bounded as it is for in-service candidates i.e. one rank up[8]. This reduces the requirement for any significant re-training beyond that required in the normal course of assigning people, but Career Managers (CMs) will assess on a case-by-case basis.

(2) The individual should normally meet the in-Service medical standards. The pre-entry MEB may be used a vehicle to assess the employability of those with medical limitations, e.g. if they have valuable KSEB to ameliorate a pinch point.

[7] Ex-Regulars (Royal Fleet Reserve (RFR)) and Part Time Volunteer Reserves (PTVR)) can already apply for FTRS positions one rank up from their last rank or rank in the Reserves, but there is not yet any ability to promote substantively on FTRS.
[8] Exceptionally, promotion to 2* from OF5 is permitted as it is under current policy subject to FSOAB approval.

(3) All other criteria apply for re-joining if previously discharged in accordance with this chapter.

c. **Re-entry Process.**

(1) **Assessment of KSEB.** Using the guidance available at Annex 48A, Career Managers (CMs) should consider suitable candidates for re-entry in the AHR. To ensure delivery of a fair, robust and transparent process, any individual who is granted AHR on re-entry will be compared objectively, so far as practicable, against the relevant professional competency framework and typical role requirements at that rank/rate. This is particularly relevant in those professions/specialisations where the merit-based selection process is fiercely competitive. In other words, the assessment of KSEB will seek to ensure that those in service are not disadvantaged.

(2) This process will be conducted by R&A[9] with advice from the relevant CM, Professions Manager, Promotions and the Terms of Service policy desks to ensure that proper assessment of a person's CV is conducted, and there is parity across professions. A formal assessment interview is to be conducted (in line with existing FTRS format/guidance), led by the CM[10] and supported by the Re-joiners and In Service Transfer Team (RISTT). Relevant evidence of KSEB can also be garnered through:

(a) Academic qualifications gained since leaving.

(b) Membership of professional bodies or organisations.

(c) Any performance reports or references from civilian employers.

(d) Previous SJAR/OJARs.

(3) The assessment assumes that re-joiners will be employed primarily in their Profession. Where an individual is re-joining at a more experienced level and has KSEB that would make them employable in second-stage career fields, advice should be sought from the relevant CM. Any selection for professions under Unified Career Management (UCM) will need to be agreed with the UCM CM in StratCom.

[9] Re-joiners and In Service Transfer Team (RISTT).
[10] Minimum rank of OF3 for OR7 and below. Minimum rank of OF4 for OR8 and above.

d. **Award of AHR.** For those officers who are deemed suitable for the award of AHR, the relevant CM will follow policy in Chapter 66, Section 4 as part of re-entry process. Similarly, the award of AHR for OR2 to OR6 on a local acting basis[11] will follow extant policy. When authorised, AHR will be awarded for the duration of an assignment as directed by the CM, with their performance and potential captured as part on the annual reporting process. In the case of a re-entrant holding AHR that does not receive a recommendation for promotion after 12 months, they will be given a further 12 months in AHR. At 24 months, they may be reverted to substantive rank. Where a re-entrant is recommended for promotion but not selected, continued employment in AHR is permitted where it is in the service interest, however, it should be noted that there is no guarantee of continued employment in AHR beyond their FAD.

e. **Annual Appraisals.** On re-entry, normal reporting procedures will apply with the SP ordinarily being reported on at their next Common Reporting Date (CRD). Exceptionally, advanced/delayed Annual Appraisals (ARs) may be authorised, to allow a subject up to a 6-month reporting period prior to the next promotion board. Advanced or delayed ARs should only be considered where the subject is worthy of a clear unequivocal positive recommendation for promotion to the next rate/rank. In these circumstances it is vital that early dialogue takes place within the reporting chain and authorisation sought from the appropriate Board Secretary in the RN Workforce and Career Progression Team.

f. **Career Progression.** All re-entrants holding the AHR will be considered for selective promotion along with all other eligible candidates under extant policy[12]. Similarly, all re-entrants will assume the relevant engagement/commission under in accordance with Annex 48B. Re-entrants that have limited time to serve out existing engagement/commission will be managed by EOS/EED adjustment and presented for transfer at the next board.

g. **Non-recommendation for AHR.** Where an individual applies to re-enter but is unsuccessful in gaining approval for AHR, they may be offered employment in their previous rank, but consideration can be given for award of seniority to reflect their KSEB in line with existing policy.

h. **Warnings and Disciplinary.** Poor professional performance or disciplinary issues, including reversion and disrating will be in accordance with existing policy[13].

[11] Para 6915.
[12] BRd 3(1) Part 8.
[13] Chapter 20.

SECTION 5

MISCELLANEOUS

4819. Military Aviation Degree Scheme

a. **General.** The Fleet Air Arm (FAA) has formed, with the AAC and RAF, the UKAF Military Aviation Academy (UKAF MAA) for the award of Foundation and BSc (Hons) degrees in Aviation Systems Management for aircrew and Airspace Management for ATCOs. All the degrees are accredited by the Open University (OU) and include all flying training or ATC training up to Certificate of Competence (CoC)The degree scheme is open to all students.

b. **The Degree Programme.** The programme is in two distinct phases. The programme is in two distinct phases. The first is an OU Foundation Degree in Aviation Systems Management for aircrew and Airspace Management for ATCOs, which are completed at end of OCU for aircrew and one year after completing JATCC for ATCOs. The BSc (Hons) degrees of the same names are completed at CoC (Combat Ready for fast jet) or after completing the relevant adquals for ATCOs.

c. **Funding.** Funding is provided by the Service. There is no requirement for a student to pay anything.

d. **Failure in Training.** Failure to complete training will automatically result in undergraduates being withdrawn from the UKAF MAA Degree course. However, HE points accrued for completion of courses within the scheme may be retained for use in any self-funded degree programme outside the Service.

e. **Voluntary Withdrawal from Training.** If a student voluntarily withdraws from training, they will automatically be withdrawn from the programme and there will be no requirement to repay study costs.

f. **Advice to Students.** The UKAF MAA Programme Manager (UKAF MAA PM) runs the schemes for all three Services and is available to provide advice and guidance to students concerning these degree schemes. UKAF MAA PM works for Cdr FT at Navy Command and is contactable at NAVY CU-AIR UKAF MAA PM.

4820. Royal Navy Foundation Scheme

a. **General.** This paragraph details the terms and conditions of service associated with personnel serving on the Royal Navy Foundation Scheme (RNFS), **only where they differ from standard TACOS** associated with ratings joining on a regular ES1.

b. **Engagement Length & Transferability.**

(1) The RNFS offers a 1-year engagement only, with options to subsequently transfer onto ES1/IC. Transfers at or prior to the end of the foundation year are treated as branch transfers and are subject to service requirements and entry standards being met.

(2) Eligibility for branch transfer will be determined by the CM, who will access the candidates RITS information via the Recruit and Attract allocations team. This information, in conjunction with the JEM/DAA Threshold Matrix, will identify which roles the candidate is eligible for. Where candidates have received an SJAR at the point of application, recommendations in this SJAR should be considered; DAA waivers may be awarded at the PM's discretion. Thereafter the branch transfer will follow the process from para 5112 (ratings on the untrained strength), with a Ph.2 course allocated by UTS Ratings Pipeline Manager.

c. **Age Restrictions.** U18s are not permitted. Upper age limits remain aligned with standard RN Regular policy (40).

d. **Rank & Seniority.** Entrants join as substantive OR2 (AB2), as per standard entry.

e. **Statutory Right of Discharge.** The normal 6-month early termination period is extended to cover the entire foundation year, allowing exit on 14 days' notice after 28 days' service.

f. **Minimum Time to Serve (MTS).** No MTS applies; individuals may submit notice at any stage after the statutory period.

g. **Promotion Opportunities.** There are no promotion prospects during RNFS; opportunities only arise upon branch transfer to ES1/IC.

h. **Deployability & Training Status.** Personnel are considered to be on the Trained Strength immediately after Ph1, this is a reflection they have no Ph.2 training requirement. Following successful completion of BSSC, and having already completed of RNPES during Phase 1, personnel are deemed safe to be employed in surface ships, subject to local risk assessment and therefore should be considered fully deployable from this point.

i. **Pay & X-Factor.** RNFS personnel will receive Initial Pay for the first 26 weeks and then OR2-1 Supp 1 pay, both subject to 5% X-Factor. If they subsequently transfer to a different engagement seniority gained on the RNFS will be transferred as part of their new TCOS.

j. **Pension.** Due to the length of engagement personnel will not meet the vesting period for AFPS15 (2 years). If they leave the Service at the end of 12 months' service, they will receive a Cash Equivalent Transfer Value (CETV) which can be transferred to an alternative scheme.

k. **Leave Entitlement.** Annual Leave is reduced to 28 days including public holidays. Entitlement to sea going and terminal leave is as per JSP 760.

l. **Reserve Liability.** RNFS personnel have no reserve or recall liability.

4821. Medical and Dental Officers - Professional Registration

a. All Medical and Dental Officers serving in the Royal Navy are to be currently registered with the appropriate professional body.

b. The Medical Act 1983 requires all Medical practitioners to be fully registered to hold an appointment in the Armed Forces. Cadets provisionally register with the General Medical Council (GMC) of the United Kingdom having completed statutory training. All Direct Entry Medical Officer applicants, including re-entrants, must be fully registered with the GMC.

c. Dental cadets register with the General Dental Council (GDC) of the United Kingdom on completion of statutory training. All Direct Entry Dental Officer applicants, including re-entrants, must be fully registered with the GDC.

d. It is the responsibility of the single Service to verify an individual's registration with the GMC or GDC. The date of that statutory registration and subsequent re-registration is to be maintained in the individual's record of service. Any individual who is not registered with their professional organisation, for whatever reason, must be removed from clinical practice until registration has been reinstated.

4822. Medical Defence Organisation Membership

It is not a condition of service that Medical and Dental Officers belong to a medical defence organisation. The MOD accepts responsibility for defending or settling a claim arising from an officer's actions when attending entitled personnel, which includes civilian secondments in the NHS (the NHS normally underwrites individuals as part of any secondment 'contract'). Officers may wish to have defence organisation representation, however, to help protect their professional reputation in any professional interface with the GMC or GDC. Any officer who wishes to undertake 'private' practice whilst not on duty in accordance with MOD policy must have membership of a defence organisation.

4823. QARNNS Officers - Registration with the Nursing and Midwifery Council (NMC)

Candidates must be registered on an appropriate part of the Register of the NMC for Nursing, Midwifery and Health Visiting. When assessing post-registration experience, proof of working will be required. See also Para 4803 sub para c.

4824. Membership of the Royal College of Nursing

All QARNNS Officers are strongly advised to belong to the Royal College of Nursing. They are responsible for paying their own subscriptions.

ANNEX 48A

ADVICE FOR CAREER MANAGERS ON RE-ENTRANTS TO THE ROYAL NAVY

1. Process

Officer, rating and other rank re-entries to the Royal Navy are not uncommon and there is a well established process to administer an individual's return to uniform (for officers, this is given primarily in Chapter 48 but with some coverage in Chapter 12; for ratings and other ranks, this is given primarily in Chapter 12 but with some coverage in Chapter 48). The purpose of this guidance is to offer Career Managers a flexible approach when considering making an offer to an individual. Flexibility is crucial and is to be encouraged since the re-entrant may well be bringing niche skills that are in short supply within the Service and which have been enhanced by their civilian experience. The objective of any negotiations should be to provide a 'full and fair' offer to an individual, such that the Service is able to compete within the open market for suitable talent.

2. Considerations

The following points should be considered:

a. If necessary and considered appropriate, Career Managers should maintain databases of individuals who are leaving the Service who would be suitable for further service.

b. Identify individuals to re-join and consider making an approach. An approach could be made at any time after an individual leaves the Service. Previous subjective experience indicates that within the two to four year time scale is not un-reasonable. It is considered that personnel who might wish to re-join sooner will in most cases make contact under their own initiative.

c. Invite individuals to attend an interview at which the following issues need to be addressed:

- type of career or engagement;
- career pathway;
- rank and seniority on re-joining, including any awards of additional seniority for civilian experience and qualifications;
- promotion prospects and promotion board attendance;
- pension;
- uniform grants and kit issue;
- training, training gap analysis and re-familiarisation; and
- update on the wider benefits and allowances package including: Medical and Dental care; Housing; Sport and Adventurous Training; and Continuous Professional Development and Education.

d. Close consultation should take place with the Terms of Service team throughout the process.

ANNEX 48B

TERMS OF SERVICE ON RE-ENTRY OR TRANSFER TO THE ROYAL NAVY

1. Purpose

This Annex details the commissions or engagements to be awarded to individuals re-entering or transferring to the Royal Navy (note: all re-entries and transfers are subject to prevailing manning requirements). For completeness, all re-entry and transfer routes are included, including those in and out of the RNR and RMR and from the Volunteer Reserve forces of the Army and the Royal Air Force.

2. Re-entry and Transfer of Untrained Personnel

Personnel who have not been a 'Gain to the Trained Strength' in any Regular or Volunteer Reserve employment (ie. left the Service as Untrained personnel) will rejoin to complete a new initial engagement (ES1) or commission (ICS).

3. Re-entry and Transfer of Trained Personnel

The flow charts listed at Para 5 detail the standard offers that may be made without specific approval to the PPLAN Strategic Workforce Planners (SWPR SO1 and SWPO SO1). In addition, variations to the standard offers may be made by Branch Managers and, in some instances, subject to approval of the relevant Strategic Workforce Planner. Where an individual's circumstances are not addressed in the flow charts, advice is to be sought from NAVY PERS-CNPS TERMS SO1C.

4. Transfers between the RN, RM, RNR and RMR

Transfers between the RN and RM (and vice-versa) and between the RNR and RMR (and vice-versa) are to be treated as transfers between Services.

5. Flow Charts

Re-Entry/Transfer Route	Chart
Ratings and Other Ranks re-entering the same Service on or after 1 Apr 15, having previously left from the Trained Strength	A
Ratings and Other Ranks transferring from the Trained Strength of another Service on or after 1 Apr 15	B
Officers re-entering the same Service on or after 1 Apr 15, having previously left from the Trained Strength	C
Officers transferring from the Trained Strength of another Service on or after 1 Apr 15	D
Ratings and Other Ranks transferring from Volunteer Reserve to Regular on or after 1 Apr 15	E
Ratings and Other Ranks transferring from Regular or former Regular to the Volunteer Reserve on or after 1 Apr 15	F

Chart A
Former RN/RM Regular Ratings/Other Ranks
re-entering the RN/RM as Ratings/Other Ranks
having previously left the Trained Strength of the same service
where the effective date of re-entry is on or after 1 Apr 15

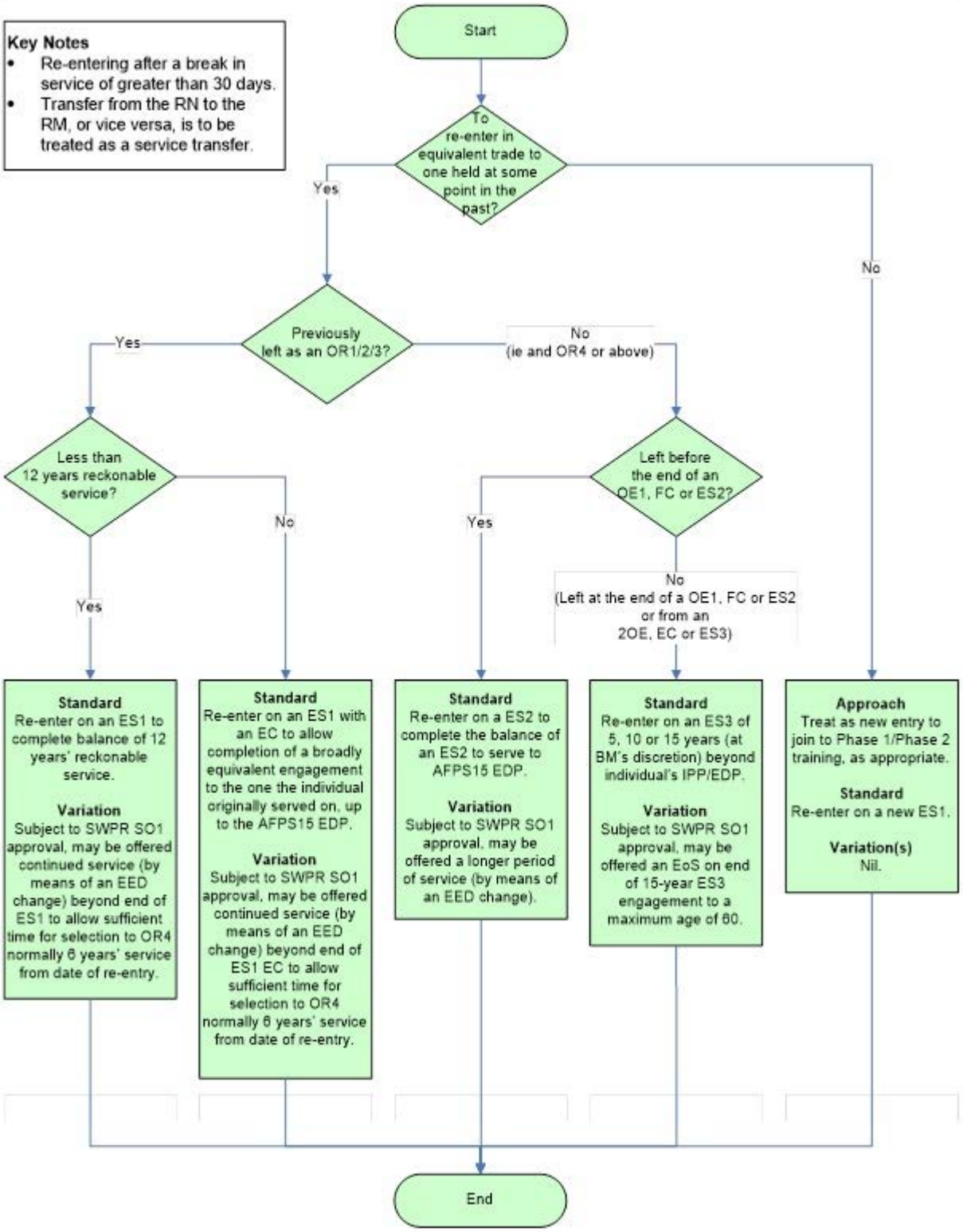


Chart B
Current or Former Regular Ratings/Other Ranks
transferring to the RN/RM as Ratings/Other Ranks
from or having previously left the Trained Strength of another service
Where the effective date of transfer on or after 1 Apr 15

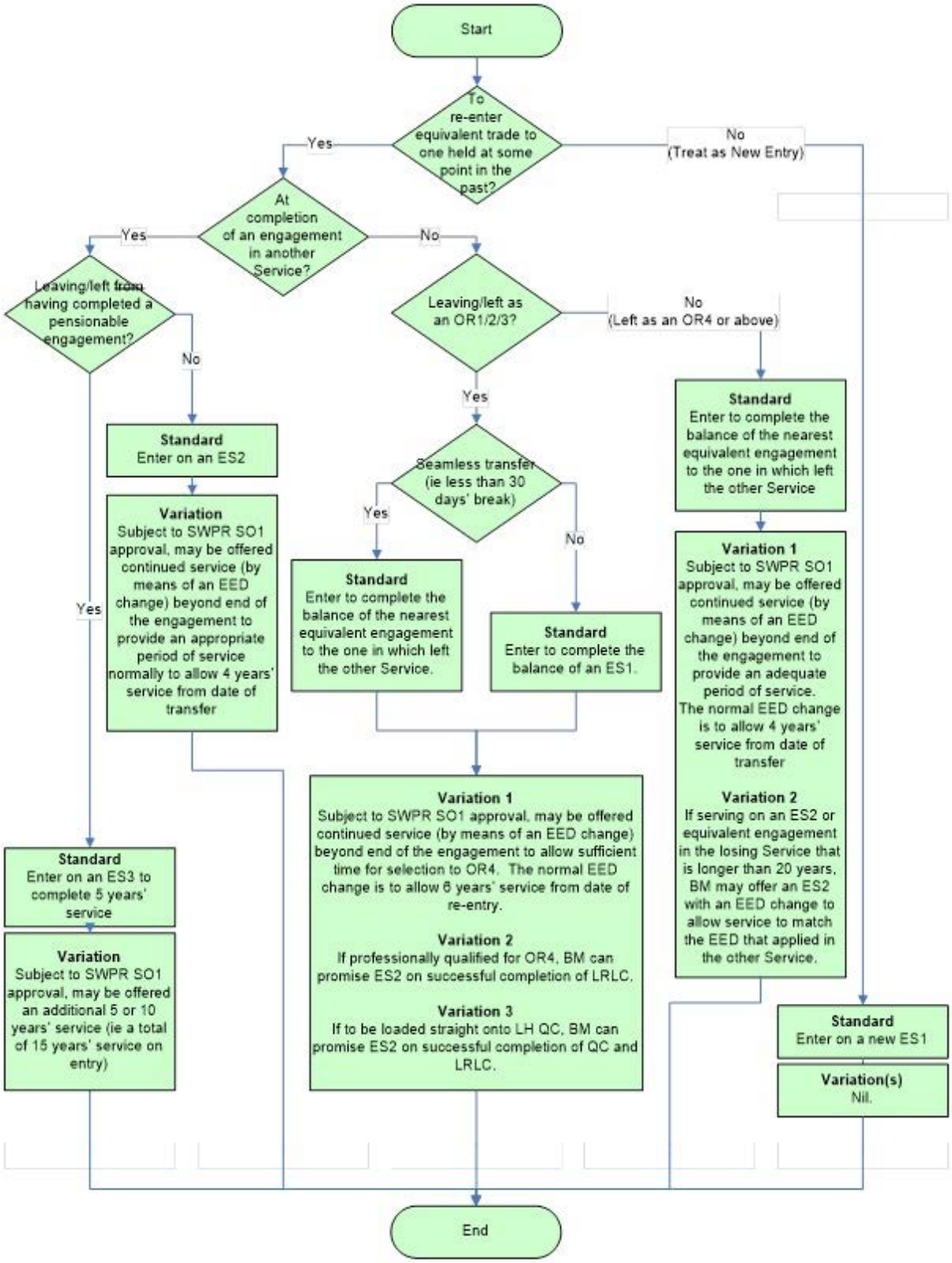


Chart C
Former Regular RN/RM Officers
re-entering the same service
having previously left the Trained Strength
where the effective date of re-entry is on or after 1 Apr 15

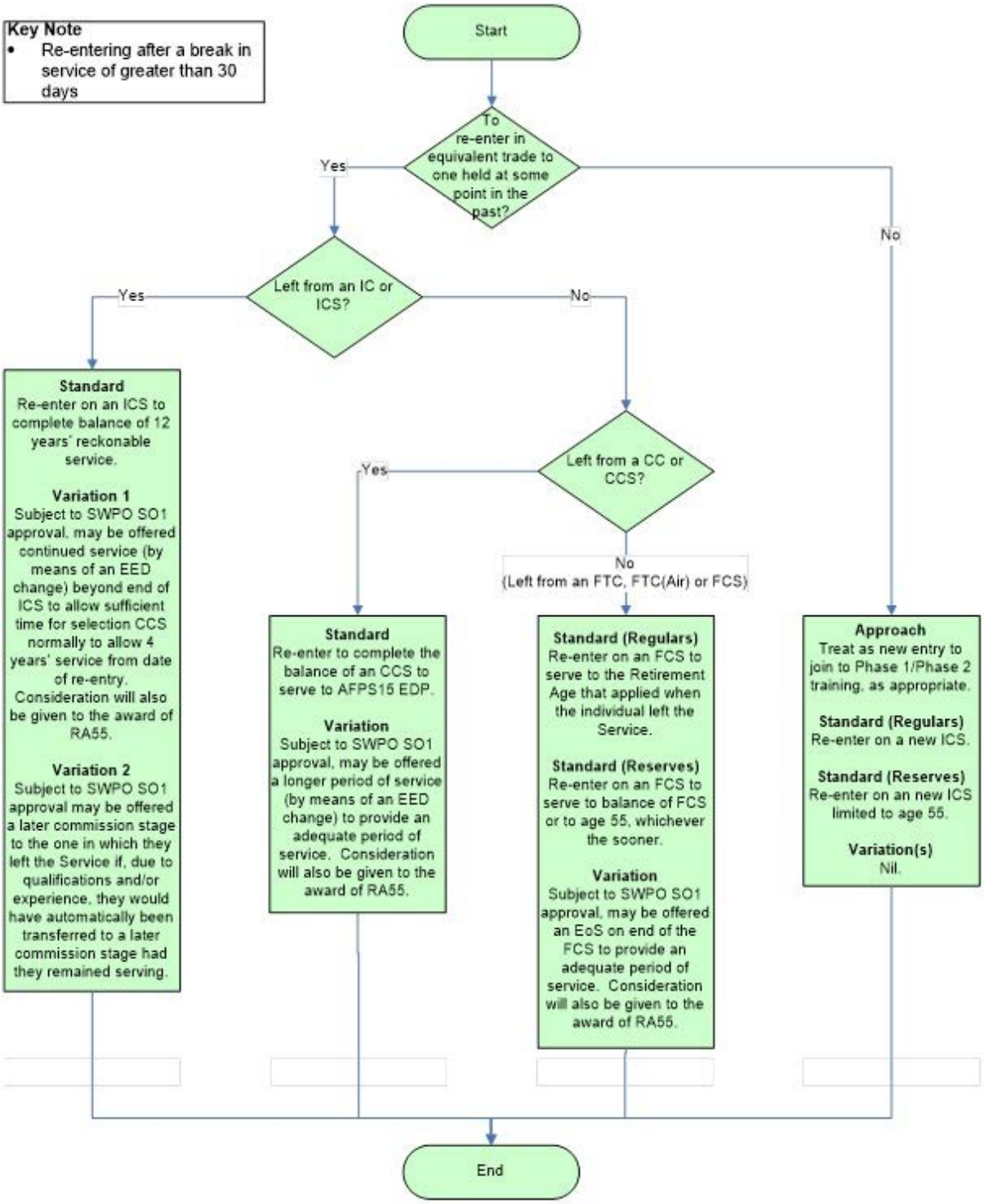


Chart D
Current or Former Regular Officers
transferring to the RN/RM as Officers
from or having previously left from the Trained Strength of another service
where the effective date of transfer is on or after 1 Apr 15

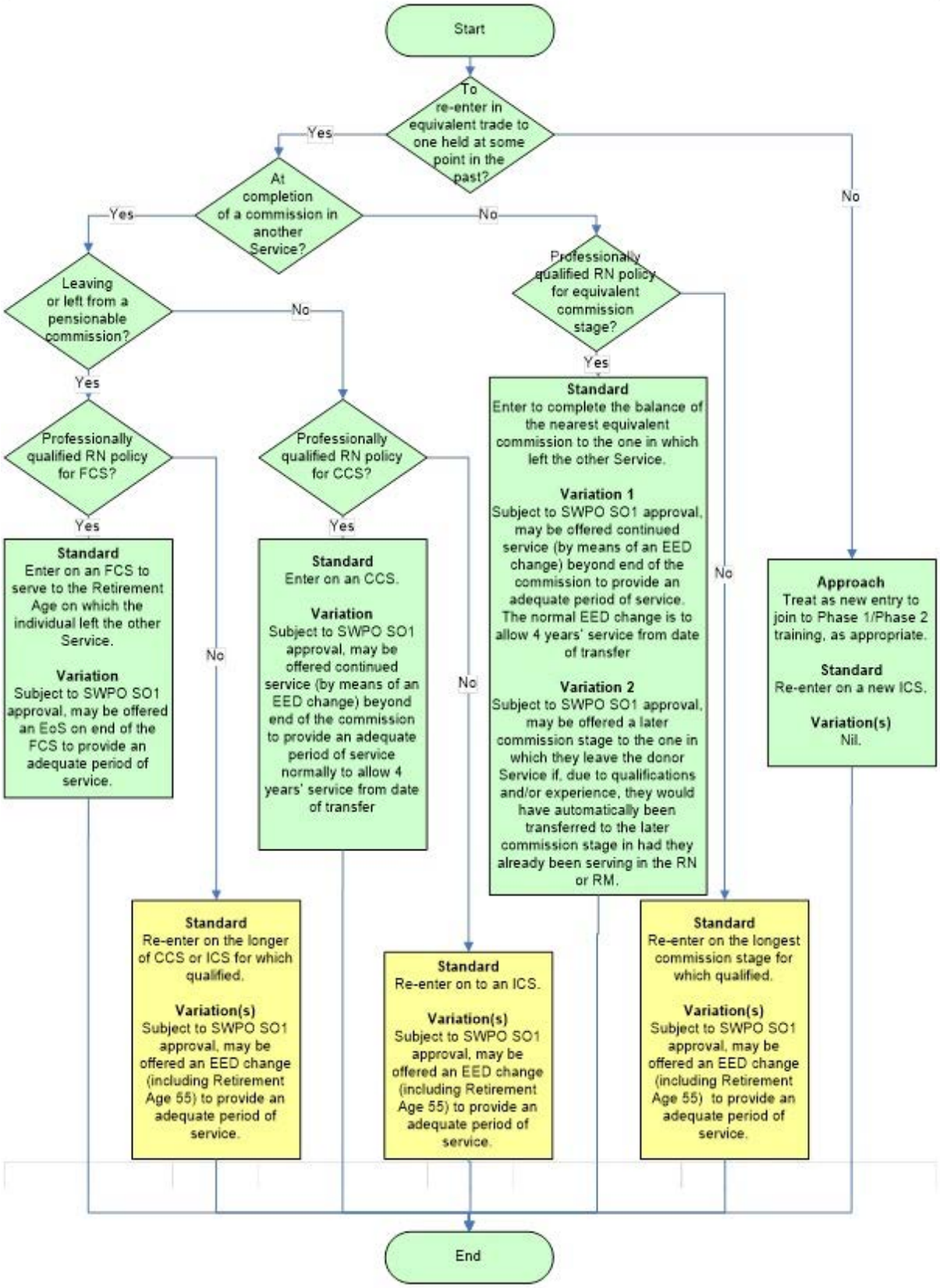


Chart E
Current or Former Volunteer Reserve RNR/RMR Ratings/Other Ranks
transferring to to the RN/RM
from or having previously left the Trained Strength of the Volunteer Reserves
where the effective date of transfer is on or after 1 Apr 15

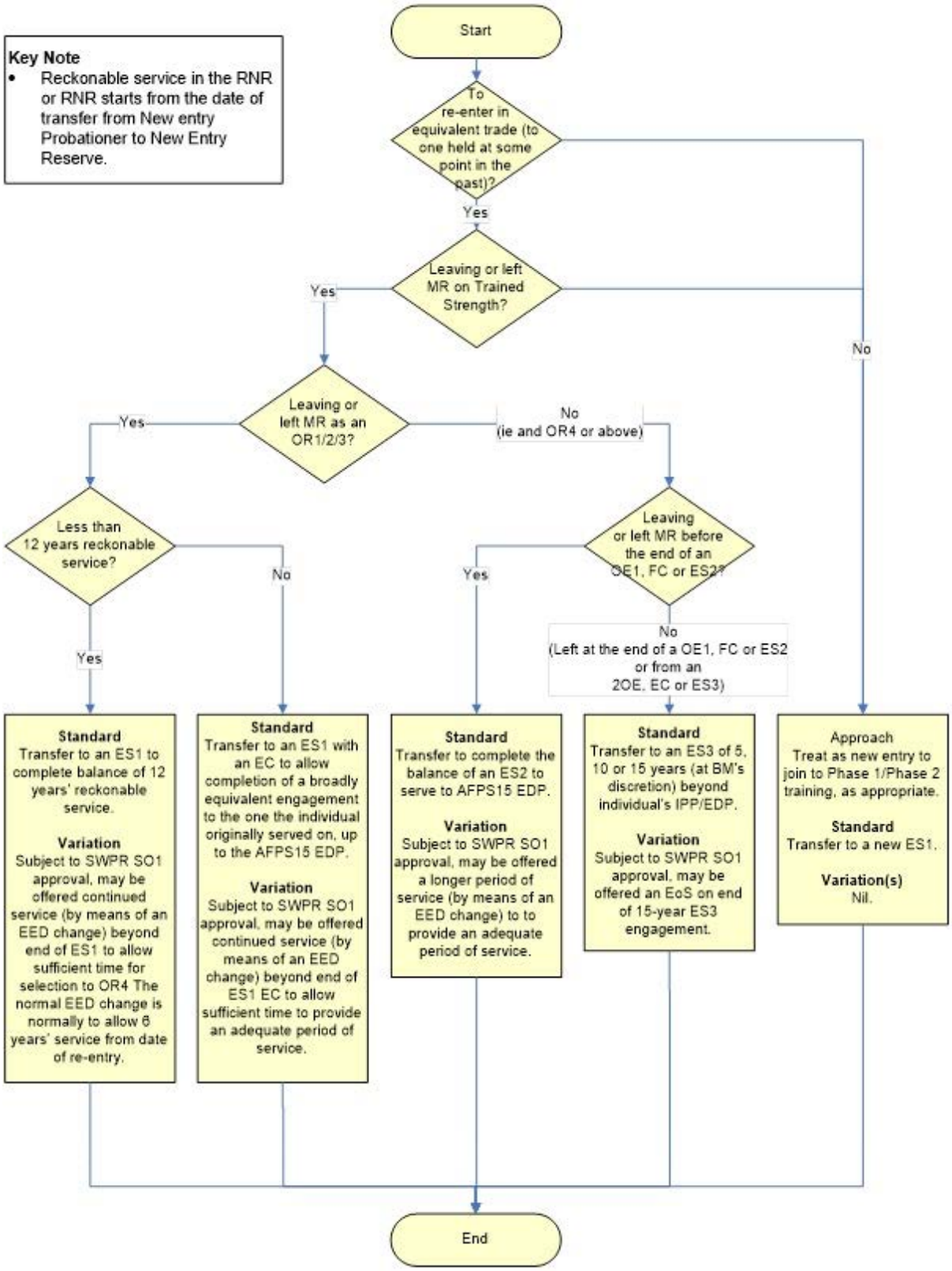
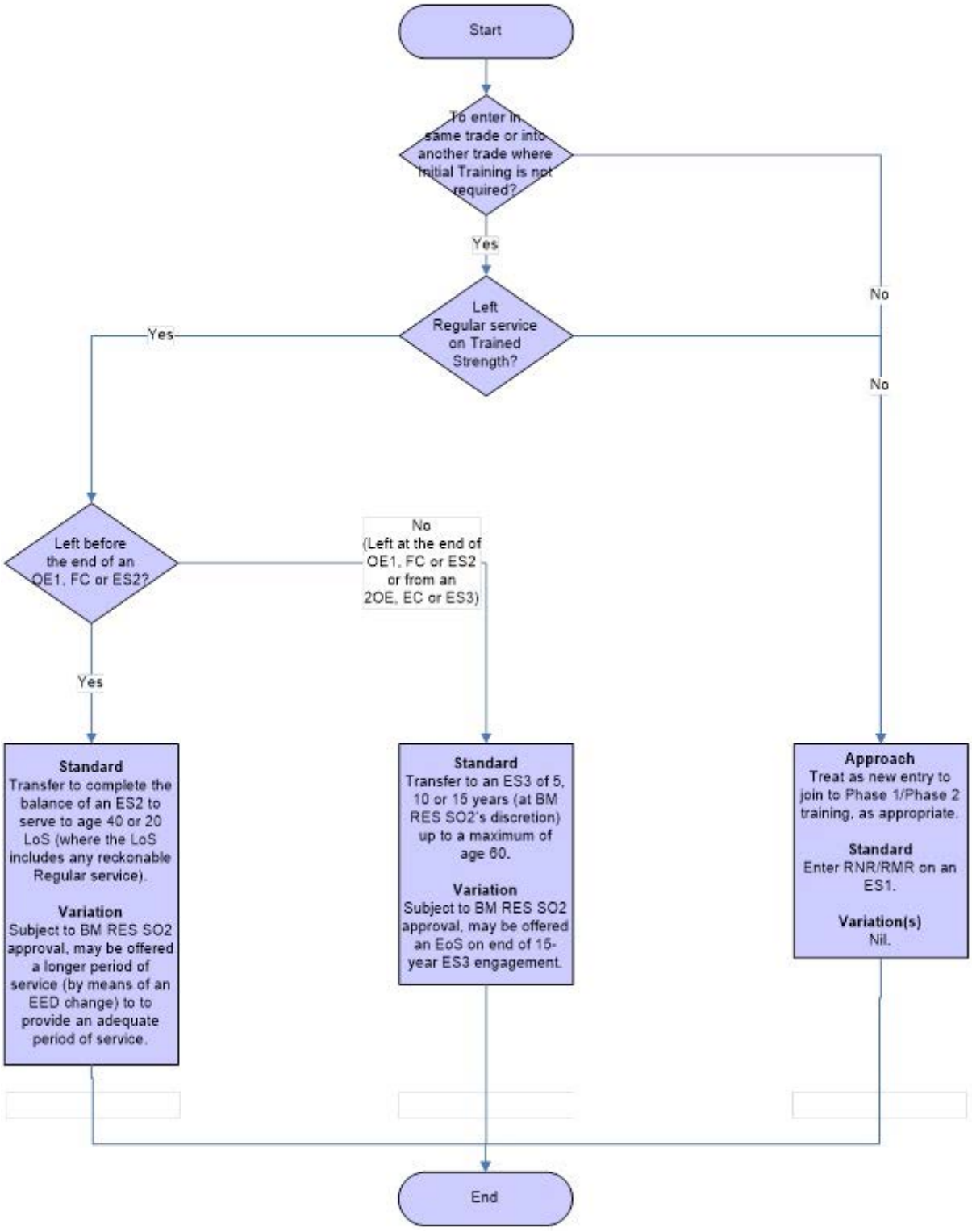


Chart F
Current or Former Regular RN/RM Ratings/Other Ranks
transferring to the RNR/RMR
from or having previously left the either the Trained or Untrained Strengths
where the effective date of transfer is on or after 1 Apr 15



CHAPTER 49

COMMISSION TRANSFERS AND CONTINUANCE IN SERVICE

(Sponsor: NAVY PEOPLE-PROMS Dep Hd)

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CHAPTER 49

COMMISSION TRANSFERS AND CONTINUANCE IN SERVICE

SECTION 1

OFFICER COMMISSION TRANSFERS

4901. Instructions Applicable to all Commission Transfers

These rules apply to all officers in the Royal Navy regardless of the commission type.

4902. Overview

a. Transfers from an Initial Commission Stage (ICS) (or equivalent pre-April 2015 commission (Initial Commission (IC) or Short Commission (SC)) will normally be to the Career Commission Stage (CCS). This will extend an officer's career to 20 years' length of service or to age 40, whichever is later, but not beyond age 55.

b. Individuals serving on a CCS or equivalent pre-April 2015 commission (Career Commission, Medium Commission or Medium Career Commission) will, on selection, transfer to a Full Commission Stage (FCS), with service to age 55. Selection to FCS will guarantee service to age 55, even if the officer was previously subject to a rank related retirement age of 50 or 53.

c. FCS beyond age 55 will be known as Commission Extension (CE) and will be by selection and strictly to meet Service requirements. See Para 4917 for further details.

d. In addition to selective commission transfer there are also opportunities for automatic commission transfer. Officers who are not eligible for automatic transfer (see Para 4915) and who are not selected for transfer to a CCS or FCS may be able to continue to serve on an EOS basis if there is a Service need (see Section 3). They may be considered for selection to CCS/FCS if otherwise eligible.

e. Medical personnel are to refer to JSP 755 Part 2 Vol 2 - Unified Career Management (UCM) harmonised TACOS. Commission Transfer zones for medical personnel on legacy TACOS will be modified to the most beneficial between harmonised UCM or legacy timings, e.g. personnel will enter a Commission Transfer zone at the earlier of the two timings and exit the Commission Transfer zone at the latest of the two dates.

4903. Eligibility

a. All officers will be considered for transfer to a longer commission regardless of their volunteer status in JPA. To be eligible for a commission transfer, an officer must be on the trained strength and:

(1) Have achieved the following number of years' officer service on the Effective Date of Transfer (ETD)[1]:

(a) For transfer to CCS – 5 years[2] with the exception of Chaplains who become eligible for commission transfer on 3 years' officer service.

(b) For transfer to FCS – 8 years.

(2) Be able to complete a further period of service beyond the current commission up to retirement age (see Chapter 54 Section 4).

(3) Be serving on their current commission, including extensions of service, on the ETD.

(4) **MR Officers.** Must be either List 1, List 2 or List 5 (those on List 5 must have a MR Specialisation Short Appraisal Report (SAR)[3]) and have achieved Certificate of Efficiency for 4 out of the last 5 training years.

(5) Additionally for transfer to FCS:

(a) **TM Officers.** Must be in possession of the Post Graduate Diploma in either Training Management and Consultancy or Human Resource Development and Training Management, as part of the recognised TM CPD scheme. It is the individual's responsibility to ensure this is reflected as a competency in JPA before the commission transfer 'Files Out' date, as stated within the Boarding Programme available on the Promotions SharePoint[4].

(b) **Logistics Officers.** Be a substantive Lieutenant Commander on the Effective Transfer Date.

(c) **Engineer Officers (except WE/WESM(C) and TM).** From the date of the 2029 commission transfer boards, have achieved the professional registration title of Incorporated Engineer (IEng) with the Engineering Council, through a recognised Professional engineering Institute. Further details on how to gain IEng and CEng for all engineering Officers can be found in BRd 9962.

(d) **RMR Officers.** Successful completion of:

i. Walcheren Essay.

[1] 1 Feb for Lt RN/Capt RM and 1 May for Lt Cdr/Maj/Chaplain.
[2] Officers who commissioned through the WO1 Commissioning Scheme see Chapter 50 Section 4
[3] Officers who seamlessly enter from Regular service can be deemed to have achieved CoE for those years not as PTVR.
[4] Officer should seek clarification from their Career Manager if required.

ii. RMFT. And in-date RMFT is required at the OF2 CRD (31 May) and on the date of commission transfer eligibility checks/OF3 CPD (1 Oct). This will ensure commission transfer eligibility, OF2-OF3 promotion eligibility, and substantive promotion to OF3 if selected.

b. Officers who are otherwise eligible for transfer but who have submitted their Notice will remain eligible for consideration if they are still serving on the day the transfer board convenes.

4904. Medical Fitness

Officers and Ratings who are medically downgraded, and those who are likely to be categorized as permanently unfit for sea service or be restricted otherwise medically in the future, will normally remain eligible for further service. The following principles apply:

a. **Personnel with a Permanent JMES.** All individuals who have been awarded a permanently reduced JMES code by NSMBOS or by ROHC will be assessed by the NSMEB for their suitability for further service beyond the individual's current Tx date as part of their determination in retaining an individual in service. This determination will take into account age, experience, seniority, the nature and extent of the medical limitations, and types of assignment for which the individual might be required to undertake in continued service. If the NSMEB deems that further service is appropriate, then they will be categorised as 'Eligible for Commission Transfer' or 'Eligible for ES'. If the NSMEB deems that further service is not appropriate, then they will be categorised as 'Not Eligible for Commission Transfer' or 'Not Eligible for ES'.

b. **Personnel with a Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP or Consultant Occupational Physician.

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for further service.

(2) Where an expectation that a temporary JMES would be removed and the individual will regain a previous permanent JMES within 12 months, then individuals should be assessed as per their previous NSMEB determination (see para b above).

(3) Where an individual is pregnant and has the JMES code of E6, their fitness for further service should be assessed in light of their previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then she should be considered fit for further service. If she was previously in a permanently reduced JMES, she should be assessed as per their previous NSMEB determination (see para b above). If temporarily downgraded prior to the pregnancy then an assessment must be made as to the likelihood of being upgraded within 12 months of a return from maternity leave and if it is likely, then the individual should be deemed fit for further service. If it is not deemed likely, then the individual will need to be referred to NSMBOS for a permanent

medical category to be awarded and their eligibility is to be determined by NSMEB.

(4) Where it likely that the individual will need a permanently reduced JMES, the Medical Officer should deem the individual unfit for further service subject to the subsequent NSMBOS/ROHC and NSMEB recommendations.

(5) Any doubtful case is to be referred to the NSMEB.

4905. Officers Requesting Early Termination

Officers selected, or who have applied, for a transfer to a longer commission but who subsequently apply for Early Termination will not be transferred. Officers who later withdraw their Early Termination request may apply formally to Hd Proms through their CM for the transfer to be reinstated.

4906. Transfer Guidelines

a. The key criterion for commission transfer is employability in the current rank and not necessarily the potential for promotion to the next rank. For transfer to a FCS, officers will be expected to have demonstrated long term employability, to Lt Cdr/Maj or above, as well as satisfying the minimum professional standards.

b. To ensure the workforce requirement is captured accurately, candidates who have been selected for promotion, but are yet to be substantively promoted, will be presented at the commission transfer board for the higher rank.

4907. Confirmation of Transfer

Confirmation of selective transfer is subject to continued eligibility on the effective date of transfer. Officers selected must:

a. Continue to be recommended for transfer[5].

b. Not awaiting Court Martial or other disciplinary proceedings. Confirmation of transfer in each case will be dependent on the outcome of that process.

c. Be medically fit for transfer (see Para 4904).

d. Have not requested Early Termination (see Para 4905)

4908. Refusal of Commission Transfer

Officers who do not wish to accept transfer should discuss the implications of doing so with their Career Managers. A declaration of refusal must be made in writing to the appropriate Branch Promotion Board Secretary before the Effective Transfer Date. Officers will be considered at the next transfer selection board following refusal providing that they continue to meet the eligibility criteria. Similarly, any officer not wishing to be presented to a commission transfer board may withdraw at their own request. Any such request must be made in writing to the appropriate Branch Promotion Board Secretary, via the relevant Career Manager, prior to the commission transfer selection board. Selected officers who do

[5] This will be assumed unless an appraisal has been finalised with a NO recommendation after the selection process. In these circumstances the candidate will be deselected at ETD.

not indicate their intention to refuse will be assumed to be volunteers and will be transferred as appropriate.

4909. Officers Not Recommended for Commission Transfer

Officers who are not recommended for transfer to a longer commission, but who meet all other requirements listed at Para 4903, will also be considered by the Board for transfer. If any candidate receives less than a YES recommendation for transfer, the board is free to select that officer if they feel that other considerations outweigh the recommendation.

4910. Selection Boards, Membership and Transfer Dates

a. Commission Transfer selection boards will sit annually with dates published in the Officers Boarding Programme[7]. Candidates will first be considered at the Board immediately preceding their zone entry.

b. Effective Transfer Dates (ETD) are as follows:

(1) **OF2:** 1 Feb

(2) **OF3:** 1 May

c. The principles and procedures applied by Transfer Boards are similar to those defined for promotion (see Chapter 66). Selection Board membership is summarised in Table 49-1.

Table 49-1. Transfer Board Membership

Transfer Board	TSB Membership
Lt/Capt to CCS/FCS	Chair: Profession OF4 CM Profession OF4 Independent OF3 Sec: PROMOF-BS
Lt Cdr/Maj to CCS/FCS	Chair: Profession OF4 CM Profession OF4 Independent OF4 Sec: PROMOF-BS
Chaplains	Chair: NCS PSO SO1 (independent) Deputy Chaplain of the Fleet Profession member Sec: PROMOF-BSR

4911. Spare

4912. Spare

4913. Spare

[7] Found at: https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/Promotions.aspx

4914. Former Service - Effect on Transfer Zones

a. Former service will be taken into account when calculating transfer zones for the following officers:

(1) Those who re-enter the Royal Navy to complete the balance of their previous commission.

(2) Those who transfer from the Army or RAF to complete the balance of a comparable commission in the Royal Navy.

(3) Those who transfer between branches or specialisations without changing to a different commission.

b. If officers have been given a wholly new commission, for which former service has been, or not, allowed for pension or retired pay purposes, then the former service will also be allowed/not allowed when calculating transfer zones. In these cases, transfer zones will be calculated from the start of their new commissions and officers should be aware that this break in their service continuity may adversely affect their transfer prospects.

4915. Automatic Commission Transfers

a. Automatic Commission Transfer are subject to the needs of the Service and are Branch specific as set out in the sub-paras below. Individuals must also satisfy the baseline requirements at Paras 4903 and 4907, except for 4903.a(1) where transfer zones do not apply to automatic commission transfer.

b. An officer on ICS need not stage through CCS to FCS if they otherwise satisfy all eligibility criteria for automatic transfer.

c. **Application.** Application for an automatic transfer remains the responsibility of the individual and should be made through the Chain of Command to the Career Manager who, when satisfied the application meets the criteria at Para 4903, will direct the Promotions Office to action the transfer on JPA.

d. **Declining Transfer.** An officer being offered automatic transfer has no obligation to accept (see Para 4908). Subject to meeting all other eligibility criteria, any officer who declines an automatic CCS or FCS transfer will be transferred should they re-apply.

e. **RN/RM Fast Jet Pilots.** In view of the very small number of pilots qualified to fly fast jet aircraft and the high cost and length of training, on successful completion of Operational Conversion Unit (OCU) all pilots serving on an ICS will automatically be transferred to a CCS. Details of the return of service (ROS) for Fast Jet Pilot training are contained in Annex 53C.

f. **RN/RM Rotary Wing Pilots and Observers.** On achievement of Role Performance Statement (RPS), post Operational Conversion Unit (OCU) and successful award of Certificate of Competence (CofC), along with a recommendation from the CO on their OJAR and remaining fully medically fit, all pilots and observers will automatically be transferred to a CCS. Details of the ROS for Rotary Wing Pilot and Observer training is contained in Annex 53C.

g. **Warfare Officer CCS Transfers.** Automatic transfers to a CCS will be offered to officers at the following stages:

(1) On successful completion of any of the following courses:

(a) Fleet Navigation Officer Course (FNO) (SS).

(b) MM/PP Commanding Officers' Designate Course (CODC).

(c) Principal Warfare Officers' (PWO) Course (including pre-PWO technical course).

(2) On achievement of Role Performance Statement (RPS) and receipt of a CO’s recommendation in any of the following: FNO (SM), Mine Clearance Diver (MCD), Mine Warfare Officer (MWO), Fighter Controller (GSX FC), Intelligence (GSX INT), Hydrography (H), and Meteorology Oceanography (METOC).

(3) On completion of first operational tour within the Special Reconnaissance Regiment (SRR) or Defence Humint Unit (DHU).

(4) On appointment as the First Lieutenant of a River Class OPV. Transfer, once an individual has achieved a CQ1 qualification and received a recommendation from the Commander Overseas Patrol Squadron.

(5) Exceptionally, to grow maritime planning capability and to mitigate workforce shortfalls in the PWO cadre, a CCS transfer will be offered to all GSX Officers who complete the Maritime Planning Officer course and who complete a subsequent operational tour.

(6) Ordinarily, these automatic commission transfer opportunities above would negate the requirement for a GS/SM selective commission transfer board. However, in order to retain talent where non-traditional career profiles are evident, all officers in their final 3 years before ICS completion, will be presented to the commission transfer board for consideration, subject to Service requirement.

h. **Warfare Officer FCS Transfers.** Automatic transfers to a FCS will be offered to officers at the following stages:

(1) To PWOs and PWO (SM) watch leaders - on achieving RPS and receiving a CO's recommendation.

(2) To any GS(X) officer on successful completion of Specialist Navigator course (WAR 111 SPEC N).

(3) To X(HM) officers - on successfully attaining H or M Charge, providing they receive a CO's recommendation entered in JPA, are a volunteer for FCS transfer and meet the criteria at Para 4903 sub para b.

(4) To GS(X) officers - on successful completion of a junior SASB1 assignment, subject to receiving a Squadron Commander's recommendation and meeting the eligibility criteria at Para 4903 sub para b.

(5) To Pilots – on completion of qualification as a Qualified Flying Instructor (QFI)/Qualified Helicopter Instructor (QHI) and successful re-categorisation from B2 (Provisional) to B1 (Competent), along with a recommendation from their CO. For those selected as a Fast Track QFI/QHI, they must also meet the eligibility criteria laid out in Para 4915 sub para e or 4915 sub para f before automatically transferred to FCS.

(6) To Observers – on completion of qualification as a Qualified Observer Instructor (QOI) and successful re-categorisation from B2 (Provisional) to B1 (Competent), along with a recommendation from their CO.

(7) To any Aviation officer who successfully qualifies as a PWO(AV), along with a recommendation from their CO.

(8) To any Pilot who successfully completes ETPS, or any Pilot/Observer completing Aero-systems course, along with a recommendation from their CO.

i. **Air Traffic Control (ATC) Officers.** The bearing of ATC officers, including ATC Fighter Controllers, is very small and as such, is susceptible to short term fluctuations and early losses after the lengthy training process. It is necessary, therefore, to safeguard this cadre of personnel by awarding them an automatic transfer to a CCS once they have achieved Competence to Operate status as laid down in BRd 768. As a consequence, SUY ATC officers, who will already have achieved Competence to Operate status as ratings, will be offered transfer to CCS immediately on completion of initial officer training at BRNC. Automatic transfers will be offered to individuals subject to a satisfactory recommendation from their CO on their latest OJAR/Standard Report Form. Should an officer refuse the CCS transfer ('opt out'), they will no longer be considered for a CCS transfer until they formally request, through their CO, to be re-considered. The application will then be processed through the normal selective transfer route.

j. **Barrister Training.** Officers selected for Barrister training whilst serving on an ICS (or equivalent commission) will be committed to an automatic transfer to a CCS 1 month before completion of bar finals/upon successful completion of bar final examinations. The ROS liabilities for Barrister training (see Chapter 53) are unaffected by this automatic transfer.

k. **Logistics Officer CCS Transfer.** Automatic transfer to CCS for all Logistics Officers serving on ICS(12) will be offered on completion/achievement of the following:

(1) Yes recommend (or higher) for Commission Transfer in at least one OJAR.

And either:

(2) Successful completion of the Logistics Professional Command Board (LPCB), as determined by the award of the LPCB competence in JPA.

Or:

(3). Upon substantive promotion to OF3.

l. **Engineer Officer CCS Transfer.** Automatic transfer to CCS for all Engineer Officers serving on ICS will be offered on achieving the JPA competence ‘Charge Qualification’ (Engineer GS/SM) or ‘Certificate of Competence’ (Engineer FAA).

m. **Engineer Officer FCS Transfer.** All Engineer Officers, except TM, will be offered automatic transfer to FCS on substantive promotion to OF3.

n. **Royal Marine Officer CCS Transfer.** Automatic transfer to CCS for all RM OF2s serving on ICS (12) will be offered on achieving the following criteria. Where the criteria are not met but the subject and CoC request consideration, applications must be made in writing to SO1 OCM RM for arbitration. Only compelling cases will be considered.

(1) Yes recommend (or higher) for commission transfer in latest OJAR.

(2) In date for RMFT.

(3) Junior Officer Leadership Programme 2 (DE officers only).

(4) Completed Junior Officer Tactical Awareness Course (JOTAC) or Captain’s Warfare Course (CWC) before or during RY 24/25 (DE officers only). From 1 Jun 25 JOTAC will become the sole criteria for commission transfer

(5) Walcheren Essay (not RMBS officers).

(6) Director of Music Qualification (RMBS officers only).

o. **Promotion to Cdr/Lt Col.** Any officer not serving on a FCS selected for promotion to Cdr/Lt Col will be offered automatic transfer to FCS on the effective date of promotion.

p. **Training Management (TM) Officers.** Transfer to CCS for all Training Management Officers serving on ICS will be automatic on the completion/achievement of the following:

(1) Yes recommend (or higher) for commission transfer in an individual's last 2 OJARs.

Or:

(2) have achieved 60M Credits of the Post Graduate Diploma in either Training Management and Consultancy or Human Resource Development and Training Management, as part of the recognised TM CPD scheme.

Or:

(3) Upon substantive promotion to OF3.

4916. Transfer to Full Commission Stage (Aviator) (Professional Aviator Spine (PAS).

FCS(A) is no longer open to selections wef 1 Apr 25. JSP 754 Part 2 Section 23 covers the policy for all Officer Aircrew (OA) who have been selected and have chosen to serve on the PAS and specifically define the pay arrangements for all officers on this pay spine, otherwise pay for this group is governed by standard regulations.

4917. Commission Extension to Retirement Age 60 (CE60)

a. Commission Extension is a change in Engagement Expiry Date (EED) that extends the current commission stage. The profession and specialisation requirement will be generated annually and controlled by a Maximum Authorised Number (MAuN) - sometimes the MAuN will be zero. CE60 will take one of two forms:

(1) Officers serving on an FCS may have their commission stage extended up to age of 60.

(2) Officers serving on an ICS/IC or a CCS/CC that expires on their 55th birthday[8] may be selected to serve out the balance of their commission stage up to a maximum age of 60. Should an officer's commission not extend to age 60, selection for service beyond age 55 will include an automatic transfer to the next applicable commission stage (CCS/FCS).

c. Although not a commission transfer, the same principles outlined at 4901-4914 for commission transfers (for eligibility, medical fitness, confirmation, and refusal etc) apply for CE60.

[8] This will generally apply to the SUY/SCC cadre or other late entries to the Officer Corps e.g. Chaplains.

d. **MR Officers.** To be considered for CE60 MR officers must also not be identified as a Long Term Non-Participant.

e. **OF4 Selected for Promotion.** The principle of boarding in the appropriate rank for future employment (4906.b) applies equally to Officers who have been extracted from the OF5 promotion pool but have not promoted prior to an OF4 CE60 board. To ensure the workforce requirement is captured accurately, candidates who have had their promotion to Capt RN/Col RM approved by 1SL (Ch 66 Annex A para 3.e), will not be presented at the CE60 in their substantive rank. These candidates will move to Senior Officer Compulsory Retirement terms (Ch 66 Annex A para 3.g) on promotion. Officers who remain in the OF5 promotion pool but have not been extracted, will remain eligible for OF4 CE60.

SECTION 2

RATINGS AND OTHER RANKS - LONGER ENGAGEMENTS

4918. Transfer to Engagement Stage 2

a. Ratings and other ranks join on a 12-year Engagement Stage 1 (ES1). A transfer to Engagement Stage 2 (ES2) is awarded automatically when a rating or other rank has qualified in all respects for substantive promotion or advancement to Leading Hand or Corporal RM, i.e. they have passed all requisite professional and leadership courses, is in date for RNFT, is recommended as suitable and has reached the Common Promotion Date (CPD). An ES2 extends a rating/other rank's career to 20 years' length of service or age 40, whichever is later, in alignment with the AFPS 15 Early Departure Payment (EDP) point.

b. From 1 Jan 24, medical personnel[9] are to refer to JSP 755 Part 2 Vol 2 – Unified Career Management (UCM) harmonised TACOS.

c. Engagement extensions for medical Ratings under UCM has seen the link between Rank and engagement removed. For medical personnel, the most beneficial option between harmonised UCM or legacy TACOS will apply e.g. personnel may receive an engagement extension on completion of 2 years post Phase II training rather that aligning to promotion to OR4.

4919. Transfer to Extended Career at end of ES1

Ratings and other ranks who do not achieve substantive promotion to Leading Hand or Corporal will not be eligible for transfer to a ES2 but may have their career extended on ES1 past the 12-year length of service point via on the following mechanisms, though the Service requirements for such action are expected to be small:

a. **An Extended Career (EC).** Current regulations governing EC will continue to apply. Periods of EC are offered for a specific Service need and selection is based primarily on future employability.

b. **An Extension of Service.** In accordance with the rules at Para 4925.

c. **A revised Engagement Expiry Date (EED).** An AB/Mne who has not been able to qualify for selection for promotion to LH/Cpl e.g. due to Service reasons, maternity leave, career intermissions or a previous medical downgrade, may apply to have their career extended through a delay to their EED, thereby allowing them further time on ES1 to qualify for selection. PPLAN SWPR SO1 will ultimately decide whether such applications are approved, based on the prevailing workforce requirements.

[9] Excluding Medical Assistants as they are not currently under UCM harmonised TACOS.

4920. Transfer to Engagement Stage 3

a. **Introduction.** ES3 is awarded by selection and strictly to meet the needs of the Service. Service will be on identical terms to an Extended Career or 2OE, initially for 5, 10 or 15 years and thereafter in 5-year blocks. The final block offered which would take an individual's time in service to age 60 can be less than 5 years but must be at least 1 year in length. Individuals currently serving on an EC or 2OE (or an Extension of Active Service (EOAS) in the case of other ranks) will complete their current period but any offers of further service will be on ES3.

(1) Those serving on an ES2 who are not selected for transfer to ES3 may continue to serve past the 20 year/age 40 point on an EOS to meet a specific Service need. They will continue to be eligible for selection and late transfer to an ES3 from their EOS. Likewise, those who are selected for an ES3 but not for service past their initial 5, 10 or 15-year period on an ES3 may be selected to serve instead on an EOS to meet a specific Service need. They will continue to be eligible for selection and transfer from an EOS back to ES3.

(2) In accordance with Para 6705 sub para a, individuals serving on an ES3 will be eligible for promotion whereas those serving on an EOS will not in accordance with Para 6705 sub para d.

b. **Selections for ES3.** Transfer to an ES3 will be by selection at a Board convened annually by the Ratings' Promotion Section in Mar/Apr for senior ratings and Sep/Oct for junior ratings. Periods of ES3 are offered for a specific Service need, therefore there will be no opportunity to transfer between specialisations or branches, or between Submarine Service and General Service (or vice versa) unless it is in the interest of the Service or there are exceptional circumstances (such as medical reasons) to consider a change. The Royal Marines Other Ranks ES3 Board will be convened in Mar/Apr annually. Any other specific service need concerning the period of ES3 will be detailed in the ES3 signal.

c. **Eligibility.** All ratings and other ranks will be considered automatically for an ES3, or further ES3 (as required by Branch Managers), provided they:

(1) Are serving in the last 4 years of an ES2/FC/OE (or an extension of such – see also Para 4932 sub para e) or are on an ES3/EC which expires after the end of the calendar year in which the Selection Board sits. This includes those ratings who have submitted Notice and who would have been serving in the last 4 years of a regular engagement which would have expired after the end of the calendar year in which the Selection Board sits had it not been for the submission of Notice. Eligible ratings who have submitted their Notice must still be serving on the day after which the transfer board sits in order to be presented.

(2) Are recommended for further service on their latest SJAR.

(3) Are not serving on an EoS to fulfil a specific non-liability commitment outside of their profession/specialisation and are permanently removed from specialisation workforce requirement as agreed by PMs, CMs and the SP via an S61 and

d. **Quotas.** The Strategic Workforce Planner, in conjunction with Branch Managers, will formally set the requirement for the numbers of ES3 per rank and specialisation. This quota system is used to establish numbers of ES3 vacancies for each specialisation and rank; taking into account the numbers eligible for transfer, promotion prospects and the overall Service requirements. The quotas will also include vacancies that could be offered fairly to re-entrants who, having completed a 20-year ES2, 18-year FC or 22-year OE, are serving on an extension of service (see Para 4925).

e. **Basis of Selection.** Selection is based primarily on future employability and potential candidates should be aware that failure to acquire certain specific professional qualifications might significantly reduce their chance of selection. Candidates who have been selected for promotion but are yet to be substantively promoted will be presented at the board for the higher rate/rank, as the whole or majority of an ES3 will be served in the higher rate/rank, thus ensuring the workforce requirement is captured accurately. Further details can be provided by the relevant Branch Manager.

f. **Reserve Selection.** In order to meet unexpected shortfalls arising from a lower than anticipated acceptance rate, a limited number of reserve selections may also be made at the same time as the main selections. These selections will not be announced unless subsequently called forward. Reserves who are not called forward will be considered for reselection at the subsequent Boards if still eligible for ES3; any previous reserve selection will be lost.

g. **Offer Acceptance and Refusal.**

(1) Ratings/Other Ranks selected for further service on an ES3 will be notified via My Navy/SCIO and by a notification posted on DefNet. The notification will specify the new engagement expiry date, a date which is non-negotiable, and a deadline (approximately 2 months from date of notification) by which individuals can ‘opt out’ if they so choose. After the 2-month deadline has passed, provided no ‘opt-out’ request has been received, selectees will be transferred to their new ES3 contract subject to medical fitness as recorded in JPA (Para 4904) and continued recommendation (para 4923 sub para j).

(2) Ratings/Other Ranks are permitted to ‘opt-out’ and should discuss this with their Chain of Command. Individuals not wishing to accept ES3 should ‘opt-out’ by the published deadlines laid down in the ES3 notification. Where an individual chooses to ‘opt-out’, the ES3 offer will be withdrawn. Individuals who decide to ‘opt-out’ will be considered at the next ES3 board providing they are eligible in all respects in accordance with Para 4923 sub para b and are recommended by the CO on their latest SJAR.

h. **Effect on an Individual's Termination Date.** Provided no 'opt-out' request has been received, an individual's original/current Termination Date is cancelled, and they lose their right to leave on that date. The new Termination Date will be that offered in the ES3 notification and they will have to submit Notice and serve out the 12-month period if they wish to leave the Service before the end of the agreed new ES3. For engagement purposes, the period of an ES3 starts on completion of the original ES2/FC/OE.

i. **Medical Fitness Requirement.** See Para 4904.

j. **Withdrawal of an ES3 Offer.** If, during the period between an offer of further service on an ES3 being made and its commencement, the CO considers that an individual's performance has deteriorated due to misconduct or other serious reason (e.g. resulting in the award of a career check, warning, disrating or reversion) to the extent that the individual is no longer recommended for further service, this should be brought to the attention of the Ratings' Promotion Section for their consideration of the withdrawal of the ES3 offer. If the offer is withdrawn, the individual concerned will no longer be considered for an ES3 unless the CO considers that their personal and professional standards have improved to the point where they are deemed to merit a recommendation for ES3 once more.

k. **Active Service.** Ratings and other ranks serving on an ES3 will remain on active service and will retain any sea service liability (where applicable) although every effort will be made for the final 6-12 months of service to be served in a shore position - see also Para 5916.

l. **Unsatisfactory Ratings and Other Ranks**

(1) **Discharge to Pension.** Ratings or other ranks serving on an ES3 may be given 12 months' Notice of discharge to pension when their performance in any respect of their duties, possibly for reasons outside their control, falls below the level normally expected of their rank and seniority, but not to the extent where is such that they would be a candidate for discharge SHORE (see Para 5442). Before giving Notice to a rating or other rank, a CO should preferably have 6 months' knowledge of the individual's performance.

(2) **Warning and Process.** Ratings or other ranks are to be warned at the time Notice is given that their performance will be reviewed in 6 months' time. If there is a marked and sustained improvement in performance during this period, the CO may withdraw the Notice. Where there is no such improvement, the CO is to seek the approval of the Fleet Commander or Flag Officer for confirmation of the rating's or other rank's discharge to pension on completion of 12 months' Notice. The application, which is to contain the full circumstances of the case and be accompanied by the individual's full Service Documents, is to be forwarded to Navy Command Headquarters Casework Cell (see Annex 1E) for consideration by the Fleet Commander through the appropriate Administrative Authority and copied to the Career Manager. The application must also contain confirmation that the rating or other rank has been reminded at this point of their right to present the case and, if they elect to do so, their presentation must also be forwarded with the application.

(3) **Early Release when under Warning of Discharge.** A rating or other rank given Notice under this regulation may apply to be released early. Approval will be authorised by the appropriate Career Manager, subject to the needs of the Service.

(4) **Reversion at Own Request.** If a rating or other rank, other than a Warrant Officer, has been promoted while serving on an ES3, they may apply to be considered for reversion at their own request as an alternative to discharge to pension. Any such request is to be forwarded for consideration when the application for confirmation of discharge is submitted.

4921. Employment on Professional Aviators' Spine (PAS) – Non-Commissioned Aircrew

a. **Terms of Employment.** PAS is no longer open to selections wef 1 Apr 25. JSP 754 Part 2, Section 24 details the policy for all NCA / Army Air Corps (AAC) NCO Aircrew who have been selected and have chosen to serve on the PAS and defines the pay arrangements for all non-commissioned aircrew (NCA) personnel on the Professional Aviators' pay spine (PAS) / Pilot Employment Scheme (Army) (PES(A)), otherwise pay for this group is governed by standard regulations

b. **Medical Downgrading.** PAS NCA personnel who are temporarily medically downgraded will remain on the PAS. PAS NCA personnel who are permanently downgraded to a medical category that prevents them from being employed under the PAS NCA terms of employment, however, will be withdrawn from PAS NCA. In these circumstances, personnel will be offered a transfer back to the main aviation career stream (workforce requirement permitting) and reversion to APS2 and PS(A), or medically discharged from the Service.

c. **Promotion.** PAS NCA personnel remain eligible for promotion in competition with their non-PAS NCA counterparts. PAS NCA personnel who are promoted will not receive a pay rise as rates of pay on PAS NCA are determined by length of service rather than rank. Selection for PAS NCA will render the selectee ineligible for commissioned rank. However, should an individual wish to pursue commissioned rank, they will be transferred to the main pay spine on commencement of Officer Training or to APS1 if transferring to Pilot or Observer.

d. **Pay and Pensions.** Further details of pay and pensions for PAS NCA personnel can be found in JSP 754 Chapter 4 Section 7; JSP 764 (AFPS 05) and JSP 854 (AFPS 75) should also be consulted.

SECTION 3

EXTENSIONS OF SERVICE

4922. Introduction

Personnel may apply or be invited to apply to extend their service beyond the normal length of their commission/career/engagement or compulsory retirement age for various reasons. Opportunities for some extensions will depend on the shortage in applicants' professions, arms and specialisations and the individual's suitability and medical fitness. Before making formal application for an Extension of Service (EoS), which is not to be confused with transfer to a longer commission (see Section 1) or selection for an Engagement Stage 3 (see Para 4920), individuals should check current requirements with their Career Manager. The following information refers primarily to Regular Service personnel. For members of the Maritime Reserve (RNR and RMR), see BRd 3(2).

4923. Types of Extension

The principles for eligibility and appropriateness contained within this **must be applied to all EoS requests**.There are two principal types of Extension of Service, both of which are the responsibility of the Career Manager to administer and approve:

a. Full EoS – these are awarded when there is a requirement for the service person to be employed in a specific role for a full permanent assignment, normally for 24 – 36 months, and particularly where there are workforce scheduling issues, the cadre is considered a Workforce Capability Gap or if the SP has deep specialist skills or knowledge where there is a shortage.

b. Short term EoS – these are awarded when there is a need to extend a service person beyond their commission/engagement/career, largely for administrative purposes. These can include (but not limited to):

(1) To complete two years' service in a higher rank if subject to APFS75. The requirement to serve for 2 years in the higher rate is no longer a condition of promotion, however, under AFPS75, a minimum of 2 years' service is still required in the higher rank to safeguard a final pension in the higher rank (see Para 6706).

(2) Following an Early Termination request. Individuals who have submitted 12 months' Notice to leave the Service may apply for an EoS; if the reasons are deemed to be exceptional, a short EoS can be approved.

(3) To complete time for pension or gratuity for unpaid leave or unpaid service for officers, ratings and other ranks who have forfeited pensionable service, whether it be for unpaid leave, unpaid service or a Career Intermission. A delay in an individual's exit date that is equal to the length of the period of unpaid absence may be requested.

(4) When an individual's commission/career/engagement ends whilst serving overseas. Individuals who are entitled to claim their discharge on completion of their current commission/career/engagement before they have completed their period overseas may volunteer to remain overseas to complete their final tour.

(5) To complete Graduated Resettlement Time (GRT). An EoS may be granted to individuals who have insufficient time to complete all or part of their GRT allocation as a result of Service reasons. For further details about the GRT scheme, see JSP 534 (Tri Service Resettlement Manual).

(6) Following a Royal Navy Medical Employability Board (RNMEB) decision to discharge an individual from the Service on medical employability grounds. An EoS may be sought to allow the individual to undertake or complete further medical treatment, rehabilitation, resettlement and/or similar activities.

(7) In order to fulfil a training Return of Service requirement if an individual does not have sufficient time left to serve on their existing engagement (see Para 5304 sub para f).

4924. Situations In Which An EoS Is Not Appropriate

a. An EoS should not be awarded in the following cases:

(1) To undertake an ES3. Individuals will not be given an extension in order to have sufficient time to complete an ES3 under any circumstances.

(2) To delay the release of Medically Downgraded individuals. There are no grounds for delaying an individual's release from the Service when they are medically downgraded (see BR 1991 (Instructions for the Royal Naval Medical Service) Para 0829 e).

4925. Eligibility for an EoS

a. Officers serving on any commission and ratings/other ranks serving on any regular career or engagement may apply for an EoS.

b. Applicants must be certified as medically fit for service (normally medical category MFD A4L1M1E1). Applications from individuals in restricted medical categories may be considered in exceptional circumstances. See BRd1750A paras 0120 and 0117 for further information regarding reduced JMES.

c. Applicants should not have submitted an application for Early Termination unless there are exceptional circumstances as determined by the CM. When a service person cannot be given their prescribed shore service prior to leaving the service because of operational priorities a short EoS can be offered to give them the additional time for GRT and TL (see para 5916)

d. Applicants should be able to complete their EoS by the age of 60 (but see Para 4927 sub para b (3), for service beyond age 60 in exceptional circumstances).

e. Extensions to an ICS must not take officers beyond a maximum of 14 years' service under any circumstances. Similarly, the normal maximum extension which may be granted to officers serving on a CCS (or equivalent commission) is 5 years. The following cadres on ICS are also subject to thresholds:

(1) Medical and Dental officers on a 6 or 7-year ICS (or equivalent commission) may be extended up to 14 years' service.

(2) QARNNS officers on a 6-year ICS (or equivalent commission) may apply to extend their commission up to 8 years' service.

(3) Chaplains on a 4 or 6-year ICS (or equivalent commission) may be extended up to 10 years' service.

4926. Timing of an EoS Application

The timing of an EoS application is generally from 4 years to 1 year before the individual's current Engagement Expiry Date (EED). At this stage, it will usually be possible for a CM to predict shortages, which may generate a requirement for an EoS. In specific professions that are predicted to be in deficit, however, applications will be considered earlier than 4 years before the individual's current commission/career/engagement expiry date. The refusal of such an early application is no bar to subsequent applications closer to the individual's retirement age. Applications will also be considered exceptionally at less than 1 year before the individual's current commission/career/engagement expiry date but will not be considered once an individual has commenced their terminal leave.

4927. Staffing and Approval of an EoS Application

a. **Application.**

(1) After discussion with their CM, an individual wishing to apply for an EoS should complete a RN Form S61, which can be found under 'Forms (Royal Navy)' in the A-Z of the Royal Navy SharePoint site, and forward it through their Commanding Officer to the appropriate CM. In the case of Chaplains, EoS applications should be sent directly to the Chaplain of the Fleet or, where appropriate, to the Principal Chaplain.

(2) An individual's Medical Documents are to be scrutinised and a signature from a Medical Officer required on Form S61 declaring whether the individual is fully fit to continue in service in any part of the world and giving details of any restricted medical category (not required for a Career Manager EoS). See flowchart at Annex 49B.

(3) Applicants should have a recommendation on their suitability for further service on their current AR (if the recommendation is not articulated or the AR is more than 6 months old, a special AR should be raised).

b. **Authority to Approve an EoS.**

(1) SO1 CMs (officers) and SO2 CMs (ratings) have delegated authority to approve EoS. Authority for granting an EoS for RM Other Ranks lies with the RM Corps Drafting Officer (CDO). All EoS applications should be staffed appropriately, assessed against the eligibility criteria in para 4925 and must be approved in conjunction with advice from the relevant Professions Managers.

(2) **Post NSMEB.** Authority for granting an EoS to allow an individual to undertake or complete further medical treatment, rehabilitation, resettlement and/or similar activities rests solely with the appropriate Dir P&T Strategic Workforce Planning team.

4928. Withdrawal of an EoS Offer

An EoS offer may be withdrawn in the period between an EoS offer being made and its commencement in the following circumstances:

a. If a Commanding Officer considers that the individual's performance has deteriorated due to misconduct or other serious reason (e.g. a career check, warning, disrating or reversion, warning) to the extent that the individual is no longer considered to be suitable for further service, they should raise their concern with the Career Manager and, if appropriate, ask for them to consider withdrawing the EoS offer. If the offer is withdrawn, the individual will not be considered further for an EoS unless the Commanding Officer considers that the individual has attained and maintained the required personal and professional standards to the point where the individual could be recommended for an EoS again.

b. If an individual has been granted an EoS with the sole intention of carrying out a specific specialist role but subsequently refuses an Assignment Order.

4929. Applicable Terms of Service Whilst Serving on an EoS

a. **Assignment.** All medically fit personnel will be fully assignable on an EoS.

b. **Early Termination.** Normal ET rules apply to personnel who have been accepted for, or who are serving on an EoS.

c. **Conduct of Ratings who have Served For More Than 20 years (on an ES2), 18 years (on an FC) or 22 years (on a OE1) Pensionable Service.** Such individuals whose conduct results in their being considered for Discharge SHORE for inadequacy should be dealt with in accordance with Para 5443 a (3) sub para (c)

d. **Recruitment Retention Pay (RRP).** RRP will be paid only in accordance with JSP 754 Ch 5 Sect 2.

e. **Terminal Leave.** When there is no break between completion of normal service and the commencement of an EoS, terminal leave is deferred until completion of the EoS and will not exceed the maximum of 20 working days. Where EoS follows a break in service, there is no entitlement to any further terminal leave.

f. **Terminal Benefits.** See JSP 754.

ANNEX 49A

RN/RM FULL COMMISSION STAGE (AVIATOR) (FCS(A))

1. Introduction

The FCS(A) is no longer open to selections wef 1 Apr 25. JSP 754 Part 2 Section 23 covers the policy for all Officer Aircrew (OA) who have been selected and have chosen to serve on the PAS and specifically define the pay arrangements for all officers on this pay spine, otherwise pay for this group is governed by standard regulations. FCS(A) and its associated Professional Aviators' pay Spine (PAS) is a financial incentive designed to retain aircrew in flying or flying related assignments, at or beyond their IPP/EDP. Following the introduction of Aircrew Renumeration (ARem), personnel on an FCS(A)/FTC(A) are not eligible for Aircrew Pay Spine 1 (APS1) or Professional Supplement (Aircrew) (PS(A)) as their basic rates of pay are enhanced to recognise their aircrew skills and restricted employment specifically in flying and flying related assignments.

2. Flying and Flying Related Assignments

A flying assignment requires an individual to undertake flying duties and maintain current flying practice. A flying related assignment includes, but is not limited to, aviation management and supervision at sea or ashore, aviation regulatory, safety and assurance roles, Operational Tours or aviation staff positions which do not necessarily require the incumbent to undertake actual flying duties.

3. Employment

FCS(A) officers will generally be employed in flying or flying related aviation positions with the primary focus in the cockpit at sea and ashore. Although individuals will remain eligible to compete for selection to AASB1 assignments and promotion, subject to meeting the relevant pre-requisite qualifications, aviation executive and command assignments will generally be limited only to those occasions when it is in the Service interest. Due to the decoupling of rank from pay there may also be occasions when an FCS(A) Lt Cdr will be assigned to an aviation post normally allocated to a Lt to provide additional expertise or experience.

4. Promotion

a. **Promotion from OF2 to OF3.** Lieutenants RN and Captains RM on FCS(A) remain eligible for promotion to Lieutenant Commander and Major respectively and compete alongside Lieutenants RN and Captains RM on a CCS/CC, FCS/FTC. If selected, they will remain on FCS(A). FCS(A) OF2 personnel who are promoted to OF3 will not receive a promotion related pay increase.

b. **Promotion from OF3 to OF4.** Lieutenant Commanders and Majors RM on FCS(A) are eligible for promotion to Commander and Lieutenant Colonel respectively and compete alongside Lieutenant Commanders and Majors RM on a CCS/CC and FCS/FTC. Officers who accept promotion will move to Main Pay plus PS(A) on the day they promote. Officers who elect to remain on FCS(A) will be deselected and will not be considered at the next annual promotion selection board following refusal. Officers will be presented to promotion boards thereafter providing that they continue to meet the eligibility criteria. Officers selected for promotion are required to notify their Career Manager in writing of their intentions within 30 days of the promotion signal.

c. **CE60 and Promotion to OF4.** FCS(A) Officers who are selected for promotion to OF4 will maintain CE60 if previously selected.

5. Reversion from FCS(A) to CCS/FCS

Should personnel wish to revert from FCS(A) to CCS/FCS, having already transferred to CE60, they will remain on that career extension. Officers who move onto APS1 and PS(A) on the day the revert to CCS/FCS.

6. Pay Structure

a. The rates of pay for PAS officers are recommended annually by the AFPRB and promulgated by CDP Remuneration in a Directed Letter.

b. The PAS is a sequence of 35 increments on one range that provides scope for yearly Incremental progression. Pay on the PAS is based on length of service rather than rank although pay bars exist for the following:

(1) At increment level 30 for all OF2 aircrew[1]

7. Pensions

a. Under AFPS75, pensions for PAS personnel will be enhanced by adding a daily supplement to the standard representative rank-based pension that an individual is entitled to on leaving the Services. This will be the CS standard representative rank-based pension. The supplements will be calculated each year to reflect the pension headroom differential between the normal maximum representative pay rate for rank and the maximum pay point on the PAS that an individual can reach. The appropriate daily supplement will be earned for each day of service on the PAS, provided that a minimum of five years paid and pensionable service on PAS terms has been given before retirement. The pension supplements are promulgated annually by Directed letter.

b. Personnel on AFPS 75 who exit the Service prior to completing five years' service on the PAS will receive the standard CS representative rank-based pension. Personnel should consult JSP 854 for further information.

c. Pensions for those serving under AFPS 05 will be based on the final pensionable salary; no supplements are payable under AFPS 05. Personnel leaving the service prior to age 55 will qualify for an EDP. Personnel should consult JSP 764 for further information.

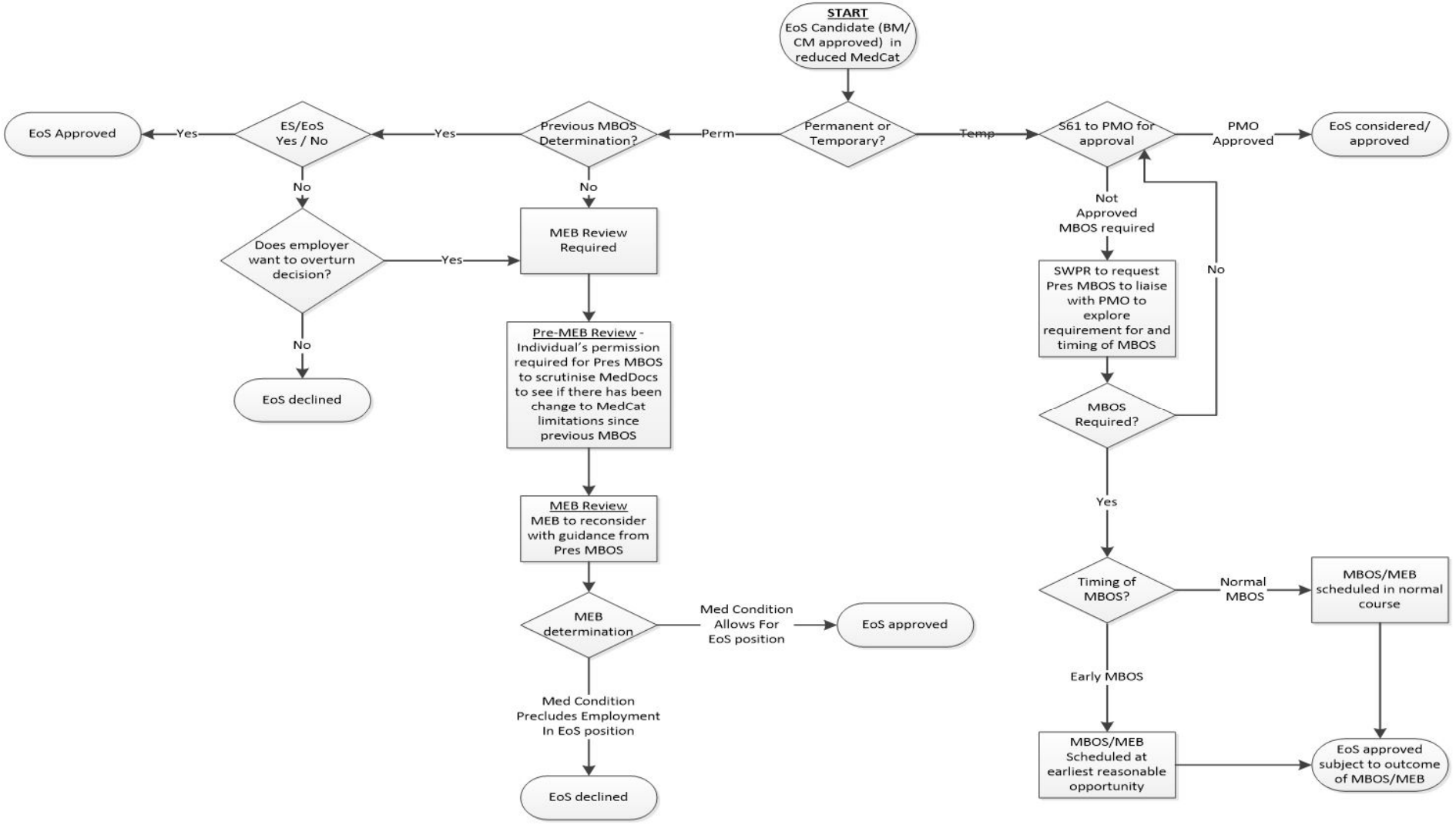
d. Pensions for those serving under AFPS 15 will be based on 1/47th of their annual pensionable salary dictating their final pension pot value. Personnel leaving the service prior to age 60 will qualify for an EDP. Personnel should consult JSP 764 for further information.

[1] OF2 aircrew who transferred to the PAS on or before 31 Mar 10 remain eligible to continue to increment level 35.

e. FCS(A) and CE60 have significant implications to pension benefits, and all personnel considering application for transfer should consult the Armed Forces Pension Calculator and seek independent financial advice to ensure they fully understand any personal financial impact.

ANNEX 49B

MEDICAL FITNESS FOR FURTHER SERVICE - FLOWCHART



CHAPTER 50

PROMOTION TO OFFICER BY RATINGS AND OTHER RANKS

(Sponsor: NAVY PEOPLE-WFPM ENG AE SO1)

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CHAPTER 50

PROMOTION TO OFFICER BY RATINGS AND OTHER RANKS

SECTION 1

GENERAL

5001. Schemes

a. Commissioning schemes are designed to provide opportunities for the promotion of ratings and other ranks on the Trained Strength to commissioned rank. Three In-Service Commissioning (ISC) pathways have been developed which provide access to all personnel throughout their career and builds upon the formal leadership training already delivered in-service. The pathways are: Initial, Intermediate and Advanced.

b. The Upper Yardman (UY) and RM Corps Commission (CC) schemes were designed to provide early opportunities for promotion to commissioned rank. For more experienced ratings and other ranks, there were the Senior Upper Yardman (SUY), the Senior Corps Commission (SCC), and the Warrant Officer Class 1 Commissioning (WOCS) schemes. Entry to the UY, SUY and WOC schemes is now closed to new applicants. Those already registered with the Recording Authority (RA) will remain eligible for selection, but where Phase 1 training has not yet commenced, they will align with the appropriate point of entry of the ISC pathways. The CC and SCC schemes will be reviewed to align with the ISC pathways but remain open to new applicants in the interim. Details of the closed UY/SUY/WOCS and the extant CC/SCC schemes were published in Annex 50M Version 7 (effective Mar 26) which has now been archived (available from Navy Warfare Publications).

5002. Selection

All officer candidates must pass selection by the AIB, which acts as the primary method of determining officer potential for these cadres, additionally those applying for a technical profession from a non-technical source profession must complete the Defence Aptitude Assessment (DAA) and achieve the score required for their chosen profession/specialisation. Those candidates recommended by the AIB are subsequently considered for selection to enter Britannia Royal Naval College (BRNC) Dartmouth, by a Final Selection Board (FSB). Selection Boards take place by profession or specialisation, chaired by the OF4 Profession or Career Manager of the profession or specialisation concerned along with two further OF3 board members, one of whom is to be independent of the Profession/Specialisation (for UCM the board must include input from the RN Profession Manager or a nominated representative). Selection is subject to the requirements of the Service and extraction limits may be placed on certain ranks/specialisations by the Profession Manager to protect the health of that cadre, as such the probability of selection to BRNC may vary depending upon profession/arm/specialisation.

5003. Profession and Specialisation

Ratings and other ranks may apply to be considered for any officer profession and, where appropriate, arm and specialisation, providing that they are able to satisfy the entry requirements. Their first choice of profession/arm/specialisation does not preclude them from being assessed for alternatives when appearing before the AIB. The offer of a commission may also be conditional on accepting service in submarines.

5004. Commissions

a. Successful candidates will be selected for an ICS of 12 years (or to age 55) with the exception of QARRNS, Environmental Health Officers and Allied Health Professional Officers, for whom the ICS will be 6 years. Where applicable, those commissioning via In Service Medical Officer will join the Medical Cadetship at Year 3 of training and follow this pathway[1] (see also sub para d). Warrant Officer Class One (including SCWO) will be awarded either an ICS of 12 years, or service to age 60 whichever ends sooner.

b. Those who commission through the ISC process will be awarded seniority as shown in the tables below:

Table 50-1. Seniority Awarded for Royal Navy ISC Candidates

Reckonable service for engagement purposes	RN rank/seniority on entry (X, E, L)	Time to promotion to Lieutenant (Promotion requirements as laid down in BRd 3(2) are to be met prior to promotion to Lt RNR)
Un-Trained Strength	Midshipman (considered direct entrant)	42 months
Ratings under 2 years	Sub Lieutenant with 0 months seniority	30 months
Ratings below WO1 with over 2 years	Sub Lieutenant with 12 months seniority	18 months
Ratings below WO1 with over 12 years	Sub Lieutenant with 12 months seniority and on promotion to Lieutenant awarded an additional 6 month's seniority	18 months
WO1s	Sub Lieutenant with 18 months seniority and on promotion to Lieutenant awarded an additional year's seniority	12 months
SCWO	Lieutenant with 12 months seniority	N/A

[1] Medical cohorts are subject to RN and Unified Career Management (UCM) harmonised Terms and Conditions iaw JSP 755 Part 2 Vol 2.

c. **QARNNS Officers.** The rank and seniority of QARNNS officers is based on relevant post-registration experience. As a minimum, individuals enter as a Sub Lieutenant but can qualify for additional seniority depending on their post-registration experience. The first two years of post-registration experience is counted in full, with the remaining years of relevant experience counted in half, up to a maximum of 6 years e.g. an individual with 4 years' post-registration experience would gain 3 years' seniority on entry (the first 2 years counting in full, with the remaining 2 years counting as 1 year's seniority). Individuals who qualify for less than 4 years' additional seniority based on the above calculation will enter as a Sub Lieutenant, with the appropriate seniority. Entrants who are entitled to receive more than 4 years' seniority on entry will enter as a Lieutenant, with a maximum seniority of 2 years in the rank.

d. **Medical Officers.** Where applicable, those personnel selected for commission as a Medical Officer from within Service will transfer to the Medical Cadet Scheme at Year 3. Personnel who are selected for training will remain on their existing pay spine for source branch during years 1 & 2 of training in Medical School. For years 3–5, personnel will be paid from the Main Officer Pay spine at OF1 with assimilation to the appropriate increment unless this is lower than the current pay. ISC should not be expected to be granted additional seniority, however at the point of transfer to the Medical Cadetship this may be considered iaw relevant policy (BR3d(1) and JSP 755) by RN REM.

5005. Commission Transfers

Time and recommendations permitting, there will be opportunities to be considered for transfer to longer commissions, e.g. to a Career Commission Stage (CCS), with the further opportunity of then transferring to a Full Commission Stage (FCS). Transfer to a longer commission is by selection. Officers who cannot complete a commission stage will retire upon reaching their retirement age. Specific information on commission transfers can be found at Chapter 49.

5006. Phase 1 training requirements

Candidates will not be required to repeat Initial Naval Training (Foundation) (INT(F)) at HMS RALEIGH, they will enter BRNC at a prescribed point based upon the leadership training undertaken in-service as rating as shown in Table 50-2.

Table 50-2. ISC Phase 1 entry points

ISC Pathway	Minimum course completed (note 1)	Phase 1 officer training requirement
Primary	Nil	Officer Commissioning Course Phase 1B & 1C
Intermediate	Leading Rates Leadership Course / Level 2 Leadership Course	Officer Commissioning Course Phase 1C (note 2)
Advanced	Senior Rates Leadership Course / Level 3 Leadership Course	Advanced Commissioning Course (note 3)

Notes:

1. This must include 12 months experience in gainful employment post course. This includes assignments in workforce requirement driving (permanent) positions, and temporary positions including augmentation and operational tours, but not in margin positions.

2. To enable completion of joining administration, candidates will join BRNC one week prior to the start of Phase 1C.

3. This course is currently in development, until it is ready for delivery those on the Advanced pathway will complete Phase 1C along with those on the Intermediate pathway.

5007. Unit Actions for Candidates

a. **Identification of Candidates.** Commanding Officers (COs) of ships, establishments and units are to make special arrangements to bring these regulations periodically to the notice of Divisional Officers/SJAR Reporting Officers. In addition, they are to explain the details to ratings and other ranks who may wish to be considered as candidates. Potential candidates are to register their interest with both the RA of their current profession and the RA of their potential future profession. The candidate is to submit a request to transfer profession, in accordance with BRd 3(1) Para 5126. Once both the donor and receiving Profession Managers have accepted the transfer request and manning clearance is given, the candidate may be considered an ISC candidate for the new profession. The candidate will be managed by the receiving profession RA from this point on. Further advice may also be sought from the relevant Profession Manager(s). It is of paramount importance that potential candidates are identified early in order for them to take full advantage of commissioning schemes.

b. **Encouragement.** Candidates are to be given every encouragement, help and advice to reach the required standards, COs are encouraged to endorse applications at the earliest opportunity allowing the AIB and subsequently the FSB to determine a candidate's suitability and readiness against others.

c. **Briefing.** It is the responsibility of COs and Recording Authorities (see Para 5007 and Annex 50A), who maintain a list of candidates, to ensure that individuals are fully briefed on the full range of opportunities available and that they have realistic expectations of the schemes. See also Annexes 50B to 50F for briefing on career expectations in each profession and/or specialisation.

5008. Recording Authorities Organisation

Each officer profession or specialisation listed at Annex 50A has a separate staff officer (Recording Authority) who maintains a list of candidates, collates Commissioning Reports (CRs) and is authorised to communicate directly with COs, relevant Profession Managers and Training Pipeline Managers as necessary. The Recording Authority is responsible for:

a. Verifying from the initial registration to the candidate's entry into BRNC or CTCRM that they are, and remain, eligible.

b. Monitoring a candidate's progress towards promotion to officer.

c. Ensuring that the candidate's educational qualifications have been authenticated by the Education Officer of the unit and shown on JPA.

d. Liaison with the ship or establishment and the AIB.

e. Advising candidates and Divisional Officers on procedures and regulations, providing advice as required including probability of success, consulting the relevant Profession Manager as necessary.

f. Maintaining oversight of candidates interested in commissioning within their profession, and those potentially transferring in from other professions, and out of the profession to others through the CW process.

g. Actively promoting the ISC schemes and promotion to the Officer Corps for certain deep specialist specialisations, such as C, AV or RN Police, to appropriate senior ratings who are eligible to be recruited and promoted to these specialisations.

h. Acting as Secretary to the relevant Selection Board.

Reporting Officers are encouraged to comment on the activity of those undertaking the role of Recording Authority in their annual appraisal. The appropriate Profession Manager can be approached to provide evidence where necessary.

5009. Reporting Procedures

See Chapter 57.

5010. Admiralty Interview Board

a. **Applications.** All candidates are eligible to sit their AIB Multistage Assessment process. For those applying from a non-technical, to a technical profession this is predicated on successful completion of their Defence Aptitude Assessment (DAA). The AIB is a virtual platform assessment meaning personnel do not need to be MFD to undergo this process. All candidates are to be nominated by completion of Annex 50G form which is to be submitted to the relevant Recording Authority located at Annex 50A. Recording Authorities will make note of the candidates' details, check their eligibility and upload the document to the AIB RA Teams Channel before notifying the AIB Operations team. While candidates are able to complete the AIB Multistage Assessment process in any Medical Category, they must meet the medical criteria to promote to the officer core in line with Chapter 50, para 5014. In the event that a candidate wishes to apply for a different Profession/Specialisation preference prior to attending AIB they must complete a further Annex 50G.

b. **Process.** It is the responsibility of the AIB Operations Team to liaise with candidates to facilitate their DAA. Once a candidate passes the DAA, candidates will normally be informed of the date of their AIB Multistage Assessment process at least one month in advance. All candidates will receive a link to RITS, which they must open and complete in order to proceed with their application. The AIB Operations Team will upload the completed electronic copy of the Annex 50G to the candidate's RITS account. The normal waiting time for an AIB is no more than 3 months. Recording Authorities will liaise with the AIB Operations Team and candidates to deconflict any front-line requirements to enable completion of AIB in time for the profession/specialisation Final Selection Board (FSB) where necessary. The AIB Operations Team will also liaise with In-Service candidates to establish candidate availability, prior to loading the candidate to the AIB Multistage Assessment process.

c. **AIB Multistage Assessment.** The AIB assessment process is 2 stages and is the same for RN, RM, RFA, RNR, RMR candidates, regardless of entry type (Direct Entry or In-Service). It is facilitated through contractual arrangements with Sopra Steria and is an online assessment which is accessed by laptop or a PC using the Tazio virtual platform. Candidates will receive instructions on the compatibility requirements of the technology required to conduct the Pre-Recorded Interview (PRI) and Group Planning Exercise (GPE) when loaded for their AIB. The format is as follows:

(1) **Pre Recorded Interview (PRI) – Stage 1.** Candidates will be loaded to a Candidate Cohort List and will receive a AIB Holding Notice within RITS. They will subsequently receive an invitation to conduct a PRI using a link which will be valid for 7 days from the point of being sent. On completion, all candidates will move forward to Stage 2. Candidates will be asked 8 questions and will have 2 minutes to provide their answer. Competencies which are assessed during Stage 1 are motivation, awareness, and communication skills.

(2) **Group Planning Exercise (GPE) – Stage 2.** Candidates will receive an email notification to book their GPE. Working against the clock, candidates must read the briefs provided and adopt teamwork and problem-solving skills to identify the issues and decide on the best available solution with the assets and resources at their disposal. At the end of the group session, candidates will be moved into a separate virtual room where they will be asked one to one questions, which centre around scenario information and changes which require dynamic decision making. Competencies which are assessed during Stage 2 are Teamwork and Collaboration, Problem Solving, Confidence and Resilience, Communication and Effective Intelligence.

d. **AIB Misconduct Policy.** The AIB has recently introduced a Misconduct Policy which provides a standard response to the detection or suspected detection of misconduct at any point during the AIB Multistage Assessment process. Misconduct in this respect, is considered to mean unacceptable or improper behaviour and can be described as, but is not limited to:

(1) **Plagiarism. To use another person's idea or a part of their work and pretend that it is your own.** This includes ideas or work, including paraphrasing, which originates from someone other than the candidate. This includes any material which is considered to have originated by someone who is in the current assessment process, as well as those who have taken part in any previous assessments, whether in the current AIB format or otherwise.

(2) **Collusion. To do something secretly with another person or group, in order to deceive or cheat others.** Whilst group work is utilised and encouraged at certain stages within the assessment, the following activities are prohibited:

(a) Secret or illegal co-operation, to cheat or deceive.

(b) Preparing a piece of work with others, then claiming it as your own.

(c) Allowing someone to copy your work, to subsequently present it as being their own. This includes the sharing of any interview questions or planning scenario details and questions.

(3) **Cheating. To behave in a way that is not honest or fair, to win something or gain something.** This is the use or attempted use of unauthorised assistance which is not permitted within the assessment process. It can be described as, but not limited to:

(a) Copying answers from another person(s) or candidate.

(b) To have a person(s) present in the room during any part of the assessment process.

(c) Communicating with any other person(s) during any part of the assessment process; unless authorised to do so by SSCL or AIB staff.

(d) Use of any unauthorised material including the use of AI technology or device. **Heavy reliance on notes** or **reading from a script** will have a **negative** impact on PRI scoring.

(e) The use of Group Planning Exercise documents/material, following direction to close down any windows or information relating to the assessment.

(f) Obtaining and using an unauthorised copy of any assessment paperwork or material.

(g) Impersonation.

(h) Plagiarism and collusion.

(4) **Fraud.** False representation in this context is when a candidate deliberately lies or misrepresents the truth when conducting their AIB Multistage Assessment process, to make a gain for themselves or a loss to another candidate.

e. **Misconduct Penalties.** Any candidate suspected of misconduct at any stage of the AIB Multistage Assessment process will be reported to Officer Commanding AIB (OC AIB) and a Misconduct Investigation will be initiated. Candidates will be informed of a potential breach of the AIB Misconduct Policy by a RITS Communication. On completion of a Misconduct Investigation, OC AIB will review recommendations made and finalise their decision. All candidates will be made aware of the decision by a RITS Communication or formal letter from OC AIB. Any candidate found on the *balance of probabilities* to have breached the AIB Misconduct Policy will not be permitted to re-attempt the AIB Multistage Assessment process for a minimum of 12 months, unless stated otherwise by OC AIB. Candidates may also be subject to disciplinary action and/or administrative sanctions.

f. **Exemptions.** Where a candidate changes their profession, arm or specialisation following successful completion of AIB, there may be a requirement to retake their AIB Multistage Assessment process. Recording Authorities should engage the AIB Operations team for advice on a case-by-case basis.

g. **Information Technology.** The ‘Tazio’ platform is not compatible with MODNET or DII Afloat. For those who are abroad or deployed, individual Chains of Command should make every effort ensure candidates can conduct their AIB using appropriate technology. Where possible, the AIB Operations Team will book a candidate on a AIB Multistage Assessment prior to deployment.

h. **Timing.** The AIB Multistage Assessment process is designed to be completed in quick succession. The maximum period between PRI and GPE should be no more than two months and where operational or other personal commitments impede this, candidates will be required to restart the process. Where candidates move or delay their AIB on more than two consecutive occasions, they will be required to commence the AIB assessment process in full. Recording Authorities will liaise with the AIB Operations Team and candidates to deconflict any front-line requirements to enable completion of AIB in time for the profession/specialisation Final Selection Board where necessary.

i. **Number of Attempts.** Candidates will be allowed a maximum of 2 attempts at the AIB, each appearance being separated by a minimum period of 3 months, provided they remain eligible. In exceptional circumstances, this timeline may be reduced at the discretion of OC AIB, where there is a Service need. Any justifiable request for a third attempt at AIB must be passed directly to AIB SO2 N5. Each request will be considered on a case-by-case basis by OC AIB and in only in the most exceptional circumstances will a third attempt be permitted. Candidates who are unsuccessful at AIB may reapply to commence the process 12 months from their final AIB attempt.

j. **Failure to Attend.** Where a candidate fails to attend their PRI or GPE, they will be removed from the AIB Multistage Assessment process, unless they contact SSCL to explain their absence. Where a candidate fails to attend a pre-arranged second attempt, they will be removed from the AIB process in its entirety and a score FAIL issued. The relevant Recording Authority will be notified to this effect. Candidates are reminded that both stages of their AIB (Pre-Recorded Interview and Group Planning Exercise) are equally important. Where candidates feel unwell, or where there are extenuating circumstances which are likely to adversely affect their performance at either Stage of their AIB, they must contact Sopra Steria at the earliest opportunity to request a pause in their AIB Multi-Stage Assessment, and to re-book as necessary.

k. **Results.** Candidates will receive their AIB results in the form of an 'AIB Outcome Letter' via RITS. The letter will be loaded to the AIB RA Microsoft Teams Channel for RA review and successful candidates will be awarded a JPA competency administered by the AIB Operations Team. The entire AIB Multistage Assessment process will take candidates 23 days and results will be released on the Tuesday of week 4.

l. **Validity of AIB Pass and AIB Retakes.** A pass at the AIB is valid for 5 years. Where a candidate requests to conduct a further AIB to improve their score, a formal request must be made via email to the AIB Operations Team. Requests will be considered on a case-by-case basis and authorised by CAIB. Candidates who choose to retake their AIB must be cognisant their most recent AIB score will always take primacy. Where a candidate changes their profession, arm or specialisation following successful completion of AIB, there may be a requirement to retake their AIB Multistage Assessment. CAs and RAs should engage the AIB Operations team for advice on a case-by-case basis.

m. **Aircrew and ATC Only:**

(1) Aircrew candidates are required to complete Computer Based Aptitude Tests (CBATs) at RAF Cranwell. CBATs and the AIB Multistage Assessment process can be completed concurrently. The AIB Operations Team will book CBATs for all aircrew candidates. Aircrew and ATC Medicals are booked via the R&A Allocations Team.

(2) Candidates who fail to meet the special requirements for an Aircrew specialisation, but who are appropriately qualified for other professions, arms or specialisations, may be considered for an alternative entry.

(3) Further detail can be found at Para 5016.

5011. Failure to Complete Officer Training

a. Individuals promoted to the Officer Corps who fail to make satisfactory progress and are compulsorily withdrawn from training may request to revert to their former rating or other rank profession/specialisation as an alternative to leaving the Service. For Engineer candidates who have completed the University of Portsmouth degree course, the Return of Service accrued through the degree course applies and hence if reversion is mandated, they are not permitted to leave the Service (see Para 5014 sub para e, Para 5306 and Para 5402 sub para k). Similarly, officers who have yet to reach their Premature Termination of Career Training (PTCT) point (see Para 5402) and have the opportunity to apply for voluntary withdrawal from training may ask to return to the ranks in their former profession/specialisation as an alternative to leaving the Royal Navy entirely. Approval to revert is subject to the discretion of the relevant Profession Manager and cannot be guaranteed. Once an officer joins the trained strength (see Table 53B-2), they will no longer have the option of reverting to their former rate or rank.

b. Those reverting to their previous rate or rank will surrender all items of officer uniform and equipment and will be re-equipped with appropriate uniform at public expense.

c. On reversion to the ranks, personnel will continue to serve the balance of their engagement as a rating or other rank. Time spent as an officer under training will count towards a rating or other rank's pension.

d. Every effort will be made to ensure that, as far as possible, ratings and other ranks suffer the minimum loss of seniority and pay through absence from their profession/specialisation. In cases where individuals were qualified in all respects for promotion, and had been selected, and would have expected to be promoted during the period of service as an officer, they may return to their rating or other rank service at the higher rate/rank, as determined by DDPD. In these instances, the appropriate backdated seniority (and pay level) will be applied. Where selected, but such promotion was not due during the period of officer service, selection will still be deemed to stand but enforced at a later date.

e. Those returning to the ranks in specialisations which mandate time and professional qualifications for promotion may have to qualify by passing the appropriate examination and by serving the full normal time. This may be necessary if experience in the lower rate/rank is essential for promotion. If so, no backdating of seniority can be allowed until the rate/rank of Petty Officer/Sergeant is attained, at which point seniority, but not pay, may be antedated by the amount of time spent out of the profession.

f. The Phase 1 or 2 Training Establishment is to inform the Navy Command Headquarters Terms of Service Team, as early as possible, of all requests to return to the ranks in order that revised terms and conditions of service can be prepared and agreed.

SECTION 2

ISC SCHEME

5012. General Criteria

All candidates must fulfil the following criteria:

a. Have the support of their CO (for SBS(LE) candidates this must be CO SBS).

b. Have accepted, or accept, a sea-going liability where appropriate.

c. Have not been subject to a Career Check within the last 3 years. A rating or other rank with less than 3 years' service may be registered as a candidate for promotion to officer rank provided they have not been the subject of a Career Check since their date of entry. A rating or other rank who is unable to satisfy the requirement may, however, be considered if deemed to be exceptionally deserving, or having distinguished themselves by special or meritorious service. Such cases are to be submitted to DDPD through Administrative Authorities with a full report of the circumstances.

d. Have not exercised, or be in the process of exercising, their notice option to leave the Service.

e. Satisfy the required educational criteria at Para 9635 and Para 9636.

Note. *Para 9635 and Para 9636 have not yet been updated to reflect the changes associated with ISC as detailed in this Chapter. Candidates should contact their RA for guidance on educational criteria.*

5013. Age Criteria

a. **Age on Entry to the Officer Corps.** Candidates for the ISC scheme must be aged over 17 and be able to serve for a minimum period of 4 years on the first day of the month that officer training commences.

b. Owing to the pipeline length and financial investment associated with flying training, Warfare (Aviation) candidates must commence officer training before age 26 with the exception of individuals who have achieved Certificate of Competence in either ASW or CDO Aircrewman (ACMN) roles who are eligible for extraction to Observer if they commence officer training before age 34.

c. **Waivers.** In exceptional circumstances, consideration may be given to granting a waiver to the limits above. COs should submit any case which is considered to deserve exceptional treatment to the appropriate Professions Manager for a decision which must be made in the best interests of the Service.

5014. University of Portsmouth Degree Scheme

a. **Eligibility.** The UoPDS is open to Engineering Technicians and source specialisation CIS ratings who are studying, or have completed, Engineering BTEC HND or Foundation degrees enabling them to meet the same academic entry requirements as their Direct Entry counterparts. Candidates must pass the AIB prior to provisional selection and will then be subsequently assigned to HMS NELSON to read for an Engineering degree (third year) at the University of Portsmouth. Candidates will undertake their degree training as ratings. Those who have progressed sufficiently in their career as a rating to not be required to complete the full Systems Engineering Management Course (SEMC) for their chosen specialisation are not eligible for the UoPDS.

b. **Academic Qualifications.** The academic requirements and pre-entry studies for UoPDS are shown at Annex 50I. The pre-entry enabling study listed will be provided by the University and is to be completed prior to commencement of degree training. Pre-entry courses will be arranged through the Base Education Officer, HMS NELSON.

c. **Remuneration.** Whilst at University, UoPDS candidates are paid at their basic salary depending on the rate held. They may be promoted until such time as they join BRNC.

d. **Post Degree Training.** After graduation, UoPDS candidates will undertake officer training at BRNC followed by professional training (SEMC) (see BRd 8374 Chapter 2).

e. **Financial Commitment and Training Return of Service.** See Para 5303 sub-para c.

5015. Medical Criteria and Physical Fitness

a. **Medical Standard.** The Medical Entry Standard (MES) for Direct Graduate Entrants (DGE) and Naval College Entrants (NCE) is in accordance with BR 1750A and JSP 950; all ISC candidates must be medically fully deployable (MFD). Furthermore, in light of the duty of care the Service has to those undergoing such training, the Executive may, having taken medical advice, return any individual to unit whose medical condition or physical fitness is assessed as posing a significant risk, either to themselves or to the completion of training.

b. Those applying to the Warfare profession are to have their eyesight examined and confirmed by the parent establishment for suitability for selection as mainstream Warfare officers before applying to the AIB for the first time.

Note. *WESM candidates who will undertake periscope and bridge watch-keeping duties will require the same visual standard as mainstream Warfare officers.*

c. **Additional Requirements for the Primary/Intermediate pathways.** In addition to the MFD requirement, those on the Primary and Intermediate pathways must achieve Category 2 (0.4-0.49) or Category 3 (0.5-0.59) for Waist Circumference to Height Ratio (WCHtR) as specified in BR3 Article 0720 and RNTM 01-133/24 prior to commencing training at BRNC.

d. **Physical fitness.** For all pathways, candidates must be in date RNPES on entry to BRNC. Those on the Primary and Intermediate pathways will also need to ensure that their cardiovascular fitness is sufficient to manage the demands of Phase 1 training alongside their Direct Entrant colleagues. As part of BRNC's risk assessment, a non-summative 2.4km run will be undertaken on arrival. To support candidate's physical preparation a 4-week pre-joining fitness programme is available either on the RN website or within the 'Navy Ready' App and all candidates are strongly encouraged to complete this programme and seek additional support from their Unit PTI if required prior to arrival at BRNC.

e. **Waiver of MFD Requirement.** Personnel permanently medically downgraded at a Royal Navy Medical Board of Survey (RNMBOS), whose retention in the Service has been approved by a Royal Navy Medical Employability Board (RNMEB) and who remain Medically Limited Deployable (MLD) with a limited set of Joint Medical Employability Standards as laid down in Para 6908, may seek a waiver of the MFD requirement via the Profession Manager who will consider each application on its merits and account will be taken of the potential effect that a medical restriction may have on the ability of a candidate to perform their duties as an officer. On receipt of applications, the Profession Manager will consult the appropriate medical authorities, the Strategic Workforce Planner (Officers) and, as necessary, the relevant Career Manager and Recording Authority, before approving the eligibility criteria waiver. Where a candidate, for whom the waiver of the MFD requirement has been approved, is subsequently medically downgraded for a medical condition that is unrelated to that considered earlier, this is to be reported to the Profession Manager who will review the situation further.

5016. Profession/Specialisation Specific Additional Criteria

a. **Aircrew.**

(1) In addition to the general selection qualifications starting at Para 5011, Aircrew candidates are also required to attend the Officer and Aircrew Selection Centre (OASC) at RAF Cranwell to undergo Computer Based Aptitude Tests (CBAT). Before submitting an application to undertake the CBAT, an application must have been made to the AIB and eligibility confirmed by the Recording Authority. Attendance at CBAT, Flying Grading (conducted at RNAS Yeovilton for Pilots and RNAS Culdrose for Observers) and AIB is concurrent activity. CBAT and Flying Grading does not necessarily need to be completed prior to completion of AIB Multistage Assessment, however, a pass at both CBAT (including relevant score for the role) and Flying Grading is required for Aircrew entry.

(2) Candidates who do not meet the CBAT standard will receive counselling from the Senior Naval Instructor RAF Cranwell regarding their potential future career paths. If the candidate is still considered suitable for entry into other alternative officer arms or specialisations, the RA or parent unit may, if appropriate, request the candidate is permitted to continue with their promotion opportunity. Where a candidate has already successfully completed an AIB, RAs should follow the process detailed at Para 5009 (l).

(3) Post AIB candidates will be allocated for an Aircrew Medical Examination by the R&A Allocations team. All successful aircrew candidates are subsequently considered for BRNC entry in either the Pilot or Observer specialisations by the FSB.

(4) Failure or voluntary withdrawal from flying training will be dealt with in accordance with Para 5125 (a)(3)(6).

(5) RM candidates selected for Observer/AV duties will commission as an RN officer.

b. **Air Traffic Control.**

(1) In addition to the general selection qualifications starting at Para 5011, Air Traffic Controller ratings are required to undergo CBATs at the OASC, RAF Cranwell; these can be completed concurrently with their AIB. Aircraft Controller (AC) ratings who have completed CBATs as an integral part of their AC training are exempt from the selection processes detailed in this Para. Before submitting an application to undertake CBATs, eligibility must be confirmed by the Recording Authority before a CBATs is made.

(2) Candidates who do not meet the ATC selection standard will receive counselling from the Senior Naval Instructor, RAF Cranwell regarding their potential future career paths. If the candidate is still considered suitable for entry into other alternative officer arms or specialisations, the RA or parent unit may, if appropriate, request the candidate is permitted to continue with their promotion opportunity. Where a candidate has already successfully completed an AIB, RAs should follow the process detailed at Para 5009 (l).

c. **Aviation.** Extraction to AV officer is open to senior ratings only and candidates must have experience of working in an aviation related field that enables them to carry out a role normally undertaken by an AV officer. Ratings/other ranks not from a FAA Warfare or AE specialisation should seek clarification of their eligibility from the Aviation Recording Authority in the first instance.

d. **Royal Marines.** See legacy policy at Annex 50M.

e. **Training Management.**

(1) In addition to the general selection qualifications above, starting at Para 5011, TM candidates must have an honours degree (BSc, BA etc) or Master's degree (MSc, MA etc) which is recognised in the UK, equivalents will not be accepted.

(2) Candidates will not normally be able to attend the AIB until they have received their degree results in writing. Only in exceptional circumstances, and with the approval of the relevant Profession Manager, will candidates be permitted to attend the AIB without written evidence of their degree results. It should be noted that entry into the Officer Corps will be on production of either the degree certificate or a document containing the candidate's final results.

f. **Intelligence**

(1) In addition to meeting the general selection qualifications above, starting at Para 5011, candidate should be cognisant of the key attributes and selection/training criteria laid out in BRd 8374.

(2) Candidates must complete the Defence Aptitude Assessment (DAA) regardless of current branch, trade or specialisation. Candidates who have already completed the DAA may be granted a waiver dependent on if they met the required GSX(INT) criteria.

(3) Candidates must complete the Naval Intelligence Aptitude Board (NIAB) at the Naval Intelligence Division, Defence Intelligence Academy (DefIntAc), Chicksands, prior to attending the AIB. NIABs are programmed in February and September of each year.

(4) GSX(INT) trainees will complete Ph1 training at BRNC before Common and Specialist Fleet Time in seagoing units/shore establishments prior to starting JMIC.

g. **Warfare (General Service).** The normal career path for Warfare (GS) mainstream officers will be watch-keeping at sea (OOW) through to PWO. There are some limited opportunities for certain Warfare (GS) Mainstream officers to specialise as FC, MCD, MW or HM. More detail on the career path of both mainstream and deep specialist Warfare officers is at Annex 50B.

(1) **Warfare Profession – Advanced Pathway Experience Form.** Those candidates who would undertake the Advanced pathway in Phase 1 must demonstrate an awareness of the roles of a warfare officer and that they have the potential to deliver as an officer. This is evidenced through acquaints to gain experience and awareness across the Warfare spectrum and must include Bridge and Operation Room experience. Acquaints could include P2000s/47 Cdo RG, Bridge Simulator, MCTS, Mine Warfare School, Dive School, Submarine School, HM School and Air Stations and any other appropriate Warfare experience. There is no set number of acquaints that need to be completed, but there should be no more than one from each area in each unit within a reporting period (e.g. bridge). Experiences may be combined if achieved in one unit (e.g. bridge and Ops Room in a FF/DD). More emphasis will be placed on quality of experience than quantity. An example of the Warfare Profession Experience Feedback Form is at Annex 50J. The form will be included in the reading pack for the FSB.

(2) **X(H) Sub-Specialisation.** If a potential candidate has completed the 'H2' course as part of the POSR/H career course, this foundation degree will satisfy the educational requirements to join the Officer Corps in the GSX(H) specialisation prior to attendance at BRNC and IWOC. The service person will then have to achieve H OPS as a GSX(H) Officer.

(3) **IW METOC.** If a potential candidate has completed the Forecaster's course as a Rating, this Foundation degree will satisfy the educational requirements to join the Officer Corps in the IW(METOC) sub-specialisation prior to attendance at BRNC. The service person will then have to achieve M OPS as a IW(METOC) Officer.

h. **Warfare Profession - Submarine Service.**

(1) Candidates are taken from Warfare Profession specialisations, including Submarine Coxswains. Their default career path will be the same as a direct entry submarine Warfare Officer. However, opportunities for a more bespoke career do exist if candidates have prior key skills and/or niche experience in specialist areas or are unlikely to compete for Submarine Command in future.

i. **Engineering Profession - General.** Routes to Engineer officer are described in Annex 50H.

j. **CIS Source Specialisation.** Source Specialisation CIS Senior Ratings, who have not cross trained to ET(WE)CIS/CISSM, will follow a route to WE C or WESM C extraction.

k. **Logistics and Personnel Profession.** Routes to Logistics officer are described in Annex 50E. In addition, prior to selection by the FSB:

(1) **Royal Navy Family and People Support (RN FPS) Candidates.**

(a) Must have served for not less than 3 years in a specialist welfare casework position within RN FPS since passing the Defence Specialist Welfare Workers Course (DSWWC).

(b) Must undertake selection and commissioning as SUY(Logistics) officers plus Phase 2 professional Logistics training.

(c) Must have passed the NS FPS Professional Board.

(d) **Prior to attending BRNC.** Candidates must hold a Degree in Social Work (Annex 50E Para 6) and be registered as a Social Worker with Social Work England.

(e) Must conduct a series of acquaints with Logistics departments, both at sea and ashore, in order to widen their knowledge of the profession and demonstrate to the FSB their ongoing commitment to the Logistics Profession. Further guidance on the requirement for acquaints and reporting will be provided by the Logistics Profession RA.

(2) **RN Police Specialisation.** (For RM Police Troop, see Annex M Para 5029 m sub para (4)) Divisional Officers and the Profession/Career Manager should consult with the RA (RN Police) and RNP Command Warrant Officer on potential RN Police and RM Police Troop Officer candidates' career development. All potential candidates will be considered on their own merits, but as a general rule should expect to have completed their apprenticeship scheme and attained substantive rank at OR4 and completed the Volume Crime Investigations Course (or equivalent qualification). Only in exceptional circumstances will Provost Marshal (Navy) (PM(N)) grant a waiver for this criteria having taken all other supporting information into account.

l. **Royal Marines and Royal Marines Band Service.** See legacy policy at Annex 50M.

m. **QARNNS.** In-Service candidates must hold a Sub part 1 or 2 registration with the Nursing and Midwifery Council (NMC) and must be a substantive Leading Hand or above. At the discretion of the QARNNS Recording Authority, candidates may be deferred when there are already too many nominations.

n. **Medical Services (MS)**

(1) MS officer candidates may be selected from any specialisation of the Medical and Dental specialisations or QARNNS or, exceptionally, as a sideways entry; all must be in the rank of at least confirmed Leading Hand or Corporal RM.

(2) Sideways Entry Candidates must apply in writing to the Medical Profession Manager who will then arrange for an interview to be conducted to ascertain motivation towards and suitability for service as an MS officer. Candidates will undertake a series of acquaints with Medical departments and organisations, in order to widen their knowledge of the profession and demonstrate to the FSB their ongoing commitment to MS. Further guidance on the requirement for acquaints and reporting will be provided by the MS profession RA.

(3) Exceptionally, professionally qualified MS officer candidates may be recruited via intra-service transfer or as direct entry officers for specific positions as identified by the Profession Manager, this includes but is not limited to MS Officer Submarines (Health Physicist), Environmental Health Officer, Allied Health Professional Officer.

5017. Period Between AIB and Final Selection

Final allocation to each entry takes place 6-8 weeks before entry to BRNC. Selection for the ISC scheme takes place annually and Table 50-4 details when the annual board for each sub-specialisation takes place. RN candidates who are qualified in all respects for entry will be allocated to the next entry at BRNC appropriate to their specialisation. RM candidates join CTCRM in Sep.

Table 50-4. Final Selection Board timetable

Specialisation	Typical FSB Date
Engineer – AE	3rd Week in Jul
Engineer – MEGS	3rd week in May
Engineer – MESM	
Engineer – WEGS	3rd week in Nov
Engineer – WESM	
Logistics and Personnel (incl RNP)	3rd week in Oct
Medical Services	2nd week in Oct
QARNNS	
Royal Marines – SCCO/WO1 C/S	3rd week in May
Training Manager	1st week in Sep
Warfare GSX, SM, Int	Last week in Nov
Warfare – AV, ATC, O, P	3rd week in Oct

5018. Final Selection

a. The names of all candidates considered suitable for officer training are submitted to the FSB, convened by SO1 Profession Manager (PM) or Officer Career Manager (CM). Should an alternate OF4 be selected as Chair, either the PM or CM must be included as a board member. This is of particular importance for UCM boards. Candidates must be qualified in all respects for promotion to the Officer Corps before final selection can be made. Those selected will be informed by notification in the My Navy application and signal on the Proms sharepoint site. COs will receive advanced notification on the day the signal is released.

b. In making their selections, the Board takes into account the candidate's Service record, performance at the AIB, professional aptitude testing (where appropriate), appraisal reports and previous trade experience in relation to the employment needs of the officer specialisation. The following should be noted:

(1) Selection Boards are required to select suitable ratings for promotion to officer, based primarily on their merit to meet the numerical profession/specialisation and, if appropriate, specialist requirements. The requirement for this selection is also derived from the Service need which may, on occasion, limit the extraction from a donating profession/specialisation in order to maintain sustainability of that profession/specialisation.

(2) Selection is primarily based on merit which includes factors such as seniority, experience and time to serve. Although the RN is exempt from the Age Discrimination legislation, it would not be proper to take account of age alone as a factor in selection. Although legitimate factors such as seniority, experience and time to serve are, in many cases, linked to age, it is important to note that they are separate considerations in selecting candidates. For example, if there is a Service requirement that candidates need to serve for a particular period in order to be capable of qualifying and serving up to a certain level, then age is a legitimate factor. Although it is likely to result in the exclusion of older candidates, this will be on the grounds they have insufficient time left to serve to meet an important Service requirement, and not their age alone. Similarly, if, for demonstrable profession/specialisation structural reasons, it is important to maintain a through flow of personnel, it may be appropriate to take into account length of remaining service (which may be determined by age) as a factor in candidate selection provided that other factors such as quality and experience are also taken into account. In other words, selection should not be made based on age, but rather merit together with the justifiable requirements and best interests of the Service.

c. Selection of candidates is subject to the requirements of the Service and, consequently, some candidates may not be offered their preferred choice of profession, arm or specialisation.

d. Candidates considered suitable for the UoPDS will be provisionally selected to attend the university as a rating. Initial officer training will take place upon successful graduation.

5019. Final Selection Board (FSB)

a. The names of all the candidates considered suitable for officer entry by the AIB are passed to SUY/UY Recording Authorities who will arrange FSBs for the next appropriate BRNC or CTCRM entry. Recording Authorities are essential members of the FSBs as they oversee the progress of each SUY/UY candidate and can advise on their preparation and achievement. Most FSBs include the appropriate Profession Manager and, in some cases, a Career Manager. These officers, together with profession, arm and specialisation specific personnel, are important members of the relevant Board.

b. Provided that they have passed the AIB, all fully qualified candidates will be considered on every occasion until they are promoted, cease to be eligible, or after 5 years when an AIB pass is no longer valid or advised by the FSB that their prospects in relation to other candidates suggests their candidature be terminated. As the nature of the various FSBs varies depending on the specialisation in question, the feedback process is to be standardised in a similar way to officer Promotion Boards and the same descriptors are to be used, as detailed below:

(1) ***A.*** Candidates who, in comparison with others of their profession and rank, are ready for selection and broad employment at this time;

(2) ***B+.*** Candidates who, in comparison with others of their profession and rank do not merit selection at this board but who are considered promising candidates, who stand every possibility, on current reporting, of being assessed A at the next board.

(3) ***B.*** Candidates who, in comparison with others of their profession and rank, do not merit selection at this board but have sufficient evidence to indicate the will be considered promising candidates in due course.

(4) ***C.*** Candidates who, in comparison with others of their profession and rank, do not merit selection at this board and have insufficient evidence to indicate when they will be considered as promising candidates.

(5) ***C+.*** Candidates who are nearing retirement for whom, for the period of their remaining service, no opportunities for employment in the higher rank currently exist, but who would otherwise have been graded A–B.

c. Amplifying detail should be added as appropriate. Recording Authorities should then record FSB results to make it possible to provide appropriate advice to qualified candidates in order to manage their expectations and enable better informed career decisions such as whether to persevere, consider an alternative specialisation or suspend their candidature.

d. FSBs, including additional FSBs, are to be convened at least six months before the relevant BRNC entry; the CTCRM FSB is held in March of the previous year (13 months' lead-time). If appropriate, FSBs may need to consider more than one entry (e.g. May and Jul). Additional FSBs will be required if there is a need to review the candidates selected at an earlier FSB or if circumstances change, for example, new candidates for available spaces. Supplements to the BRNC entry signals will be issued as necessary by DDPD-PPLAN SWPO SO1.

e. Following FSBs, Recording Authorities e-mail (or signal) the list of candidates selected for the relevant entries to BRNC to DDPD-PPLAN SWPO SO1, copy to relevant Profession Manager. A co-ordinated nomination signal will be sent by DDPD-PPLAN SWPO SO1 informing BRNC, relevant Profession and Career Managers and all nominated candidates six months before the relevant BRNC entry point.

f. SCC Recording Authorities e-mail (or signal) the list of candidates selected for the CTCRM Apr entry to CTCRM, copy to relevant Profession and Career Managers.

5020. Delays in attending BRNC and CTCRM

Occasionally, Service requirements may result in SUY and SCC candidates starting BRNC or CTCRM later than the entry date that is provisionally offered. In such cases, individuals will not be entitled to any further backdated seniority on becoming an officer.

5021. Senior Command Warrant Officer (SCWO) - Additional TACOS

a. Incumbents of SCWO positions will automatically be awarded OF2 with 12 months seniority in their existing Profession commencing at the start of their SCWO assignment. Owing to the selection and interview process for assignment to these positions, there is no requirement for SCWO to complete an AIB.

b. Incumbents will wear the rank of WO1 (acting lower rank unpaid) during their SCWO assignment but are to receive appraisal reports in line with OF2 reporting timelines. On completion of their SCWO assignment they are encouraged, but not mandated, to attend the ACC at BRNC Dartmouth or SCCO at CTC Lympstone as applicable, before taking up their first complement assignment as an OF2.

c. Those wishing to decline their commission and remain as a WO1 should inform DHd Proms at the earliest opportunity prior to commencing their SCWO assignment. Should they subsequently wish to apply to become an officer they are not entitled to back-dating of a commission and must follow the normal selection process detailed in this Chapter.

ANNEX 50A

UY/CC AND SUY/SCC RECORDING AUTHORITIES

Branch/Specialisation	UY/SUY RA or SPOC
Warfare	
GS(X) Intelligence	UKStratCom-DI-DITG-DSI NIDOC
GS (inc. H) & M	NAVY PEOPLE-WFPT WAR SO2
SM	NAVY PEOPLE-TMG RNSMS SXO
Fleet Air Arm	
P & O	NAVY CU-AIR TMS CI
AV & ATC	NAVY CU-RNSFDO OC
Engineering	
ME & MESM	DSMarE-ME-REC-AUTHORITY
WE, & C	Navy People-WFPM WEGS PM SO2
WESM	Navy People-WFPM WESM PMSO2
AE	DSAE-RNAESS AERA
TM	NAVY FGen-NAvn AV TM
Logistics and Welfare	
L	DCLPA-DSLA-MCTS-CTO4-LogsRA
RNP and RM Police Troop	NAVY POLICE-HQ COS
Medical	
MS & QARNNS	NAVY HEALTHCARE-RECORD AUTHORITY (MULTIUSER)
Royal Marines	
RM CC	NAVY RA-DOCC CO
RM (inc. SBS & RMBS) SCC	NAVY PEOPLE-PROMS WO1 RM
Royal Naval Reserves	
All Professions	NAVY PEOPLE-MR HQ RNR TRG SO2

ANNEX 50B

WARFARE OFFICERS - ADVANCED PATHWAY CAREER EXPECTATIONS

1. Mainstream Warfare Officers' Career Path

a. The mainstream X officer will complete their Phase 1 training at BRNC before then commencing their 15 weeks professional training, Initial Warfare Officers (Foundation) Course (IWO(F)), before proceeding to the Maritime Warfare School to attend a 4 week navigation course (including WECDIS Course and Initial Warfare Officers Navigation (IWO NAV)). This will be followed by Specialist Fleet Training (SFT), which will last about 9 months (to include 600 hours of bridge watch-keeping). This period at sea, when coupled with the training prior to the assessment for the Navigation Watch-keeping Certificate (NWC), will meet the needs of the IMO Standards of Training Certification and Watch-keeping (STCW). Mainstream X officers will then be assigned to the 15-week Initial Warfare Officers' Course (IWOC) at the Maritime Warfare School, during which they will be examined prior to the award of the NWC. The certificate will permit an individual to keep an unsupervised navigational watch in a vessel in a benign warfare environment once Platform Endorsed (PE). Failure to achieve the NWC will result in withdrawal from training.

b. During the IWOC, the mainstream X officer may be selected to specialise SM, especially if from a submarine background, or in a very few cases H or FC. The vast majority, however, will proceed to their first ship for watch-keeping duties, with the aim of being selected for Principal Warfare Officer (PWO) training at the earliest appropriate opportunity. Early on in their First Complement Assignment (FCA), mainstream X officers will be required to gain a PE for the class of warship in which they are serving and then within their first year gain their Bridge Warfare Qualification (BWQ). The latter will permit an individual to keep an unsupervised navigational watch in a busy warfare environment and to subsequently take Ops Control as a Warfare Officer in the Operations Room.

c. Unlike Direct Entry officers, there is not the option to specialise as a Pilot or Observer, and only in exceptional circumstances train as an MCDO, (in particular if they have an MCD or MW background as a rating), after the FCA. This is due to there being insufficient time to specialise and subsequently be employed in specialist assignments before proceeding on the PWO course. Therefore, after one, two or occasionally three complement assignments (dependent on previous experience), the majority at sea, X mainstream officers will follow the PWO route. This usually comprises the Initial Command and Staff Course (Maritime) (ICSC(M)) and the PWO course in a package which lasts about 12 months.

d. During the PWO course, all students are trained generically and no longer streamed, although they will be assigned to their first ships in order to achieve Role Performance Standard (RPS). Limited options may be available to subsequently train as a PWO(N). Following at least one seagoing warfare assignment and achieving RPS, most PWOs have the opportunity to serve ashore. Apart from periods of shore-based training, this is likely to be the first shore assignment since promotion to the Officer Corps. Mainstream X officers will be competing for promotion with other warfare officers on merit but they have a much greater opportunity to achieve higher rank and a more diverse career than that available to their more specialist peers. This includes sea command. Competition is strong, however, so only the most able are likely to emerge successfully from the selection process.

e. MCD ratings selected to enter the MCD Officer cadre will be expected to remain in that specialisation although, in consultation with the Career Manager, PWO training will remain an option. The MCDO cadre has opportunities to promote to OF3, but officers require the PWO qualification to promote to OF4 and beyond.

2. Deep Specialist Warfare Officers Career

a. There remains a limited specialist requirement for ISC officers for Intelligence, METOC, etc. specialisations. The requirement for officers in these specialisations is relatively small and assignments and promotion prospects are more limited, so ratings who are considering this path may wish to discuss these issues with the appropriate Recording Authority (listed at Annex 50A) prior to requesting to become a candidate. There is no requirement for Specialist candidates to obtain a NWC or eyesight waiver.

b. Following Phase 1 training, the Specialist X officer will conduct the relevant sea training package and phase 2 training course before taking up their first complement assignment. Although they have a liability for sea service and Operational Tours, the majority of their employment will be ashore within their specialist area with very occasional opportunities for broadening. Deep Specialist X Officers will not receive any training in watch-keeping and will not be employed as an OOW. With promotion to requirement the main driver after merit, the prospects for promotion beyond Lieutenant Commander are limited for deep specialist warfare officers.

c. The General Service Warfare Intelligence (GSX INT) sub-specialisation, which subsumed the Electronic Warfare Deep Specialisation, was established in 2009. The GSX INT sub-specialisation has a strength of approximately 160 officers. ISC candidates will compete for promotion alongside their direct and sideways entry counterparts who have specialised after joining the Trained Strength. Deployable, sea and shore liability is increasing as intelligence becomes mainstream in the RN and Joint operations and broader career profiles, including Common Appointments, are possible. All GSX INT officers have the opportunity to reach OF5 rank based upon merit.

3. Warfare (ex-Warrant Officer) Officer's Career

a. There is a limited requirement for specialist officers to commission from Warrant Officer. As the requirement for officers in these specialisations is relatively small, however, and assignments and promotion prospects more limited, ratings who are considering this path may wish to discuss these issues with the appropriate Recording Authority (listed at Annex 50A) prior to becoming a candidate. There is no requirement for candidates to obtain a BWC or eyesight waiver.

b. Officers will join BRNC for Phase 1 training before taking up their first complement assignment. Where appointing profiles allow, they will then be assigned to the Initial Command and Staff Course (Maritime) (ICSC(M)) and extant Maritime Planning Officer training course, or the Joint Operational Planning Course before taking up their first complement assignment. A typical career is at Figure 50B-1.

Figure 50B-1. Typical Career Path

c. Although they have a liability for operational deployments, the majority of their employment will be ashore within their specialist area with very occasional opportunities for broadening. With promotion to requirement the main driver after merit, the prospects for promotion beyond Lieutenant Commander are extremely small for specialist Warfare officers.

4. Acknowledgement

Appendix 1 or Appendix 2 to this Annex as applicable, are to be signed by all potential X officers.

APPENDIX 1 TO ANNEX 50B

ACKNOWLEDGEMENT OF CAREER IMPLICATIONS FOR MAINSTREAM WARFARE OFFICERS ON THE ADVANCED PATHWAY

1. I hereby sign that I have read BRd 3(1) Chapter 50 Annex 50B paras 1a-e inclusive and acknowledge that a career as a mainstream Warfare Officer involves successive sea assignments (usually until reaching mid seniority Lt Cdr) and that the GS Arm career path will be OOW followed by PWO, even if selected for another specialisation during the early stages of a career as an officer.

Signed ..... Name .....

Rank/Rate ..... Date .....

This form is to be forwarded to BRNC for inclusion in the officer's E190.

APPENDIX 2 TO ANNEX 50B

ACKNOWLEDGEMENT OF CAREER IMPLICATIONS FOR WARFARE OFFICERS EXTRACTED AS A WARRANT OFFICER

1. I hereby sign that I have read BRd 3(1) Chapter 50 Annex 50B Para 3a-c inclusive and acknowledge that a career as a specialist Warfare officer (GS or SM) may involve sea assignments or Loan Foreign Service (LFS).

Signed ..... Name .....

Rank/Rate ..... Date .....

This form is to be forwarded to BRNC for inclusion in the officer's E190.

ANNEX 50C

GENERAL SERVICE AND SUBMARINE ARM ENGINEER OFFICERS - CAREER EXPECTATIONS

1. General

a. Marine and Weapon Engineer officers' career expectations and reach are affected primarily by the age of the officer on commissioning.

b. Broadly speaking, those aged 39 and under on commissioning should have expectations similar to their Graduate Entrant contemporaries, although the number of promotions to the rank of Commander and above will clearly be proportionally fewer. Those aged 40 or over on commissioning should probably have slightly more restricted expectations, due to time available, especially in terms of undertaking a Charge Assignment, and prospects for promotion to Commander.

2. Engineer Officers' Career Expectations - Age 39 and Under on Commissioning

a. On completion of Initial Officer Training at BRNC and the Lead Schools, officers will be career managed in the same way as graduate entrants. They are required to obtain a 'recommendation for Charge' in their first complement assignment, before undertaking the recognised foundation stage career through a range (2 to 4 in number) of core branch and broadening assignments. Once selected for promotion to Lieutenant Commander they should reasonably expect to complete a Professional Command Assignment. Progress thereafter is merit based.

b. Late promotion to Lieutenant Commander may preclude selection for a Charge Assignment. The Career Manager makes this discretionary decision, based primarily on the availability of Professional Command Assignments whilst balancing the Service requirement, career development needs and personal preference.

3. Engineer Officers' Career Expectations - Age 40 and Over on Commissioning

a. Those officers aged 40 or over on commissioning will invariably need to be slightly more limited in their career expectations. Whenever possible, they will be employed in the same way as their younger counterparts.

b. Where it is unlikely that the individual, on account of their age on commissioning and/or their age of promotion to Lt Cdr will have time to state a credible case for promotion to Commander, there may still be sufficient opportunity to conduct an SO2 Professional Command appointment subject to the Career Manager's discretion iaw Para 2.b.

c. Where it is unlikely that an individual, on account of their age on commissioning, will have an opportunity to be promoted to Lt Cdr and complete a Professional Command Assignment, special career progression arrangements may be considered, depending on the Service need and in particular the availability of First Complement Assignments.

d. It is crucial that prospective candidates receive accurate advice on their career opportunities an Engineer Officer. Anyone advising a potential or recorded candidate should ensure that the individual understands the above information. If further information is required, advice should be sought from the relevant Engineer Profession Career Manager.

ANNEX 50D

AIR ENGINEER OFFICERS - CAREER EXPECTATIONS

1. General

a. Air Engineer officers' career expectations and reach are affected primarily by the age of the officer on commissioning.

b. Broadly speaking, those aged 39 and under on commissioning should have expectations similar to their Graduate Entrant contemporaries, although the number of promotions to the rank of Commander and above will clearly be proportionally fewer. Those aged 40 or over on commissioning should probably have slightly more restricted expectations, due to time available, especially in terms of opportunity for a Professional Command Assignment, and prospects for promotion to Commander.

2. After Commissioning - Professional Command

a. On completion of Phase 1 Training at BRNC and RNAESS, officers will be career managed in the same way as graduate entrants. They are required to obtain a 'recommendation for Professional Command' in their first complement assignment, before undertaking the recognised Foundation Stage Career through a range (2-4 in number) of core Specialisation and broadening assignments. Once selected for promotion to Lieutenant Commander they can reasonably be expected to complete a Professional Command Assignment.

b. Late promotion to Lieutenant Commander may preclude selection for a Professional Command Assignment. The Career Manager makes this discretionary decision, based primarily on the availability of Professional Command Assignments whilst balancing the Service requirement, career development needs and personal preferences.

3. Aged 40 and over on Commissioning

a. Those officers aged 40 or above on commissioning will invariably be slightly more limited in their career opportunities. Whenever possible, they will be employed in the same way as their younger counterparts.

b. Where it is unlikely that the individual, on account of their age on commissioning and/or their age of promotion to Lt Cdr, will have time to state a credible case for promotion to Commander, there may be limitations in their ability to complete Professional Command Assignments.

c. Where it is unlikely that an individual, on account of their age on commissioning, will have an opportunity to be promoted to Lt Cdr and complete a Professional Command Assignment, special career progression arrangements may be considered, depending on the Service need and in particular the availability of AAEO/DAEO First Complement Assignments.

d. It is crucial that prospective candidates receive accurate advice on their career opportunities as an Air Engineer Officer. Anyone advising a potential or recorded candidate should ensure that the individual understands the above information. If further information is required, advice should be sought from either the AE Profession or Career Manager.

ANNEX 50E

LOGISTICS OFFICERS - CAREER EXPECTATIONS

1. General

a. Logistics officers' career expectations and reach are affected by the age of the officer on commissioning.

b. Broadly speaking, those aged 39 and under on commissioning should have expectations broadly similar to their Graduate Entrant contemporaries, although the number of promotions to the rank of Commander and above will clearly be proportionally fewer. Those aged 40 or over on commissioning should probably have slightly more restricted expectations, due to time available, especially in terms of the opportunity for a Professional Command Assignment, and prospects for promotion to Commander.

2. After Commissioning - Professional Command

a. On completion of Phase 1 Training at BRNC and the Defence School of Logistics and Administration (DSLA), officers aged under 39 will be career managed in the same way as graduate entrants, with early assignments providing professional broadening. If selected for promotion to Lieutenant Commander, provided they have obtained a positive 'recommendation for Professional Command' during their previous sea assignment(s), and dependent on selection by the Logistics Professional Command Board (LPCB), they should reasonably expect to complete a Professional Command Assignment.

b. Late promotion to Lieutenant Commander may preclude selection for a Professional Command Assignment. The PCSB(L) makes this discretionary decision, based primarily on the ability of the individual and availability of Professional Command Assignments – whilst balancing the Service requirement, career development needs and personal preferences.

3. Aged 40 and Above on Commissioning

Those officers aged 40 and above on commissioning will invariably need to be slightly more limited in their career expectations. They will be employed in the same way as their younger counterparts, with the caveat that they will have limited opportunities for a Professional Command Assignment. This does not mean that they will not be considered. Normal career progression should see them promoted to Lieutenant Commander over the age of 43, which will leave them with less time to state a credible case for promotion for Commander. The performance of certain officers may warrant an exception being made to this general approach.

4. Advice to Candidates

It is crucial that prospective candidates receive accurate advice on their career opportunities as Logistics Officer. Anyone advising a potential or recorded candidate should ensure that the individual understands the above information. If further information is required, advice should be sought from either Logistics Profession or Career Manager.

5. Royal Navy Welfare (RNW) Social Work Degree Scheme (SWDS)

a. **Eligibility.** The SWDS is open to confirmed RNW ranks who have completed a minimum of 3 years following passing DSWWC in positions associated with RN FPS specialist welfare casework. Candidates must pass the AIB and the RN FPS Professional Board prior to the FSB. If extracted, and not held already, they will undertake a Social Work Degree (second and third years) at a specified university. Candidates will undertake their degree training as Senior Ratings or SNCOs.

b. **Academic Qualifications.** The minimum academic requirements are DSWWC and GCSEs at Grades A* - C (4 - 9) in english and mathematics or certified equivalents.

c. **Remuneration.** Whilst studying, SWDS candidates are paid at their basic salary depending on the rank/rate held. On joining BRNC, candidates will enter the officer stream and will be awarded the appropriate rank and pay.

d. **Return of Service.** See Chapter 53.

ANNEX 50F

ROYAL MARINES SCC OFFICERS - CAREER EXPECTATIONS

1. Senior Corps Commission Entry

a. All SCC candidates must have reached the minimum rank of Corporal, be aged over 26, but have a minimum of four years to serve as an officer until their retirement date from the first day of the month that their officer training is expected to commence. The minimum general educational qualifications required of a SCC candidate are four GCSEs at Grade C, or better, including English Language and Mathematics. The selection procedure for promotion to the Officer Corps follows the RN SUY boarding system; candidates attend the AIB and, if successful, are then considered by the Final Selection Board (FSB) for officer entry.

b. SCC officers enter the Corps on a RM Initial Commission of eight years (IC 8) and undertake the SCC Course, which is currently held annually between January and April each year at CTCRM. The number of commissions in the General Service (GS), the RM Band Service (RMBS) and the SBS is dictated by the requirement.

2. SCC Employment

a. GS SCC officers are commissioned specifically to undertake roles in G1 and G4[1], thereon providing the bedrock of desk-level expertise at unit and headquarters' level. SCC Officers in the RMBS and SBS will fulfil wider specialist employment within their SQ, although some positions may be within the G1/G4 field.

b. As a general rule, the Career Managers will seek to provide each SCC officer with two or three G1/G4 assignments prior to entering the OF3 promotion zone[2]. Upon completion of initial training all SCC officers will undertake a mainstream G1 or G4 role[3] in their first full assignment. In their second full assignment, subject to position availability and the Service's requirements, SCC officers may compete for some broadening positions. Thereafter, a SCC officer will undertake further, more demanding, G1 and G4 assignments[4] to build competency and experience to allow for an accurate assessment of suitability for promotion to Maj, and potential for subsequent employment in G1 and G4 positions as an SO2.

3. SCC Age and Promotion

a. Applicants for a SCC must have the recommendations from their chain of command. The younger a SCC officer is commissioned, the more time and opportunity they have to reach higher rank. As a general guide, if a rank seeks promotion to OF3, they must be commissioned by the time he is 40 years old to avoid being Out of Zone (OOZ) for promotion (aged 47). Similarly, ranks aspiring to OF4 must be realistically commissioned by age 38 to avoid being OOZ.

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[1] There is a preponderance of G4 positions, vice G1, and this is where officers are likely to be employed for the most-part, hence G1 being second in terms of likelihood only, not importance.
[2] After 6 years as a substantive Capt.
[3] MTO, QM(T), UIRO, Sqn AO are examples.
[4] SO3 G4 Ops (HQ 3X), SO3 N4 Ops (CAF), AO (RMR), SO3 RCMRM (NPT(RM)) are examples.

b. Promotion is based on merit and SCC officers not only compete against each other, but also against their Direct Entry peers to fill a range of positions at the next higher rank, including the mainstream G1/G4 positions.

4. SCC Officer Attendance at ICSC(L)

Attendance at ICSC(L) is not assured and Career Managers will use their discretion dependent on a SCC officer's age on promotion to OF3, balanced against the Service's interest. The cut-off is generally 45 years old due to there being a very slim chance of promotion to OF4 for any SCC officers of that age or older.

ANNEX 50G

ISC SCHEME - AIB NOMINATION FORM

1. All RN and RM candidates are to be nominated by completion of this form which should be submitted to the relevant Recording Authority (contact details are listed at Annex 50A)

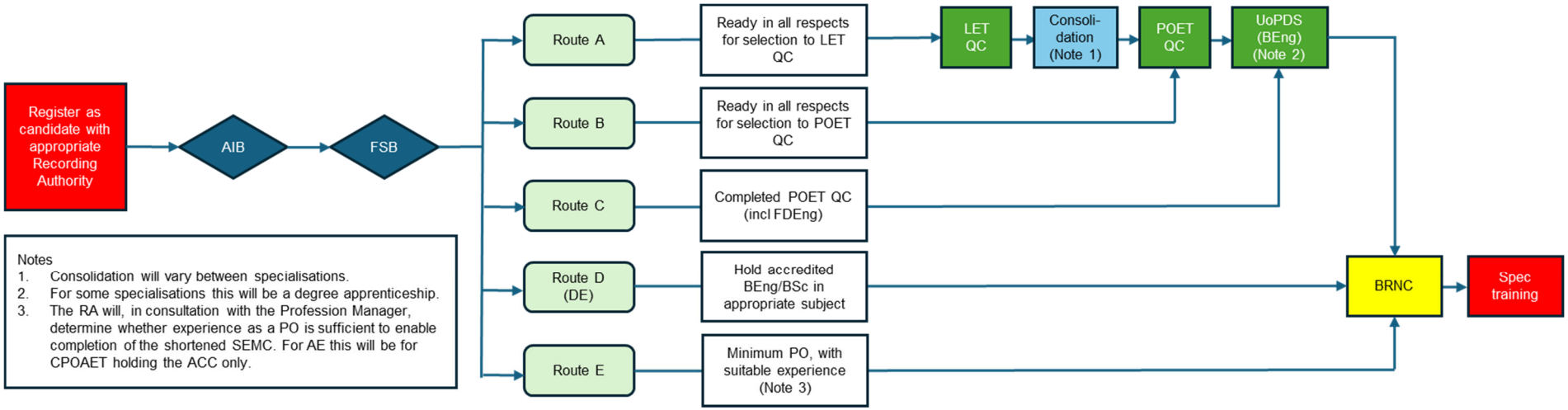
2. AIB Applicant Information

Rate/Rank	
Forename(s)	
Surname	
Service number	
Date of birth	
Civilian Email Address	
Personal Mobile Number	
Unit	
Current Career Manager email address	
Date of first expression of interest in ISC scheme entry	
Date Divisional Officer contacted Recording Authority	
Is applicant intending on entering on the Primary, Intermediate or Advanced pathway?	
Profession, arm and specialisation preference[1]	
AIB non-availability dates	
Forthcoming assignments(FAD)	
Is the applicant undergoing a course of instruction leading to the required educational qualifications or awaiting results? If yes, give details	
In submitting this application to attend AIB, I confirm that the information on this form is correct. I have discussed this application with my Divisional Officer/Troop Commander and understand the requirements of AIB and the officer training scheme. **Applicant's signature and date:**	
I confirm that (rate/rank/name) ……. has my support to attend AIB at the earliest opportunity. **Commanding Officer's rank/name/initials:** **Commanding Officer's signature and date:**	

[1] In the event of a change of preference at a later date, a new Annex 50H must be completed.

ANNEX 50H

ENGINEERING TECHNICIAN - ROUTES TO OFFICER



Notes
1. Consolidation will vary between specialisations.
2. For some specialisations this will be a degree apprenticeship.
3. The RA will, in consultation with the Profession Manager, determine whether experience as a PO is sufficient to enable completion of the shortened SEMC. For AE this will be for CPOAET holding the ACC only.

1. Failure Criteria

a. A candidate who fails to pass Qualifying Courses or who, for whatever reason, is deemed unsuitable for continued training towards becoming an officer will be returned to their specialisation in the last substantive rate held and employment commensurate with their QC achievement. Those candidates who have been selected for promotion to the next higher rate will be promoted at the Common Promotion Date once all the pre-promotion requirements are met.

b. Personnel failing on academic grounds, following the Training Establishments' (TE) normal warning processes, will have the opportunity to reapply at a later date. They may apply to re-enter from the beginning of the same or via an alternative route.

2. Rank and Pay

Ratings selected for any route will retain their current rate and pay throughout the training process until joining BRNC. They will not be eligible for selection to the next higher rate but will receive incremental pay awards in accordance with the regulations for their specialisation. Where the necessary qualifications cannot be achieved due to the training programme, waivers may be sought from the relevant Profession Manager who will assess each application on its own merits. On joining BRNC, candidates will enter the officer stream and will be awarded the appropriate rank and pay.

3. Return of Service

All stages of training may attract a ROS and these run concurrently through each of the routes.

4. UoP BEng may be achieved through a Degree Apprenticeship.

ANNEX 50I

UY(E) UNIVERSITY OF PORTSMOUTH DEGREE SCHEME - ACADEMIC QUALIFICATIONS

Degree	Eligible Specialisations	Academic Requirement	Enabling Subjects to be completed before start at University of Portsmouth (Delivered by the University of Portsmouth)
BEng(Hons) in Electronic Engineering including Degree Apprenticeships leading to the same Degree	WE (GS & SM) AE	Complete HND with minimum of 8 'H' level analytical based units at Merit that must include the following units: Unit 3: Analytical Methods Unit 23: Combinational & Sequential Logic Unit 8: Data Communication & Networks Unit 5: Electrical & Electronic Principles Unit 25: Electronics Unit 9: Microprocessor Systems	UoP Bridging Programme: Maths Element Microcontroller Element C-Programming Element
BSc in Mechanical & Manufacturing Engineering Course	ME (GS, SM (L & M)) WE (GS & SM)	Complete HND at Pass level OR Complete FD (ME only)	Complete Mathematics enabling course
BEng(Hons) in Mechanical & Manufacturing Engineering Course	AE ME (GS, SM (L & M))	Complete FD (ME Only), **OR** Complete HND with a minimum of 8 'H' level analytical based units at Merit that must include: Unit 3: Analytical Methods Unit 2: Engineering Science Unit 18: Mechanical Principles Unit 10: Marine Engineering Thermodynamics Unit 7: Fluid Mechanics **OR** Unit 8: Further Aerodynamics	Complete Mathematics enabling course

(Continued

UY(E) UNIVERSITY OF PORTSMOUTH DEGREE SCHEME - ACADEMIC QUALIFICATIONS (Continued)

Degree	Eligible Specialisations	Academic Requirement	Enabling Subjects to be completed before start at University of Portsmouth (Delivered by the University of Portsmouth)
BEng(Hons) in Electronic Engineering	WE (GS & SM) AE	Complete HND with minimum of 8 'H' level analytical based units at Merit, that must include the following units: Analytical Methods (BTEC Code 21717P) Combinational & Sequential Logic (BTEC Code 8685R) Data Communication & Networks (BTEC Code 9526M) Electrical & Electronic Principles (BTEC Code 21759P) Electronics (BTEC Code 21762P) Microprocessor Systems (BTEC Code 21794P)	UoP Bridging Programme: Maths Element Microcontroller Element C-Programming Element
BSc in Mechanical & Manufacturing Engineering Course	ME (GS, SM(L & M)) WE (GS & SM)	Complete HND at Pass level	Complete Mathematics enabling course
BEng(Hons) in Mechanical & Manufacturing Engineering Course	AE ME (GS, SM(L & M))	Complete HND with a minimum of 8 'H' level analytical based units at Merit, that must include: Analytical Methods (BTEC Codes 21717P, 21717) Engineering Science (BTEC Codes 21718P, 9499M) Mechanical Principles (BTEC Codes 21793P, 9503M) Engineering Thermodynamics (BTEC Codes 21769P, 9521M) Fluid Mechanics (BTEC Code c-d 21520P) OR Further Aerodynamics (BTEC Code 21773P)	Complete Mathematics enabling course
BSc(Hons) in Computer Networks and Security Course	WE (GS) - ET(CIS)	Complete FD ET(CIS) only OR similar academic Quals as required by UoP for Legacy CIS	

ANNEX 50J

WARFARE PROFESSION ADVANCED PATHWAY EXPERIENCE FEEDBACK FORM

WARFARE PROFESSION ADVANCED PATHWAY EXPERIENCE FEEDBACK FORM *(Downloadable version available in BRd 3(1) Forms Section)*

CHAPTER 51

PROFESSION AND SPECIALISATION TRANSFERS

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

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CHAPTER 51

PROFESSIONS, ARMS AND SPECIALISATIONS

SECTION 1

INTRODUCTION

5101. Profession, Arm and Specialisation Transfers

Guidance outlined in this chapter, unless otherwise stated, covers the policy regarding transfer between Professions, Arms and Specialisations for Regular Service (Royal Navy (RN) & Royal Marines (RM) personnel.

5102. Profession Management

Management of these Professions, Arms and Specialisations is conducted by a wide range of authorities. The structure of individual Professions, their sustainability and their population by Naval personnel is part of the Profession Management process, coordinated by Profession Managers. A description of this process and the policies that apply to it is at Chapter 62.

5103. Profession Selection

Personnel join the Royal Navy in an agreed Profession and Arm in the process and principles shown in Chapter 4. Opportunities to transfer between Profession, Arm and Specialisation are based primarily on the Service Requirement. Personnel have the option to apply for transfer between Profession, Arm and Specialisation based on the criteria within this Chapter; the Royal Navy has no obligation to uphold any application. Careful management of an individuals' expectations is a critical element of the process and must not be ignored by key members of the Command Chair and/or the Divisional/Regimental system.

SECTION 2

PROFESSION AND SPECIALISATION TRANSFERS - UNTRAINED STRENGTH

5104. Young Officer Transfers - General

a. Young Officers (YOs) are allocated to Professions on entry to meet the Service requirement and **it should not be assumed** therefore that officers who fail in training or do not wish to continue in their original Profession or specialisation will automatically be accepted into other Professions or specialisation, even if they are strongly recommended for transfer by their Commanding Officer (CO) and/or administrative authority. Due to this Service requirement and recruitment planning, Officers should achieve Trained Strength status before requesting to transfer between Professions and/or Specialisations. Before submitting a request, applicants should ensure the latest RNTM library has been consulted which may detail temporary restrictions or limitations on transfers into certain professions or specialisations.

b. Opportunities for transfer are very limited and all cases are considered on their merits. In reaching a decision, the Officer Training Pipeline Manager (NAVY PEOPLE-TRG TMG HQ UTSPM), the approving authority for Profession/ specialisation transfers of officers under initial training, will consider the workforce position and the recruiting and entry targets, together with the training time in the Professions and/or specialisations concerned. This includes P, O and ATC YOs who fail grading or request to transfer during Phase 1 Initial Officer Training at BRNC Dartmouth. Where required, from an interview with the Naval Advisory Board (NAB) - see Para 5739 - and/or the Career Manager.

c. During counselling, or when forwarding requests to the Officer Terms of Service Manager, authorities should avoid giving a YO the impression that they will automatically be accepted for transfer. A YO who is not recommended should be told so. It is to be made clear to the YO that there is no automatic right to transfer intra or inter-Service, and that the needs of their present Profession are paramount. Officers should be advised that their case is being referred to the Officer Terms of Service Manager for staffing prior to submission to the Officer Training Pipeline Manager.

d. A major factor when considering transfer requests is the number of officers likely to commence Phase 2 professional training in both of the specialisations affected. During the early stages of Initial Naval Training, there is significant risk of being withdrawn from training or back-termed, which introduces a degree of uncertainty into the decision-making process. So that a decision can be based on the best available information, transfer requests may only be submitted by Officer Cadets once they have reached Week 8 of the Marinisation term - requests submitted prior to this point will not be considered.

e. A YO is not to be transferred to a new training pipeline ahead of receipt of formal Headquarters approval and receipt of their signed acceptance of the terms of the transfer determined by the Officer Terms of Service Manager. Only in exceptional cases will the Officer Training Pipeline Manager consider authorising the move of an individual ahead of completion of the formal staffing process.

f. Requests for transfer from YOs under warning will be considered on their merits, however it is not guaranteed that all transfers will be approved.

g. Officers in a reduced medical category will not be considered for a Profession transfer on the untrained strength. For longer term medical downgrades of the untrained strength, profession transfers may be considered subject to the outcome of each trainee's Medical Employment Board (MEB).

h. It should be noted that transfers from the Submarine Service to General Service are very unlikely to be accepted except in extremely exceptional circumstances.

i. UTS Warfare Officers who wish to stream XSM or Hydrography from GSX at any phase of training no longer require the transfer request documentation as detailed below but should instead contact the UTS Pipeline Manager and/or Warfare Officer Professions Manager via email to declare an Expression of Interest.

5105. Young Officer Transfers during Phases 1 (including Aircrew Officers up to Grading) Training - Applications

a. The YO is to complete the Profession transfer application form at Annex 51E and submit this to the Officer Commanding Officer Training (OCOT), along with a supporting letter detailing the following:

(1) The reason why they wish to transfer to the Profession specified.

(2) Why they feel that they are suited to the prospective Profession.

(3) Details of the relevant skills and experience that they would bring to the prospective Profession.

(4) The research that they have undertaken with regard to the prospective Profession.

b. OCOT is to forward the YO's application form and letter, via a covering email, to the Officer Training Pipeline Manager (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM), advising whether or not the application is supported.

c. This process also applies to P and O YOs who fail grading and include ATC YOs who request to transfer during Phase 1 Initial Naval Training (Officer) at BRNC Dartmouth.

5106. Young Officer Transfers during Phases 1 or 2 (Aircrew Officers up to Grading) Training - Approval Process

a. On receipt of the application, the Officer Training Pipeline Manager will check that the individual is eligible to be considered for transfer and make a determination based on the Service need and available training opportunities. They will contact the Officer Terms of Service Manager for advice on any terms of service implications, noting that a seniority adjustment will not be necessary.

b. The Officer Training Pipeline Manager will inform OCOT of their decision by email. If approved, the email is the authority for the applicant to be re-streamed.

5107. Young Officer Transfers during Phase 2 Training - Applications

a. With the exception of Aircrew Officers who have yet to reach the end of their Aircrew Grading (see Para 5105), the YO is to complete the Profession transfer application form at Annex 51E and submit this to their CO, along with a supporting letter detailing as follows:

(1) The reason why they wish to transfer to the Profession specified.

(2) Why they feel that they are suited to the prospective Profession.

(3) Details of the relevant skills and experience that they would bring to the prospective Profession.

(4) The research that they have undertaken with regard to the prospective Profession.

b. The CO is then to write a letter advising whether or not the request is supported and ensure that the following are forwarded to the Officer Training Pipeline Manager by email to NAVY PEOPLE-TRG TMG HQ UTS PM:

(1) YO's application form and letter.

.

(2) Copies of any other documentation deemed to be relevant to, or supporting, the application: e.g. a CO's letter from a holdover period.

c. In forwarding recommendations to the Officer Training Pipeline Manager, authorities should consider the performance of the YO and their value to the Service and should take into account the reasons behind any request for transfer. They should satisfy themselves that the YO has had sufficient opportunity to comprehend the work of the preferred Profession or specialisation and, wherever possible, has received appropriate counselling, from officers of both the present and preferred Profession or specialisation, to put them in a position to exercise reasonable judgement. As far as possible, they should set the YO against the average standards of their contemporaries in the Profession or specialisation to which transfer is sought. However, as stated in para 5104, Young Officers (YOs) are allocated to Professions on entry to meet the Service requirement and therefore there is no guarantee that a transfer will be approved, even with CO endorsement.

d. YOs should be advised that their case is being referred to the Officer Training Pipeline Manager.

5108. Young Officer Transfers during Phase 2 Training - Approval Process

a. **Seniority Adjustments (see Para 5111).** When applications are received by the Officer Training Pipeline Manager, the Promotions section will be advised to suspend the YO's seniority pending the outcome of the application. If the individual is unsuccessful in their application, their seniority will be re-instated in full. If the application is successful, a YO may have their seniority adjusted, following which accrual of seniority will resume.

b. **Eligibility.** The Officer Training Pipeline Manager will liaise with the Untrained Strength Career Manager (UTS CM) to ascertain whether an individual is eligible to be considered for a transfer (MedCat, Nationality requirements for Submarines, required qualifications etc). If the individual is ineligible, the CO will be advised and the individual's seniority will be re-instated.

c. **Consideration of Applications.**

(1) **General Applications.** The UTS CM will engage with the Officer Training Pipeline Manager, the approving authority for Profession/specialisation transfers of officers on the untrained strength, and other stakeholders regarding consideration of the application. Opportunities for transfer are limited and all cases are considered on their merits. In reaching a decision, the Officer Training Pipeline Manager will consider the workforce position and the recruiting and entry targets, together with the training time in the Professions and/or specialisations concerned. Where required, a suitability interview will be conducted with the Career Manager or a delegated representative if the YO is unable to attend Navy Command Headquarters. Advice can be sought from the UTS CM.

(2) **FAA Transfer Applications (P to O/ATC, O to ATC).**

(a) During Phase 1 Training and Phase 2 Grading, the Officer Training Pipeline Manager has the overall authority to approve Profession and specialisation transfer requests but, in making a decision, will consult closely with Navy Command Flying Training staff and the FT Naval Aviation Advisor(see Para 5742) regarding a YO's suitability for transfer.

(b) During Phase 2 Professional Training, the authority to approve any transfer application (P to O; P/O to ATC) rests with COMNA and will be administered by FT Naval Aviation Advisor. Information about decisions taken, and the terms and conditions that will apply in the new Profession and/or specialisation if a transfer request is approved, will be formally conveyed to YOs by the Officer Terms of Service Manager.

(c) Transfers from O to P or ATC to P or O are not normally permitted but will be considered where a specific Service need is identified. The Service reserves the right in exceptional circumstances to offer such transfers to student Observers and ATC YOs who have particularly high aptitude scores for both Pilot and Observer and show potential to succeed as Aircrew. In such cases, the YOs will be expected to successfully complete both Pilot and Observer grading (or in the case of ATC YOs whichever specialisation they are considered for) and will then progress along the relevant Flying Training Pipeline. If, at any time up to the successful completion of the required training, they fail to demonstrate the required potential, they will be returned to their core specialisation training pipeline at no penalty. Once they have successfully completed flying training to the required standard, they will be formally transferred to the respective specialisation; any subsequent failure will be treated in the normal manner for their new specialisation. Information about decisions taken, and the terms and conditions of service that will apply in the new Profession and/or specialisation if a transfer request is approved, will be formally conveyed to YOs by letter from the Officer Terms of Service Manager.

(d) Transfer from P, O or ATC to the Aviation Profession (X(AV)) from UTS personnel is no longer a standard route due to the limitation of X(AV) not having a Phase 2 pipeline. However, it may be considered in exceptional circumstances on a case-by-case basis by the SO1 Aviation Professions Manager.

5109. Young Officer Transfers during Phase 2 Training - Notification of Decision

The Officer Terms of Service Manager will advise the YO, by formal letter via their CO, whether or not the application has been successful.

a. **Unsuccessful Applications.** If the application has not been successful, the Officer Terms of Service Manager will advise the Promotions section that the YO's seniority should be re-instated in full. YOs who are unable to continue in their original Profession, specialisation or training pattern due to failure during training, and are not selected for transfer, will be compulsorily withdrawn from training and their commission terminated (see Para 5440).

b. **Successful Applications.** If the application has been successful, a transfer offer letter will detail the revised terms and conditions that will apply on transfer and will include an acceptance pro forma. The YO should complete and return the proforma to the Officer Terms of Service Manager advising whether or not they wish to accept the offer. If the YO accepts the offer, their seniority will be adjusted on transfer to the new Profession in accordance with Para 5111. If the YO decides not to accept the offer, the Promotions Office will re-instate their seniority in full and the individual will remain in their current Profession.

5110. Young Officer Transfers - Timing of Transfers

A YO is not to be transferred to a new training pipeline ahead of receipt of formal Headquarters approval and receipt of their signed acceptance of the terms of the transfer as advised by the Officer Terms of Service Manager in the transfer offer letter. In exceptional cases, however, the Officer Training Pipeline Manager will consider authorising the move of an individual ahead of completion of the formal staffing process. The effective date of transfer will be advised in the transfer offer letter.

5111. Young Officers - Seniority Adjustments on Transfer

The implications for a Young Officer's rank and seniority are as follows:

a. Officers who are given approval to transfer Profession during Phase 1 Training will not lose any seniority as, for the majority, promotion from Midshipman to Sub Lieutenant is based on time served rather than seniority accrued.

b. If an officer applies for a transfer to a new Profession and/or specialisation whilst undertaking Phase 2 Training on the Untrained Strength, their seniority will be suspended until the transfer request has been considered. As such, an officer's imminent promotion to the rank of Lieutenant RN or Captain RM may be deferred. If the transfer request is declined, an officer's seniority will be reinstated in full and they will continue in their current Profession. If the request is upheld, however, an officer may have their seniority adjusted (see sub para c), following which accrual of seniority will resume.

c. Wherever possible, individuals should not be able to gain an advantage over their peers in the Profession and/or specialisation into which they are transferring. As a result, officers who are selected for a transfer will have their seniority in their current rank adjusted to reflect the total time spent undertaking Phase 2 Training that is not deemed to be relevant to the new Profession and/or specialisation. Officers will be able to retain seniority accrued during periods of training inactivity e.g. as a result of Service reasons (including holdovers) or non-Service reasons outwith their control (including medical or compassionate reasons). Advice on the relevance of training (and hence any seniority adjustment) will be provided by DDPD Untrained Strength Career Manager as part of the overall consideration of the Profession transfer request within the Navy Command Headquarters and will be shown in the offer letter sent to officers for their agreement. If the proposed seniority adjustment is greater than an officer's current seniority as a Sub Lieutenant or Lieutenant, their seniority in the rank will be reset to zero on the date of transfer. It should be noted that, whilst an officer can lose seniority in their current rank as a result of a successful transfer request, they cannot be reduced in rank.

d. The seniority of an officer transferring from or to a Profession where seniority is granted for a degree or relevant civilian experience (or both) may be adjusted by more than one year.

5112. Rating Transfers - General

a. The Untrained Strength (UTS) Profession transfer process is controlled by the Officer Training Pipeline Manager (see Points of Contact) and applies only to ratings who have not previously joined the Trained Strength. All requests will be considered on a case-by-case basis; responsibility for approval or refusal of requests lies with the Ratings Training Pipeline Manager.

b. Ratings have no right to transfer Profession or specialisation whilst on the UTS and, on joining, they sign MOD Form S3049 to this effect. A rating who is not content with their current Profession or is failing academically may request a Profession transfer through their Divisional Officer. Any request for transfer should be made by email to the UTS Ratings Training Pipeline Manager (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM); all requests will be considered on a case-by-case basis. Should any UTS rating be offered a transfer and subsequently fail in the new Profession, there is no right of transfer back to the original Profession or specialisation. If a Profession transfer is offered but refused, or if none is available, then the rating should be considered for DUDT (Contributory) – see Para 5446 b (4) (c)a. The failure from course would be categorised as follows:

(1) **Aptitude.** A failure to perform to the required standards as laid down by the Profession Managers, ARFSD RPS or TPS. Not necessarily an academic failure, but the incorrect approach or an attempt to circumvent training as mandated.

(2) **Commitment.** This will include the attitudinal TPS, i.e. the rating must display the correct attitude to training, both physically and mentally, which includes their acceptance of the need to maintain the physical fitness required for training.

c. **Ratings who are:**

(1) Downgraded Permanently Medically Unfit (PMU) for training in their specific Profession; or

(2) Downgraded Temporarily Medical Unfit (TMU) for a period of three months, with an expectation of a further downgrade for a 3-month period; or

(3) Downgraded TMU for a period totalling more than six months, may request or be offered the option of transfer where possible to a suitable Profession. If the trainee declines the offered Profession transfer, then they should be DUDT (Contributory). Where a rating is unable to complete their Profession training or their Task Book because of restrictions imposed by a medical condition, of 12 months duration or more, they will be referred to a RNMBoS. This reference should be used for RNMBOS referrals in accordance with BRd 1991 Para 0804b.

5113. Rating Transfers - Submarines to General Service

Transfer requests from those recruited directly into the SM arm are normally only granted for medical reasons since SM recruits do not have the right to transfer to GS and any transfer is made in accordance with the needs of the Service. Ratings who are declared medically unfit for SM are to be dealt with as follows:

a. **PMU.** Wherever possible, all ratings are to be offered a transfer to their requested Profession. If the rating refuses the option to transfer, they are to be discharged or, if within their first six months' service, may exercise discharge as of right (in accordance with Para 5403).

b. **TMU for more than Three Months.** Ratings are to be offered the option of transfer to the GS affiliated Profession. If an individual accepts this option and is subsequently declared fit for SM, they are to be transferred back to SM. Approval to remain in the SM pipeline after being TMU for six months (including cumulative) may be given, exceptionally, by the specialisation Profession Manager.

5114. Rating Transfers - Divers

The full procedure at Para 5109 to transfer into the Diver profession is contained at Para 7803.

5115. Rating Transfers - General Service to Submarines

a. **Liability for Service in Submarines.** All individuals who are recruited as GS ratings are liable for service in submarines (SM service) and acknowledge such on Form S3049, which they sign when they enlist in the Service. Vacancies will be filled by volunteers, if available, subject to the conditions and eligibility criteria in Para 5127 sub para b and provided there is a requirement for a rating of equivalent rate and category in the SM service. Ratings will generally join whilst in the lowest rate of each category.

b. **Volunteers.** Volunteer applications from ratings who wish to transfer to SM service during their initial training are always to be given favourable consideration. The following guidance should be adopted:

(1) All applications should be discussed with the UTS Ratings Pipeline Manager (NAVY PEOPLE-TRG TMG HQ UTSPM) who can advise on the availability of SM Professions and entry criteria.

(2) Prior to any transfer being approved, it is strongly advised that the rating concerned is sent to the RNSMS for briefings.

(3) Ensure that the SP does not have any nationality restrictions preventing them from transferring to the submarine service.

5116. Rating Transfer Requests

a. All Profession and/or specialisation transfer requests from ratings on the UTS should be addressed to the UTS Ratings Pipeline Manager (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM) by Divisional Officers (DOs). Telephone enquiries are acceptable but all formal transfer requests must be made by e-mail (NAVY PEOPLE-TRG TMG HQ UTSPM) and should include the following:

(1) Rating's name, Service Number, Profession and Defence Aptitude Assessment (DAA) score.

(2) The Profession to which the individual wishes to transfer.

(3) Reason for the transfer request.

(4) DO's recommendation.

(5) Any disciplinary or medical issues.

b. Careful consideration will be given to the workforce situation in the exporting and importing Profession specialisations and to the rating's suitability for transfer (e.g. DAA score, eyesight, hearing, colour perception and nationality).

5117. Ratings - Failure in Training

Where a transfer request is submitted because a rating has failed to demonstrate the ability to complete training in their current Profession, Professions and/or specialisations which require a lower DAA qualifying score will normally only be offered.

5118. Ratings - Agreement to Transfer

Ratings may only be transferred from one Profession and/or specialisation to another if they agree to the transfer. In the case of ratings under the age of 18, parents/guardians should be consulted (subject to permission being given by the rating concerned).

5119. RM Other Rank Transfers

RM Other Ranks do not specialise until they join the Trained Strength; as such, there is no provision for them to transfer while they are under initial training.

SECTION 3

PROFESSION AND SPECIALISATION TRANSFERS - TRAINED STRENGTH

5120. Officer Transfers - General

a. Profession transfers are not encouraged but are permissible provided they are in the best interests of both the Service and the individual; **the priority will be to best meet the Service requirement**. Officers may also have to satisfy the nationality requirement of the receiving Profession/specialisation, which may differ from their source Profession/specialisation, and be required to successfully undertake a disclosure check prior to transfer.

b. Transfers of specialisation or between arms within a Profession may also be allowed, subject to the best interests of the Service.

c. Consideration may be given to assigning an applicant to one job in the new Profession or specialisation prior to the transfer being approved and the necessary cross-training package implemented.

d. Transfers may result in a loss of seniority and an additional Return of Service (ROS) being incurred, dependent upon the training undertaken.

e. Each case is considered on its merits and, if the transfer is approved, officers are subject to the assignment, training and promotion rules of the new Profession or specialisation. The following principles are adhered to in the consideration of requests:

(1) The transferee must not gain advantage over a comparable officer of the new Profession.

(2) Transfer must not be seen as a means of gaining additional seniority and, consequently, earlier promotion when compared with those officers in the new Profession who entered the RN at the same time as the transferee.

(3) The transferee should not be at a disadvantage in comparison with an officer who retires and then immediately re-enters in a different Profession.

f. **Commission.** If an insufficient ROS remains after training, then consideration will be given to either waiving a break point option or transferring the officer to a Career Commission stage (CCS). Those Direct Graduate Entry (DGE) officers on a CCS or Full Commission Stage (or equivalent) should maintain their current commission and start date. It is not envisaged that former Special Duties (SD) or Senior Upper Yardman (SUY) officers would be accepted for transfer to the Engineering Profession; however, should a former SD/SUY officer possess an acceptable degree, consideration will be given to entering them as a DGE based on their original commissioning date.

g. **Seniority.** Seniority credits will be assessed by adding the credits calculated under the following three headings:

(1) **Time.** The time between entry and transfer should normally count as a seniority credit, except for the time spent as a result of back classing or repeating professional course as a result of a failure.

(2) **Credits.** Any seniority credits the officer may have received from Naval General or Fleet Training.

(3) **Engineer Officers - Pre-Joining Training.** The officer's seniority is assessed as though they were entering the RN on the date of transfer, based on the current entry regulation for Engineer Officers. This method of calculation will therefore take into account credits appropriate to an Engineer Officer for their degree, and any professional experience obtained after the degree prior to entry into RN.

5121. Officer Transfers - Applications

a. Individuals are to complete the Profession transfer request form at Annex 51G and submit this to their Commanding Officer, along with a supporting letter detailing:

(1) The reason why they wish to transfer to the Profession specified.

(2) Why they feel that they are suited to the prospective Profession.

(3) The relevant skills and experience that they would bring to the prospective Profession.

(4) The research that they have undertaken with regard to the prospective Profession.

b. The CO is then to write a letter advising whether or not the request is supported and ensure that the following are forwarded to the Officer Terms of Service Manager:

(1) The officer's application form and letter.

(2) An up-to-date Appraisal Report (covering the Profession transfer request (occasion 'Special')) signed and dated by the officer, 1RO and 2RO (the 2RO must state they support the request as a minimum).

(3) Copies of any other documentation deemed to be relevant to, or supporting, the application.

c. **Flexible Service.** Officers are not permitted to transfer to a new Profession whilst undertaking a period of FS. Any agreement would need to be terminated prior to transfer and re-applied for once the individual has transferred to the new Profession; there is no guarantee that a new period (of FS) would be approved at that point.

5122. Officer Transfers - Headquarters Staffing

On receiving the Profession transfer application, the Officer Terms of Service Manager will engage with the appropriate Career Manager who, in turn, will consult relevant stakeholders in the Navy Command Headquarters about the merits of the request, determining the individual's eligibility (e.g. Med Cat, nationality, RNFT status) and considering the new terms and conditions of service that will apply if a transfer is agreed (e.g. training requirement, return of service, seniority etc). A final decision will be sent by letter to the individual's Commanding Officer at the earliest opportunity and, if the request is approved, will include a revised set of terms and conditions for the officer's agreement.

5123. Officers - GS Warfare Officers

The mainstream route for General Service (GS) Warfare officers is to qualify as Principal Warfare Officers (PWO). The majority of GS Warfare Profession officers are required to specialise before the PWO route; this sub-specialisation occurs either on joining the Trained Strength on completion of Initial Warfare Officers Continuation (IWOC) or following First Complement Assignment (FCA). Each year, the numbers joining the trained strength and completing FCA together with the requirement, strengths and training pipeline capacity of each Warfare Profession specialisation determine the numbers required. The 'Allocation to Specialisation' numbers required in each specialisation are determined by Dir P&T N5 staff. Career Management authorities are responsible for allocating individual officers to each sub-specialisation to meet the numerical target. For XSM Officers, the mainstream route is towards PWO(SM) and completion of Submarine Command Course.

a. **Sub-specialisations.** The GS Warfare Profession sub-specialisations are as follows:

(1) **PWO.** Progress towards as a PWO is the mainstream route followed by all GS Warfare officers from joining the Service. This is typically achieved after specialising via some of the careers below and enables the route to Command.

(2) **Hydrography (H).** Officers are no longer directly recruited but specialise after completing IWOC or an FCA. Expressions of interest in specialising H are advised to the Warfare Professions Manager. Depending on levels of inflow against the Needs of the Service, there may be a requirement for compulsory streaming from GSX to the H specialisation. Officers specialise as H, rather than transfer.

(3) **Fighter Controller (FC).** Officers are selected either post-IWOC or post-FCA and need to pass an Aptitude Test.

(4) **Mine Clearance Diving and Mine Warfare Officer (MCD/MW).** Officers are selected post-FCA and once Bridge Watchkeeper Qualified. MCD officers will need to have passed both an Aptitude Test and a Diving Medical.

(5) **Fleet Air Arm (FAA) - Aviation.** Officers are only selected post-FCA and once Bridge Watchkeeper Qualified. For details, see Para 5125.

(6) **Submarine (SM).** Officers are recruited directly and/or streamed during Phase 1 training. In extremis, there may be a requirement to stream XSM Officers from GSX during Phase 2 to meet workforce requirements.

(7) **Intelligence (Int).** Officers are streamed during Phase 1 training.

(8) **Navigation (Nav).** Officers are selected either post IWOC or FCA.

(9) **IW METOC.** Officers are selected via Direct Entry and limited opportunities exist for In Service Commission candidates or GTS Officers.

b. **Criteria for Selection of Sub-specialisation.** Individuals are nominated for each specialisation by a Board consisting of at least two Career Managers. Individual officers will be allocated to specialisations according to the following criteria:

(1) **The Service Requirement.** The number required by each Warfare Profession specialisation and the best interests of the Service.

(2) **Aptitude.** Where appropriate, individuals have to pass an aptitude test to become eligible for particular specialisations.

(3) **Age and Medical.** There may be age constraints where it is necessary for the Service to gain an adequate return on training investment. Similarly, some specialisations set more stringent medical standards than GS.

(4) **Recommendations.** Recommendations from Reporting Officers.

(5) **Spread of Talent.** In the best interests of the Service, a spread of talent should be achieved to ensure that particular specialisations do not receive a high proportion of either strong or weak individuals.

(6) **Preference of the Individual.** Individuals should clearly advise of their specialisation preferences either through their CO and the reporting process or direct to their Career Manager.

c. **Specialisation within FAA.** See Para 5125.

d. **Transfer to SM (War).** All UK national, RN officers are liable for service in submarines. Volunteers will fill vacancies but, where necessary, any shortfalls will be filled by suitably qualified officers selected during a suitable time in Phase 1 training. The minimum period of an officer's submarine service will be the completion of their first career assignment post Submarine Officers Training Course and successful completion of 'n' Course. Any officer who does not wish for further service in submarines should apply in writing to NAVY PEOPLE-CM OF WAR SM SO2 to transfer back to GS. Each application will be assessed against the needs of the Service and successful applicants will be transferred to NAVY PEOPLE-CM OF WAR JO SO2.

5124. Officers - GS to SM Transfers

a. **SM Liability.** All UK national, RN officers are liable for service in submarines. Volunteers will fill vacancies but, where necessary, any shortfalls will be filled by suitably qualified officers selected during time at BRNC/RAL. If XSM vacancies are required to be filled in future, this will be completed within Phase 1 training as part of Recruit by Profession.

b. **Return to General Service.** If an Officer is compulsorily streamed to the Submarine Service, i.e. they have not volunteered to transfer, an application may be made to transfer to the equivalent GS Profession at a suitable point in their career. These points are defined as:

(1) **Warfare Officers.** On completion of their first complement assignment as a Junior Warfare Officer post Submarine Officers Training Course and following successful completion of Preliminary Navigating Officers (PNO) Course. In this case an application is to be made to NAVY PEOPLE-CM OF WAR SM SO2. Each application will be assessed against the needs of the service.

(2) **Engineering Officers.** On completion of their complement AMEO or WE Section Officer Assignment (as applicable) or after 5 years since qualifying as a submariner, whichever is the later.

(3) **Logistics Officers.** On completion of their first complement submarine assignment following OTC/NGC training. The LO will remain in the wider Logistics Officers workforce plot, but as an L(SM) will be considered for assignment into roles related to SM service up to and including the rank of OF4.

(4) **Medical Officers.** On completion of their first complement GDMO assignment.

c. It should be noted that transfer to the GS is likely to require an element of re-training, particularly in the Engineering Professions. When an application is submitted a detailed bespoke re-training plan will be developed based on the individual’s previous experience and qualifications and parity to the equivalent GS Profession.

5125. Officers - Warfare, Air Engineer and RM - Transfer to Flying Duties

There are opportunities for Warfare, Air Engineer and RM officers to undergo flying training. Selection for flying training involves a transfer of specialisation under the general rules in Para 5120. Applications will be considered in the light of service requirements and the numbers of transfers will be strictly limited.

a. **Warfare Officers.** Opportunities exist for a very small number of GSX Warfare Profession officers, other than direct entry Fleet Air Arm (FAA), to undergo flying training and specialise as Pilot, Observer or ATC officer. The rationale for this is that, whilst the vast majority of the FAA officer requirement is met by direct recruitment, the FAA does benefit from a few GS officers with a Bridge Warfare Qualification (BWQ) specialising in aviation following their FCA (the GSX/FAA/PWO Stream). The cross-pollination that GSX bring to FAA is of considerable benefit as it enlightens those who are less familiar with GS practices; GSX/FAA/PWO Stream officers then return to GS with FAA expertise. Applications will be considered in the light of Service requirements and the numbers of such transfers will be strictly limited. Such officers 'specialise FAA' rather than 'transfer' and will be expected to specialise as PWOs later in their careers and to conduct at least two PWO tours.

(1) **Implications.** The drawback of the above is that these officers take up valuable training positions to gain their Navigation Watch-keeping Certificate (NWC) and BWQ but do not subsequently fill watch-keeping positions. They are also required to fill PWO assignments so there is little time for them to get the most out of their FAA training before commencing PWO training. As it takes four years to be fully trained as a GSX officer and then tested in a complement assignment; a future return on this four-year investment is required. Post-FCA, any officer selected for FAA specialisation will then have to complete on average four years flying/ATC training prior to FAA employment and returning to the GS Arm for PWO training. To ensure that the FAA has a return on this substantial flying training investment, the GSX/FAA/PWO stream should conduct a minimum of two flying tours post flying training. This ensures adequate aviation experience and credibility when competing for senior FAA Executive assignments post-PWO tours.

(2) **Eligibility.** Officers may apply for flying duty specialisation at any time after completion of the IWOC, provided that – in order to avoid undue career compression - they are able to commence flying training before their 27th birthday (exceptionally, an age waiver may be granted as agreed by the XAV Professions Manager). Officers will not be allowed to start flying training until they have obtained their NWC and BWQ; they must be volunteers, and recommended for transfer to a CCS. Exceptional cases may be forwarded to Navy Command/Cdr Aviation Training for consideration, however, it is stressed that such applications must be particularly merit-worthy and that particular circumstances are deemed to apply. Career Managers will ensure that all GSX officers specialising within the FAA are given explicit briefing on career patterns and Service expectations, including PWO.

(3) **Application and Selection.** The procedure for application and selection is as follows:

(a) RN officers who meet the conditions laid down in Para 5125a sub para (2) should submit their applications in writing to their CO.

(b) COs recommending candidates for transfer will arrange for them to attend RAF Cranwell for Aircrew/ATC Aptitude Tests through the Aviation Pipeline Manager (NAVY PEOPLE-TMG FT PIPELINE MGR) and, for those who are successful, examination by the Aviation Medicine Division (AvMed), Institute of Naval Medicine (INM), to determine their fitness for flying/controlling duties. Arrangements for these tests should be made as follows, quoting availability and whether or not accommodation is required:

(1) Aircrew/ATC Aptitude Tests - CAIB)
) Copy NPT(X)
(2) Aircrew Medical/ATC – Av Med)

(c) On successful completion of these tests, COs should forward applications to the Assistant Chief of Naval Staff (Personnel)/Naval Secretary, together with their recommendations and a special Appraisal Report.

(d) Those applicants who pass both Aptitude Test and Initial Flying Medical at the Aviation Medicine Division, INM will be considered by the AIB and may be provisionally selected for either Observer or Pilot training, dependent upon their aptitude and the requirements of the Service. Once provisionally selected, officers will be required to take and pass the appropriate Pilot or Observer grading course (20 weeks and 2 weeks respectively) before becoming eligible for flying training. Officers are to arrange grading through Navy Command NAvn Cdr Aviation Training and the Aviation Pipeline Manager (NAVY PEOPLE-TMG FT PIPELINE MGR). It should be noted that officers selected for Observer duties may not subsequently transfer to Pilot duties and those selected for ATC may not subsequently transfer to Observer or Pilot duties.

(e) Successful candidates for Profession transfer to flying duties will be moved to Aircrew Professional Pay (APP) (as per JSP 754) on day 1 of Flying Training Ground School.

(4) **Commission.** Officers who specialise in flying duties will remain on their existing commission unless selected for a longer commission in the normal course. It should be clearly understood that, on successful completion of Operational Conversion Unit (OCU), those officers who are unable to complete the designated ROS within their current commission will have that commission automatically extended to fulfil the required period of service. Officers transferring to the Aircrew specialisation who are unable to complete either flying training, including OCU, within their Initial Commission Stage or the appropriate ROS, will be required to apply and be selected for transfer to a Career Commission Stage (CCS). The rules on commissions for Warfare officers who undertake Fast Jet pilot training or who transfer to ATC are at Para 4916 sub para c and Para 4916 sub para g respectively.

(5) **ROS.** Details of the ROS required of Warfare officers, including details of flying/ATC training, are shown in Annex 53C. Officers who transfer to flying duties are liable for the Initial Flying Training ROS.

(6) **Failure.** Officers who fail or voluntarily withdraw from flying/ATC training having transferred from X(GS) will normally be required to revert to mainstream GS Warfare Officer duties on their IC or CC and complete any outstanding ROS liability from their Warfare training in the X Profession. Time spent in flying training will not count towards this ROS. Personnel will no longer be entitled to APP and will therefore revert to Main Pay.

b. **RM Officers.** RM officers may apply for transfer to Pilot flying training following successful completion of initial training provided they are under the age of 26 when the application is submitted, and they will not be more than 27 years of age at the start of flying training. RM officers who wish to specialise as a pilot should apply through OCM RM. RM officers are not eligible to be considered for Observer duties.

(1) **Training.** RM officers will follow the same initial procedure as their RN counterparts, as detailed in Para 5125a(3)). On successful completion of their medical and aptitude tests, they will attend 20 weeks' Flying Grading whilst being held by their parent unit, before being selected (subject to requirement and suitability) for flying training. OCM RM is to be kept informed of their passage through the initial training pipeline. RM will continue to support Fast Jet pilot requirement when suitable candidates are identified. Successful candidates for Profession transfer to flying duties will be moved to Aircrew Professional Pay (APP) (as per JSP 754) on day 1 of Flying Training Ground School.

(2) **Commission.** The rules on commissions for RM officers who undertake pilot training are at Para 4916 sub para e.

(3) **Failure.** RM officers who fail or voluntarily withdraw from flying training will normally be required to revert to GS duties and complete any outstanding ROS liability from any previous training. The ROS for RM flying training is detailed in Annex 53C. Personnel will no longer be entitled to APP and will therefore revert to Main Pay.

c. **Air Engineer (AE) Officers.** AE officers normally apply to be considered for Pilot flying training for ultimate employment in the Test Pilot cadre during their SEMC and will need to be less than 27 years of age at the start of flying training. They must be volunteers and recommended for transfer to a CCS. They will not normally be allowed to start flying training until they have obtained their Certificate of Competence. A very small number of AE officers may be selected for training as Observers to fulfil Maintenance Test Observer billets. Successful candidates for subspecialisation in flying duties will be moved to Aircrew Professional Pay (APP) (as per JSP 754) on day 1 of Flying Training Ground School. Personnel who fail to meet the required standard or withdraw themselves from training, will no longer be entitled to APP and will therefore revert to Main Pay.

5126. Ratings - Profession Transfer and Sideways Entry - General

POC: NAVY PEOPLE-CM COMD POLICY SO2C

a. **Definitions.** Transfer to a specialisation where there is normally no direct entry from basic training is known as Sideways Entry to that specialisation whereas transfer to a specialisation or Profession where there is a direct entry from basic training is known as a Profession transfer. However, there are also specialisations that are open to both direct and sideways entry such as Naval Nurse (NN), RN Police (RNP), Aircrewman (ACMN), Diver (D), Aircraft Controller (AC), Physical Trainer (PT) Medical and Dental Servicing Support (MDSS) and Medical Technician (MT). A summary of Sideways Entry specialisations is at Annex 51A.

b. **Requests.** Applications to transfer from one Profession and/or specialisation to another by ratings who have completed their initial training (see Para 5302) and joined the trained strength should be made as follows:

(1) **Ratings.**

(a) **Applications for approval to arrange/attend Aptitude/ Assessment/FATS. (RNP/PT/ACMN/AC/DIVER)** Applications for approval to arrange/attend Aptitude/Assessment/FATS (Annex 51B), are to be made by the applicants Divisional Officer by email to NAVY PEOPLE-CM MAILBOX. Minimum Information required on the email:

i. Service Number.

ii. Full Name.

iii. Current Rank and Spec.

iv. Spec applying to transfer to.

v. SP in Date Physical Employment Standard (PES).

vi. Applicants JMES.

(b) Before applying, the applicants DO is to ensure the applicant meets all criteria required to attend the respective Aptitude/Assessment/FATS (using JPA). Some common omissions/errors in criteria are:

i. JMES (not being MFD).

ii. No positive recommendation for promotion in latest SJAR.

iii. Not educationally qualified.

iv. No full civilian driving license recorded on JPA.

v. Out of date Physical Employment Standard (PES).

(c) On receipt, the request will be logged and forwarded to the WO CM for the cadre to which the SP has requested to join. They will use JPA to check that the applicant does meet the criteria to attend Aptitude/Assessment/FATS.

(d) Staffing of applications to arrange/attend Aptitude /Assessment /FATS will ordinarily take no longer than 10 working days (around leave periods).

(e) **Applications for full clearance. (NN/MT/MDSS/Exec/CT/INT/NS FPS/CYBER/Other Specialisations).** Applications for full clearance post successful Aptitude/Assessment/FATS or for specs that DO NOT require an aptitude/Assessment/FATS are to be made by the applicants Divisional Officer by email to NAVY PEOPLE-CM MAILBOX (See Annex 51C). Minimum Information required on the email:

i. Service Number.

ii. Full Name.

iii. Current Rank and Spec.

iv. Spec applying to transfer to.

v. SP in Date Physical Employment Standard (PES).

vi. Applicants JMES.

vii. Date applicant passed Aptitude/Assessment/FATS (if required).

viii. NVQ Level 3 and above, certification in engineering (electronic) (MDSS Only)

(f) Staffing of applications for full clearance will ordinarily take no longer than 28 working days (around leave periods and availability of the relevant Career and Profession Managers).

Notes:

1. Applications by Other Ranks to transfer to the Aircrewman specialisations are to be made in accordance with Para 5126 sub para b. (1).

2. Applications by those of the former RM K Specialisation, currently managed by RN Logistics Profession, to transfer to the RN Catering Services Specialisation, are to be made in accordance with Para 5126 sub para b. (1).

c. **Conditions.** Transfer applications should be considered only if the following conditions have been fulfilled:

(1) The applicant is recommended, possesses the necessary aptitude (including Defence Aptitude Assessment (DAA) score, which will be established by the relevant WO CM through liaison with the RAL Training Pipeline Manager) and is eligible (including nationality criteria) to join the new Profession and/or specialisation and has passed the respective Aptitude/Assessment/FATS if required. Requests for transfers to sideways entry specialisations should not be accepted until it has been established that the applicant is eligible to do so in accordance with the requirements listed in the individual Profession chapters of Part 8 (Promotions).

(2) Ratings must be medically fit and deployable for the Profession into which they wish to transfer (normally MFD A4/L1/M1/E1) and be in date for the Royal Naval Physical Employment Standard (PES). RM Other Ranks must meet the physical standards applicable to their chosen specialisation. Individuals who are pregnant (E6) should be considered on their JMES medical category immediately before confirmation of pregnancy and any potential transfer carry the caveat that PES should be passed within three months of returning to work.

(3) Ratings without a sea service liability must become volunteers for sea service.

(4) Transfers may result in a loss of seniority and an additional Return of Service (ROS) being incurred, dependent upon the training undertaken in accordance with Para 5303.

d. **Decision.** As acknowledged by ratings and other ranks on Form S3049 on enlisting in the Service, Profession transfers are not a right. On receipt of a transfer request, Career Managers (in conjunction with Profession Managers) will take into consideration the current and future status of the donor and receiving Professions. In cases where there may be competing requirements (e.g. both Professions are in significant shortage), the final decision will rest with Ratings Strategic Workforce Planners in consultation with Hd N5. From receipt of application, DDPD aims to respond to applications to arrange/attend Aptitude/Assessment/FATS within 10 working days and to applications for full clearance within 28 working days (around leave periods and Career/Profession Manager availability).

(1) Decisions on transfer clearance are released by email from the relevant Career Manager, one for applications to attend Aptitude/Assessment/FATS/selection boards/interviews and the other for Profession Transfer applications.

(2) The Email will include contacts for lead schools to arrange Aptitude/Assessment/FATS and for full clearance will as far as possible, include course dates for those who have been approved to Profession transfer, assignment action for these courses being taken by HMS RALEIGH (usually 6-8 weeks prior to commencement of course); ratings are advised to check that an Assignment Order has been received. Those who have been approved to transfer to a sideways entry specialisation will be assigned to aptitude assessment/courses by Career Managers/Lead Schools.

(3) Clearance, if approved, is valid for two years. This period allows time for the applicant to attend any aptitude tests or acquaints and also gives appropriate time for assignment notice.

(4) If transfer clearance is refused, a reason and any recommendation will be stated in the email.

e. **Refusal.** Common reasons for refusal of transfer clearance include the following:

(1) The donor specialisation is in, or forecast to be in, deficit; any further outflow of personnel will only exacerbate the situation.

(2) The receiving specialisation is in, or forecast to be in, balance/overborne or there are no spaces available on Phase 2 courses for the foreseeable future.

(3) The applicant does not qualify in accordance with Para 5126 sub para c.

f. **Consultation.** For ratings under the age of 18, parents/guardians should be consulted after approval has been given, but before the transfer is completed (subject to permission being given by the rating concerned.

g. **Disclosure Check Vetting.** Under the provisions of the Criminal Justice and Court Services Act 2001 Working with Children and Vulnerable Adults, individuals seeking transfer to Medical, Dental, Nursing, Service Police and Physical Training specialisations will be subject to Disclosure Check vetting undertaken by the Disclosure Barring Service. Where required, request for Disclosure Check Vetting is to be initiated by the SP current Career Manager.

h. The procedure for transfer to the Medical Assistant Profession may be found at Annex 51D.

i. **Flexible Service (FS).** Ratings cannot transfer to a new Profession whilst employed on FS terms; any transfer would be delayed until completion of the declared period unless they terminate their FS agreement.

5127. Rating Transfers - General Service to Submarines

POC: Navy People-WFPM WESM PMSO2

a. **Liability for Service in Submarines.** All individuals who are recruited as GS ratings are liable for service in submarines (SM service) and acknowledge such on Form S3049, which they sign when they enlist in the Service. Vacancies will be filled by volunteers, if available, subject to the conditions in Para 5127 sub para b and provided there is a requirement for a rating of equivalent rate and category in the SM service. Ratings will generally join whilst in the lowest rate of each category.

b. **Eligibility.** To be eligible for SM service, ratings must satisfy the following criteria:

(1) **Engagement.** Ratings will normally be assigned to submarines only if they have at least three years to serve.

(2) **Medical.** Ratings must be declared medically fit for service in submarines.

(3) **Nationality.** Ratings must be UK nationals (but can hold dual nationality where the other nationality does not appear on the US State Department Policies Embargoes List). Personnel serving in the Strategic Weapons Systems specialisation must be sole UK nationals.

c. **Volunteers.** Eligible ratings may volunteer at any point of their career (subject to Para 5127 sub para b).

(1) A rating who wishes to volunteer for SM service must submit a Profession transfer request in accordance with Para 5116.

(2) Any changes in the medical fitness of a rating who has already received workforce clearance for SM service, which may render them ineligible for such service, are to be reported immediately to the WO CM for the relevant SM cadre.

(3) As a volunteer for SM service, a rating will remain in such service until any one of the following factors applies:

(a) Their ES2/FC/OE ends and is not extended.

(b) They are no longer medically fit for SM service.

(c) They are no longer suitable for SM service.

(d) They are advanced to a rate in their specialisation for which there is no requirement in the SM service.

(e) A Profession transfer request in accordance with Para 5116 is approved.

(4) **Non-volunteers.** Ratings who are compulsorily streamed to submarines will be able to apply for transfer to the equivalent Profession within General Service after a minimum period of service in Submarines. This period is defined as 5 years from the point of initial submarine qualification. Provided the minimum period of service has been completed, an application will follow the normal procedure defined within existing policy for trained strength transfers but will be automatically approved by Profession Managers unless exceptional extenuating circumstances exist. NAVY PEOPLE-WFPM Head will be the final arbiter in the event of transfer being refused for service reasons. Execution of the transfer will normally be aligned with the completion of the individual's current assignment and to enter any relevant training pipeline.

(5) Submariners who are awarded an ES3 whilst in the SM Service are selected for such an engagement specifically to meet the needs of the SM Service. Individuals who leave for the reasons in Para 5127c sub para (3) do not automatically transfer their ES3 in conjunction with a transfer to GS. They will normally revert to their original Termination Date or be offered an alternative ES3 that meets the needs of the receiving specialisation as determined by the appropriate Profession Manager.

5128. Rating Transfers between Specialisations

a. **Counting of Time.** Normally, when ratings transfer from one specialisation to another, time in their previous specialisation is not counted for promotion or advancement purposes in the specialisation to which they transfer. For the purpose of applying the instructions of this paragraph, any change in Profession, specialisation or sub specialisation is regarded as a transfer in specialisation. Precise rules for the calculation of seniority in the new specialisation for ratings who transfer at their own request are as follows:

(1) **AB2.** Transfer will be at AB2 level with existing seniority. AB2s who become due and are qualified for advancement to AB1 in their former specialisation whilst undergoing conversion training are to be stood over and, subject to successful completion of training, are to be advanced as follows:

(a) Ratings transferring to specialisations where successful completion of Part 2/3 Training is the only professional qualification for award of AB1 - to be rated AB1 on completion of course, with pay from that date and with seniority antedated to the date they became due by service.

(b) Ratings transferring to specialisations where qualifications, additional to completion of Part II/III training, are required for advancement to AB1 - to be rated AB1, on an acting basis, on completion of course, with pay from that date and seniority ante-dated to the date they became due by service. They are then to be confirmed as an AB1 on attaining the necessary professional qualifications for the rate.

(2) **AB1 and Above.** Transfer to be at a rate and seniority that is determined by the Profession Manager of the receiving specialisation. Usually, this should be in line with those non-transferees on the same course; however, where there is a clear Service reason for this to be different then, on a case by case basis, consideration of which should include but not be limited to demand for personnel in that specialisation, the training required to provide the transferee with the appropriate qualifications or experience and the consequential effect on other ratings' promotion prospects, the rate on transfer may be higher. The rate in new specialisation should be no higher, and the seniority no earlier, than that held immediately prior to transfer, and the rate should be held on an acting basis from the date of transfer (see Para 5128 sub para b below). Confirmation in the rate will be attained on successful completion of any necessary transfer training, successful completion of Task Book (if applicable) and completion of sea-time qualifications in the new specialisation (if applicable). In each case, the new rate and seniority is to be confirmed with DDPD and Profession Managers are to set out the agreed terms and conditions associated with each transfer in a letter to the Service person[1]. In order to reduce the incidence of subsequent misunderstanding, and to simplify the course of any retrospective investigation, Career Managers are also to retain comprehensive records which accurately document these terms and conditions.

[1] In all cases JSP 754 Ch 2 Sect 11 has primacy, including the future treatment of pay when discretion has been applied on transfer.

b. **Taking Effect.** Except for 'sideways entry' specialisations and the other exceptions in Para 5128 sub para c, transfers are to be effected immediately the rating commences training for the new specialisation and should not be delayed pending successful completion of course. See Para 5128c sub para (4) for action necessary following failure on course.

c. **Special Cases.** For ratings who transfer for one of the following reasons, special rules apply, as follows:

(1) On Call for Volunteers Issued by the MOD. The DIN promulgating the requirement will contain the details of special conditions offered.

(2) **For Medical Reasons.** (e.g. voluntary transfer as an alternative to medically invaliding at Royal Navy Medical Employability Board (RNMEB) or Discharge SHORE). Applications from LHs and above will be considered by the Profession Managers and any special conditions will be clearly stated in the letter of approval. In the majority of cases, transfer will involve reversion to AB1 in the new specialisation.

(3) **Transfer to Specialisations or Sub-Specialisations Recruited or Partially Recruited from Serving Personnel.** Sideways Entry specialisations are listed at Annex 51A.

(4) **Compulsory Re-Transfer to Source Specialisation and Re-Transfer to Source Specialisation at Own Request.** Ratings who fail their re-training course examination or are subsequently found to be unsatisfactory in their new specialisation within 12 months of transfer will be compulsorily transferred back to their original specialisation (but see Chapter 83 for the procedure applicable to SM Coxswain specialisation and Para 5128c sub para (4) (e) for the Aircrewman specialisation). Approval may also be given to ratings who voluntarily request to re-transfer to their original specialisation within 12 months of beginning training for their new specialisation. Ratings will be re-instated in the rate held before undergoing retraining course as follows:

(a) Ratings who transferred in existing rates will re-transfer in the same rate with original seniority post-dated by the time spent in the new specialisation.

(b) Ratings transferring in a rate below that held in their original specialisation will re-transfer in the lower rate for one day and be reinstated in their previous rate on the following day with original seniority post-dated by the time spent in the new specialisation plus the one day spent in the lower rate on re-transfer.

(c) Ratings who have been promoted or advanced since transfer will be retransferred to the rate held prior to original transfer with original seniority post-dated by time spent in the new specialisation.

(d) In the case of ratings in specialisations at Para 5128c sub para (3), re-transfer will be in the rate held in their source specialisation prior to commencing sideways entry specialisation training. Those ratings will retain their original seniority but any basic date for advancement to the next higher rate will be post-dated by the time spent in the new specialisation. Following satisfactory completion of the probationary period. Ratings may not be compulsorily re-transferred.

(e) In the case of the Aircrewman specialisation, for ratings who are suspended from flying duties for reasons beyond their control, the following procedure will apply. Leading Aircrewmen will normally be returned to their source specialisation in the rate held at the time of transfer and with their original seniority. Petty Officer Aircrewmen and above, who are permanently grounded for reasons beyond their control, may be retained in the Aircrewman specialisation and be employed on non-flying duties until the end of their current engagement provided that they remain medically fit for General Service. They will cease to be eligible for their relevant RRP from the date of grounding. They will not be eligible for further promotion and will therefore be given the option of Discharge SHORE with normal terminal benefits (including eligibility for pre-release voluntary training).

(f) For Warfare Profession ratings in the SM service who are returned to GS, the procedure in Chapter 79 will apply.

(5) **Naval Swimming Test.** Where a transfer involves promotion or advancement to Leading Hand, ratings must have passed a Naval Swimming Test before commencing training for the new specialisation.

(6) **Requirement for Career Check-Free Service.** Where a transfer involves promotion or advancement in rate (e.g. to Leading RNP or Leading Physical Trainer) the requirement for Career Check-free service, as applicable to promotion or advancement in the new specialisation, must be satisfied before the transfer may take place.

5129. RM Other Ranks - Transfer between Specialisations

a. **General Instructions.** All transfers between RM Specialisations will be on a service needs basis and the RM Profession Manager WO will make the final decision on any transfer approvals. Ranks wishing to transfer between specialisations of the Corps must be presented to the monthly Specialisations Transfer Board which is chaired by the RM Profession Manager WO. To be considered at the transfer board ranks must be MFD or be in a permanent medical category, free from any G1 issues, have no outstanding RoS, including from the Direct Specialisation Scheme (DSS) (this will be considered on a case-by-case basis) and have not submitted a request for early termination of service. Ranks that have submitted early termination of service can be presented to the transfer board but will not be approved to transfer until they have submitted a withdrawal of early termination (WoET) and it has been approved by RM CM. Ranks must also complete the following:

(1) Discuss their transfer with their current and prospective Specialisation Advisers to ensure that they understand the implications of transferring specialisations.

(2) Update their first Job Preference on JPA and input a comment to state that they wish to be considered as a volunteer to transfer to a new specialisation. Those ranks that wish to transfer will be identified by the bi-weekly JPA Transfer Board Trawl conducted by NAVY PEOPLE-CM RM RMCA1.

All matters relating to pay in this context are contained in JSP 754.

b. **Conditions of Transfer.**

(1) Any transfer between specialisations may result in one or all of the following: reduction in rank, reduction in pay (if their relevant RRP is received in their old PSQ); or adjustment of seniority. Such reductions will depend upon whether the transfer is at the individual's request, at the direction of the Service (e.g. RNMBOS or DSS), and as the result of a comparison of promotion factors within the specialisations concerned.

(2) The effective seniority dates of individuals transferring in specialisations are to be decided by the RM Promotion WO. Ordinarily, for Cpls and above, all seniority is lost on transferring between PSQs.

(3) The effective date of transfer is to be the date on which the individual passes the required PSQ training course and is awarded the qualification. Any former PSQ qualifications will be relinquished on that date.

(4) NCOs who transfer will not normally be required to revert to Mne. They will have their seniority adjusted on gaining a 2nd Class qualification.

(5) NCOs who are reverted to a lower rank will be given the seniority of the date of their transfer to the new specialisation.

(6) A JNCO who retains their rank on transfer must obtain the appropriate 2nd Class qualification within two years of transfer or they may be required to revert to Mne.

(7) A SNCO who retains their rank on transfer must obtain the appropriate 1st Class qualification within 2½ years of transfer or they may be required to revert to Cpl, or even to Mne if they fail to achieve a 2nd Class qualification.

(8) A Mne holding civilian qualifications or qualifications from other Services may apply to DDPD (RM) (through the Specialisation Adviser) to have these accepted as RM qualifications.

c. **Failure to Comply with Conditions of Transfer.** When an NCO is accepted for transfer and subsequently fails to comply with the conditions under which the transfer was approved, the RM Profession Manager/CDO are to decide whether:

(1) The NCO must return to the specialisation from whence they came, in which case they will be granted their original seniority in that specialisation, adjusted for the period of time spent out of it; or

(2) The NCO is to be offered the opportunity to relinquish the rank for which they failed to qualify and assume the highest rank for which they are qualified in the new specialisation.

d. **Loss of Seniority.** This paragraph should be considered in conjunction with Para 5129 sub para b. Ranks who have successfully completed their Cpl Pathway, and hold substantive rank, may opt to transfer to a PSQ2 level entry specialisation (Comms, DL, GM, IM, Log(SC), PT, PW, and RMIS) as long as they have achieved all the criteria required for joining the new PSQ. Further details on pre-requisites can be requested from the respective Specialisation Adviser. Substantive Cpls will retain their rank; however, their new seniority will be activated from their PSQ2 qualification, which will normally be the course end date.

e. **Ranks Selected for Promotion.** Normally a rank transferring from one specialisation to another will have to be selected for promotion in the gaining specialisation. This also applies to ranks who are not substantive on transfer. Under exceptional circumstances, for example where critical shortages exist, the CDO may grant approval for ranks to retain their selection in their previous Specialisation, subject to passing command training, for a predetermined period until qualified by SQ in the gaining specialisation. On such occasions, CPD will be re-determined accordingly.

f. **RMBS to RMGS.**

(1) **Bugler/Musician (Bug/Musn).**

(a) Bugs/Musns who have served a minimum of four years from completion of training, and who are not in a shortage instrumental category, may be considered for transfer.

(b) Bugs/Musns who prove to be musically unsuitable may be considered for transfer at any time.

(2) **Selection.** Applicants for transfer between RMBS and RMGS are required to attend a Candidates Preparation Course (CPC) at CTCRM to assess their suitability for transfer before selection. Successful candidates cannot be guaranteed selection as this is dependent on vacancies. Those candidates successful at CPC will be required to complete normal recruit training.

(3) **Failures.** Applicants who fail the CPC will continue in their normal employment.

g. **RMBS - Applications for Transfer.** Applications from Bug/Musns to transfer to the RMGS specialisations are to be forwarded to the RM Profession Manager via the RM Transfer Board iaw Para 5129 sub para a and are to include a medical certificate confirming that the applicant conforms to the physical requirements, together with a recommendation from the Commanding Officer regarding the applicant's suitability for transfer. On approval, they are to attend CTCRM for CPC and, if successful, will be assigned to recruit training.

5130. Pay, Recruitment and Retention Pay and Retention Payments

Personnel who transfer between Professions (for the Naval Service this includes moves between the RN/RM/RMBS/QARNNS) and specialisations are to be made aware that such changes may have an effect on their entitlement to a particular rate of pay. Changes include moving between pay supplements, a cessation of entitlement to any form of Recruitment and Retention Pay, and an altered entitlement to any Financial Retention Initiatives (e.g. Golden Hello) in force at the time of transfer. All workforce decisions will be based on the principle that individuals are fully aware of these potential changes. Full details are contained in JSP 754 (Tri-Service Regulations for Pay and Charges) Chapter 2 – Basic Pay and Chapter 5 – Recruitment and Retention Pay.

5131. Female Non-Sea Volunteers

a. Non-Sea Volunteers (NSVs) who transfer Profession and/or specialisation must satisfy any sea service requirement conditions of their new specialisation prior to application.

b. NSV ratings may volunteer for sea service at any time. Successful applicants will be given a six-month transition period from the date of joining their first seagoing ship during which they may apply to withdraw their application to serve at sea and be reverted to NSV status. Any NSV who wishes to apply for sea service should do so, in writing to their Career Manager through the chain of command.

c. NSV ratings who apply for promotion to the Officer Corps can only do so as sea service volunteers. CW candidate ratings who revoke their NSV status but then subsequently withdraw, or are withdrawn from, CW candidature at any time, will be permitted to revert to their previous NSV status. Officers under training who were former NSV ratings and who revert to rating status during their initial officer training will also be permitted to revert to their previous NSV status.

d. Personnel should be aware that, if reverting to NSV status, there can be no guarantee that they will be able to return to their previous unit or geographical location. There is also no guarantee that personnel will be relieved in their seagoing job at less than normal assignment notice (five months). Personnel are reminded of the need to keep their Career Manager informed of their assignment preferences on JPA.

e. Ratings who are accepted for sea service must successfully complete a Basic Sea Safety Course (BSSC).

f. In order to be eligible for promotion as a VOLSHIP, ratings must hold one of the following qualifications: a NAMET score of 5:5, the equivalent Literacy and Numeracy Testing and Education in the Royal Navy (LANTERN) requirement (Grade D in Mathematics and English Language or Level 1 Certificates in Adult Literacy and Numeracy) or other equivalent educational qualifications.

g. **Carrying and Use of Weapons.** Some NSV personnel have continued to exercise their preserved right not to carry or use weapons, however, such ratings have the option to revoke that decision at any time. It should be noted that, once this right is revoked, personnel will be unable to revert to the ‘no gun’ restriction.

ANNEX 51A

SUMMARY OF SIDEWAYS ENTRY SPECIALISATIONS

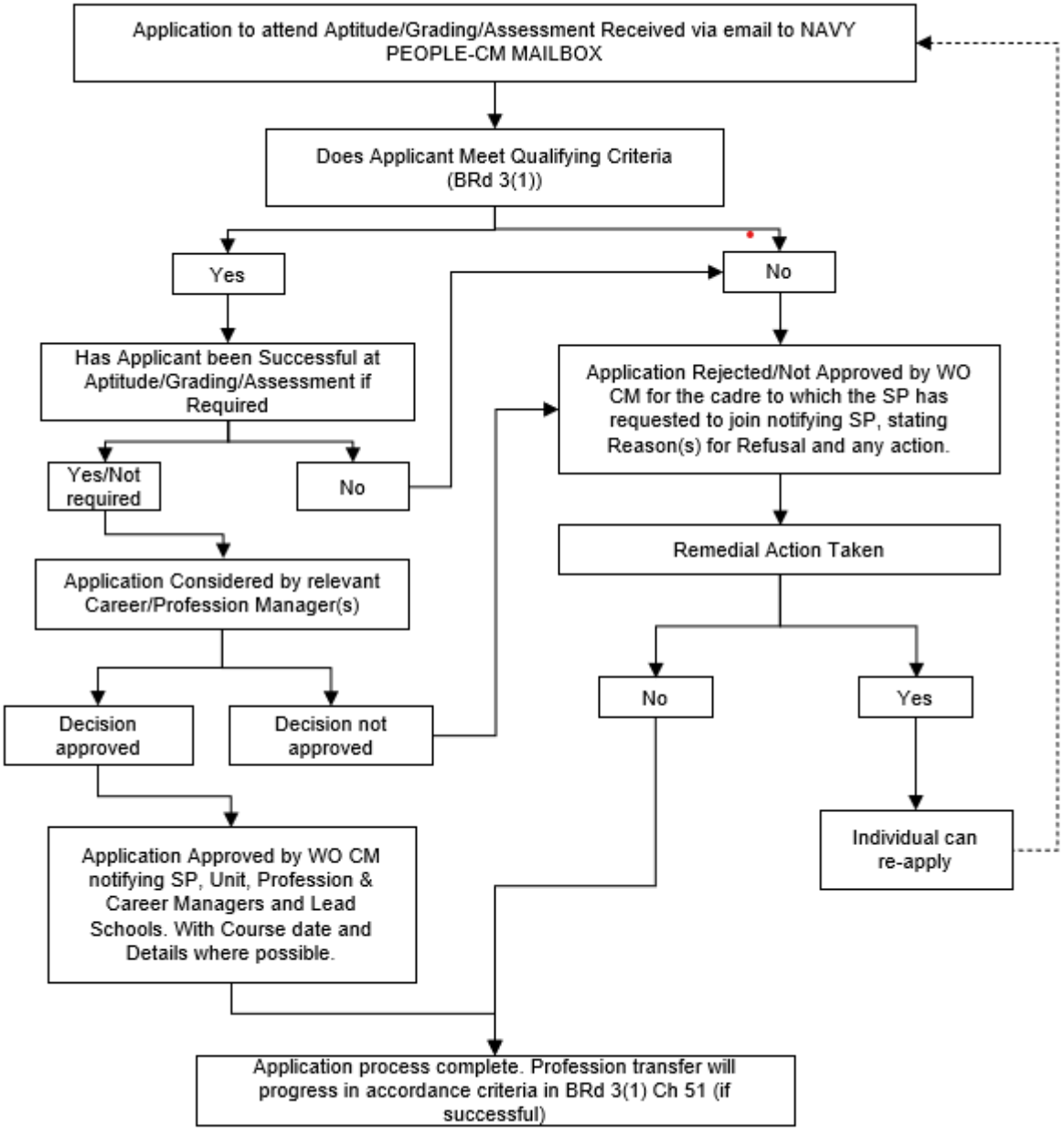
(See individual specialisation Chapters in Part 8 (Promotions) for full details)

Specialisation	Eligibility	Rate Eligibility	Grading/Assessment	Nationality Requirement		
				Sole Brit	Dual Nationality	Commonwealth or Irish National
Aircrewman ASW	BR3(1) Pt8 Chap 81 Annex 81B	Able Rate (AB) or Leading Hand (LH)	Grading/FATS	Yes	Yes	No
Aircrewman CDO (RM/RN)	BR3(1) Pt8 Chap 81 Annex 81B	Marine (Mne) or Corporal (Cpl), AB or LH	Grading/FATS	Yes	Yes	No
Royal Navy Family and People Support (RN FPS)	BR3(1) Pt8 Chap 86 Para 8604	LH or Cpl (recommended for promotion to PO or Sgt)	Selection Board	Yes	Yes	Yes
Medical Technician (MT)	BR3(1) Pt8 Chap 87 Para 8705	AB to PO	Selection Board	Yes	Yes	Yes
Aircraft Controller (AC)	BR3(1) Pt8 Chap 81 Annex 81C	AB or LH	Grading/FATS	Yes	Yes	No
Medical Assistant (MDSS)	BR3(1) Pt8 Chap 87 Para 8707	AB to PO	Selection Board	Yes	Yes	Yes
Naval Nurse (NN)	BR3(1) Pt8 Chap 89 Para 8903	AB to PO	Selection Board	Yes	Yes	Yes
Photographer (Phot)	BR3(1) Pt8 Chap 92 Para 9203	AB or LH, Mne or Cpl	Aptitude	Yes	Yes	Yes
Physical Training (PT)	BR3(1) Pt8 Chap 82 Para 8202	AB or LH, Mne or Cpl	Aptitude	Yes	Yes	Yes
RN Police (RNP)	BR3(1) Pt8 Chap 80 Para 8003	AB or LH, Mne or Cpl, (PO or Sgt on case by case basis)	Aptitude/Assessment	Yes	Yes	Yes
Coxswain Submarine (COXN)	BR3(1) Pt8 Chap 83 Para 8301	PO or CPO SM	Selection Board	Yes	Yes	No
Diver (D)	BR3(1) Pt8 Chap 78 Para 7803	AB or LH, Mne or Cpl	Aptitude	Yes	Yes[1]	No
Cryptological Technician (CT)	BR3(1) Pt8 Chap 84 Para 8403	AB or LH	Interview	Yes	No	No
Intelligence Specialist (INT)	BR3(1) Pt8 Chap 94 Para 9404	AB to PO	Selection Board	Yes	No	No
CYBER	TBC	TBC	TBC	TBC	TBC	TBC
Executive Discipline (EXEC)	BR3(1) Pt8 Chap 71 Para 7103	WO1 or WO2	Selection Board	Yes	Yes	Must have approval for dual nationality confirmed before transferring to the Executive Branch

[1] Not Dual National with Tier 1 or Tier 2 country.

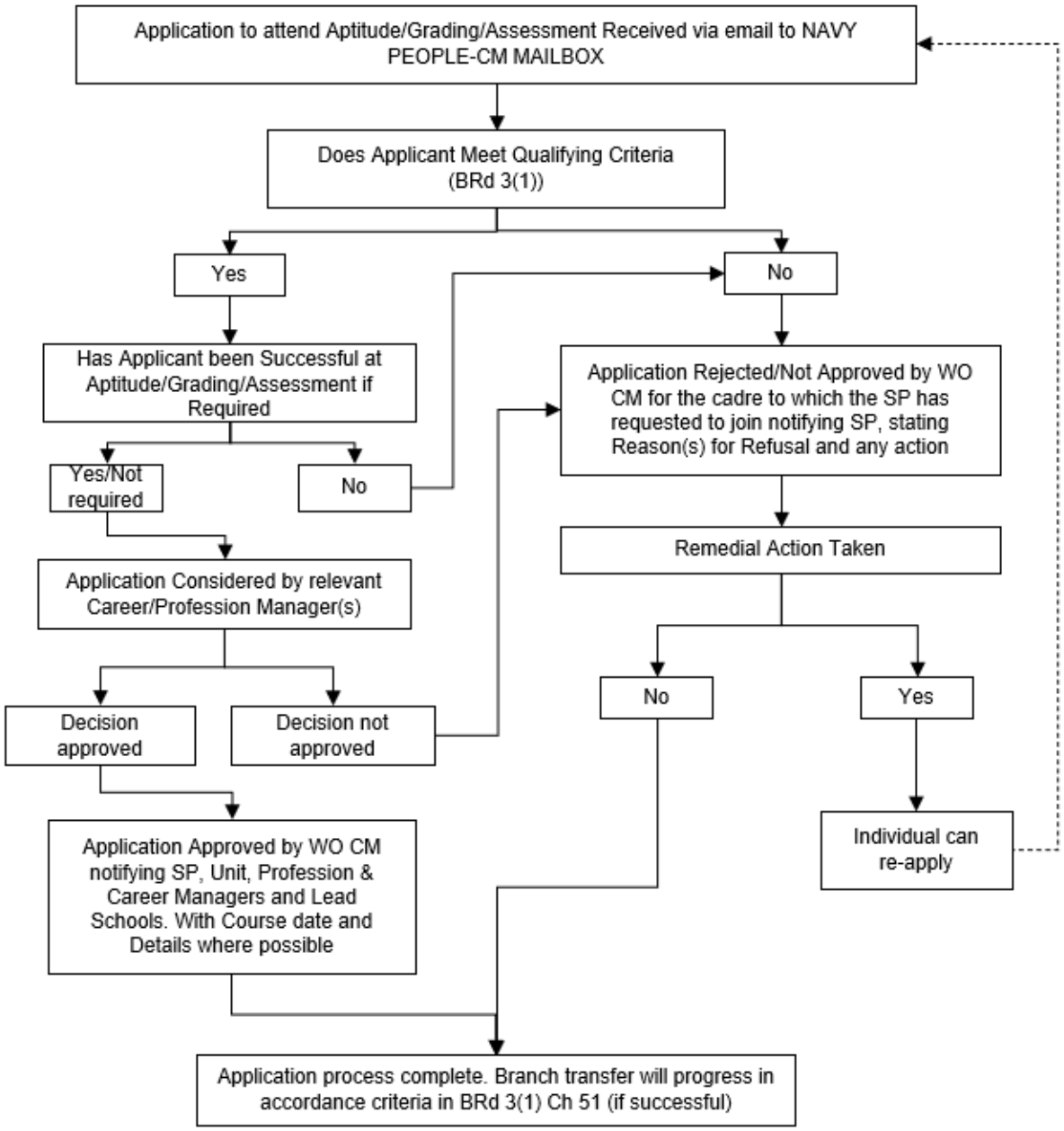
ANNEX 51B

APPLICATION AND STAFFING PROCESS FOR SPECIALISATIONS THAT REQUIRE GRADING/APTITUDE/ASSESSMENT



ANNEX 51C

APPLICATION AND STAFFING PROCESS FOR FULL CLEARANCE AND SPECIALISATIONS THAT DO NOT REQUIRE GRADING/APTITUDE/ASSESSMENT



ANNEX 51D

TRANSFER TO THE MEDICAL PROFESSION AS A MEDICAL ASSISTANT

1. Acquaint and Interview Requirements for Royal Marine Personnel Requesting Transfer to Royal Marine Medical Assistant.

a. The entry level from RM to RMMA will be at OR2 only. There will be opportunity for a maximum of 20 RM per annum to transfer to the MA Spec. Career management, including selection for promotion, will remain with WFPT (Logistics & Medical).

b. All RM personnel requesting transfer to RM Medical assistant should update their first Job Preference on JPA and input a comment to state they wish to volunteer to join the RM Medical Assistant Specialisation. Ranks must then gain workforce clearance from RM Career Management and the RM Profession Manager WO. DBS checks will then be initiated by the rank's career manager.

c. Once clearance has been granted, the Chain of Command of personnel requesting transfer are to contact the Medical Profession Specialist Adviser to the RM, WO1(MA) Med United Kingdom Commando Force (UKCF) (RMB Stonehouse Tel: 9375 36411/e-mail 3CDOX-HQ MED WO) to request the arrangement for a two-week acquaint at a Unit Medical Centre. The purpose of the acquaint is to allow the individual to be assessed with regard to suitability to transfer and also give them insight into the range of clinical and administrative work undertaken by the Medical Assistant. A programme will be set by the Establishment Practice Manager for individuals to maximise their short exposure to the role of the MA in the Unit Medical Centre and as a Coy MA.

d. On completion of the acquaint, the Establishment Practice Manager are to raise any concerns with regards to the suitability to transfer. This is to be forwarded to the Medical Profession Specialist Adviser to the RM, WO1(MA Med UKCF. WO1 (MA) Med UKCF will then raise any concerns with RM Career Management and the RM Profession Manager WO.

e. Once the DBS check number has been issued, RM Career Management Course Loading WO will inform NAVY PEOPLE-TRG TMG HQ UTSPM RTG to load individuals to a course. Ranks will be informed of their course loading and start date by RM Career Management.

f. The applicant must be medically fit and deployable (normally MFD A4/L1/M1/E1) and be in date RM BFT or hold the appropriate waiver.

g. All further actions required to progress the transfer following a successful acquaint will be initiated by the Medical Ratings Profession Manager.

ANNEX 51E

PROFESSION TRANSFER REQUEST FORM - YOUNG OFFICERS UNDERTAKING PHASE 1 TRAINING (INCLUDING AIRCREW OFFICERS UP TO GRADING)

In accordance with BRd 3(1) Chapter 51, I wish to apply for a profession transfer as detailed below.

Part 1 - Individual's Application

Full Name: .....

Service Number: .....Unit: .....

Rank: .....MEDCAT: .....

Nationality: .....PES Pass Date: .....

Current Profession and Specialisation:

.....

Prospective Profession and Specialisation:

.....

I have attached a letter of application in which I have provided:

a. Reasons why I wish to transfer to the profession specified.

b. Reasons why I feel that I am suited to the prospective profession.

c. Details of the relevant skills and experience that I believe I would bring to the profession.

d. Details of the research that I have undertaken with regard to the profession.

Please tick box to confirm the above: ☐

Applicant's Signature: ..... Date: .....

ON COMPLETION OF PART 1, FORWARD APPLICATION AND LETTER TO OFFICER COMMANDING OFFICER TRAINING (OCOT)

Part 2 - Officer Commanding Officer Training Declaration

I support the transfer request: ☐ (tick if applicable)

I do not support the transfer request: ☐ (tick if applicable)

The reasons behind whether or not the application is supported are provided in my email. Please find attached/scanned copies of the following (See note):

a. The applicant's letter.

b. This application form.

Name (Caps): ..... Rank: .....

Signature: ..... Date: .....

Note. *If the forms cannot be scanned and emailed, please email NAVY PEOPLE-TRG TMG HQ SO2 UTSPM for alternative arrangements.*

ON COMPLETION OF PART 2, OCOT IS TO SEND EMAIL TO THE OFFICER TRAINING PIPELINE MANAGER (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM)

ANNEX 51F

PROFESSION TRANSFER REQUEST FORM - YOUNG OFFICERS UNDERTAKING PHASE 2 TRAINING[1]

In accordance with Chapter 51, I wish to apply for a profession transfer as detailed below.

Part 1 - Individual's Application

Full Name: .....

Service Number: .....Unit: .....

Rank: .....MEDCAT: .....

Nationality: .....PES Pass Date: .....

Current Profession and Specialisation:

.....

Prospective Profession and Specialisation:

.....

I have attached a letter of application in which I have provided:

a. Reasons why I wish to transfer to the profession specified.

b. Reasons why I feel that I am suited to the prospective profession.

c. Details of the relevant skills and experience that I believe I would bring to the profession.

d. Details of the research that I have undertaken with regard to the profession.

Please tick box to confirm the above: ☐

Applicant's Signature: ..... Date: .....

ON COMPLETION OF PART 1, FORWARD APPLICATION AND LETTER TO COMMANDING OFFICER

[1] Aircrew Officers who have yet to reach the end of Grading should complete Annex 51D.

Part 2 - Commanding Officer's Declaration

I support the transfer request: ☐ (tick if applicable)

I do not support the transfer request: ☐ (tick if applicable)

The reasons behind whether or not the application is supported are provided in my letter. Please find attached copies of the following:

a. The applicant's letter to the Commanding Officer.

b. The Commanding Officer's letter of recommendation.

c. A Standard Report Form (covering the profession transfer request) signed and dated by the applicant.

d. A copy of the full E190.

e. Copies of other documentation deemed relevant to the application.

Name (Caps): ..... Rank: .....

Signature: ..... Date: .....

ON COMPLETION, EMAIL/SEND TO THE OFFICER TERMS OF SERVICE MANAGER PEOPLE AND TRAINING HEADQUARTERS BY EMAIL TO: NAVY PEOPLE-PSP EMP POL (MULTIUSER) <NAVYPEOPLE-PSPEMPPOL@mod.gov.uk>

ANNEX 51G

PROFESSION TRANSFER REQUEST FORM - OFFICERS ON THE TRAINED STRENGTH

In accordance with Chapter 51, I wish to apply for a profession transfer as detailed below.

Part 1 - Individuals Application

Full Name: .....

Service Number: .....Unit: .....

Rank: .....MEDCAT: .....

Nationality: .....PES Pass Date: .....

Current Profession and Specialisation:

.....

Prospective Profession and Specialisation:

.....

I have attached a letter of application in which I have provided:

a. Reasons why I wish to transfer to the profession specified.

b. Reasons why I feel that I am suited to the prospective profession.

c. Details of the relevant skills and experience that I believe I would bring to the profession.

d. Details of the research that I have undertaken with regard to the profession.

Please tick box to confirm the above: ☐

Applicant's Signature: ..... Date: .....

ON COMPLETION OF PART 1, FORWARD APPLICATION AND LETTER TO COMMANDING OFFICER

Part 2 - Commanding Officer's Declaration

I support the transfer request: ☐ (tick if applicable)

I do not support the transfer request: ☐ (tick if applicable)

The reasons behind whether or not the application is supported are provided in my letter. Please find attached copies of the following:

a. The applicant's letter the Commanding Officer.

b. The Commanding Officer's letter of recommendation.

c. An Appraisal Report (covering the profession transfer request), signed and dated by the applicant, 1RO and 2RO.

d. Copies of other documentation deemed relevant to the application.

Name (Caps): ..... Rank: .....

Signature: ..... Date: .....

ON COMPLETION, EMAIL/SEND TO THE OFFICER TERMS OF SERVICE MANAGER, PEOPLE AND TRAINING HEADQUARTERS, BY EMAIL TO: NAVY PEOPLE-PSP EMP POL (MULTIUSER) <NAVYPEOPLE-PSPEMPPOL@mod.gov.uk>

CHAPTER 52

'TRANSFERS' FROM THE ROYAL NAVY TO ANOTHER SERVICE

(Sponsor: NAVY PEOPLE-PSP EMP POL SO1)

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ANNEX

Annex 52A: Application for Release from the Royal Navy to Enter the Army or RAF - Ratings and Other Ranks on Trained Strength

CHAPTER 52

'TRANSFERS' FROM THE ROYAL NAVY[1] TO ANOTHER SERVICE

5201. Definitions and Terminology

Personnel occasionally request to move from the Royal Navy to one of the other Services, a process which involves their discharge from the RN or RM and subsequent entry into the new Service. As such, this is not strictly a 'transfer' but the term will be used as shorthand for the process in this chapter. The Service in which the applicant is currently serving is referred to as the 'present Service'; the potential future Service is referred to as the 'gaining Service'. For the rules regarding transfers between the RN and RM or vice-versa, see Chapter 48.

5202. Officer Transfers to the Army or RAF – Untrained Strength

Officers undertaking initial training (hereafter referred to as Young Officers (YOs)) may request permission to withdraw from training up until their Premature Termination of Career Training (PTCT) point (and may make their own arrangements to join the Army or RAF thereafter if they so wish). On passing their PTCT point, officers are required to complete their initial training and serve the specified return of service (ROS) for the training received, details of which are shown in Table 53B-1 and, as such, are unable to seek release to join another Service. However, if a decision has been taken to discharge an individual under the provisions of Para 5437 and the reasons are such that the individual would not be debarred from applying for the Army or RAF, Commanding Officers have the option of forwarding a letter of Recommendation and a copy of the YO's E190/Training Record direct to the Personnel Management Authority of the Service concerned. Contact details for the Army and the RAF are as follows:

a. **Army.**

SO1 MS8
Army Personnel Centre
Kentigern House
65 Brown Street
Glasgow
G2 8EX

b. **RAF.**

OASC4e(RAF) MOD
PO Box 1000
Cranwell
Sleaford
Lincolnshire
NG34 8GZ

[1] Royal Navy, Royal Marines, QARNNS and all parts of the Maritime Reserves.

5203. Officer Transfers to the Army or RAF - Trained Strength

There are limited opportunities for officers on the trained strength to transfer to the Army or RAF. The policy and procedure is as follows:

a. Officers who wish to transfer to the Army or RAF should first contact the Service they wish to join in order to make sure it is currently recruiting and has vacancies, or is likely to have vacancies, in the branches in which they are interested. Contact details are at Para 5202.

b. If the gaining Service has vacancies, applicants are to submit a request for transfer through their Command chain to their Career Manager, copied to the agency specified at Para 5202 and the appropriate branch within the gaining Service:

Military Secretary for Army.

Air Secretary (attn: PM(AR)1a(RAF)) for RAF.

c. Officers are to be interviewed by their Commanding Officer who is to discuss the request with the individual before forwarding the application and recommendation, via the Command chain, to the appropriate Career Manager. At the interview, the Commanding Officer is to make it clear that there is no automatic right to transfer between the Services and that the needs of the individual's present Service are paramount.

d. The relevant Career Manager is to consider all applications for transfer from the RN or RM in conjunction with Navy People-CM Head before consultation with the personnel authorities of the potential gaining Service. If the application is acceptable to all concerned, the Career Manager will agree a mutually convenient date for transfer with the gaining Service. Any outstanding ROS obligation to the individual's present Service will be taken into consideration in reaching a decision (see Para 5202). If the transfer is agreed by Navy People-Delivery DPTY DIR and Navy People-Strat DPTY DIR, the normal Single Service rules governing Early Termination (see Chapter 54 for RN/RM; AGAI for Army; and GAI 6028 for RAF) will apply and no preferential consideration will be given to the fact that the application is for a move between the Services.

e. Rank, seniority and other terms and conditions of service will be confirmed by the gaining Service as soon as is practicable. For transferees to the Army, the terms of service rules are contained in Army Commissioning Regulations and, for the RAF, in AP3393. Detailed terms of service will be formally notified to the transferee, with a copy being sent to the present Service. As there is no actual break in service, there will be no effect on prospective entitlement to retired pay and terminal benefits, and reckonable service accrued with the present Service will be aggregated with the period of employment with the gaining Service.

f. The present Service will issue an official letter to the officer (copied to the gaining Service) explaining that the individual's existing commission will be terminated on the day before their assignment to a commission in the gaining Service and that they will not be placed on the Retired List of the present Service, nor will they be subject to a recall liability to the present Service.

g. The London Gazette will be annotated "Commission terminated (date) on transfer to...(as appropriate)".

h. If the transfer request is not supported by the gaining Service, officers will remain in their present Service, which will be responsible for providing official notification to the individual (copied to the proposed gaining Service).

5204. Ratings and Other Ranks - Eligibility to Seek Release to Join the Army or RAF - Untrained Strength

Whilst ratings and other ranks have a statutory right to leave within their first 6 months' service or until their 18th birthday (if later) (and may make their own arrangements to join the Army or RAF thereafter if they so wish), beyond this point individuals are ineligible to submit their notice until completing a minimum of 2½ years on the trained strength (see Para 5403) and, as such, are unable to seek release to join another Service. However, if a decision has been taken to discharge an individual under the provisions of Para 5442 and the reasons are such that the individual would not be debarred from applying for the Army or RAF, Commanding Officers of establishments have the option of forwarding a letter of recommendation (the form at Annex 52A should not be used in such cases) and a copy of the individual's full Service Documents direct to the Personnel Management Authority of the Service concerned.

5205. Ratings and Other Ranks - Early Release to Join the Army or RAF - Trained Strength

a. Individuals who wish to apply for early release to join the Army or the RAF before the end of their career or engagement may do so once they have reached the point at which they are eligible to submit 12 months' notice to leave the Royal Navy (see Para 5302 sub para b) and only if they are not subject to either a further training or financial ROS (see Para 5303 and 5415(2) for a waiver in exceptional circumstances). There are two normal methods for applying:

(1) If an individual chooses to seek a transfer through Service channels, and personnel clearance is given to do so, successful applicants will be able to leave the Royal Navy on the day before entering the other Service. In this way the individual retains continuity of service which may have beneficial implications on pay and pensions. It may also be possible, if both Services agree, to allow the transfer in less than the normal 12 months' notice period, but the actual timing will depend on a variety of factors. If release is not possible at less than 12 months' notice it should normally be granted at the 12 month point. Further advice can be sought from Navy People-PSP Emp Pol SO1

(2) The alternative is for the rating or other rank to submit 12 months' notice and apply independently to enter the gaining Service, without involving their present Service. Under these circumstances it will not be possible to arrange the same continuity of service. Individuals who have already submitted notice, and who are serving out the 12 months' notice period, or who have already been offered a place in the Army of RAF through their own efforts, are not eligible to be considered for release iaw Para 5205 a sub para (1), but may be eligible to apply for release at less than 12 months' notice (see Para 5413).

b. Before applying for release from the Royal Navy to join another Service through Service channels iaw Para 5205.a sub para (1), ratings and other ranks who are considering a career in another Service should make appropriate enquiries at a Careers Office, namely, to confirm that they meet the entry requirements and that the gaining Service is currently recruiting for that specialisation. Commanding Officers are required to confirm that the individual has made these enquiries before forwarding a request.

c. **Forwarding of Requests.** An application form for release from the Royal Navy, iaw Para 5205.a sub para (1), to join the Army or RAF can be found at Annex 52A. Forms must be completed fully, including the recommendation and signature of the Commanding Officer, and returned with a copy of the full Service Documents to Navy Command Ratings Terms of Service Manager. Individuals should not apply for Early Termination on JPA in such cases.

d. Approval for early release to join the Army or RAF is subject, in all cases, to Royal Navy personnel requirements and approval will only be given in exceptional circumstances, such as where an individual's talents could be better utilised in the other Service. Requests based on personal reasons for wanting to join another Service, such as a notion that an individual will encounter less family separation, will not be considered and therefore must not be forwarded.

e. **Unsuccessful Applications.** Should an individual not gain workforce clearance to join the Army or RAF or be unsuccessful in their application to join another Service, they will remain in the Royal Navy until such time that they reach the end of their career/engagement or submit 12 months' notice to leave via JPA, if sooner.

f. **Failure to Enter the Army/RAF after Successful Application.** In the unlikely event that an individual does not enter the gaining Service, after having gained workforce clearance for release from the Royal Navy and having successfully applied for their chosen Service, a decision will be taken in respect of their future, based on the individual merits of the case. Whilst individuals who have reached this stage of the application process are deemed to have submitted their notice option, due consideration will be given to their wishes, either to continue in the Royal Navy or to complete the 12 month notice period (starting from the date that the application form is signed) and thereby leave. Commanding Officers should forward details of the circumstances, their recommendation and the wishes of the applicant to the Ratings Terms of Service Manager.

ANNEX 52A

APPLICATION FOR RELEASE FROM THE ROYAL NAVY TO ENTER THE ARMY OR RAF - RATINGS AND OTHER RANKS ON TRAINED STRENGTH

SECTION 1 - APPLICANT'S DETAILS (in Capitals)

Surname:		Initials:
Service Number:		Rate/Rank:
Date of Entry:	Current Engagement:	Expiry Date:
Full Address of Ship or Establishment:		Nationality at Birth of: Applicant: Father: Mother:
Applicant's Email Address:		POC onboard Ship or Establishment: Email address for POC:
Applicant's Career Manager's Email Address:		Applicant's Branch Manager's Email Address:

SECTION 2 - DECLARATION OF APPLICANT

To: The Commanding Officer

I wish to apply for premature discharge from the Naval Service to enter the Army/RAF* in accordance with BRd 3(1) Para 5205 and I can confirm that, in accordance with BRd 3(1) Chapter 53 and Chapter 54, I am on the trained strength and became eligible to submit 12 months' notice on:

(calculated by adding the requisite minimum time to serve to the Standard Initial Training Period) _____

I can confirm that I have no outstanding Return of Service for any training received since completing my initial training.

I can confirm that I have not submitted or am currently serving out 12 months' notice of discharge.

I have made appropriate enquiries of the other Service at the Armed Forces Careers Office at:

_____

regarding the specialisation of: _____

I can confirm that: I meet the qualifications required: ☐ and that the specialisation is open to recruitment: ☐

I am/am not* willing to undertake a regular engagement in the Army/RAF*.

If workforce approval is given, I give/do not give* authority for a copy of my Service Documents to be forwarded to the Recruiting Authority of the Service I am applying to enter.

* Delete accordingly

Signature: Date:

N.B. In the unlikely event that an individual, who has gained workforce clearance and been successful in their application, does not then enter that Service, a decision will made regarding their future on its individual merits. Whilst an individual is deemed to have submitted their notice, due consideration will be given to an applicant's wish to continue in the Royal Navy or to complete the 12 month notice period (counting from the date that this form is signed) and leave. Individuals whose application is unsuccessful at any stage will automatically remain in the Royal Navy

SECTION 3 - APPLICANT'S QUALIFICATIONS

Details of Qualifications (showing grade achieved) (enclose additional sheet if necessary).

SECTION 4 - COMMANDING OFFICER'S STATEMENT

I can confirm that the applicant has a medical category of:

and became eligible to submit their notice option on

(please confirm date shown at Section 1 of the Applicant's Declaration)

My recommendation is as follows:

Name and Rank (in Capitals):

Signature: Date:

On completion, this form and a COPY of the relevant documentation should be e-mailed to: NAVY NPS-STRATPOL TERMS OR SO3C

In the event that it is subsequently discovered that an individual was ineligible to submit their notice, the application will be rendered void and no further action will be taken.

In accordance with the General Data Protection Regulations (2018), the MOD will collect and process the information supplied on this form in connection with matters concerning personnel administration and policies. In order to comply with statutory obligations, the data will be retained and reviewed as necessary and may be transferred to electronic media. The MOD is committed to ensuring that your personal data is kept securely and that it will not be disclosed unlawfully.

CHAPTER 53

RETURN OF SERVICE

(Sponsor: NAVY PEOPLE-PSP EMP POL SO1)

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Annex 53B: Initial Training ROS
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CHAPTER 53

RETURN OF SERVICE

5301. General

a. Joint policy for Return of Service (ROS) is contained in JSP 750 Chapter 3. All those responsible for the management and administration of RoS must make themselves conversant with the instructions contained in JSP 750.

b. When RN and RM personnel undertake specific courses of training, studies or receive financial bonuses, the Royal Navy requires a return on its investment. The normal requirement is that individuals complete an effective period of service called a ROS which is a legally enforceable period of time that an individual who has undertaken a course of funded training, taken up a secondment or placement within industry or been assigned into a designated command appointment shall be required to serve in order to give a reasonable return on the investment made by the MOD. Training falls into two areas: initial training, that undertaken by officers, ratings and other ranks prior to joining the trained strength; and further training, that undertaken by officers, ratings and other ranks who have joined the trained strength.

c. The Service not only invests in its people by means of training but also by appointing individuals into key roles, including command, where they acquire a breadth of experience and depth of knowledge which can be reinvested in subsequent positions, invaluable for the conduct of current operations, the administration of the Royal Navy and the future planning of Defence. It would be illogical for the Service to appoint individuals into such key roles without seeking an assurance that it will be able to reap the benefits of the experience and knowledge which they have gained during the relevant appointment. In order to ensure that the Service is investing in those from whom it can gain such a return, certain command appointments will carry a ROS (see Para 5308).

d. It is the responsibility of individuals to acquaint themselves with the ROS requirements and regulations prior to applying for courses/training, selection for SASB2/AASB2) appointments or before receiving bonuses. It will be necessary to complete the appropriate ROS undertaking form in order to undertake further training, take up command appointments or receive Financial Retention Initiative (FRI) bonuses (see Para 5303 sub para c or Para 5308 sub para b).

5302. ROS for Initial Training

a. Officers.

(1) Officers can voluntarily withdraw from initial training up to a defined point in their training pipeline known as the Premature Termination of Career Training (PTCT) point. Details of the PTCT and the voluntary withdrawal from training process can be found at Para 5402.

(2) Beyond the PTCT point, RN and RM officers are required to give a ROS in recognition of the cost of their initial training. For SUY/SCC officers promoted from the ranks, initial officer training is considered to be complete once individuals commence their first effective assignment. For all (except those promoted under the Senior Upper Yardman (SUY)/Senior Corps Commission (SCC) schemes) this is defined as the training completed prior to joining the trained strength (eg. Phase 1 training at BRNC Dartmouth and CTCRM Lympstone; Phase 2 professional training such as IWOC, ILOC(M) and SEMC).

(3) Details of the applicable initial training ROS are at Table 53B-1, whilst Table 53B-2 shows the point at which initial training is completed in all officer specialisations. Para 5305 contains information concerning ROS waivers.

b. **Ratings and Other Ranks.**

(1) All new recruits enlisting in the Royal Navy, who have not previously so enlisted, have a statutory right to claim discharge within their first six months of service, provided that they have completed a minimum four weeks' service (excluding leave periods and any forfeited service) from their date of entry, or until the day before their 18th birthday, if this comes after the end of the six month period. Full details can be found at Para 5403.

(2) **Minimum Time to Serve (MTS).** For ratings and other ranks, a ROS is required to consolidate an individual's training and give a reasonable return on the investment made by the Service. Having completed six months' service, or reached the age of 18 (if this comes after the end of the six month period), and subject to the exceptions that follow, ratings and other ranks become eligible to submit an application for Early Termination (12 months' notice) 2 ½ years after they have joined the Trained Strength; this is on completion of Phase 1 and Phase 2 training. This means that for the majority of Ratings and OR they will serve a minimum of 3½ years in total from the point they join the trained strength.

(3) The exceptions to the 2½ year rule are Student Naval Nurses and Medical Technicians who must complete a minimum of 3 and 3½ years respectively after joining the Trained Strength, on completion of training, before they can submit notice. This means Student Naval Nurses and Medical Technicians will serve a minimum of 4 and 4 ½ years respectively.

(4) Unlike the ROS for further career training, the MTS period cannot run concurrently with the notice period. An individual must complete the MTS period before they become eligible to apply for Early Termination.

(5) When a rating or other rank voluntarily transfers from one specialisation to another having already joined the Trained Strength, an additional ROS may be applied in accordance with Para 5125.c(4) and Para 5303.

5303. ROS for Further Training, Branch Transfer, Sideways Transfer and Financial Remuneration

a. **Training ROS.**

(1) A zero ROS is the normal standard for Service personnel attending further training courses i.e. that which follows the completion of initial training. Some tri-Service and single-Service further training courses and qualifications, however, exceptionally attract a training ROS (i.e. as a result of being demonstrably expensive; lead to highly marketable skills or qualifications; normally of at least six months' duration, including modules of a course that add up to six months or more; in areas where there is a significant current or forecast operational or manning pinch points and failure to retain the individual would have a direct impact on the immediate output or operational capability of the organisation; where workforce organisations require a long lead time to trawl, nominate and assign an individual to a training course). These courses are published regularly by DIN, in JSP 750 Chapter 3 (Annex A for Joint and Tri Service non-Medical training and Annex B for Joint and Tri Service Medical training) and Table 53C for RN only courses.

(2) A training ROS will normally only be applied where an individual attends a discrete course of training away from normal duty. It is accepted that some training is delivered in the course of normal duties, but such training would not normally attract a training ROS unless it resulted in a recognised qualification in a transferable skill.

(3) A Training ROS may also be applied to a Phase 2 course where it is completed by an individual as part of a transfer between branches, trades, specialisation or Service after completion of the training in their original branch; commencement of the ROS will be in accordance with Para 5304.a. All personnel will be required to complete Form S2658 prior to commencement of training.

(4) A training ROS is applied to all Sideways transfer branch courses; commencement of the ROS will be in accordance with Para 5304.a. All personnel will be required to complete Form S2658 prior to commencement of training.

b. **Financial ROS**

(1) **Bonus Payments or Financial Retention Incentives.** From time to time, bonuses may be offered to personnel in shortage categories as a retention measure, with a financial ROS required in return - see JSP 754 (Tri Service Regulations for Pay and Charges) for more details. In general terms, the ROS will run concurrently with any other ROS required by courses or training. Individuals wishing to submit an Application for Early Termination whilst still bound by this type of ROS will be required to pay back some or all of the money they received.

c. **The 'ROS Declaration' for Further Training Courses and FRIs**

(1) Individuals who are eligible to apply for Early Termination will be required to waive that right for a period equal to the length of the training course (if there is no ROS attached to the course) or the length of the course plus any ROS required for volunteering to attend a further training course.

(2) It is a condition of undertaking any course or accepting any FRI which attracts a ROS that all personnel must sign a written undertaking to state that they understand and accept the ROS requirement. A ROS Declaration (for officers, see Annex 53A; for ratings and other ranks, use Form S2658), will be issued to the individual by either the Training Establishment or the Career Manager with instructions for its completion in the Remarks of the Assignment Order which assigns them to the course. The completed and signed undertaking must be returned as required (once an individual has applied for and been accepted for an FRI or bonus, the Unit HR informs DBS JPAC to take the appropriate payment action and forwards the original completed and signed application form to the Career Manager) and the individual's Earliest Exit date in JPA will be amended by the Career Manager. Mistakes found subsequently on the form itself or the loss of a signed form will not necessarily exempt the individual from being obliged to complete the ROS in force at the time; each case will be considered on its merits. Career Managers should store the signed form by scanning the document into JPA and attaching it as a public document to the Scribble Pad area and, vitally, forward the form to the DBS JPAC Records Office, since it will be required in the event that the SP challenges the ROS liability. Refusal to sign the form, when presented, will debar the individual from starting the course and the individual will be reassigned.

(3) Once an individual has applied for and been accepted for an FRI or bonus, the Unit HR informs DGS JPAC to take the appropriate payment action and forwards the original completed and signed application form to the Career Manager. On receipt of the form, the Career Manager is to update the individual's JPA record with the ROS name, ROS date and Earliest Exit Date.

(4) All individuals may serve out their notice period concurrently with the final 12 months of any outstanding ROS.

5304. ROS General Points

a. **ROS Starting Point.** Whilst a training ROS will normally commence on the completion of the course, the ROS obligation is incurred from the start date of the course and may be applied, subject to Service needs, at any time, irrespective of the final course outcome.

b. **Concurrency.** All periods of training ROS, whether for initial or further training, together with any time an individual is committed to serve as part of their Service engagement, will run concurrently unless otherwise specified. Employers and Career Managers are to ensure that an individual has sufficient service remaining in order to complete the relevant training ROS prior to formally committing the individual to a training course.

c. **Withdrawal from Training - Impact on ROS**

(1) Individuals who embark on a course of further training are not permitted to apply for Early Termination during the training.

(2) Individuals who are withdrawn from further training (for whatever reason), or who effectively withdraw themselves from training, will need to 'work off' a period of ROS. As a rule, this period will be determined by the Navy Command Headquarters Terms of Service Team (in conjunction with the appropriate Career Manager and Branch Manager), taking into consideration a number of factors. These include the amount of the course that has been completed, the perceived value of the training to potential external employers, the course length, course frequency and number of places per course, the attractiveness of the course to Royal Navy personnel, the loss to the Service if the individual does not complete the training, the ability of the Service to select, assign and train replacement personnel and, finally, the reason for not completing the course eg. compassionate or career change.

(3) As a general rule, personnel who leave or fail to complete those courses which are highly sought after and embrace easily transferred skills, such as management accountancy and barrister training, are likely to be required to complete the majority, if not all, of their ROS commitment.

(4) However, individuals will, if they are otherwise qualified, be permitted to apply for Early Termination with effect from the date of failure or withdrawal from training. Individuals who have requested an extension of service in order to qualify under Para 5304 sub para f will not have their extension cancelled if they fail or withdraw from the course but will become eligible to apply for Early Termination.

d. **Transfer within Services, between Services and to the Reserve.** See JSP 750 Chapter 3 para 29 - 32.

e. Personnel who apply to exit prematurely from their Service while undertaking a training course that attracts a training ROS will be removed from the course immediately, unless it is in the Service interest to do otherwise.

f. **Extension of Service to Complete Course or ROS.** Personnel assigned to training courses who do not have sufficient time to serve in order to fulfil the ROS requirement must agree to request an extension of service (see Para 4926) to cover the length of course and its associated ROS. In these circumstances, Form S61 should be completed and forwarded to the appropriate Career Manager prior to the commencement of training. The S61 should be completed to the effect that the individual understands that any new career/engagement and/or extension will remain valid in the event of course failure.

g. **Selection Procedure for Individuals Formerly Ineligible for Courses.** Individuals who are ineligible for courses as a result of submitting their notice, or are nearing completion of a commission or engagement stage, and subsequently withdraw their notice or re-enlist, will not necessarily be selected for the next available course for which they become eligible. Such individuals may be assigned to sea service, if due, with courses being arranged during their next period of shore service.

h. **Individuals subject to Administrative or Medical Discharge whilst completing ROS.** Individuals who are administratively discharged whilst under an FRI ROS obligation will be referred to the JPA termination debt recovery cell to make arrangements for recovery of the bonus. Arrangements for recovery of any payment following medical discharge will be on a case-by-case basis, in accordance with JSP 754.

i. **Time Spent in Acting Higher Rank.** Time spent in the acting higher rank by officers, ratings and other ranks does not generate a ROS.

j. **Transfer to a Longer Commission.** Transfer to a longer commission by officers does not attract a ROS.

k. **Non-reckonable Service.** Periods of non-reckonable service do not count against a ROS and, if approved, will extend the ROS end date accordingly.

5305. ROS Waivers

a. Requests for a ROS waiver will be considered on a case-by-case basis by a RoS Board which for OF4 and below will consist of Navy People-PSP Emp Pol SO1 and the relevant Branch Manager (or WFPT Head) with advice from Navy Legal. For OF5 and above the Board will consist of Navy People SOCTM NA, Navy People-SOCTM Head and WFPT Head. The Board will also consider the recovery of any costs for Training or other ROS.

b. Early release from a ROS commitment is not a right and should therefore not be relied upon if applying for civilian employment. Individuals must not accept an offer of employment which would commence earlier than the end date of the ROS period until their application for a ROS waiver is approved officially. Every effort must be made to ensure that there are no delays in forwarding any request for a waiver of ROS (especially those submitted for compassionate reasons) for staffing. If granted, a ROS waiver will enable individuals to apply for Early Termination, however release within 12 months will be subject to the agreement of the appropriate Competent Authority (see Annex 54A). A ROS waiver does not negate the requirement to repay any financial liability for a course, bursary or cadetship. See Para 5413 for further information regarding Non-Standard Early Termination (including ROS waivers), early release criteria and the application process.

c. If a ROS waiver is sought on medical grounds (further training only), the request must be accompanied by a medical certificate signed by a Service Medical Officer.

d. All ROS waivers, where granted, are to be reported to Navy People-PSP Emp Pol SO1.

5306. ROS for UY(E) University of Portsmouth (UoP) Degree Course

a. UY(E) officers who complete the UoP degree course as a precursor to joining the Officer Corps, but do not subsequently become a Gain to the Trained Strength in the Officer Corps (whether through voluntary or compulsory withdrawal from training), will have to return to the Ratings Corps (preferably in their source branch) to complete the balance of any ROS accrued whilst they were a rating on the trained strength. Completion of the ROS in full as a rating will cancel the financial liability that individuals would otherwise have (if leaving as officers) in lieu of their Service funded degree; failure to complete the ROS (for whatever reason) will mean that individuals potentially remain liable to refund education costs in full. Annex 53D refers.

b. The balance of the ROS (deemed to start upon posting of final results) to be served by a UY(E) officer on returning to the Ratings Corps will be determined by the ROS that was outstanding when they joined BRNC, less any time served as an officer.

c. In an exceptional case (medical, compassionate or welfare; not professional or educational failure) and for reasons outwith their control, should a UY(E) fail to complete the UoP course or is unable to complete the ROS as a rating, then the liability to repay education costs in lieu will be reviewed. Each case will be considered on its individual merits.

5307. ROS for Transfers and Re-entry Requiring Bespoke Training

Personnel re-entering or transferring into the Royal Navy, or transferring between branches and/or specialisations, who are required to undertake a period of bespoke training may be required to accept a ROS liability for such training. The bespoke training ROS will be determined on a case-by-case basis by the Terms of Service Team, in consultation with key Headquarters personnel, who will provide written notification to the individual of the ROS liability.

5308. ROS for Undertaking Command Assignments

a. **General.** Command is a privilege and the essence of service as an officer in the Royal Navy. It is an opportunity given only to the very best and it carries certain obligations and responsibilities. These are most evident whilst in an assignment, but the experience gained in command is unique. Additionally, there are some appointments at OF4 level and above that, by necessity, draw on previous Sea Appointment Selection Board (SASB2)/Air Appointment Selection Board (AASB2) command experience. It is, therefore, in the best interests of the Service that it should seek a return on its investment in assigning individuals to command. Command appointments are therefore reserved for those officers who are prepared to show exceptional commitment by providing an assurance of continued service which will allow both them and the Service to capitalise upon their command experience to the overall benefit of Defence and in the interests of national security. An officer who is not prepared to accept command under these terms will not have their assignment confirmed and may be removed from any future command considerations.

b. **ROS Starting Point.** Officers undertaking their first assignments after selection by the annual Jun/Jul SASB2/AASB2 will be required to provide a 24-month ROS. Whilst the obligation to complete the ROS is incurred from the date that command is assumed i.e. the start date of the SASB2/AASB2 command assignment, the ROS period will commence on completion of their command tour (or the date of earlier re-assignment if applicable). Such a ROS may also be applied to other command assignments (eg. RM, Shore Command, Charge, SASB1 etc.) if deemed appropriate and/or necessary[1]. In such cases, the ROS starting point and liability will be calculated in the same manner. Officers will be notified of the ROS attached to a future command assignment on the Assignment Order and must complete a ROS Declaration Form (Annex 53E). The officer will be given the opportunity to decline the appointment offer.

c. **Impact of Applications for Early Termination.** Applications for Non-Standard Early Termination are to be made in accordance with Para 5413, however, it should be understood that Non-Standard Early Termination is not a right and officers should not seek or accept future employment in the expectation that an application will be approved.

[1] Where ROS requirement for any Command Appointment is to be changed an Equality Analysis (EQIA) is to be raised to justify the change.

ANNEX 53A

RETURN OF SERVICE UNDERTAKING FOR FURTHER TRAINING

Refer to JSP 750, Chapter 3, Annex E or Annex F.

ANNEX 53B

INITIAL TRAINING ROS

Table 53B-1. Minimum ROS for Initial Training undertaken by RN and RM Officers

Entry Type	Branch	ROS Rule
University Cadet Entrant (UCE) and Naval College Entrant (NCE) taking a full-time in-service degree (see Note)	Warfare, Logistics, Engineering and Royal Marines	5 years commissioned service from completion of an officer's initial training (i.e. including professional training)
Defence Technical Undergraduate Scheme (DTUS) - Bursar	Engineering (excludes officers promoted from the Rating Corps who enter as NCE in-Service degree officers)	3 years from completion of an officer's initial training (includes professional training such as the SEMC)
Direct Graduate Entrant (DGE) and NCE not taking full-time in-Service degrees (see Note)	Logistics, Engineering (including TM), Warfare (except aircrew and ATCO), Royal Marines and Medical / Dental Officer.	3 years from completion of an officer's initial training
Air Traffic Controller	Warfare	3 years from completion of Joint Air Traffic Control Course or equivalent ATM Course.
Aircrew	Warfare/Royal Marines	6 years from completion of Operational Conversion Unit (OCU)for both rotary and fixed wing training
Medical Cadet	Medical	Commences at the beginning of the pre-registration year and runs for 6 years from the date of full registration with the General Medical Council
Dental Cadet	Medical	7 years from registration with the General Dental Council

Note. *The in-service degree known as 'Foundation for the Future (F3)' which NCE Logistics and Warfare officers (except Aircrew and ATCO) undertake during initial training is not a full-time in-service degree.*

Table 53B-2. Completion of Initial Training - All Officer Branches

Officers (inc. SUY)	GTS Point
X(GS)	Completion of Initial Warfare Officers Course (IWOC)
X(SM)	Completion of IWOC
X(INT)	Completion of JMIC
X(IW METOC)	Completion of SFT(IW METOC) inc. Air Forecasting Qualification
X(P)	Completion of OCU
X(O)	Completion of OCU
X(ATC)	Completion of JATCC or ATM equivalent course
E(AE)	Completion of Certificate of Competence
E(ME)	Award of MEQ
E(MESM)	Award of Cat A1 EOOW qualification
E(WE) - Direct Entry	Completion of SFT(WE)
E(WE) - SUY	Completion of SEMC 3A
E(WESM)	Completion of DWEO (Desig) or SWS OEC
TM - Direct Entry	Completion of TMOC
TM - SUY	Completion of TMOC
L	Completion of Basic Logistics Officers Course (Maritime)
MS(EHO) & MS(SM) DE	Completion of INT(O)
Medical - Cadet/DE	Completion of NEMO Course
Dentist	Completion of INT(O)1A
QARNNS	Completion of INT(O)1A
Chaplain	Successful completion of Chaplaincy Fleet Board
SUY Deep Specialist (INT, C, HM, RNP, AV, ATC, MS)	Completion of SUY Course
RM GD	Completion of Phase 2 training
RM SCC/RM Band	Completion of SCC Course

Table 53B-3. Completion of Initial Training - All Rating and Other Rank Branches

See Para 5304 sub para b for more details.

Warfare Branch	Completion of Initial Training (note1)
Warfare Specialist	Completion of PH2 training; AWT - AWT270 (T23) / 271 (T45) AWW - AWW249 (T23) / AWW250 (T45) UW - UW 235 EW - EW 237 DELAC - AIR 201
Warfare Specialist Sensors (Submarine)	On completion of the AB WS (SSM) Career course (SSM 001) and either SMQ Vanguard (SMQ 002) or SMQ Astute (ACTS 41) Dry phase of training
Warfare Specialist Tactical (Submarine)	On completion of the AB WS (SSM) Career course (SSM 001) and either SMQ Vanguard (SMQ 002) or SMQ Astute (ACTS 41) Dry phase of training
Mine Warfare Specialist	On completion of the AB (MW) Career course (MW 200) and AB Seamanship (Sea 105) course
Hydrographic and Meteorological (H) Specialist	On completion of the AB HM (H) Career course (HM 200) and AB Seamanship (Sea 105) course
Hydrographic and Meteorological (M) Specialist	On completion of the AB HM (M) Career course (HM 215)
Seaman Specialist	Completion of Phase 2 training
Naval Airman (Aircraft Handler)	Completion of NAQC (RNSFDO)
Direct Entry Aircrewman	Completion of OCU (see note 2)
Aircraft Controller	Completion of LACQC (RNSAC)
Direct Entry Diver	On completion of the AB (D) Career course (DDS 100), DEMS 0807 and DEMS 0805 EOD courses (see note 3)
Direct Entry Cryptologic Technician	(See note 4)

(Continued)

Engineering Profession	
Accelerated Apprentice	(See notes 5, 6, 7 and 8)
Air Engineering Technician	Completion of AET QC, WT (Phase 2 training) and completion of QM assessment.
Survival Equipment Technician	Completion of SET QC, SET WT (Phase 2B training) and completion of QM assessment.
Engineering Technician (Marine Engineering)	MEGS completion of ETICC.
Engineering Technician (Weapon Engineering)	Completion of ET(WE) GS .
Engineering Technician (Communications Information Systems) Specialist	Completion of ET(CIS) CIS Career Course.
Engineering Technician (Marine Engineering Submarines)	Completion of SMQ Dry
Engineering Technician (Weapon Engineering Submarines)	Completion of Phase 2A (WE107), Phase 2B (UW441 or SWS105 or SWS106) and SMQ Dry
Communications Information Systems Specialist (Submarine)	Completion of Phase 2A (WE107), Phase 2B (UW172) and SMQ Dry
Logistics Branch	
Logistician (Writer)	Completion of SIPAC(M)
Logistician (Catering Services)	Completion of all Ph2 Trg modules at FSTW, DSLA
Logistician (Supply Chain)	Completion of Basic Supply Chain Specialist Course
Medical Branch	
Dental Nurse	On completion of Ph 2 DN training (BCU)
Medical Assistant	On completion of Ph 2 MA training (DMA)
Medical Assistant Submarines	On completion of Ph2 MA training (DMA), MASM1, SMQ Dry, SMERAS and SM FF.
Student Naval Nurse	On completion of Ph 2 NN training (BCU)
Medical Technician	On completion of Ph 2 MT training (BCU)
Direct Entry Naval Nurse	On completion of INT(R)
Direct Entry Medical Technician	On completion of INT(R)
Direct Entry Dental Hygienist	On completion of INT(R)
Royal Marines	
Recruit training	32 weeks On completion of Royal Marines King Squad Passout (KSPO)
Bugler	105 weeks On completion of SQB3 cse
Musician	135 weeks On completion of SQM3 cse

Notes:

1. *The table indicates the point at which a Rating or normally joins the trained strength on completion of Phase 1 and Phase 2 training. On occasion courses may run in different order and assignment to first complement billet will indicate the date they join the trained strength if this is the case and for Minimum Time to Serve (MTS) purposes.*

2. *The RoS for Aircrewman Training is 72 months from completion of OCU which runs concurrently with and extends beyond the MTS period. Aircrewman are able to submit a request for Early Termination after 60 months on the trained strength.*

3. *To be usable as a Diver individuals have to completed basic Diver training at the Defence Diving (DDS) and Explosive Ordnance Disposal (EOD) training at the Defence EOD, Munitions and Search (DEMS) Training Regiment. The ROS period will commence when Diver and EOD training has been completed.*

4. *CT Candidates will be considered as Gains to the Trained Strength (GTS) on completion of SCC at DITG CHICKSANDS, up to 15 months from this point they become eligible for advancement LH. 24-month RoS commences on completion SCC and runs concurrently with MTS.*

5. *WEGS Ratings on the Accelerated Apprentice Scheme will GTS* on completion of all of INT(R), LRLC and LETQC *IAW Ch 75. Their MTS, IAW 5302, will commence at this point (see note 1).*

6. *MEGS Ratings on the Accelerated Apprentice Petty Officer Scheme will GTS* on completion of all of INT(R), LRLC, LETQC, POETQC, SRLC and subsequent streamed training IAW Ch 74. *Their MTS, IAW 5302, will commence at this point (see note 1).*

7. *AA MESM and WESM GTS point is in accordance with Para 7304.*

8. *AA AE GTS point is on completion of both LAETQC and LRLC.*

ANNEX 53C

FURTHER TRAINING ROS

1. Details of ROS for Joint and tri-Service training for non-medical and medical courses is contained in JSP 750 Chapter 3, Annexes A and B.

Table 53C - ROS for Further Training - Royal Navy Only

Training	ROS (months)	Remarks
Officers		
Advanced Survey	30	
Air Warfare Instructors Course (X/RM)	30	
Landing Craft Officers Qualification	24	
Legal training – Post Graduate Diploma (Law), Bar Vocational Training and Pupillage	60	See Note 1
Legal training – Bar Vocational Training and Pupillage	48	See Note 1
Legal training – Pupillage	36	See Note 1
Mine Warfare Clearance Diving (LMCDO)	30	
Aircrew Instructor Course (Air 145)	24	Crewed and Uncrewed operators
RM Communications Officer	30	
RM Mountain Leader Officer	30	
SUY Degree Course (3 years)	48	
Upper Yardman (Engineering) – University of Portsmouth Degree Course	36	See Note 2
Warfare Officer streamed HM Aeronautical Meteorological Forecaster	30	See Note 3
Warfare Officer streamed HM Hydrographer	24	See Note 3
Ratings and Other Ranks		
Defence Specialist Welfare Worker Course (DSWWC)	36	On specialisation transfer (see Note 4)
Degree in Social Work	36	
Leading Aircraft Controller Qualifying Course	36	Specialisation transfer
Joint Air Traffic Controller Course or equivalent ATM course	36	Note 4
Leading Air Engineering Technician Qualifying Course	24	Avionics or Mechanical (see Note 8)
Leading Engineering Technician (Marine Engineering) Qualifying Course	24	Technician, Mechanical or Electrical (See Note 5)
Accelerated Apprentices (ME)	24	See Note 6
Accelerated Apprentices (WE)	24	All streams
Direct Entry Technician (ME)	30	See Note 7
Leading Engineering Technician (Marine Engineering Submariner) Qualifying Course – ME176	24	Mechanical or Electrical (see note 9)
Leading Engineering Technician (Weapon Engineering) Qualifying Course	24	All streams

(Continued)

Training	ROS (months)	Remarks
Ratings and Other Ranks		
Leading Engineering Technician (Weapon Engineering Submariner) Qualifying Course	24	All streams (see Note 10)
Leading Physical Trainer Qualifying Course	36	On specialisation transfer (See Note 4)
Leading Hand Hydrographic and Meteorological Qualifying Courses	24	On completion of the LH HM(M) (HM 216 course) or the LH HM(H) (HM 202 course)
Petty Officer Air Engineering Technician Qualifying Course	24	Avionics or Mechanical
Petty Officer Engineering Technician (Marine Engineering) Qualifying Course	24	Technician, Mechanical or Electrical (See Note 5)
Petty Officer Engineering Technician (Marine Engineering Submariner) Qualifying Course – ME264	36	Mechanical or Electrical (see note 9)
Petty Officer Engineering Technician (Weapon Engineering) Qualifying Course	24	All streams
Petty Officer Engineering Technician (Weapon Engineering Submariner) Qualifying Course	36	All streams (note 10)
Petty Officer Hydrographic and Meteorological (Hydrographer) Qualifying Course	24	On completion of the PO HM(H) (HM 203 course)
Aeronautical Meteorological Forecaster	30	On completion of the HM 300 course
Communication Technician Course	36	
Chief Petty Officer Engineering Technician (Marine Engineering Submariner) Qualifying Course – Nuclear Propulsion Supervisors Course (NPSupC) – ME305	36	See note 9
Coxswain Submariner Qualifying Course	24	On specialisation transfer (See Note 4)
Maritime Manoeuvre Wing (SBS Boats) – SF Boat Operators' Course	36	
RN Police Initial Course	36	On specialisation transfer (See Note 4)
RN/RM Aircrew – Aircrew Instructor Course (Air 145)	24	Crewed and Uncrewed operators
RM Weapons Technician 3rd Class	36	
RM Artificer (Vehicle (AV)	36	
RM Artificer Electronic Systems (AES)	36	
RM Bandmaster (BDMR)	36	
RM Foreman of Signals (Information Systems) (FofS(IS))	36	RM Colour Sergeants undertake Information Systems training courses run by the Army
RM Cyber Engineer Upgrader (Class 1)	36	
RM Communications Exploitation (RMCX)	36	
RM Level 3 Boarding Course (RMBC)	24	
RM Combat Intelligence 2nd Class	24	
RM Landing Craft 2nd Class (LC2) Course	24	
RM Landing Craft 3rd Class (LC3) Course	24	

(Continued)

Training	ROS (months)	Remarks
Ratings and Other Ranks		
RM Fabrication Technician (FT) 3rd Class	36	
RM Military Police 2nd Class	30	
RM Mountain Leader 1st and 2nd Class	30	
RM Physical Training Instructor 2nd Class (PT2) Qualifying Course	24	
RM Information Systems (RMIS) 3rd Class	24	RM Sergeants undertake Information Systems training courses run by the Army
RM Technician Electronic Systems (TES) 1st and 2nd Class	36	
RM Vehicle Technician (VT) 3rd Class	36	
RM Yeoman of Signals	36	

Notes:

1. *The differences in legal training ROS recognise that some individuals will be part-qualified on starting courses and will therefore require less training. For officers who successfully complete barrister training, the ROS liability will start to be 'worked off' from completion of pupillage. If, however, pupillage has to be split into 2 periods before and after another assignment, the ROS will be measured from date of completion of the first period.*

2. *Individuals who are withdrawn from officer training (voluntarily or compulsorily) before becoming a gain to the trained strength (GTS) will be required to return to the ranks to complete the balance of the 3 year ROS period.*

3. *Officers used to be trained in both Hydrographic and Meteorological, but now they are streamed H or M. The Officers streamed M complete the same HM 300 course as ratings and a ROS of 30 months is applied, while Officers streamed H complete similar training as a PO HM(H), therefore a ROS of 24 months is applied.*

4. *The ROS will start to be 'worked off' from the end of the training shown.*

5. *The ROS for MEGS is to be applied as follows:*

a. ME151A & C and ME152 A & C will be on completion of the respective Craft Training packages.

b. ME151B and ME152B will be on completion of the streamed qualifying course.

c. ME153 (All streams) will be on completion of the respective streamed qualifying course.

d. ME151T and ME153T will be on completion of the qualifying course for Technician.

(Continued)

Notes: (Continued)

6. *The RoS linked the ME151 to the series of training, noting a MTS in accordance with Para 5302 b(2) and (4), is also applicable the AA scheme.*

7. *In accordance with Para 5302 b(2) and (4), the MTS for DET is 30 months from completion of Phase 1 and Phase 2 Training. They also come under the TRoS associated with the respective Phase 2 course training.*

8. *The ROS period for Leading Air Engineering Qualifying Course will commence on successful completion of LAET Workplace Training and the award of Certificate of Competence to Supervise Aircraft Maintenance.*

9. *The ROS for MESM courses is to be applied as follows:*

a. ROS starts from completion of ME176 and all elements of the LET(MESM) training pipeline.

b. ROS starts from completion of ME264 and all elements of the POET(MESM) training pipeline.

c. ROS starts from completion of Nuclear Propulsion Supervisors Course (NPSupC) - ME305.

10. *The RoS for WESM courses is to be applied as follows:*

a. For LET, RoS starts on completion of LETQC and all elements of the LET(WESM) training pipeline (inc equipment and platform specific specialist training).

b. For POET, RoS starts on completion of POETQC and all elements of the POET(WESM) training pipeline (inc equipment and platform specific specialist training).

ANNEX 53D

UY(E) OFFICER CANDIDATES - UNDERTAKING TO WAIVE RIGHT TO GIVE NOTICE AND, IF APPLICABLE, TO REPAY THE COSTS OF SPONSORSHIP IN RETURN FOR UNDERTAKING FURTHER CAREER TRAINING/EDUCATION AND DEVELOPMENT

In consideration of the Secretary of State for Defence supporting me (under the terms set out in the attached document) while I am undergoing training at the University of Portsmouth (UoP) with a view to obtaining a Service funded degree required to become a UY(E) officer.

I, ...

of .....

.....

HEREBY AGREE AND UNDERTAKE that:

1. I will use my best endeavours to complete the studies.

2. In accordance with BRd 3(1) Para 5306 and upon completion of my final examinations on the UoP degree course, if, other than by reason of redundancy, I should subsequently:

a. Be withdrawn from officer training voluntarily before my Gain to the Trained Strength (GTS) point (having joined BRNC as a UY(E) officer), I will return to the rating corps (preferably in my source branch) to complete the balance of a 3 year ROS[1] – the length to be determined by the ROS outstanding on joining BRNC less any time served as an officer - in recognition of the fact that I will obtain a full time funded degree from the RN as a rating.

b. Be removed from officer training compulsorily before my GTS point (having joined BRNC as a UY(E) officer), I will return to the rating corps (preferably in my source branch) to complete the balance of a 3 year ROS - determined by the ROS outstanding on joining BRNC less any time served as an officer - in recognition of the fact that I will have obtained a full time funded degree from the RN as a rating.

c. Withdraw voluntarily or be withdrawn from the UY(E) scheme before entry to BRNC, I will be liable to complete a 3 year ROS as a rating (preferably in my source branch).

3. If I fail to complete the UoP course, I will be liable to repay costs incurred[2].

4. I understand that if I return to the rating corps and serve out of the required ROS in full, it will negate any financial commitment for the degree training received.

---

[1] This will start upon posting of final results.
[2] In an exceptional case (Medical, compassionate or welfare, but not professional or educational failure), and for reasons out with my control, should a UY(E) fail to complete the UoP course or is unable to complete the ROS as a rating, then the liability to repay education costs in lieu may be reviewed by the Naval Personnel Team (E). Each case will be considered on its individual merits.

5. If, for any other reason, a ROS cannot be served in full, I shall be liable to repay costs. I will, if required to do so, pay to the Secretary of State an amount equal to the total of the costs incurred on my behalf by the Secretary of State in respect of, or in connection with, my studies and subsequent service. I understand that these costs include the tuition fees for the UoP degree course, an amount equivalent to the education grant received by University Cadet Entrants for the period of sponsored studies and the value of cash grants issued.

6. I agree that, if I cease to be a member of the RN, any costs that may be repayable to the Secretary of State pursuant to this understanding may be set off against any pay, allowances, pension benefits or other payments due to me. If this is not possible then recovery will pass to PACCC Recoveries & Write Offs.

The reasons for the Secretary of State requiring this undertaking have been explained to me.

Dated the …….. day of …… 20…….

(Signed): .....

Witnessed by:

(Name): ..... (Not a relative)

(Address): .....

.....

.....

(Occupation): .....

ANNEX 53E

RETURN OF SERVICE UNDERTAKING FOR SASB2/AASB2 COMMAND ASSIGNMENTS

To: [CM OF WAR SO1 / CM OF WAR AIR SO1]
1 Deck
Navy Command Headquarters
Leach Building
PORTSMOUTH
Hants
PO2 8BY

1. I understand and accept that:

a. My future appointment in Command of ..... has a return of service (ROS) of 24 months from completion of my tenure.

b. I recognise that, due to the unique experience gained in Command, it is in the best interests of the Service to seek a return on that investment and that I will be subject to the ROS liability from the date my Command is relinquished. I also understand that the precise ROS to be completed will be calculated by the Navy Command Headquarters Terms of Service Manager, who will take into account factors such as the ability of the Service to select, assign and train a replacement.

2. I have read and understood the regulations pertaining to ROS, Early Termination and/or Resignation described in JSP 750 and BRd 3(1).

Signed: .....

Name (in Block Capitals) .....

Service Number: .....

Date: .....

Once completed, this form will be placed on the individual's Personal File and retained.

CHAPTER 54

LEAVING THE SERVICE

(Sponsor: NAVY PEOPLE-PSP EMP POL SO1)

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CHAPTER 54

LEAVING THE SERVICE

SECTION 1

EARLY TERMINATION

5401. Introduction

a. Individuals who are not due for compulsory retirement but who wish to leave the Service, for whatever reason, before reaching the end of their commission or engagement may apply for Early Termination provided the conditions outlined in the Paras below are met.

b. Notwithstanding anything contained in this chapter, pregnant Servicewomen (UTS or GTS) may exercise the right to leave the Service on the grounds of pregnancy by giving notice using Maternity Notice JPA Form R00555 during pregnancy and maternity. Where the SP exercising this right is subject to a Training RoS, and the RoS would not be fully expended by the leaving date, the outstanding RoS will be waived by the RN, and no cost recovery will be sought (JSP 750 Chapter 3 para 28 refers).

5402. Earliest Date to Apply for Early Termination - Officers

a. Officers undertaking initial training (hereafter referred to as Young Officers (YOs)) may request permission to withdraw from training up until their Premature Termination of Career Training (PTCT) point. Requests for officers attending BRNC will be considered provided that they have completed a minimum of 4 weeks of INT(O) training (not including leave periods). The requirement to have served a minimum of 4 weeks may be reduced or waived only in exceptional circumstances; this will be at the discretion of CO BRNC. Requests will normally be granted provided the YO has not passed beyond the stage of training specified in Table 54-1, although student Aircrew/Air Traffic Control Officers will still be required to be interviewed by the FT Naval Aviation Advisor in their capacity as Chair to the NAAB in accordance with Para 5742 to investigate the circumstances surrounding their request to leave. On passing their PTCT point, officers are required to complete their initial training and serve the specified return of service (ROS) for the training received, details of which are shown in Table 53B-1. Only in exceptional circumstances will the Navy Command Headquarters Terms of Service Team, on behalf of the Director (Personnel and Training)/Naval Secretary, consider voluntary withdrawal from training (VWFT) requests submitted by individuals who have passed their PTCT point – see Para 5412 and Para 5415.

b. Medical and Dental officers selected for specialisation courses lasting two or more years are required to waive their right to voluntary retirement.

Table 54-1 - Premature Termination of Career Training

Branch/Specialisation	PTCT Point
Warfare (non-Aircrew), Engineering, Logistics and Medical Services (EHOs)	Day before passing out of Initial Naval Training (Officers) at BRNC Dartmouth
Aircrew (Pilot, Observer and Air Traffic Control)	Day before completion of Grading and ATC familiarisation
Medical and Dental Cadets (cadetships awarded after 1 Mar 07)	Medical Cadets One calendar year after joining the RN. Dental Cadets. One calendar year after joining the RN or on achieving GDC registration, whichever is the earlier
Medical and Dental Cadets (cadetships awarded prior to 1 Mar 07)	Throughout training up until one month before publication of the final examination results leading to their basic professional qualification (i.e. the point at which the cadets qualify professionally as doctors (and end of the 3 years maximum sponsorship period)
Royal Marines	Day before completion of Phase 1 training (end of week 36)

c. The CO BRNC has delegated authority for the management of VWFT requests submitted by YOs during the period up to passing out of INT(O) at BRNC.

d. Although the Commandant CTCRM has delegated authority for the management of VWFT requests submitted by RM Officers during Phase 1 Training, this will routinely be sub-delegated to the CO of Command Wing (CW), CTCRM who has direct visibility and oversight of all YOs.

e. The CO BRNC/CO CW CTCRM is responsible for informing the YO in writing of the outcome of their VWFT request and, if appropriate, provide details of any resultant financial liability.

f. The CO BRNC/CO CW CTCRM and their staff must ensure that all Officers are fully counselled before accepting and approving the request. If, after counselling, it is established that an individual wishes to transfer branch/specialisation (or in the case of a RM YO, wishes to join the RN), the CO BRNC/CO CW CTCRM is to submit the request, together with their recommendation, to the Officer Terms of Service Manager (NAVY PEOPLE-PSP EMP TOS OF) who, in turn, will consult the Officer Training Pipeline Manager (NAVY TRG HQ-PM OFFICERS), the approving authority for YO branch/specialisation transfers (see Para 5104).

g. Throughout the process, it is important that the CO BRNC/CO CW CTCRM continues to liaise closely with the Officer Training Pipeline Manager so as to ensure that both current and future manning requirements against Fleet Gains to the Trained Strength (GTS) targets remain as balanced as possible.

h. **Aircrew and ATC Officers.** A YO who wishes to apply for VWFT should submit a request in writing through the chain of command to their CO who, in turn, should interview the YO to satisfy themselves as to the reasons for the request and remind the YO of the requirement to acknowledge their uniform/equipment and education costs. If the YO still wishes to proceed, their letter, together with a letter of recommendation from the CO and all of the appropriate documentation, including the YO's full training record, should be forwarded to the Officer Terms of Service Manager for approval (IAW Annex 54A), who will inform the YO in writing of the final decision (copied to DDIR NAVN and the NAAB). Officers who request to VWFT who are in receipt of Aircrew Remuneration (ARem) are to be transferred to the XUT profession with effect from the date of their VWFT application letter. Transfer to XUT will terminate entitlement to ARem from that same date. Any resulting overpayments of ARem will be subject to recovery iaw JSP 754.

i. Where an inter-FAA transfer is approved by Navy Command DDIR NAVN, the FT Naval Aviation Advisor will forward the approval to the Officer Terms of Service Manager for agreement of the terms and conditions of the transfer.

j. **Upper Yardman (Engineering) UY(E) Scheme.** UY(E) officers who, having completed the University of Portsmouth (UoP) degree course as a precursor to joining the Officer Corps, do not subsequently become an officer on the trained strength, whether through voluntary or compulsory withdrawal from training, will return to the Ratings Corps (preferably in their source specialisation) to complete the balance of any ROS accrued (for completing the UoP degree course) as a rating on the trained strength. See Para 5014 and Para 5306 for more details.

5403. Earliest Date to Apply for Early Termination - Ratings and Other Ranks

a. **Statutory Discharge Within First Six Months of Service.**

(1) All new recruits enlisting in the Royal Navy, who have not previously so enlisted, have a statutory right to claim discharge within their first 6 months of service provided that they have completed a minimum of 4 weeks' service (excluding leave periods and any forfeited service) from the date of entry. From this point, recruits exercising their right to leave the Service will be entitled to release no later than 14 days after giving notice in writing to their CO and recording their request to leave on JPA. Procedures for 'Applying for Early Termination' can be found in the JPA Employee Self Service Assistance Guide. The 14 days' notice period will commence from the date on which the recruit records the request on JPA unless they are in detention (see Para 5403 a sub para (5)). COs have the discretion to reduce the 14 days' notice period when special circumstances warrant such action.

(2) **Re-entry.** Discharge under the provisions of this paragraph cannot be exercised by individuals who re-enlist in the same Service, i.e. it is only allowed when a former rating re-joins as an RM recruit and vice versa, with the RN and RM being considered as separate Services for the purposes of this paragraph. However, recruits who are discharged 'Not Finally Approved (Medical)' (NFA(Med)) (in accordance with Para 5418 and BR1750A) retain their right to statutory discharge on re-enlisting in the same Service.

(3) **Ratings and Other Ranks Recruited Abroad.** Any recruit who was domiciled outside the UK and was accepted in that country for regular service in the RN, RM or QARNNS is entitled, on discharge, to conveyance at public expense to a selected place of residence in the UK (or Irish Republic if recruited from or normally domiciled there) or in the country from which they were recruited for service in the regular Royal Navy. Travel at public expense to any other destination outside the UK or Irish Republic is not permitted.

(4) **Absence from Duty.** Recruits are to be instructed that, should they wish to claim their discharge during a period of absence on leave or for any other reason, they are to inform their CO by Recorded Delivery letter. Where appropriate, the 14-day notice period for recruits will count from the date of receipt of the letter by the CO. Applicants for discharge will, however, be required to return to duty before their discharge can be completed.

(5) **Effect of a Sentence of Detention.** A sentence of detention or imprisonment will run its normal course irrespective of whether a recruit exercises their option before or during it.

(6) **Outstanding Disciplinary Action.** See Para 5444 sub para l.

b. **Statutory Discharge Until Age 18.**

(1) Further to Para 5403 sub para a, ratings and other ranks who have served for 6 months retain a statutory right to end their service up until their 18th birthday by giving notice in writing to their CO. Ratings and other ranks wishing to leave the Service under this regulation will be required to complete a notice period of 3 months. This will act as a cooling-off period, providing the safeguard of a period for reflection in which the Under 18 may rescind a hasty and subsequently regretted decision and, as such, if an individual revokes their written notice to the CO, their entitlement to be discharged as of right will cease. There will be no limit to the number of occasions on which someone can apply to leave before their 18th birthday. An individual who gives notice at the final opportunity, namely the day before their 18th birthday, may serve until the day before they reach the age of 18 years 3 months.

(2) Where a person under the age of 18 submits notice under this regulation, the 3-month notice period may be reduced to a lesser period if agreed between the individual and their CO. As with those leaving within their first 6 months' service, individuals who exercise their right to leave before reaching age 18 will not have any reserve or recall liability. The provisions described in this paragraph should be used instead of the former Discharge SHORE Unhappy Under 18 category which is now obsolete. COs retain the power to discharge an individual regardless of age for other reasons, but they should generally not consider individuals unsuitable because they have previously exercised the right both to apply for discharge and to remove that notice.

(3) On reaching the age of 18, ratings and other ranks who are still within their 6-month statutory discharge period as a new recruit will have the balance of this period to decide whether or not to leave.

(4) **Parental Consent.** The right of recruits aged under 18 to exercise their discharge option is without regard to parental consent but COs are to notify parents or guardians in advance of the date and reason for the recruit's discharge and also inform them that the recruit will be issued with a railway warrant to their home unless the parents or guardians indicate otherwise.

c. Beyond the 6-month service point and age 18, ratings and other ranks must complete their initial training (if applicable) and become eligible to apply for Early Termination on completion of a Minimum Time to Serve (MTS) - see Para 5302 for more information. An individual's earliest date of discharge will have been recorded on the S3049 which individuals sign on enlisting in the Service (a copy of which is given to individuals). That date is then entered in JPA.

5404. Application for Early Termination

a. **Process.** With the exception of officers on the untrained strength, applications for Early Termination are to be made via the JPA workflow system. Procedures for submitting an application can be found under 'Application for Early Termination' in the JPA User Guide which also gives procedures and guidance on the handling of applications for Line Managers, COs and Career Managers. If personnel are unable to access JPA they should follow the procedure for Proxy Application through the JPAC Enquiry Centre. An application from an officer to exercise their notice option or to resign should initially be submitted through the CO and be accompanied by a certificate of an officer's conduct.

(1) **Exit Interviews.** Exit interviews are an important stage in the leaving process. Interviews should be conducted by the Divisional Officer or CO with meaningful comments entered into the JPA free-text box regarding context for reasons for leaving. If it becomes clear during the exit interview that the reasons for leaving could be mitigated by discretionary action from the Career Manager, then the DO/CO should encourage the potential leaver to contact their Career Manager, with the caveat of there being no guarantee of problem resolution.

(2) **Leavers' Intention Survey (LIS).** In addition to an exit interview, all individuals are encouraged to complete the Leaver's Intention Survey (LIS). It is not a mandatory part of the leaving process. An email invitation to complete the LIS will be automatically issued once the VO request shows as approved on JPA. Responses are held and analysed by PIIAC team.

b. Before applying for Early Termination, personnel should be aware of the possible implications of this type of release on matters such as pay and allowances (including RRP and FRIs), advances of pay (LSAP/FHTB), resettlement grants, annual and terminal leave, Graduated Resettlement Time, Medical Discharge and immigration status (Para 5465). Queries on these issues should, in the first instance, be forwarded to the Unit Personnel Office. Individuals must also be aware that withdrawal of an application for Early Termination is not a right (see Para 5409).

c. **Waiting Period.**

(1) Subject to the special provisions at sub para (2) being in force, an individual's date of discharge will be 12 calendar months from the date of their application, subject to confirmation by the relevant Career Manager. Personnel may apply to leave at less than the normal waiting period and such applications will be considered in accordance with Para 5413.

(2) When circumstances dictate, under accelerated notice provisions, the Royal Navy is legally empowered to impose shorter notice periods, subject to a minimum of 6 months. In such cases, Navy Command Headquarters will issue an RNTM giving advance notice of any specialisation where the normal 12-month notice period will be reduced and specify the revised notice period that will apply. Under no circumstances will a notice period be reduced retrospectively. In cases where the notice period is reduced, individuals will, within one month of submitting their notice to the CO, receive confirmation via the JPA workflow system of their revised Terminal Expiry (TERMINATION) date from an appropriate Competent Authority (see Annex 54A).

d. **ROS.** Personnel who have waived their right or opportunity to leave in return for training, financial remuneration or any other reason may not apply for Early Termination until they are within a year of completing any outstanding ROS accrued. The ROS requirement should be reflected by the Earliest Exit Date recorded in JPA however, if this date is not recorded correctly it does not override the requirement to complete the ROS term. Personnel may serve out their waiting period concurrently with the final 12 months of any outstanding ROS (see Chapter 53 for more information). For initial training RoS personnel may not submit notice until completion of their MTS (i.e. the RoS does not run concurrently with their notice period (see 5302 b (2) and (4)).

e. **Application for Early Termination having Accepted the Offer of a Commission Transfer or Engagement Stage 3 (ES3).** Individuals who accept an offer of a commission transfer or ES3 will not be able to leave on their original Termination Date but will be required to submit an application for Early Termination if they wish to leave before the end of the longer commission/engagement stage that they have accepted (see Chapter 49 Section 1 (Officer Commission Transfers) and Para 4924 (ES3)).

f. **Applications for Early Termination from Officers under Quarterly Report.** Officers will not be permitted to exercise the notice option in order to avoid compulsory retirement for unsuitability or inefficiency, except in exceptional circumstances e.g. in accordance with Para 5412. Applications from officers under Quarterly Report will be placed in abeyance until they have been removed from Quarterly Report. The basic date for calculation of release date is, however, the date of the workflow application for Early Termination even if the officer applied whilst on quarterly report.

5405. Impact of an Application for Early Termination

a. **Spare.**

b. **On Financial Liability for Degree Studies (Officers).**

(1) Officers in receipt of sponsorship from the RN or RM in respect of a bursary or a university cadetship/nomination, including Medical and Dental Cadets, are liable to refund the costs of the sponsorship, namely tuition fees, bursary awards and/or education grants, in full if they withdraw, or are withdrawn (compulsorily or voluntarily), from training or apply for Early Termination. Officers whose appointments are terminated for whatever reason will be required to return their principal items of uniform and luggage. A charge will be made for any item(s) not returned.

(2) It should be noted that this financial liability is quite separate from the ROS liability and expiry of the liability to repay degree sponsorship costs in no way affects an officer's ROS liability.

c. **On LSAP.** Personnel in receipt of a LSAP will not normally be allowed to apply for, or be granted, Early Termination unless the LSAP has been repaid in full or they have made acceptable arrangements to repay the LSAP in full. Applications for Early Termination must include details of any LSAP balance outstanding, plus the applicant's proposals for its repayment. For full details, see JSP 752 Chapter 5 Para 05.0722.

d. **On FHTB.** Personnel in receipt of a FHTB advance will not normally be allowed to apply for, or be granted, Early Termination unless the FHTB advance has been repaid in full or they have made acceptable arrangements to repay FHTB in full. Applications for Early Termination must include details of any FHTB balance outstanding, plus the applicant's proposals for its repayment. For full details see JSP 464 Part 1 Chapter 12 Para 1234.

5406. Consideration of Applications for Early Termination

a. On receipt of a workflow Application for Early Termination, Career Managers are to check that the application has been submitted correctly, including Line Manager and CO's comments, and that there are no outstanding ROS commitments. The application will be processed in JPA in accordance with the JPA User Guide. Individuals will be notified as to whether their application has been approved and given an indication of when they can expect to be released i.e. their Last Day of Duty (LDD) or last day of paid service.

b. Individuals whose applications are rejected because they have not given sufficient effective service in return for their training or for any other reason, will be told the date on which they may re-submit their application if they so wish. Once an LDD has been approved by the Career Manager, personnel should not be released before or after this date without prior agreement from the individual.

c. Individuals who apply for Early Termination whilst undertaking further training will be immediately removed from training and re-assigned, unless it is in the Service interest to do otherwise. Rules for ROS in this instance can be found at Para 5304.

5407. Release Abroad

a. Individuals serving abroad, who would otherwise be sent home to the UK to be released from the service, either under notice or at the end of their commission/career/engagement may apply to be released from the station in which they are serving, by forwarding an application to the appropriate Career Management Authority. The application is to be accompanied by relevant details about the position of any dependants, in order that it can be confirmed that the applicant is making reasonable provision for the maintenance of any dependants in the United Kingdom. Career Managers will assign individuals who apply for release abroad to HMS NELSON for administration of the release process. Where individuals applying for discharge abroad, signify their intention to remain in the country of discharge for a considerable period after discharge, they should be instructed to check with the local authorities and, where necessary, through the British High Commission/British Embassy/Consulate that they can legally remain in the country of discharge. The CO is to check that all necessary immigration formalities have been completed before release.

b. Individuals serving abroad being discharged from the Service for other reasons may also apply to be discharged from the station in which they are serving using the same process outlined above.

5408. Application for Early Termination on Grounds of Conscientious Objection

a. Any officer, rating or other rank who claims to have developed a genuine conscientious objection to further service may apply for Early Termination without regard to length of service or the personnel situation in the branch. Whenever possible, the application should be accompanied by the individual's own written statement of the grounds on which they are applying.

b. It may be appropriate in certain cases to suggest that an applicant should defer a request for a week or two and give the matter further thought. Such a delay must however be of only short duration. For example, deferments of six months are not acceptable. If, after a short period of reflection, the officer/rating/other rank reaffirms the claim to conscientious objection, the application should be processed as soon as possible, and the claimant should be informed of the financial and other consequences.

c. This discharge concession requires all cases to be examined with particular care to avoid abuse by those who simply wish to circumvent the normal discharge procedures. It is, therefore, most important that the individual's CO and the Chaplain should do all they can to establish the genuine nature or otherwise of the person's convictions. COs should then submit the application, together with a report and their personal recommendations to the appropriate Administrative Authority. The report should be as full as possible and should cover the following points:

(1) The nature of the conscientious objection and how and when it began and an assessment of the veracity of the claim.

(2) Information about the individual's service and conduct including details of operational experience, relevant unspent offences and punishments imposed.

(3) The individual's general bearing and behaviour and whatever is known about their influence on shipmates.

(4) Whether the individual is due for a new assignment and at what date.

(5) Details of any counselling sought by individuals, and given, regarding conflicts between their personal beliefs and their military tasks.

d. **Applications.**

(1) Officers who have Completed Phase 1 Training. Officers who claim to develop a conscientious objection may apply to resign their commission. Application is to be made in writing and is to include a detailed statement of the grounds on which the officer is applying. The CO should then submit this application (see Annex 54F), together with a report and personal recommendation through the appropriate chain of command and the officer's Career Manager to the relevant Regional Legal Office (RLO) (see Annex 1E). The report should be as full as possible but only need cover Para 5408.c sub para (1), sub para (3) and sub para (5). The information required by Para 5408.c sub para (2) and sub para (4) will be provided by the Career Manager. Where it is accepted that resignation, with immediate effect, is appropriate, the Naval Secretary will approve the application. While any outstanding Return of Service may be waived in these circumstances, it will be a condition of release that the officer must agree to repay any uniform or educational costs for which they are liable. If, however, there is considered to be no case for allowing the officer to resign on the grounds of conscience, the officer will be advised accordingly and will be free to apply to leave in accordance with the terms of Chapter 54.

(2) **Officers Undertaking Phase 1 Training.** Resignation is only applicable to officers who have completed Phase 1 Training. Young Officers may request to withdraw voluntarily from training, through their chain of command, for any reason before their Premature Termination of Career Training (PTCT) point and this will normally be accepted. It will not be necessary for the Naval Secretary's approval to be sought where it is accepted that a voluntary withdrawal from training request is appropriate. This will result in automatic termination of an officer's commission.

(3) **Ratings and Other Ranks.** Application is to be made in writing to the CO. Applications made in accordance with this Article should be forwarded to the relevant RLO in accordance with the general procedure and format for administrative applications detailed at Annex 1E and Annex 54F. The application will be decided on its merits by the Director (Personnel and Training)/Naval Secretary. If approved, the discharge will be categorised as compassionate on JPA and release is to take place as soon as possible. There is no entitlement to terminal leave. Conscientious Objectors are invariably to be assessed as “Not recommended for further Royal Navy service in accordance with Para 5447" on Appraisal Reports raised by final employing units prior to joining their nominated Release Centres.

e. **The Advisory Committee on Conscientious Objectors.** An Advisory Committee, appointed by the Lord Chancellor, is available to hear appeals by Service personnel who claim a conscientious objection to further service and whose applications have been turned down by the Services. This Advisory Committee conducts its hearings in public and tenders its advice to the Secretary of State for Defence’s representative (in practice to the Central Legal Services division). The Advisory Committee is also available to consider applications that might arise from Reservists in the event of recall.

f. A successful appeal to the Advisory Committee will be accepted as decisive on the question of conscience and any person whose objection to further service is found by the Committee to be genuine will be granted a release under the terms of Para 5408.d sub para (1) and sub para (3). Any person whose case is rejected by the Committee will be required to continue their service, although they may of course apply for Early Termination in the normal way.

g. The procedure for an appeal to the Advisory Committee, which is separate from any statutory complaint submitted by Service Personnel in accordance with JSP 831, is as follows:

(1) Individuals are to complete and sign the application in the format shown at Annex 54B and may include in it a written statement of the case that they wish to make.

(2) The CO is to complete the statement at Annex 54C in duplicate to provide the necessary information and summary of the case for the Committee. Both forms should be forwarded to the relevant RLO through the appropriate chain of command which will add any other relevant information to the initial application.

(3) The RLO will forward the application, together with any supporting papers, to CLS-LegC, the secretariat branch for the Committee, which will convene a hearing and advise all participants accordingly.

(4) As the Committee prefers an officer with personal knowledge of the appellant to attend the hearing, the CO should state in a covering letter whether such an officer can be made available and if so, state their name.

(5) Arrangements for the hearing of the case, the attendance of the witnesses etc, will be notified to the CO. It is the responsibility of the appellant to notify any representatives and/or witnesses of the arrangements for their attendance.

(6) The finding of the Advisory Committee will be notified promptly by CLS-LegC to the CO; the CO is to inform the individual without delay. If the appeal is successful, the discharge of ratings/ranks will be authorised by the authorities listed in Para 5445 sub para b. Discharge of officers will be endorsed by the Admiralty Board or Naval Secretary as appropriate and notified by letter in due course.

h. **General Notes.**

(1) The procedure is unconnected with the commission of disciplinary offences. Should offences be committed, whether or not they are alleged to have been committed on grounds of conscience, they must be dealt with in the usual way. If appropriate, this point should be explained to any person professing conscientious objection, but if the applicant commits an offence which may be relevant to the case while a decision by the Administrative Authority or the Advisory Committee is pending, this should be reported without delay.

(2) While submission of an application will not in itself be regarded as justifying interference with normal assignment, the CO should draw special attention when submitting reports to any overseas assignments that may be imminent. The procedure will extend to any persons serving overseas under normal peacetime conditions at the time of their application or appeal and they will, if necessary, be brought back to the UK (costs to be borne locally) to appear before the Advisory Committee as soon as practicable.

5409. Withdrawal of an Application for Early Termination

a. The Service is committed to managing Early Termination (ET) and withdrawal requests promptly, fairly, and transparently. While withdrawal of an approved ET application is not guaranteed, each case will be assessed on its merits. The Service aims to balance individual needs with operational requirements to meet the Royal Navy's workforce demands. The revised application process outlined below should be followed.

b. **Service personnel** wishing to withdraw their Early Termination (ET) application must use the JPA workflow, following the steps outlined in the 'Application for Early Termination' section of the JPA User Guide, which includes the withdrawal process. Applicants are strongly encouraged to inform their immediate Chain of Command to ensure the application is promptly acknowledged and forwarded to the Career Manager.

c. **Units** are responsible for ensuring the timely processing of ET withdrawal requests and must not unduly delay or reject applications. They assist personnel in ET withdrawal, supporting the process through divisional channels. Once submitted on JPA, units should, where possible, ***process the request within five working days and forward the workflow***, with support comments recorded in the JPA workflow, to the Career Manager for action.

d. **Career Managers** are the sole authority to approve an application for the withdrawal of ET.

5410. Assignment Notice after Withdrawal of Notice for Early Termination

In cases where individuals successfully withdraw their notice for Early Termination, the portion of assignment notice that has expired prior to the date of original application will continue to count towards notice of the next assignment. For example, a rating who submits their notice two months after being assigned to sea service and who then applies to withdraw their application, will only receive 3 months' notice of any subsequent sea assignment.

5411. Re-application for Early Termination

Applications from individuals reapplying for Early Termination will be considered taking into account the requirements of the Service at that time. Each will be considered as if it was a new application and individuals will not necessarily be allowed to be released at the time originally approved.

5412. Optional Exit Points

Officers or ratings in receipt of RRP(SM) and serving on FTC/FCS engagements (but not serving on a subsequent EoS) may be eligible to submit an Optional Exit Point application which will enable them to leave the service at an earlier point than their current Termination Date without any loss of RRP; full details may be found in Annex 54K.

SECTION 2

NON-STANDARD EARLY TERMINATION

5413. Non-standard Early Termination - General

Early release at less than the normal notice period or before the end of a ROS period (training or financial) is not a right and should not be relied upon if applying for civilian employment. Individuals must not accept an offer of employment which would commence earlier than the end date of the 12-month waiting period or ROS period until their application for early release is approved officially. Requests for non-standard Early Termination are considered on their individual merits however approval may only be given in exceptional circumstances if one or more of the following conditions are met:

a. The individual wishes to stand for Parliament.

b. A rating or other rank wishes to join the Army or RAF.

c. Compassionate reasons are presented, which are supported by the Royal Navy Family and People Support (RN FPS) organisation in a Social Inquiry Report e.g. when the personal circumstances of the applicant make their permanent presence at home essential, which is incompatible with continued service in the Royal Navy. In instances where the financial health of a family business is a factor, applications should be supported by documentary evidence relating to that business.

d. Single ratings, and other ranks under the age of 21, whose parents have emigrated to any Foreign or Commonwealth country since their son/daughter joined the Service, or are about to do so, may be allowed immediate compassionate discharge if there is evidence to suggest that they will be left with no close relatives, or home, in the UK and they do not wish to apply for release to join the RAN or RNZN in accordance with Para 5206 (or they apply and are not successful).

e. The release of the individual to take up civilian employment is deemed to be in the National Interest (supported by a comprehensive statement from a prospective employer which will allow a proper assessment of the case to be made)[1].

f. That it is in the best interests of the Service to allow early release. COs should articulate in their application what factors and knowledge exist to support this criterion.

g. The individual’s specialisation is overborne.

[1] e.g. Joining Royal Fleet Auxiliary, Doctors going to work in the NHS, Transferring to another Service.

5414. Early Release within Standard 12 month Waiting Period

a. **Applications.** Requests for release at less than 12 months should be made to the relevant Career Manager and must contain the recommendations of the individual's CO. It should indicate whether, if the application for early release were approved, the unit would be capable of bearing a gap until the individual's original date of Terminal Leave. Evidence must be provided to show why an individual should be allowed, exceptionally, to be released early. Applications will be considered when:

(1) One or more of the conditions at Para 5413 are met.

(2) No ROS commitment will be breached by early release.

(3) The applicant's CO has confirmed that any resulting gap is acceptable, or a relief will be in place by the time of the applicant's new (early) release date.

(4) The long-term personnel situation permits.

(5) For squadded personnel, even if the CO recommends the request, the Career Management team may reject the application as they may be able to employ the junior rating in another gapped unit.

b. **Impact on Terminal Leave.** All successful applicants are entitled to receive full terminal benefits according to the length of their service, including Terminal Leave (see JSP 760). If an application is submitted at short notice, however, such that there is insufficient time for all Terminal Leave to be taken prior to the new (early) release date, the individual concerned is to be granted as much leave as possible but must accept any shortfall. Career Managers are to ensure that acceptance of a shortfall in Terminal Leave is clearly stated in the application response, be it by signal, letter or e-mail.

5415. Ratings and Other Ranks - Requests for Non-standard Early Termination

a. Ratings and other ranks who have completed six months' service from enlistment and are over 18 (see Para 5403) may apply for non-standard Early Termination before the end of their MTS period. Similarly, ratings and other ranks, who have completed their MTS period but are ineligible to submit notice as a result of an outstanding need to provide a return of service (ROS) for undertaking further training or receipt of financial remuneration, have the opportunity to ask for non-standard Early Termination application through the award of a ROS waiver. Early release from a ROS commitment is not a right and is not guaranteed – see Para 5413. As such, ratings and other ranks should not rely on receiving a positive decision if they are considering application for civilian employment.

b. **Early Release Criteria.** Approval of a non-standard Early Termination request will only be granted in exceptional circumstances - see Para 5413 for more information.

c. **Applications.** Ratings and other ranks who are restricted in their right to give notice but wish to seek exceptional early release are, in the first instance, to apply in writing to their CO, providing reasons in support of their request for non-standard Early Termination. In turn, COs are to provide a covering submission, offering their view on whether the application is supported or not and providing any background information about the individual which is considered relevant (e.g. are there any compassionate grounds, have other authorities been consulted (RN FPS, pastoral), is the individual motivated or are there any disciplinary issues?) Ratings and other ranks who wish to leave early with a view to joining another Service should make this clear in their submission and provide a completed application form, contained at Annex 52A. See also (see Para 5413). Further details regarding the 'Service transfer' process can be found at Para 5205.

d. There is no need for COs to submit a special SJAR as part of their submission and, likewise, individuals do not need to be given the opportunity to make a representation given that they are already required to make an application in writing to their CO to leave early. On completion, the CO is to send the paperwork, whether for NSET or Service Transfer to the appropriate address:

(1) If a rating is still under training – to FOST-TA UTS Pipeline Manager, HMS RALEIGH, TORPOINT, Cornwall, PL11 2PD.

(2) If an RM other rank is still under training – to CO Commando Training Wing, CTCRM Lympstone, EXMOUTH, Devon, EX8 5AR.

(3) If a rating or other rank is on the trained strength – to the Ratings and Other Ranks Terms of Service Manager, NCHQ, Whale Island, Portsmouth, PO2 8DX (email: NAVY PEOPLE-PSP EMP TOS OR / NAVY PEOPLE-PSP EMP POL (MULTIUSER))

e. **Processing.** On receipt, the appropriate Competent Authority, shown at Annex 54A and acting with the delegated authority of the Naval Secretary, will consider the individual merits of the request, with particular emphasis given to the criteria set out at Para 5413. Ratings and other ranks will be informed of the decision via their CO, with a copy going to the Career Manager for information, as follows:

(1) If approval is granted, service transfer requests apart, a formal Early Termination application can then be made on JPA, effective from the date on which the permission was given (this will be communicated in the letter). As a result, an individual will be able to leave 12 months later unless an earlier release date is agreed by a Competent Authority (see Annex 54A) in consultation with the unit. As at Para 5413, ratings and other ranks wishing to take up civilian employment on leaving the Service should not rely on being released early within the standard 12-month notice period. It should be noted that a ROS waiver (release before the end of a ROS period) will, if granted, not negate an individual's obligation to repay any financial liability if appropriate e.g. a FRI (see para 5305).

(2) If approval is given for a request from a rating or other rank who wishes to leave the Royal Navy before the end of their MTS period or a ROS period with a view to joining the Army or RAF (see para 5205), the Terms of Service team will initiate action to process the 'transfer' application form submitted with the paperwork. Branch and Career Managers will be consulted to establish the individual's earliest possible discharge date prior to the information being sent to the appropriate Personnel Management Authority in the Army or RAF.

(3) If the request is rejected, advice will be given on alternative options that might be pursued by the chain of command.

5416. Officers - Requests for Non-Standard Early Termination

a. Officers who have passed their PTCT point (see Para 5402) but remain on the Untrained Strength have the opportunity to apply to Navy Command Headquarters for exceptional voluntary withdrawal from training (VWFT). Similarly, officers who are on the trained strength but are ineligible to submit notice as a result of an outstanding need to provide a return of service (ROS) for their initial training, further training or receipt of financial remuneration, have the opportunity to apply for a ROS waiver which, if approved, will allow officers to submit an Early Termination application in turn. Early release from a ROS commitment is not a right and is not guaranteed - see Para 5413. As such, officers should not rely on receiving a positive decision if they are considering an application for civilian employment.

b. **Early Release Criteria.** Approval of a non-standard Early Termination request (whether it is an exceptional VWFT or ROS waiver) will only be granted in exceptional circumstances - see Para 5413 for more information.

c. **Applications.** Officers who are ineligible to apply for Early Termination but wish to leave are to apply, in the first instance, in writing to their CO, providing reasons in support of the request to leave early. In turn, COs are to provide a covering submission, offering their view on whether the application is supported or not and providing any background information about the individual which is considered relevant (e.g. are there any compassionate grounds, have other authorities been consulted (RN FPS, pastoral), is the individual motivated or are there any disciplinary issues?) There is no need for COs to submit a 'Special' SJAR as part of their submission and, likewise, individuals do not need to be given the opportunity to make a representation given that they are already required to make an application in writing to their CO to leave early. On completion, the CO is to send the paperwork to the appropriate address:

(1) If an officer is still under training – to the Officer Terms of Service Manager, NCHQ, Whale Island, PORTSMOUTH PO2 8DX (email: NAVY PEOPLE_PSP EMP TOS OF / NAVY PEOPLE-PSP EMP POL (MULTIUSER)).

(2) If an officer is on the trained strength – to the appropriate Career Manager.

d. **Processing.** On receipt, the appropriate Competent Authority, shown at Annex 54A and acting with the delegated authority of the Naval Secretary, will consider the individual merits of the request, with particular emphasis given to the criteria set out at Para 5413. Officers will be informed of the decision via their CO.

(1) If approval is granted for exceptional VWFT, arrangements will be made for the officer's release at the earliest mutually convenient date (normally within three weeks of the approval).

(2) If approval is granted for a ROS waiver, a formal Early Termination application can then be made on JPA, effective from the date on which the permission was given (this will be communicated in the letter). As a result, an individual will be able to leave 12 months later unless an earlier release date is agreed by a Competent Authority (see Annex 54A) in consultation with the unit. As at Para 5413, officers wishing to take up civilian employment on leaving the Service should not rely on being released early within the standard 12-month notice period. It should be noted that a ROS waiver will, if granted, not negate an individual's obligation to repay any financial liability if appropriate, e.g. a FRI.

(3) If the request is rejected, advice will be given on alternative options that might be pursued by the chain of command.

SECTION 3

MEDICAL DISCHARGE

5417. Officers, Ratings and Other Ranks - Medical Discharge (including Temperamental Unsuitability)

a. In common with the detailed instruction in BR 1991, Royal Navy personnel found to be permanently unfit for full naval service will be brought before a Royal Navy Medical Board of Survey (RNMBOS) to determine their correct medical category in accordance with BR 1750A, JSP 950 Part 6 Chapter 7 and JSP 346 Chapter 5. The Board's remit is to set the highest safe JMES and it may recommend downgrading and either medical discharge from the Service or retention in a permanently reduced medical category. Guidelines where medical discharge is proposed in an individual's last year of service are available in BR 1991 Para 0809.

b. **Temperamental Unsuitability.** Royal Navy personnel may be considered for Discharge on grounds of Temperamental Unsuitability. Detailed instructions and procedures for this form of Discharge may be found at Annex 54D.

5418. Medical Discharge - Not Finally Approved (Medical)

a. **Eligibility.** Notwithstanding para 5417, Officers, Ratings and other ranks who, during Phase 1 Training, are found to be unfit under the terms of BR 1750A are to be discharged from the Service on medical grounds under the Not Finally Approved (Medical) (NFA (Med)) category. Full details may be found in BR 1750A, Chapter 3, Para 0308.

b. **Other Discharge Categories.** Recruits who are considered to be unfit for service, but who do not meet the NFA (Med) criteria should be subject to a full investigation and, if necessary, brought forward for surveying and medical discharge (Para 5419). In other circumstances, it may be more appropriate to consider Discharge SHORE routes such as 'Unsuitable' or 'Fraudulent Entry' (Para 5443).

5419. Royal Navy Medical Employability Board

The Royal Navy Medical Employability Board (RNMEB) considers, on paper, every case where a RNMBOS has awarded an individual a permanent JMES and decides if an individual should be retained or discharged from the Royal Navy. Its task is to ensure that personnel whose medical category falls below the standard normally expected (i.e. Medically Fully Deployable (MFD) without caveats) have sufficient employability within their medical limitations, to be given the opportunity to complete their chosen career. The Board is composed of NAVY PEOPLE-PSP Hd as President, the RNMBOS President to provide medical advice as required, representatives of Navy People WFPT Hd (Strategic Planning Officers and Ratings) and a legal adviser. The factors considered by the RNMEB, and the policy regarding the Boarding process are set out in BRd 1991, Chapter 8,

5420. Spare.

5421. Refunds and Return of Service

Liability for refunds in accordance with Para 5405 sub para b and fulfilment of ROS (Chapter 53) will be waived.

5422. Invaliding Benefits

a. Service Invaliding Retired Pay (SIRP) and a tax-free terminal grant of three times the annual rate of SIRP may be awarded to officers who have given two years' service over age 18. SIRP at enhanced rates is payable to officers with at least five years' service over age 18, of which two years have been served over the age of 21. If the cause of invaliding is found by Veterans UK to be directly attributable to service, the individual may be entitled to additional benefits from the DOH, Veterans UK and MOD, the amount being related to rank and degree of disability. The MOD award is known as Service Attributable Retired Pay (SARP) and both SIRP and SARP are index-linked.

b. SCC and IC officers on gratuity-earning commissions are not eligible for non-attributable invaliding benefits but may qualify for attributable benefits.

5423. Discretionary Awards Panel

Service invaliding benefits are at the discretion of the Secretary of State. Although they are normally awarded in full cases occur when, although invaliding may be the appropriate form of discharge, it would be wrong to award full invaliding benefits or, exceptionally, any invaliding benefits at all. Responsibility for considering cases where full invaliding benefits may not be appropriate is vested in the Discretionary Awards Panel (DAP), which is normally composed of representatives of the Second Sea Lord (2SL) and 2nd PUS. Referral to the DAP is rare. Each case is considered on its merits but, in practice, any reduction in invaliding benefits is restricted to those cases where the individual has contributed to their medical condition e.g. through excessive drinking or refusing treatment. The DAP award will not affect any decision on Service attributable benefits, which are determined by the Department for Work and Pensions.

SECTION 4

COMPLETION OF COMMISSIONS (OFFICERS)

5424. Introduction

Officers completing the period of service required by their respective commissions will retire in accordance with the following regulations. The Defence Council or Admiralty Board also have discretion to retire officers found medically unfit for further service at any age (see Para 5417 to Para 5423) and to remove officers from the Active List if they are found unfit for further service due to incapacity, unsuitability or misconduct (See Para 5436).

5425. Extensions of Service

Extensions of service beyond retirement age may be granted to meet Service requirements (see Chapter 49).

5426. Commission Transfers

Regulations for transfer of commission are contained in Chapter 49.

5427. End of Commissions for Non-Medical, Dental and QARNNS Officers

a. **Initial Commission Stage (ICS) (and Equivalent Commissions).** The retirement date for officers serving on an ICS or equivalent is determined by the length of that commission, subject to the regulations on Normal Retirement Age (NRA) or rank related retirement - the latter is appropriate to officers with military service prior to 1 Apr 99 and who had not opted for transfer to RA55 when offered in 2018 (see Table 54-2).

b. **Career Commission Stage (CCS) (and Equivalent Commissions).**

(1) Officers who entered before 6 Apr 05 and are serving on a CC will retire on completion of 16 years' reckonable service from age of 21 or the date of entry, whichever is later, subject to NRA55 or rank related retirement.

(2) Officers who entered post 6 Apr 05 (or entered before and subsequently elected to transfer to AFPS05) and were selected for a CC before 1 Nov 13 will retire on completion of 18 years' service from the date of entry or at age 40, whichever is later, subject to NRA55 and rank related retirement.

(3) Officers who entered post 6 Apr 05 and have been selected for a CC with an effective date of transfer between 1 Nov 13 and 31 Mar 15 will retire on completion of 20 years' service from the date of entry or at age 40, whichever is later, subject to NRA55 and rank related retirement.

(4) Officers who enter after 1 Apr 15, or are selected for a CCS after the same date, will retire on completion of 20 years' service from their date of entry or at age 40, whichever is later, subject to NRA55. Rank related retirement age policy will not apply to this group.

c. **Full Commission Stage (FCS) (and Equivalent Commissions).**

(1) For officers on a FCS or equivalent, termination of commission is on retirement. The retirement date for officers serving prior to 1 Apr 99 and transferring to the longest commission pre-1 Apr 15 is determined by the substantive rank held by the officer as shown at Table 54-2, unless the officer opted-in for transfer to RA55 in 2018, in which case their retirement age is 55 (unless promoted to OF5 post 1 Apr 20).

(2) The alignment of RM OF4/5 and 6 retirement ages (RA) with their RN counterparts and the transitional arrangements is detailed at Table 54-3.

(3) The NRA for officers joining after 1 Apr 99 and reaching a Full Term Commission before 31 Mar 15 is age 55, with the exception of OF5s who are subject to Senior Officers' Compulsory Retirement (SOCR) terms.

(4) Officers who enter after 1 Apr 15, or have been selected for a FCS after the same date, will retire at age 55 with the exception of OF5s who are subject to Senior Officers' Compulsory Retirement (SOCR) terms. Rank related retirement age policy will not apply to this group.

d. **Full Commission Stage (Aviator).** Officers serving on the FCS(A) scheme will retire at age 55, regardless of whether they have military service prior to 1 Apr 99.

5428. End of Commissions for Medical, Dental and QARNNS Officers

a. **Officers in-Service Prior to 1 Apr 03.**

(1) **Medium Career Commission (MCC).** Medical, Dental and QARNNS officers serving prior to 1 Apr 03 who did not elect to transfer to the new Common Terms of Service (CTOS) commission structure and have not been selected for transfer to a Full Commission (FC) will remain on their existing MCC until its completion or until their appropriate rank related retirement (see Table 54-2).

(2) **Full Career Commission (FCC).** Medical, Dental and QARNNS officers serving prior to 1 Apr 03, who did not elect to transfer to the new CTOS commission, will remain on their existing FCC until their appropriate rank related retirement age as shown in Table 54-2.

b. **Officers Entering On, or Transferring To, CTOS from 1 Apr 03 to 31 Mar 15.**

(1) **Short Commission (SC).** The SC for Medical Officers is six years reckonable service from full registration with the General Medical Council; for Dental Officers, the SC is seven years from full registration with the General Dental Council; for QARNNS Officers, the SC is six years from date of entry.

(2) **Medium Commission (MC).** The length of the MC is 18 years' reckonable service from date of commissioning or age 21 - whichever is the later - subject to NRA58. For QARNNS officers, completion of the MC is upon attaining 16 years' reckonable service from date of initial entry or age of 21 - whichever is the later - subject to NRA55.

(3) **Full Commission (FC).** For Medical and Dental officers, the FC ends upon reaching 58. For QARNNS officers, the FC ends upon reaching age 55.

c. **Officers Entering from 1 Apr 15, or Existing Officers Transferring to a Longer Commission from 1 Apr 15.**

(1) The retirement date for officers serving on an ICS or equivalent is determined by the length of that commission, subject to the regulations on NRA or rank related retirement - the latter is appropriate to officers with military service prior to 1 Apr 99 (see Table 54-2 and Table 54-3).

(2) Officers who enter after 1 Apr 15, or have been selected for a CCS after the same date, will retire on completion of 20 years' service from date of entry or at age 40, whichever is later, subject to NRA60.

(3) Officers who enter after 1 Apr 15, or have been selected for a FCS after the same date, will retire at age 60.

5429. Retirement Ages for Officers with Military Service prior to 1 Apr 99

All officers with legacy Rank Related Retirement Ages (RRRA) were given the opportunity to transfer to Retirement Age 55 (RA55) in 2018. Those non-volunteers for RA55 remain on the legacy retirement ages in Table 54-2 and Table 54-3. Officers on legacy RRRA who wish to transfer to RA55 may apply via their CM and each case will be considered on its merits, taking into account service need. Additionally, they can apply for CE60 (see para 4920) which will take their retirement age to 60, if selected.

5430. Senior Officer Compulsory Retirement

a. **Senior Officers (OF6 and above).** Compulsory retirement, either compensated or uncompensated, may be applied to senior officers (OF6 and above). The terms and conditions of when this might apply are detailed in the Terms and Conditions of Service letters that are issued by the Naval Assistant on promotion to OF6 and OF7 rank and/or acceptance of assignment. Details of compensated compulsory retirement, known as Directed Early Retirement, may be found in JSP 764 Part 6 Chap 1.

b. All Officers substantively promoted on appointment to OF6, OF7, OF8 or OF9 positions, or subsequently re-appointed in their current rank, will be employed on SOCR terms aligned to the duration of the appointment or a minimum of two years in rank, whichever is greater. Occasionally, shorter appointments are required, for example to fill an interim or temporary position. In these exceptional cases, the minimum duration of the appointment will be 12 months, which will be advertised or offered on this basis and made clear in the associated SOCR terms. Operational tours of 12 months duration or longer will be advertised as an appointment in the corresponding rank, attracting substantive promotion and SOCR terms of 2 years in total, commencing on arrival in appointment. The SOCR terms will encompass the period deployed, post operational leave (POL) and, if a follow-on appointment has not been secured in the intervening period, uninterrupted delivery of their career transition activity. Regardless of the planned duration of an appointment, the final period of employment may be increased to encompass a person's terminal benefits, allowing them to complete their appointment before concluding their career transition activity.

c. Unless selected for a further assignment or promotion during this period, uncompensated early retirement will follow on completion of the appointment. In the event of selection for a further assignment or promotion, the expected duration of the new appointment and the SOCR terms will be agreed before assignment action is taken. As there is no guarantee of Service beyond the initial appointment, whilst retirement ages are laid down in Table 54-2, it may be that individuals do not qualify for the maximum permissible pension (i.e. 34 years' service from age 21 or date of entry, whichever is the later).

d. Officers must note that each subsequent OF6/OF7 assignment represents a commitment by the Service to employ that officer for the declared duration of the appointment, but also a commitment by the officer to serve for that same period. As with the initial assignment, early release inside a 12-month notice period should therefore not be assumed unless it suits the Service interest.

e. **Senior Officers (OF5).** Officers who promoted substantively to OF5 from 1 Apr 20 are subject to compulsory retirement at the point of six years seniority in rank, or at their existing retirement age (whichever is the earlier), unless the Service need determines a requirement for further service, or the Officer promotes before 6 years' seniority. This policy also applies to OF4s who have been selected for Commission Extension to Retirement Age 60 and subsequently promote to OF5, i.e. they serve 6 years in rank or to their CE60 terminal date, whichever is the earlier.

(1) Those Officers selected for promotion, whose date of promotion is on or after 1 Apr 20, will be provided with a letter setting out the Terms and Conditions of Service (TACOS) by the Naval Assistant's office. Promotion will only be confirmed upon acceptance of the TACOS. Officers who do not accept these TACOS will remain on their extant TACOS as an OF4.

(2) An OF5 can continue to serve after 6 years' seniority provided there is a Service need.

(3) The introduction of SOCR does not affect an officer's ability to submit notice for early termination (PVR) or OEP application for submariners.

(4) Those accepting promotion to OF5 and thereby agreeing to compulsory retirement terms as above will not be eligible for the Directed Early Retirement (DER) Scheme and Special Capital Payment (SCP) (see JSP 764) as this is applicable to 1* only and above. This is primarily because employment at OF5 will be provided for the full 6 years or to existing retirement age (subject to any future redundancy programme). Conversely,1* appointments are managed on an assignment by assignment basis; SCP may be granted when an individual is forced to retire because their post is removed or regraded, and this could not have been foreseen or prevented at the time of the appointment, or an unplanned reduction is made in the number of posts available to the Service.

(5) As AFPS 15 is a Career Average Revalued Earnings (CARE) scheme, the introduction of SOCR has the potential to impact on the pension that officers are able to achieve in the future. It may also have an effect on those who claim, or may claim, CEA and those in receipt of Recruitment and Retention Pay. Those affected by this policy change are strongly advised to take independent advice, from an appropriate source, before accepting promotion on these terms.

Table 54-2. Rank Related Retirement Ages for Officers with Military Service Prior to 1 Apr 99

Rank	Retirement Age
Lieutenant (FTC50)	50
Captain RM (FTC50)	50
Lieutenant (Family Services)	50
Lieutenant Commander (FTC50)	50
Major RM (FTC50)	50
Surgeon Lieutenant Commander	48 or on completion of 16 years' full pay service, to maximum age of 60
Surgeon Lieutenant Commander (D)	48 or on completion of 16 years' full pay service, to maximum age of 55
Surgeon Lieutenant Commander(D) (FC)	58
Lieutenant Commander (FNS)	50 but with option to retire at 48
Lieutenant Commander QARNNS	53
Commander (FTC53) (former GL and SD)	53
Commander (FTC50) (former SL)	50
Lieutenant Colonel RM (FTC50)	50 - See Table 54-3
Surgeon Commander	60
Surgeon Commander (D)	55
Chaplain	55
Colonel RM (FTC51)	51 - See Table 54-3
Commander QARNNS	53
Captain (FTC55)	55 (or promotion date plus 3 years if on CE60 as an OF4, whichever is the longer)
Surgeon Captain	60
Surgeon Captain (D)	57
Principal Chaplain	55, or on ceasing to hold the assignment, whichever is earlier
Captain QARNNS	55, or on completion of assignment
Commodore (FTC55)	55, or on completion of assignment
Brigadier RM (FTC51)	51, or on completion of assignment, - See Table 54-3
Surgeon Commodore (D)	57 or on ceasing to hold the assignment
Chaplain of the Fleet	60 or on ceasing to hold the assignment, whichever is earlier
Commandant Nursing Officer Director of Defence Nursing Service	55 or on ceasing to hold the assignment, whichever is earlier
Rear Admiral	55 or until it is decided that the officer will no longer be employed

(Continued)

Table 54-2. Rank Related Retirement Ages for Officers with Military Service Prior to 1 Apr 99 (Continued)

Rank	Retirement Age
Major General RM	55 or until it is decided that the officer will no longer be employed
Surgeon Rear Admiral Medical Director General (Navy)	60 or on ceasing to hold the assignment, whichever is earlier
Surgeon Rear Admiral (D) CE/Director Dental Agency	60 or on ceasing to hold the assignment
Vice Admiral	55 or until it is decided that the officer will no longer be employed
Lieutenant General RM	55 or until it is decided that the officer will no longer be employed
Surgeon Vice Admiral Surgeon General	65 or on ceasing to hold the assignment
Admiral	55 or until it is decided that the officer will no longer be employed
Admiral of the Fleet	Borne on the Active List for life

Notes:

1. Except where otherwise indicated, officers will retire on the date that they reach their retirement age e.g. Lt Cdrs (FTC50) will retire on the day before their 50th birthday.

2. In Jul 01, with the exception of Medical and Dental officers, NRA55 was introduced for all Flag and General officers in the Royal Navy.

Table 54-3. RM Alignment of Retirement Ages - Transitional Arrangements

If TX date is	Lt Col	Lt Col Retained Rights	Colonel	Colonel Retained Rights	Brigadier	Brigadier Retained Rights
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1/7/10 to 30/6/14	53	50	54	51	54	51
1/7/14 onwards	53	50	55	51	55	51

Note. *All RM OF4/5 and 6 will have their Retirement Ages (RA) extended by 1-4 years depending on their Termination date/RA [column (a)] and rank [columns (b), (d) and (f)], unless they choose to retain their reserved rights. This applies to officers in their substantive rank (GL, SO(LE) and Band Service).*

5431. Retirement Ages for SUY/SCC Officers with Military Service Prior to 1 Apr 99

a. **SUY/SCC Officers Promoted Prior to 1 Apr 99.** To maintain an equitable career opportunity for all officers serving before the introduction of the 3TC, SUY/SCC candidates promoted to the Officers Corps prior to 1 Apr 99 will serve to their existing officer rank related retirement age (RRRA) unless it is specifically extended for a particular rank. In this event, individuals so affected will retain the right to leave at the existing rank related retirement age if they so wish. Officers will also have had the opportunity to opt in for RA55 in 2018: if they did so their NRA is 55.

b. **SUY/SCC Officers Promoted from 1 Apr 99 to 31 Mar 15.** SUY and SCC officers who have insufficient time to complete an IC before their RRRA will retire on their officer rank related retirement date or on the day that their former rating engagement was due to end, whichever is the later. RM OF4 SO(LE) officers RA will align with their FTC(50)/(53) equivalent at Table 54-3. SUY/SCC officers who are able to complete an IC in full before their rank related retirement age will leave at the end of the IC unless they are selected for a longer commission. SUY/SCC officers will retire at their RRRA if they are serving on a CC or FTC at this point. Officers also had the opportunity to opt in for RA55 in 2018, if they did so their NRA is 55.

c. **SUY/SCC Officers Promoted Since 1 Apr 15.** Officers promoted from the ranks after 1 Apr 15 are no longer subject to RRRA policy if they have military service pre-1 Apr 99 and will retire at the end of their commission stage, subject to the normal retirement age.

SECTION 5

RESIGNATION BY OFFICERS

5432. Applications to Resign Commission by Officers

a. Early Termination option is the normal way of leaving the Service prematurely. In civilian life, the term ‘resignation’ is often used but resignation has a special meaning within the Royal Navy. Officers have no absolute right to resign their commission; however, they may be permitted to do so, in exceptional circumstances. Up to and including the rank of OF6, authority to accept resignation is delegated to the Naval Secretary. For officers of OF7 rank and above, acceptance of resignation is at the Admiralty Board's discretion. Resignation is appropriate when an officer wishes to sever all connection with the Service. Circumstances that would warrant resignation rather than the other types of discharge are where an individual holds actions or beliefs/attitudes that fundamentally conflict with the concept of military service. The primary consideration in acceptance of resignation is the best interests of the Service.

b. Resignation is only applicable to officers on the trained strength.

c. An application from an individual to resign their commission should be submitted through their CO to the Regional Legal Office (see Annex 1E).

5433. Waiting Period

Officers will not be allowed to resign until the appropriate authority has approved their application. If the application is approved, release is normally with immediate effect i.e. as soon as the administrative process allows. Whilst any outstanding ROS may be waived in these circumstances, it will be a condition of release that the officer must agree to repay any costs for which they may be liable (see Chapter 53).

5434. Consideration of Applications

a. Resignation applications, which should include a detailed statement of the grounds on which the officer is applying, are to be passed through the individual’s chain of command to the appropriate Career Manager and thence to the Regional Legal Office. Each case will be examined prior to submission to the decision maker to ensure the applicant is not confusing resignation with Early Termination and that there is no avoidance, inadvertent or otherwise, of administrative discharge procedures. Applications are then considered and decided upon by the appropriate authority. If the resignation is approved, release is with immediate effect. If, however, there is considered to be no case for allowing the officer to resign on the grounds submitted, the officer will be free to apply for Early Termination in accordance with Section 1.

b. Where officers make a prima facie case for resignation, they may be removed from their current assignment/course and re-assigned. If they are in or near the zone for promotion, they may not be considered further for promotion and they may not be eligible for redundancy.

5435. Withdrawal of Resignation Application

Officers have no right to withdraw an application to resign once it has been approved, however, they may be permitted to do so if the Naval Secretary determines that this will be in the best interests of the Service.

5436. Applications from Officers Subject to Disciplinary/Administrative Process

Officers are not normally allowed to resign when subject to disciplinary or administrative considerations, including Quarterly Reporting or discharge. Exceptionally, however, resignation may be accepted in these circumstances if it is considered that the interests of the Service will best be met by the early release of an officer.

5437. Consequences of Resignation

As with Early Termination, before requesting to resign, officers should make themselves aware of the possible implications of this type of release on matters such as retired pay, LSAP, resettlement grant (JSP 752 and JSP 754); annual and terminal leave (JSP 760) and graduated resettlement time (JSP 534).

5438. Optional Exit Points

Officers in receipt of RRP(SM) and serving on FTC/FCS engagements (but not serving on a subsequent EoS) may be eligible to submit an Optional Exit Point application which will enable them to leave the service at an earlier point than their current Termination Date without any loss of RRP; full details may be found in Annex 54K.

5439. Reserve Liability

Officers who are permitted to resign will be removed from the Active List and will not be placed on the Retired or Emergency Lists. They totally sever their connection with the Service and will no longer hold any form of Royal Navy commission and will have no further entitlement to the use of their naval rank or to wear naval uniform. This does not, however, exempt them from any statutory liability that they may have under the National Service Acts and related legislation.

SECTION 6

OTHER DISCHARGES - OFFICERS

5440. Compulsory Withdrawal from Training - Officers on the Untrained Strength

a. **RN Officers - Phase 1 Training.** The CO BRNC has delegated authority for the management of compulsory withdrawal from training (CWFT) applications for all Young Officers (YOs) during the period up to passing out of BRNC on completion of Phase 1 Training (Initial Naval Training (Officer)).

b. When an officer's performance (professional or character and leadership) falls below the standard required and the appropriate warnings have been applied (see Chapter 57 Section 5) but they have still failed to achieve the standard required, Director of Training BRNC and COs during IFT may submit an application to the CO BRNC for their CWFT.

c. Where transfer is being recommended as an alternative to CWFT, the CO is to submit the transfer request to the Officer Terms of Service Manager for consideration under the YO transfer regulations (see Para 5104).

d. All YOs being considered for CWFT are to be interviewed by the establishment's Diversity and Inclusion Officer, Personnel Selection Officer or a Head of Department to ensure that they have been fairly treated and informed of the following:

(1) Naval policy on Diversity and Inclusion (see Chapter 30).

(2) Definition of discrimination, harassment and bullying (JSP 763).

(3) Complaints procedure (see Chapter 23).

On completion of this interview, YOs are required to sign a 'Statement of D&I Advice' to confirm that they have received such advice.

e. Whilst a CWFT request is being considered, the CO BRNC must decide whether the officer should be sent home on leave or retained in the ship/establishment (if they are not considered to be a disruptive element to other YOs) until the decision of the CWFT application is known.

f. The CO BRNC is responsible for informing the YO in writing of the outcome of the CWFT decision. The letter must include details of any financial liability (see Para 5405 sub para b).

g. **RN Officers - Phase 2 Training (except Aircrew and ATC officers during Professional Training).** Where an officer's performance falls below the required standard on professional, character and leadership or temperament grounds (see Para 5731 to Para 5733 and Annex 54D) and the appropriate warnings have been applied, COs in the Fleet and Commodores and COs of Shore Establishments may submit a request for the officer's CWFT to Terms of Service Team in Navy People - People Strategy and Policy (PSP), the approving authority (on behalf of the Naval Secretary) for the CWFT of all officers during Phase 2 Training. In these cases, the request must be submitted with a recently completed SRF together with the YO's E190/Training Record and the contemporaneous record. In considering the request, the Officer Training Pipeline Manager (NAVY TRG HQ-PM OFFICERS) and appropriate Career Manager will be consulted, and, in some cases, the YO may be called forward for interview by a Naval Advisory Board before a decision is made (see Para 5743).

h. Where transfer is being recommended as an alternative to CWFT, approval is subject to the YO transfer regulations (see Para 5107).

i. Before a CWFT request and accompanying paperwork is forwarded, the CO should decide in conjunction with the Career Manager whether the officer should be sent home on leave or retained in the ship/establishment (if they are not considered to be a disruptive element to other YOs) until the outcome of the CWFT decision.

j. The Terms of Service Team will inform the YO in writing of the Service's decision through their CO (notifying the YO direct if at home). All officers withdrawn from training will have their final day on Naval pay calculated by their release office and entitlement to terminal leave calculated in accordance with JSP 760.

k. **RN Officers - Aircrew and ATC Officers During Professional Training.** Following suspension from flying duties, similar procedures to those shown in Para 5402 sub para h and sub para i apply to Aircrew and ATC officers who are recommended for withdrawal from training and termination of commission. If an inter-FAA transfer is approved by DDIR NAVN as an alternative to CWFT, the Chair of the NAAB will ask the Terms of Service Team to determine the terms and conditions of the transfer. In the case of a branch/specialisation transfer outside the FAA, Navy Command/DDIR NAVN will recommend transfer to the Officer Terms of Service Manager.

l. **RM Officers.** The Commandant CTCRM has delegated authority for the management of CWFT applications for all YOs during the period up to the end of Phase 1 Training (Week 36).

m. All YOs undertaking Phase 1 Training who are being considered for CWFT are to be interviewed by the establishment's Diversity and Inclusion Officer, Personnel Selection Officer or a Head of Department to ensure that they have been fairly treated, and informed of the following:

(1) Naval policy on Diversity and Inclusion (see Chapter 30).

(2) Definition of discrimination, harassment and bullying (JSP 763).

(3) Complaints procedure (see Chapter 23).

On completion of this interview, YOs are required to sign a 'Statement of D&I Advice' to confirm that they have received such advice.

n. For those in Phase 2 Training, the Commandant CTCRM may submit a recommendation to the Terms of Service Team in Navy People - People Strategy and Policy (PSP) for the CWFT of a RM officer whose performance has not met the required professional, character and leadership or temperament standards required of a RM officer following the issue of appropriate warnings (see Chapter 57 and Annex 54D). Where a Service transfer is being sought as an alternative to CWFT, approval is subject to the YO transfer regulations (see Para 5107).

o. Before a CWFT request and accompanying paperwork is forwarded, CTCRM should decide, in conjunction with the Career Manager, whether the officer should be sent home on leave or retained in the unit (if they are not considered to be a disruptive element to other YOs) until the outcome of the CWFT decision.

p. The Terms of Service Team will inform RM YOs in writing of the Services' decision through their CO (notifying the YO direct if at home). RM officers withdrawn from training will have their final day on pay calculated by their release office and entitlement to terminal leave calculated in accordance with JSP 760.

q. **Officer Candidates Promoted from the Lower Deck - Failure to Complete Initial Training.** See Para 5010.

r. **Representation.** Individuals who are being considered for CWFT must be given full disclosure of ALL paperwork related to their application. Subjects should be given a hard copy of the draft application and all supporting evidence. There may be exceptional circumstances where this is not possible; such circumstances must be discussed with and approved by the Navy Command Headquarters Terms of Service Team. This forms the case against them and allows them to properly represent their position. They should be given 24 hours to decide whether to make a representation against the application, or such longer period as is considered by the CO to be appropriate and necessary. Should the individual decide to make a representation, they should be given a further 48 hours to prepare that representation or such longer time as considered reasonable in the circumstances. In addition, the CO must ensure that the individual is afforded the services of an Assisting Officer. Those officers who choose not to submit a representation are to sign a waiver to this effect (an example is at Annex 54J). If the person decides to submit a representation, the CO should take this into account before finalising the application to the Terms of Service Team, acknowledging this formally in the application letter. In all cases COs must ensure that the points above are fully detailed and recorded. For Phase 2 Training cases, the application and all supporting evidence, including the finalised SPEC report, should be forwarded to the Terms of Service Team.

s. **Automatic Termination of Commission.** Any officer who leaves the RN or RM, whether voluntarily or involuntarily, whilst they are on the untrained strength will have their commission terminated automatically and will not be liable for reserve service or be entitled to wear Naval uniform after leaving.

5441. Administrative Discharge - Officers on the Trained Strength

a. **Introduction.** An officer whose performance or conduct falls short of the standards required may be discharged from the Active List. All applications for discharge of any officer of OF6 and below will be considered by the Naval Secretary. It is of paramount importance that correct procedures are followed. COs and Career Managers are therefore to seek the advice of the relevant RLO at an early stage in all cases where the outcome is likely to be administrative discharge.

b. **Types of Discharge.** An application for discharge may be made under the following categories:

(1) **Incapacity Due to Causes beyond an Officer's Control.** Incapacity due to causes beyond an officer's control may include, but are not limited to, an officer's inability to reach the required professional standards, temperamental unsuitability, and medical reasons not leading to MBOS.

(2) **Unsuitability Due to Causes within an Officer's Control.** Unsuitability due to causes within an officer's control may include inefficiency, unsatisfactory performance of duties including financial irresponsibility, failure to uphold Royal Navy core values and standards including a poor attitude towards the required standards of physical fitness, or other poor performance not warranting discharge for misconduct.

(3) **Misconduct.** Misconduct includes, but is not limited to, the commission of an offence, drugs misuse including CDT failure, continued inappropriate, malicious or vexatious correspondence with senior officers, or a succession of actions that demonstrate a failure to uphold the high standards expected of an officer and the traditions of the Royal Navy, rendering the officer unfit or unworthy of further employment. There is a rebuttable presumption of discharge (misconduct) when a Service Person who holds powers of punishment, as a Commanding Officer or Subordinate Commander, is charged with an offence listed in Schedule 2 of the Armed Forces Act 2006.

For specific information relating to the administrative discharge of officers on the grounds of Temperamental Unsuitability, see Para 5418 and Annex 54D.

c. **Procedure for Discharge.** An officer who is recommended for discharge due to incapacity or unsuitability will normally have been placed under quarterly reporting to provide for fair warning and monitoring with a view to recovering their professional or personal standing. A recommendation for discharge for misconduct may be without recourse to quarterly report procedures e.g. after a single act of serious misconduct.

(1) The application should be addressed to the RLO and should follow the general procedure and format for administrative applications detailed at Annex 1E and Annex 54F.

(2) In addition, other than in exceptional circumstances determined after liaison with the RLO, an application for administrative discharge must demonstrate the following:

(a) **Incapacity or Unsuitability.** For Incapacity or Unsuitability to be demonstrated, an individual must have had their failures clearly identified to them, have been afforded a reasonable time period to rectify their shortcomings and, having been afforded that opportunity, have failed to improve sufficiently to render their position in the Service tenable. It must be clearly explained why other measures, such as Removal from Assignment or seeking a branch transfer, are not appropriate in the circumstances.

(b) **Misconduct.** For Misconduct to be demonstrated, an individual's conduct must have fallen so far short of the standard expected of an officer as to have rendered their position in the Royal Navy to be untenable.

(3) Assessment must be made on whether the individual should retain their commission (Para 5436) and a recommendation made accordingly.

d. **Staffing Process.** The staffing process is both comprehensive and rigorous and is necessary to ensure the application is well founded, complies with the rules of disclosure and meets with the requirements of Administrative Law:

(1) **Individual's Unit.** The individual's CO is responsible for the submission of the application for discharge, fully detailing the reasons for applying and ensuring all the relevant paperwork is disclosed to the individual.

(2) **Regional Legal Office.** The RLO staffs the application, ensure it is procedurally correct and prepare a brief for the Deciding Authority (The Naval Secretary or the Admiralty Board). Legal advice is also provided by a Naval Barrister.

(3) **DDPD.** DDPD, in conjunction with the Career Manager, is to provide a brief to the Deciding Authority stating they have considered the application and outline whether or not they support it. This step is not required where discharge on the basis of misconduct is sought. In the brief, they must consider whether the individual is suitable for a branch transfer or an internal trade transfer e.g. a move to General Service from Submarine Service.

(4) **Naval Secretary's Office.** Where the subject of the application holds a substantive rank not exceeding OF6, the Naval Secretary will be the Deciding Authority. Discharges of officers of Flag rank will be forwarded to the Admiralty Board for consideration; the Naval Secretary will provide a brief stating that they have considered the application and whether or not they support it.

e. **Informing the Individual.** Once a decision has been made on the application, the individual's Commanding Officer will be notified in writing by the Naval Secretary and guidance will be provided on how to progress the outcome of the decision letter.

5442. Entitlements Following Administrative Discharge - Officers

a. **Termination of Commission on Administrative Discharge.**

(1) When officers are administratively discharged, consideration may be given to terminating their commission. If they retain the latter, they will be entitled to use their rank and wear uniform on state and certain ceremonial occasions (see Part 6).

(2) Officers administratively discharged who retain their commission may be placed on the Retired List or the Emergency List (the regulations are contained within BR 61). The letter notifying them of discharge will inform them of whether they will be placed on such a List. If placed on a List, they will be liable for recall in an emergency.

(3) Where an officer is administratively discharged for misconduct or for reasons within their control, it would usually be inappropriate for officers to continue to be associated with the Royal Navy. As such, their commission will normally be terminated unless there are exceptional circumstances justifying retention. In cases where officers are discharged for reasons outside their control, their commission will usually be retained, unless there are compelling reasons why it should not be. These might include un-officer like conduct or disregard for Naval core values and standards.

(4) Officers whose commission has been terminated are not entitled to wear uniform or to use their rank. They will not be listed in the Retired or Emergency Lists and will not be liable to recall in an emergency. This does not, however, provide exemption from any statutory liability under the National Service Acts and related legislation.

(5) Termination of commission of itself does not entail financial or other penalties besides the loss of those privileges accorded to an officer retained on the Retired or Emergency Lists, although other such penalties may flow from the reasons for discharge.

(6) An officer's liability for refunds of sponsorship or education costs (see Para 5405 sub para b) will normally be waived only in the event of discharge for incapacity (see Para 5437 a sub para (1)) whereas a ROS will be waived when an officer is administratively discharged under any of the categories in Para 5439 sub para a.

b. **Benefits.** Officers discharged due to causes beyond their control will be awarded the benefits appropriate to compulsory retirement. If discharged for causes within their control, any benefits admissible will be those which would have been awarded on voluntary retirement. Where discharge is for misconduct, the maximum award will be that admissible on voluntary retirement, but a lower award may be made where the Deciding Authority (the Admiralty Board or Naval Secretary) judges the offence to be particularly serious.

c. **Terminal Leave.** Where officers are discharged for incapacity or unsuitability, a recommendation will be made as to whether they should receive terminal leave. Officers discharged for misconduct or any other reason not amounting to misconduct, but of such a nature as may be deemed to render the grant of leave unjustified, will not be eligible for terminal leave.

5443. Dismissal

a. Officers charged with an offence under Military Discipline Legislation can be dealt with either by Summary Hearing or trial by Court Martial. In some cases, trial by court martial could result in dismissal or, exceptionally, dismissal with disgrace.

b. Officers dismissed by sentence of court martial are not eligible for terminal leave. Where appropriate, refunds will normally be required.

SECTION 7

DISCHARGES - RATINGS AND OTHER RANKS

5444. Discharges - General

a. **RN Ratings.** Discharges (except Invaliding) of ratings serving in the UK or in ships in home waters e.g. compassionate discharge, Discharge SHORE or SNLR, may be carried out as follows:

(1) For those serving in shore establishments (including RN Air Stations) or in self-accounting ships - direct from such establishment or ship.

(2) For those serving in non-self-accounting ships - through the parent ship or establishment bearing their accounts or, in urgent cases, through the nearest self-accounting ship or establishment.

(3) However, where it is at all practical, it is to the advantage of both the Royal Navy and the rating for the discharge procedure to be carried out at a Release Centre so that the rating receives the maximum benefit of discharge and resettlement information.

b. **Ratings' Documentation.** Ships and establishments are to ensure that ratings assigned to Release Centres for discharge are in possession of all necessary documentation (see Para 5442 sub para c). For appraisal reporting requirements see Para 5449, Para 5723 and Para 5724. Care is to be taken that all request action due e.g. award of Good Conduct Badges, has been completed. Service documents of ratings sentenced to dismissal and detention/imprisonment are to be forwarded to HMS NELSON Release Office. Medical documents, including completed Form F Med, 1 and 2, are to be forwarded in sufficient time to reach the Release Centre before the arrival of the rating.

c. **Ratings' Discharge Procedures.** Release Centres (or units carrying out the discharge of ratings in accordance with Para 5440 sub para a) are to ensure that discharge procedures are correctly followed, namely:

(1) Enrolment of eligible people into the Regular Reserve (see Section 9).

(2) Recording of cause of discharge and other notations.

(3) Rendering of pay-related documentation (JSP 754).

(4) Disposal of Service Documents.

(5) Issue of Form S1300 where appropriate.

(6) Issue of Discharge Certificate (Form S1560 or R111).

d. **Service Family Accommodation (SFA) and Hirings.** All discharges of ratings paying for SFA or hiring charges are to be reported by the unit via signal to DBS JPAC and the appropriate Defence Housing Executive Officer.

e. **RM Other Ranks Serving Under the Armed Forces Act.** Individuals whose discharge is approved or becomes due while they are serving under the Armed Forces Act (except those invalided from the Service while inpatients in Services Hospitals) will be discharged as follows:

(1) If serving in the Plymouth area - by Commando Logistic Regiment RM.

(2) If serving elsewhere - by RM Poole.

(3) At any other RM home unit with the approval of the Career Manager.

f. **Ratings and Other Ranks Serving Abroad.** Ratings and other ranks are to be sent home from abroad in time for discharge on completion of their career or engagement unless their service is being extended or prolonged (see Para 5811) or they have applied for discharge abroad (see Para 5407).

g. **Service in the Regular Reserves.** The liability and eligibility of individuals for service in the Royal Fleet Reserve (RFR) is to be assessed as part of the procedure to complete their release from the Active Service. Assessment and, where applicable, enrolment in the RFR is to be completed before individuals are dispersed to terminal leave in accordance with Para 5466.

h. **Parliamentary Correspondence.** When the question of an individual's discharge becomes the subject of Parliamentary Enquiry or correspondence, the case should be forwarded, with the full-Service Documents and other relevant papers, to the NAVY NPS-STRATPOL EMPLOY POL SO1 before any decision is taken (see Para 5444 sub para b).

i. **Postponement of Discharge and Transfer to the Reserve.** (See JSP 830 (Manual of Service Law) Vol 1 Chap 18 para 20). Members of the regular forces may be retained beyond their discharge date or transfer to the reserve date. The maximum extension period that can be authorised for an individual who would have transferred to the reserve is the same as that they could have been required to serve if called out as part of their regular reserve liability (under RFA 96 s.53(6), national danger etc. – 3 years; s.55(6), warlike operations – 12 months; s.57(6), certain operations – 9 months). For those who would have been discharged, the period for retention is a maximum of 12 months. This period accords with the time that a member of the reserve forces could be retained beyond the end of their current term if call out was authorised under RFA 96, section 52[2]. Individuals retained may be transferred to the reserve or discharged by the competent authority when services are no longer required. A person entitled to be transferred to the reserve or discharged may, by declaration to their CO[3], (see JSP 830 Chapter 18 Annexes C and D), remain in the Service if warlike operations exist and a call-out order is in force under RFA 96, section 54.

[2] In accordance with the powers under RFA 96, section 17(2).
[3] The Armed Forces (Discharge and Transfer to the Reserve Forces) (No.2) Regulations 2009/1091, regulation 8.

They are entitled to give three months' notice of this extension to their CO. Periods of extended service count towards reserve service. Individuals on extended service outside the UK are entitled to be discharged or transferred to the reserve in the UK, according with the provisions for individuals serving overseas under normal conditions of engagement.

j. JSP 830 (Manual of Service Law) Vol 1 Chapter 18 Annex A lists the competent authorities who may authorise a transfer to the Reserve.

k. **Discharge of Fraudulent Entrants.** When individuals are found to have made false statements, whether as to fitness (physical or mental) or as to previous service in the Forces or Reserves, in the documents signed on entry, the authorities in Para 5444 sub para b are authorised to approve their discharge, subject to any action required by Para 5442 k sub para (2) and having regard to their response to training and their future usefulness to the Service.

(1) If personnel are found to have enlisted while belonging to the Army, Army Reserve, RAF or RAF Reserve, reference should first be made to the Officer Commanding of the unit to which the individual belonged to ascertain whether it is desired to claim them under their original engagement. If they are not claimed, the question of retention or discharge will then be decided.

(2) In cases where discharge is authorised locally, the details of the discharge are to be recorded on JPA.

(3) **Royal Marines.** When an RM other rank is discovered either to have enlisted without having been discharged from a previous enlistment or to have made a false statement on enlisting in the RM, a report of the circumstances is to be forwarded to the RM Career Manager for instructions.

l. **Outstanding Disciplinary Action.** When an individual faces charges under the Armed Forces Act, the release procedure for the various types of Discharge SHORE categories should not normally be delayed. If in doubt, units should seek legal advice. If application is being made for an individual to be discharged SNLR (Unruly) or SNLR (CDT), legal advice should be sought if there are outstanding disciplinary matters.

m. **Right of Warrant Officers to Discharge after Reduction in Rank.** A Warrant Officer who has been reduced to the lowest rank or rate as a result of a sentence in Service proceedings has a right to claim discharge unless warlike operations exist, or a call-out order is in force under RFA 96 sections 52, 54 or 56. A claim for discharge should be made within one month of the reduction in rank and discharge must take place as soon as reasonably practicable. This allows former Warrant Officers to leave the Service promptly following conviction or administrative reduction in rank or rate if they do not wish to remain in the Service. Further details are at JSP 830 Chapter 18 Annex B.

n. **Types of Discharge.** Annex 54E outlines the minimum required documentation for each type of discharge. It can be used in conjunction with Annex 54F which sets out a step-by-step CO's guide to the discharge process.

o. **LGBT Restorative Action.** The MOD have accepted the LGBT Veterans Independent Review's recommendations to make retrospective changes to the service records of those impacted by the Ban on LGBT personnel serving in the Armed Forces between 1967 and 2000 (the Ban). In accordance with Implementation Order MOD/LGBTRestorativeAction/IO/001 dated 1 May 2024, Defence will enable those administratively discharged and/or demoted pursuant to the Ban, to apply to have their administrative discharge amended or annotated with the wording, 'Discharge was pursuant to a policy subsequently held by the European Court of Human Rights to be unlawful' and/or rank or commission restored to what it was immediately prior to discharge/dismissal.

p. The sS are to interrogate the Service records and make recommendations to Decision Makers on eligibility for Restorative Measures of qualification of administrative discharge and/or restoration of rank/commission based on eligibility criteria and reverse burden of proof on a balance of probabilities basis. Decision Makers for the Royal Navy will be the Naval Secretary (or their delegates) for applicants/deceased veterans of OF6 rank and below. For applications for veterans above OF6, the Defence Council shall be the Decision Maker who may delegate the decision-making function to the Admiralty Board, Air Force Board or Army Board.

5445. Discharge SHORE - General Instructions

a. Discharge SHORE is not a punishment. It is the normal method of dispensing with the services of ratings and other ranks whose retention is undesirable because of unsuitability or possibly for reasons largely beyond their control, but whose discharge cannot appropriately be affected by any of the methods prescribed elsewhere in the regulations. It may be recommended in the circumstances set out in Para 5444 or where discharge is in the best interests of the Service.

b. **Authority Required.** Annex 54A details those personnel who are delegated authority to approve Discharge SHORE. Administrative action should be taken in accordance with Annex 54F and Annex 1E, advice should be sought from regional legal advisors as required. Where the case is subject to Parliamentary correspondence or enquiry, the Navy Command Policy Secretariat should be informed at the earliest opportunity and the RLO should be notified on receiving the application. If the CO has the authority to approve the discharge, the individual must still be given full disclosure of all documents and the opportunity to make representation in accordance with Annex 1E; in such cases copies of disclosure paperwork, any representation and the letter informing the individual of the CO's decision are to be forwarded to RLO(E) for archive.

c. **Warnings.** Full detail and explanation of the Warnings process is covered in Chapter 57 and should be read in full before any application for Discharge SHORE is made.

d. **Documentation Required.** If applicable, a specialist's report should be obtained to inform the decision to apply for discharge e.g. Psychologists/INM; see Annex 54E for further details of relevant documentation.

e. **Reporting Approval of Discharge SHORE.** When Discharge SHORE is approved, the Career Manager must be notified as an addressee on the decision letter and JPA is to be annotated accordingly (see JSP 760).

f. **Date of Discharge.** The operative date of Discharge SHORE should be the earliest date on which discharge formalities can be completed after the decision to discharge has been taken. Those discharged on grounds of inadequacy who have over 20 (ES2), 18 (FC) or 22 (OE) years' service will be given two months' notice, not including terminal leave. For such individuals serving abroad, the two months' notice should date from time of arrival in the UK (see JSP 760 for full details).

g. **Discharge of Personnel Serving Beyond their Initial Pensionable Engagement.** The Administrative Authority ordering discharge of any individual with 20 (ES2), 18 (FC), 22 (OE) or more years reckonable service is to send a copy to DBS JPAC. Individuals are to be told to seek advice from the JPAC regarding the calculation of their pension.

h. **Procedure.** Applications which cannot be approved locally should be addressed to the appropriate deciding officer or RLO as identified in Annex 54A and be in accordance with the general procedure and format for administrative applications detailed at Annex 1E.

i. Where a rating or other rank has been informed of the grounds for application for their discharge but the reason for discharge is subsequently amended, the subject must be advised of the change and given the opportunity to state further representation before any action is taken by the approving authority.

j. Individuals discharged should be reminded of their right to make a Service complaint in accordance with JSP 831.

k. Advice on pensions, terminal grants, terminal leave and resettlement entitlement can be sought by the individual from the relevant SMEs including JPAC, Resettlement Team, UPO, Career Manager and the individual's own JPA account.

l. Where discharge SHORE is deemed appropriate any outstanding ROS will be waived, but financial liabilities will only be waived at the discretion of the deciding officer following consultation with the Terms of Service Team/RLO.

5446. Circumstances In Which Discharge SHORE May Be Appropriate

The following are the different circumstances where Discharge SHORE may be appropriate. When placed on warnings, an individual is to be specifically informed which circumstance they are being warned for. An individual may be on more than one warning concurrently e.g. Inadequacy and Alcohol or Inadequacy and Discharge SNLR (Unruly):

a. **Discharge SHORE (Fraudulent Entry).**

(1) When individuals are found to have made false statements on any information elicited, for example, whether as to fitness (physical or mental) or as to previous service in the Forces or Reserves, in the documents signed on entry, the authorities in Annex 54A are authorised to approve their discharge, subject to any action required by Para 5445.a (1) sub para (c) and having regard to their response to training and their future usefulness to the Service.

(2) If personnel are found to have enlisted while belonging to the Army, Army Reserve, RAF or RAF Reserve, reference should first be made to the Officer Commanding of the unit to which the individual belonged to ascertain whether it is desired to claim them under their original engagement. If they are not claimed, the question of retention or discharge will then be decided.

(3) In cases where discharge is authorised locally, the details of the discharge are to be recorded on JPA.

(4) **Royal Marines.** When an RM other rank is discovered either to have enlisted without having been discharged from a previous enlistment or to have made a false statement on enlisting in the RM, a report of the circumstances is to be forwarded to the RM Career Manager for instructions.

b. **Discharge SHORE (Deemed Unsuitable During Training) (DUDT).**

(1) In establishments carrying out initial (Phase 1, 2 or 3) training, a rating or other rank who is reported to be unsuitable for retention for causes other than medical unfitness (but including enuresis) maybe discharged SHORE. Ratings in the Initial Training Pipeline (ITP) are effectively under probation and, should they fail to meet the required standard in accordance with Annex 54A, the Naval Secretary has delegated authority to certain officers within training establishments authorising them to end a rating's service on the grounds of Discharge SHORE 'Deemed Unsuitable During Training' (DUDT). Before doing so, the CO may consider whether the individual might prove suitable for another branch and/or specialisation dependent on the Service requirement.

(2) Discharge may be authorized only by those officers detailed in Annex 54A carrying out initial (Phase 1, 2 or 3) training in the case of Able Rates Branch Designator 2 (BD2) of the following branches: Warfare, Medical, Weapons Engineering, Marine Engineering, Air Engineering, Logistics and RM other ranks during their initial training. This authority cannot be sub delegated within the unit.

(3) The exception is in Phase 1 where the Deputy Stream Leader (normally CO HMS RALEIGH) Naval Core Training Stream has devolved authority from the Commodore Core Stream to approve Discharge SHORE DUDT. While COs of Training Establishments (of Capt RN rank or above in command) may approve such discharges without application to higher authority, it is important to maintain a clear audit trail of events leading to this decision.

(4) Chapter 57 articulates the warning procedures that are to be followed for all Naval ratings on the untrained strength (UTS). Training establishments should therefore refer to this Chapter in full. There are four distinct DUDT categories which can be applied:

(a) **DUDT Academic.** Encompasses all trainees who are unable to complete the academic requirements of their UTS training.

(b) **DUDT NGT.** For trainees who are unable to complete the requirement in the ARFSA RPS (All Ratings First Sea Assignment Role Performance Statement) and Training Performance Statement (TPS).

(c) **DUDT Contributory.** This will be applicable to any trainee who has failed to achieve the required standard on their professional course or is deemed by the Training School to be unsuitable for further training or unable to conduct their branch training and refuses any branch transfer which is offered by the Pipeline Manager.

(d) **DUDT Administrative.** Suitable for any trainee who leaves the Service due to an administrative issue.

(5) It is important that COs give unequivocal guidance on whether individuals who have been dismissed on the grounds of DUDT should be allowed to re-enter and, if so, the period of time that should be allowed to elapse between discharge and re-entry. Each of the four categories has a recommended guideline for re-applying to join the RN of:

(a) **DUDT Academic.** - 12-60 months.

(b) **DUDT NGT.** 18-60 months.

(c) **DUDT Contributory.** 18-36 months.

(d) **DUDT Administrative.** 3-60 months.

(6) All trainees being considered for Discharge SHORE DUDT are to be interviewed by the establishment's Diversity and Inclusion Officer, Personnel Selection Officer or a Head of Department to ensure that they have been fairly treated, and informed of the following:

(a) Naval policy on Diversity and Inclusion (see Chapter 30).

(b) Definition of discrimination, harassment and bullying (JSP 763).

(c) Complaints procedure (see Chapter 23).

On completion of this interview, trainees are required to sign a 'Statement of D&I Advice' to confirm that they have received such advice.

c. **Discharge SHORE (Inadequacy).**

(1) It should be noted that ratings and other ranks that hold the rate of Leading Hand (or equivalent) and above and who are unable to perform their duties due to inadequacy must first be warned for reversion following the normal warning process and reverted in accordance with the relative rates table at Annex 65A. If ratings and other ranks are still unable to perform the duties of the lowest rank/rate to which they can be reverted because of physical or mental incapacity (not of a nature to warrant invaliding) or incompetence or they may be discharged SHORE. Proof of inadequacy should normally be given by individuals' SJAR, warning reports and Annex 57D (formal warning proforma). These documents catalogue their failing and show that they have been ineffective for a period long enough to rule out any possibility of improvement. In appropriate cases, individuals may volunteer for transfer to another branch (dependent upon the Service requirement) or be recommended for reversion to their original branch and/or specialisation, as an alternative to Discharge SHORE.

(2) Invariably if an individual is unable to perform their duties satisfactorily, this would be manifested in an inability to perform in their professional branch specialisation. An individual who is not currently employed in their core professional specialisation but is nonetheless failing to meet their Terms of Reference, however, may be warned for inadequacy at any given time. An example being when an individual assigned to the Recovery Cell/Waterfront organisation is given specific tasks to perform which are outside their core specialisation and fail to perform these to the required standard. In this instance they may be warned for inadequacy. Another example would be repeated incidents which demonstrate an individual's inability to comply with Naval Core Values and Standards. A possible example may be where despite repeated remedial instruction an individual is unable to comply with the most basic requirements of Service life such as cleanliness, presentation, punctuality etc. These examples are not exhaustive, and units should engage with the RLO if they consider they have a situation of this nature.

(3) **Discharge SHORE (Inadequacy - Attitude to Fitness).** The warning procedure for a poor attitude to the required levels of fitness is detailed in BR 51 Volume 2, Chapter 2 - (RNFT Policy, Protocols, Instructions and Guidance). Persistent poor attitude to fitness may result in Discharge SHORE on the grounds of inadequacy (see Para 5443.a(3) sub para (a)). Applications forwarded to the RLO for this reason should be accompanied by the relevant completed warning certificates, and relevant reports by INM, as appropriate and as detailed in BR 51 Volume 2.

(4) **Inadequacy of Individuals who have Completed more than 20 years (on an ES2), 18 years (on an FC) or 22 years (on an OE1) Pensionable Service.** The provisions of Para 5445 a (3) sub para (a) are not considered appropriate for individuals whose effectiveness deteriorates unduly after they have completed time for pension. The following procedure is to be followed therefore when ratings and other ranks who have completed more than 20 (ES2)/18 (FC)/22 (OE) years' pensionable service become so ineffective in the discharge of their duties that, if they had less service, the question of reversion would have to be considered:

(a) Individuals are first to be interviewed by their Head of Department and informed of their shortcomings. They are also to be warned in accordance with Chapter 57 (Level 2 warning) that, if no improvement takes place, their case will be reported to the CO with a view to early discharge from their engagement.

(b) If still dissatisfied, the Head of Department will report the case to the CO who will investigate it personally. Individuals are to be allowed to state their case with the assistance, if they wish, of an officer who need not be a Divisional Officer.

(c) If not satisfied, the CO is to warn such individuals in accordance with Chapter 57 (Level 3 warning) that an application will be made to the higher authority with a view to their discharge if a satisfactory improvement has not taken place at the end of one month.

(d) If, at the end of one month, the CO is still not satisfied, an application on the case, including the CO's opinion whether or not such person's ineffectiveness is within their own control, should be forwarded with the supporting evidence for decision to the administrative authority in accordance with Para 5442 sub para b above.

d. **Discharge SHORE (Failure of Naval Annual Personnel Weapons Test) (NAPWT**). After an appropriate warning period, persistent failure of a mandatory NAPWT may result in Discharge SHORE under this Para if the rating or other rank is on the trained strength or, in the case of New Entry ratings and other ranks, Discharge SHORE under Para 5447 a sub para (2) (DUDT). The NAPWT failure policy is detailed in BR 8988 Chapter 12.

e. **Discharge SHORE (Financial Irresponsibility).** Ratings and other ranks may be discharged SHORE for financial irresponsibility in accordance with QRRN Chapter 36.

f. **Discharge SHORE (Obesity).** Ratings and other ranks who are unable to perform their duties satisfactorily due to obesity may be discharged SHORE - see BR 1750A (Handbook of Naval Medical Standards).

g. **Discharge SHORE (Alcohol).** Addiction to alcohol is not compatible with service in the Armed Forces. Under circumstances where an individual's efficiency, physical condition or value to the Service becomes materially impaired, Discharge SHORE may be recommended. See Para 5769 for more information. JSP 835 contains guidance for those with alcohol issues. Any application should normally demonstrate that the full range of treatments available to the individual within the RN has been utilised prior to submission.

h. **Discharge SHORE (Medical Reasons).**

(1) Discharge SHORE of ratings and other ranks may be recommended on medical grounds, even where they may still be capable of performing satisfactorily the duties of the lowest rate/rank to which they can be reverted. These grounds include:

(a) Sea sickness.

(b) Enuresis, provided that it is not a symptom of a more serious illness.

(c) RM other ranks who have appeared before the Naval Service Medical Board of Survey (NSMBOS) and are assessed as being Physically Unsuitable for Commando Service or training.

(d) Discharge SHORE is not to be recommended for those who can more properly be dealt with by invaliding - see BR 1991 (Instructions for the RN Medical Service). Applications for discharge on medical grounds must be accompanied by appropriate supporting medical evidence.

(2) Recommendations for Discharge in relation to Para 5445 a (8) (a) sub para (iii) and sub para (iv) above are to be referred to the NSMBOS and NSMEB. A medical recommendation for Discharge SHORE for seasickness or enuresis is to be brought to the immediate attention of the CO of the ship or establishment to which individuals are sent after medical examination (see BR 1991). Unless, exceptionally, the Commodore, Captain RN or CO considers that the medical recommendation cannot be supported, discharge may be authorised in accordance with Para 5444 and Para 5445. The individual should remain with the establishment until a decision is communicated.

i. **Discharge SHORE (Temperamental Unsuitability).** Discharge SHORE of ratings and other ranks may be recommended for unsuitability of temperament, even where they may still be capable of satisfactorily performing the duties of the lowest rate/rank to which they can be reverted. Discharge SHORE on these grounds is an Executive responsibility but does require an assessment of the individual by a Medical Officer/Civilian Medical Practitioner in order to exclude any medical problem and to assess the severity of any degree of temperamental unsuitability. When a discharge is considered due to temperamental unsuitability, the application must be accompanied by supporting medical evidence. See Annex 54D for specific instructions.

(1) **Discharge of Ratings Approaching Pension.** Consideration of whether to discharge a rating approaching pension must take full account of the great financial consequences in loss of terminal grant and immediate pension. If an individual is within three years of pension, the case must be forwarded to the RLO for a decision. When a warning is appropriate under Chapter 57 Section 8, a record of the warning must be recorded on a Special SJAR and included in any submission for discharge.

(2) **Authority.** Discharge SHORE may be authorised as set out in Annex 54A.

j. **Discharge SHORE (Best Interests of the Service).** Although the above types of Discharge SHORE are the normal method of dispensing with the services of ratings and other ranks whose retention is undesirable because of their unsuitability, it is not possible for the regulations to cover every eventuality. Where Command is unable to determine an appropriate method as detailed above, then an application may be considered on the basis of the Best Interests of the Service. This method of discharge will only be available in wholly exceptional circumstances. For example, a rating who won the National Lottery but who was behaving inappropriately, such as paying colleagues to cover their duties. This method is not to be used to capture a number of minor transgressions which are covered by other methods of discharge or to amalgamate them into sufficient reason to discharge an individual. Each instance must be considered on a case-by-case basis and advice should be sought in the first instance from the RLO or regional legal adviser

5447. Discharge Services No Longer Required (SNLR) - General Instructions

a. Discharge Services No Longer Required (SNLR) is not a punishment but neither is it an honourable release and it can impair a rating or other rank's prospects of employment on return to civil life. It will also normally prevent re-enlistment (see Para 1208).

b. Discharge SNLR is the appropriate method of dispensing with the services of personnel who have tested positive for prohibited/non-prescribed drugs, personnel who have involved themselves in the misuse of drugs (including the possession of drugs paraphernalia), personnel who are subject to administrative action for serious breaches of behavioural standards, or unruly or undisciplined individuals whose retention would be to the detriment of the Service but who have not committed an offence which, either in itself or in association with their past record, would justify a sentence of dismissal.

c. Discharge SNLR is not only appropriate to ratings and other ranks whose service conduct merits discharge but also when a conviction by the civil power makes their retention undesirable (see QRRN 3906.4). In the case of the latter, application for Discharge SNLR would be in the form of a Service Penalty (C57). Discharge SHORE may be considered as an alternative to Discharge SNLR in accordance with QRRN 3906.4.3.

d. It should not normally follow immediately after a sentence of detention but may do so exceptionally when it is obvious that the sentence has had no reformatory effect. In such a case, if it is considered that a rating should not return to the Fleet on completion of their sentence, even for a short time, a recommendation for a rating's discharge should be submitted. The exception to this is those individuals who have been sentenced to a period of detention following their conviction for a drugs related offence where application for their discharge would be the normal course of action. In all such cases, the advice of the RLO or regional legal advisor must be sought prior to any action being taken.

e. **Procedure.** A Discharge SNLR should be in accordance with the general procedure and format for administrative applications detailed at Annex 1E. Additional documents relevant to the circumstances, such as CDT paperwork, police report or toxicology reports should be sourced and relied upon as required.

f. Where a rating or other rank has been informed of the grounds for consideration of their discharge, but the reason for discharge is subsequently amended, the subject must be advised of the change and given the opportunity to state further representation before any action is taken by the approving authority.

g. **Authority Required.** Annex 54A details those personnel who are delegated authority to approve Discharge SNLR. Action should be taken in accordance with the general instructions at Annex 1E. If the case is subject to Parliamentary correspondence or enquiry, it should be brought to the attention of the Navy Command Policy Secretariat at the earliest opportunity and the relevant Regional Legal Office on initial consideration of discharge.

h. **Warnings.** Full detail and explanation of the Warnings process is covered in Chapter 57 and should be read in full before any application for Discharge SNLR is made. In all cases (with the exceptions of CDT and drug abuse), it is expected that individuals will normally have been formally warned by the CO/Executive Officer of their shortcomings and given a period in which to reform as in Para 5444 sub para c (also see Chapter 57 Section 7) before an application is made for discharge. Para 5445 is to apply to warnings if the individual is approaching pension. This warning may be dispensed with in cases in which it would not be appropriate, for example after a serious civil conviction.

i. **Documentation Required.** As a minimum, prior to discharge the CO must prepare a letter either to higher authority or to the individual concerned (where the CO has authority to approve discharge) outlining the reasons for the proposed discharge and the relevant policy references. If applicable, any other documents relied on should be attached to this letter e.g. CDT report, warnings, discipline history (see Annex 54E). The individual should then provide either a signed Representation against discharge or a waiver of the right to submit a Representation (an example is at Annex 54J). This, together with the 'Special' SJAR, should be provided to the officer delegated to approve the potential discharge. They should then decide whether or not to approve discharge and write either to the applying CO or, where the CO is making the decision, to the individual, explaining what their decision is and the reasons why they have come to it.

j. **Reporting Approval of Discharge SNLR.** When Discharge SNLR is approved, the Career Manager must be advised and JPA is to be annotated accordingly (see JSP 760).

k. **Date of Discharge.** The operative date of Discharge SNLR should be the earliest date on which discharge formalities can be completed after the decision to discharge has been taken and notified. When a rating or other rank is approaching pension, the provisions of Para 5446 are to be applied. All individuals serving abroad will be returned to the UK for discharge formalities except those who are to be discharged on the station at own request (Para 5407) and those to be discharged as a Naval penalty who will complete their career or engagement whilst undergoing a sentence of imprisonment. Individuals who cannot carry out the normal discharge routine - i.e. those at home who have not returned to duty following civil conviction by the time approval is received to discharge them as a Naval Penalty, and those abroad who are to be discharged as a Naval Penalty and are not to return to the UK for discharge formalities - will be discharged while serving their civil sentence.

l. Individuals discharged should be reminded of their right of complaint against discharge in accordance with JSP 831.

m. Advice on pensions, terminal grants, terminal leave and resettlement entitlement can be sought by the individual from the relevant SMEs including JPAC, Resettlement Team, UPO, Career Manager and the individual's own JPA account.

n. **Forfeiture of Long Service and Good Conduct Medal.** Forfeiture of the Long Service and Good Conduct Medal is a consequential effect of Discharge SNLR (see QRRN Para 3906.5 and JSP 830 (Manual of Service Law)).

o. Where Discharge SNLR is deemed appropriate any outstanding ROS will be waived, but financial liabilities will only be waived in exceptional circumstances at the discretion of the deciding officer following consultation with the Terms of Service Team/RLO.

5448. Circumstances in which Discharge Services No Longer Required (SNLR) may be Appropriate

The following are the different circumstances where Discharge SNLR may be appropriate. When placed on warnings, an individual is to be specifically informed which circumstance they are being warned for. An individual may be on more than one warning concurrently e.g. Discharge SNLR (Unruly) and Discharge SHORE (Inadequacy).

a. **Discharge SNLR (Unruly).** When considering a decision to apply for Discharge SNLR in cases of unruliness, COs should be mindful that there should usually be evidence that the individual is on warnings for Discharge SNLR (Unruly) and has received either a sentence of detention or multiple lesser sentences in the past but has re-offended, thus demonstrating that the punishment(s) has not had the desired reformatory effect. Offences that have rehabilitated cannot be taken into account when considering administrative discharge.

b. **Discharge SNLR (Compulsory Drugs Test) (CDT) or (Drugs Misuse).** The unique position of the Armed Forces is such that misuse of drugs is incompatible with the Service. Positive results from CDT will result in Discharge SNLR in all but the most exceptional cases. COs are advised to consult tri-Service policy on a positive CDT result or drug misuse in JSP 835 and at Chapter 21 Section 4 (ethos, values, standards and personal matters).

c. **Discharge SNLR (Misconduct).** Individuals who have behaved in a way that is incompatible with Service values and standards and/or have been found to be in serious breach of Service policy may be discharged SNLR where appropriate. Situations that may give rise to discharge under this section may include, but are not limited to, bullying and harassment, serious social misconduct and behaviour demonstrating hostility to a person or group based on a protected characteristic.

5449. Complaints Against Discharge SHORE/SNLR

a. Ratings and other ranks who complain against a decision to discharge them authorised under the provisions of this Chapter will not be retained in the Service pending a decision on their complaint.

b. Service personnel due to be discharged are to be reminded of their right to submit a Service Complaint in accordance with JSP 831.

c. Guidelines on handling complaints are as follows:

(1) The Career Manager is to be advised without delay, where discharge is associated with a complaint under action.

(2) The MOD has no jurisdiction to restrict the movements of a discharged rating or other rank pending resolution of the individual's complaint.

(3) At the time an individual states a complaint, they should be informed that there may be some delay in finalising their pay and any monetary adjustments pending resolution of the complaint. Whilst immediate pension payments will be made at the appropriate date and recovered if the complaint is upheld, any lump sums due will be withheld pending resolution of the complaint.

(4) If the complainant is reinstated, individuals are to be paid as if they had not been discharged. The period between discharge and reinstatement, if attracting full salary, will count as reckonable service. Any Special Pay or other forms of additional pay, as specified in JSP 754, to which the individual was entitled during the period missed will be paid retrospectively.

(5) If the complainant is reinstated but disrated/reduced in rank, unless specified otherwise (e.g. in a decision on a Service Complaint), they are to receive back pay and special pay or additional pay to which they were entitled for the period between discharge and reinstatement at the lower rate/rank. For the purpose of re-advancement or re-promotion, time is to be counted from the day they re-enlist in the Service.

(6) The Career Manager will advise the Defence Housing Executive of any cases where the complainant is the occupant of Service Families Accommodation (SFA). Provided that the complaint is resolved within the 93-day notice to quit period, there should be no difficulty for entitled persons occupying married quarters whose complaint is subsequently upheld.

(7) Release Centres will hold documentation until the complaint has been resolved. The Service records need not be closed, and no record of discharge need appear if subsequently the complaint is upheld. At the time they state their complaints, individuals should be informed that their final documentation will be delayed pending the resolution of the complaint.

(8) Release Centres are to retain the complainant's kit until their discharge has been confirmed.

(9) Where a complaint is upheld, and the complainant does not wish to return to the Service, their release should be annotated as discharge as of right on notice with the notice period being waived, unless stipulated otherwise in the final decision.

5450. Assessment and Recommendations for Further Naval Service

a. All Naval officers, ratings and other ranks about to be discharged are to receive an appraisal report (Occasion: Prior to Retirement) from the final employing unit prior to joining the nominated Release Centre.

b. Those who leave the Service before normal retirement age, except for those for whom the reason for discharge precludes consideration for further service (officers administratively discharged; or ratings/other ranks discharged 'Deserted', 'Dismissed', 'SNLR', or 'SHORE', are to be assessed and a recommendation made as to their suitability for further Naval Service. The statement 'Recommended for further Naval Service' or 'Not recommended for further Naval Service' is to be included in the 2RO potential narrative.

c. Further detail may be found in Chapter 57 (Appraisal and Warnings) and Para 1211.

SECTION 8

RELEASE PROCEDURES AND PAYMENTS ON RETIREMENT

5451. Retirement Advice

A retirement package containing advice on future employment, civil and Service benefits, transition into civilian life and Naval Associations is provided to every officer leaving the Service by Veterans UK.

5452. Release Procedure

a. Officers placed on the Retired List, Emergency list or who are otherwise discharged from the Service will normally be assigned to HMS DRAKE, HMS NELSON or CTCRM for release procedures. Attendance at these Release Centres by the individual officer is not usually necessary.

b. **Ratings and Other Ranks Serving in the UK.** The discharge of individuals on completion of a Career or Engagement or on 12 months' notice is to be undertaken by Unit Release Centres. Ratings will be assigned to appropriate Unit Release Centres by their Career Manager, with a copy of the Assignment Order being sent to the Release Centre concerned.

5453. Release Actions

The following actions need to be completed:

a. **Medical Examination.** All personnel are to be given a final release medical examination before leaving the Service in accordance with BRd 1750A Para 0121.

b. **Personal Loan Items.** Personal loan items (e.g. respirators) are to be returned on release to the nearest Naval ship or establishment or to the Base Logistics Commander.

c. **Documentation.** Under current arrangements, all Service Leavers will receive a Service Leaver's Pack from the Termination Cell, Veterans UK(G), about 9 months prior to their termination date.

d. On release, personnel are to surrender MOD Form 90 (Service Identity Card), all Service rail and coach cards and other forms of security pass to their ship or establishment's administration office or Base Supply Officer.

e. Two copies of MOD Form 135 (Official Secrets Act) are included in the current termination packs and must be signed by all officers on release from the Service. Release Centres are to verify this or ensure that a copy of MOD Form 135 is signed in their presence and one copy forwarded to DBS JPAC (the other copy is to be retained by the officer).

5454. Promulgation of Release

The details of officers completing active service are promulgated in the Officers' Assignment List, which is the authority for release and gives the final date for pay. An entry in the London Gazette is made for officers leaving the Service on completion of commission, at a break point, on voluntary retirement, on invaliding, or on redundancy.

5455. Terminal Leave

Terminal leave is granted so that, entitled personnel may use their last weeks in the Service to seek employment and make appropriate domestic arrangements. Regulations concerning an individual's entitlement are contained in JSP 760.

Note. *Paras 5456-5464 should be read in conjunction with JSPs 764 and 905 and may be subject to significant change following publication of the McCloud Review in 2021.*

5456. Payments on Retirement

The detailed regulations for retired pay, gratuities and terminal grants are incorporated in JSP 754. Individual enquiries from personnel concerning entitlement should be addressed to Veterans UK, Kentigern House, 65, Brown Street, GLASGOW, G2 8EX.

5457. Retired Pay

a. An officer must have completed at least 16 years' reckonable service over the age of 21 to be awarded immediate retired pay. Awards are governed by rank and length of service with specific adjustments dependent upon the period of time substantive, higher and acting rank may have been held.

b. Retired pay is not normally index-linked until age 55 when interim and subsequent pension increases are applied.

5458. Terminal Grants

When immediate retired pay is awarded, a tax-free terminal grant is paid equal to three times the annual rate of basic retired pay.

5459. Commutation

Commutation is a method of raising a lump sum in addition to the terminal grant by agreeing to receive a lower rate of retired pay. Commutation is subject to medical fitness and MOD approval. Specific regulations are applied to the amount of resettlement and life commutation that may be paid.

5460. Preserved Pension

A preserved pension and, in certain circumstances, a preserved terminal grant, is awarded to those on pensionable terms who do not qualify for an immediate pension but have completed two years' service. A preserved terminal grant of three times the annual value of the pension may be payable in certain circumstances. The preserved pension and preserved terminal grant are payable at age 60, increased in value to restore the purchasing power which they had on first award and maintained at that level through annual pension increases. The preserved pension and preserved terminal grant are not awarded to officers on gratuity earning short career commissions.

5461. Resettlement Grant

Officers who leave the Service with the award of a preserved pension may be awarded a resettlement grant provided they have completed at least nine years' reckonable service.

5462. Death Benefits

On the death of a Service person, payment of their pay or pension, or proportions thereof, to the widow/widower and entitled children is dependent upon specific factors. Details are included in JSP 754.

5463. Premature Discharge Within Three Months of Completing Service and Pension Entitlement

a. **Eligibility (Armed Forces Pension Scheme 1975 (AFPS 75)).**

(1) Ratings and other ranks who are serving on an Open Engagement (OE1) and are members of AFPS 75 are eligible to apply for premature discharge under this rule. Such individuals may apply to their CO for permission to take premature discharge not more than 91 days before the discharge date for the purpose of taking up an offer of civilian employment or educational study if the offer cannot be held open until after the OE1 discharge date. Individuals who are serving on OE1 (and have not accepted Second Open Engagement (2OE) or Extended Career (EC)) must have completed at least 21 years 274 days' reckonable service before leaving in order to qualify for an immediate pension. Pension benefits will be calculated on the basis of reckonable service earned up until the actual date of leaving.

(2) Individuals who are serving on a 2OE/EC and are members of the AFPS 75 may also apply for premature discharge not more than 91 days before the discharge date for the purpose of taking up an offer of civilian employment or educational study if the offer cannot be held open until after the 2OE/EC discharge date. Individuals in this circumstance should have already fulfilled the reckonable service requirement for an immediate pension by having completed OE1[4].

b. **Eligibility (Armed Forces Pension Scheme 2005 (AFPS 05)).**

(1) Ordinarily under this pension scheme, any individual who applies for premature discharge before their Normal Retirement Age (NRA) of 55 will qualify for a tax-free Early Departure Payment (EDP) lump sum, equivalent to three times their annual preserved pension, and a monthly taxable EDP income worth not less than 50% of their annual preserved pension. This will increase to 75% of their preserved pension at age 55. Once they reach age 65, the monthly EDP income ceases and at this point the individual will receive their preserved pension and pension lump sum.

[4] The Naval and Marines Pensions (Armed Forces Pension Scheme 1975 and Attributable Benefits Scheme) Order 2010 effective 6 Apr 10 refers.

(2) Since 6 Apr 10, however, all officers, ratings and other ranks who are members of the AFPS 05 are also eligible to apply for premature discharge under 'the 91-day rule' as long as they are serving on a commission, career or engagement that will give them a NRA of 55. These individuals may apply to their CO for permission to take premature discharge not more than 91 days before their 55th birthday for the purpose of taking up an offer of civilian employment or educational study if the offer cannot be held open until after the discharge date. The period between their actual date of leaving and age 55 will be recognised as qualifying service but not reckonable service for pension purposes. That means that the calculation of their pension and pension lump sum will be based on reckonable service earned up until their actual date of leaving and paid when an individual reaches age 55 (JSP 764 Para 0301 refers).

c. **Ineligibility.** The following personnel cannot apply for premature discharge under this rule:

(1) Officers who are members of AFPS 75.

(2) Ratings and other ranks who are members of AFPS 75, are serving on an OE1 and have already accepted and signed up to a period of 2OE/EC, since their discharge date will already have been amended to reflect the end date of the 2OE/EC.

(3) Individuals who are members of AFPS 05 whose NRA is before age 55 or who applies for premature discharge to leave before age 55 (except where permitted under the 91-day rule).

d. **Authority for Premature Release.** COs may authorise premature discharge, subject to verification of the reasons why the offer could not be held open until the normal date of discharge and clarification of the individual's pension position. The appropriate Career/Branch Manager should be advised of the change in date of discharge, whereupon the necessary JPA action will be taken.

e. **Effects on Conditions of Service.**

(1) Individuals are strongly recommended to seek clarification of the effects that any early release may have on their pension entitlement from the Veterans UK (Pension Division), noting that generic printed advice and in particular the online Pensions Calculator are not sophisticated enough to incorporate the 91-day dispensation by design.

(2) The length of service requirement for 91-day rule applicability dictates that eligible individuals will necessarily qualify for maximum Graduated Resettlement Time (GRT) and Terminal Leave (TL). GRT is designed to be taken in the period 2 years prior to discharge whereas TL is granted on completion of service. It follows that circumstances will arise when all, some or no GRT has been taken at the time early discharge under the 91-day rule is approved.

In turn, the ability to take GRT during foreshortened service will depend on time remaining, the opportunity and permission to undertake specific GRT activity. It may be possible to take GRT in lieu of TL (JSP 534 Article 0356 applies), with the effect that the service leaver is 'on duty' and entitled to duty travel and subsistence. GRT cannot be used to defer an individual's discharge date (exceptionally allowed elsewhere where GRT entitlement cannot be utilised). Eligible personnel on Terminal Leave may undertake concurrent paid civilian employment in accordance with JSP 534 Article 0357.

(3) In all cases, individual circumstances should be discussed and agreed with Line Managers, COs and Branch/Career Managers at the earliest opportunity.

5464. Other Pension Arrangements

Detailed advice concerning the transfer of pension rights and the purchase of added years and other Additional Voluntary Contributions may be obtained from Veterans UK.

5465. Discharge - Additional Procedures to be Adopted for Foreign and Commonwealth Members of the Royal Navy

Non-British recruits who do not hold British citizenship and are granted 'Exempt from UK Immigration Control'[5][6]status on joining the Royal Navy lose this status at the point they are discharged from the RN or RM. In order to fulfil the MOD's duties as a responsible employer, the Home Office's UK Visa and Immigration Team must be notified of non-British personnel who are discharged, or about to be discharged, from the Royal Navy so that appropriate arrangements can be made to regularise their immigration status in the UK, post-discharge. Commanding Officers, Career Managers, Release Centres[7] and any other units that have responsibility for the release of non-British personnel must be aware of the legal and important need to ensure that the actions outlined below are being carried out.

a. Actions to be taken:

(1) **Inform Home Office in advance of Discharge.** Where the date of an individual's discharge is known in advance, the proforma at Annex 54H is to be completed by the unit and faxed to the Home Office to enable them to prepare any paperwork necessary.

(a) In order to assist the individual with a smooth transition to civilian life, this action should be taken, wherever possible, up to **18 weeks before the actual discharge date**.

(b) The names of any spouse/civil partner or dependent children should be included. The name and address, email, telephone and fax numbers of the discharging unit must also be added. The discharging unit is to retain the original proforma within the individual's discharge file.

[5] At the point that a F&C citizen enlists into the Armed Forces, they automatically become exempt from UK immigration control under Section 8(4)(a) of the Immigration Act 1971; any existing UK visa restrictions are suspended whilst serving.
[6] This is not required in the case of Irish or Malta/Cyprus (EU) nationals, all of whom have freedom of access to the UK and do not need a vignette.
[7] Where Naval personnel are discharged from MCTC, the MCTC is to liaise with the individual's former unit to ensure that their responsibility for briefing the individual and notifying the Home Office has been carried out. If it has not, then MCTC is to assume this responsibility.

(2) **Provide Advice to non-British members of the Royal Navy in Advance of their Discharge Date.** At least five months prior to discharge Commanding Officers, Career Managers and Release Centres are to ensure that officers, ratings or other ranks are informed of the following:

(a) That if they have not sought British citizenship and wish to apply for settlement, their applications for Indefinite Leave to Remain (ILR) may be submitted on **Form SET(AF)** or for Limited Leave to Remain on **Form FLR AF** to the Home Office up to 18 weeks prior to the date of discharge (see Para 5465 sub para b). If they apply at this point their transition to civilian life will be eased as the Home Office will provide them with an 'indicative' letter to assist them in making appropriate arrangements for employment after discharge and for liaising with the relevant authorities for housing, healthcare and benefits during transition to civilian life, and be able to grant them ILR the day after their discharge providing they meet the requirements of the Immigration Rules (immigration law does not permit Service personnel to be granted ILR whilst still serving and exempt from control).

(b) It is the service person's responsibility to regularise their immigration status and that of their dependants if they wish to remain in the UK[8] and seek work after their discharge. Units must provide officers, ratings or other ranks seeking discharge with the Home Office contact details at Para 5466 sub para i and assist them in obtaining the appropriate application forms and any further information they require.

(c) Those who have served for a period of four years or more in the RN/RM will have this time taken into account by the Home Office if they, their spouse/civil partner and their dependants apply for ILR/settlement in the UK (i.e. permission to reside and work in the UK for an indefinite period). Where an individual is being medically discharged with less than four years' Service directly due to injuries sustained on operations, special arrangements are in place for either **Limited leave to Remain or Indefinite Leave to Remain** applications; additional detail is provided at Para 5466 sub para g.

(3) **At the Time of Discharge.** Commanding Officers of Release Centres are to ensure that the following actions area taken:

(a) On the final day of service, or immediately if an officer, rating or other rank refuses to release their passport, and preferably on the same page as the "Exempt from immigration control" stamp or vignette (introduced in February 2010), the individual's passport should be endorsed with the cessation stamp (see below) plus the date of discharge stamp which should appear immediately below the cessation stamp.

[8] Individuals who have not already sought UK citizenship and who have completed 4 years' service with HM Forces may apply for settlement (also known as Indefinite Leave to Remain) up to 10 weeks prior to discharge – see sub-para b.

Neutral date stamps must be used: unit stamps that identify the individual as a current or former member of the Naval Service must not be used and the 'Exempt from immigration control' stamp must not be struck through. The format and wording to be used for the cessation stamp is as follows:

Reason for exemption from immigration control ceased on [Date]

Note. *In the absence of an available stamp, this wording and the date may be written in the passport in black ink on the same page (or on the page opposite) with the 'Exempt from immigration control' endorsement.*

(b) Prior to the individual's last day of discharge or on the actual last day, the Home Office will send a letter to the unit for the officer, rating or other rank (and separately for any spouse/civil partner and dependants). The letters will normally grant the individual and any dependants 28 days 'Leave to Remain' in the UK. During these 28 days, the spouse/civil partner or dependants may continue to work but all are required to apply for **Indefinite or Limited Leave to Remain** (as appropriate) or to leave the country before this period of leave expires. Once the individual and their dependants have lodged applications for Indefinite or Limited Leave to Remain, they are able to remain in the UK legally whilst their applications are processed. Where units are aware of individuals seeking employment immediately after discharge, who need advice about working legally and their immigration status, they should refer them to the Home Office for advice. Note: Discharged Foreign and Commonwealth (F&C) individuals are not permitted to seek or engage in employment after the 28 days have expired whilst the application is pending. They do not have a continuation of leave pursuant to Section 3 (C) of the 1971 Immigration Act. It is for this reason that it is prudent to submit **an application 10 weeks prior to discharge.**

(c) If the unit does not receive the letter(s) from Home Office on the day of discharge, they should contact the Home Office Armed Forces Team; contact details are at Para 5465 sub para i. One copy of the letter(s) should be handed directly to the officer, rating or other rank who should be asked to confirm receipt by signing the letter. If the individual is not present, or if they refuse to provide a signature of receipt, the discharging officer should sign and endorse the letter accordingly. The unit is to email a copy of the signed letter(s), together with a copy of the completed Annex 54H proforma (after updating column B), to the Home Office.

b. **Further Advice to be Given on Discharge.** When the officer, rating or other rank is in receipt of the letter(s) from Home Office, they should again be reminded by the Discharging Officer that a person discharged from the Armed Forces after 4 years' service or more may apply for settlement under the HM Forces rule. The individual must be made to understand that they are personally responsible for contacting the Home Office and for applying for **Indefinite** Leave to Remain or, otherwise, to leave the country before any leave to remain they may have been granted expires. Applications for ILR should be made on form **SET(AF)** and sent, with the appropriate fee, to the address given on the form. Individuals should make it clear on the **SET(AF)** application form, which is unique to those serving in HM Forces and their family members, that they are applying on discharge and tick the category within the AF Forms **'A Former Member of HM Forces on Discharge under Appendix Armed Forces'** and provide documentary evidence of time spent in the Armed Forces. Discharging units should assist by providing individuals with a unit letter confirming the period of service.

c. **Cases Where it is not Possible to Give the Home Office Advance Notification.** Discharging units should make every effort to give the Home Office advance warning of the date of discharge from the Naval Service, even if this is only possible on the day of discharge itself. There may be occasions, however, where this does not prove possible. In such cases, discharging units should at the very least attempt to endorse the individual's passport with the cessation stamp and ensure that a copy of Annex 54H proforma giving the individual's details (and those of any dependants), including their post-discharge UK address and column B details, is sent to the Home Office. The individual should also be given the advice detailed in Para 5465 sub para a and sub para b, plus the Home Office contact details.

d. **Imprisonment Leading to Discharge.** In cases where a non-British officer, rating or other rank has committed a criminal offence and is discharged from the Naval Service and sent to a UK prison, the officer, rating or other rank's passport is to be endorsed as above and notification provided to the Home Office along with details of the sentence. There is no specific authority entitling members of HM Forces to hold the passport of a non-British citizen and **therefore** it may be helpful (for instance at courts-martial) if the Judge Advocate directs that the individual is to surrender their passport for the appropriate action to be taken. The Home Office is responsible for any subsequent administrative action. Units should seek advice from the Home Office Armed Forces Team if required. Service support to families in such cases is provided in the same way as for British Citizens in respect of continued entitlement to Service Families Accommodation or Families Maintenance Grants and advice should be sought from the appropriate JSP.

e. **Advice for Units Administering Medical Dischargees with Serious Conditions.** Current Royal Navy medical discharge procedures apply (BR1991, Chapter 18, Royal Naval Medical Service, Medical Boards). Individuals with serious medical conditions who have served for 4 years and are eligible for ILR may apply up to 10 weeks prior to their actual discharge date along with any immediate family (spouse/civil partner and dependent children under the age of 18) citing any permanent need for medical care as the reason for this. Unit letters and medical evidence should support such applications.

The Home Office will consider such cases under the normal rules. If the officer, rating or other rank is eligible for ILR, the Home Office will provide the unit with an 'indicative' letter in advance of the discharge date confirming that ILR will be granted and that the individual and their dependants will be eligible to apply for public funds. This will enable the unit, in conjunction with the individual concerned, to arrange private accommodation or to facilitate an application to an appropriate UK Local Authority (LA) for accommodation and or specialist care. Individuals seeking support from a LA normally have to demonstrate recent residency or family ties. Support and aftercare is normally provided in the UK in accordance with current Service regulations and can include assistance through the Divisional System, NS FPS, JSHAO, Veterans UK and various Naval Service charities (e.g. RNBT) and the individual's own disability/legal representatives in conjunction with any local authority support.

f. It should be noted that the current legal position is that the Home Office is unable to grant settlement/ILR until the day an individual is actually discharged from HM Forces.

g. **Medical Discharge as a Direct Result of Injuries Sustained on Operations where Less than Four Years has been Served.** Where a non-British member of the Naval Service is medically discharged as a direct result of injury sustained in an operational theatre, the requirement for them to have completed at least 4 years' service before they can qualify for a grant of ILR will generally be waived. This means that individuals discharged in these circumstances will normally qualify for ILR even if they have not completed four years' RN/RM service. Where settlement is granted, the accompanying spouse/civil partner and dependent children will normally also qualify for ILR at the same time. Commanding Officers are to ensure that individuals are briefed that they will need to submit supporting medical evidence with their application.

h. **Other Forms of Discharge with Less than 4 Years' HM Forces Service.** Prior to deciding whether to submit an application for **Limited** or **Indefinite** Leave to Remain, individuals are advised to consult the rules and guidance published on the Home Office website in order to decide what type of application may be appropriate. All applications will be considered by the Home Office in accordance with the immigration rules and the relevant guidance. The Home Office has confirmed that each case will be decided on its merits, taking account of all factors, including misconduct or criminal behaviour, and any supporting evidence submitted by the applicant e.g. concerning the source and details of any injury or medical condition. Where discharge results from injury sustained during initial training or is due to a medical condition not attributable to Naval Service, it would not normally be appropriate to waive the requirement to have completed 4 years' service prior to discharge for the purpose of considering an application for settlement. Where a substantial part of the minimum four years' service requirement has been served prior to discharge, however, discretion may be exercised by the Home Office to allow settlement. These conditions would also apply if an application was raised for settlement from an individual medically discharged as a result of a pre-existing medical condition being exposed after enlistment.

i. **Further Information.** Further information on visa/citizenship eligibility, leave to remain, fees etc, refer to the following websites:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/488255/Armed_Forces_apps_discharge_V3.0.pdf

https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-armed-forces and https://www.gov.uk/government/collections/armed-forces-modernised-guidance.

For the specified application form FLF AF and guidance notes:

https://www.gov.uk/government/publications/application-to-extend-stay-in-uk-hm-forces-form-flraf

For the specified application form SET AF and guidance notes:

https://www.gov.uk/government/publications/application-to-settle-in-uk-as-former-member-of-hm-forces-setaf

Navy Command Headquarters Terms of Service Team

Email NAVY PEOPLE-PSP EMP POL (Multiuser)

Home Office

Armed Forces Team
Email Mark.Wilbraham@homeoffice.gov.uk.

Postal Address:
Armed Forces Casework Team
Home Office
Lunar House
40 Wellesley Road
CROYDON
Surrey
CR9 2BY

SECTION 9

RESERVE LIABILITY

5467. Reserve Liability under the Reserve Forces Act 1996

a. **Background.** An ex-Regular currently has a defined period in the Royal Fleet Reserve (RFR) on leaving Service[9]. Those in the RFR can be called out for permanent service. The Reserve Forces Act 1996 sets out the occasions on which someone can be called out (national danger, great emergency, attack on UK, warlike operations, certain other purposes as stated by the Secretary of State) and sets a maximum duration (12 months).

b. Once RFR liability has expired, individuals may still be subject to recall. This is not a Reserve Force itself, (albeit it is referred to as the Recall Reserve (RR)) rather a collective term for those liable to recall. There are far fewer reasons when an individual can be recalled, making it essentially, the final opportunity to recall a former Service Person (SP). Recall can only be for national danger, great emergency or attack on the UK[10]. Currently:

(1) A rating/other rank cannot be recalled after the age of 55, or after a period of 6 years from the date discharged and transferred to the RFR.

(2) An officer can be recalled for as long as they hold a commission (which will be until death), unless they have resigned their commission, or had their commission terminated.

c. **Informing Service Leavers of their Reserve Liability.** Part of the leave well process includes signposting reserve liability and opportunities in wider Defence. Every officer and rating/other rank leaving Regular Service, receives a letter from Staff Officer Mobilisation (SO2 MOB), explaining their RFR and Recall liability.

d. **Annual Reporting Letter.** Once an individual has left regular Service, Defence Business Service (DBS) send an annual reporting letter, as both a reminder to the individual of their liability and to update contact details held**.**

e. **Records RFR and RR.** Records are maintained of all officers, ratings/ other ranks in the RFR and RR, by CM RES RFR ADMIN, for the duration of their liability. These records can be used by Career Managers (CM) for intelligent selection or mass mobilisation in the event that Call Out and/or Recall of the RFR and RR, respectively, has been authorised.

[9] Subject to a small number of exceptions stated in Annex 54I e.g. discharge for misconduct.
[10] Reserve Forces Act 1996 Section 68.

f. **Re-joiners.** If a re-joiner has had a period of Reserve Liability at the end of their previous service, each fresh period attracts the Reserve Liability commensurate with that length of service, noting that for a rating the age at which liability ends is currently maximum is currently age 55. Once an officer has aggregated 20 years of regular service, whether continuous or broken, RFR liability to age 60 will then apply. For those who have aggregated less than 20 years, the liability will be 6 years. Due to the meaning of the phrase of 'Regular Service' those joining with former Army or RAF regular Service will have that service counted for the calculation of any RN Reserve Liability – noting that when an individual joins a different Service, they relinquish all liability from their former service. Those who become UY/SUYs, fall under the liability for officers, those who do not complete UY/SUY training will have liability as a Rating/OR.

g. **Current Reserve Liability.** When an individual is being released from Service, their reserve liability is entered into JPA by the individual's CM in all situations. For details on Reserve Liability, see Annex 54I.

ANNEX 54A

DELEGATIONS OF POWERS TO APPROVE DISCHARGES AND OTHER ADMINISTRATIVE ACTIONS

1. Discharges

Service Person	Discharge Type			Competent Authority	Delegated Authority – see Note 10	Others
RN Ratings and RM Other Ranks	Discharge SNLR	CDT	BRd 3(1) Para 5448.b.	Defence Council, Admiralty Board, Naval Secretary or any person authorised by the Naval Secretary.	Yes	See also Note 1
		Drug Misuse	BRd 3(1) Para 5448.b.		Yes	See also Note 1
		Unruly	BRd 3(1) Para 5448.a.		Yes	See also Note 2
		Misconduct	BRd 3(1) Para 5448.c.		Yes	See also Note 2
	Discharge SHORE	Fraudulent Entry	BRd 3(1) Para 5446.a.		Yes	See also Note 3
		DUDT	BRd 3(1) Para 5446.b.		Yes	See also Note 4
		Inadequacy	BRd 3(1) Para 5446.c.(1)		Yes	See also Note 2
		Inadequacy – Attitude to fitness	BRd 3(1) Para 5446.c.(3)		Yes	See also Note 2
		NAPWT Failure	BRd 3(1) Para 5446.d.		Yes	See also Note 3
		Financial Irresponsibility	BRd 3(1) Para 5446.e.		Yes	See also Note 2
		Obesity	BRd 3(1) Para 5446.f.		Yes	See also Note 2
		Alcohol	BRd 3(1) Para 5446.g.		Yes	See also Note 2
		Medical Reasons	BRd 3(1) Para 5446.h.		Yes	See also Note 2
		TU(I)	BRd 3(1) Para 5446.i. and Annex 54D		Yes	See also Note 5
		TU(R)			Yes	See also Note 5
		Best Interests of the Service	BRd 3(1) Para 5446.j.		Yes	See also Note 2
Officers	Administrative Discharge (Trained Strength)	Reasons within their control	BRd 3(1) Para 5441.b.(2)	Defence Council/ Admiralty Board/ NavSec (see Note 6)		
		Reasons out with their control	BRd 3(1) Para 5441.b.(1)			
		Misconduct	BRd 3(1) Para 5441.b.(3)			
	Administrative Discharge (UTS)	Compulsory/Voluntary Withdrawal from Training	BRd 3(1) Para 5440			See also Note 7
	Requests for non-standard Early Termination		BRd 3(1) Para 5416			Career Manager (trained strength) Terms of Service Manager (untrained strength)
All	Conscientious Objection		BRd 3(1) Para 5408	DC/AB	Dir P&T/NAVSEC	See also Note 8

2. Other Administrative Actions

Service Person	Administrative Action Type			Competent Authority	Delegations From Competent Authority			
					Dpty Dir People Del	Hd CM	Hd WFP&T	Others
RN Ratings and RM Other Ranks	Reversion		BRd 3(1) Para 7003-7005	S332 AFA 06				See also Note 11
	Re-Promotion or Re-Advancement following Reversion		BRd 3(1) Para 7007	Dir P&T /NAVSEC				
	Re-Promotion or Re-Advancement following Disrating		BRd 3(1) Para 7001/2					
	Withholding Promotion		BRd 3(1) Para 6710		Yes	Yes	Yes	See also Note 2
	Service Penalty (C57)	Career Check	BRd 2 Para 3906.4 and BRd 3(1) Chap 20 Section 19	Dir P&T /NAVSEC	Yes	Yes	Yes	See also Note 3
		Reversion		S332 AFA 06				See also Note 11
		Discharge SHORE		DCAB/NAVSEC or delegated authority	Yes			See also Note 2
		Discharge SNLR			Yes			
	Requests for non-standard Early Termination (untrained strength) – Ratings		BRd 3(1) Para 5415					Comdt TMG, TMG SO1 Plans SWPR SO1
	Requests for non-standard Early Termination (untrained strength) – Other Ranks							Comdt CTCRM, CO CTW CTCRM
	Requests for non-standard Early Termination (trained strength)						Yes	SO1 Branch Manager
	Requests for training or financial Return of Service waivers		BRd 3(1) Para 5305 and Para 5414				Yes	See also Note 12
	Approve/inform final day of service when Accelerated Transfer to the Reserve provisions are in place		BRd 3(1) Para 5404.c(.2)			Yes	Yes	SO1 Profession and Career Manager
	Request to leave at less than 12-month notice period		BRd 3(1) Para 5414			Yes	Yes	SO1 Profession and Career Manager
Officers	Censure	Admiralty Board's Severe Displeasure	BRd 2 Para 3804 and BRd 3(1) Chap 20 Section 7 Para 2032 – 2033	Individual to whom Application is being Submitted				
		Fleet Commander/2SL Severe Displeasure						
		FC/2SL/Other 2* Higher Authority's Displeasure						
		CO's Logging		COs				
	Resignation of Commission		BRd 3(1) Para 5432	Dir P&T / NAVSEC				
	Requests for training or financial Return of Service waivers		BRd 3(1) Para 5305 and Para 5414	Dir P&T / NAVSEC			Yes	See also Note 12
All	Removal or suspension From Assignment (Fault/No fault/ Without Prejudice)		BRd 3(1) Para 6006/7	NAVSEC	Yes	Yes	Yes	See also Note 9

Notes:

Discharges and other administrative actions are a Full Command issue. <u>THESE DELEGATIONS ARE TO RN AND RM COMMANDING OFFICERS ONLY</u>. Army or RAF Commanding Officers who have RN/RM personnel under their Command MUST refer any discharge or other administrative actions to the appropriate single service (i.e. the RN) for advice and action. For RNR/RMR personnel refer to BRd 3(2).

1. Discharge may be authorised by the individual's CO (as defined for the purposes of Discipline in accordance with AFA 06), or for an individual in custody in MCTC the CO of the parent unit, provided the CO is OF4 rank or above. Where the individual's CO is OF3 or below, they must apply for discharge to the first superior officer in their discipline Chain of Command of OF4 rank or above. In the event that a CO of OF4 rank or above is unavailable, the action can pass to the first superior officer in their discipline Chain of Command. Where any CO considers that an individual is not culpable for their positive CDT result, application for retention must be made to the CO's 1 higher authority (for the purposes of AFA 06) or Dir P&T/NAVSEC where the 1* HA is not a member of the Naval Service. Any application for exceptional retention in cases concerning drugs misuse must be made to Dir P&T/NAVSEC. All Deciding Officers MUST take legal advice from the Regional Legal Office prior to disclosure AND prior to issuing a decision letter.*

2. Discharges and administrative actions annotated with "see also Note 2" always require an application. Where the CO is OF4 or below, these actions must be approved by the first OF5 in the individual's discipline Chain of Command (as defined for the purposes of discipline in accordance with AFA 06), or for an individual in custody in MCTC the discipline Chain of Command of the parent unit. Where the individual's or parent unit's CO is an OF5 or above, the action must pass to the 'immediate superior'. The deciding OF5 or above MUST take legal advice from the Regional Legal Office prior to disclosure AND prior to issuing a decision letter.

3. Discharges and Administrative actions annotated with "see also Note 3" may be approved by the individual's CO (as defined for the purposes of discipline in accordance with AFA 06), or for an individual in custody in MCTC the CO of the parent unit, unless the CO is OF3 rank or below in which case they must refer the matter to a first superior officer in the CO's discipline Chain of Command of OF4 rank or above. All Deciding Officers MUST take legal advice from Regional Legal Office prior to disclosure AND prior to issuing a decision letter.

(Continued)

Notes: (Continued)

4. **Discharge SHORE (DUDT).** Delegated post holders are:

HMS RALEIGH	Phase 1 Trainees	CO, Cdr INT and The Commander/XO
HMS RALEIGH	Phase 2 Trainees	CO, OC RNSMS, The Commander/XO and Cdr INT
DCLPA	Phase 2 Trainees	Head of Navy Training (CO FSTW)
CTCRM	Phase 1 & 2 Trainees	CO CTW and Commandant CTCRM
Royal Marines Band	Phase 1 & 2 Trainees	Commandant CTCRM and CO Specialist Wing
HMS COLLINGWOOD	Phase 2 Trainees	CO, OC Victory Sqn (OC VS) and The Commander/XO
HMTU	Phase 2 Trainees	CO CWD
HMS SULTAN	Phase 2 Trainees	XO HMS SULTAN, Cdr T, Cdr ME and OC RNAESS
RNAS CULDROSE	Phase 2 Trainees	Cdr A&T
RNAS YEOVILTON	Phase 2 Trainees	Cdr AE and Cdr A&T
CO Training Clyde	Phase 2 Trainees	CO Trg Clyde and OC SMTG
DMA	Phase 2 Trainees	CO Defence School of Healthcare Training (DSHT)

(Continued)

Notes: (Continued)

5. ***Discharge SHORE (TU).*** *Where a Senior Medical Officer or Civilian Medical Practitioner classifies the rating as having an irremediable degree of Temperamental Unsuitability, discharge may be approved by the first RN OF5 in the individual's discipline Chain of Command, or for an individual in custody in MCTC the discipline Chain of Command of the parent unit. For those who are assessed as having a potentially remedial degree of Temperamental Unsuitability, a minimum of 3 months' warning period applies; discharge may then be approved as above. Officers on the untrained strength who are considered to be Temperamentally Unsuitable will be Compulsory Withdrawn From Training.*

6. *Dir P&T/NAVSEC is authorised to approve discharge from the Service of officers on the trained strength up to and including OF6. Dir P&T/NAVSEC is authorised to remove an officer's commission for officers up to and including OF6. For officers of OF7 rank and above, approval for discharge / acceptance of resignation of commission is at the Admiralty Board's discretion.*

7. ***Officer Withdrawal from Training.*** *CO BRNC, CO HMS Raleigh and Cmdt CTCRM respectively are authorised to approve Compulsory Withdrawal from Training (CWFT) cases involving RN and RM officers undertaking Phase 1 training. Navy People Hd PSP and Navy People PSP Emp Pol SO1 are authorised to approve CWFT for all Phase 2 cases and Exceptional Voluntary Withdrawal from Training cases.*

8. ***Conscientious Objection.*** *Dir P&T/NAVSEC is authorised to approve early termination and resignation of commission for officers who have completed Phase 1 training as well as compassionate discharge for ratings and other ranks on the grounds of conscientious objection. Since resignation of commission is only applicable to officers who have completed Phase 1 training, officers under Phase 1 training may request to withdraw voluntarily from training for any reason prior to reaching their Premature Termination of Career Training (PTCT) point which will normally be accepted; it is not necessary for Dir P&T/NAVSEC to approve where a voluntary withdrawal from training request is appropriate.*

9. ***Removal from Assignment.*** *Dir P&T/NAVSEC has the authority to remove from assignment any member of the Naval Service below OF7, including those in Command assignments (Command assignments are those as stated in BRd 3(1) Ch 59 Appendix 1 to Annex A). Dpty Dir People Del has delegated authority to approve Removal from Assignment of OF3s and below providing they are not in Command. Hd CM, Hd WFP&T, Hd People Ops and Hd Policy, Strategy & Plans and Dpty Dir People Strat have delegated authority to approve the removal of ratings or other ranks from assignments.*

(Continued)

Notes: (Continued)

10. *The following have delegated authority to discharge a rating or other rank SHORE, SNLR or Compassionate in accordance with Chapter 54: Dpty Dir People Del, Dpty Dir People Strat, Hd Policy, Strategy & Plans, Hd CM, Hd WFP&T, Hd People Ops.*

11. *Administrative actions annotated with "see also Note 11" may only be approved by COs of 2* Rank - S332 AFA 06 refers. Otherwise, COs must apply to a superior officer in their discipline Chain of Command (as defined in BRd 3(1) Table 20-1) who is an OF5 or above. The deciding OF5, or above, MUST take legal advice from the Regional Legal Office prior to disclosure AND prior to issuing a decision letter.*

12. *Requests for a RoS waiver will be considered on a case-by-case basis by a RoS Board which for OF4 and below will consist of Navy People-PSP Emp Pol SO1 and the relevant Branch Manager (or WFPT Head) with advice from Navy Legal. For OF5 and above the Board will consist of Navy People SOCTM NA, Navy People-SOCTM Head and WFPT Head. The Board will also consider the recovery of any costs for Training or other RoS.*

ANNEX 54B

APPLICATION FORMAT FOR THE ADVISORY COMMITTEE ON CONSCIENTIOUS OBJECTORS

1. Applicant's Name: .....

Number: .....

Rank/Rate: .....

Unit/Ship: .....

2. I declare that I have a conscientious objection to performing military service and I hereby apply to have my case considered by the Advisory Committee on Conscientious Objectors.

Signature: .....

Date: .....

3. Do you intend to be represented before the Advisory Committee?

If so, please state the name, address, profession and/or relationship to you of the representative,

.....

.....

4. Do you intend to be accompanied by a witness?

If so, please state the name, address and relationship to you, if any, of the witness.

.....

.....

5. The space below may be used for any written statement that you may wish to make. Such a statement should be signed by you.

Signature: .....

Date: .....

ANNEX 54C

FORMAT FOR STATEMENT CONCERNING APPLICANT TO BE COMPLETED BY COMMANDING OFFICER FOR INFORMATION OF THE ADVISORY COMMITTEE

1. Service Number: .....

2. Rank/Rate: .....

3. Full Names (Block letters – surname first): .....

4. Ship/unit: .....

5. Date of birth: .....

6. Date of enlistment/joining on current engagement: .....

7. Nature of commission/engagement and date of completion:

.....

8. Amount of service on previous engagements (if any):

.....

9. Length of service in present unit/ship and where stationed:

.....

10. If warned for overseas service or sea service when due to depart and/or destination:

.....

11. Date of arrival overseas on current tour: .....

12. Civilian occupation: .....

13. Branch/trade: .....

14. Home address before enlistment: .....

.....

.....

15. Present home address: .....

.....

.....

16. Marital status:.....

17. If married, date of marriage: .....

18. State ages and sex of children (if any), and give details of any other relatives or dependants living at applicants address:

.....

.....

19. Conduct of applicant: .....

20. Brief particulars of relevant past offences and punishments awarded:

.....

.....

.....

21. A brief summary of the facts of the case:

.....

.....

.....

22. Any further information which the Commanding Officer considers should be brought to the notice of the Advisory Committee:

.....

.....

.....

.....

Name and Rank: .....

Signature: .....

Date: .....

ANNEX 54D

DISCHARGE ON THE GROUNDS OF TEMPERAMENTAL UNSUITABILITY

Points of Contact: CA Psych to MDG(N) and NAVY LEGAL-EMPLOYMENT LAW SO1

SECTION 1 - INTRODUCTION

1. Discharge Temperamentally Unsuitable - Policy

Service persons (both officers and ratings) may be discharged on the grounds of temperamental unsuitability (TU). The grounds for the compulsory withdrawal from training (untrained strength) or administrative discharge (trained strength) for officers is set out in Para 5440 and Para 5441 respectively; the discharge SHORE of ratings and other ranks is shown in Para 5445. Discharge on the grounds of TU is an executive action and not a form of medical discharge. Each application must be supported by a medical report. This Annex describes the referral and assessment process, which is the same for all personnel. The delegated powers to approve such discharges, are as detailed in Annex 54A.

2. Discharge TU Authorities

The CO should be involved in the instigation of a referral for assessment of TU. The Unit Medical Officer (MO)/Civilian Medical Practitioner (CMP) is responsible for distinguishing those who have mental health problems that are remediable or require medical discharge from those who need to be solely managed by the Executive. The MO/CMP, in cases considered to display TU (whether potentially remediable or irremediable – see below), will classify the degree of TU and will also indicate, in cases of Irremediable TU, the degree of urgency with regard to application for discharge. The CO is responsible for consideration of an application for discharge or any further administrative action recommended.

3. Explanation of TU Terms

The following paragraphs outline the meaning of terms with regard to TU.

4. Temperamental Unsuitability (TU)

Temperamental Unsuitability means a persistent[1] and obvious[2] failure by the individual to adapt to the basic, but unique demands of Service life. These demands include toleration of:

a. Separation from family.

b. Naval discipline and military hierarchy.

c. The need for self-discipline.

d. Close quarter living.

Although entry screening and initial training will identify most individuals who are unable to adapt to the requirements of the front line, in some individuals it will only become apparent after this period.

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[1] Persistent - similar maladaptive behaviour or symptoms manifest in different service situations over a reasonable period of time, i.e. some months.
[2] Obvious - maladaptive behaviour or symptoms that are not trivial and that come to the attention of medical, welfare or executive authorities and that do not respond to appropriate management.

5. Temperamental Unsuitability - Potentially Remediable (TU(R))

This person presents with difficulties adapting to Service life, but there are reasonable grounds to believe that they might adapt with support.

6. Temperamental Unsuitability - Irremediable (TU(I))

This person's temperament is such that, in all probability, they will be incapable of making the necessary adaptation to Service life.

SECTION 2 - PROCESS FOR REFERRAL, ASSESSMENT AND APPLICATION FOR DISCHARGE

7. Procedure

a. Responsibilities for referral and assessment of personnel considered potentially TU are laid out below, starting at Para 10. In those personnel considered to display:

(1) **TU(R)** - the MO/CMP will use the following wording in their report:

"In accordance with Annex 54D, it is considered that [rank and name] displays Potentially Remediable Temperamental Unsuitability."

It is recommended that such individuals should be placed on a three-month CO's warning during which time they should receive appropriate medical, divisional or welfare support and administrative action to assist them in settling within the Service environment. If at the end of that period there is no indication of any improvement, consideration should be given to discharge action or a further period of warning. Further assessment by a MO/CMP would not normally be required for a discharge application to proceed.

(2) **TU(I)** - the MO/CMP will use the following wording in their report:

'In accordance with Annex 54D, it is considered that [rank and name] displays Irremediable Temperamental Unsuitability and it is recommended that [they] be (urgently) considered for [compulsory withdrawal from training/administrative discharge/discharge SHORE]."

It is normal in this case that action should be taken to apply for discharge unless there are other overriding Service considerations. Refusal to act on the recommendation would therefore be exceptional and may raise risk management issues. In such cases further discussion should occur between the CO and the recommending MO/CMP via a case conference[3]. In cases where an urgent consideration is recommended, discharge action should be considered immediately.

b. Cases referred for assessment, but considered not to display TU may be more appropriately managed in accordance with Para 10 sub para f. This also applies to those displaying some features of TU, but clearly motivated to remain in the Service.

8. Recommendations and Approval

a. Approval for discharge is IAW Annex 54A. The following rules will apply:

(1) Recommendations for officers (trained strength), ratings or other ranks administrative discharge or discharge SHORE on the grounds of TU, under the terms of this instruction, are to be forwarded to the relevant Regional Legal Office (see Annex 1E) for legal advice prior to consideration by the relevant Deciding Officer.

[3] It is recommended that this includes representatives from Medical/Welfare/Chaplaincy/Executive and the patient and their DO.

(2) Recommendations for the compulsory withdrawal from training of officers on the untrained strength on TU grounds are to be forwarded to the Navy Command Headquarters Terms of Service team.

9. Re-entry of those Discharged Temperamentally Unsuitable

If individuals who have previously been discharged as TU apply to re-enter the Service, the following mandatory guidelines will be applied:

a. If they have previously been assessed as displaying a Severe or Irremediable degree of TU, they will not be allowed to re-enter unless a specific caveat has been made at the time of their recommendation for discharge.

b. If they have previously been assessed as displaying a Mild, Moderate or Potentially Remediable degree of TU, but now appear to have matured significantly or undergone a change of circumstances, they may be considered for re-entry but must be referred to the office of the Senior Medical Officer (Service Entry) (SMO(SE)). Where there is doubt about re-entry , they will be referred to the Consultant Adviser in Psychiatry for formal psychiatric assessment by a Consultant Psychiatrist.

10. Responsibilities of the Executive

a. When it comes to either executive, medical or welfare attention that a person is failing to adapt to Service life, the first action is for the Divisional Officer to address the matter. Whilst TU is not a mental illness, behaviour can manifest as:

(1) Subjective symptoms of anxiety or depression specifically related to being in the Service, or some specific aspect of Service life.

(2) Poor motivation to remain in the Service.

(3) Maladaptive coping mechanisms such as deliberate self-harm[4], use of alcohol[5] or other substances to manage distress or disciplinary problems.

(4) Immaturity.

b. Sensitive enquiry into aspects of their performance should be conducted and simple adjustments to their environment considered. This may include:

(1) Divisional counselling and support.

(2) Compassionate action or other welfare support.

(3) A job change or new assignment.

(4) A branch change (which may include a Service arm change).

[4] See Para 2417 for advice on management of Deliberate Self Harm.
[5] Para 2138 and QRRN Chapter 36 give advice on the management of Alcohol problems.

(5) Psychological support from Primary Care or Mental Health services.

(6) Simply the passage of time.

c. Should this support be ineffective, the CO should consider, with medical staff, an assessment for TU.

d. COs have a responsibility to ensure that the MO/CMP is provided with as much information on the person referred as possible. For a valid assessment to be given, the person must be accompanied at assessment by full Medical and Service documentation, including an up-to-date and comprehensive F Med 1041 report from the ship, establishment or unit in which the individual has been serving. Any other relevant information should also be provided. The more information available to the MO/CMP, the more accurate and helpful will be the recommendations made. It is essential that the F Med 1041 on any individual for whom a discharge recommendation has been signed by the Commanding or Executive Officer of the ship, establishment or unit in which the individual is serving, in order to ensure that all other appropriate avenues of support or discharge have been properly considered. Individuals landed for assessment should be accompanied by F Med 1041 from the ship in addition to any report raised in their subsequent shore establishment. No recommendation for discharge will be made on an individual accompanied by F Med 1041 signed only by a Divisional Officer. Failure to provide necessary documentation may result in delay in any recommendation being made.

e. If a branch or arm change is recommended and the CO agrees, administrative action should be considered to test the individual's aptitude for different employment. Such a recommendation under the terms of this Annex should not lead to circumvention of usual procedures and requirements of a branch or arm change request. Should such a change prove not possible then administrative discharge should be considered. It should be noted that, as every branch involves sea-going liability, an individual's ability to live and work at sea should be the pre-eminent consideration.

f. If it is clear after medical assessment that the individual has the ability to adapt, but does not wish or try to do so, other executive forms of administrative discharge may be more appropriate. A warning for discharge under another category (e.g. Inadequacy or Character and Leadership) might be more appropriate.

g. Where an individual is considered to display a severe degree of TU and a recommendation is made for discharge, irrespective of their medical category, the person will be deemed unfit for their primary role in their current assignment.

h. Where a Service Person remains in service after a TU assessment and then adapts to the Service, as evidenced by an annual report, the paperwork within their personal files relating to their assessment should be destroyed.

11. Responsibilities of the Primary Care Medical Officer/Civilian Medical Practitioner

a. On occasion the Service Person will present to a MO/CMP before the Executive are aware of any problem. The MO/CMP, if satisfied that there is no formal psychiatric illness, should in the first instance refer the person back to their Divisional Officer for management as outlined in Para 1. In all cases, should a referral to a Psychiatrist be considered necessary for assessment of psychiatric illness, the MO/CMP should arrange for full medical documentation to be available to the Psychiatrist and assist the Executive with their responsibilities where required[6]. An appointment will not normally be allocated until this documentation is available.

b. Careful consideration should be given to medical downgrading of personnel awaiting assessment of TU or during a period of executive management of TU(R). Downgrading a person medically confers a powerful message that they have a medical problem and assistance to a person in adaptation is hindered if the person cannot work in a sea-going unit. Branch or arm changes can only proceed if the person is in a medical category of P2 (MFD) or another permanent medical category that allows deployment. If the Primary Care MO/CMP is in doubt as to most appropriate medical category to apply, then they should liaise with their Principal Medical Officer (PMO) or nearest Department of Community Mental Health.

c. In order to make an assessment of TU the Medical Officer or Civilian Medical Practitioner must be a qualified General Medical Practitioner registered with the GMC and have a minimum of three years military primary healthcare delivery experience.

d. In assessing an individual's temperamental suitability for continued service, sufficient time should be allocated by the MO/CMP to make a detailed and informed assessment. Consideration will be given to the person's pre-Service, Medical and Divisional records, personality traits and cultural factors with regard to the individual's ability to provide reliable service in their primary military task. The presence of potentially maladaptive personality traits does not in itself indicate that an individual is unable to adapt and may not necessarily lead to a discharge recommendation. Evidence of TU would normally become clear within the first 2-3 years of service, but occasionally individuals may not present until specific circumstances reveal their maladaptive traits. In cases where TU(I) may be in doubt the opinion of a Consultant Psychiatrist or Senior Psychiatrist should be sought.

e. The medical report is not a clinical assessment for medical treatment but an employment recommendation. Reports should be detailed enough to allow the executive authority responsible for considering discharge to appreciate the facts leading to the medical opinion. Nevertheless, although reports should carry the caveat OFFICIAL-SENSITIVE PERSONAL, attention should be paid to medical confidentiality. Good practice is to achieve written consent from the subject of the report for information to be passed to the CO. The report should usually include: brief circumstances of the referral; an outline of the performance problems emerging as evidence of poor service adaptation; and predisposing factors to poor service adaptation.

[6] Guidance for the Executive in compiling the F Med 1041 is available in Para 2813 Referral of a Service Person to Mental Health Services.

The medical report should be signed by the examining MO/CMP and countersigned/ratified by the Principal Medical Officer (PMO), Senior Medical Officer (SMO) or a senior CMP. Where only one doctor is available within a medical centre the medical report should be signed by the referring MO/CMP and a countersigning PMO/SMO/senior CMP from another medical centre or the Regional Clinical Director (RCD). An example medical report is available at Appendix 1 which may be used as a template.

f. The medical opinion should cover:

(1) A view on whether treatment or other environmental adjustment is likely to lead to improvement.

(2) A recommended medical category, which may be a reduced category even though formal psychiatric illness is absent.

(3) A recommendation for discharge using the proscribed format in Para 7 sub para a.

(4) A recommended medical category should discharge be recommended by the executive.

(5) Clarification, where possible, of the risk of any future maladaptive behaviour.

(6) Finally, the report should state that executive held copies should be destroyed once the service person has proved they have adapted to Service life.

g. In complex cases it may be appropriate to seek a second opinion from a Service Psychiatrist.

APPENDIX 1 TO ANNEX 54D

TEMPERAMENTAL UNSUITABILITY MEDICAL REPORT EXAMPLE/TEMPLATE

Temperamental Unsuitability Medical Report Example/Template can be found in the Forms area of the Homepage.

ANNEX 54E

TYPES OF DISCHARGE AND SUPPORTING DOCUMENTATION

Type of Discharge	Application letter from CO and enclosures (must be disclosed to subject to ensure subject knows case against them)	Representation or Waiver of right to make a Representation (signed) (the right to a fair hearing)	SPEC Report in support. (if App for discharge, then must state if recommended for further service or not)	Evidence of warning process (Warning forms/SJARs/quarterly reports)	C57 or report of civil conviction	Attitude to Fitness Warnings iaw RNFT Policy and Protocols Documents	Appropriate medical supporting documents	May be authorised by COs of OF5 and above	References / Comments
Officers									
Incapacity - Causes Beyond the Officer's Control	X	X	X	X					BR 3(1) 5437, 5438
Unsuitability - Causes within the Officer's Control	X	X	X	X		X*	X*		BR 3(1) 5437, 5438, BR2 3803
Misconduct (civil conviction)	X	X	X		X				BR 3(1) 5437, 5438, BR 2 3803
Misconduct (other)	X	X	X						BR 3(1) 5437, 5438 (other docs will be determined on the facts of the case)
Applications to Resign Commission									BR 3(1) 5429

* Where Appropriate

Type of Discharge	Application letter from CO and enclosures (must be disclosed to subject to ensure subject knows case against them)	Representation or Waiver of right to make a Representation (signed) (the right to a fair hearing)	SPEC Report in support. (if App for discharge, then must state if recommended for further service or not)	Evidence of warning process (Warning forms/SJARs /quarterly reports)	C57 or report of civil conviction	Attitude to Fitness Warnings iaw RNFT Policy and Protocols Documents	Appropriate medical supporting documents	May be authorised by COs of OF5 and above	References / Comments
SHORE									
Fraudulent Entry	X	X	X						BR 3(1) 5443
Inadequacy	X	X	X	X					Individual must have been reverted to lowest rate BR 3(1) 5443
Inadequacy - more than 20/18/22 Years pensionable service on an ES2/ FC/OE1 respectively	X	X	X	X					BR 3(1) 5443
Failure of Naval Annual Personal Weapons Test (NAPWT).	X	X	X	X					BR 3(1) 5443
Financial Irresponsibility	X	X	X	X					BR 3(1) 5443 See rqmts of BR 2 3616, BR 3(1) 2162 and Annex 21J
Obesity	X	X	X	X			X		BR 3(1) 5443
Medical Reasons	X	X	X	X			X		BR 3(1) 5443
Alcohol	X	X	X	X			X		BR 2 3624 and BR 3(1) 2138 Evidence of 1 day alcohol course
Best Interests of Service	X	X	X	X*			X		BR 3(1) 5443
Temperamental Unsuitability (I)	X	X	X	X*			X	X	BR 3(1) 5443
Temperamental Unsuitability (R)	X	X	X	X*			X		BR 3(1) 5443

* Where Applicable

Type of Discharge	Application letter from CO and enclosures (must be disclosed to subject to ensure subject knows case against them)	Representation or Waiver of right to make a Representation (signed) (the right to a fair hearing)	SPEC Report in support. (if App for discharge, then must state if recommended for further service or not)	Evidence of warning process (Warning forms/SJARs/quarterly reports)	C57 or report of civil conviction	Attitude to Fitness Warnings iaw RNFT Policy and Protocols Documents	Appropriate medical supporting documents	May be authorised by COs of OF5 and above	References / Comments
SNLR									
Unruly	X	X	X	X					BR 3(1) 5445
CDT Failure	X	X	X						JSP 835 2133 – 2137, BR3 5447, 2136, 2137 Notification of Failure, Record of Interview, toxicology report where result disputed, Service Police Referral where spiking alleged.
Drugs Misuse	X	X	X						BR 3(1) 5445 JSP 835 2133 – 2137, BR 3(1) 5447
Civil Conviction	X	X	X	X	X				

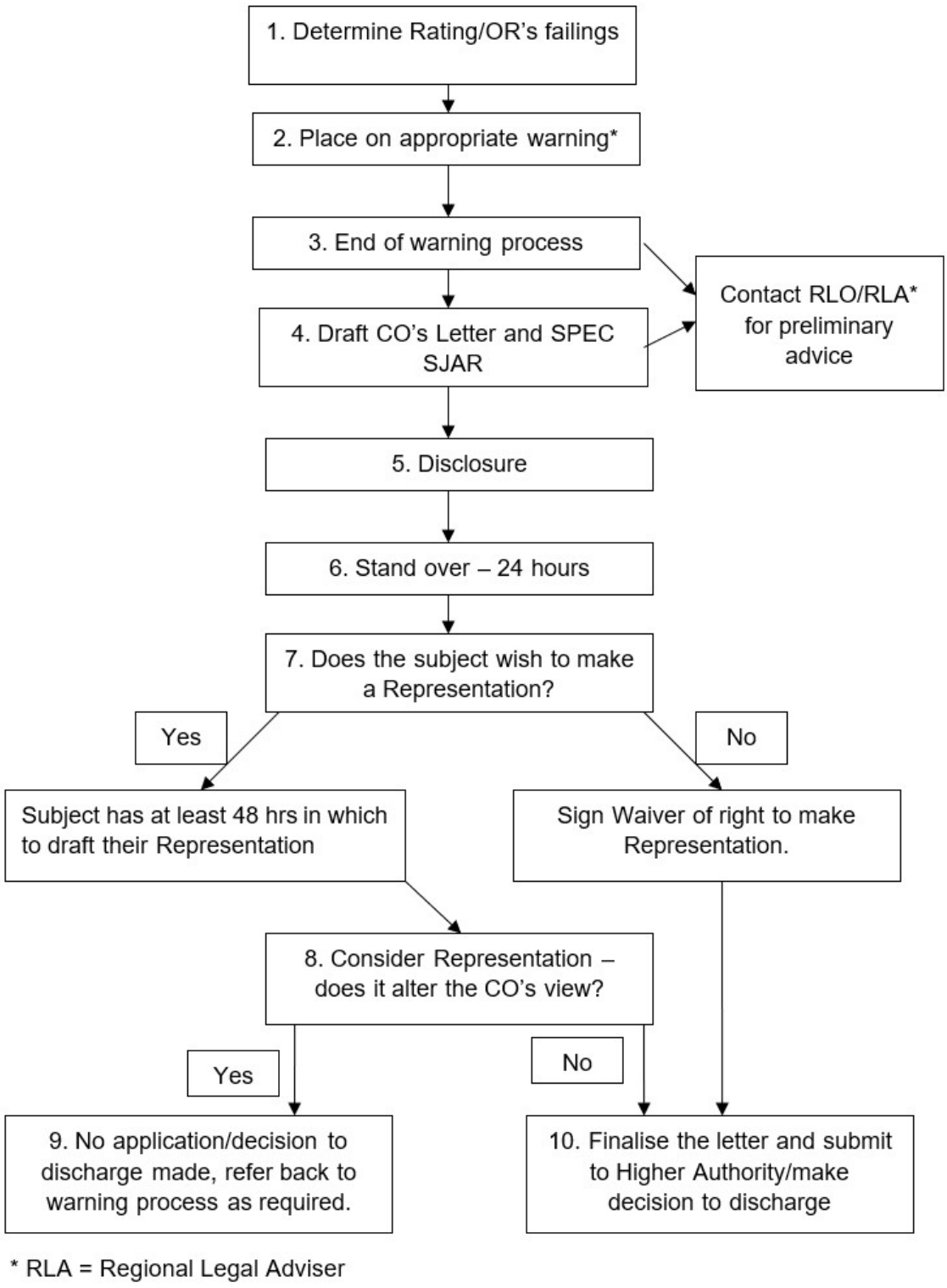
* Where Appropriate.

ANNEX 54F

COMMANDING OFFICER'S STEP BY STEP GUIDE TO THE DISCHARGE PROCESS

The following is intended as a guide to aid the Commanding Officer (CO) and must be used with reference to the relevant parts of Chapter 54.

Figure 54H-1. Discharge Process



* RLA = Regional Legal Adviser

* In cases of discharge for Drug misuse/CDT, compassionate, Temperamental Unsuitability, Best Interests of the Service or medical reasons, it is accepted that there is no necessity for previous warnings (Para 5442).

Explanatory Notes.

1. The subject's failings should be identified by their Line Manager or any alternative method which can be formally documented and called upon as evidence as required.

2. The subject should be placed on an appropriate warning (see Para 5443 and Para 5444).

3. The warning process must be followed in accordance with Chapter 57. At the end of the warning process, the CO must determine which course of action is most appropriate. If the CO decides that an application for the subjects discharge is the correct course of action, then the flow diagram is to be followed to completion.

4. A CO's letter is to be drafted in addition to a SPEC SJAR. The letter should be addressed to higher authority as required, or to the individual where the CO has power to authorise discharge. It should explain and contain all supporting evidence that justifies the CO's decision to consider discharge. Further guidance on the contents of this letter is at BRd 3(1) Annex 1E. Advice must be sought from the Navy Command Headquarters Casework Cell or appropriate Regional Legal Adviser prior to disclosure to the subject.

5. The CO's letter and supporting evidence must be disclosed to the subject. This ensures that the discharge, if approved, adheres to the Rules of Natural Justice and cannot provide recourse against the RN if the discharge is later challenged by the subject.

6. The subject must be given a period of at least 24 hours (or such longer period as considered/deemed reasonable in the circumstances) in which to read through the draft application.

7. If the subject decides to make a Representation, they are allowed a further 48 hours (or such longer period as considered reasonable in the circumstances) in which to complete their written comments (they should be provided with support by an assisting officer as required) and sign and date the Representation. If the subject decides against making a Representation, then they are to sign and date a waiver of their right to make a Representation against their discharge.

8. The CO must consider any Representation and determine whether any of the subject's comments alter the decision to consider their discharge.

9. If the CO's view is changed by the subject's comments, then no application is to be made and the subject is to be reviewed in accordance with the warnings process as required.

10. If the CO's view is unchanged by the subject's comments, then the application is to be finalised. The CO must make reference to the subject's Representation (or absence of a Representation) and state the reason why they do not consider them sufficient to deter the CO from continuing with the discharge.

11. If the CO is the officer authorised to approve discharge, they should seek legal advice before making his decision. The CO should then notify the individual of their decision in writing, giving full reasons for it and reminding the individual of their right to state a Service Complaint against discharge where appropriate. A full copy of all documents must then be sent to the Casework Cell for archive.

12. If the CO is applying to higher authority, the following must be submitted to the Deciding Officer:

a. Finalised application for the subject's discharge. It must be signed and dated by the CO (unsigned e-copies may be provided in the first instance but originals should be provided before the case will be presented to the Deciding Officer).

b. Signed and dated Subject's Representation or signed waiver (unsigned e-copies are unacceptable).

c. The documents listed in the table at Annex 54E.

d. Any other documents/evidence the CO considers relevant in support of the application and which have been disclosed to the individual.

13. The officer authorised to approve discharge should make their decision. The approving officer should then notify the CO of their decision in writing, giving full reasons for it and direct that the Subject be reminded of their right to state a Service Complaint against discharge where appropriate. A full copy of all documents must then be sent to the Casework Cell for archive.

14. Copy Addressees

a. The following copy addressees should be included on decision letters:

b. Drugs related matters - NAVY PEOPLE-TRG-HQ N9 EXEC SO1
WO1 NAVY NPS-EXEC CDT WO1

c. Decisions authorising discharge - UKSV-Exceptions-Grp (MULTIUSER)
NAVY PSYA-PERSONNEL SECURITY GRP (MULTIUSER)
NAVY PCAP-CM MAILBOX (MULTIUSER)
NAVY LEGAL-RLO MAILBOX (MULTIUSER)

15. The relevant Head of Fighting Arm is to be informed by the CO in all cases that have not led to the individual's discharge but where concerns are raised over an individual's suitability to perform their professional duties to a satisfactory standard that cannot be adequately addressed through the normal warnings process. For example, concern arises that a medical branch rating/officer may be misusing drugs/alcohol which does not lead to their discharge. This should be raised to ACOS Med.

ANNEX 54G

SPARE

ANNEX 54H

HM FORCES/HOME OFFICE DISCHARGE PROFORMA

HM Forces/Home Office Discharge Proforma *(Downloadable version available in BRd 3(1) Forms Section)*

ANNEX 54I

RESERVE LIABILITY/ELIGIBILITY GUIDE

(Ratings and Other Ranks are hereinafter referred to as RANKS)

1. Introduction

The Reserve liability of every individual who leaves the Service must be addressed and the basic details recorded into JPA, which is used to populate their Certificate of Service upon termination; in all situations recording these details into JPA is the responsibility of the Career Manager (CM).

2. To which Reserve Forces Act (RFA) is the Service Person (SP) Subject?

There is no field on JPA that indicates whether a Service Person (SP) is subject to Reserve Forces Act 1996 or 1996(12) 3. To arrive at that decision, the CM must look at the SP's record and determine which RFA it is. So, in each individual case, the CM is required to look back at the SP's record and decide to which Act they are subject. The RFA the SP is subject to is defined as follows:

a. If the SP joined the Service before or has re-engaged before 1 Apr 15, they have a RFA 96 liability.

b. If the SP joined on or re-engaged after 1 Apr 15 then they will have a RFA 96(12) liability.

3. Eligibility

Other parameters must also be considered for eligibility. An SP is not eligible for Reserve service, irrespective of whether they're RFA 96 or RFA 96(12) and are not to be enrolled in the Reserves. If any of the following criteria applies:

a. **Officers.**

(1) Has not completed a minimum of 2 years in the Royal Navy.

(2) Has been discharged with a JMES that includes L6 or M6[1].

(3) Has been discharged for misconduct or is "Not recommended for further Naval Service" in their final OJAR.

(4) Has resigned their Commission or has had their Commission terminated.

(5) Is a female who joined the service before 1 Apr 97 (and has not volunteered for Reserve liability.

b. **Ranks.**

(1) Has not completed a minimum of 2 years in the Royal Navy.

[1] Joint Medical Employment Standard of L6 "Unfit for service in the land environment" and M6 "Unfit for any duties in the maritime environment".

(2) Has been discharged with a JMES that includes L6 or M6.

(3) Has been discharged SNLR or is "Not recommended for further Naval Service" in their final SJAR.

(4) Is a female who joined the service before 1 Apr 97 (and has not volunteered for reserve liability).

4. What Types of Reserve and their Liability

All eligible leavers will initially join the Royal Fleet Reserve (RFR). Officers, who have served less than 20 years, will transfer over to the Recall Reserve (RR) after 6 years' service in the RFR, as per the table below:

	20 years or more as a member of the regular forces	Type of Reserve	Liability
Officer	Yes	Royal Fleet Reserve	To age 60.
	No	Royal Fleet Reserve	6 years or until age 60 (whichever is sooner) in the RFR. Thereafter, Recall Reserve[2].
Rank	N/A	Royal Fleet Reserve	6 years or until age 55, whichever is the sooner.

5. Career Manager Actions

For all Service Leavers, the Career Manager (CM) is to carry out the following actions, detailed guidance can be found in the JPA user guide:

a. **Populating the Reserve Liability Supplementary Roles Field in JPA.** Using the guide above, the SP's CM, should be easily able to identify whether a SP has Reserve liability and complete the Supplementary Roles field in JPA. If the SP is not eligible (see para 3 above) then this field is annotated with 'No Reserve Liability'.

b. **Ensuring current contact details are correct.** It is important that the contact details of the SP are checked and correctly entered in JPA, by the CM, notably their personal email address, mobile telephone number, and permanent home address. These details are to be assured by Release Desks when processing a Service leaver and that the details are recorded in JPA.

c. **Transfer of Career Manager at termination.** The current CM is to transfer the individual to their new CM, on their SP's termination date, by amending their new CM tag in JPA to 'NCMRESRFR', who thereafter is responsible for managing their records after leaving the Service.

6. Queries

Any queries can be made to Royal Fleet Reserves,1-Deck, Henry Leach Building, Whale Island (NAVYPEOPLE-CMRESRFRMAILBOX@mod.gov.uk).

[2] Officers under RFA 96, are liable for recall for as long as they hold a commission, but it is unlikely that they will be recalled after the age of 60.

ANNEX 54J

TEMPLATE - WAIVER OF RIGHT TO SUBMIT A REPRESENTATION

Navy Command

HMS …….
BFPO……

Your Ref:

Telephone: xxxxx
Military Net: xxxxx
Email: xxxxx

CNLS Casework Cell
Navy Command Headquarters
MP 4-2
Leach Building
Whale Island
PORTSMOUTH
PO2 8BY

Date:

WAIVER OF RIGHT TO SUBMIT A REPRESENTATION

1. On [*Date*], I was seen by *Cdr A A Smith RN, Commanding Officer HMS CERES*. I was informed by *them* that application was being made to the Higher Authority for my *Discharge SHORE (Inadequacy - RNFT)* in accordance with *BRd 3(1) Para 5445 (3)c.*

2. I was reminded of my right to submit a Representation against this application in accordance with BR 3(1) Para 5449 sub para b. In order to aid my decision, I was given a copy of *Cdr Smith's* application letter and a copy of all associated paperwork that *they intend* to submit to the Higher Authority to support the application.

3. I was given a minimum of 24 hours to decide whether I wished to submit a Representation, however, I have waived this right and have chosen not to submit one.

4. I am aware that, if this application is approved, I will have the right to submit a Service Complaint in accordance with JSP831 against the decision.

Signed:

[Name]
[Rank/Rate]

Witnessed by:

[Name]
[Rank][Position]

ANNEX 54K

OPTIONAL EXIT POINTS FOR SUBMARINE SERVICE PERSONNEL

1. Introduction

JSP 754 provides single Services with the ability to implement Optional Exit Points[1] (OEP) as one of the workforce mechanisms aimed at promoting retention.

2. Optional Exits Points Structure

The OEP structure for all submariners came into force on 1 Feb 15 and is as follows (for clarity, examples are provided at Para 7):

a. Two fixed points in each calendar year: 31 May and 30 Nov.

b. Minimum notice for a particular OEP is 18 calendar months. This means that the latest date for application for a 31 May OEP is 30 Nov, 2 calendar years prior and for a 30 Nov OEP is 31 May in the preceding calendar year. Applications may be made at greater than 18 months' notice once an individual meets the eligibility criteria at Para 3 below.

c. There is no option to accelerate exit via OEP - see Para 6.b below.

d. Once an OEP application has been approved, this sets the earliest exit date by the OEP route. Therefore, there is no recourse to withdraw an OEP application and then submit another for an earlier date.

3. Eligibility

a. OEPs are available to personnel in the following categories, providing that they have sufficient time left to serve to fulfil the notice requirements at Para 2:

(1) Ratings serving on an EC who do not have preserved rights under the previous OEP structure detailed in Para 4 below. In effect, this encompasses personnel who accepted an EC/ES3 offer after 1 Mar 14.

(2) Ratings serving on an EC(15) who have preserved rights as detailed in Para 4 below, but who have passed the 32 years' reckonable service point[2].

(3) Officers serving beyond their Immediate Pension Point (IPP) or Early Departure Payment point (EDP)[3].

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[1] Each Service operates manning mechanisms with the aim of 'pulling' personnel through to a certain period of service thus aiding retention.

[2] The distinction is provided because personnel on EC15 beyond 32 years' reckonable service have no opportunity to access the new OEP structure, whereas other individuals can access the structure detailed here by accepting a new EC offer.

[3] AFPS 75 IPP - 16 years' service beyond the age of 21. AFPS 05 EDP - 18 years from date of entry or age 40, whichever is later. AFPS 15 EDP - 20 years from date of entry or age 40, whichever is later. For individuals with preserved rights under AFPS 75 or AFPS 05, the IPP/EDP definition pertaining to the relevant legacy scheme will remain extant under AFPS 15.

(4) Ratings in the Submarine Service serving on an EC that was accepted during the period when OEPs were previously available (before 28 Feb 14) may apply with greater than 12 months' notice to leave at a pre-determined exit point as detailed below:

(a) 22 years reckonable service[4] (i.e. completion of the Open Engagement (OE)).

(b) 26 years reckonable service (i.e. completion of the OE and 4 years of an EC).

(c) 29 years reckonable service (i.e. completion of the OE and 7 years of an EC).

(d) 32 years reckonable service (i.e. completion of the OE and 10 years of an EC) (for those personnel serving on EC(15)).

b. To facilitate compatibility with New Employment Model (NEM) terminology, the terms 'Extended Career' and 'beyond the IPP/EDP' align with Employment Stage (ES) 3 under NEM. OEPs are only available to ratings on 2OE/EC/ES3 engagements, but not serving on a subsequent EoS, and to officers on FTC/FCS engagements, but not serving on a subsequent EoS. For individuals undertaking Tailored Careers, eligibility for OEPs is a matter for individual negotiation.

c. Only ratings holding the ranks of OR2–OF4 who draw RRP(SM) on a Continuous Career Basis will be entitled to the Reserve Band. Officers of OF5 draw RRP(SM) on a Non-Continuous Basis and have no entitlement to the Reserve Band therefore RRP(SM) will cease when the individual is assigned out of a RRP(SM) tagged PID whether an OEP has been submitted or not. OF6 and above have no entitlement to RRP(SM)[5].

4. Promotion Eligibility having Opted for an Optional Exit Point

a. The following promotion eligibility rules are in place for those personnel who opt for an OEP:

(1) Ratings who have had an OEP approved will remain eligible for selection for promotion, provided that their revised Termination Date is later than the CPD for that particular board. Subsequent promotion will be conditional on the individual applying to withdraw their OEP and that application being approved.

(2) Officers who have had an OEP approved will have their Termination Date revised. This will adjust their promotion zone exit point, as described in Annex 66B, and may result in them not being eligible for selection for promotion.

(3) Officers and ratings who submit an OEP after being selected for promotion will be considered to have submitted their notice as detailed in Para 6712.(e) and will automatically be presumed to have refused promotion and will have their selection cancelled.

[4] Reckonable service being that which counts for engagement purposes, i.e. from age 18 for those on the OE.
[5] The authority for the payment, and payment basis, of RRP(SM) is JSP 754 Chap 5 Sect 3.

b. Any rating who has submitted an OEP prior to 5 Mar 18 will retain legacy rights to the rules in RNTM 251/15 Para 10.

5. Application Process

a. Applications to leave at a pre-determined exit point must be made by completing the form at Appendix 1 to Annex 54K and forwarding it to the appropriate Career Manager. Applicants must not apply for Early Termination via JPA, as this will result in the removal of RRP(SM) and, where appropriate, RRP(NP). Career Managers are to retain a hard copy of all applications made.

b. OEP applications must be signed and dated by the Commanding Officer no later than the latest application date described in Para 2 above. Applications for a particular OEP must be received by the Career Manager within 14 days of latest application date, otherwise they will be automatically adjusted to reflect the next available OEP, and the applicant informed.

c. The first date for an individual to make a valid application is as follows:

(1) For ratings on an EC accepted after 1 Mar 14, the day after their termination date before accepting the current EC offer. In effect, this means that a minimum of 18 months' service on EC will be required to access an OEP.

(2) For ratings on EC15 accepted before 1 Mar 14, the day after the 32 year reckonable service point.

(3) For officers, the day after the IPP/EDP is reached.

6. Implementation

a. Following a successful application from an eligible individual, the Career Manager will enact the OEP by adjusting the individual's Termination Date on the JPA system to the appropriate OEP date[6]. A record of all OEPs enacted in this manner is to be retained and included in Management Information as adjusted Voluntary Outflow (VO) figures.

b. There is no option for earlier release than the OEP date made on the application. The nature of OEPs is that they are fixed, inflexible points in time once implemented and it is this characteristic that allows the benefits associated with SM Service to be retained. In particular, personnel who leave by Early Termination have their Recruiting and Retention Pay (RRP) removed in accordance with JSP 754 Art 05.0203.l. By leaving at a pre-determined exit point, as detailed above, an individual may continue to draw their full entitlement of RRP (Submarine) and, where appropriate, RRP (Nuclear Propulsion) over the remainder of their service (including the last 12 months).

[6] For clarity, an OEP remains a form of early release and this should be reflected in individual pension applications by ticking the 'Early Release' box in Part A of AFPS Pen Form 1 (M), or the equivalent option on any future editions of this form.

c. Any individual who wishes to leave outside of the OEP structure and before completion of their engagement/service should apply for Early Termination via the JPA system. This includes individuals who have submitted an OEP application who then wish to leave the Service more quickly. In such cases, release time scales will be in accordance with extant policy, noting that there is no entitlement to notice of less than 12 months.

d. Where an individual wishes to withdraw an OEP application, they should apply in writing to their Career Manager (as detailed on the original application form). The request will be considered by the Career and Branch Manager, in line with extant policy for the Withdrawal of an Application for Early Termination and, if approved, the Termination Date will be reset by the Career Manager to the original date. A note will be made on the individual's JPA record of their original OEP application and its withdrawal. Any subsequent OEP application may be made only for a point on or after any former application i.e. an individual may not withdraw an OEP and then apply for an earlier date than the previous application(s) in an attempt to shorten their notice period.

e. Should the needs of the Service preclude completion of resettlement activities before the OEP terminal date, then the provisions of Para 5916 apply.

7. Examples

The following examples are provided for guidance:

a. An individual who accepted EC10 in 2014 wishes to leave by OEP on 30 Nov 18. They must apply (application signed by CO) by 31 May 17 and the application must be received by the CM by 14 Jun 17. In this case, they make their application in Dec 15, at greater than the minimum 18 months' notice.

b. In Jun 16, the individual above applies to remove their OEP application and the request is approved. Any subsequent reapplication for OEP may not have a Termination Date earlier than was approved in the original application i.e. 30 Nov 18.

c. An individual on EC15 awarded before 1 Mar 14, but is beyond the 32 year reckonable service point and with more than 18 months to serve, wishes to leave by OEP on 31 May 17. Their application must be dated no later than 30 Nov 15 and received by the CM by 14 Dec 15.

d. Having applied for a 31 May 17 OEP, the individual above wishes to leave sooner. Their only option is to submit a request for Early Termination on JPA, accepting the extant terms associated with notice giving in terms of RRP. They may then negotiate for earlier release with their employer and CM, in accordance with BRd 3(1), noting that there is no entitlement to a notice period of less than 12 months.

e. An officer will reach the IPP/EDP on 1 Jun 18. The earliest application date is therefore 2 Jun 18, meaning that the first available OEP is 31 May 20.

f. An individual serving on EC15, accepted before 1 Mar 14, has completed 30 years' reckonable service. The earliest date for an OEP application is the day after completion of 32 years' reckonable service i.e. when preserved OEP rights no longer give access to any further OEPs.

APPENDIX 1 TO ANNEX 54K

APPLICATION TO LEAVE THE SERVICE AT AN OPTIONAL EXIT POINT

Name: ..... Initials: ..... Service Number: .....

Rank/Rate: ..... Main Trade: .....

Current Unit: .....

I confirm I am: (delete as appropriate):

a. Serving in the Submarine Service.

b. A rating serving on an Extended Career accepted after 1 Mar 14. My Tx date before accepting EC was: .....

c. A rating serving on EC(15) accepted before 1 Mar 14. I achieved 32 years reckonable service on: .....

d. An officer serving beyond the Immediate Pension Point/Early Departure Payment point, which fell on: .....

e. Serving on Employment Stage 3 under the New Employment Model.

I wish to apply to leave the Service using an Optional Exit Point on:.....
(dd/mm/yyyy)

I will be required to serve the entirety of this notice period.

Signed(by applicant).....Date.....

By Commanding Officer

I certify that this person has **not applied** for Early Termination on JPA.

Name: ..... Initials: .....

Rank: ..... Date: .....

Signed: .....

This form should be forwarded as follows:

For MESM/WESM Ratings:	For MESM/WESM Officers:	For Warfare SM Ratings:
NAVY PCAP-CM OR ENG SMSO2 Navy Command Headquarters Room 211 MP 2.1 West Battery Whale Island Portsmouth Hampshire PO2 8DX	NAVY PCAP-CM OF ENG SM SO1 Navy Command Headquarters Room 219 (thereafter as in Column 1)	NAVY PCAP-CM OR WAR UWSO2 Navy Command Headquarters Room 242 MP 2.2 (thereafter as in Column 1)
For Warfare SM Officers:	**For Logistics SM Ratings:**	**For Logistics SM Officers:**
NAVY PCAP-CM OF WAR SMSO2 Navy Command Headquarters Room 212 MP 2.2 West Battery Whale Island Portsmouth Hampshire PO2 8DX	NAVY PCAP-CM OR LOGS SO2 Navy Command Headquarters Room 141 MP 1.1 (thereafter as in Column 1)	NAVY PCAP-CM OF LOGS SO2 Navy Command Headquarters Room 143 MP 1.1 (thereafter as in Column 1)
For Medical SM Ratings:	**For Medical SM Officers:**	
NAVY PCAP-CM OF MED NAHPSO1 Navy Command Headquarters Room 129 MP 1.1 West Battery Whale Island Portsmouth Hampshire PO2 8DX	NAVY PCAP-CM OF MED SO1 Navy Command Headquarters Room 143 (thereafter as in Column 1)	

Career Managers are to retain a hard copy of all completed forms.

CHAPTER 55

HOLISTIC TRANSITION, LEAVE WELL & VETERANS

(Sponsor: NAVY PEOPLE-PSP-Pol Dev SO1)

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References:

A. JSP 100: Holistic Transition and Veterans
B. JSP 534: Tri-service Resettlement & Employment Support Manual
C. JSP 760: Tri-Service Regulations for Leave and Other Types of Absence

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CHAPTER 55

HOLISTIC TRANSITION, LEAVE WELL AND VETERANS

SECTION 1

HOLISTIC TRANSITION AND LEAVE WELL

5501. Introduction

a. The ten-year vision of the Strategy for our Veterans is that those who have served in the UK Armed Forces, and their families, should transition smoothly back into civilian life and contribute fully to a society that understands and values what they have done and what they have to offer. The Armed Forces Covenant and Chief of Defence Peoples's Veterans Strategy and Families Strategy ensures MOD discharges its responsibility to help Service Personnel (SP) and their families to make suitable preparation in-Service and beyond. JSP 534 - The Tri-Service Resettlement & Employment Support Manual prepares Service Leavers (SL) in resettlement for civilian employment. JSP 100, the Defence Holistic Transition (HT) Policy, sets the single service (sS) policy to deliver wider transition activity, including through-career Life Skills and Veteran Services (formerly Defence Transition Service) referrals.

b. The Royal Navy's (RN) focus in delivering the requirements of JSP 100 is through the promotion of Holistic Transition support for SP and families, from Basic Training through to Resettlement. Uniquely, HT recognises the importance of empowering families to secure the 'home base' and support their SP's continued service.

5502. Context

a. Serving in the RN requires commitment, sacrifice, and dedication from an SP and equally the dedicated support of their family members. In return the RN has a moral duty of care to support and sustain its greatest asset, its people. In recognition of the unique demands of Service life, Defence and the RN support its people through a range of policies, procedures, and support to sustain the RN community from joining, through their military careers to the point of discharge, and when necessary, beyond. The intent of the People and Training Directorate is to support all SP, bringing significant benefits to the individual and their family as well as the RN.

b. **The Lived Experience.** The values, standards and ethos, as outlined in the Culture Blueprint and the 'Lived Experience' of an SP is markedly different to the public in society. All SP (and their families) will leave the RN at some point. Over half leave sooner than expected and some leave at short or very short notice.

c. **Transition.** This is the process of practical, physical, and emotional adjustments that the RN community must make when leaving military service to re-integrate into civilian society. It is about ensuring that those who have served in the RN, and their families, can use their experience to live positive and fulfilling lives.

d. **The Chain of Command.** The Chain of Command (CoC) leadership function includes the facilitation of whole life personal and professional development. The CoC (the Divisional and Regimental system) has an obligation and duty of care to offer Holistic Transition, through-career support, advice, and personal and professional development, to promote and provide opportunities for SP (and their families) to plan both for a successful military career, prepare for their inevitable return to civilian life and 'Leave Well'[1].

e. **Leaving Well and beyond.** This is best achieved throughout a SP career including personal development, planning, preparation, and informed decision making. It risks being compromised or undermined if left to the last minute. Leave Well aims to go beyond a simple career path model by taking a more holistic view of family life and involving them in planning for their future.

5503. Holistic Transition

In order that the term 'transition' is understood and viewed positively throughout a career, it is important to use a different term for earlier in-career 'transition' support, which is termed 'Life Skills'[2]. Life Skills are part of the Moral Component of Operational Capability. It builds emotional and social resilience to enable our SP (and families) to reduce the impact of everyday challenges in service life. For the SP, this means improving their Individual Operational Effectiveness, a critical component of military readiness and capability, ensuring that each member of the armed forces can contribute effectively to the overall mission success. This can be achieved by understanding the individual challenges a SP will face and mitigating them (whether knowledge gaps, health issues, culture change) and by building upon the positive aspects of Service. This extends to activity for the CoC to promote and provide opportunities to improve their SPs Life Skills, and to complete their annual Life Checker, with the individual SP responsible for undertaking Life Skills, choosing when and how to do so.

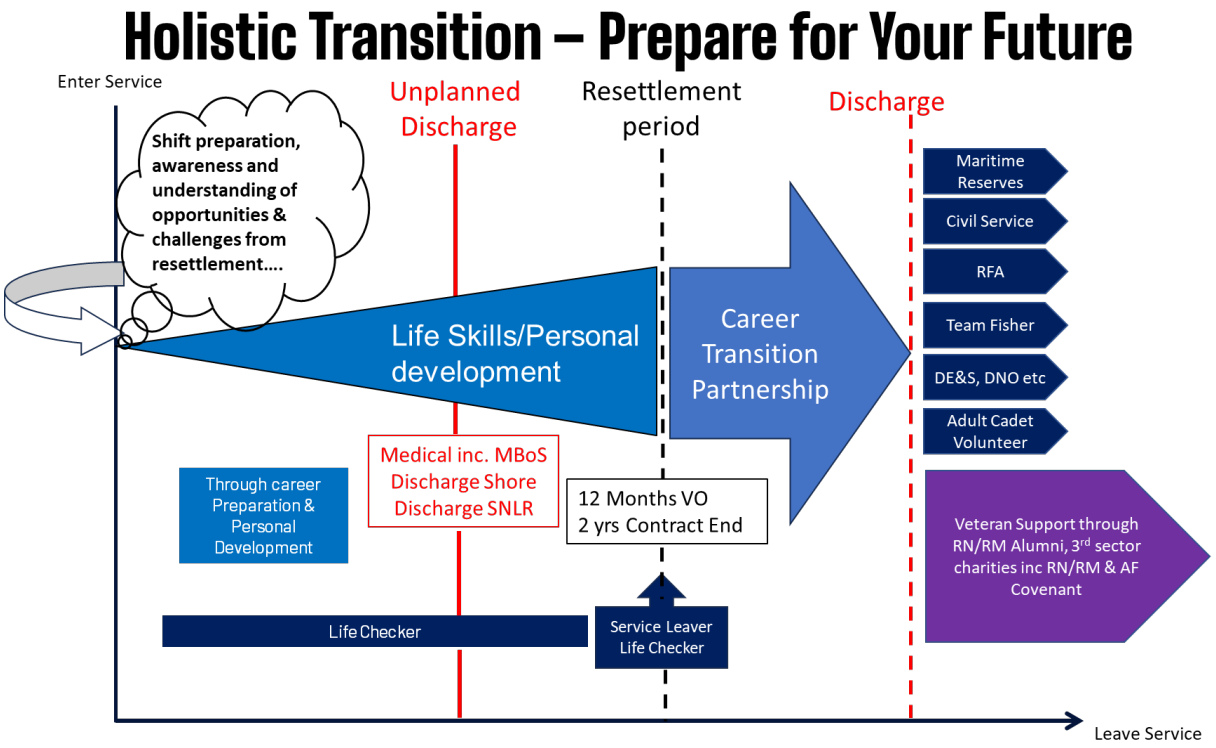
5504. Life Skills

a. Undertaking Life Skills as part of personal development opportunities also supports the understanding of the benefits and allowances that are available to our personnel during service. Engaging early with Life Skills will support not only the preparation for life beyond service, building personal resilience, awareness, experience, and confidence, but also the promotion and understanding of the new 'Navy Offer'. This enables SP to seek the support of the appropriate service or support organisation at the earliest opportunity, while supporting them and their family.

[1] JSP 100 defines 'Leave Well' as 'a Service Leaver that understands, and is well prepared for, the challenges faced with transitioning to civilian life'.
[2] Through-Career Advice, Information and Guidance on the core topics Finance, Education, Housing and (Mental) Wellbeing.

b. Life Skills are defined as 'those behaviours that underpin successful personal, social, work and civic outcomes. The accumulation of Life Skills enables SP and their families to plan and make provision, through sound decision-making, for their futures in the RN and subsequently when they transition[3] to civilian life. Life Skills builds personal resilience. It is retention positive and supports operational capability through the promotion of preventative health & wellbeing. The consequential effects will be a more resilient SP which will aid their in-service career, and a SL who is aligned to and understands wider society, knowing their options and opportunities.

Figure 55-1: Holistic Transition



[3] Transition encompasses the practical, physical and emotional adjustments that an individual (and family members), when leaving the Service, will aid successful reintegration into civilian life.

SECTION 2

PERSONAL RESILIENCE & INDIVIDUAL OPERATIONAL EFFECTIVENESS (LIFE SKILLS)

5505. Prepare for your Future

Planning for life after Service did not traditionally commence until resettlement eligibility was triggered, which was either two years prior to the end of the individuals' terms of service, as part of an administrative or disciplinary process or immediately if an individual had submitted their notice to resign. The decision for a SP to leave the service can result in a potentially stressful situation, and the RN recognises this. Earlier planning prepares the SP for a positive and successful transition for their family and the future. Underpinned by assurance, this approach comprises five elements:

a. **Inform.** Promoting CoC understanding and personal development through the provision of Life Skills information, in service benefits/opportunities and signposting to SP and families.

b. **Support.** Supporting professional development through the provision of Life Skills activity, a range of material, briefs, and advocacy by the CoC.

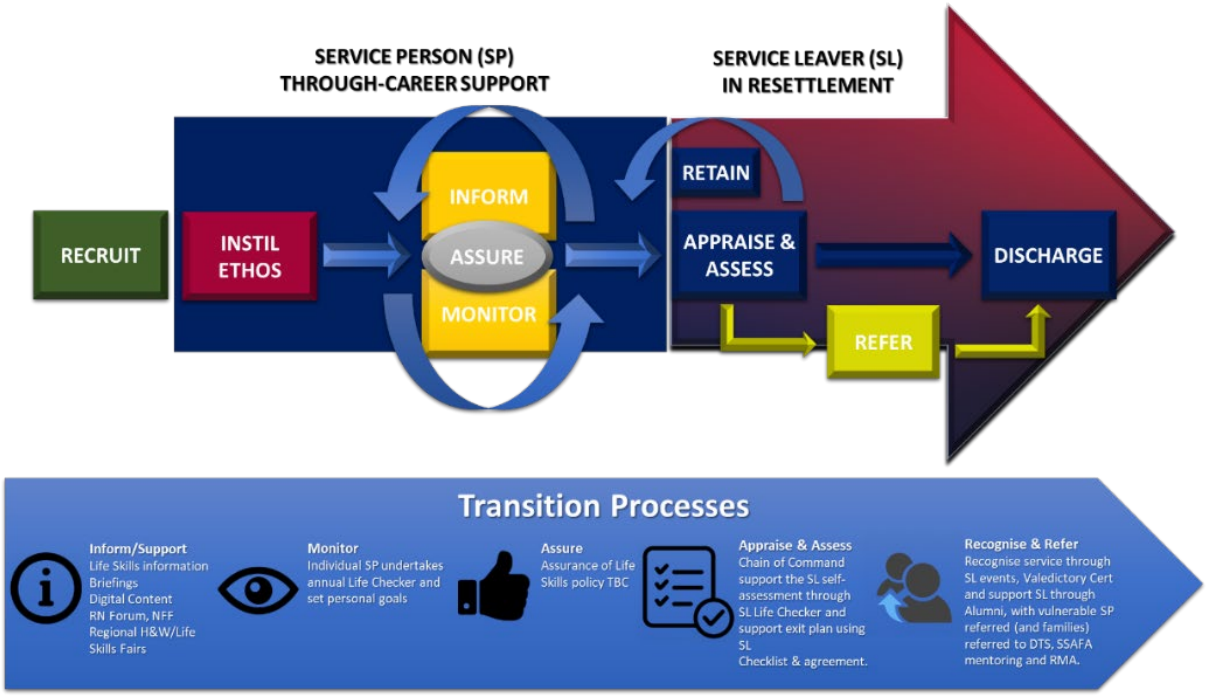
c. **Monitor.** Monitoring SP resilience and continuity of engagement with personal development & Life Skills. This is undertaken through an annual Life Checker.

d. **Appraise & Assess.** Appraising the SL on the measures and considerations that are required for a successful transition. Allowing them to assess[4] their preparedness as they enter resettlement, for life beyond the Services through a SL Life Checker and enhanced SL process, automated through SCIO.

e. **Recognise & Refer.** Referral of Personnel on Recovery Duty (PRD), Vulnerable Risk Management (VRM) SL and other SL / families with ongoing support requirements, to unit or 2nd line welfare support (RNFPS). Provide signposting to activities that acknowledge the service and commitment shown by our SP and their family, and to relevant referral agencies/organisations including Veteran Services (formerly Defence Transition Services) and the sS and tri-service (tS) charities. This must include a final check on the SL having a housing provision.

[4] Covers all categories of SL from the trained or untrained strength: Normal SL (incl. Redundancy & Compulsory Discharge), Medical SL and ESL (Early SL).

Figure 55-2: Transition Processes



5506. Inform

This is a fundamental component to the Whole Life Development (WLD) of our SP.

a. Key to development of Life Skills is the active support and promotion by the CoC. From CO through the Divisional and Regimental system, the Command maintain the obligation to ensure their SP are aware of Life Skills and of the need to maximise opportunities to develop themselves and their family. Additionally, this also aligns with the MoD 'Your Offer'. Both programmes are retention positive.

b. LDO Ops team will provide details of Life Skills within their LDO Ops brief to Units on request.

c. Life Skills briefs can be arranged for Unit Command Teams through their higher command (SUBFLOT, SURFLOT, etc), by emailing Holistic Transition & Veterans team: NAVYPEOPLE-PSPLEAVEWELL@mod.gov.uk.

5507. Support

Measures to provide Life Skills to SP and to provide the CoC with the tools to raise awareness of Holistic Transition and ensure opportunities for the WLD of their SP are being provided. These will made available online, at L&D Hubs and through the Holistic Transition team as they are developed. Annex 55A details the key allowances and entitlements on exit from the RN.

5508. Discover My Benefits (DMB)

Discover My Benefits is an online tool available both on the internet and through Defence Gateway, where SP can view the benefits and allowances for which they qualify. It is a core component of My Offer, aligns to the development of Life Skills and is tied to rank or rate, seniority, pay and other factors which are used to calculate benefits.

a. **Changing circumstances.** Benefits and allowances are recalculated when circumstances change, such as becoming a parent, deploying, or changing location. Any changes can be saved to the user's profile.

b. **My Offer.** The benefits and salary offered by the RN are rarely matched by civilian organisations. My Offer, within DMB, compares a SP's entitlement to the entitlement of someone outside of the Service. Each SP, after inputting their details, is given a tailored value for their individual reward package. SP can therefore make better informed decisions when considering leaving or extending their Service.

c. Discover My Benefits is available online[5] by searching for Discover my Benefits in your browser.

5509. Monitor

As part of the earlier preparation, all SP will be required to monitor their resilience and continuity of engagement with personal development and Life Skills. Completion of an annual 'Life Checker', a through-career self-assessment, focused on an increasing resilience, allowances, and benefits available in service is required. Life Checker provides SP with the guidance, advice and support pertinent to them across a wide range of personal and professional considerations to encourage personnel to maximise the in-service opportunities, increasing the individual's operational effectiveness. Life Checker focuses on the WLD of fundamental skills, aiming to better the SP knowledge in relation to health & wellbeing, housing/relocation, finance, children & family, learning & development.

a. The Life Checker is a mandatory requirement and **must be completed annually** by all personnel, regardless of rank or assignment:

(1) Within 4 months after starting a new assignment.

(2) Whenever an individual decides that an interim review is needed to access advice, guidance, and support.

b. Life Checker is available through MODNet on SCIO. It has also been made available through the SCIO app portal[6] which can be accessed via the Defence Gateway (including under MyNavy in Career Management section under Prepare for your Future).

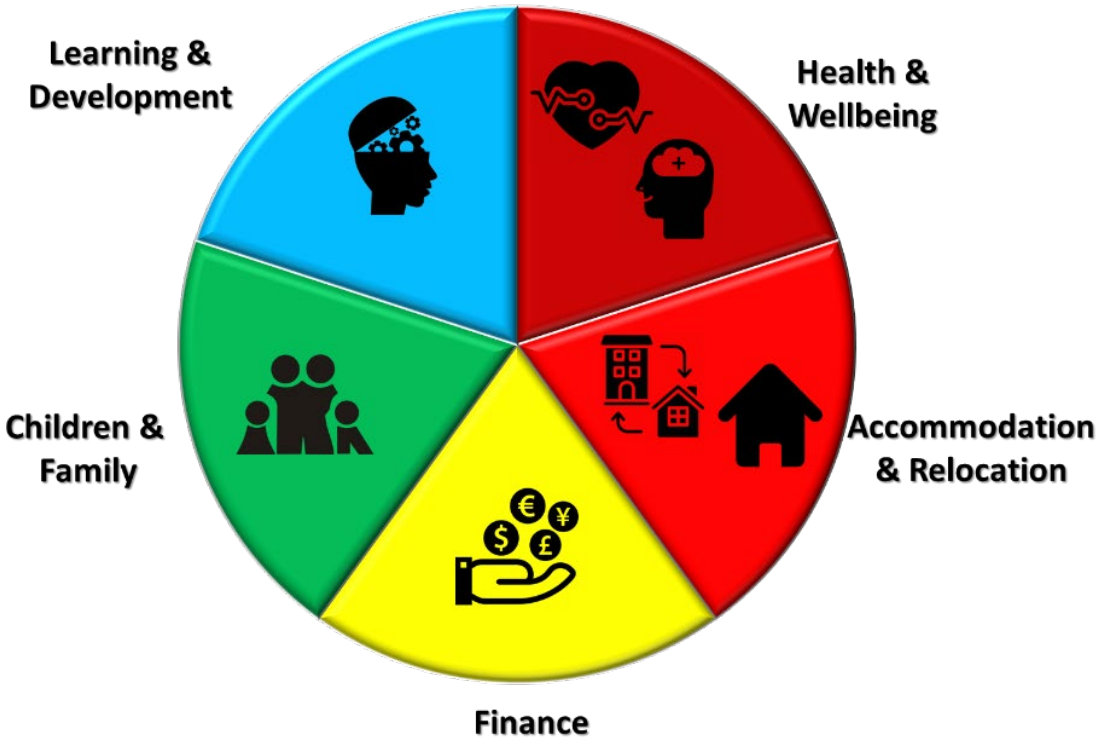
c. **Mandatory Notifications.** If a SP indicates that they are not happy with their mental health/fitness, an automated notification will be generated to the Line Manager (LM)/ Divisional Officer (DO)/Troop Commander (TC) on SCIO (Life Checker will provide a prompt to confirm this action).

[5] http://discovermybenefits.mod.gov.uk/
[6] https://scio.defencegateway.mod.uk/scio/r/myscio/mobile-theme110/home?session=304208586977160.

d. The wellbeing of a SP remains the responsibility of the CoC until the point of discharge.

e. Additional support and advice can be requested in an email to the Holistic Transition, Leave Well & Veterans team: NAVYPEOPLE-PSPLEAVEWELL@mod.gov.uk.

Figure 55-3: Life Checker components



SECTION 3

LEAVE WELL AND VETERANS

5510. Appraise & Assess

Appraising the SL on the measures and considerations that are required for a successful transition and resettlement to civilian life, along with time to consider their actions remains a CoC obligation. Allowing them to assess[7] their preparedness as they enter resettlement, for life beyond the Services through an enhanced SL process, has been automated through SCIO with the introduction of the Service Leaver Life Checker. This is a tool specifically for those leaving or at risk of leaving service. The policy for leaving the RN is detailed below. Specific guidance on termination and discharges for leaving the Service can be found within Chapter 54. Tri-Service resettlement policy is contained with JSP 534, with sS policy detailed at Para 5511 below. A detailed End to End SL process for all those leaving the RN is under development and details will be issued once this is completed. The Service Leaver Policy for the Maritime Reserves is contained in BRd 3(1) Chapter 101 and Annex 101B.

5511. Royal Navy Resettlement Policy

a. **General.** The RN adheres to the tri-Service resettlement policy[8], which is delivered by Capita personnel located within RN Learning and Development Hubs and deployable LDO Ops Officers in accordance with policies detailed in JSP 534 and where applicable JSP 100.

b. **Points of Contact.** Resettlement advice can be accessed at Learning and Development Hubs (L&D Hub) or via the Unit Education Officer (UEO), who should act as the initial point of contact for all resettlement queries. Any queries which cannot be answered should be directed, via the UEO, to the nearest regional L&D Hub.

c. Details of the resettlement process and L&D Hub support are provided at Annex 55B.

5512. Early Service Leaver Policy

a. **Scope.** JSP 534 outlines the issues and to provide guidance to units and individuals on what provision should be in place to assist Early Service Leavers (ESL) in their transition to civilian life. The aim of this section is to communicate how this policy is implemented in the RN.

b. **Definition.** An ESL is defined as a SL who is discharged[9], at their own request or for non RNMBOS reasons, from the trained or untrained strength, having completed fewer than 4 years' service at discharge.

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[7] Service leaver Life Checker and subsequent SL checklist and agreement covers all categories of SL from the trained or untrained strength: Normal SL, those discharged for administrative or disciplinary reasons, WFT, VO, Medical SL and Early SL (ESL)**. See Ch54 for details of discharge and terminations.**

[8] JSP 534 Tri-Service Resettlement and Employment Support Manual.

[9] JSP 534, Section 3, Para 0302 provides the full definition.

c. **Provision.** ESLs are entitled to a reduced provision of resettlement support as detailed in JSP 534. As a minimum, they are to receive a mandatory resettlement brief from trained staff within a L&D Hub[10]. After which they will be automatically registered with the CTP Future Horizons Programme (FHP)[11]. An ESL may opt out of CTP FHP by exception, and this must be done by the ESL contacting their CTP FHP advisor after automatic registration.

(1) The Regional Service Resettlement Adviser/Education and Resettlement Officers/Personnel Support Officers/Unit Education Officers must ensure that all ESL (from both trained and untrained strength) are made aware of the enhanced provision and are processed in a timely manner so that the CTP/FHP staff can interview the ESL and determine level of transition support.

(2) It is incumbent upon the Regional Resettlement Advisor/LDA/UEO to ensure that JPA is updated with details for ESL within 10 working days.

5513. Royal Navy Medical Discharge Resettlement Policy

The Defence resettlement policy that applies to all personnel who are subject to Medical Discharge (MD) is outlined in JSP 534, Section 6. This policy acknowledges that different levels of support are required dependent on the need of the individual and personnel should be given the opportunity to access resettlement activities in a timely manner. The process for RN personnel to access resettlement is outlined in the JSP.

5514. Compulsory Discharge Entitlement

Service Personnel undergoing compulsory discharge retain all entitlements accrued due to time served. Line Managers must ensure that persons subject to discharge undertake a mandatory Resettlement Advisory Brief with the nearest regional L&D Hub. Post Discharge Resettlement Authority will normally be authorised for a period of 12 months post discharge.

5515. Recognise and Refer

Support of all SP Personnel (and families) regardless of reasons for transition, extends the CoC duty of care to the exit process. Signposting activity that recognises the service and commitment shown by our SP and their family, including the new RN/RM Alumni, and the promotion of events and activities along with a final CO interview prior to the SP moving into MA5 which will include a final check on the SL having housing provision.

a. The need to recognise the service of our SP and their families is essential. It recognises their service and commitment of both the SL and their family and ensures that the RN undertakes proactive actions to allow them to ‘Leave Well’.

b. Referring the SL and their families to information, guidance and advice that can help them manage their transition is crucial. This can take the form of links to help and support or physical referral for help. This also includes SL events as detailed in para 5516.

[10] Guidance on who should deliver these activities and the content of the briefing and interview is contained in JSP 534.
[11] The Future Horizons Programme is delivered through the Forces Employment Charity.

5516. Service Leavers Events (SLE)

The aim of SLEs is to thank the SL and their invited guests for their support of the RN/RM Service (Regular or Reserve), Civil Service and Royal Fleet Auxiliary (RFA) Service, however long they have served past the 4-year point on discharge. Hosted by a 2* officer, these events are held across the UK in RN establishments. They are key to recognising that the family/spouse/partner also provide significant support to our SP throughout their careers and deserve gratitude. To be eligible to attend an event, individuals need to be in resettlement (not eligible to attend are SNLR/CDT failure). LGBT Veterans affected by the pre-2000 ban are welcome and encouraged to attend a SLE, as per the LGBT Veterans Independent Review (2022)[12]. Events also provide an opportunity to publicly acknowledge the individual with presentation of Valedictory Certificates or Valedictory Letters (For Civil Service and RFA). Details of the SLEs can be found at Annex 55C.

5517. Valedictory Certificates

The guidance for Valedictory Certificates is detailed in Annex 55D.

5518. Long Service Recognition Award

As part of the Senior Command Warrant Officers' (SCWO) initiative to improve reward and recognition in the Royal Navy, this scheme in conjunction with the Royal Navy and Royal Marines Charity (RNRMC), has been introduced. As the standard length of Service is 20 years, with the potential for extensions to 35 years, this award would be to recognise a career of 40+ years of Regular Service, from the date of joining up or 40+ years combined service. If there is a break in Regular Service, that time will not count towards the award. **Personnel must be serving at the time of requesting the award; it will not be awarded retrospectively.** Further details are contained in Annex 55E.

5519. Homelessness

The Homelessness Reduction Act 2017 reformed England's homelessness legislation by placing duties on local housing authorities to intervene at earlier stages to prevent homelessness in their areas, and to provide appropriate services to those who are eligible. The Act places a specific duty on public authorities to refer individuals leaving their employment or care who are at risk of homelessness, to a local housing authority. Under the Act, the Secretary of State for Defence, in relation to members of the Regular Armed Forces, those from the Maritime Reserve on FTRS or mobilised service, is considered a public authority and as such is subject to the Duty to Refer policy. This act does not cover locations outside of England, but the RN retains a moral duty of care to all our personnel across the UK.

a. **Homeless Definition.** Someone is defined as being threatened with homelessness where they are likely to become homeless within 56 days or have been served with a valid notice under section 21 of the Housing Act 1988[13] by their landlord, which expires within 56 days.

[12] https://lgbtveterans.independent-review.uk/ As part of the LGBT Veterans Independent Review (IR) published in Jun 2022, recommendation 15 (R15) stated that veterans who have been affected by the pre-2000 ban should be offered the opportunity to attend a service event for restoration.

[13] https://www.legislation.gov.uk/ukpga/1988/50/section/21

b. **Statutory Duty to Refer**[14]**.** The duty requires all COs or others with duty of care (LM/1ROs) on behalf of the Secretary of State for Defence, to identify and refer SPs who may be homeless and those SLs who are leaving service and are homeless or may be threatened with homelessness, to a UK local housing authority of the SP's choice. The SP/SL must consent to the referral being made. The consent can be made in writing or given orally. A person is considered homeless if:

(1) They do not have any accommodation which is available for them which they have a legal right to occupy.

(2) It is not reasonable for the person to occupy their current accommodation, for example, because they would be at risk of domestic abuse (see paragraphs 6.3-6.4 of the Homelessness code of guidance[15]).

c. **Identifying when a referral might be required for SP.** It is a **statutory duty** to refer those at risk of homelessness to a local housing authority. SL who are at risk of becoming homeless should in the first instant seek advice from Veteran Services. Should the risk of homelessness be combined with additional welfare issues the SL/family should be referred to Veteran Services. COs or others with duty of care (LM/1ROs) will usually know if a SP begins 'sleeping rough' and is therefore actually homeless. They may also become aware of SP who are homeless but not roofless (sometimes described as 'sofa surfers') if they provide 'care of' addresses or frequently change their address. Identifying that a family, couple, or individual is threatened with homelessness is less straight forward. The following are factors that would indicate that a SP may be threatened with homelessness and should be asked about their housing circumstances:

(1) Problems with debt, particularly rent or mortgage arrears;

(2) Problems with a property owner (landlord), being threatened with eviction or served notice to leave;

(3) Being a victim of domestic abuse, other forms of violence, threats/intimidation;

(4) Approaching their end of Service date, with no accommodation available to them and/or their family. They must be provided an NTV/certificate of cessation to prove their loss of entitlement if in service accommodation.

[14] JSP 100 Ch 5.
[15] https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities/chapter-6-homeless-or-threatened-with-homelessness

d. **Supporting the SL/SP and their family.** The provision allows a SL to choose which local housing authority they are referred to. In terms of the SP, this is likely to be their Base Port or area the family comes from, or is already settled into and, for SL, when exiting service. When discussing a referral and offering guidance, it is important to be aware that local housing authorities owe more duties towards homeless applicants who have a local connection with their area.

(1) The Armed Forces Covenant does not seek to provide our people or Veterans with advantage, merely remove any disadvantage[16].

(2) If a person asks to be referred to an area that they do not have a local connection to, the local housing authority might subsequently refer them on to another local housing authority to which they do have a local connection.

(3) In general, someone is likely to have a local connection to an area if they, or their spouse/partner live or have lived there, work there, including in previous assignments, or have a close family connection.

e. Details on the process to be followed to support those who may be at risk of homelessness can be found at Annex 55F.

5520. Release Office

Key to Leave Well is ensuring that the final interaction is a positive experience. The task of rendering the MoD 90 unusable for entry to MoD establishments should be undertaken sensitively, explaining that if the SL wishes to retain their ID Card, it is a PSYA requirement that the corners be snipped. Equally, the Release Office should also usually ask the SL if they/their family are at risk of homelessness upon discharge, signposting them to Veteran Services or SSAFA mentoring if they are at risk. The Release Office should also take the opportunity to inform the SL that they will receive their Veterans ID card and pin badge within 56 days of their termination date, and that they can replace their AF Railcard with the Veterans Railcard, receiving the same benefit.

5521. Alumni Platform

The RN hosts an Alumni platform on the Defence Gateway. This platform supports Service Leavers with information, guidance, mentoring, employment support and opportunities within the Continuum of Service[17]. RN Alumni members have lifelong access to the Alumni Platform.

[16] Homelessness code of guidance for local authorities - Chapter 24: Former members of the armed forces - Guidance - GOV.UK (www.gov.uk)
[17] Part Time Volunteer Reserve (Maritime Reserves), Full Time Reserve Service, Civil Service, RFA, MPGS, Team Fisher, DNE, DE&S, Cadet Force Adult Volunteer.

5522. Continuum of Employment and Spectrum of Service

Our future success as a nation is dependent on our ability to access and unlock the right talent and skills at the right time in the right place. Whilst there are opportunities in civilian life, there are further opportunities to support wider defence.

a. **Reserve Liability.** In most cases, there will be a requirement for those who leave regular service to hold a Reserve Liability for a period of time under the Reserve Forces Act 1980 or 1996. BRd 3(1) Chapter 54 provides further details on this.

b. **Re-entry.** Details on re-entry in the RN are detailed in BRd 3(1) Chapter 12.

c. **Further Service.** There are many opportunities available for SLs from wider defence and MoD partners, including the Civil Service, Part Time Volunteer Reserve; Maritime Reserves (The Firefly Scheme), Full Time Reserve Service (FTRS), Royal Fleet Auxiliary (RFA), Military Provost Guard Service (MGPS), Defence Equipment & Support (DE&S), Defence Nuclear Enterprise and Cadet Force Adult Volunteer (CFAV). These are just some of the many industries that recognise the different skill sets SLs have. All SP should be encouraged to consider continuing career opportunities within MoD supporting organisations. Many of these organisations have dedicated entry routes for ex-service personnel. Further details are contained in Annex 55G.

ANNEX 55A

ALLOWANCES & ENTITLEMENTS ON EXITING THE RN

Served (Date of Entry to Termination Date)	Resettlement Time	Warrants	Funding[1]	ELC Entitlement	Lump Sum[2]	Publicly Funded FE/HE Eligible[3]
<6 Years	0 Days	0	£0	£0	£0	N
6+ Years	20 Days	4	£534[1]	3 x £1000 1 x £3000	£0	Y
8+ Years	25 Days	5	£534[1]	3 x £2000	£0	Y
12+ Years	30 Days	6	£534[1]	3 x £2000	Resettlement Grant	Y
16+ Years	35 Days	7	£534[1]	3 x £2000	Resettlement Grant	Y
18+ Years (AFPS 05)	35 Days	7	£534[1]	3 x £2000	Early Departure Pension Payment Lump Sum (Must be aged 40+)[2]	Y
20+ Years (AFPS 15)	35 Days	7	£534[1]	3 x £2000	Early Departure Pension Payment Lump Sum (Must be aged 40+)[2]	Y

Notes:

1. £534 Funding – Equivalent to 20 days of contract funded courses with Career Transition Partnership (Providing up to £3000 worth of training).

2. A tax free Resettlement Grant £14,059 (Apr 25)). Use the Armed Forces Pension Calculator (online) to forecast your personal EDP Lump Sum and Annual Early Departure Payment Figures.

3. This scheme provides funded access from full state subsidised tuition fees for eligible SL undertaking their first FE or HE level qualification. Guidance on eligibility should be sought from Ed staff.

ANNEX 55B

RESETTLEMENT POLICY AND L&D HUB SUPPORT

Role	Resettlement Associated Responsibilities	Learning Credit Associated Responsibilities
LDA	1. Conduct 2nd Line support for all RN Service Leavers (SL) and for RAF and Army personnel employed on RN establishments and units. 2. Provide Resettlement Advisory Brief Mandated Interview for all TS SL iaw JSP 534. 3. JPA access to: • authorise workflows (inc. travel), • reassign personnel, • update GRT entitlement, 4. Initiate application for resettlement services and CTP registration. 5. Authorise UK Civilian Work Attachments (CWA), Training Attachments (CTA) and Individual Resettlement Preparation Activity (IRP) 6. Liaise with UPO over payments for IRTC and SLCs (some hub LDAs will make payments themselves). 7. Registration of non-standard medical SL (including completion of TAF section 4). 8. Signpost vulnerable SL to appropriate services (inc. but not limited to Veteran Services, RNRMC, Proj NOVA).	Provide advice on SLC, ELCs and PF FE/HE for both serving personnel and veterans. Update ELC account with email, TX date and postal address. Password resets. Authorise routine in service claims.
Regional Service Resettle-ment Adviser	1. As above plus: a. Act as JPA resettlement super users for all resettlement-oriented tasks. b. Staffing TAF to CRM SO1 where SEC support is required c. Post discharge resettlement support. d. Manage network of resettlement best practice. e. Raise queries with Resettlement Pillar Lead as required for all delivery issues. f. Raise queries with Resettlement Policy Lead as required for all policy issues. g. Provide resettlement staff training support and assurance. h. Maintain statistics on: Resettlement interviews/RABS conducted, Vulnerable SL and SL refusing RAB.	As above.

(Continued)

Role	Resettlement Associated Responsibilities	Learning Credit Associated Responsibilities
Regional L&D Officer	1. Authorise delegated Post Discharge Resettlement. 2. Oversee resettlement staff training support and assurance. 3. Oversee network of resettlement best practice. 4. Delegated Resettlement Pillar lead is RLDO(N). 5. Raise queries with NCHQ Policy lead as required.	Raise queries with NCHQ Policy lead as required.
NCHQ L&D Policy lead	1. Authorise overseas resettlement, Civilian Work and Training Attachments. 2. RN representation at Tri Service Level. 3. Authorise Post Discharge Resettlement Authority. 4. Policy advice and exceptions. 5. ELCAS Finance returns. 6. PQs and Service Complaints. 7. Liaison with ELCAS, CTP, sS, TSLD[1]. And Learning Providers. 8. ELC and PF FE/HE advice and guidance. 9. Veteran ELC support.	

[1] Talent Skills Learning and Development – formerly TESRR.

ANNEX 55C

SERVICE LEAVER EVENTS

1. The Service Leaver Event is part of improvements to the leaving process which seeks to form a positive narrative about the RN during the leaving process. This will ensure our leavers remain advocates for service in the RN with SLs able to maximise the opportunities within the Continuum of Employment within the wider Whole Force (Part Time Volunteer Reserve, Civil Service, RFA, Cadet Force Adult Volunteers).

a. **Event Structure.** These events will take the form of a drinks-reception-style event that includes light refreshments (food and beverages). For those who wish, Valedictory Certificates/Letters can be presented, accompanied by a citations outlining their career and contribution to the RN. Each SL eligible to attend can invite up to 2 guests to attend with them. Children and additional guests may attend subject to space and the SL should contact the event organisers for confirmation.

b. **Registration and Event Locations.** Registration, dates and event locations across the UK will be promulgated in an annual RNTM.

c. **Charities.** Several service charities will be invited to provide support and advice to those leaving. These may include the RN and RM Charity, Royal Naval Association, Royal Marines Association, the RM Charity, Association of RN Officers, the White Ensign Association and SSAFA Mentoring.

d. **Photographs.** There will be a photographer in attendance to take photographs of certificates as they are awarded as well as pictures of the SL with their guests. Photographs will then be emailed to participants of the event as part of the feedback process.

e. **Support.** An annual RNTM will detail the correct POC for events and also provide additional advice and guidance**.**

f. **Travel.** Resettlement travel warrants can be used to attend a SLE, subject to the SL having remaining resettlement warrants and suitable business insurance to use their private vehicle for themselves and their guests**.** All resettlement activity must adhere to the local training caveat, and it is anticipated SL will attend their local SLE. If a SL chooses to attend an event at a different location, additional T&S will not be authorised. In accordance with T&S policy if accommodation is required then service accommodation must be utilised in the first instance. If the SL is accompanied by guests who cannot utilise service accommodation, resettlement T&S will not be authorised for additional accommodation requirements.

g. **Dress Code.** No 1Bs for RN (medals, no sword) and 1C Dress – Lovat Undress for RM is the standard dress code for a SLE as shown in the images below. A suit/jacket and tie (or equivalent for those who wish) is a suitable alternative for those who do not wish to wear No 1 dress. Details for dress regulations are found in BRd 3(1) Ch 39 (RN Officers and Ratings), Ch 40 (RM Officers and Other Ranks) and Ch 41 (RFA Officers and Ratings).

ANNEX 55D

VALEDICTORY CERTIFICATES

1. The following information covers the valedictory process for OF4s and below. The current process for OF5s and above remains extant and any queries on this should be sent to the Naval Assistant's office at NAVYPEOPLE-TRG-SOCTM-Mailbox@mod.gov.uk.

a. Service in the RN (including RM) is recognised by the award of a Standard, Bronze, Silver, or Gold Valedictory Certificate dependent on the length of service. OF4s and below who complete a minimum of 4 years by their final day of service will receive a Valedictory Certificate on retirement.

Table 55-1: Qualifying times for Valedictory Certificates

Valedictory Certificate	Years of Service	Signatory Level	Administered by
Standard	4 to under 15 years	Commanding Officer or equivalent	The Individual's Unit
Bronze	15 to under 25 years	Dir P&T	The Office of Protocol
Silver	25 to under 35 years	2SL	The Office of Protocol
Gold	35 years and above	1SL	The Office of Protocol

b. Similar to Regular Service, Valedictory Certificates for Volunteer Reservists are assessed on length of reckonable service. Reckonable service is based on PTVRs serving on the following Lists: List 1, List 2, List 4 and List 5. Time served on List 3 will not count towards reckonable service and time spent in the URNU as a student cadet will also not count. The timeframe for the award of each level of Valedictory Certificate is the same for Regular Service as detailed in table 1 above. Bronze, Silver and Gold Valedictory Certificates for Reservists will not be automatically produced by the Office of Protocol and must be applied for by the Unit using the Form at Appendix 55D1. For planning purposes, the Line Manager / Divisional Officer (LM/DO) is advised to apply at least 6 months prior to the termination date.

c. Those who transfer seamlessly[1] to FTRS[2] commitments will not receive a Valedictory Certificate when leaving Regular Service. They will continue to accrue service towards their Valedictory Certificate and receive one certificate at the end of their final FTRS commitment which will reflect their combined length of service.

d. FTRS personnel who received a certificate on departure from Regular Service may opt to request a further Valedictory Certificate at the end of their total period of FTRS. The new certificate will reflect their combined length of service.

[1] For the purpose of Valedictory Certificates, a seamless transfer to FTRS is considered to be an FTRS commitment which starts within 3 months of the TX date from Regular Service.
[2] For the purposes of Valedictory Certificates, the policy for FTRS personnel will also apply to those working in the Royal Naval Careers Service.

e. Bronze, Silver and Gold Valedictory Certificates for FTRS personnel will not be automatically produced by the Office of Protocol and must be applied for using the proforma at Appendix 55D1; the LM/DO is to notify the Office of Protocol when a Valedictory Certificate is due. Similarly, if a Valedictory Certificate has been requested but the Service Person either extends or commences a new FTRS commitment, the LM/DO is to inform the Office of Protocol.

f. Those in ADC/VERRs commitments will be treated in accordance with sub-para e and their LM/DO can apply for a Valedictory Certificate if they meet the qualifying criteria.

g. Service personnel (SP) who undertake the UY/SUY/WOCS routes will receive their Valedictory Certificate on leaving the Service, unless they then commence a FTRS commitment (sub-para c).

h. SP who transfer between the RN and RM, and vice versa, without a break in service will receive a Valedictory Certificate at the end of their total engagement/commission.

i. SP who leave Regular Service and transfer to the RNR/RMR will receive the appropriate level of Valedictory Certificate at the point of leaving Regular Service. Any subsequent reckonable service within the Volunteer Reserves will be added to their previous Regular Service and the appropriate level of Valedictory Certificate will be presented on leaving the Volunteer Reserves to reflect their full combined service.

j. SP who transfer to the Army or RAF may apply for a Valedictory Certificate appropriate to their length of service in the RN at the time of transfer. The LM/DO should apply for this using the proforma at Appendix 55D1.

k. Civil Servants do not fall under these arrangements for Valedictory Certificates. Service in the Ministry of Defence as a Civil Servant (including those who transfer under TUPE arrangements) is recognised by the award of a Valedictory Letter after 10 years or more employment[3]. Civil Service Valedictory process is to be delivered by the Civil Service Centre of Excellence (CSCoE) and further information can be received by contacting NAVYPEOPLE-HQCSCOE@mod.gov.uk.

l. The Valedictory Certificate policy for the RFA is awarded for 10 years or more employment and is delivered by the RFA team. Contact navypeople-rfaleavewellteam@mod.gov.uk for advice.

m. SP who are Discharged SHORE will receive Valedictory Certificates in the normal manner. Valedictory Certificates will not be produced for those who are Discharged Services No Longer Required (SNLR) or for those who are Dismissed as a result of disciplinary action.

[3]Civil Service Leaving the Department Policy https://modgovuk.sharepoint.com/:w:/r/sites/IntranetCivilianHRPeoplePortal/_layouts/15/Doc.aspx?sourcedoc=%7B1AB8921B-D267-462A-8B16-B3F457DC83A9%7D&file=Leaving%20the%20Department%20Policy.docx&action=default&mobileredirect=true

n. In exceptional circumstances, a Commanding Officer may consider a Valedictory Certificate in cases of Dismissal or Discharge SNLR. A Standard Valedictory Certificate may be produced at the Commanding Officer's discretion. Exceptional cases for Bronze, Silver or Gold Valedictory Certificates must be referred to the Naval Secretary via the Office of Protocol (NAVYNAVSEC-PROTOCOLCofE@mod.gov.uk). These requests must include a summary of the circumstances leading to the Dismissal or Discharge SNLR, and an outline of why the Commanding Officer supports the case for exception.

o. A Valedictory Certificate will be issued in accordance with the eligibility criteria. LM/DO are responsible for ensuring Valedictory Certificates are applied for using Appendix 55D1 once medical discharge has been confirmed.

p. Commanding Officers are responsible for the administration of all Standard Valedictory Certificates. Templates can be downloaded from the links within the extant RNTM on Valedictory Certificate Process and are to be printed locally, in colour, on quality card and signed by the Commanding Officer.

q. The Office of Protocol will identify individuals in Regular Service who are entitled to a Bronze, Silver or Gold Valedictory Certificate. For Gold Valedictory Certificates, Appendix 55D1, which includes a personal citation, must be completed by the SPs LM/DO and sent to NAVYNAVSEC-PROTOCOLCofE@mod.gov.uk. The Valedictory Certificate will not be progressed until this is received. Guidance on writing a personal citation is provided at Appendix 55D1. For planning purposes, the LM/DO is advised to provide the citation at least 6 months prior to the termination date.

r. For Maritime Reservists, the Unit (working with the relevant Capability Area) is to notify the Office of Protocol when a Valedictory Certificate is required using the proforma at Appendix 55D1. Units are to establish the number of years of reckonable service an individual has achieved and confirm this on the proforma; this information can be confirmed via the relevant RSU. Note that time served on List 3 is non-reckonable. For planning purposes, the LM/DO is advised to apply at least 6 months prior to the termination date.

s. Using the proforma at Appendix 55D1, the LM/DO of personnel concluding their final FTRS commitment is to notify the Office of Protocol when a Valedictory Certificate is required. For planning purposes, the LM/DO is advised to apply at least 6 months prior to the termination date.

t. Some SP may receive an Extension of Service, often shortly before their original TX date. In this situation a Valedictory Certificate is not required, and they will receive one at the end of their service. Please contact the Office of Protocol if an EOS is likely or has been received so the Valedictory Certificate production can be paused, and/or, cancelled once the outcome of the EOS application is known.

u. If you are aware that an individual's service history is not fully shown in JPA, for example, previous service numbers or a long period with breaks in service, please contact the Office of Protocol. Provide the exact dates served so the length of service can be calculated, and certificates raised with the correct information.

v. When Acting Higher Rank (AHR) has been held in the final assignment, and for a minimum period of 2 years, the Valedictory Certificate will reflect the higher rank. This applies to Officers[4] and Ratings/RMORs. Where the AHR was held in previous assignments, but not the final assignment, or when the period of AHR was less than 24 months, the Valedictory Certificate will be produced in the substantive rank.

w. If a Gold Valedictory Certificate citation is required for a SP who has spent 6 months or less in a PSG immediately before leaving the Service, the PSG will work with the Office of Protocol to contact the individual's previous reporting chain to provide this. The previous reporting chain should expect to undertake Valedictory Certificate administration for SP who have been assigned to a PSG for a short period prior to leaving the Service.

x. SP not working in a RN/RM Unit during their last 12 months of service will need to make sure their Chain of Command are aware of this Valedictory Certificate process.

y. The LM/DO is to inform the Office of Protocol if a SP is leaving early. Every effort will be made to produce and obtain signatures for those leaving at short notice. However, the LM/DO should liaise with the Office of Protocol at the earliest opportunity.

z. Once signed, the Bronze, Silver and Gold Certificates will be despatched to the Commanding Officer / nominated individual of the recipient. All Valedictory Certificates should be presented at an appropriate occasion by the Chain of Command. For those wishing to have their Valedictory Certificate presented at a Service Leaver event should refer to para 5516 and Annex 55C.

[4] Officers who have held AHR for a minimum of 2 years are advised to read RNTM 01-075/23 Honorary Rank on retirement.

APPENDIX 1 TO ANNEX 55D

VALEDICTORY CERTIFICATES APPLICATION PROFORMA

1. The Valedictory Certificate Application Proforma is to be used for Regular Service Gold Valedictory Certificate citations and all FTRS and Maritime Reserve Bronze, Silver and Gold Valedictory Certificate applications. To be sent to the Office of Protocol NAVYNAVSEC-PROTOCOLCofE@mod.gov.uk).

Service Number	
Rank and Full Name (Branch titles to be iaw with BRd 3(1) Annex 65A)	
Final day of Service (Not last day in the office)	
Please provide exact service dates. This may include: • **Breaks in Service (such as Career Breaks).** • **Reserve and Regular Service.** • **Time spent on List 3 or in the URNU as a student for Part-Time Volunteer Reserves.** • **Periods on FTRS.**	
Total Length of Service in full years	
Citation of no more than 400 characters including spaces (Not 400 words) **See below for guidance on writing a citation**	**Only complete this section for SP with more than 35 years of Service.** *In particular, I wish to highlight….*
Current Unit Address and Commanding Officer or Line Managers name for the Valedictory Certificate to be sent to.	

GOLD CITATION GUIDANCE

1. LM/DOs are requested to read the pre-loaded text on the Gold Certificate, as displayed below, to avoid duplication of words or phrases. The citation is to be written in the same style as the pre-loaded text.

Pre-loaded text on the Gold Certificate.

On behalf of His Majesty The King and the Admiralty Board, I would like to record our sincere gratitude for your long service and dedication on the occasion of your retirement from the Royal Navy/Royal Marines on the (TX DATE).

Your extraordinary dedication to your Sovereign and the Nation through a remarkable (XX) years' service in the Royal Navy/Royal Marines is of the highest order and exemplifies the finest traditions of the Service. In responding to the many operational demands you have faced throughout your distinguished career, you have played a significant role in the safeguarding of the United Kingdom, the Commonwealth and our other allies, providing for the security of those who pass on the seas. Your successes are too numerous to record individually, but they have each been due to your infinite professionalism, dedication and loyalty; you should be justifiably proud of your achievements and the legacy you leave behind.

The Career Precis (as provided by the LM/DO) will be inserted here.

I trust that you and your family, without whose support this would not have been possible and for whose sacrifices we are also grateful, will always consider yourselves to be part of the Naval/ Corps family. The Board joins me in sending you our very best wishes for every happiness and success in the future.

2. Citations can be **400 characters (including spaces)** and must start 'In particular, I wish to highlight[1]'. Double spacing after full stops is to be used.

3. Consider including:

a. Any career highlights such as op tours or deployments, were there any particular ships, submarines, establishments or units they served with (include names if space), and any particular appointments held.

b. If referring to previous ships, please make it clear whether, at the time of their service, they belonged to Her Majesty or His Majesty.

c. Any particular successes, specialisms or traits they were known for.

d. Did they make an impact in a particular area?

e. Any assignments that can be singled out for praise, enjoyment or high profile.

f. Highlight State Honours, MSMs and any Commendations and why they received them. Avoid mentioning OSMs/GSMs and LS&GCMs.

[1] In particular, I wish to highlight' forms part of the 400 character total.

4. The following example citations may assist in preparing the content and tone of the personalised citation for approval by 1SL's Office:

In particular, I wish to highlight your exceptional career serving in a variety of ships including HMS ARGYLL as the XXXX. Delivering engineering excellence from the shore, your contribution to the Queen Elizabeth class aircraft carrier build project was outstanding. Your passion, vigour and impressive leadership skills have been the hallmarks of your remarkable service.

In particular, I wish to highlight your eminent career which has seen you serve as a XXXX above and below the water. You have deployed on Operations TELIC and HERRICK and have delivered extraordinary support and strategic effect around the globe in operationally focussed roles. An outstanding ambassador for the Service you were awarded the Meritorious Service Medal.

In particular, I wish to highlight your steadfast commitment to the Submarine Service since joining as a XXXX. You have delivered logistical excellence in HM Submarines TORBAY, TRAFALGAR and TRIUMPH before a final seagoing assignment in HMS VIGILANT. Your outstanding contribution has been justly recognised with the award of the MBE and a 3 Commendations.*

In particular, I wish to highlight your impressive career which saw you join as a XXXXX and leave as a Chief Petty Officer XXXX. Your contribution to the Fleet Air Arm was exemplary and you voluntarily supported the XXXX. Subsequently, you joined the Royal Naval Reserve and your service was justly recognised by the award of the Queen's Volunteer Reserve Medal.

In particular, I wish to highlight your remarkable commitment to the Royal Naval Reserve and your contribution to delivering operational output. You have served in numerous ships and undertaken appointments in NATO and NCHQ. Supporting unit activity, the pinnacle of your exemplary career was as the Commanding Officer of HMS XXXXX.

In particular, I wish to highlight your outstanding career which has included deploying with distinction on operational tours with 45 Commando, Commando Helicopter Force, Commando Logistic Regiment and 1 Assault Group. Your steadfast commitment to 3 Commando Brigade and the wider Corps family epitomises the ethos and core values of the Royal Marines.

In particular, I wish to highlight your exceptional career during which you have served with distinction in all theatres of warfare, specialised in amphibious operations and instructed at every level. Inspiring future generations through your appointments as XXXX and as the XXXX of XXXXX your Defence level impact has been rightly recognised through the award of the MSM and MBE.

In particular, I wish to highlight your distinguished career which has included serving in 11 warships and deploying on operations around the globe. Your coordination of Operation XXXXX and the Maritime Security Operation for XXXXX was outstanding. A true ambassador for the Service, your expertise as the XXXX supported operations in a key region.

ANNEX 55E

LONG SERVICE RECOGNITION AWARD

1. The Long Service Recognition Award is a gift, funded by the RNRMC, symbolising exceptional time in Service; it will be presented along with the Valedictory Certificate as an SP leaves the Royal Navy.

a. The opportunity to apply for the award is open to all ranks and rates, regular and reservist personnel. Qualifying Service is set at a minimum of 40 years, with no maximum limit. This is measured from the day of joining up, irrespective of age. Regular personnel are to have completed a minimum of 40 years since joining or 40 years combined service if they have had an authorised career break. Maritime Reserves will also be eligible and will have to meet the following requirements[1]. Either:

(1) Ex-Regulars (Royal Fleet Reserves) personnel may aggregate both Regular Service and FTRS. Ex Regulars that join the Maritime Reserves (MR) (RNR, RMR), the RNCS or undertake FTRS with aggregated Regular and Reservist time in Service accruing to 40+ years. There is to be no break in Service clause: all reckonable service will be counted, no matter how long the break in service was. However, any time spent out of service will not be counted towards the award including time when the individual was subject to a callout liability as part of the Regular Reserve of their parent Service.

(2) MR personnel (RNR, RMR), that have 40+ years' reckonable service on the MR Active Lists (List 1 List 2, List 4 and List 5) or various accrued Reserve time can count if there is no gap in service, e.g. 25 years RNR then 15 years RNCS.

b. **Award Criteria.** The award will be a gift up to the value of £250. The recipient selects one gift to a value of £250 which must have a connection to the Royal Navy and is approved by the SCWO Selection Board (detailed in sub-para c). Alternatively, they can use £250 as a part payment of a gift which has Royal Navy significance. If only part of the award is used, e.g., a gift costs £150, **the remainder cannot be used against any further gifts or for a cash payment.** The award is a one-time payment and should be used to purchase something which is relevant and worthy on a personal scale rather than the wish to place a monetary value on it. Some examples are given in Appendix 55E1[2]. There is an expectation that personnel would recognise the donation from the RNRMC in any media publicity.

[1] Advice may be sought from COMMARRES to confirm eligibility and acceptance of Service validation.
[2] These are not recommendations or endorsements but give an example as to what gifts carry Royal Navy significance. It is the responsibility of the Service Person leaving to research and negotiate all gifts. The award process is for the allocation of funds only.

c. **Selection Board.** Prior to submission of this application, the Divisional Officer/Troop Commander[3] is to verify via JPA that the qualifying criteria have been met and are then to complete Appendix 55E1 and email it to the Protocol WO1, NAVY PEOPLE-HQ PROTOCOL WO1, who will check the applicants details via JPA. The application form will be forwarded to the RNRMC for approval. It is emphasised that this is recognising Service in the Royal Navy and the award can only be used for gifts which have a Royal Navy significance. If there is any doubt, the SCWOs[4] will convene a Board and vote on the eligibility. The Protocol WO1 will then submit the form to the RNRMC for the release of funds for the gift.

d. **Funds.** The amount requested will be transferred to the requested bank account. It is the responsibility of the Service Person to ensure that all further monetary transactions are carried out correctly. The purchased gift is to be brought in ready for presentation. If the money is transferred to a personal account, once the gift has been purchased, the DO is required to email mygrant@rnrmc.org.uk a copy of the scanned receipt. Funds will only be released once a copy of the receipt has been provided.

e. **Presentation.** The presentation of the gift will be in addition to and at the same time as the Valedictory Certificate[5], before a Service Person leaves the RN. The onus is on the person leaving, along with their DO, to apply in plenty of time to achieve this **(a minimum of 21 days is required to release the funds).** The process cannot be rushed or abridged because of tight timescales. It would be presented ideally by a Senior Officer of Flag Rank[6] along with a representative of the RNRMC; however, it is recognised that this may not always be achievable and therefore may be deferred to the Commanding Officer. The DO is responsible for the organising of the presentation of the gift and Valedictory Certificate.

f. Further information regarding this award, can be gained from the Protocol WO1, or the SCWOs: NAVY-1SLCNSSeniorCommandWO@mod.gov.uk.

[3] This is further abbreviated as DO.
[4] SCWOs: Warrant Officer to the Royal Navy, Fleet Commander's Warrant Officer, Second Sea Lord's Warrant Officer, Royal Marines Corps RSM, and the DE&S Command Warrant Officer,
[5] This award process does not initiate the Valedictory Certificate process. The DO will still have to apply for that via the standard means.
[6] The Maritime Reserves gift would be presented to the individual as they leave the Maritime Reserves. Ideally by COMMARRES; however, if not available by a suitable Commanding Officer, Regular or Reservist.

APPENDIX 1 TO ANNEX 55E

LONG SERVICE RECOGNITION AWARD

REQUEST FOR FUNDS TO BE RELEASED

IMPORTANT DECLARATION:
I agree that the RNRMC may process personal data contained in this application as per the terms set out in the RNRMCs Privacy Policy.

YES/NO

Complete the LSRA application via the RNRMC website, at the following link: https://www2.grantrequest.co.uk/application.aspx?sid=140&fid=35025

On completing the form, it should be emailed to: WO1 Protocol, NAVY PEOPLE-HQ PROTOCOL WO1 for approval.

OFFICE USE ONLY:

Declaration and Approval by WO1 Protocol	
I confirm that I have verified via JPA that the recipient has completed a minimum of 40 years' service and that the gift requested has a Royal Navy significance.	
Approval is hereby given for the LSRA application to be processed by the RNRMC.	
Signature:	
Date:	

Examples (Google the stores):

1. **HMS Stores** – Various military style gifts.
2. **Pronto Images** – Various military style gifts.
3. **Hattons of London** – Bespoke Coins.
4. **Forever Jack** – Various military style gifts.
5. **CWC Watches** – Military style watches.
6. **Customised Charts with a Ship's Crest** - Nautical charts with a personalised crest.

These do not constitute endorsements or recommendations. The responsibility is on the person leaving the Service to ensure that the gift they are purchasing is available and of the quality they are looking for.

ANNEX 55F

HOMELESSNESS

The process for supporting our people with their housing to ensure they do not leave the RN without a home is a key task. The following process ensures the CoC support our SL.

1. **Obtaining Consent[1].** For those personnel in service, **Life Checker** may act as the initial indication as to potential challenges, and for housing issues, the DO/TC should refer SP to RN Family and People Support (RN FPS) via the 'RN FPS' portal. For those leaving the RN, the DO/TC (or LM/1RO) should be undertaking an exit discussion with the SL, and as part of this discussion, an assessment as to their preparation for return to civilian life should have been made. During discussions between the LM/1RO/DO/TC and the SL, an assessment as to their preparation for return to civilian life should be made. The SL Life Checker, undertaken by the SL but reviewed by the LM/1RO/DO/TCs, should determine if they are LIKELY to be at risk of homelessness. The Release Office should also usually ask the SL if they/their family are at risk of homelessness upon discharge.

   a. As a referral cannot be made without the SL's consent, COs, or their representatives, should ensure that the SL understands the purpose of the referral, and consents to information and contact details being passed on to aid with their housing needs.

   b. It is advisable to obtain the SL's signature to confirm that they have consented to a referral being made, however oral consent is acceptable. Consent should be informed, accounting for circumstances where the SL would not benefit from a referral being made. Some guidance is offered in Para 5520c 'Referral to Veteran Services with contact details at Para 4.e below.

2. **Referral Refusal.** If a SP/SL refuses to give consent for a referral to be made, this must be recorded by the CO on JPA. No further action is required, and the Armed Forces' 'Duty to Refer' is discharged, assuming appropriate signposting has been provided.

3. **Records.** Records must be kept so that COs can demonstrate their 'Duty to Refer' responsibilities have been discharged for governance purposes. It is recommended that a SL's housing situation and any associated risk, is identified and recorded as part of the exit interview, and the Release Office is informed to ensure this is recorded correctly. Release Office staff MUST ensure that both refusal to give consent and referrals to local authorities for those at risk of homelessness are recorded within the corresponding discharge documentation. Additionally, the CO may wish to record this in JPA when they undertake their discussions with the SL.

4. **Continued Welfare Support.** COs (or Line Manager/1RO) must continue to provide existing welfare support to refer those at risk of homelessness to the relevant the relevant Local Authority regardless of their location within UK. There is a responsibility to support SPs and SLs based in England, Scotland, Wales or Northern Ireland, as well as units based abroad.

[1] JSP100 Part 2

a. Those SLs who intend to settle in the Devolved Administrations, who are at risk of homelessness, and consent, should be referred to the Local Authority in a Devolved Administration they wish to locate/relocate to. This can be undertaken directly, or through the Veteran Services.

b. Whilst this is relatively easy for Army and RAF personnel, the nature of RN assignments and deployments with the potential for our people to already be located outside of base port areas or to relocate during their resettlement means that there is likely need for greater support.

c. COs should consider whether a SL is LIKELY to be homeless or become homeless during or after their discharge from service. If this appears to be LIKELY, COs and their representatives shall:

d. Assess what sort of help an SL might most benefit from Veteran Services[2] help for SL or SSAFA Mentoring.

e. Contact Veteran Services **DBSVets-DTS-Central@mod.gov.uk** who will provide support and guidance to access a range of appropriate health, financial and support services across government and charitable sources. They will support housing need as well as undertake a holistic assessment of all needs as per JSP100. In service refer guidance to Veteran Services using the DTRP1 form.

f. For those who are likely to benefit from more intensive 1-2-1 mentoring to motivate, support, build resilience and empower service leavers, refer to SSAFA Mentoring (**mentoring@ssafa.org.uk**).

g. Organisations exist, both internal and external, able to offer assistance/advice to the Command, and to the individual as required (not exhaustive):

(1) **https://www.royalnavy.mod.uk/community-and-support/advice-and-support/local-support.**

(2) For Housing Advice: **https://www.gov.uk/guidance/information-and-guidance-on-civilian-housing**

h. Further reading and amplifying guidance on the ‘Duty to Refer’ can be found at:

(1) Homelessness Reduction Act 2017 **https://www.legislation.gov.uk/ukpga/2017/13/contents/enacted.**

(2) A Guide to the Duty to Refer - Gov.UK, **https://www.gov.uk/government/publications/homelessness-duty-to-refer/a-guide-to-the-duty-to-refer.**

(3) JSP 100: Holistic Transition Section 5

[2] https://www.gov.uk/guidance/help-and-support-for-service-leavers-and-their-families.

ANNEX 55G

CONTINUUM AND SPECTRUM OF EMPLOYMENT

There are a range of employment opportunities within wider Defence and MoD that may interest those leaving the RN.

1. Civil Service

The Great Place to Work for Veterans scheme is designed to encourage more veterans to join the Civil Service when they leave the armed forces, ensuring the Civil Service benefits from the wide range of skills and talents in the armed forces community. As part of the Government's ongoing commitment to those who served, this is an opt-in recruitment scheme which allows former members of the armed forces who meet the minimum criteria to progress to the next level with their application for most vacancies – whether that's an interview or an online test. All appointments will continue to be made on merit. Roles within the scheme are available at various grades, in functions and professions across the Civil Service. When applying for roles in civil service jobs, applicants will be prompted to enter whether they are eligible for *The Great Place to Work Initiative* by confirming that they have served in the armed forces. **www.civil-service-careers.gov.uk/great-place-to-work-for-veterans**.

2. Maritime Reserves (MR) – The Firefly Scheme

The *Firefly Scheme* was introduced to increase the awareness of the MR proposition to trained[1] RN and RM personnel and to introduce a fast-track entry process that enabled their seamless entry[2] to the MR as a Part-Time Volunteer Reservist (PTVR) immediately on leaving Regular service. Personnel earn their daily rate of pay and as long as they achieve annual commitment (currently 24 days). This qualifies PTRVs to their Certificate of Efficiency and additionally, an annual tax-free bounty of up to £2,209. Appendix 55G1 **Figure 55G1-3** details **joining criteria.**

a. To maximise opportunities for knowledgeable, skilled and experienced SLs to join the MR, the maximum period from which personnel can apply after leaving Regular service is **now extended to 36-months**.

b. The following eligibility criteria apply:

(1) **Age.** The maximum age to join the different Professions within the MR is detailed in the Job Eligibility Matrix (JEM)[3].

(2) **Medical.** The medical eligibility is determined within Appendix 1 and 2 and applicants should normally meet the in-Service medical standards. and the Pre-entry Medical Employability Board (MEB) may assess the employability of applicants with medical limitations.

[1] Completed Phase-1 and Phase-2 training.
[2] If applying before leaving Regular Service, which results in no break in service.
[3] https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/jem.aspx

(3) **Appraisal.** The last Appraisal should[4] have a positive recommendation for Further Naval Service[5].

(4) **Trained Status.** All fully trained[6] personnel are eligible to apply. Part-Trained[7] applicants are to apply via the Re-Joiners and Inter-Service Transfer Team (RISTT)[8] and will be considered for *Firefly* if this is deemed the optimal route for their entry to the MR.

(5) **Discharge Categories.** The discharge categories in BRd3(1), Ch 12[9] apply to all *Firefly* applications. RISTT must be contacted if there is any doubt about the validity of former service documents or discharge categories.

(6) All other routine entry criteria as detailed in BRd3(1), Ch 101[10].

b. **Firefly Application.** Expressions of interest (EOI) and requests for the Firefly Application Form are to be submitted to: **NAVYPEOPLE-CMRESFFMAILBOX@mod.gov.uk.**

(1) Applications are to be submitted no later than 3-months before the end of the eligibility period (i.e. three months before end of Service date, or 33-months after leaving Regular service).

(2) Prior to applying, personnel are encouraged to review the career opportunities within the MR via the RN's Recruit and Attract website[11].

(3) Applications received from OF4s and above will be discussed with CMRHQ[12] and approval will be dependent on SQEP and liability at the time of application.

(4) The application process is detailed in Appendix 3.

(5) The final decision to enter the MR therefore lies with the Registrar of Reserves[13].

[4] It is acknowledged that some service leavers may not have considered the MR as an option after Regular service and therefore this may have been omitted from their final Appraisal. Applications from personnel with a final Appraisals with a "no" recommend will be rejected.
[5] https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents/JSP757_Part2_Vol1.pdf
[6] Completed Phase-1 and Phase-2 training.
[7] Completed Phase-1 training but left the service before completing Phase-2 training.
[8] https://www.royalnavy.mod.uk/organisation/maritime-reserves.
[9] http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_0003/BRd_3_1/ch12.pdf.
[10] http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_0003/BRd_3_1/ch101.pdf.
[11] https://www.royalnavy.mod.uk/careers/royal-navy-reserves/firefly-scheme.
[12] Sent to NAVY PEOPLE-MR HQ Policy SO1.
[13] NAVY PEOPLE-CM RES SO1.

b. **Terms and Conditions of Service (TCOS).** All personnel entering the MR will be placed on new Reserve Service TCOS, which will account for the needs of the MR and Profession, and previous service, seniority, and rank/ rate. Each TCOS letter will be designed to make the offer attractive, whilst ensuring current PTVRs are not disadvantaged.

(1) **Training.** The TCOS letter will include any training activities required by the applicant where they are not already fully qualified for their chosen/ allocated MR Profession. Where an individual entering requires a branch transfer to a new specialisation, these training activities will include the elements of the individual's new training matrix below the rank that they enter, to ensure professional competency in new specialisation. Any waivers or exemptions to training are to be discussed/awarded at the entry point and are authorised by NAVY PEOPLE-WFPT STRAT RES SO2.

(2) **Rank/Rate.** Where possible, individuals will enter at the rank/rate they held when leaving the service. However, where there is a low workforce requirement, such as at OF4/5 and OR8/9, or when an individual is also branch transferring and is largely unqualified in their new specialisation, the entrant may be offered a lower substantive rank/rate. This is at the discretion of the NAVY PEOPLE-WFPT STRAT RES SO2.

(3) Personnel who were discharged from Regular service with an ill-health award are advised to seek professional advice on the impact that joining the MR will have on any financial award.

(4) If an individual subsequently leaves the MR, the balance of any ex-Regular Reserve Liability that may remain will then be resumed.

3. Full Time Reserve Service (FTRS)

FTRS provides full time RN employment opportunities for personnel from either former regular service or Maritime Reserve. Opportunities will exist on different TACOS and commitment level. All opportunities are advertised on the 'Serve - Find Forces Jobs' website[14]. Full details on FTRS service are in BRd3 (1) Chapter 102.

4. Royal Fleet Auxiliary (RFA)

If you are leaving regular service and still want a career at sea, then the RFA may be an alternative to consider. Whilst the recruitment process is based on your own personal circumstances, applicants must be British, Irish or Dual Nationality. Foreign and Commonwealth must have a Residence Permit with 'Indefinite Leave to Remain' or a UK Passport. You must be resident in the UK for at least 4 of the past 5 years. Certain branches are only open to sole UK Citizens. All current RFA vessels are compliant for Seafarers Earnings Deduction, whereby you are entitled to claim refunds on your income tax contributions subject to meeting the specific qualifying criteria set by HMRC. For more information, contact: **NAVYCNR-RFAGROUPMAILBOX@mod.gov.uk**.

[14] www.findforcesjobs.mod.gov.uk

5. Military Provost Guard Service (MGPS)

The primary role of the MPGS is to counter the terrorist threat posed to military bases within the UK mainland through the provision of armed guarding services. The MPGS is part of the Adjutant General's Corps and is under the direction of Provost Marshal (Army), who is the Director and Head of Service. MPGS units are formed under the command of their respective Head of Establishment, with Provost Marshal (Army) maintaining technical standards through assurance inspections. Army General Admin Instruction (AGAI) Volume 2, Chapter 43, Part 9: Adjutant General's Corps - Military Provost Guard Service (MPGS) provides full details and can be obtained by contacting APC Glasgow MPGS Sldr-2E1 (MPGS Transfers) **ArmyPM-MPGS-Recruitment@mod.gov.uk**.

a. **Terms and Conditions of Service (TCOS).** MPGS personnel are former regular personnel who have elected to serve on a Military Local Service Engagement (MLSE) which is a 3-year mutually agreed contracts, up to the age of 60.

(1) **Age.** You must be over 18 years and no more than 57 years of age at re-enlistment. Background: You must have served for at least three years on a previous engagement in any Arm or Service including Royal Navy, Army and RAF Reserves.

(2) **Career Break.** You should have less than six years gap between previous service and re-enlistment for all ranks. For those with a previous service gap of more than 6 years, and up to 10 years, the opportunity is available to re-enlist providing you previously held substantive OR4 or above.

(3) **Fitness.** You must be medically fit and have a Body Mass Index of < 32kg/m2.

(4) **Service Check.** Previous service records will be checked and final authorisation to proceed with the application must be given by the Army Personnel Centre.

(5) **Full UK Driving License.** Full driving license is required with less than 8 penalty points.

(6) **Rank on entry.** All MPGS SP start at OR2 (Pte Rank) regardless of rank in their previous service.

(7) **Promotion.** MPGS personnel are promoted on merit using the SJAR system & are subject to competitive boarding at the Army Personnel Centre, Glasgow. Promotion opportunities from OR2 – OR8.

6. Defence Equipment & Support (DE&S)

Defence Equipment & Support (DE&S) is a specialist procurement arm of the Ministry of Defence (MOD). DE&S employs around 12,500 people, operating at sites throughout the UK and around the world, negotiating and managing contracts with the UK and global defence industry. Responsible for developing, supplying and maintaining equipment for the UK Armed Forces, the Military Transition Scheme support those who are leaving the Armed Forces (including spouses/partners) across a wide range of professions, from project managers to engineers, and logistics experts to business managers and commercial specialists. For further information: **www.des.mod.uk/careers/military-leavers**.

7. Defence Nuclear Organisation

The Defence Nuclear Organisation (DNO), part of the MoD oversees all defence nuclear business, excluding operations, responsible for providing nuclear deterrence, overseeing the Defence Nuclear Enterprise (DNE), which includes all the organisations, programmes and people within government that sustain the UK's strategic nuclear deterrent and advising on UK nuclear policy, planning and international cooperation on nuclear matters. DNE is a partnership of organisations that operate, maintain, renew and sustain the UK's nuclear deterrent. DNO roles are advertised under CS jobs, and more information on roles with DNE are found at: **www.defencenuclearenterprise.com/careers**.

8. Cadet Force Adult Volunteer (CFAV)

A Cadet Force Adult Volunteer (CFAV) is someone who helps instruct and advise Sea, Army, or Air Cadets at their weekly training sessions. Volunteers work with other Adult Volunteers to deliver a programme of activities for young people aged 10 to 20 (depending on the Cadet Force), supporting some weekend activities and an Annual Camp in the summer. For more information, **www.adultvolunteer.org.**

APPENDIX 1 TO ANNEX 55G

FIREFLY APPLICATION PROCESS

Figure 55G1-1. Medical Eligibility and Process (Seamless Entry)

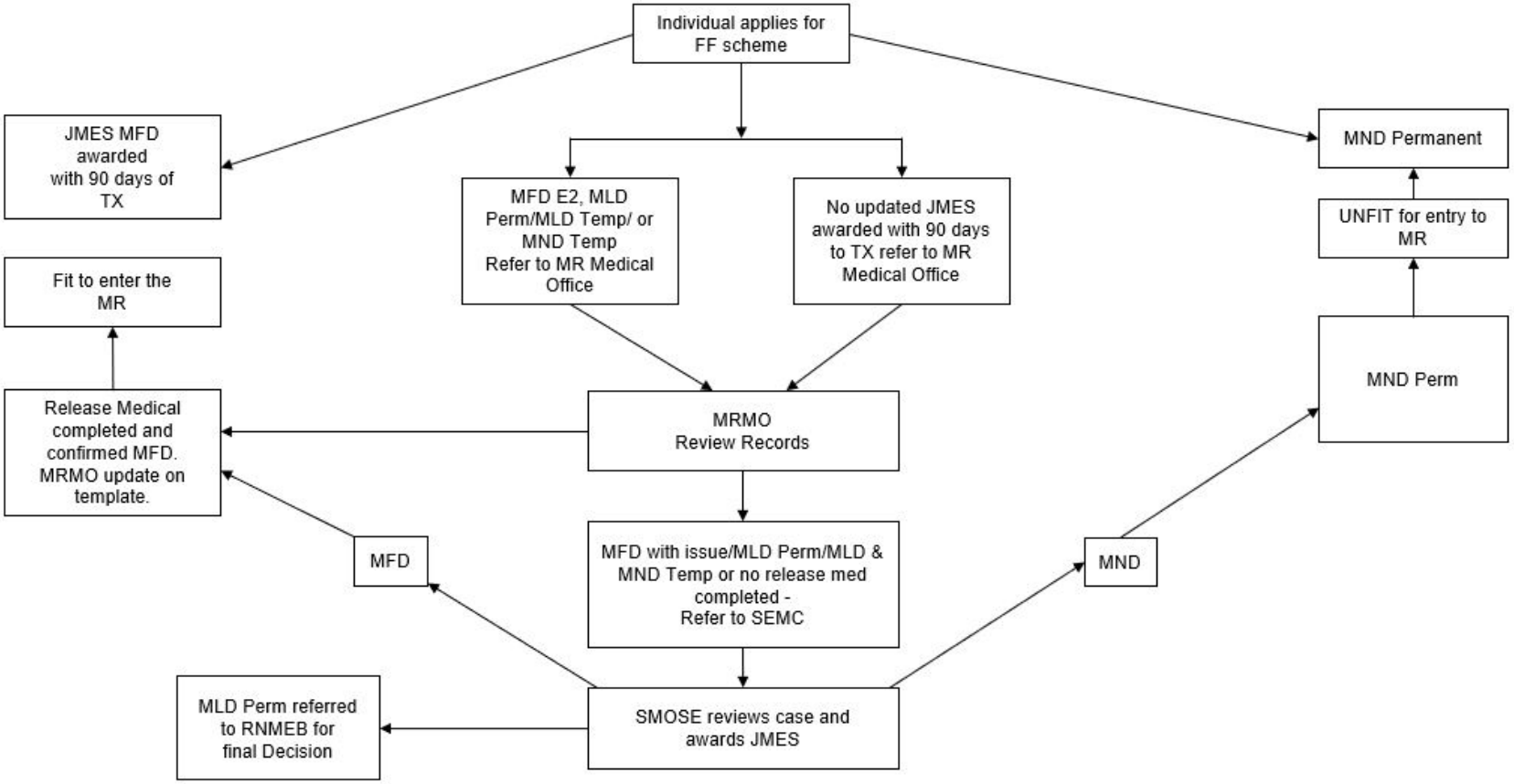
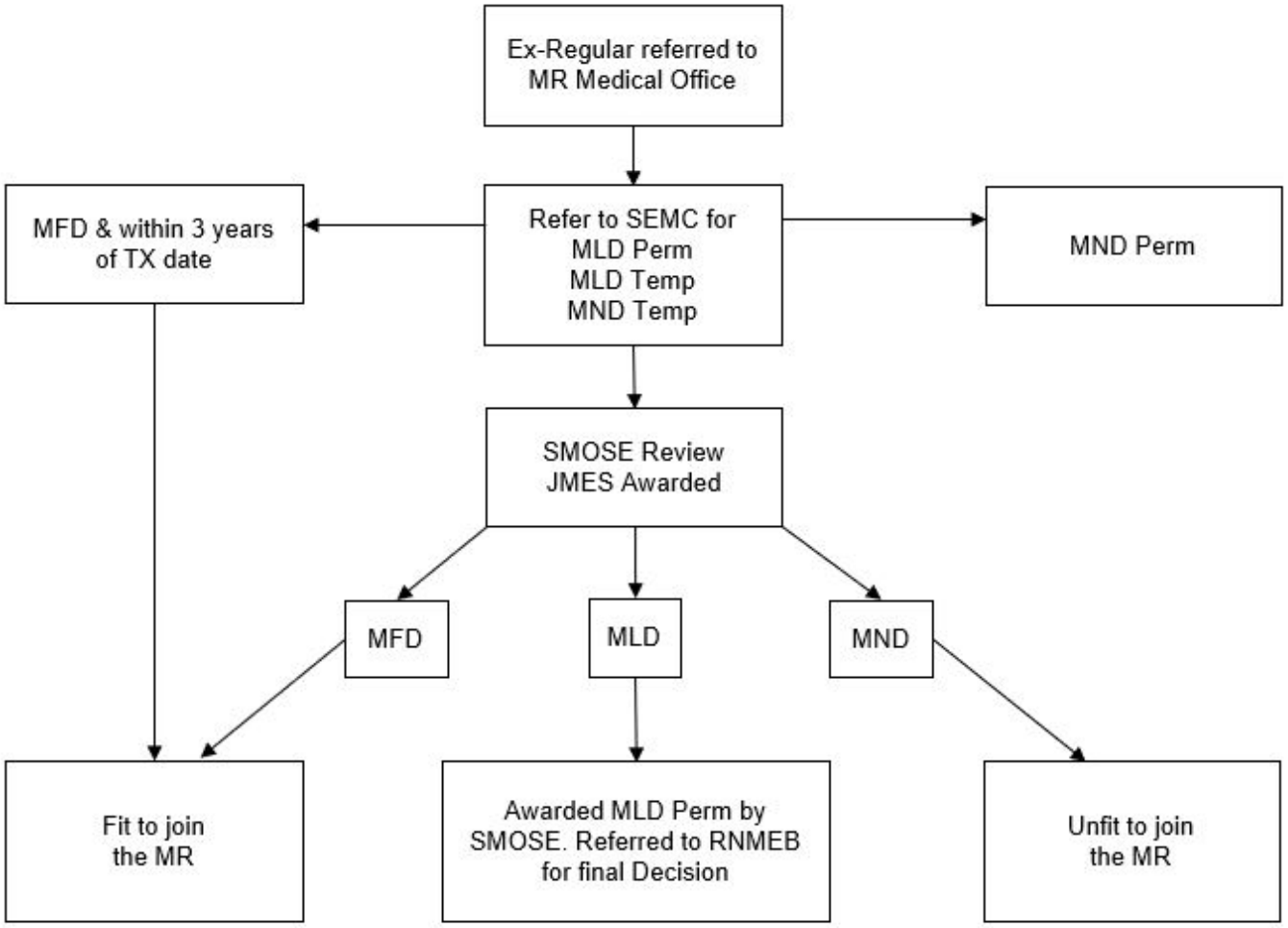


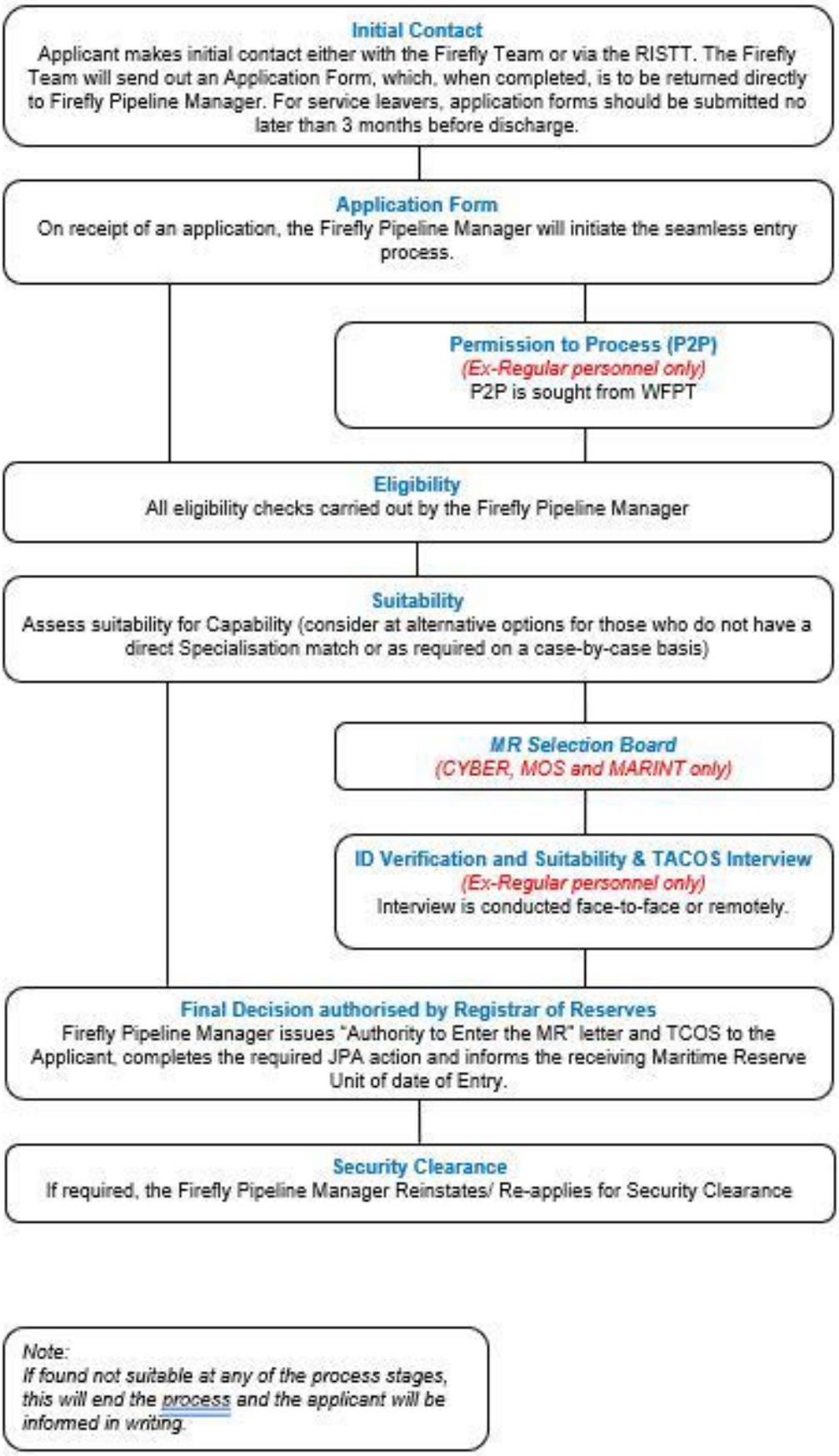
Figure 55G1-2. Firefly Process



Note: Candidates applying to join the Maritime Reserves within **36 months** of their discharge medical examination and who were discharged MFD do not require further medical examination. This update will be reflected in BRd1750A Para 0315.b[1] at the next update.

[1] http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_1750a/BRd_1750a/BRd_1750a.pdf

Figure 55G1-3. Firefly Application Process



CHAPTER 56

RATINGS POLICY - LOANS TO AND FROM COMMONWEALTH NAVIES

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

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CHAPTER 56

RATINGS POLICY - LOANS TO AND FROM COMMONWEALTH NAVIES

5601. Royal Australian Navy Ratings Serving with the Royal Navy

a. Advancements and reporting procedures are initiated via the Australian Naval Adviser, Australia House, Strand, London WC2.

b. Advancement notification for Royal Australian Navy (RAN) ratings serving with the RN will be forwarded to the Commanding Officer (CO) concerned, who may then advance the rating subject to a local recommendation. The action taken on receipt of the advancement notification is to be reported to Australia House.

c. When routine reports on RAN ratings serving with the RN are required, the necessary forms will be distributed to all COs with RAN ratings under their command.

d. COs should make any recommendations for advancement on the basis of comparison with RN personnel of similar rate.

e. Completed reports should be forwarded direct to Australia House.

5602. Royal New Zealand Navy Ratings Serving with the Royal Navy

a. In respect of Royal New Zealand Navy (RNZN) ratings serving with the RN, the applicable (branch dependent) Performance and Career Review Form, RNZN 184, is to be completed in accordance with the guidance contained in RNZN Form 185. RNZN ratings serving with the RN will provide copies of these forms to their Divisional Officer on joining their ship/unit. Completed RNZN Form 184s are to be forwarded direct to the Naval Adviser, New Zealand Defence Staff, New Zealand House, Haymarket, London SW1Y 4TQ.

b. Advancement Rosters are maintained by the Office of the Captain Fleet Personnel and Training, Naval Support Command, Auckland, New Zealand. When a rating becomes due for advancement, the Advancement Authority will issue a RNZN Form 106 authorising the action.

c. Forms RNZN 106 are sent to the Naval Adviser High Commissioner for New Zealand in London who arranges for the necessary transmission of the forms to the ships and establishments concerned. COs may then advance the ratings subject to a local recommendation. The action taken is to be reported, and the forms returned, to the authorities from which they are received.

d. Should a RNZN rating, serving with the RN, apply to take a professional or leadership examination or CBRNDC (Branch Knowledge) examination for either rostered or non-rostered advancement to Leading Hand or above, advice is to be sought from The Head, New Zealand Defence Liaison Staff, New Zealand House. The rating's Service Documents should be forwarded in every case. This procedure does not apply to an examination, which is the culmination of any course that the rating undertakes.

5603. Royal Navy Ratings on Loan to Commonwealth Navies

a. The conditions of promotion/advancement of ratings while on loan to Commonwealth Navies are generally similar to those in the RN.

b. Ratings, whose advancement is not subject to selection procedures, are to be advanced as provided for in accordance with Chapter 68. No reversion will take place on return to the RN.

c. A rating on loan to a Commonwealth Navy, who is eligible for consideration for promotion within the RN, will continue to have a selection dossier maintained and Appraisal Reports will need to be raised by the employing Service. DDPD will liaise accordingly. If a rating is subsequently selected for training/promotion during the period of loan service, then reference will be made to the Naval Secretary for communication to the Commonwealth authority concerned so that they may receive the higher pay etc. of their new rate. Should the Commonwealth Navy not require the services of the rating in the higher rate, they will be returned to the RN. The higher pay is not payable by the Commonwealth Navy where any promotion involves immediate return to the RN.

d. **Local Acting Rate.** Any local rate conferred on a rating whilst on loan to a Commonwealth Navy is to be noted on their SJAR. A rating so advanced will revert to the former rate on return to the RN.

e. **Report of Promotion/Advancement by Commonwealth Authority.** On each occasion of an RN rating being promoted or advanced while serving with a Commonwealth Navy, the CO should forward a certificate to DDPD stating under which of the Paras (Para 5603 sub para b or Para 5603 sub para c) the promotion or advancement was made.

f. **Return to the RN.** After service with a Commonwealth Navy, the rate held on return to the RN should be verified by the ship or establishment that the rating joins. Where advancement has taken place, enquiry should be made of DDPD as to the retention of the higher rate. In doubtful cases, DDPD is to refer the question to the Navy Command Headquarters Terms of Service Team for a decision.

g. **Appraisal Reports.** DDPD is to ensure that Appraisal Reports are received for ratings serving with Commonwealth Navies.

CHAPTER 57

APPRAISAL AND WARNINGS

(Sponsors: NAVY PEOPLE-PROMS Dep Hd (Appraisals)
NAVY LEGAL-EMPLOYMENT LAW SO1 (Warnings)
NAVY PEOPLE-PSP EMP POL SO1))

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CHAPTER 57

APPRAISAL AND WARNINGS

SECTION 1 - APPRAISAL - PRINCIPLES AND NAVAL POLICY

5701. Compliance

Naval Appraisal Policy complies with JSP 757 (Appraisal Reporting). This chapter contains supplementary administrative guidance for Appraisal Reports on officers, ratings and other ranks.

5702. Purpose

Appraisal is one of the most important leadership functions; the proper selection of the most suitable officers, ratings and other ranks on merit to fill the range of assignments in the Service depends largely on the quality and accuracy of appraisal reports. An active interchange of views on a frequent basis between the Subject of the report and their Reporting Officers (ROs) and Line Managers is essential for individual development, efficient use of valuable workforce resources and good management practice.

5703. Appraisal Report Functions

The Appraisal Report (AR) has two distinct functions:

a. It informs the Subject, formally and honestly, how well they have done and identifies their potential. From this, the RO can advise the Subject how to improve performance and enhance potential.

b. When considered with all their previous reports, it is used for career management by the staff of DDPD, including selection processes for promotion, command, change of commission/extended career, future assignments and training.

5704. Reporting Officers

In the majority of cases, the Subject will require only 2 ROs, in accordance with the minimum signature level criteria, but in certain circumstances they may require a 3RO (see JSP 757 Part 1, Chapter 1, Annex B). As a general rule, the most suitable ROs are deemed to be those who have the most regular contact with the Subject's work and therefore are best able to give an accurate and realistic view of performance and potential, substantiated by evidence of achievement against agreed responsibilities, tasks and objectives.

5705. Performance and Potential

The AR provides for separate assessments of performance and potential, founded on a culture of regular consultation and the gathering of empirical evidence. The assessment of performance principally provides feedback to the Subject to promote development, enhance professional skills, highlight personal qualities and also forms the basis for the assessment of potential. The assessment of potential is critical for the selection of future leaders, as well as ensuring the Service gains the best from its officers, ratings and other ranks and that all personnel, regardless of rank, are given every opportunity to have a satisfying and rewarding career. It is important for the Subject to be involved throughout the appraisal process to ensure that their aspirations are considered and that they are made aware of their strengths and weaknesses. This will give the Subject the opportunity to develop strengths, reduce weaknesses and should ensure that nothing in the final report comes as a surprise.

5706. Promotion

JSP 757 states that the guiding principle on recommendations of potential for promotion is that each year, every officer, rating and other rank should receive an indication of potential for promotion by 1 rank, and by 2 ranks where applicable, to assist them in making career decisions. In compiling reports, ROs should note that this is regardless of whether the Subject is qualified for promotion and report narratives must be based on displayed potential to hold a higher rate/rank regardless of eligibility; recommendations must, however, be realistic and ROs should be careful not to raise false expectations.

5707. Finalisation of Appraisal Reports

Completed ARs must be approved/finalised by personnel so authorised to enable the report to be released on JPA to the Subject and the appropriate 'tagged' Career Manager. The reporting chain for all types of report is therefore to include the appropriate JPA Mailbox within the Officers' Promotion Section or an appraisal administrator with a 'finalise' capability within their parent unit for ratings. Holders of these roles must be appointed by Commanding Officers/Heads of Establishment who are to ensure the appropriate Code of Governance has been completed (see JSP 757 Part 1, Chapter 9 Annexes C – F).

5708. Employee Preferences and Objectives

The completion of Employee Preferences and Personal Objectives on JPA is not mandated (with the exception of 'Change of Commission' for officers). However, it should be recognised that, along with position Role and Responsibilities, the presence of this data is highly relevant to completion of the AR and furthermore, provides selection boards with a rounded picture of the Subject and their responsibilities and career aspirations.

5709. Mid Period Appraisal Review

The conduct of a Mid-Period Appraisal Review (MPAR) is mandatory and a fundamental part of the overall appraisal process. It is the method by which the Naval Service tells its people how they are performing to date and what they must do to enhance their potential. As part of the MPAR, an individual's RNFT status should be checked to identify those who are qualified and eligible for promotion as well as to ensure compliance with the Duty placed on all Service personnel to be in date. A written record of the MPAR is strongly recommended using the proforma at JSP 757 Part 1, Chapter 3, Annex A which should be signed, and copies retained by both Subject and 1RO. In normal course, a MPAR should be conducted at the mid-point or at least between 4 and 8 months of the annual reporting cycle. Ideally, the MPAR date is scheduled during the joining interview and thereafter, at the start of the next reporting period.

5710. Promotion Criteria

A high quality report will be inconsequential if the relevant competencies required to meet promotion eligibility are not recorded on JPA. It is imperative therefore that, in parallel with AR production, the RO ensures that all pre-promotion criteria, such as RNFT or Annual RPS requirements, are recorded on JPA.

5711. Complaints about Appraisal Reports

See Chapter 23 and JSP 831 Chapter 22.

5712. Alignment of Reports

Alignment is a valuable component within the appraisal of an individual. Commanding Officers (COs) are required, by means of consultation, to level out any inconsistencies in reporting standards and identify their best candidates with the most potential for promotion in comparison with their peers. The size of the peer group should be given and an indication of the individual's position within it, e.g. 'within the top third of 20'. The process is of considerable assistance to selection boards; further details can be found in JSP 757 Part 2, Vol 1, Chapter 1, Para 8.

5713. Amending Reports

ROs may have reason to alter their opinion of an officer, rating or other rank after a report has been raised. Such changes of opinion should be communicated to the Subject at the earliest opportunity and consideration should be given to conducting a formal MPAR. If the reason for the change of opinion cannot be resolved and the next Annual Report is not yet due, consideration should be given to raising a Special Circumstances report in accordance with Para 5719.

SECTION 2

APPRAISAL REPORTING OCCASIONS AND ADMINISTRATION

5714. Flag Officers

Reports are initiated by the Director People and Training/Naval Secretary, who will forward the appropriate Senior Officer Appraisal Report (SOAR) and instructions to nominated reporting officers.

5715. Officers and Ratings on the Trained Strength

In accordance with JSP 757, reports are to be rendered at least annually on JPA for all officers and ratings/other ranks on the trained strength (except 2 Star officers and above – see above) including Maritime Reserve personnel when mobilised for active service, serving on Full Time Reserve Service commitments or borne for training in peacetime. This includes Officers (X) and (E) previously qualified as GTS in their source Branch whilst undertaking Courses in the Flying Training pipeline for sub-specialisation as Aircrew, for whom (as a minimum) MOD 2020E Course Report (for OCU courses) and 2020G Aircrew Insert Slip are to be rendered in addition to the Form E190 III (Aircrew). Where sufficient knowledge of an individual is held by a unit in accordance with JSP 757, a 2020 Full OJAR is to be rendered at least annually. Exceptionally, United Nations and NATO formats and certain training Course reports or Short Stand Alone Tour (SST) reports are accepted in lieu of full ARs. JSP 757 Annex 2C provides full details about when officers, ratings and other ranks on the trained strength are to be reported on and the occasions for report.

5716. Officers Under Training

a. Formal reports on RN YOs are to be raised on the Standard Report Form (SRF) for inclusion in the Training Record (Form E190). The latter provides a complete record of an RN officer's training until they join the trained strength. It is started for every officer entrant to BRNC Dartmouth and passed from ship to ship. It is made up in the form of a booklet with four parts covering Naval General Training (NGT), Pre-Professional Training, Fleet Training and University Training.

b. For RM YOs, a MOD Form 2020E (Course Report – In Lieu of Appraisal) is to be raised on completion of initial training at CTCRM. A full AR is then to be raised after 12 months in their Troop Command assignment unless, by exception, they are deemed to be under-performing, in which case an OJAR (Occasion: 'Special Circumstance') is to be raised and forwarded to the Naval Secretary's Department (see Para 5744).

c. Ab-initio (not on the trained strength) Aircrew Officers undertaking Flying Training are to be reported on at each Flying course prior to Operational Conversion Unit (OCU) using the SRF (detailed at sub para a) and Form E190 III (Aircrew) for flying training progress in accordance with BRd 9469 Chapter 17. On completion of the OCU, in addition to the Form E190 III (Aircrew), MOD Forms 2020E and 2020G are to be raised just as for GTS Officers, as detailed in JSP 757 Appendix 1 to Annex A to Chapter 5. The MOD Form 2020E raised on completion of the OCU will be included in the candidate files presented to Transfer and Promotion Boards. Student aircrew undergoing training on joint or RAF training squadrons will be reported upon using the RAF 5000 series forms.

d. SRFs are to be raised on YOs in accordance with, and on the occasions described in, BRNC and other training establishments' local instructions. SRFs are to be raised: at the end of each stage of training and on the final completion of submarine training; where application is made for the imposition or removal of an Admiralty Board, Commodore/Captain's Warning, compulsory/voluntary withdrawal from training; and when branch/specialisation transfer is sought. The SRF should give an all-round picture of the officer with a clear analysis of their qualities of mind, character and personality. It should be complete in itself and, when necessary to refer to previous reports, should indicate the context. Five key areas should be covered; character, professional progress, leadership, personal qualities and a conclusion which includes a brief summary of potential and, if appropriate, recommendation (e.g. to be placed on Admiralty Board Warning (ABW) or for compulsory withdrawal from training). An example of the SRF to be used is at Annex 57E.

5717 Candidates for Commissioned Rank

a. The Upper Yardman (UY), Senior Upper Yardman (SUY), RM Corps Commission (CC) and RM Senior Corps Commission (SCC) schemes provide opportunities for the promotion of ratings and other ranks to commissioned rank, subject to competitive selection and criteria specific to branch and age. Appropriate personnel need to be identified early and encouraged to complete the relevant qualifications and competencies.

b. Ratings and other ranks who aspire to be commissioned officers should, in the first instance, post their intent by completing the 'Volunteer for Commission (Other Ranks)' field on JPA Self Service Employee under Information Types/Employee Preferences. This action alone does not infer that the individual is a formally recognised UY/SUY/CC/SCC candidate and the prospective candidate should also discuss their aspirations with their Divisional Officer.

c. Where a volunteer for officer candidature on JPA has not otherwise taken forward the request, the initiation of the annual AR will serve to alert the 1RO that an employee has indicated on JPA that they are a volunteer for commission, and that this will require a recommendation on the AR. The 1RO/DO should interview the individual as soon as practicable and provide advice and guidance on:

(1) Whether or not the type of commission selected on JPA is applicable and pertinent to the Royal Navy.

(2) Whether or not the Subject is eligible for a commission in accordance with current regulations and, if not, what they need to do to become eligible.

(3) The Subject's realistic chances of attaining a commission.

(4) What the Subject needs to do to have their candidature formally approved.

d. Where the 1RO/DO is a WO, senior rating or SNCO, they must consult the Commissioned Officer (OF2 or above) who will be formally appointed by the CO to act as mentor for the purposes of the rating's officer candidature, especially regarding application and preparation for the Admiralty Interview Board (AIB).

e. **Confirming Eligibility for Candidature.** The 1RO/DO should assess the individual's eligibility status for UY/SUY/CC/SCC candidature and attendance at the AIB, consulting as necessary with the Line Manager (LM) and officer mentor, who should check the relevant Competence Profile history held on JPA. The regulations at Chapter 50 pertaining to the type of commission and any Branch requirements for which the individual has volunteered must also be considered in detail.

f. **Formal Acceptance.**

(1) The CO (or Designated Officer) Request forum should be used to consider the suitability of an individual for candidature, or the resurrection of candidature following suspension. Where a period of probation is deemed necessary, the individual, along with the 1RO/DO, must be advised of the areas where further development is needed and when the request will be reviewed.

(2) Once formally approved, the relevant RA is to be informed by letter, copied to the candidate's Career Manager, providing:

(a) The full Service details of the candidate.

(b) The date candidature was approved.

(c) The branch/specialisation and type of commission.

(d) Details of any eligibility criteria the candidate is yet to achieve (e.g. Bridge Experience Certificate), according to JPA, before application for attendance at AIB.

(e) Details of any eligibility criteria the candidate must achieve (e.g. Educational qualifications), according to JPA, before they can be considered for extraction.

(f) A certificate confirming the candidate's current medical and visual eligibility for the preferred branch/specialisation.

g. **Personal Objectives.** The 1RO, on appointment, should consult with the candidate and their normal DO/LM to ensure that 'SMART' objectives are set on JPA that will assist the candidate's development and provide empirical evidence of the candidate's readiness to attend the AIB and hold a commission thereafter. While these specific objectives will appear on both the CR and the Annual SJAR, they should be distinct and be compatible with those already set by the LM for the annual SJAR purposes.

h. **Mid Period Appraisal Review (MPAR).** The 1RO nominated for the purposes of the CR is to conduct a MPAR insofar as it affects the Subject's officer candidature.

i. **Primary Evidence.** As the CR seeks to provide the RAs with objective opinion of potential for commission (rather than promotion within the rating and other rank structures), the primary source of evidence will come from the specific 'officer-related' personal objectives set at the beginning of the reporting year. If well-constructed, these objectives should assist ROs to evaluate suitability and preparedness for AIB and the strength of potential for extraction and officer training. The CO must ensure that the CR is founded on empirical evidence of leadership; effective intelligence; powers of communication; and courage and values, applied in terms of that expected of a commissioned officer.

j. **Misconduct and Poor Performance.** Where a candidate conducts themselves in a manner resulting in a Career Check or an Overall Performance Grade (OPG) of D is awarded in a routine SJAR, the CO is to review candidature with immediate effect. If, in all likelihood, their candidature is suspended, the individual may be considered for re-acceptance after completion of a further three years' service. The suspension is to be reported to the appropriate RA by letter.

k. **Suspension or Cancellation of Candidature.** Dependent upon the circumstances, officer candidature may be suspended for a period or cancelled by the CO. The criteria for suspending or cancelling candidature are as follows:

(1) **Suspension.** The candidate becomes ineligible (even if temporarily) due to disciplinary, medical, personal or welfare reasons.

(2) **Cancellation.** The candidate:

(a) Is considered by either the AIB or CO to be unlikely to develop the necessary competence and is therefore no longer recommended for consideration.

(b) Withdraws voluntarily from the scheme.

(c) Is or becomes over age for consideration.

(d) No longer meets the medical criteria and is deemed to be unlikely to regain the required standard.

(e) Has exercised their right to apply for early termination of service.

5718. Initial Career Reporting

a. The length of time between joining the Naval Service and attaining Gained Trained Strength (GTS) status for some trainees can be in excess of 40 months. This period is a key formative element for an individual and there remains a requirement to record, assess and report on performance while under Phase 1 and Phase 2 training (the Initial Career Reporting (ICR) period) at least annually and on completion of specific phases. Where possible, Training Establishments are to use JPA Appraisal applications for ICR reporting. For those that are unable to do so, an open reporting mechanism is to be in place that is fit for purpose and allows Subjects to sight and sign their reports. The JPA ICR appraisal:

(1) Provides formal feedback on progress to the trainee.

(2) Records training achievements and highlights any future potential for Career Managers, and thereby first employing units.

(3) Enables the identification of possible CW and Fast Track candidates.

(4) Builds a history for promotion to Leading Hand/Corporal, given that longer courses constitute a significant part of an individual's career prior to full eligibility being achieved.

b. **Branch Transfer and Re-Classing.** Where applicable, the Course Report (Non Appraisal) may be moved via the reporting chain to a new/additional RO to cover those trainees that branch transfer or are re-classed. Alternatively, where this is not appropriate, the report may be deleted by the AA (the 1RO can use the 'previous owner' function to return the report to the AA; this process will clear all information held in the report). Any divisional/training information of relevance to the new 1RO should be transferred using 'hot-handover' procedures, remembering that any written notes must be disclosed to the Subject under DPA legislation.

(1) When used, JPA requires appraisal reports to be initiated online and, once completed by the RO(s) and Subject, 'finalised' by a nominated AA with the Finaliser flag. Annex 57A describes the process for ICR.

(2) All professional/personal conduct warnings accrued during training are normally to be tracked and resolved within individual schools prior to transfer to GTS. However, where a trainee under CO's level of warning for Discharge SNLR successfully attains GTS, this is to be recorded in ICR and the CO of the first employing unit informed in writing.

5719. Special Reports

a. Special reports may be called for by the Navy Board or other authority; in the latter case the Naval Secretary is to be informed. Although they are normally raised only once, further special reports may be called for. They are to be made on MPAR (Occasion: 'Special Circumstance') and, if in response to a MOD letter, the appropriate reference should be quoted at the initial text in the First RO's performance narrative.

b. A request for a special report does not imply that the officer, rating or other rank has been adversely reported on and they are commonly required to support invited applications for a variety of purposes. In such cases, the AR is to contain a specific statement on whether or not the individual is recommended for that purpose.

5720. Officers on Exchange or Loan Service Overseas

Reports on officers and ratings on exchange or loan service overseas are to be initiated by British Defence Staff, British Defence Liaison Staff, Naval or Defence Attachés, or the Directorate of Overseas Military Activity, as appropriate using the Non-Standard Appraisal Report (NSAR) format where necessary (see JSP 757, Part 1, Chapter 8).

5721. Reports on Army and RAF Personnel

Responsibility for raising ARs on Army and RAF officers and ranks lies entirely with the owning CO, regardless of Service. Administrative guidance for ARs on Army and RAF personnel (including standard reporting dates) is contained in JSP 757.

5722. Reservist Personnel

a. **Volunteer Reserve (RNR/RMR) Personnel.** RNR/RMR personnel are to be reported on as follows:

(1) **Royal Naval Reserve/QARNNS Reserve.** Reports on OJAR/SJAR are to be completed on JPA on the same dates and occasions as for regular RN personnel (see JSP 757 Chapter 2, Annex C), restricted to:

(a) **Officers.**

i. In zone Officers, holding substantive rank of Lieutenant and above.

ii. Over zone Officers, when specifically requested by the individual.

iii. Lieutenants with less than five years' seniority and Sub Lieutenants should have Short Appraisal Reports raised annually.

(b) **Ratings.** When eligible for promotion.

(2) **Royal Marines Reserve - List 1.** Reports on OJAR/SJAR are to be compiled on JPA on the same dates and occasions as for regular RM personnel. Where RMR officers and other ranks are attached to RM units for periods of continuous training in excess of two weeks, the parent RMR Unit is responsible for ensuring that a request for a Detachment Insert Slip is made on JPA to inform the full OJAR/SJAR (see JSP 757 Chapter 5).

b. **Volunteer Reserve (RNR/RMR/QARNNS(R)) Personnel on Full Time Reserve Service (FTRS) or Mobilised Service.** Reports for RNR and RMR officers and ratings/other ranks serving on FTRS or mobilised service are to be completed on JPA on the same occasions as for RN/RM personnel. Where only part of the reporting year has been spent on an FTRS commitment or mobilised service, the parent RNR/RMR Unit should initiate the report with an Insert Slip provided by the FTRS or mobilised employer. Where a full year's FTRS or mobilised service has been completed, the FTRS or mobilised employer should initiate the report and an Insert Slip should be provided by any RNR/RMR unit attended and/or by the Head of the individual reservist's branch. In either case, liaison between FTRS/mobilised employer and Reserve unit is essential. Where a period of mobilisation is for 6 months or less, a Short Appraisal Report is to be raised (see JSP 757 Articles 5.08).

c. **Royal Fleet Reserve (RFR) ('Regular Reserve') Personnel on FTRS and Additional Duties Commitment (ADC).** Reports on RFR personnel on FTRS or ADC are to be completed on JPA by the employing Unit on the same occasions as for RN/RM personnel. Where a period of FTRS is for six months or less, a Short Appraisal Report is to be raised (see JSP 757 Chapter 5). In all cases, the final reporting officer is to include a statement regarding the suitability of the individual for further FTRS/ADC and, where appropriate, service in the acting higher rank/rate.

SECTION 3

REPORTING REQUIREMENTS ON IMMINENT DISCHARGE FROM THE SERVICE

5723. Reporting Requirements

Unless a report containing the appropriate recommendations has been raised in the last 6 months, all officers, ratings and other ranks about to retire or be discharged from the Service are to receive an appraisal report (Occasion: Prior to Retirement) from the final employing unit prior to joining the nominated Release Centre.

5724. Recommendation for Further Naval Service

a. Ratings and other ranks who leave the Service before normal retirement age, except for those for whom the reason for discharge precludes consideration for further service ('Deserted', 'Dismissed', 'SNLR', or 'SHORE') , are to be assessed and a recommendation made as to their suitability for further Naval service, including FTRS or transfer to the RNR/RMR. The statement ‘Recommended for further Naval Service’ or ‘Not recommended for further Naval Service' is to be included in the 2RO potential narrative.

b. Where a recommendation for further Naval service is made, this indicates that the individual is considered suitable in all respects for such service (including RFR and RNR/RMR enrolment). In the case of a rating or other rank, service during the last three years should be free of any career checks and their performance grade during this period commensurate with rate, qualifications and seniority.

c. Individuals not recommended for further service are to be informed and made aware of their rights in accordance with JSP 831 at the earliest opportunity to enable any subsequent representation to be concluded before release from the Service.

d. Assignment Orders to release ratings subsequently assigned to another ship or establishment prior to release before joining the Release Centre, or to the Release Centre three or more months before they are due to begin terminal leave, may be reassessed and a further recommendation made if, in the opinion of the new CO, their conduct justifies such action.

e. For officers, final OJARs should include recommendations as to suitability for further active service, FTRS or transfer to the RNR/RMR.

f. **Effects of Recommendation.**

(1) Where the cause of discharge is either ‘Engagement Completed’, ‘At 12 Months’ Notice’ or ‘Redundant’, a recommendation for further Naval service will indicate that Ratings are considered suitable for re-entry and, if they have a liability for the RFR, eligible for enrolment. See also Para 5447 and Part 4 (Recruiting).

(2) For all causes of discharge other than ‘Desertion’, Dismissal’, ‘Service No Longer Required’, ‘Pensioned’ or ‘SHORE’ (except Unhappy Under 18 year olds), the addition of an asterisk (*) to a recommendation for further Naval service indicates that, at the time of discharge, the rating’s personal circumstances were such as to preclude immediate consideration for such service or for immediate enrolment in the RFR, see Para 5724 g sub para (4).

(3) For all causes of discharge other than ‘Desertion’, ‘Dismissed’, ‘Service No Longer Required’, ‘Pensioned’ or ‘SHORE’ (except Unhappy Under 18 year olds), the notation ‘Not Recommended for Further Naval Service’ will indicate that a rating is not considered suitable either to re-enter the Service or for service in the RFR.

g. For a recommendation for further Naval service, a rating must be considered suitable in all respects for such service. When making a recommendation, the CO should take into account the following:

(1) **Cause of Discharge.** Where the cause of discharge does not preclude consideration for further Naval service (Desertion, Dismissed, SNLR or SHORE (except unhappy under 18 year olds), but is other than ‘Engagement Completed’, ‘At 12 Months’ Notice’, ‘Pensioned’ or ‘Redundant’), the circumstances which have led to the decision to discharge the rating should be disregarded as far as possible when assessing suitability for further Naval service. In this situation, the sole criterion should be whether, in normal circumstances, the rating would be considered suitable in all respects for Naval service and could be recommended as such.

(2) **Conduct and Effectiveness.** To be recommended as suitable for further Naval service, a rating’s service during their last three years should be free of any career checks. Their effectiveness assessments during the same period should also be commensurate with rate, experience, qualifications and seniority.

(3) **Medical and Security Considerations.** Ratings with a history of medical problems, or whose discretion on financial or other matters is questionable, which have not, of themselves, promoted an application for discharge from the Service, are to be recommended for further Naval service only if there are clear indications of improvement in these respects.

(4) **Domestic Problems.** Ratings with a history of domestic problems which, in the opinion of the CO would have warranted referral to the Royal Navy Family and People Support (RN FPS) had the rating applied to re-engage, are to be assessed as though the domestic problems did not exist, on the assumption that they may, in the future, be resolved. Ratings in these circumstances who would otherwise be recommended as suitable for further Naval service are to have an asterisk (*) added to their recorded recommendation (see Para 5724 f sub para (2)).

SECTION 4

APPRAISAL REPORTING - NON-UK PERSONNEL

5725. Foreign Officers Under Training

Foreign officers under training should be reported on in accordance with Chapter 8 of JSP 510 - International Defence Training.

5726. Personnel of the United States Navy (USN)

a. Fitness Reports will be made on USN personnel on the following occasions:

(1) Annually, according to rank (see Table 57-1).

(2) When the individual's US reporting senior changes.

(3) On completion of posting/exchange.

b. Fitness Reports are made on NAVPERS Form 1610/02 (03-02) and drafted by the officer on whom the report is being submitted and rendered to the US Personnel Exchange Program (PEP) Administration Office, Naples, Italy. In parallel, the host nation chain-of-command 2RO (minimum rank OF4) shall provide to the US reporting senior a letter for incorporation into the finalised fitness report. A formal request for the host nation letter will be generated by the PEP Admin office approximately 30 days before the report due date.

Table 57-1. Fitness Reporting Schedules on USN Personnel

Rank/Grade	Periodic Report Due Date	Mid-Term Counselling Due Date*
Warrant Officer 2 (W-2)	September	March
Warrant Officer 3/4/5 (W-3/4/5)	March	September
Ensign (O-1)	May	November
Lieutenant Junior-Grade (O-2)	February	August
Lieutenant (O-3)	January	July
Lieutenant Commander (O-4)	October	April
Commander (O-5)	April	November
Captain (O-6)	July	January

* Mid-term counselling affords the host nation chain of command an opportunity to provide the officer with an informal assessment of their strengths and weaknesses. This assessment is due within the month listed above and does not require any formal paperwork to be generated.

5727. Personnel Serving with the Royal Marines

a. **United States Marine Corps (USMC) - Foreign Personnel Exchange Programme (MCFPEP).** Performance evaluation reporting procedures for MCFPEP personnel shall be in accordance with the Marine Corps Performance Evaluation System (PES). As such, the Subject will provide a USMC fitness report to the nominated UK Reporting Officers, annotated in Section 1 that a foreign evaluation report is attached. Consequently, the appraisal is to be compiled using a normal Form MOD 2020 AR, Type 'Regular RM Officer' or 'RM Other Rank, as appropriate, but in the NSAR format. The normal OJAR/SJAR values of grades and recommendations are to be used. Once completed, it is to be signed and attached to the USMC fitness report and returned to the Subject, who will forward the documents via their administrative support unit to the USMC Reviewing Officer for action. On no account is the NSAR to be forwarded to the JPAC. USMC fitness reports are to be submitted within 30 days of the due date, as advised by the Subject.

b. **Royal Netherlands Marine Corps (RNLMC) Officers.** MOD 2020 (NSAR format) 'RM Officer's Appraisal' is to be used for reporting on officers in the RNLMC. This is to be submitted in hard copy only to NPT RM via the chain of command by 30 Nov each year and on termination of assignment.

5728. Officers of Commonwealth Naval Forces

a. **Canadian Forces (Naval).** Letters of 'Performance and Potential' are required to be rendered annually (on all ranks) for the reporting period 1 Apr – 31 Mar. The Canadian Defence Liaison Staff (London) (CDLS(L)) will initiate the reporting process in February each year and provide instructions and guidance on the evaluation requirements and the use of the master template for owning COs. CDLS(L) will also arrange a follow-up visit by the Naval Adviser and/or the Assistant Naval Adviser in early March.

b. **Royal Australian Navy (RAN).** Reports are to be rendered on all officers on exchange/loan postings by one of two methods:

(1) End of course report (for those on RN sponsored courses), or;

(2) As required by the RAN reporting system, on the following occasions:

(a) Those officers in zone for promotion, who have been observed for a minimum of 120 days by the officer's immediate line manager, annually, on 30 Jun.

(b) Those officers not in zone for promotion, on the anniversary of taking up the exchange/loan position when an officer's immediate line manager changes and has observed the officer for a minimum of 120 days.

(3) Reports on in-zone officers will be called for by the Naval Adviser, Australian Defence Staff and managed by the Assistant Naval Adviser (London) (ANA(L)). All in-country Australian Exchange/Loan officers are provided a CD, incorporating the electronic formats for the reporting forms and instructions for their completion. The ANA(L) will forward to the reporting authority a blank formatted disk, together with instructions and a covering letter in Feb and Jul each year. The completed report is to be forwarded directly to the Naval Adviser (London), Australian Defence Staff, Australia House, Strand, London, WC2B 4LA.

c. **Royal New Zealand Navy (RNZN).** Reports are to be rendered as follows:

(1) **Officers of Captain Rank.** Reports on Captains will be initiated by and on the direction of the RNZN Directorate of Naval Officers Career Management. Where an End of Course report is rendered for a significant period of instruction (e.g. RCDS), no other report is required.

(2) **Officers of Commander Rank and Below.** Reports for this category of officers are to be rendered on the following occasions. For Sub Lieutenants and below, this will only apply for those officers who hold all professional qualifications for promotion to Lieutenant:

(a) Annually on the Subject's birthday.

(b) When an officer's reporting officer changes.

(c) On completion of posting/exchange or training.

(d) For Lieutenants and above - for period ending 30 Nov, but only if no other report has been raised for any of the three previous listed occasions within the preceding four months.

(e) As called for by the Naval Adviser, NZDS London.

(3) Reports are rendered on Form MD 68, which are to be completed in accordance with the accompanying Form MD 69 (available on a CD issued to all RNZN officers on arrival in UK). Parts 2-5 are to be completed by the Head of Department and Part 6 by the CO. If, when acknowledging the report at Part 5, the individual indicates that they will be making comment on the report, the report remains incomplete and is not to be forwarded until such time as the comments are attached by the Subject, noting a deadline of 14 days. Parts 7-8 are reserved for the appropriate Headquarters Staff Officer's comments in New Zealand. All reports for RNZN officers on exchange/posting or under training in the UK should be forwarded through the Naval Adviser, NZDS, New Zealand High Commission, 80 The Haymarket, London SW1Y 4TQ, for onward transmission to the Director of Naval Officers Career Management, HQNZDF(NAVY). The MD68 is a completely open reporting system and the officer being reported on is sent a copy of the completed Form MD 68 once all Parts have been completed.

(4) **Junior Officers Under Training (JOUT).** JOUT is defined as those officers who have yet to gain their professional/specialist qualifications for promotion to Lieutenant (e.g. OOW(A) equivalent, WEQ or MEQ). Occasions for report are as follows:

(a) On completion of any Core Professional Course undertaken with the RN (e.g. SEMC) but not if a detailed End of Course report is rendered.

(b) On completion of a posting in excess of 28 days.

(c) On change of Reporting Officer, where there has been no prior report by the departing Reporting Officer.

(d) Should the above occasions not result in a RNZN 41 being raised for a period exceeding six months, a 6-monthly progress report is to be raised.

(e) On the officer attaining their final professional qualification to the rank of Lieutenant; all subsequent personal reports are to be rendered on Form MD 68 Personal Report – Officer (see Para 5728 c sub para (3)).

(f) As called for by the RNZN Junior Officer Career Management Cell, via the Naval Adviser, NZDS London.

(5) Reports for RNZN JOUTs are to be rendered on Form RNZN 41, which are to be completed in accordance with the accompanying instructions. Section 4 is to be completed by the Reporting Officer and Section 5 by the CO (or delegate). If, when acknowledging the report at Part 5, the individual indicates they will be making comment on the report, the report remains incomplete and is not to be forwarded until such time as the comments are attached by the Subject, noting a deadline of seven days. All reports for RNZN JOUTs are to be forwarded through the Naval Adviser, NZDS London for forward transmission to the Captain Fleet Personnel and Training (fao Young Officer Career Management Cell).

SECTION 5

OFFICERS ON THE UNTRAINED STRENGTH - WARNING PROCESS

5729. Training Warnings - General Instructions

a. Officers undergoing initial training, defined as the training undertaken prior to joining the trained strength, are considered to be on probation for the whole period of their training and the MOD reserves the right to terminate a commission at any time if:

(1) They fail to reach a satisfactory standard during their studies or in training; or

(2) Their conduct is unsatisfactory; or

(3) They do not display the qualities required of a RN/RM officer, e.g. in terms of character and leadership or temperament.

b. Additionally, University Cadet Entry officers may be withdrawn from their cadetship/sponsorship schemes if they fail to reach the required standard during initial training, or they;

(1) Fail to pass out of BRNC; or

(2) Fail academically during their degree course; or

(3) Fail to obtain their degree for reasons attributable to their own fault.

c. Only in exceptional circumstances will a UCE officer be considered for transfer to a NCE commission (see transfer procedures at Para 5104).

d. A decision to terminate an appointment is not taken lightly. It is important that officers should be given, and be seen to be given, a fair and reasonable chance to demonstrate whether they have, or have the potential to develop, the personal qualities necessary to be an officer of the Royal Navy. It is equally important that they are given a fair and reasonable chance to achieve the standards of professional competence required. Warning procedures exist to allow YOs to be told where their weaknesses lie, to appreciate the need to improve, to recognise that their future in the Service may be in jeopardy if they are unable to reach and maintain the necessary standards and to be given a reasonable period of time in which to reach an acceptable standard.

5730. RN Phase 1 Training Warnings - BRNC

a. Warnings follow a three tier graduated warning system, maintaining a distinction between Professional and C&L. YOs failing to achieve the requisite standards will be placed on the appropriate level of warning to indicate inadequate progress in the areas specified. Warning states in increasing order of seriousness are Divisional Training Officer (DTO), Senior Training Officer (STO) and Commander Training. Of these, DTO and STO are internal to BRNC and are not recorded externally. In order to assure the correct feedback to the YO, a robust reporting system has been established; all YOs being placed on Commander Training's warning will have a SRF raised with the signed original placed in the P/File held by BRNC and a signed copy held in the E190.

b. A YO who is under Commander Training's Professional Warning on completion of BRNC training may not proceed to the next stage of training.

c. Where a YO is under Commander Training's Warning C&L at the time they complete their BRNC training, Commander Training is to inform the YOs new CO that a C&L Warning has been imposed. The new CO will then be responsible for reviewing the case after a suitable period of assessment has elapsed (usually within one month of arrival) and for either removing the warning or recommending that an Admiralty Board Warning (ABW) be imposed. The Officer Terms of Service Manager and the Career Manager are to be informed of such action as necessary.

d. **Removal from Warning at BRNC.** Commander Training may remove a warning if it is assessed that an YC has reached and maintained the required standard for an appropriate period.

5731. RN Phase 2 Training Warnings - Below Admiralty Board Level

a. COs of ships responsible for YOs undertaking training and COs of shore training establishments may impose a Commodore/Captain's Professional or C&L Warning on any YO under training whose performance gives cause for concern, but does not justify the imposition of an ABW. After an officer has spent the normal assessment period of between one and three months continuously in one ship or establishment, their CO should either remove the Commodore/Captain's Warning which does not require reference to the Officer Terms of Service Manager or, if the officer has failed to improve or is unable to show a sustained improvement, forward an application to the Officer Terms of Service Manager for the imposition of an ABW in accordance with Para 5737.

b. COs of shore training establishments responsible for YOs undertaking training may impose a Commodore/Captain's Professional or C&L Warning on any YO under training whose performance gives cause for concern. After an officer has spent the normal assessment period of between one and three months continuously in the establishment, the CO should either remove the Commodore/Captain's Warning, which does not require reference to the Officer Terms of Service Manager, or, if the officer has failed to improve or is unable to show a sustained improvement, forward an application to the Officer Terms of Service Manager for the imposition of an ABW in accordance with Para 5737.

Note. COs of some shore training establishments have delegated authority to impose an ABW (Professional) - Para 5737 sub para a refers

c. **Review of Commodore's/Captain's Warning during Phase 2 Training.** COs of ships or training establishments should review the case of any YO on Commodore/Captain's Warning before they leave the respective ship or shore establishment for their next assignment with a view to either removing the Warning or making an application to the Officer Terms of Service Manager for the imposition of an ABW. Where, exceptionally, a YO remains under Commodore/Captain's Warning and is appointed elsewhere, it is the responsibility of the former CO to notify the new CO of the status of the warning.

5732. RN Phase 2 Training Warnings - During TM Training

TM officers under training whose progress on any component of the Training Management Officer Course (TMOC) gives cause for concern but does not justify the imposition of an ABW may be placed in the first instance on TMOC Course Officer's Professional Warning. This written warning must detail the nature of the shortfall and remedial action to be taken by the officer, as well as the consequences of failing to reach the required standard. If the officer continues to fail to achieve against course objectives or sufficient progress is not being made to rectify previous poor performance then, following consultation with the Career Manager, an application may be made to the Officer Terms of Service Manager by the CO TMOC for the warning to be elevated to ABW.

5733. RN Phase 2 Training Warnings - During Flying Training

a. **Professional.**

(1) With RN/RM aircrew now trained in squadrons of all three Services and joint units, it is increasingly difficult to impose a single Service solution. To that end, the professional warnings used in flying training, while conforming to the spirit of these general regulations, may differ slightly in their terminology. They are detailed in individual squadron/school flying training regulations.

(2) **Probationary Period.** The whole period of training is one of probation and the MOD reserves the right to terminate a commission at any time if the YO fails to achieve the required standard (see Para 5729 sub para a).

(3) **Warnings for Air and Ground Work.** Warnings will be given for failure or lack of progress in either air or ground work. YOs should be interviewed and advised of their failings, what they are required to do to reach the required standard and what the consequences will be if they fail to do so, all of which should be reflected in the Warning Reports. The following warnings may be imposed:

(a) **Warning Report 1.** Warning Report 1 is to be raised by the Course Officer/Flight Commander, Senior Pilot or Senior Observer. This report must be entered in the trainee's Course Report Folder (CRF) by the Course Officer/Flight Commander or a member of the training staff and the trainee is to sign and date having read and understood the report. The report is reviewed weekly by the Squadron/Wing CO, Chief Instructor (CI) or their nominated representative. The trainee may fly additional sorties which could include check rides or a trainability sortie, or sit further ground school papers. Each case will be considered separately.

(b) **Warning Report 2.** Warning Report 2 is to be raised by the Squadron CO/OC, CI or Training Officer. The report is to be entered as above and forwarded to Cdr (Air) RNAS Culdrose/Yeovilton, Wing CO or Station/School Chief Instructor who may interview the trainee if necessary. The trainee is to sign and date as before. The report is to be reviewed weekly by Cdr (Air), Station/School CI, Wing CO or their nominated representative. The trainee may fly additional sorties which could include check rides or a trainability sortie, or sit further ground school papers. Each case will be considered separately.

(c) **Warning Report 3.** At Warning Report 3, the trainee is to be interviewed by Cdr (Air), BFJT/AFJT, Station/School CI, Senior Naval Officer (SNO) (DEFTS), Wing CO or their nominated representative and formally warned. Failure to improve will normally lead to suspension from flying training. The trainee signs and dates the report as above. The trainee may fly additional sorties which could include check rides or a trainability sortie, or sit further ground school papers. Each case will be considered separately.

(4) With the increasing reliance on simulator training, Air Warnings may be awarded for failures in simulator sorties.

(5) **Recording of Warnings.** A YO placed on Ground or Air Warning is to sign and date as having read the Warning Report before it is entered in their Continuous Reporting Form (CRF)

(6) **Period of Warning.** It is emphasised that Air and Ground Warnings are not to be carried forward from one Training Squadron to the next. There are two exceptions to this:

(a) The 1FTS course is split into two phases – BRT and ART – conducted on two Wings, 2 Maritime Air Wing (2 MAW) and 9 Regiment AAC (9 Reg). Given the natural progression of the course, consideration may be given to carry warnings forward from BRT to ART where appropriate.

(b) Furthermore, given that CTT and CTR are deemed to be a seamless course, warnings are applicable across the whole OCU and may be carried forward between CTT and CTR. Warnings are to be reviewed weekly and trainees who show the sustained and requisite improvement in the area for which they received the warning may have that warning reduced or removed irrespective of the administrative burden. Should there be a subsequent deterioration; another warning is to be imposed.

(7) **Failure to Improve under Warning.** A YO placed on an Air Warning is to be given additional instruction which may include simulator or airborne sorties. The remedial training that is proposed to overcome the student's shortcomings is to be clearly annotated in the Warning Report. Extra tuition may not be appropriate following the award of a Ground Warning and a simple re-sit of a failed examination may suffice. Each case should be considered on its merits within these guidelines and those at Para 5733 a sub para (3).

(8) Warning reports must also highlight the consequences of failure to improve performance.

(9) **Suspension from Flying Training.** In most cases, further failure after Warning 3 will result in suspension from flying training (see Para 5733 sub para c).

b. **Character and Leadership (C&L) Warnings.**

(1) Officers on the untrained strength are considered to be on probation for the whole period of their training in accordance with Para 5729. As such, student aircrew ex-BRNC are subject to continuous C&L assessment throughout their flying training. If any Squadron has doubts as to whether they display the qualities required of an officer of the Royal Navy in terms of conduct, character and leadership, they are to be formally warned in accordance with the principles of Para 5733 and Para 5737.

(a) **CO's Warning for C&L.** At the CO's C&L Warning stage, the student is to be counselled/interviewed by the Squadron CO or Senior Pilot/Senior Observer and warned of their failings. They are to be informed that if the shortcomings are not remedied within an agreed period of time (normally one month and not more than three months) then recommendation will be made that they will be placed on Commodore/Captain's Warning for C&L. Before this is contemplated, the case must be discussed with the appropriate Cdr (Air), CI or Wing CO. In some circumstances, it may be appropriate for this initial warning to be issued by Cdr (Air), CI or Wing CO.

(b) **Commodore/Captain's Warning for C&L.** At the Commodore/Captain's C&L Warning stage, the student is to be interviewed by the Air Station CO or the Commandant 1FTS/3FTS, and informed that failure to improve will result in a recommendation for an ABW or potentially immediate withdrawal from training.

(c) **ABW for C&L.** At the ABW C&L stage, the student is to be interviewed by the Air Station CO or the Commandant 1FTS/3FTS, and informed that they have failed to make suitable progress since being placed on Commodore/Captain's Warning and that application is therefore being made to Navy Command Headquarters to place them on ABW.

(2) **Period of C&L Warnings.** When a student aircrew officer is under CO's or Commodore's/Captain's C&L Warning at the time that they pass a phase of flying training, they may be permitted to proceed onto the next stage of training but their new squadron/air station CO as appropriate must be informed and is responsible for reviewing the C&L Warning within one month.

(3) The normal periods for Commodore's/Captain's or Admiralty Board Warning for C&L are covered in Para 5731 and Para 5737.

(4) **Recording of C&L Warnings.** The CO's C&L Warning is informal and is merely part of the normal counselling process. It does not necessarily need a written report, but the date of interview must be recorded in the student's CRF; however, at the Squadron CO's discretion, a NAC 98 may be raised. Commodore/Captain's Warning for C&L, by contrast, must be fully reported using the NAC 98 format and should be included with the officer's E190 folder. Application for ABW should be made to the Officer Terms of Service Manager by a simple routine letter outlining the circumstances of the case. A copy of the approval letter should be included with the student's signed and dated SRF within their E190 folder.

(5) End of course reports forwarded to DDir NAvn are to include one copy of each of the C&L Warning Reports.

(6) **ABW for C&L.** In view of the high degree of trust and reliability that is required from aircrew, student aircrew who are placed on ABW (C&L) will be automatically suspended from flying training and referred to the NAAB for consideration. It is likely that they will be appointed to a holdover where they can be given the opportunity to improve their shortcomings and, if subsequently removed from Warning, normally returned to flying training. In this event, the case will be referred to the Officer Terms of Service Manager for consideration of an appropriate seniority adjustment.

c. **Failure During Flying Training.**

(1) **Suspension from Flying Training.** Whilst suspension as a training risk is applicable up to completion of CTT only, trainee Aircrew may be suspended from flying training at any point up to completion of CTR in the following circumstances:

(a) Failure of a trainability or assessed sortie following award of Air Warning 3.

(b) Failure of ground examination following award of Ground Warning 3.

(c) At any point if in exceptional circumstances, including assessment as a training risk.

(2) Failure to achieve C of C will be dealt with under the suspension from flying duties procedures in accordance with BR 767 Para N115.135, although it should be noted that aircrew in this position will be deemed to be under training until award of C of C.

(3) In normal circumstances, trainees who receive Air or Ground Warning 3 who suffer any further failure will be recommended for suspension from flying training. Officers suspended from flying training for any reason are to be interviewed by the CO of the appropriate station or their nominated representative where formally delegated. However, in the case of officers referred to the PNAAB as training risks, the authority to conduct this interview on DDir NAvn's behalf is delegated as follows:

RNAS Culdrose/RNAS Yeovilton: Cdr (Air).

1FTS: Wing CO.

DEFTS:SNI (Cranwell).

BFJT/AFJT: SNI (Valley).

(4) The CO of the appropriate Air Station (or their delegated representative) may suspend a YO from flying training without warning or with less than the normal period of warning. Such action is only to be used in exceptional circumstances and the CO must detail the special circumstances of the case.

(5) In event of suspension from training, the procedures in BRd 9469 Chapter 17 are to be followed. In particular, NAAB and DDir NAvn are to be informed and a NAC 99 suspension report is to be raised giving detailed reasons for failure. The NAC 99 should contain only the facts of the case and no recommendations for future employment with the exception that suitability for back-coursing may be detailed. Under normal circumstances, except where back-coursing is being recommended, there should be no discussion of any case between the Training Squadron and the NAAB before interview. It is important that the report arrives at NAAB at least 24 hours prior to the person under report; non arrival will result in the interview being postponed.

5734. RN Air Traffic Control (ATC) Training Warnings (Phase 2 and Workplace Training)

a. **Probationary Period.** The Phase 2 ATC training (Joint Air Traffic Control Course (JATCC) at the Defence College of Air and Space Operations (DCASO)) is one of probation and the MOD reserves the right to terminate a commission at any time if the officer fails to achieve the standard required (see Para 5729).

b. **Professional Warnings and Suspension – Phase 2.** Officers who fail to make adequate progress during Phase 2 training at DCASO will be subject to the 3 Tier Warning and Review system in accordance with the DCASO Training Quality Manual. Additionally, character and leadership warnings may be issued in accordance with 5734 para h during Phase 2 training.

c. **Professional Warnings and Suspension – Workplace Training (WT).** Officers who fail to make adequate progress during Workplace Training will be formally warned as follows:

(1) **Level 1 Review.** Following consultation with the Officer Commanding ATC (OC ATC) or Senior Air Traffic Controller (SATCO), Level 1 Report is to be raised by the Unit Training Officer (UTO) on NAC Form 88B. The report is to be reviewed weekly and the Subject officer interviewed by the UTO. They are to sign as having read and understood the warning. This warning and any subsequent warnings are to be annotated on NAC Form 88C.

(2) **Level 2 Review.** Level 2 Report is to be raised by the OC ATC or SATCO on NAC Form 98B and forwarded to FGen NAvn ATM SO2. The Subject officer is to be interviewed by OC ATC or SATCO and the report is to be forwarded through Commander (Air) who may also interview the Subject officer if considered necessary. The Subject officer is to sign as before.

(3) **Level 3 Review.** At the Level 3 Report stage, the Subject officer is to be formally warned by Commander (Air) that they are required to improve in the notified areas and that failure to do so will result in suspension. A report is to be raised on NAC Form 98B. The Subject officer is to sign the report which to be forwarded through the CO to FGen NAvn ATM SO1.

d. Reports must detail the Subject officer's specific shortcomings, together with the targets which must be achieved by a specified date[1]. The following timescales for improvement will generally apply, however are subject to OC ATC or SATCO discretion[2]. Designated controlling hours[3] for each unit position are determined by NC in conjunction with Unit OC ATC / SATCO and reviewed periodically.

(1) Level 1 to Level 2 or removal of warning: 30% of designated controlling hours (for position).

(2) Level 2 to Level 3 or removal of warning: 25% of designated controlling hours (for position).

(3) Level 3 to Validation or Suspension: 15% of designated controlling hours (for position).

e. Whilst Level 1 and Character and Leadership reports may be raised on more than one occasion at different phases of training, it is expected that Level 2 and 3 will be rendered only once during any one phase of training.

f. If, at any stage of training, there is doubt concerning a Subject officer's ability to complete training successfully, Navy NAvn ATM SO2 may be requested to conduct an independent assessment of their performance.

g. Officers suspended from training will be interviewed by their CO and a NAC Form 99A is to be raised. The Subject officer will then be referred to the NAAB (see Para 5742).

h. **Character and Leadership (C&L) Warnings.** The following warnings for C&L may be given:

(1) **OC ATC/SATCO/DCASO Senior Naval Instructor's (SNI)[4] Warning (Warning 1).** The Subject officer is to be interviewed by the OC ATC/SATCO/SNI and warned of their failings. They are also to be warned that lack of improvement will lead to a CO's Warning.

(2) **CO's Warning (Warning 2).** A formal warning by the CO for which the procedures at Para 5731 should be followed, keeping FGen NAvn informed.

(3) **ABW (Warning 3).** The procedures at Para 5737 should be followed, keeping FGen NAvn informed.

[1] SMART
[2] Considering live v simulated ratio
[3] Maximum endorsement target hours utilising data from NAC88C (Unit monthly training returns)
[4] Position held by DCASO SO2 Assurance

i. **Period of C&L Warnings.** Warning 1 given during Phase 2 and Workplace Training may be carried forward to the next stage of training. Units/SNI should ensure that the Subject officer's new OC ATC/SATCO is informed of the status of the warning. It should, however, be every OC ATC/SATCO/SNI's aim to remove a Subject officer from Warning 1 before they leave the establishment and they should be given every opportunity to show improvement.

j. For the normal periods for Warnings 2 and 3, see Para 5731 and Para 5737.

k. **Recording of C&L Warnings**. C & L Warnings are to be recorded on NAC 98B (Warning 1 and 2).

5735. RM Phase 1 and 2 Training Warnings - CTCRM

a. During Phase 1 and Phase 2 Training at CTCRM, a RMYO will be issued with a formal written warning as a consequence of:

(1) A failure in professional training. This includes compound failure in the same area (i.e. failure of the Term 2 examination whilst already on warning for failing the Term 1 examination).

(2) A failure to respond to informal warnings from instructors or superior officers for poor character, command or leadership.

b. Formal written statements will state that, unless the RMYO improves (in accordance with the RMYO Operational Performance Statement), it may be necessary to withdraw the YO from training and terminate the commission. A RMYO may not be passed on to an operational unit whilst under warning.

c. A specimen Report Form for the imposition/removal of warning for unsatisfactory progress is at Annex 57G.

d. In addition to that listed at Para 5735 sub para a, formal written warnings will be issued for failure in the following criteria tests:

(1) Term 1 examination.

(2) Term 2 examination.

(3) Bottom field pass out.

(4) Commando Course (encompassing the Commando exercise CRASH ACTION).

(5) Final examination/TEWT.

(6) Final exercise (FINAL NAIL).

e. In exceptional circumstances, consideration may be given to a RMYO's withdrawal from training without warning (or with less than the normal period of warning). Where such a recommendation is made, the Commandant CTCRM (Comdt) is to explain the special circumstances of the case.

f. The three levels of warning for a RMYO are:

(1) **OC RMIOT's Warning.** The OC RMIOT is to impose a formal warning as soon as doubts arise about the YO's ability to complete training satisfactorily. The warning is to be reviewed after either:

(a) One month.

(b) The next opportunity to re-evaluate the particular area of concern (following appropriate remedial instruction).

(2) Continued failure to rectify specified faults, or the occurrence of additional shortcomings while on OC RMIOT's Warning, may result in the imposition of a CO CW's Warning. The YO will receive an interview to explain the reason for the warning and is to sign a written copy. The YO will also be informed what rectification action is required within a stipulated timescale.

(3) **CO CW Warning.** The OC CW is to impose a formal warning as soon as doubts arise about the RMYO's ability to complete training satisfactorily. The warning is to be reviewed after 1 month. Subsequent failure or a failure to improve while on OC CW's warning will render the RMYO liable to Comdt's Warning.

(4) **Commandant's Warning.** Beyond the continued or compound failure articulated above, a Comdt's Warning may be imposed for:

(a) Failure considered sufficiently severe to bypass CO CW's Warning.

(b) Severe professional regression in the final term of training.

(5) Protocols are similar to those of CO CW's Warning but with a duration of 3 months wherever possible.

g. **Imposition of a Commandant's Warning less than 3 months before Pass Out.** In the instance of a Comdt's Warning being imposed less than 3 months before Pass Out, the RMYO is to be informed that until the conditions of the warning are satisfied, the Comdt will (following successful application to the Naval Secretary):

Hold the RMYO at CTCRM for additional assessment until such time as they are considered capable of passing for duty.

Withdraw the RMYO from training and terminate the commission.

h. **Compulsory Withdrawal from Phase 1 Training.** Failure to satisfy the conditions of a Comdt's Warning during Phase 1 Training may result in the RMYO being compulsorily withdrawn from training and the termination of their commission. Other occasions where an RMYO may be withdrawn from training directly are:

(1) A serious failure in judgement or character unbecoming of an officer or liable to bring the Armed Forces in to disrepute.

(2) Failure to pass the professional/academic tests at Para 5735 sub para d, whilst already on Comdt's Warning for a previous associated failure (i.e. if a RMYO fails the Term 2 examination whilst on warning for failure of the Term 1 examination).

i. **Compulsory Withdrawal from Phase 2 Training.** Applications for compulsory withdrawal from Phase 2 training are to be made to the Officer Terms of Service Manager for higher approval - see Para 5436 sub para l. The same criteria for failure apply as for Phase 1 Training.

j. **RMYOs Under 18 years of Age.** On behalf of the Comdt, the CO CW will inform the parents or guardian of a RMYO placed on formal warning or compulsorily withdrawn from training before the RMYO's 18th birthday.

k. **Wider Reporting.** The RM Officer Career Manager is to be notified of any RMYO who is placed on, or removed from, Comdt's Warning or compulsorily withdrawn from training.

5736. Admiralty Board Warnings - General

a. If, following a period on Commodore/Captain's Warning (Professional or C&L), a YO who has made insufficient improvement may be placed under Admiralty Board Warning (ABW) (Professional or C&L). A Commodore/Captain's Warning will normally be appropriate as the first stage in the warning procedure. However, it is not essential to precede an ABW with a Commodore/Captain's Warning and, exceptionally, application may be made for a YO to be placed straight on ABW where timing or other circumstances require it.

b. An ABW will normally be for a period of 3 months, however there are occasions when a period of less than 3 months under ABW is appropriate e.g. following an examination failure where re-examination takes place less than 3 months after the initial failure. A period of ABW must not exceed 3 months, since a protracted period under warning is unfair to the individual and the Service, especially if it is unlikely that a YO will be able to reach the required standard.

c. During the Initial Warfare Officers (Foundation) (IWO(F)) course, where the period in the event of a YO being back-classed may exceed 3 months, the period of ABW shall not exceed a period of 20 weeks. This exception is made only for the purposes of incorporating the opportunity of reassessment with the IWO(F) course proceeding that which the YO had failed.

d. A YO being placed under ABW is to be informed as such. With the exception of professional training cases (see Para 5737 sub para a), applications for ABW should be made to the Officer Terms of Service Manager along with the YO's full E190, including a recently completed SRF. The SRF, which must be signed by the YO, 1RO and 2RO (who must state that they support the proposed action) should reflect what has been discussed at a warning interview and specifically refer to: the failings for which the YO is being warned; details of what the YO must do to improve; the timescale in which the YO is expected to achieve the required professional standard or to show the required qualities of character and leadership; and the likely consequences if the YO fails to improve. The YO should be left in no doubt that failure to improve sufficiently within a reasonable period of time under ABW will, in all probability, lead to their withdrawal from training and termination of commission. Only in exceptional circumstances will consideration be given to a YO's withdrawal from training without warning or with less than the normal period of warning. Where such a recommendation is made, the CO is to explain the special circumstances of the case.

e. For units deployed away from UK waters, specimen Report Forms for the Imposition/Removal of Warnings can be found at Annex 57G. COs and YO Training Officers are to ensure that, if an e-mail response is forwarded by the Officer Terms of Service Manager, the Warning Report Forms are reproduced locally and completed in accordance with instructions. The Officer Terms of Service Manager will advise the ship of the second paragraph to be inserted.

5737. Admiralty Board Warnings - Applications

a. ABW (Professional).

(1) COs of the training establishments listed below have delegated authority to impose and remove ABW (Professional) for failure in professional training and courses as follows:

(a) The Commanding Officer HMS COLLINGWOOD - for Warfare Officers who fail in any section of the Initial Warfare Officers Course (IWOC) and where back classing and/or re-examination is approved.

(b) The Commanding Officer HMS COLLINGWOOD - for IW(METOC) Officers who fail in any section of the Aeronautical Meteorological Forecasters Course (AMF – HM300) and where back classing and/or re-examination is approved in accordance with Fisher QMS Documentation.

(c) The Captain Britannia Royal Naval College - for Warfare Officers who fail in any section of the Initial Warfare Officers Course (Foundation) (IWO(F)) and where back classing and/or re-examination is approved.

(d) The Head of Navy Logistics Training (HoNLT) and Commanding Officer Food Services Training Wing (CO FSTW), DCLPA Worthy Down - for Logistics Officers who fail on the Initial Logistics Officer Course (ILOC)(M) and where back classing and/or re-examination is approved.

(e) The Commanding Officer HMS COLLINGWOOD - for Weapon Engineer Officers who fail on the Systems Engineering and Management Course (SEMC) (WE and WESM) and where back classing and/or re-examination is approved.

(f) The Commodore HMS SULTAN - for Air Engineer Officers and Marine Engineer Officers who fail on the SEMC (AE, ME and MESM) and where back classing and/or re-examination is approved.

(g) The Commanding Officer TMOC - for failure on the Training Management (TM) Officers Course when back classing and/or re-examination is approved.

(h) The Commanding Officer Training (Clyde) – for WESM Officers who fail in any section of DWEO(D) or SWSOEC training and where back classing and/or re-examination is approved.

(i) The Commanding Officer Training (Clyde) – for MESM Officers who fail in any section of ONOC1, NGC, or ONOC2 courses, and where back classing and/or re-examination is approved in accordance with Fisher QMS Documentation.

(2) COs are always to notify the Officer Terms of Service Manager of the imposition or removal of ABWs and advise of any subsequent recommendation for withdrawal from training. YOs should be left in no doubt that failure to pass the required professional or academic examinations at the second attempt will, in all probability, lead to their withdrawal from training and the termination of their commission (see Para 5436).

(3) During the Initial Warfare Officers (Foundation) (IWO(F)) course, BRNC warning states apply as per Para 5730 sub para a: SSO warnings are equivalent to OIC IWOTE warnings at MWS and Cdr Training's warnings are equivalent to CO's warnings at sea or OCWS warnings at MWS.

(4) COs of ships responsible for Warfare YOs under training may apply to the Officer Terms of Service Manager to impose (and remove) ABW (Professional) for failure in professional training, where back-classing and/or repetition of Common Fleet Time (CFT) or Specialist Fleet Time (SFT) is required. YOs should be kept informed of the decision to impose ABW and the reasoning behind such a decision. Before making an application, consideration should be made regarding any exceptional circumstances which may have affected the YO’s ability to reach the required professional standard.

b. **ABW Character and Leadership (C&L).** A YO under training who shows serious character defects, or a lack of officer-like qualities may be placed under ABW (C&L). Except in cases of rapid deterioration of standards or behaviour, a Commodore/Captain’s C&L Warning will normally be appropriate as a first stage in the procedure. Action is normally initiated by the CO who is to inform the YO of their shortcomings, as described in the report recommending an ABW.

c. **ABW Submissions.** When making a submission for an ABW (Professional) (i.e. ships/units who do not have the delegated authority stated at Para 5737 sub para a) or ABW (C&L)), the following is to be sent to the Officer Terms of Service Manager:

(1) A letter from the CO giving the reasons for the proposed ABW.

(2) A copy of the SRF that was raised when the individual was placed on Commodore/Captain's Warning.

(3) A special SRF raised as a result of the decision to apply for an ABW. This must include comments of the 1RO and 2RO (the latter should annotate the report to say that they support the 1RO's decision as a minimum). The SRF should be signed and dated by the YO, 1RO and 2RO, and the YO must be given the opportunity to comment.

(4) A copy of the full E190.

Note. *An ABW (C&L) can only be imposed, extended or removed by Navy People PSP Hd as the supervising officer of the Terms of Service team on behalf of the Admiralty Board[5].*

5738. Admiralty Board Warnings - Headquarters Staffing

a. The period between informing an officer of a recommendation for ABW and approval of such a warning by the Officer Terms of Service Manager will be kept as short as possible so as to minimise the period of uncertainty for the YO. Sensible use of e-mail and facsimile can improve the timing considerably. COs and administrative authorities are to ensure that warning recommendations are handled expeditiously. Where deployment overseas means that forwarding the full E190 will delay the case, the Officer Terms of Service Manager should be contacted to investigate whether alternative arrangements can be agreed.

b. Each case will be considered on its individual merits. If an ABW is approved, the CO is to inform the YO accordingly and advise them to make every effort to reach and maintain the standards expected of a Naval Officer. The CO should also warn the YO that failure to do so may lead to their withdrawal from training and the termination of their commission (see Para 5436).

c. A YO placed under ABW is required to countersign the Warning Report Form to confirm their understanding of the position. A partially completed Warning Report Form is therefore enclosed with the Officer Terms of Service Manager's letter confirming the imposition of a Warning. When it has been countersigned, a copy of the Report Form is to be returned to the Officer Terms of Service Manager and another copy inserted in the YO's E190.

[5] NAV SEC Letter of delegation dated 17 Jan 18.

5739. Admiralty Board Warnings - End of Warning Review

a. After 3 months (or an agreed shorter warning period), with the exception of those listed at Para 5737 sub para a, COs are to make a recommendation to the Officer Terms of Service Manager for either:

(1) **Removal of ABW.** The removal of ABW (i.e. a YO's performance or character and leadership qualities have improved sufficiently). As part of their submission, COs should provide a special SRF with the recommendation that the YO should be removed from warning. Where removal from Warning is agreed, the CO will be notified by the Officer Terms of Service Manager and a Removal from Warning Report Form will be provided for the YO to countersign. A copy of the Form is to be forwarded to the Officer Terms of Service Manager and a further copy inserted in the YO's E190.

(2) **Extension of ABW.** Where, at the end of the warning period, there are still doubts about the trainee's ability to become a satisfactory Naval Officer in all respects, COs must carefully consider whether to recommend an extension of the warning e.g. where an individual has not made sufficient progress to have the warning removed but compulsory withdrawal from training is not deemed appropriate. As above, COs should provide a special SRF setting out the reasons for such a recommendation. The report must be signed and dated by the individual concerned.

(3) **Compulsory Withdrawal from Training.** The application should be supported by a SRF and, where possible, the YO's full E190 (see Para 5729).

b. A YO may not join the trained strength while under ABW (C&L). However, if at the end of initial training, a YO has failed to respond sufficiently to justify the removal of a ABW (Professional) but is not of sufficiently poor standard to warrant compulsory withdrawal from training, the officer may exceptionally be allowed to proceed under quarterly report (see Para 5744 to Para 5746).

5740. Promotion of Officers under Warning

a. Officers under Tier 3 (Phase 1) or Admiralty Board level (Phase 2) C&L Warning at the time of their due date for promotion to Sub Lieutenant and Lieutenant (and equivalents) will have their promotion and, consequently, their seniority in the next rank deferred until the warning is removed. The promotion will take effect from, and with seniority of, the date of the Commanding Officer's recommendation for removal from the appropriate C&L Warning if this is later than the non-selective due date.

b. Officers under Admiralty Board Warning (Professional) (Phase 2) at the time of their due date for promotion to Sub Lieutenant and Lieutenant (and equivalents) will have their promotion, and, consequently, their seniority in the next rank deferred until the warning is removed. The promotion due date will be recalculated and will take into account any seniority adjustment (see Para 5741.b). Once the non-selective promotion date is recalculated, the Officer will promote based on the adjusted seniority, so long as they remain otherwise eligible (see Para 6632).

5741. Seniority Losses - RN and RM YOs Under Training

a. Time lost by individuals during initial training through no direct fault of their own, e.g. as a result of medical, welfare or compassionate reasons, will not normally result in an adjustment to their seniority. Wherever doubt exists about the applicability of an adjustment, COs should consult the Officer Terms of Service Manager in the first instance.

b. In the event of time losses incurred during Phase 2 Training as a result of back-classing or back-batching, examination failure or repeated elements of professional training, that period of time will not count for seniority purposes.

5742. Naval Aircrew Advisory Board

a. The primary purpose of the Naval Aircrew Advisory Board (NAAB) which is chaired by FT Naval Aviation Advisor is to advise COMNA on the future employment of RN/RM officer (and rating) aircrew, ATC Officers and Aircraft Controllers where doubt exists concerning their ability to continue their training or duties in accordance with FLAGO(NA), BR 767, and these regulations, in order that they may be either retained or retrained in a different branch or specialisation or their commission be terminated. The post of the FT Naval Aviation Advisor is a full-time role filled by a senior OF3 (P)/(O) with an extensive aviation background and Command or Executive experience. The Chair may call upon additional Board members as the need arises.

b. SO1 Career Manager (Air) (NAVY PEOPLE-CM OF WAR AIR SO1) will arrange for suitable specialist or executive officers to augment the NAAB if required. An officer additional to the permanent NAAB will not act as Chair of the Board unless either the Chair is specifically required to be an officer of a rank higher than Lieutenant Commander or the Chair is not available.

c. **Functions of the NAAB.**

(1) To interview and advise on the future employment of RN/RM aircrew and RN ATC officers referred to the Board where doubt exists concerning their ability to continue training or duties in order that they may be either retained or retrained in a different branch/specialisation or their commission terminated.

(2) To effect executive disposal from the Consultant Advisor in Aviation Medicine (Royal Navy) following alteration of medical flying category or recommendation for a special appointment.

(3) To act as an independent Aircrew Training Quality Control Organisation for COMNA.

d. The FT Naval Aviation Advisor maintains a close co-operation with the Consultant Advisor in Aviation Medicine (Royal Navy) who attends the Board, if required, in an advisory capacity.

e. The FT Naval Aviation Advisor is responsible to SO1 Career Manager (Air) for the execution of the tasks of the Board. They may also communicate directly with MOD departments and with ships and establishments in matters of detail concerning individual cases. The President is to forward reports on matters connected with their tasks to DDir NAvn.

f. The FT Naval Aviation Advisor will consider and conduct detailed investigation into all cases of compulsory or voluntary withdrawal from flying training or flying duties.

g. **Documentation.** Written reports giving detailed reasons for Compulsory Withdrawal from Flying Training (CWFT) are to be sent to FT Naval Aviation Advisor info DDir NAvn (and JHC for JHC aircrew). Only NAC 99 and Warning Reports are required by DDir NAvn and JHC. The NAC 99 should contain only the facts of the case and no recommendations for future employment with the exception that suitability for back-coursing may be detailed. Under normal circumstances, except where back-coursing is being **recommended**, there should be no discussion of any case between the Training Squadron and the FT Naval Aviation Advisor before interview. The following, and any other relevant, documents should be enclosed with the report (for FT Naval Aviation Advisor only):

(1) Specific NAC/other forms (see table below) and S2020D if necessary.

(2) Warning reports.

(3) Sortie/serial reports (including all sortie reports from previous training squadrons).

(4) In the event of a voluntary request for withdrawal from training (VWFT), the letter requesting withdrawal must be forwarded to (Navy People-PSP Emp Pol SO1), copied to FT Naval Aviation Advisor.

Note. *Aircrew are to present their Flying Log Books when attending NAAB and take all flying clothing with them to INM.*

h. **Specific Report Forms.** In addition to the paperwork required above, the following specific NAC/other reports are to be forwarded as appropriate to the circumstances of the individual.

Table 57-2. Appropriate NAC Forms

Background	Reports required
Pipeline Pilot/Observer ex-BRNC	E190 III (Aircrew)/NAC 99
Pipeline Pilot/Observer (former (X)/(E)(AE)/RM)	NAC 97/S2020D/NAC 99
Convertee Pilot/Observer	NAC 97/S2020D/NAC 99
Aircrew on Joint Training Sqns (DEFTS, 1FTS, RAF Valley, RAF Marham)	RAF F5201 Part 1 and 2
ATCO during Part A/Part B training	E190/SRF
Pilot/Observer/ATCO on trained strength	CO's covering letter detailing circumstances of case, NFSF report iaw BR 767 Art 115.135

5743. Naval Advisory Board

a. Naval Advisory Boards (NAB) may be convened as required to assist both directly and indirectly in the retention of YOs in the X, E and L branches.

b. **Composition.** The NAB consists of representatives from the Naval Secretary's staff under the chair of the Navy Command's TMG SO1 Training Pipeline Manager. Other advisers may be invited to attend as necessary. The Board will not examine failures and withdrawals from BRNC, as the College is able to advise and counsel new entry YOs and to respond to any unusual degree of wastage during initial training.

c. **NAB Procedure.** The Board will consider any case of voluntary or compulsory withdrawal from training that in their opinion requires detailed investigation. The Board will normally act on reports and recommendations submitted by COs, and may call for additional information when required. Costs will normally be restricted to the travelling expenses of the YO attending the Board.

d. The benefits of a detailed examination of the causes of withdrawal from training are as follows:

(1) The NAB will ensure a common approach to each case.

(2) Those invited will have the opportunity of an interview.

(3) The NAB will ensure that a YO's future employment is in the best interests of both the officer and the Service.

(4) A YO will have the reassurance that their case is being considered in detail at a higher level.

(5) Overall retention may be improved.

(6) Information will be gained on the reasons for both failure and voluntary withdrawal which will be of use in the preparation of future recruiting and training strategies.

SECTION 6

OFFICERS ON THE TRAINED STRENGTH - QUARTERLY REPORTS

5744. Introduction

a. Quarterly Reports provide the mechanism for close and regular monitoring of an officer's performance. The OJAR recommending Quarterly Report (Occasion: Special Circumstance') and the quarterly reports themselves are to be handled most expeditiously at all relevant levels in the administrative chain of command, to enable a decision on the Subject officer's future to be promulgated as soon as possible after a report has been originated.

b. The Quarterly Report is a formal warning of shortcomings and the consequences of failure to eradicate the faults identified. It is in the best interests of the Service and the individual concerned that appropriate remedial action be taken at the first signs of any significant inadequacy or shortfall in performance.

5745. Process

When an application for quarterly reporting is approved by the Naval Secretary, the clock is started from the 'To' date of the Special Circumstance OJAR recommending this course of action, and the first quarterly will normally be required to be written exactly 3 months from that date. Given that there is likely to be some delay in the process, and in order to give the Subject officer the maximum time to address the shortcomings identified, the assumption should be made that the officer will be placed on Quarterly Report. The following procedure is to be implemented:

a. The 1RO should discuss the way ahead with the Subject and start the necessary remedial programme as soon as possible - ideally at the time that the Special Circumstance report is raised. Clear Objectives to rectify shortcomings are to be identified, agreed and recorded on the OJAR page 1 and reported against in the Performance section by ROs in future OJARs. Whatever the Naval Secretary's decision, this will enable the unit to start addressing the officer's shortcomings early, and whilst it may appear to pre-judge the outcome of the recommendation for quarterly reporting, it is entirely appropriate as it will ensure that:

(1) The Subject always has the full 3 months to improve their performance;

(2) A formal MPAR will be held at the appropriate time before the next report, in addition to any informal interim appraisals.

b. If the Naval Secretary rejects the recommendation for quarterly reporting, the officer's shortcomings will still need to be addressed, and this procedure will ensure that a structured plan is put in place at the earliest possible opportunity.

c. In the case of Lieutenants and below, the decision to be placed on, remaining on or being removed from quarterly reporting is to be directed by the appropriate SO1 Career Manager. In the case of Lieutenant Commanders and above, where the Directorate's recommendation is for the officer to remain on Quarterly Report, approval may be given by Hd CM, but for officers being placed on, or being removed from quarterly report, Hd CM is to pass the quarterly report file, with his personal recommendation and a completed draft Directed Letter proforma, to:

(1) **DDPD.** For Lieutenant Commanders and below (routine cases).

(2) **The Dir P&T/NavSec.** For Commanders and above plus non-routine cases. If an individual case is considered to be contentious or particularly complex (non-routine), the file is normally forwarded to CNLS before being referred to the Dir P&T/NavSec for a decision. Dir P&T/NavSec may consult the Second Sea Lord direct, as necessary. Once the Dir P&T/NavSec and/or DDPD has made a decision, the reporting authority will be informed by letter. This letter is to be read by the CO to the officer concerned.

d. Whilst Quarterly Reports are to continue until Dir P&T/NavSec's department directs that they are to cease; each report is to include the RO's clear recommendation on their continued need. On each occasion of report, the RO is to conduct an appraisal discussion (see JSP 757 Article 4.09) explaining the implications of being placed or being retained on Quarterly Report. Where a Subject on Quarterly Report is reassigned, the Career Manager is to ensure the requirements for quarterly reporting action are brought to the attention of the receiving unit. Where appropriate, the dates of the Quarterly Reports will be adjusted, in consultation with the Career Manager, to align with Supersession or End of Tour reporting requirements with the aim of ensuring any gaps in the reporting cycle are minimised; the requirement for Annual Reports being subsumed by quarterly reporting. The first Quarterly Report in the receiving unit should normally be raised 3 months from date of joining, and quarterly thereafter. Although, as a general rule, there should be no collusion between discharging and receiving units on the content of Quarterly Reports, it may be necessary for the discharging unit to forward a letter or e-mail detailing any relevant progress or otherwise that has occurred during any gap in the reporting process.

5746. Promotion Implications

Officers due for non-selective promotion will not be promoted on their due date if they are subject to Quarterly Report. Officers who are removed from Quarterly Report due to an improvement in their performance will be promoted with effect from, and with seniority of, the date of the CO's recommendation for removal from Quarterly Report if this is later than the automatic date. Officers who fail to achieve a satisfactory standard will be liable to discharge under normal procedures.

SECTION 7

RATINGS ON THE UNTRAINED STRENGTH - FORMAL WARNINGS

5747. Initial Training Warnings (ITW)

The ITW procedure is designed to maintain a record of the individual's shortcomings in Naval General Training (NGT)[6] and professional performance. A record of the warnings issued as a result of failures is to be maintained by the Training Unit/Establishment. The warnings process is summarised at Annex 57B. ITW will be incurred for both NGT and professional failings. An initial brief on the warning procedure should be given at the start of Phase 1 and Phase 2 training, explaining the warning procedure and its purpose. Trainees should sign to acknowledge receipt of this briefing.

a. **NGT Warnings.** Situations in which NGT Warnings may be appropriate include:

(1) Receipt of minor punishments.

(2) Disruptive behaviour in the classroom.

(3) Disobedient, abusive or uncooperative behaviour.

(4) Continually poor punctuality.

(5) Shortcomings in personal administration, kit upkeep or mess deck husbandry.

(6) Poor professional performance due to inappropriate social activity (e.g. falling asleep in class).

(7) Deliberately failing a course.

(8) Multiple failing of Minor Administrative Action (MAA).

b. **Professional Warnings.** Situations in which Professional Warnings may be appropriate include:

(1) Failure of exam or module.

(2) Failure to comply with safety or instructional rules.

(3) Unwillingness to learn specialisation skill.

c. Trainees who receive a warning must sign it to acknowledge the consequences of further failures and be given an opportunity to appeal against the decision of the Awarding Officer. All documentation is to be retained until the trainee passes to the trained strength.

[6] Due to the length and nature of initial RM training, CTCRM has its own detailed procedure for Initial Training Warnings. This is captured in Unit Standing Orders and the CTCRM Supervisory Care Directive.

5748. Phase 1 Warnings

a. Warnings in Phase 1 differ from those in Phase 2 since the level of knowledge is lower and the rating is still adapting to military life. Taking the aforementioned into account, only Level 3 NGT Warnings (discipline, character, attitude etc.) should remain extant and carry forward at the end of Phase 1 Training.

b. Once in place, warnings are to be reviewed after a period of 4 weeks by the Phase 2 Establishment and reduced by one level if no further failure has been committed and the rating displays the correct attitude. A further reduction after 4 weeks is available to the Chain of Command if the trainee has performed to the required standard. This second reduction of warning is at the Chain of Command's discretion and would also assess the trainee's commitment to the high standards of ethos and values of the Service.

c. There is deemed no requirement to have Phase 2B reduction in warning as the trainee has had sufficient time to conform to the rules and regulations of both the Service and the Initial Training Pipeline.

5749. Phase 2 Warnings

a. Warnings are to be issued at the following levels for ratings in Phase 2 training:

(1) First warnings by the Divisional Officer/Establishment Warrant Officer or equivalent.

(2) Second warning by the Head of Department or equivalent.

(3) Third warning by OC or OIC level or equivalent.

(4) Infringement beyond third warning will result in Discharge Unsuitable During Training (DUDT) action being taken by CO or Head of Establishment (Capt RN or above, except Phase 1).

b. On transfer to the trained strength (on completion of Phase 2 Training), the DO/OC is to assess if the individual has corrected the shortcomings that led to the warning being issued. If it is assessed that sufficient progress has been made, the individual is to be removed from warning before proceeding to a new assignment. If the trainee is still deemed to be unsatisfactory, consideration is to be given for them to be placed on HOD/CO's Warning for Discharge SHORE (DUDT) NGT, or to Sea Under Licence. If a rating is sent to sea under warning it is to be recorded on Appraisal in a Spec 'D' report. It should be considered exceptional for a trainee to complete initial training under warning.

c. All warnings issued during Phase 2 Training will remain extant for a period of up to 90 days (excluding leave periods). The Warning Review Period should be between a minimum of 1 month and a maximum of 3 months, taking into account the diversity and periodicity in training that is bespoke to individual branch criteria. Extensions or reductions to the warnings will be approved at the review point.

5750. Minor Administrative Action

a. Minor Administrative Action is appropriate for all Phase 2 trainees who have completed induction in their respective establishments or who could reasonably be expected to have known the Rules and Regulations of the Training School or Establishment's Standing Orders. As a general rule, MAA will be inappropriate for trainees who have completed less than 2 weeks of Phase 2 Training.

b. Any trainee who incurs 3 MAA actions will be liable for disciplinary action in accordance with JSP 833, as a consequence of this action the rating would be deemed to have shown a poor attitude towards training and will have an NGT warning issued at the appropriate level. Any trainee who commits multiple infractions of MAA should be considered for immediate elevation to a higher warning status, which will be at the discretion of the Command.

c. On imposition of a warning, the trainee's file is to be updated and all further failures will be annotated in the same trainee file. The trainee is to be informed that any subsequent failures could ultimately lead to a recommendation for Discharge SHORE (DUDT).

d. See Chapter 20, Section 5 for more information on MAA.

5751. Handover of Information on Trainees Deemed of Concern

a. When Phase 2 trainees deemed of concern[7] are assigned between Training Establishments, or from Training Establishments to operational units, it is essential that a suitable method of informing the receiving unit of any concerns relating to an individual be established, so that the receiving unit can ensure that the level of supervisory care which that individual needs is maintained.

b. The Hot Handover routine should be followed by Divisional Officers (see Para 2147). However, this process is largely informal and there have been several instances where it has not proved reliable or where insufficient information has been transferred. It is therefore necessary to supplement the Hot Handover routine with a more formal process which provides a clear audit trail for the handover of information on Phase 2 trainees deemed of concern.

c. The current Divisional Officer is to pass trainee information to the receiving unit 5 working days before the physical transfer of the individual. As a minimum, the information below is to be passed, using the Proforma at Annex 57C:

(1) Academic record (including any applicable Warning level).

(2) NGT record (including any applicable Warning level).

(3) Compassionate issues of a relevant or immediate nature.

[7] E.g. for professional, NGT, compassionate reasons or considered to be vulnerable or at risk.

(4) Limitations on training resulting from Medical issues.

(5) Any other information which the Divisional Officer thinks might be of use to the next Establishment/Training School/Operational unit.

d. When passing individuals on to the Fleet, only Para 5751 c sub para (3) to sub para (5) are likely to be relevant as any failings to achieve the requisite standards in sub-paragraphs a and b should have resulted in the trainee not yet Passing Out.

e. All staff are to remain vigilant to the importance and urgency required when dealing with this category of trainee. It is incumbent on receiving unit Divisional Officers to inform their chain of command of trainees deemed to be of concern in order that these individuals receive additional levels of care and management. Case Conference procedures are to be followed by Divisional Staff when raising vulnerability/'at risk' trainee concerns to the Command.

SECTION 8

RATINGS AND OTHER RANKS ON THE TRAINED STRENGTH - FORMAL WARNINGS

5752. Purpose of Formal Warning

The purpose of a Formal Warning is to meet the responsibilities of the employer and explain, in writing, the process and consequences that might arise should an individual continue to fail to meet the professional and personal standards expected of the Naval Service. The warning procedure embraces JPA Appraisal where necessary and ensures that the shortcomings and required improvements are clearly identified, understood and acknowledged by the individual, while allowing a reasonable period of time at each stage of the process for the requisite improvements to be achieved.

5753. Responsibilities of the Commanding Officer

COs are to ensure that the mechanism for the issue of a Formal Warning is sufficiently robust to be clearly and definitively understood by all ratings and other ranks under their command, including the need for appropriate consultation between reporting/warning officers and how it is to be managed. However, there may be cases where the CO properly considers that, in the interests of the Service, the warning procedure may be dispensed with. Thus, it is not intended that Formal Warnings should be regarded as an essential preliminary in all cases; in those cases where immediate discharge is considered necessary, advice should be sought from the Navy Command Headquarters Casework Cell. The CO must bear in mind that, where necessary, an incontrovertible case for discharge/reversion will need to be prepared for submission to the administrative authority. Consequently, all warnings and reviews are to be formally recorded and countersigned by both the person issuing the warning/review and the Subject rating/other rank concerned. The Honesty Test (see Chapter 21 Section 4 – Ethos, Values, Standards and Conduct in the Royal Navy) is always to be applied when Formal Warning action is considered for conduct relating to the individual's private life. Where a Subject leaves the unit on assignment either under Formal Warning or within 12 months of a warning being removed, the sending CO is to write to the receiving CO briefly outlining the facts and, where applicable, specifying when the warning is due to be reviewed.

5754. Initial Interview

a. Where an individual demonstrates shortcomings of professional competence or in personal qualities, action rests with the Divisional Officer and/or immediate Line Manager/First Reporting Officer (1RO) to hold a Formal Appraisal Review. The aim is to give the Subject rating/other rank an early opportunity to rectify these shortcomings - it is essential therefore, from the perspective of both the Service and the Subject, that an interview takes place as soon as it is warranted, with the purpose of avoiding the need for further administrative action.

b. The review is to be conducted using the MPAR structure (see JSP 757 Chap 4 Annex 4C) and the discussions are to be recorded and then acknowledged by the Subject on the MPAR proforma (JSP 757 Annex 4A). The interview must focus on the individual's shortcoming(s) and provide a proposed solution, along with a reasonable timescale within which the requisite improvement is to be made.

5755. Warning Process

a. Formal Warnings normally follow a 3-tier structure comprising Levels 1-3. A Warning at one level can be subsequently removed, or escalated to the next level. Serious cases may warrant immediate escalation to a higher level of Formal Warning. A Level 1 warning requires the raising, completion and delivery of a Formal Warning (see Naval proforma at Annex 57D[8]). Subsequent escalation to Levels 2 and 3 requires the raising and completion of a further Warning and an accompanying 'Review of Warning' SJAR. See JSP 757 Articles 4C.14-18, which draw attention to the specific instructions in this Chapter. Formal Warnings may be issued for a variety of reasons including inadequacy, financial irresponsibility, alcohol and unruly behaviour. In exceptional circumstances, an individual may be retained on the current level of warning for a further period of review. Caution should be exercised when using this option as it is unfair to both the individual and the Service to retain individuals on warnings for extended periods; the default position should be either to remove the individual from warning or to escalate them to the next level. In all but the most straightforward of cases, advice should be sought from the Casework Cell as to the advisability of retaining an individual at the current level of warning.

b. In relation to RN Police (RNP) personnel who are placed on Formal Warning, it is a requirement for RNP personnel to inform HQ PM(N) Professional Standards of their warning (see Chapter 80 Section 12 - Incidents to be reported to Provost Marshal (Navy)). Taking into consideration the unique position that RNP hold within a unit, and in order to obtain a balanced view of the circumstances surrounding the warning, COs should consider providing information to HQ PM(N) Professional Standards by briefly outlining the facts and, where applicable, specifying when the warning is due to be reviewed.

5756. Issue of Formal Warning - Level 1

The officer who conducted the Formal Appraisal Review will normally decide at the end of the initial review period whether or not previous counselling has achieved the desired effect. In the absence of sufficient improvement, a Formal Warning Level 1 is to be initiated using the proforma at Annex 57D, signed (subject to the minimum rank of OR7) and issued to the individual. The warning must describe in sufficient detail the problem (including civil and service convictions); the proposed solution; the timescale for review (usually 3 months); the future process; and the likely consequences if improvement is not forthcoming. The Subject should acknowledge in writing that they understand the Formal Warning and the advice given. The warning is to be retained by the unit (or forwarded to a new unit, as required) and a copy provided to the individual. Where necessary, warnings may be given under a number of headings simultaneously, however, in all cases each warning must clearly articulate what the individual is being warned for and at what level (e.g. LH Smith has today been placed on HOD's Warning for Reversion (Inadequacy) and CO's Warning for Discharge SHORE (Alcohol)).

[8] An electronic version of the Annex 57D Formal Warning proforma may be found by clicking on the 'Forms' Section of the BRd 3(1) Home/Splash Page.

5757. Formal Warning Level 1 Review

The officer who issued the Level 1 Formal Warning (usually the DO) will normally make a decision at the end of the stipulated review period whether or not the warning and advice has led to the requisite level of improvement. Following consultation with the Second Reporting Officer (2RO) (usually the HOD), this assessment will result in one of the following options:

a. **Formal Warning Removed.** The Level 1 Warning Officer informs the subject in writing (proforma at Annex 57D) of their removal from Formal Warning.

b. **Formal Warning to be Escalated to Level 2.** The Level 1 Warning Officer, as the 1RO, raises a SJAR, with the officer who will issue the Level 2 Formal Warning acting as 2RO (subject to the minimum rank of OF2).

5758. Escalation to Formal Warning Level 2

In addition to raising a SJAR, the Level 2 Warning Officer (usually the HOD) is to initiate, sign and issue to the individual the escalation of the Formal Warning to Level 2. The warning (proforma at Annex 57D) must reiterate the process and describe in sufficient detail: the ongoing problem; the proposed solution; the timescale for review (usually 3 months); and the likely consequences if improvement is not forthcoming. The Subject is to certify in writing that they understand why the Formal Warning has been escalated and the advice given. The warning is to be retained by the unit (or forwarded to a new unit, as required) and a copy provided to the Subject. The narrative should reflect the Level 1 review period and substantiate the escalation of the Formal Warning by elaborating on the Subject's prevailing weaknesses and/or unsatisfactory professional effectiveness.

5759. Formal Warning Level 2 Review

The officer who issued the Level 2 Formal Warning will normally make a decision at the end of the stipulated review period whether or not the warning and advice has led to the requisite level of improvement. Following consultation with the CO, this assessment will result in one of the following options:

a. **Formal Warning Removed.** The Level 2 Warning Officer, acting as the 1RO only, raises a SJAR informing the Subject of their removal from Formal Warning. There is no requirement to complete another Annex 57D.

b. **Formal Warning Escalated to Level 3.** The Level 2 Warning Officer (as the 1RO) raises a SJAR; the CO, who will issue the Level 3 Formal Warning, is to act as Second Reporting Officer (2RO) (subject to a minimum rank of OF3). Where the CO is an OF2 (such as in Command of a MM/PP), an appropriate officer in the unit's chain of command/administrative authority should act as 2RO. The narrative should reflect the Level 2 review period and substantiate the escalation of the Formal Warning by elaborating on the Subject's prevailing weaknesses and/or unsatisfactory professional effectiveness.

5760. Escalation to Formal Warning Level 3

Where the CO decides that a further period of review is appropriate, the rating or other rank is to be informed in writing of the escalation of the Formal Warning to Level 3 in addition to raising a SJAR. The warning (proforma at Annex 57D) must describe in sufficient detail the ongoing problem; the proposed solution; the timescale for review (usually 3 months hence); and reiterate the process and likely consequences of failure to make the requisite improvements. The Subject is to certify in writing that they understand why the Formal Warning has been escalated and the advice given. The certificate is to be retained by the unit (or forwarded to a new unit, as required) and a copy provided to the individual.

5761. Formal Warning Level 3 - CO's Review

At the end of the stipulated review period, the CO is to assess whether or not their warning and advice has led to a sustainable level of improvement. This decision is likely to result in one of the following options:

a. **Formal Warning Removed.** The CO, acting as the 1RO only, raises a SJAR informing the Subject of their removal from Formal Warning.

b. **Formal Warning Retained.** The CO re-issues the warning informing the individual of an extension to the Level 3 Warning, giving reason for the decision and the date on which the review of the Formal Warning will be made.

c. **Application for Discharge/Reversion.** The CO is to apply to the Navy Command Headquarters Casework Cell outlining the case for administrative action. Where application is made for discharge, the Subject is to be informed of the case against them (i.e. disclosure of the application and enclosures) and of the right to make a representation (see Para 5447), in the knowledge that the curtailment of their Service career is under consideration. If the rating or other rank chooses not to make a representation, a statement waiving the right to do so is to be signed and forwarded with the application. Should the individual exercise the right to make a representation, the CO is to comment on the issues contained therein and forward the representation with the application.

5762. Apprising Subject of Warning Implications

Consultation between reporting officers and thorough counselling of the Subject play a key role in the warning process. Every effort must be made to ensure that the shortcomings are identified, and the proposed solution explained to and understood by the Subject, who must also acknowledge in writing the advice given, the future process and consequences in writing. While the Formal Warning issued to the individual is to contain sufficient detail to meet this requirement, the 'Review of Warning' SJAR should be seen as a culmination of the Level 2 and Level 3 review periods in which an honest, accurate, unambiguous and coherent assessment of performance is given to the Subject, taking into account all relevant factors and illustrated by reference to specific failures. There must be no mention of any impending or anticipated disciplinary action, SIB investigations, or acquittal after trial. The Subject has the opportunity to comment in the 'Subject Comments Slip' on receipt of the SJAR from the 1RO (see JSP757 Chapter 3 regarding the options available).

5763. Application for Discharge/Reversion

Specific advice about the process of making application, tailored to the type of discharge, is detailed in Chapter 54 and, if further assistance is required, available from the Navy Command Headquarters Casework Cell.

5764. Retention of Formal Warning Documentation

All records relating to a Formal Warning are to be retained in the raising unit. Where the rating or other rank leaves the unit on assignment, copies of all warning documentation (Level 1, 2 and/or 3) must be forwarded under covering letter to the CO of the new unit and receipt confirmed; the CO retains responsibility for ensuring that personnel proceeding on assignment remain under warning and that the receiving unit is adequately informed of such circumstances. Where the individual is removed from warning, these documents are to be destroyed 12 months from the date of removal.

5765. Routine SJAR Falling within a Period of Formal Warning

Annual, Annual/ Supersession or Annual/End of Tour SJARs are to be raised when they become due in accordance with JSP 757 Chapter 2 Annex 2C after the Formal Appraisal Review or during the period prior to the Formal Warning Level 1 Review. However, it is probable that there will have been insufficient opportunity for the Subject's shortcomings to have been addressed. In these circumstances, while the performance attributes should indicate that the rating or other rank is graded below 'Performing to the standard expected in all respects', the Overall Performance Grade must not be lower than 'C'. Routine reports are not required when the Formal Warning has been escalated to Level 2 or Level 3.

5766. Foreign and Commonwealth Personnel

The system of sequential Warnings for Foreign and Commonwealth Students differ from the provisions of this Para in two important respects:

a. The Foreign and Commonwealth Training equivalent of a Captain's Warning is a National Warning. Commodores or Captains of basic professional training establishments and specialist professional training engineering schools are authorised to give National Warnings.

b. The award of any warnings is to be reported in writing to International Defence Training (Royal Navy) (IDT(RN)) immediately. This is particularly important where withdrawal from training or back classing is under consideration, in which case, consultation with IDT(RN) will be necessary prior to a final decision being taken.

5767. Warnings for Discharge SHORE

In cases other than those for Temperamental Unsuitability, Compassionate, Fraudulent Entry, Drugs or Medical Reasons, it is expected that ratings or other ranks will have been formally warned by the CO/Executive Officer of their shortcomings and given a period in which to redeem themselves before an application is made for discharge. This period will depend on the circumstances, but is normally to be at least 3 months and not more than 12 months. This warning should be recorded on a Formal Warning Proforma (Annex 57D), countersigned by the Subject and retained with their Service Documents and, if required, on a SPEC SJAR on JPA. If, after the period stipulated, there has been a satisfactory improvement, individuals are to be informed that they are no longer under warning for discharge and their documents annotated accordingly. A further proforma should record that the individual is no longer under warning and be signed by the CO and the individual. If there has been no improvement, and the CO decides to proceed with the application for discharge, details of the warning given are to be stated. If, for some special reason, a warning was considered inappropriate, this point is to be covered in the application. If an individual is assigned to another ship or establishment while the application is being considered, this should be recorded on a separate proforma and a copy of the application is to be included with the Service Documents. A similar procedure should be carried out if an individual is assigned between being warned and an application being made for discharge.

5768. Warnings for Inadequacy

Ratings and other ranks that hold the rate of Leading Hand (or equivalent) and above who are unable to perform their duties due to inadequacy must be warned for reversion following the Warning Process procedure. Specific guidance for Warnings for Reversion is given in Chapter 70. Ratings and other ranks who are unable to perform their duties at the lowest rate/rank to which they can be reverted (see Relative Rates Table at Annex 65A) due to physical or mental incapacity (not of a nature to warrant invaliding) or incompetence may be warned for Discharge SHORE (Inadequacy) (see Para 5443 a sub para (3) and sub para (4)).

5769. Alcohol

Alcohol and abuse of alcohol may lead to disciplinary problems which should be dealt with as disciplinary matters. Under circumstances where an individual's efficiency, physical condition or value to the Service becomes materially impaired through addiction, Discharge SHORE may ultimately be recommended. Personnel should be placed on formal warnings for 'Discharge SHORE (Alcohol)' and follow the standard 3-tier process in accordance with Paras 5755-5765. Specific guidance for Divisional Officers on managing the problem drinker is at Para 6 to Appendix 1 to Annex 21J, which must be consulted in all cases.

5770. Royal Navy Fitness Test (RNFT) Failure

The guidance and process for the administration of the RNFT (see Chapter 21 and Chapter 29) includes separate and distinct instructions for warning and discharge from the Service following failure of RNFT.

5771. Naval Annual Personal Weapons Test (NAPWT) Failure

The NAPWT failure policy is detailed in BRd 8988 Chapter 10 and contains separate warning instructions.

5772. Warnings for Discharge SNLR (Unruly)

Individuals who are considered to warrant Discharge SNLR (Unruly) will normally have been formally warned by the CO/Executive Officer of their shortcomings and given a period in which to reform as in Para 5767 before an application is made for discharge. Para 5444 is to apply to warnings if the individual is approaching pension. This warning may be dispensed with in cases in which it would not be appropriate, for example after a serious civil conviction.

5773. Warnings for Ratings and Other Ranks Serving on an Extended Career

Guidance on Warnings relating to Ratings and Other Ranks who are serving on an Extended Career are detailed in Para 4945 sub para k.

ANNEX 57A

INITIAL CAREER REPORTING (ICR) - GUIDANCE AND PROCESSES

1. JPA Appraisal System - Procedure and Responsibilities

ICR is to be delivered utilising the JPA (on-line) Course Report (Non Appraisal) – MOD 2020E. The report is to be initiated at course commencement, either by a nominated Appraisal Administrator (AA) (preferably with the Finalise Flag) assigned to a member of the Training Establishment/School staff or by the trainee via 'Self Service Employee – Initiate own Appraisal'. In all circumstances, the reporting chain is to reflect the assigned Divisional Officer or Course instructor as the 1RO. An outline of the process is as follows:

a. Select Report Type: 'Course Report' followed by Occasion: 'Course Report (Non Appraisal)' - Action: AA.

b. Insert 'Year' (e.g. 2013/14), and period of report (start/end dates of course/stage of course or agreed report dates where the course is protracted) - Action: AA.

c. Insert the Service No. of the first person in the reporting chain (AA or 1RO) and complete the reporting chain with a 2RO and the AA with Finalise Flag as required - Action: AA.

d. 1RO completes narratives (1850 characters, including spaces), recommendation free text – 925 characters), contact time with Subject, course competencies (pass marks?), course grade achieved (see Table 1 below) – yellow fields are mandatory - Action: RO.

e. Subject accesses JPA, reads report and clicks complete on Student Certificate (default states "I have read this report and received a copy" - Action: Subject.

f. 1RO clicks 'next owner' (either 2RO at sea for instance or AA with Finalise Flag) - Action: RO.

g. Report finalised on-line and appears in Subject's JPA Self Service and CM's workflow - Action: AA.

2. Report Compilation

The report narrative should focus on course performance against the professional course criteria and fulfilment of the All Ratings First Sea Draft (ARFSD) TPS. Consideration should also be given to the inclusion of comments on:

a. Ability to complete task book training;

b. Leadership potential and suitability for early promotion;

c. Team ethic and core values and standards.

3. Recommendation for CW or FTS

Where this is given, it should be supported by empirical evidence of heightened leadership/professional potential should be included within the Potential section of the report. Should the subject display exceptionally high or low qualities or be affected by extraordinary circumstances, the 2RO (who should be Lt RN or above in this instance) is to be consulted and included in the reporting chain.

4. Course Grading Assessment

While this section is mandatory, it is nonetheless a free text box. Consequently, course grades are to be restricted to the following:

Grades		Comment
A	Exceptional	A 2RO must be consulted before awarding this grade and should only be used for Fastrack/CW candidates
A-	Above Average	
B+	High Average	
B	Average	Average Pass
B-	Low Average	
C	Below Average	
D	Well below Average	Must Consult 2RO. In the exceptional circumstance that a rating is transferred to sea with this grading a 2RO of Lt RN or above will must be assigned and report on the individual.

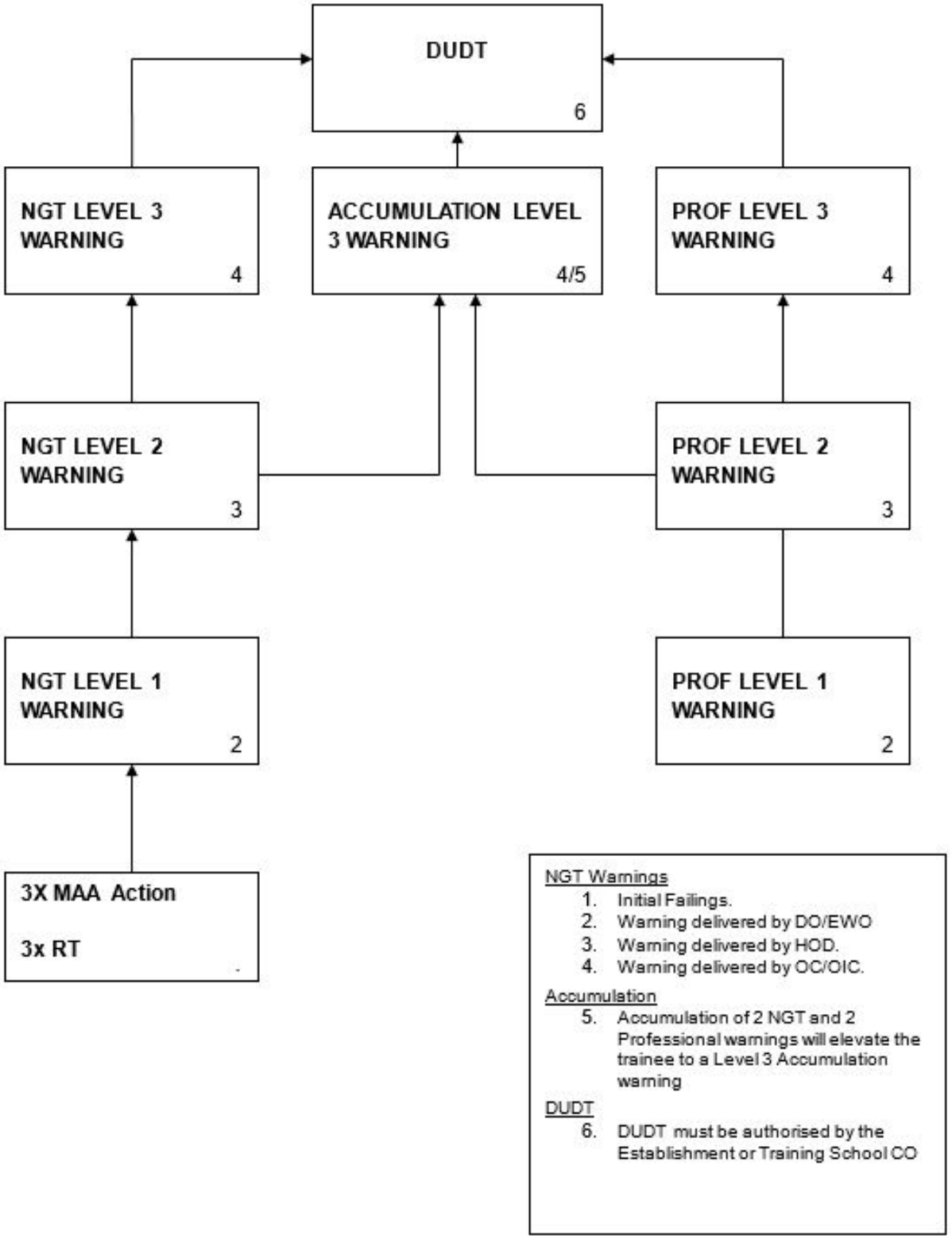
In the context of course achievement, a “B” grading equates to an average pass. There is specific fail grade, given that any rating not passing Professional Course would not reach GTS in any case. However, any student who fails and is held for further training or branch transfer or is Discharged SHORE “Deemed Unsuitable During Training (DUDT)” is to receive a report either at the end of the course or immediately prior to being withdrawn or removed from a course, whichever is appropriate.

5. UTS Personnel placed under Training Warning

Individual Establishments/ Schools operate their own process for placing UTS ratings on warning and this will continue. The warnings are to be removed on completion of UTS training.

ANNEX 57B

UTS WARNING PROCESS



NGT Warnings

1. Initial Failings.
2. Warning delivered by DO/EWO
3. Warning delivered by HOD.
4. Warning delivered by OC/OIC.

Accumulation

5. Accumulation of 2 NGT and 2 Professional warnings will elevate the trainee to a Level 3 Accumulation warning

DUDT

6. DUDT must be authorised by the Establishment or Training School CO

ANNEX 57C

RATINGS DEEMED TO BE OF CONCERN - HANDOVER PROFORMA

Recruit XXXXX, Service Number XXXXX, who will join your unit on DD MMM YY is being highlighted to you as a Rating of Interest.

1. Warnings

Academic Warning level:
(Expand with information as required)

NGT Warning level:
(Expand with information as required)

2. Compassionate

The trainee has encountered the following compassionate issues:

(Within the normal limits of confidentiality or with the trainee's permission, details of the compassionate issue to be as fully explained as possible)

3. Medical

The trainee has encountered a problem of a medical nature which requires the following limitations on their training:

(Details of the limitations to be explained as fully as possible whilst maintaining medical confidentiality)

4. Additional Information

The following additional information is forwarded to aid the Divisional Officer in compiling a more complete profile of the trainee:

(Details of the additional information which may be of interest)

Rating's Details

Name/Rate:

Service Number:

Signature:

Date:

Releasing DO's Details	Receiving DO's Details
Name/Rank/Rate:	Name/Rank/Rate:
Service Number:	Service Number:
Signature:	Signature:
Date:	Date:

ANNEX 57D

FORMAL WARNING FOR RN RATINGS AND RM OTHER RANKS

Annex 57D can be accessed from the Home Page under the Forms Link.

ANNEX 57E

STANDARD REPORT FORM (RN)

(REV FEB 18)

Service No.	Date of Birth	Rank	Seniority	Surname and Initials

Branch & Specialisation	Date Assumed (POP Date)	Unit/Establishment/Ship

Occasion	Period
INTO(O) REPORT	

Performance Attributes (SRF only) **Overall Performance Grade** ☐

Adaptability & Initiative	☐	Awareness & Understanding	☐	Breadth of Perspective	☐	Communication & Influence	☐	Delivering Results	☐
Leadership	☐	Physical & Mental Resilience	☐	Problem Solving & Decision Making	☐	Teamwork & Collaboration	☐	Values & Standards	☐

1. Reporting Officer's Assessment

LEADERSHIP

PROFESSIONAL

HOLISTIC

FITNESS

WARNINGS

CONCLUSION

POTENTIAL (SRF only)

Name	Rank	Appointment
Unit	Signature	Date

2. Second Reporting Officer's Assessment (SRF Only)

I have contact with this officer's work		OverallPerformance Grade	

Name Rank Appointment

Unit Signature Date

3. Subject Officer's Statement

I have been given the opportunity to make written comments and received guidance on the significance of my Premature Termination of Career Point.

- I do not wish to do so ☐ - My comments are attached ☐

Name Date

ANNEX 57F

IMPOSITION OF ADMIRALTY BOARD WARNING

STUDENT: .....

ESTABLISHMENT/SHIP: .....

TYPE OF WARNING: .....

This is to certify that (*Rank*)…..... (*Surname*)..... has been informed that they have been placed under Admiralty Board (*Type of Warning*)..... with effect from (*Date*)..... .

The officer has been warned that: .....

(This part of warning to be advised by the Navy Command Headquarters Officer Terms of Service Manager as appropriate)

SIGNATURE: .....(*Warning Officer*)

NAME: .....

DATE: .....

I acknowledge this warning and understand that, should I be unable to reach the required standard, this will in all probability result in my compulsory withdrawal from training and the termination of my appointment.

SIGNATURE: .....(*Student*)

NAME: .....

DATE: .....

REMOVAL OF ADMIRALTY BOARD WARNING

STUDENT: .....

ESTABLISHMENT/SHIP: .....

TYPE OF WARNING: .....

This is to certify that (*Rank*)…..... (*Surname*)..... has been informed that they have been removed from Admiralty Board (*Type of Warning*)..... with effect from (*Date*)..... .

SIGNATURE: .....(*Warning Officer*)

NAME: .....

DATE: .....

SIGNATURE: .....(*Student*)

NAME: .....

DATE: .....

ANNEX 57G

IMPOSITION OF WARNING FOR UNSATISFACTORY PROGRESS

RM YOUNG OFFICER: .....

TRAINING ESTABLISHMENT/COMMANDO: .....

TYPE OF WARNING: * .....

This is to certify that (*Rank*)…..... (*Surname*)..... has been warned that he has failed to reach the standards required of a Young Officer under training and that, unless there is an immediate and sustained improvement in his performance, consideration will be given to his withdrawal from training and termination of his appointment.

SIGNATURE: .....(*Warning Officer*)

NAME: .....

DATE: .....

SIGNATURE: .....(*Young Officer*)

NAME: .....

DATE: .....

* Insert “Commandant CTCRM/Commanding Officer’s” as appropriate

REMOVAL OF WARNING FOR UNSATISFACTORY PROGRESS

RM YOUNG OFFICER: .....

TRAINING ESTABLISHMENT/COMMANDO: .....

TYPE OF WARNING: * .....

This is to certify that (*Rank*)…..... (*Surname*)..... has been removed from

* ……..Warning.

SIGNATURE: .....(*Warning Officer*)

NAME: .....

DATE: .....

SIGNATURE: .....(*Young Officer*)

NAME: .....

DATE: .....

* Insert “Commandant CTCRM/Commanding Officer’s” as appropriate

CHAPTER 58

MANAGEMENT OF CAREER

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

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CHAPTER 58

MANAGEMENT OF CAREER

5801. Definition

Career management may be defined as “the assignment of individuals in accordance with endorsed current and future Service requirements, exploiting skills, career development needs and, whenever possible, personal preferences, whilst providing advice on future career paths”. Further detail on the aims of career management can be found in Chapter 59 - Assignment Principles

5802. Provision of Career Management Advice

a. **Officers and Warrant Officers 1st Class.** Career Managers (CM) are to maintain and encourage regular personal contact between themselves and their assignees, both ‘in office’ and during their visits to ships and establishments. For their part, both individual officers are encouraged to maintain contact with their CM by e-mail, telephone, or by visits to discuss their assignments, careers, preferences and circumstances.

b. **Ratings/RMOR.** Career Management advice is available to all ratings on request. Specific advice is provided as follows:

(1) **Senior Ratings.** Career management advice and guidance is available from the relevant CM in NCHQ Portsmouth (or in the case of SM ratings the CMC in Faslane and for FAA, the CMCs in Culdrose, Yeovilton and Marham).

(2) **Junior Ratings.**

(a) EWO or CMC CMs in Devonport, Faslane or Portsmouth or CMCs in Naval Air Stations and at RAF Marham, for advice on current/next assignments, career courses and immediate concerns. For some smaller branches Career Management has been retained by the appropriate Career Management team in NCHQ Portsmouth.

(b) Waterfront Careers Advisers in base ports provide broader career management advice, e.g. issues on career development, out of specialisation opportunities and Dual-Serving Parents (DSP) (see Para 5808).

(3) **RMOR.**

(a) RM Career Advisors (RMCAs), located in most major RM units, and the RM Career Management team (Leach Building, NCHQ, Portsmouth), provide general careers advice

(b) Specialisation Advisers (SA) are primarily based in the lead training schools for their Specialisation and in NCHQ. They provide SME advice relating to their particular specialisation.

5803. Assignment Preferences

a. The primary means of indicating individual assignment preferences to CMs is via JPA. The importance of keeping these preferences up-to-date cannot be sufficiently stressed. Updates can be enacted at any time, but the following occasions are considered mandatory:

(1) New Entries: on completion of Phase 2 Training.

(2) On sea service and LFS: when an assignment order is received detailing a relief or when indication is received that the individual will be assigned without relief (e.g. a ship decommissioning).

(3) Annually for RMs – Updates MUST include the date the amendments or update was entered even if no changes have been made.

(4) When preferences change OR personal circumstances change

b. JPA preference data can include Sea and shore preferences and also allow individual to volunteer for operational tours. Ratings who have identified a particular position in which they wish to serve can submit an Electronic C240 as appropriate, or can register their interest through the MySCIO App.

c. **RM Only.** Whenever an individual submits any change to their preferences it is the duty of those line managers in the hierarchy/workflow chain to ensure that recommendations are made about the individual's suitability or availability before it is forwarded to the next person in the chain and ultimately the relevant RM Career Manager (DRM for Band Service).

d. Divisional Officers are to assist with advice about career preferences and encourage divisional members to utilise the career management services available when appropriate.

e. Further information on Assignment Preferences, including guidance on how to update personal preferences in JPA can be found at Annex 58A.

5804. Career Interviews

a. **Officers and Senior Ratings.** Officers and Senior Rates are entitled to a Career Interview (CI) every 3 years, to take place at least 6 months prior to FAD with the aim for CIs to be on the change of every full assignment (i.e. a CI may not be needed for an Op Tour but the plan for the follow on assignment would require a CI. Engineer Officers are encouraged to use the Engineer Career and Registration Logbook (ECaRL) in preparation for CMI, MPAR and OJARs. Full details on the CI process can be found at Annex 58B

b. **Junior Ratings.** The DO is the first point of contact for the individual's career development with support from the EWO and DEPCO, who will be able to provide more specialist advice to DO/ the individual in liaison with CMC CM (for more information see Chapter 21 (Divisional System). Junior Ratings also have the ability to engage directly with their Career Manager and to have CIs every 3 years at least 6 months prior to FAD. The interview will take the form of a 30 minute conversation organised after the individual has completed the SCIO Career Interview Proforma to highlight personal circumstances and preferences for assignments.

c. In all cases, individuals should complete a Career Proforma via SCIO prior to a Career Interview – instructions on how to do this can be provided by an individual's CM.

d. **Royal Marines.** CIs will be conducted for all ORs by the Unit Royal Marines Career Advisor (RMCA) but may also be undertaken by the Specialisation Advisor or the Chain of Command. The CI will be recorded on the OR's SCIO Career Proforma or, if this is not operationally possible, on a locally produced RMCA CI Proforma which will be uploaded to the OR's SCIO account. A CI will occur:

(1) On change of every full assignment.

(2) A Career Counselling Interview at 12-months point post King's Squad Pass Out (KSPO).

(3) 3-years post KSPO.

(4) Or on request.

5805. Enhanced Security Clearances - DV Clearance

Due to the nature of their duties, a number of positions require a higher than normal level of security clearance (Developed Vetting (DV) clearance). These clearances are both expensive and time consuming to process and necessarily involve some intrusion into personal privacy. In line with MOD guidance, the number of DV clearances is to be kept to the minimum required for operational effectiveness. Top level information on DV clearances can be found in JSP 440 Pt 6; further detail can be found in Chapter 63; desk level instructions for CMs on DV applications and renewal can be found at Annex 58D.

5806. Disclosure and Barring Service (DBS) Checks

As a result of the Criminal Justice and Court Services Act 2000 - Working with Children and Vulnerable Adults, certain assignments require the nominee to have undergone a Disclosure and Barring Service (formerly Criminal Record Bureau (CRB)) check. These are currently tagged in JPA with a legacy CRB competence. When assigning to such a position, CMs are required to nominate personnel for Certificates of Disclosure and to ensure they hold them prior to assignment into the position, or, if a Certificate is already held, to confirm it is at the correct level and remains in date for the period of the assignment. Full details on the type of positions requiring the initiation of a check, levels of disclosure and the process for requesting clearance can be found in Chapter 60 Section 7.

5807. Marital or Civil Partnership Status and Long Term and Established Relationships

a. The rules in Para 5807 sub para b to sub para d below relate to career management and assigning only. They do not relate to situations properly characterised as misconduct, nor do they relate to pay/pensions (see Para 2706 and Para 2162) and other matters where marital status is, or may be, taken into account (some of which are covered in the appropriate Chapter of this BR).

b. CMs take no account of marital or civil partnership status in developing career plans and determining assignments. Personnel will not therefore be placed in, or excluded from, any specific assignment, at home or abroad, simply on the ground of their marital or civil partnership status. This general principle applies to those who are formally married and also to those in stable relationships regardless of the sexual orientation of those involved (the only exception to this principle is in those few circumstances where the law permits marital or civil partnership status to be taken into account; such situations will arise rarely).

c. **Service Couples.**

(1) The principles above apply to those whose spouse/civil partner is also serving. The following additional points, however, should be noted:

(a) CMs will deal with each party to a relationship as an individual in their own right. Accordingly, each party will be assigned according to the four aims of assigning (see Chapter 59), i.e. it is not possible to plan joint careers.

(b) Within the overarching principle at (a) above, service couples are of course allowed to express personal preferences and these will be reflected whenever possible. CMs are aware of the demands of Naval service in terms of separation and will try to mitigate these whenever possible if individuals so request (special consideration will also be given where parental responsibilities are involved - see Para 5808.- DSP).

(c) Service in the same ship/establishment/command is neither guaranteed nor prohibited. Accordingly, couples may serve together provided that no adverse impact occurs, or is likely to occur, on the efficiency or operational effectiveness of the Service. Whether there is, or is likely to be, an adverse impact is to be judged in the light of the circumstances at the time. The mere existence of a relationship does not adversely impact on the Service, but if there is a risk that either party may be inhibited in the performance of their duties by the relationship, then the Service interest is engaged. It will also be engaged if the relationship leads to suspicions of favouritism or bias by either party, especially if one is more senior. More specifically, an adverse impact is generally likely in the following circumstances:

i. Where one of the parties is in a position to influence appraisal reports written on the other. This will usually arise where one is in the formal reporting chain of another, but may also arise if one is expected to provide a significant input into the assessment of the other. In both situations, the objectivity of reports will be called into question.

ii. Where one has functional authority over the other. There is a risk that the existence of the relationship may lead to favouritism, for example in compiling duty rosters, granting leave etc. A relationship between an instructor and student is particularly vulnerable in this regard.

iii. Where the parties have frequent dealings with each other in the performance of their duties. This is more likely in a small ship or unit than a large one.

iv. Where there is a wide rank disparity between the parties. This is a matter of degree and depends on the precise circumstances of the case. There is no objection in principle to officer-rating relationships, but, if the circumstances are such that there is a risk of over-familiarity between one party and the acquaintances of the other, then the Service interest may be engaged.

(2) Where they are aware that a relationship is already in existence, career managers will consult the prospective employer before assigning individuals to the same ship/establishment/command. Where a relationship begins while parties are serving together, then the Commanding Officer should consider whether the relationship impacts, or is likely to impact, adversely on the efficiency or operational effectiveness of the unit. COs should refer to the guidance at Para 2144 (Armed Forces Code of Social Conduct) and apply the Service Test. If the situation justifies intervention, a CO should apply an appropriate sanction. The CO may make an application to land one of the parties, using the procedure in Para 6006 (Removal from Assignment). If an application is made, the CO will be expected to demonstrate that the Service interest is clearly compromised and that the adverse impact cannot be reduced to acceptable levels by reasonable adjustments to working practices onboard. If Service couples do serve in the same ship/establishment/command, the ’no touching’ rule applies in the same way as it does to everyone else.

(3) Those who are married, in a civil partnership, or in a long-term relationship, and are assigned to serve at sea together will not be accommodated together due to the potential for adverse impact on OC.

d. **Relatives.** The rules above also apply where Service personnel serve with relatives (siblings, parents, children) by blood, marriage or adoption.

5808. Dual-Serving Parents (DSP) Policy

a. In situations where service parents[1] are both on active service[2] in the Royal Navy[3] and have joint parental responsibility for a child(ren)[4] who are aged under 18 years, it is generally in the interests of the Service, the SP and the child(ren) to avoid a situation where both parents are assigned to sea, deployed or absent from the child(ren) for a significant period at the same time. Absences apart from sea service[5] and deployment include career training and augmentation outside of the current assignment area. As such, dual-serving parents may apply for DSP status in order to deconflict these activities to provide continuity of childcare. DSP status will not be authorised where either SP is in receipt of Continuity of Education (CEA) allowance for the child(ren) to which the DSP status is requested.

b. DSP status allows one dual-serving parent to be recognised as the Primary Carer, thus ensuring assignment is compatible with childcare responsibilities. The Primary Carer status will move between both parents throughout their careers. The policy does not mean that dual-serving parents will complete less sea service or deploy less than their contemporaries during the course of their careers; it is simply a mechanism to de-conflict sea service, deployment and career training of dual-serving parents in recognition of the unique challenges faced by these Service Persons (SP).

c. The SP with Primary Carer status should not be considered for augmentation/trawls out of the area that they are currently assigned but may still be considered for trawls within local area bases/establishments. The Chain of Command should consider if nomination of a Primary Carer for augmentation for trawls/augmentation is likely to significantly impact their ordinary childcare responsibilities; where such a likelihood exists, the SP should not be nominated.

d. The DSP policy will be applied where possible where the other parent is serving in the Army or RAF [6], subject to adherence to other single Service and/or Unified Career Management (UCM) policy.

[1] DSP applies equally to dual-serving parents who are married, in a civil partnership, long term established relationship, separated or divorced: the intent of the policy is to recognise the child who has both parents, or people with legal responsibility for them, serving.
[2] Does not include SP on FTRS(HC), however, in exceptional circumstances, advice should be sought from the DSP Manager.
[3] Or where the other parent is serving in the Army or RAF.
[4] Referred to as ‘dual-serving parents’.
[5] Defined as 'service at sea' as distinct from sea service, which is a workforce term that is applicable also to employment in units not actually at sea.
[6] The policy will not be applied where either parent is serving in the Royal Fleet Auxiliary (RFA). RFA personnel are Civil Servants, as such, they do not have the commitment of ‘service’. The MOD is committed to empowering and supporting a diverse workforce and developing a suite of legally compliant contemporary and inclusive options to address the challenges of modern family life and provide addition scope of choice with flexible working opportunities for all. For RFA personnel, options include a process to deconflict sea assignments, Enhanced Shared Parental Pay, and policy to apply for defined and published rotational 2 or 3 year shore-based roles after a qualifying period of Worldwide Sea Assignment. RFA policy lead should be consulted for further advice.

e. **DSP Process.** DSP status is applied through the following process:

(1) Both dual-serving parents are required to submit the DSP Application Form (Annex 58E)[7] via e-mail to their respective Career Managers (CM). This should be done by all SP that wish to apply for DSP status, regardless of current assignments[8]. Career Managers will engage to confirm that each SP has submitted an application form and discuss their career management. Both SP must consent for DSP status to be applied.

(2) Career Managers will arrange a joint career interview[9] with both SP[10]; the DSP Manager[11] will chair this joint career interview if appropriate in the circumstances. This joint career interview must be conducted before DSP status is applied, and no later than six months prior to the start of the assignment in which DSP status is requested in order to comply with the associated PFS assignment notice timelines. The aim of this, and all subsequent DSP joint career interviews, is to agree employment and training solutions which meet both the needs of the Service and the needs of the SP. Joint career interview discussions should include (but not limited to):

(a) Deconfliction of sea service and deployments to avoid concurrent absences.

(b) Career training requirements which will result in extended absences, and changeover of Primary Carer status to facilitate career training[12].

(c) Other needs of children, such as geographic preferences[13] due to childcare provision/education, support network, housing, medical etc.

(d) Length of assignments, i.e. for dual-serving parents, it may offer greater stability for assignments to be the same length (if possible).

(e) Handover plan for Primary Carer status[14].

(f) A holistic view of Separated Service totals.

(g) Other Flexible Service[15] options that may be required.

[7] With the intention for Annex A to be digitised in SCIO in the future.
[8] There is no requirement for SP with existing legacy SWDC agreements to submit an application until their next review.
[9] This can be conducted by the most appropriate and convenient means, e.g. Face to face, online etc.
[10] There will be scenarios where joint career interviews are not appropriate e.g., where domestic abuse is a factor. There is a mandatory question regarding consent to joint careers interviews on the DSP Application Form. Joint career interviews will not be conducted where consent is not provided by both SP. CMs will engage with the DSP Manager to discuss the most appropriate strategy where consent is not given.
[11] NAVY PEOPLE-CM DCOS.
[12] Inclusive of all branch/trade mandatory career training and other training such as ICSC and ACSC.
[13] Whilst geographical preferences will be taken into account, it does not preclude assigning outside of these to a different area.
[14] A handover timescale is difficult to assess and should be discussed on a case-by-case basis.
[15] JSP 750, Chapter 2: Flexible Service.

(3) Following agreement of career management, respective CM will update JPA records with DSP status[16] highlighting whether the SP is 'Primary Carer' or 'non-Primary Carer'. Assignment Orders will be issued at the appropriate time. Both the Service and the SP have an obligation to comply with the plan agreed at the DSP joint career interview. Where an agreement cannot be reached by the SP and/or CM, the DSP Manager will be consulted for a final decision.

(4) DSP eligibility and markers are subject to mandatory review at least annually by the CM. This will include a discussion with the other SP CM to ensure continued eligibility and review current arrangements. Any discrepancies or issues should be highlighted to the DSP Manager.

(5) DSP Application Forms must be re-submitted no less than 6 months ahead of FAD or where a significant change is anticipated, such as a requirement to attend career training. It will be the responsibility of the SP to bring their situation and aspirations to the attention of their CM at the earliest opportunity. Furthermore, the CM is to be informed immediately if there is a change in the personal circumstances of either or both SP, for example, if one SP leaves the Service or if one Service Person no longer has joint responsibility for a child(ren) through a Court Order.

(6) Subsequent joint career interviews will be conducted as required by the SP.

f. **DSP Caveats.** The following caveats will apply;

(1) Liability for sea service and deployments against the requirements of their particular branch remains for both SP[17] and must be equitably deconflicted over their careers. Primary Carer status applies equally to both SP; presumptions this will fall to one parent over the other must not be made.

(2) A SP should not normally be marked a Primary Carer for in excess of 5 years consecutively. Careful assessment of the particular circumstances and the needs of the Service should be made if a longer period for one SP as Primary Carer is required. There should normally be a minimum handover of Primary Carer status for 2 years, after one SP has held the tag for 5 years. There should also be a holistic view of Separated Service totals in relation to fair allocation of the Primary Carer status. The DSP Manager should be consulted for advice if required.

(3) Exceptionally, it may be necessary for overriding operational reasons for both SP to be assigned to sea or deployed service at the same time. This action will only be taken with the agreement of Director Personnel and Training/Naval Secretary (Dir P&T/NavSec).

[16] The Service Number of the other parents must be recorded on this record.
[17] The Flexible Service provisions provide options for part time working, and restricted separation.

5809. Single Parent Policy

a. **Definition of a Single (or lone) Parent.** There is no official agreed definition of a single (or lone) parent; however, for the purpose of this policy, a single (or lone) parent is defined as a Service Person in PStat Cat 2[18] who has sole parental responsibility for dependent child(ren) aged 18 years and under[19]; this means a single parent where there is no other person that has legal parental responsibility for the child(ren)[20].

b. **Eligibility.** The policy will apply to SP that meet the definition at para 5809.a; where necessary, advice regarding eligibility may be sought from SO2 Women and Families Policy[21]. Where a SP does not meet the definition at para 5809.a, the policy will not apply[22].

c. **Policy Overview.** It is the responsibility of the SP to ensure that adequate childcare arrangements are in place in order to meet the requirements of their employment, including sea service and other types of deployments, career training and overnight/out of hours duties required by their role. However, it is generally in the interests of the Service, the SP and the child(ren) to ensure appropriate management and support to SP categorised as a single (or lone) parent, recognising that they provide sole parental responsibility. The policy is designed to assist single (or lone) parents to adequately plan in balancing childcare and safeguarding around the challenges of service life. As such, Single Parent Policy includes:

(1) The requirement for Commanding Officers and Divisional Officers/Line Managers to ensure the appropriate management of single parents serving in the RN, and;

(2) Standardises career management relating to single parents serving in the RN.

d. **Requirements of the CO and Divisional Officer/Line Manager.** Where a SP meets the definition of a single (or lone) parent iaw para 5809.a, the CO (delegated to DO/LM) is to:

(1) Encourage single parents to review routinely and refresh ‘Employee Domestic and Welfare Considerations’ on JPA.

(2) Discuss the impact and timing of career training to identify where support may be required around planning to attend career training.

[18] JSP 752 Version 54 April 2023.docx (sharepoint.com) Para 02.0203b.
[19] Where the child is in full time education at the time they reach their 18th birthday, then it will apply until 10 September the year they reach the end of state/further education stage following their 18th birthday.
[20] E.g. Maternal or Paternal parent absent from birth, parent deceased, a court order removing parental responsibility.
[21] NAVY PEOPLE-PSP EMP POL SO2.
[22] Where the SP is separated from the other parent who is also serving in RN, Army or RAF, Dual Serving Parents (DSP) Policy may apply. See para 5808, Dual-Serving Parents (DSP) Policy.

(3) Consider the impact and management of overnight/out of hours duties. Temporary exemptions may be considered iaw para 3515, on a case-by case basis.

(4) Discuss Flexible Working Arrangements[23] and approve where practicable.

(5) Consider the impact of trawls and assist in compiling effective 'pain and grief' statements or equivalent[24].

e. **Career Management.** SP categorised as single (or lone) parents may request a career interview[25]. SP should ensure that the 'Employee and Welfare Considerations' information in JPA is kept up to date. The aim of this career interview is to agree employment and training solutions which meet both the needs of the Service and the needs of the SP. Career interview discussions should include (but not limited to):

(1) Timing of sea service and deployments to minimise the impact to the child(ren)[26].

(2) Timing of career training[27] to minimise the impact to the child(ren).

(3) Other needs of the child(ren), such as geographic preferences[28] due to childcare provision/education, support network, housing, medical, etc.

(4) Other Flexible Service[29]12 options that may be required.

(5) Subsequent career interviews will be conducted as required by the SP.

5810. Continuity of Education Allowance (CEA)

Full details on the eligibility and application of CEA can be found in JSP 752 Ch 14. Guidance to CMs on the completion of the Eligibility Certificate can be found at Annex 58F.

[23] JSP 750, Chapter 1: Alternative Working Arrangements (JSP750_Part1.pdf (sharepoint.com)).
[24] The SP should not be considered for augmentation/trawls out of the area that they are currently assigned (unless they volunteer) but may still be considered for trawls within local area bases/establishments. The Chain of Command should consider if nomination of the SP for trawls/augmentation is likely to significantly impact their ordinary childcare responsibilities; where such a likelihood exists, the SP should not be nominated.
[25] The request for a Career Interview to supplement the 'entitled' provision iaw BRd3, Chapter 58, Para 5804, exists for particular significant changes in circumstances (which is not unique to single parenthood) and may be of use to single parents if they have specific concerns around their career plans.
[26] SP categorised as single (or lone) parents are not exempt from sea assignments or deployments. Whilst the preferences of the SP will be taken into account, they may still be assigned outside of these preferences. Where the SP wishes to avoid separation entirely, flexible service options should be considered.
[27] Inclusive of all branch/trade mandatory career training and other training such as ICSC and ACSC.
[28] Whilst geographical preferences will be taken into account, it does not preclude assigning outside of these to a different area.
[29] JSP 750, Chapter 2: Flexible Service.

5811. Medical

a. **Reporting and Recording of Medical Categories.** A list of the Joint Medical Employment Standards (JMES) (see 2009DIN01-183 and JSP 346 Chapter 5) is at Annex 58G. It is important that all information concerning changes to JMES is retained so that CMs can determine quickly whether there are any limitations to an individual's employability. The following guidelines apply:

(1) JPA records are to be updated to reflect any current medical restriction of more than one month's duration. All permanent changes of medical category are to be recorded as an assigning restriction.

(2) COs/Line Managers are to be made aware of personnel joining who have a reduced JMES; however, the circumstances which necessitated re-categorisation are not to be disclosed.

(3) If a CM is in any doubt as to the medical suitability of an individual for a particular position, the UCM MED team should be consulted.

(4) Whenever a CM is informed by a CO, Head of Establishment or Head of Department that an individual's mental or psychiatric condition is such that a security problem might arise in post, they are to call the employer's attention to their obligation to render an aftercare report in accordance with JSP 4400, Vol 2, Chapter 18 Annex C.

(5) When an individual is medically re-categorised (either up or down), the COs of units are to report all changes promptly by e-mail in signal format to the appropriate CM/CMC mailbox, depending on the branch and rank/rate of the individual. When a JMES below MFD is given, the review date must also be reported.

(6) In the case of inpatients of Defence Medical Groups (DMGs – formerly Military Defence Hospital Units (MDHUs)), the reporting action will be taken by the CO.

(7) An area restriction can only be given for clinical reasons. Welfare or domestic concerns should be addressed by Royal Navy Family and People Support (RN FPS) and not by allocating a medical limitation code.

b. **Invaliding.** See Chapter 54 Section 2.

c. **Royal Navy Medical Board of Survey (RNMBOS) and Royal Navy Medical Employability Board (RNMEB).** See Para 2804. CMs should be aware that the RNMBOS, RNMEB and invaliding process all happen without formal assigning actions. Care must be taken to 'track' these individuals through this process especially if there are additional issues such as welfare or discipline overlaying the medical ones. Any issues regarding RNMBOS and/or RNMEB should in the first instance be referred to the Secretary of the RNMBOS (INM-MES MAO).

(1) **Personnel Placed Permanently in Categories P3 or 7.** Personnel can be recommended for a Permanent Medical Category (PMC) by the RNMBOS which is then approved by the RNMEB. A JMES with appropriate medical limitations will also be issued and will dictate assignment restriction.

(2) **Personnel rated Permanently Unfit for Naval Service/Royal Marine Service (PUNS/PURMS - MEDCAT P8).** Following RNMBOS, personnel made PUNS/PURMS are to be assigned to the most appropriate MA5 Terminal Leave margin position in accordance with the RNMBOS signal and placed in MEDCAT P8 prior to discharge (see Margin Activity Guide at Annex 3B).

(3) There are no medical grounds for delaying an individual's release from the Service except for iaw JSP 760 19.004. In all other cases personnel are to be assigned to Release when due, notwithstanding that they are medically downgraded[30].

d. **Vaccinations and Immunisations.**

(1) COs are to ensure that all necessary vaccinations and immunisations are completed in time prior to deployments and to ensure that individuals are not prevented from joining their new unit on the effective date.

(2) Vaccinations are to take place in accordance with JSP 950 Leaflet 7-1-1: Immunological Protection of Entitled Individuals.

e. **Assigning Personnel Prone to Sea-Sickness.**

(1) Personnel serving in small ships who suffer from chronic sea sickness will be medically re-categorised MLD (Frigates and above only) and the appropriate assignment action taken.

(2) After 12 months Sea Service in a larger ship, such personnel will either be re-categorised MFD if the response to service in frigates and above has been satisfactory, or referred to Executive Authorities to assess continuance in service if seasickness persists (see BR 1750A Article 0803 for further guidance).

[30] BR1750a (Handbook of Naval Medical Standards) Art 0316.

(3) Because of their commitment to small ships, personnel in the Diver and Mine Warfare specialisations are to be downgraded as soon as the problem becomes manifest and considered for Discharge Shore in accordance with Para 5451 sub para j.

f. **Dental Fitness.** Following receipt of an AO, COs are to ensure that personnel detailed for assignment to ships, overseas establishments and to the Submarine Service are dentally examined at the first opportunity. Personnel selected for Submarine Service, whether volunteers or not, are to be dentally examined and rendered dentally fit prior to joining Basic Submarine Training, with the exception of those from ships and establishments where no Dental Officer is available.

g. **Fitness for Service in Submarines.** See BR 1750A Handbook of Naval Medical Standards Ch 9.

(1) All individuals assigned to SM service are to have a preliminary medical examination carried out by their Unit MO to assess their medical fitness for initial Submarine training before joining Basic Submarine Training.

(2) Where a preliminary medical examination reveals a temporary unfitness, which may reasonably be expected to be resolved within 6 months, the relevant CM should be notified by signal so that appropriate assignment action can be taken.

(3) Should the MO carrying out the medical examination assess an individual is permanently unfit for service in submarines, the examination report and full medical documents are to be forwarded to INM for attention of the SMO(SM) for final assessment. The individual's CM is to be informed by signal.

5812. Maternity Arrangements

a. The following are the key references:

(1) JSP 760 - Tri-Service Regulations for Leave and other types of absences (Chapter 20 - Maternity Leave).

(2) BRd 3(1) Chapter 35.

b. All details pertaining to the administration and assignment of pregnant individuals are contained in the above references.

c. Once an individual has had their pregnancy confirmed, and at a time concurrent with their wishes, they will be given the Med Cat P4. Unless serving at sea (see below), they will remain in their assignment until they commence their maternity leave. The latest an individual must inform their CO that they are pregnant is in the 15th week before the expected week of confinement (i.e. the estimated week of childbirth).

d. On confirmation that an individual serving at sea is pregnant, the ship is to transfer them ashore at the earliest convenient opportunity[31]. For Squadded ratings, the ship is to signal the relevant CMC, info NCHQ (FAO the relevant CM) stating the temporary disposal of the rating. The CMC will Manage Move the rating ashore. For non-Squadded ratings and officers, the ship is to signal NCHQ (for attention of the relevant DDPD CM) to request assignment instructions. This is to ensure that the Service can fulfil its legal obligations and responsibilities for the individual's health, and that of their unborn child, and to preserve operational effectiveness. Guidance for EWOs and CMC CMs can be found in Annex 3B and SSDIs (Chapter 3 – Margin Activities).

e. Service personnel who are assigned to the MA4 maternity margin and who belong to any of the three major Waterfronts will be managed through their appropriate geographic Recovery Cell. Those assigned to RNAS Culdrose or RNAS Yeovilton, however, are to be managed under their MA4 margin and should, wherever possible, remain under the care and management of the Divisional team within their parent Squadron or Unit throughout the time that they are assigned to MA4.

f. The pregnant individual should attend a meeting with the CM no later than 15 weeks before the expected week of confinement (but certainly before they depart on maternity leave) in order to ensure that they have appropriate and sufficient information relating to their future assignment in order for them to begin making provision for childcare, housing etc.

g. To ensure that the Maternity Desk in the UPO (and any receiving DO where applicable) has early visibility of the individual, the assignment to the MA4 margin must be completed by no later than week 27 of the pregnancy. This will allow the maternity desk to make early contact with them for the mandatory administrative actions to be completed.

h. All CMs are to ensure that, when assigning individuals (both officers and ratings) to the appropriate MA4 sub-category (A–C)[32], Assignment Orders include an action in the Additional Assignment Details for the individual **to undertake a maternity absence interview at their appropriate Recovery Cell (or through their Divisional Officer if being maintained by their parent Unit, Establishment or Squadron), prior to their MA4 start date.** Individuals who are geographically remote from a Recovery Cell should contact their nearest Recovery Cell by telephone or email. Guidance on the use of the Margin for assigning pregnant personnel can be found in the Margin Activity Guide (see Annex 3B).

i. Career Managers are to keep in contact with the individual throughout their maternity leave period and should inform them of the follow-on assignment in accordance with CAT A PFS standards for assignment notice (i.e. three months before return to work for an assignment within base port area, and five months before return to work for an assignment outside of base port area).

[31] If the ship is alongside, the individual may remain onboard until 28th week of pregnancy (subject to a risk assessment being conducted which permits this outcome).
[32] The MTM MA4 pooled positions are located in DRAKE, and NEPTUNE and PORTSMOUTH only.

j. Where an SP has opted to leave the RN as of right of being pregnant, her new TX date will be calculated by the Release Office and appended to the JPA Form R005. The JPA Form R005 should then be forwarded for processing by the relevant agencies (CM and DBS). The CM is to use the JPA Form R005 as the authority to amend the current Contract End Date, which will ensure the subject gains access to resettlement entitlements and that any other mandatory pay and allowance actions are completed.

5813. Extensions of Service (EOS)

The policy regarding Extensions of Service is at Chapter 49 Section 3. Annex 58I provides further guidance specific to Career Management.

5814. Unlawful Discrimination

Discrimination on the grounds of race, gender, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity/paternity, and marriage and civil partnership is unlawful. CMs are to make themselves familiar with the MOD's code of practice on Equality and Diversity and Naval policy on Diversity and Inclusion. CMs should appreciate the forms which discrimination can take and guard against them. More detail can be found at Annex 58J and Chapter 30.

5815. Records and Reports

a. **Appraisal Reports.** See Chapter 57.

b. **Personnel Records.** The following personnel records are kept by CMs and/or the Promotions Section, in addition to records held in JPA:

(1) **Officers.** The purpose, content and the disposal of each of these files is described in detail at Annex 58K.

(a) **Official Record (OR).** (See Annex 58K Para 1 and Para 2.)

(b) **Personal File (PF).** (See Annex 58K Para 3.)

(c) **Appraisal Report File (ARF).** (See Annex 58K Para 4 and Para 5.)

(d) When appropriate, a Quarterly Report File (QRF) (see Chapter 57 Section 5) will also be raised.

(2) **Ratings and Other Ranks.**

(a) No personnel files (outside JPA) are held by CMs on any ratings and other ranks other than for WO1s.

(b) Ratings and Other Ranks Promotion Sections maintain promotion dossiers for all personnel on the trained strength of the Royal Navy. These dossiers form the basis for consideration by Selection Boards. Dossiers will be raised on receipt of an individual's first Appraisal Report after joining the trained strength and will contain Appraisal Reports, along with copies of professional and leadership course reports, as applicable. The same dossiers will also be used by Extended Career (EC) Boards where ratings/ORs are eligible for such consideration.

(3) **Changing of a Name.** Changing a name is an action that cannot be undertaken on JPA by a self-service user. Application is to be made to the Unit HR Administrator, who will verify the documents (marriage certificate, deed poll etc.) and then enter the information on Maintain Personal Details on JPA.

(4) **Service Number.** Royal Navy personnel are allocated a tri-service number by JPA which does not differentiate between gender or rate/ranks. The individual will retain this Service Number throughout their subsequent Service career. A Service Number, once allocated, is never reallocated or used again even though the individual concerned may not, in the event, finally enter the Service.

(5) Conduct Records (S3300d and JPA Formal Discipline Record (FDR) (see Annex 58K Para 10).

c. **Maritime Reserve Personnel.** See Chapter 102 Section 11.

d. **The Navy Directory.** The Navy Directory is published annually and can be found on the Defence Intranet. Officers' service details which appear in the Navy List are taken directly from JPA records. If any errors to Navy List entries are noted, an amendment form is to be completed and forwarded to the Editor as directed.

5816. Disclosure of Information

Guidance on disclosure of information is at Para 0109. Certain exemptions are permitted for CMs, which are detailed at Annex 58L.

ANNEX 58A

ASSIGNMENT PREFERENCES

1. Introduction

Employee Preferences and Employee Sea Preferences in JPA 'Self-service Employee' contain the only information normally available to CMs on preferences and personal circumstances. It is important, therefore, that when personal details change, Preferences should be updated. Preferences assist the CM to place the individual, whenever possible, in a position to the advantage of both the Service and the individual. An individual with no preferences will be recorded as '1st Preference' in any assignment.

2. Preference Assignments

Job or assignment areas listed under 2nd and 3rd Preference will be regarded as a Preference assignment and recorded as '1st Preference'. The first complement assignment for all individuals will be recorded as 1PRE.

3. Comments and Aspirations

To provide as much information as possible individuals should not only state their preferences, but also make use of the Comments and Career Aspirations fields. The more information on JPA, the more chance an individual has of obtaining their preferences.

4. Advice

Divisional Officers must ensure ratings complete their preferences in JPA promptly and accurately, assisting where necessary with advice on courses and qualifications. For further advice, Ratings' Career Management Advisers (CAs) are located in HM Naval Bases Portsmouth, Devonport and Faslane, and Royal Naval Air Stations at Culdrose and Yeovilton. RM Regional Career Development Advisers (RCDAs) are located in Portsmouth Naval Base and CTCRM Lympstone. They provide advice on assigning and career progression to all ratings and ORs.

5. JPA Process

Guidance on how to update personal preferences in JPA can be found at Appendix 58A-1.

6. Occasions for Inputting Preferences

Employee Preferences and Employee Sea Preferences are to be inputted on the following occasions:

a. New Entries: When first given access to JPA Self-Service.

b. Re-Entries: on re-entry.

c. On sea service and LFS: when an Assignment Order is received detailing a relief, or when indication is received that the individual will be assigned without relief (eg. a ship decommissioning).

d. Annually for RMs - Updates MUST include the date the amendments or update was entered, even if no changes have been made.

e. Before Annual SJAR/OJAR is raised.

f. At any time: when a Service person wishes to update the information.

g. Before last assignment preceding release, if different to current preferences.

7. Application for a Particular Course or Position (R)

a. JPA Self-Service does not provide a facility for applying for a particular course or position. An electronic form, together with guidance notes, however, is available on the DDPD website through the 'Course/Assignment Application' button. The form should not be used solely to ask for a particular unit; this should be done through JPA Self-Service Preferences.

b. It should be noted that there is no facility to record this information in JPA in a way that can be searched by CMs.

c. **RM.** Chain of command within the unit MUST forward to the relevant desk to ensure that name is added to the appropriate list.

8. Last Assignment before Release

a. Service personnel whose final assignment in the Service is at a place of duty which is not their first UK preference recorded on JPA may be entitled to Disturbance Allowance and Removal of Personal Effects benefits to assist them in settling their family in the area to which they intend to resettle. The rules for entitlement can be found in JSP 752 Chapter 7 Section 4.

b. If changing geographical preference for this last assignment, the change must be made in sufficient time for the CM to be aware of it before the assignment is considered.

9. Base Port Changes

a. Personnel are assigned taking into account their preferences, as stated in JPA. The 'assignment type' as recorded on the Assigning Record (AR) shows them either to be assigned in accordance with their preference - 1PRE, or not - NPRE.

b. A change in a ship's base port may affect the relationship between an individual's assignment type and their preferences and the assignment type may not reflect the new base port. Accordingly, whenever a ship's base port is changed, CMs are to review all Assignment Orders for the Ship's Company and any personnel detailed to join. If the 'assignment type' does not accord with the individual's current preference, an Assignment Order is to be issued to change it, effective from the date of the change in base port.

10. Shore Service Preference - Geographical Designations

In order to ensure equal treatment and the correct annotation of assignment type on assignment orders, the UK locations listed below are to be considered in the same geographic area in relation to assignment type and a preference for either is to be recorded as 1PRE.

a.	London and Northwood	-	1PRE
b.	Bath and Bristol	-	1PRE
c.	Taunton and Yeovilton	-	1PRE
d.	Portsmouth and Gosport	-	1PRE
e.	Plymouth and Dartmouth	-	1PRE

APPENDIX 1 TO ANNEX 58A

ASSIGNMENT PREFERENCES IN JPA

1. Updating Personal Preferences - Timing

Ensure your preferences reflect what you want by updating them as and when your wishes change. Updates can be enacted at any time and at the very least should be completed or updated prior to your AR being initiated (at the start of your reporting year).

2. Process

Your Personal Career Preferences should be entered into JPA as follows:

a. Log on to **JPA Self Service - Employee**. Under **Extra Information Types**, select **Employee Preferences** and **Update**.

b. Under **Preference Category** always select **Routine** and in **Preference Priority** choose either **Location or Appointment** depending on which is more important to you.

c. Under **Location, 1st, 2nd and 3rd Choice** click on the torch, then click **Go**. This lists all locations in alphabetical order, including overseas options. Locations are listed by Area e.g. A_SCOTLAND, or County e.g. C_HAM for Hampshire. A full list of locations can be found on the JPA Appraisal Website.

Note. *To select Portsmouth, type* ***%Ports*** *in the blank text box to the left of the* ***Go*** *button, this will then display Portsmouth.* ***%Ply*** *will bring up Plymouth,* ***%Fas*** *will bring up Faslane. For an OpTour in, say, Afghanistan, type in* ***%Afgh***.

d. **Location Negative Choice** is where you don't want to go.

e. **Waive Notice** should say **Yes** if you are content to be assigned anywhere (including assignments which would be considered as Non-Preference) with less than normal Assigning Notice (see Chapter 59 Section 11).

f. Under **Job 1st, 2nd and 3rd Choice**, click on the torch. In the blank text box type %RN then click **Go**. You can refine your search by typing, for example, %RN|Eng (use the vertical line Field Separator – located to the left of the z key), which brings up all Engineering jobs. Scroll through the list by clicking **Next 10** to find the job field of your choice. The job choices are quite generic so consider your preferences carefully. Your choice can be expanded upon in the Career Aspirations (free text) box.

Note. *Officers only: typing '****Joint%****' in the 'Job' box will display a list of Joint options to select from.*

g. **Job Negative Choice** should be used to show jobs you really wish to avoid.

h. **Comments and Career Aspirations** are free text boxes and should be used to expand upon your preferences or to tell your Career Manager about your aspirations and plans for your future development and employment. You should also use these boxes to detail any courses you wish to attend as they do not appear in the Location/Job Choices lists in JPA..

i. Volunteer for Commission (Other Ranks), Volunteer for Further Service (Other Ranks) and Volunteer for Change of Commission (Officers) are self-explanatory, however, make sure your selections are RN/RM specific.

j. When you have finished filling out your preferences, click **Apply**, next then **Submit** otherwise your preferences will not be saved.

ANNEX 58B

OFFICER'S CAREER INTERVIEW

1. Aims

Career Interviews are available to all Service Personnel and are a chance to review career aspirations, identify personal drivers, provide career guidance and thereby help the officer to look ahead and plan their career. The SCIO Career Interview Proforma (guidance in Annex 58B Appendix 1) is a tool that helps both the individual and CM to develop a realistic career path for the individual, whilst managing expectations not least through the individual's honest completion of the 'SWOT' analysis.

2. Periodicity

RN personnel should be interviewed in person or by telephone/web conference by their Career Manager at least every three years.

3. Preparation

It is important that all aspects of career management are considered when preparing for a career interview. CMs should ensure that an individual has completed and submitted the SCIO Career Interview Proforma in advance of the interview.

4. Conduct

All interviews will vary according to the circumstances and the needs of the individual concerned. However, personnel can expect the following points to be covered:

a. An analysis of the individual's appointing preferences, personal driving factors and pressures, 'self-analysis' (using the SWOT grid of the Career Interview Proforma) and long-term aspirations.

b. An explanation of the mechanics of the promotion system and the terms/gradings used, alongside an indication of the distribution of promotions against seniority and promotion numbers. If relevant, a review of the individual's Promotion Board gradings whilst in zone and the Career Manager's assessment of the grading trend will also be discussed in order to give an indication of promotion prospects.

c. Discussion of Career Timeline (including factors such as reporting dates, Promotion and/or Commission transfer signals, Promotion/Commission transfer zones, Commission Termination date and time remaining).

d. A proposed Assigning Plan and agreement of any further action required.

It is vital that Career Managers put individuals at ease. Junior personnel in particular can find their career interview a daunting prospect but it is vital that a full and frank discussion is achieved if the aims of the interview are to be fully met.

5. Data Review and Checks

Time should be taken during the interview to ensure that current data held in JPA and in SCIO is correct, including home and living address, telephone/email contact data, professional qualifications and competencies with any expiry e.g. RNFT, SC/DV and Sea Safety and CBRNDC. Interviewees should be reminded that it is incumbent on them to ensure that this data is kept up to date. This check is essential to ensure that records are accurate and up to date in compliance with the Data Protection Act (DPA – see Para 0110).

6. Record of Interview/Data Protection Act

Career interviews form an integral part in career management decisions and an appropriate record should be retained in support of the audit trail. These records will be disclosable under the terms of the DPA and must be a true reflection of the discussion. The SCIO Career Interview Proforma is an auditable document that must be sent to the individual, retained on their profile and used for all Career Interviews.

7. Personnel nearing End of Service/Considering Early Termination

CMs should remind officers approaching the end of service or those considering applying for Early Termination to confirm their entitlements to Graduated Resettlement Training (GRT) with reference to the authorities detailed in JSP 534. CMs should also remind individuals that they will be expected to take their GRT during their last assignment and not between their last assignment and Terminal Leave/Release, save in exceptional circumstances with the approval of the branch SO1. If exceptional approval is given, they will remain as an overbearing in the organisation in which they were serving immediately prior to discharge and the costs of the individual will fall to that organisation during the GRT period.

8. Next Assignment for In-Zone Personnel and Disclosure of Promotion Grades

As a default, CMs should continue to discuss and plan future assignments on the basis that the individual remains in their current rank (this is to avoid an individual construing a discussion about assigning in the higher rank as an indication that they will be promoted). Although CMs will disclose previous promotion grades, care is to be taken not to give an individual any grounds for believing that they may be selected for promotion in the next assignment. In the case of personnel at the top of the promotion zone, plans for the future and assignments can be discussed on the basis of the individual being selected but Career Managers are to be careful in their expectation management of the individual and are to seek advice from their CofC prior to doing so.

9. Promotion

It is appropriate that an individual should be able to make important career decisions in light of the probability of their promotion. During a Career Interview, individuals will be able to discuss their chances of promotion with their Career Manager (see Para 4 sub para b). It is worth noting that it is impossible to predict an individual's promotion prospects with certainty and the Career Manager's assessment should, therefore, be regarded as an informed prediction based on the knowledge to hand at the time (individuals should remember that Career Managers can still offer them interesting and satisfying careers, even if they do not secure promotion).

APPENDIX 1 TO ANNEX 58B

SCIO CAREER INTERVIEW PROFORMA

CAREER INTERVIEW PROFORMA - GUIDANCE TO THE INTERVIEWEE FOR THE COMPLETION OF PART ONE

1. Personal Details and Assigning Preferences

The first part of the SCIO Career Interview Proforma should be checked fully by the individual to ensure that dates, competencies, clearances and preferences are showing correctly from the data held in JPA. The Career Manager will work based in this information and if it is incorrect, JPA should be updated prior to the Career Interview. There are then several free text boxes and drop down menus to express preferences for training, Op Tours and LFS opportunities.

2. Personal Drivers

The next area is a self-analysis of those aspects of the interviewee's private life and personal aspirations that impact upon career management. This is an important area that requires an honest approach when being completed. Individuals should try and capture all issues that could impact on next and future assignment plans, however trivial they may appear. The ‘personal priorities’ area is to be used to record where an individual's career is placed in relation to wider life goals. Whilst specific jobs can be used to illustrate as examples, the main focus should be on the ‘desired effects’. More detail is better with prompting detail in “?” bubbles to the right and with each text box expandable.

3. ‘SWOT’ Analysis

‘SWOT’ is a useful tool to inform the career management decision-making process. Areas should be completed as follows:

a. **Strengths.** Those positive aspects or distinctive attributes or competencies that place an individual above the majority of their peer group.

b. **Weaknesses.** Those negative aspects or competence shortcomings that limit professional effectiveness or which need to be corrected or additional action to minimise their impact. This might highlight a career development need.

c. **Career Opportunities.** Those favourable employment areas, conditions or environments that would enable the individual to excel.

d. **Career Threats.** Those unfavourable employment areas, conditions or environments that could inhibit an individual's performance and/or achievement of potential.

4. Favourited Jobs

The SCIO Career Interview Proforma automatically updates with the most recent favourited roles from the SCIO/MyNavy jobs list and is a very useful way of highlighting opportunities that the individual is interested in to the Career Manager.

5. Timeline

The individual should review the data that is pulling through for rank/rate, assignment, courses, appraisals, and performance at selection boards[1]. They are then able to add data under "Factors" that demonstrate their future assignment aspirations, and other relevant information, to the Career Manager. This should be realistic and based on performance and time remaining within the Service.

6. Career Fields – Officers Only

Officers that are OF3 or senior must ensure they have up to date Career Fields on SCIO. This is updated via SCIO>My Profile>Right hand drop down menu>Career Fields. Details about the Career Fields are as follows:

FIELD	DEFINITION	EXAMPLES
Management of Defence	Posts that develop defence policy and strategy, manage at the military strategic level and deliver Departmental and TLB non-operational outputs.	MOD Centre, NCHQ, DCDC, JFC Joint Warfare etc.
Operations	Posts which deliver outputs within formation HQs (or other service establishments as necessary) in connection with the conduct of operations (including Force Generation and Force Preparation).	HM Ships/Subs, RM Cdo Units, FAA NAS, PJHQ, MARBATSTAFFs (MBS / CAF / 3 Cdo^{X} / COMUKTG), Frontline Flotillas / Sqns
Operational Support	Posts which deliver outputs within formation HQs (or other Service establishments as necessary) in connection with support to the conduct of operations.	NCHQ, PJHQ, DI, NBCs, FOST Sea, DGISS etc.
Defence Engagement	Posts which either enable and/or deliver engagement between UK Defence and other organisations at home and abroad.	Defence Diplomacy; liaison, exchange & Loan Service with other Nations, international organisations and UK Government Depts; posts in NATO HQs; International Policy & Planning, NATO & European Policy; Media Operations & Corporate Communications; Culture & Language appointments.
Capability and Acquisition Management	Posts that develop and execute capability and acquisition policy, strategy, planning & finance; identify and manage capability requirements; conduct research including operational analysis; manage capability programmes and projects.	DE&S, DSTL, NCHQ, DGISS
Personnel	Posts involved with all aspects of the training and provision of trained personnel; recruiting; personnel strategy, policy and planning; manpower planning and career management of SP.	2SL, Core Training, MWS, FOST Shore, FAA NAS, ACOS(PCap), NCHQ etc.

[1] Shows as 'PSB'

SCIO CAREER INTERVIEW PROFORMA - GUIDANCE TO THE CAREER MANAGER FOR THE COMPLETION OF PART TWO

1. Date of Interview and Interview Aim

Self-explanatory.

2. Career Management Administration Checks

The Career Manager is to check fully the Part One of the Proforma, investigating further where applicable. Further data pulls through from JPA and SCIO to the Part Two of the Proforma and should be checked. The Assignment Restrictions are particularly important and if SWDC (now known as Dual Serving Parents (DSP) but still tagged as SWDC in JPA), consider the requirement for a joint Career Interview in line with policy[2]; advice can be sought from the DSP Manager if required.

3. Discussion

To cover the points highlighted by Part One and Part Two and any additional Branch specific issues deemed appropriate by the Career Manager. Anything requiring recording should be written in the CM Notes section; opportunities for further training should also be recorded.

a. **Boards.** Ensure that the individual is aware of their promotion, commission transfer, professional course / Command zones. Previous Board Gradings (showing in SCIO timeline) are to be discussed with the interviewee.

b. **Current Performance.** Career Managers should have an honest conversation with the individual about their current ‘pack’ comparative to their peer group and explain where an individual sits in relation to the promotion[3] average.

c. **Future Aspirations.** The individual’s future aspirations, using the Part One career timeline as appropriate, should be discussed, with the Career Manager highlighting opportunities and threats against the individual’s portfolio and other aspirations to allow the individual to make informed decisions.

4. Assignment Plan

To be developed in conjunction with the interviewee’s comments, aspirations and preferences as recorded in Part One, and the context defined during earlier discussions. Assignment options are mapped according to overall suitability and career development potential. Branch and CAPPS roles (as appropriate) should be ‘offered’ using the Part Two for the individual to do research into and to then provide a preference order to the Career Manager; roles that do not show on the SCIO drop-down menus should be listed under ‘other available roles’.

5. Required Further Action

Actions for both individual and Career Manager should be recorded for follow-up action.

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[2] BR3, Ch58, para 5807
[3] Or other Career Milestone as appropriate.

6. Administration

The SCIO Career Interview Proforma can be saved, printed and exported via PDF. When submitted, it saves to SCIO and sends it direct to the interviewee for their use and records.

ANNEX 58C

SPARE

ANNEX 58D

DEVELOPED VETTING (DV) CLEARANCES - CM INSTRUCTIONS

1. Policy

A Developed Vetting (DV) clearance is expensive and time consuming to process and necessarily involves considerable intrusion into personal privacy. In keeping with MOD guidelines, the number of DV clearances is to be kept to the minimum needed for operational effectiveness. Details about DV clearances may be found in Chapter 63 and JSP 440 Pt 6.

2. Responsibilities of Career Managers

Career Managers are responsible for:

a. Applying for DV security clearances where the requirement is specified by the Establishment or authorised by other proper authority.

b. On request, provide copies of DV clearance certificates to the subject (and to organisations to which personnel are to be assigned as required).

c. Assisting SYVETT when requested in expediting the DV process.

3. Application for DV Clearance

a. DV Clearance applications are processed through the SYVETT cell. Requests are to be raised through the SyVett Application functionality within SCIO or, where that is not possible, using the form at Appendix 58D-1.

b. Once DV security clearance has been applied for and the DV clearance pack has been forwarded to the assignee, it is the responsibility of Security Vetting Management Officer (SYVETT) to monitor the return of questionnaires and check for accurate completion prior to onward transmission to UK Security Vetting (UKSV). SYVETT will update CMs/clerks of any delays in the DV process.

4. Review of Clearances

CMs are to review, on a monthly basis, the future requirement for clearances in issue ideally 8 months before they expire, and make an application for their renewal if necessary.

5. Applying for/Renewal of DV Security Clearances

The following points are to be borne in mind when applying for, or requesting renewal of, a clearance:

a. A person whose future in the Service is in doubt, by reason of conduct, suitability, medical condition or other relevant reasons, is not to be considered for a post that requires a DV clearance. An initial DV (i.e. where it has not been held at any time previously) is not to be requested for personnel who have less than two years to serve.

b. Normally a *minimum* of four to five months' notice is required to complete clearance procedures. When less notice is unavoidable, CMs are to inform the future employing unit of the possibility of delay in granting a clearance. The fact that this has been done should be confirmed to UKSV via SYVETT when applying for the clearance. Priority will not normally be accorded to short notice requests for clearance unless a reasonable explanation is given. Where, as an exception, a clearance is required as a priority case a letter signed by the relevant branch CM SO1 is to accompany the paperwork to UKSV requesting Priority action and giving the justification for this (see also Para 9 for Emergency Unsupervised Access).

c. Where a requirement for DV clearance is not specifically authorised by the Establishment e.g. if an approved Establishment change is imminent or the requirement is for attendance on a career course etc. a brief explanation should be given when applying for the clearance.

d. When a person assigned to a NATO or LFS post already holds the required clearance, but its validity will expire whilst still overseas, it is essential that CMs task early review of the clearance so that renewal procedures are completed before the assignee departs from UK. All renewals of clearances involve interview of the prospective clearance holder, a process that cannot be carried out abroad.

e. If an assignment is subsequently changed, consideration must be given to any application which may have been made for a DV clearance. UKSV should be notified at the earliest opportunity should cancellation of the application be required.

f. Specific requirements for Attaché/Defence Adviser posts and Exchange assignments can be found in Para 5911 and Annex 59C.

6. Period of Clearance

An initial DV is normally granted for a period of seven years. At approximately the six years and four months point the CM should review the continued requirement i.e.. whether the individual is still in a DV billet or likely to require DV for a future assignment, and request a review if necessary. Following a routine review, and assuming no problems, DV clearance will be granted for up to seven years. Extensions to DV clearance should not normally be necessary, however, they may be requested from UKSV in certain circumstances e.g. if an individual is due to leave the RN shortly after expiry of DV and full review would not be justified or if a routine review has started but is not finished by the time the old clearance expires.

7. DV Clearance Certificates

Once UKSV and/or SYVETT have informed CMs that DV clearance is complete a copy of the clearance certificate should be added to the SCIO personal file. Their competence profile will be updated in JPA by the UKSV.

8. Queries

In general, any queries should be taken up in the first instance with the UKSV Help Desk on York 01904 662644 (Mil 94777 2644). If the Help Desk is unable to assist they will refer the query to the relevant Case Officer.

9. Emergency Clearance

a. For short term operational reasons, it may be necessary to allow DV access to designated personnel who do not hold a current DV clearance. In these circumstances, written application is to be made by the CO, Line Manager, or CM as appropriate, to Navy PSyA-Aftercare SO3C[1]. The following information is to be supplied:

(1) The name, service number and rank of the individual involved.

(2) Justification, and the period for which clearance is likely to be required.

(3) Confirmation that all local records and reports have been checked and reveal no matters of security concern in respect of such a clearance.

(4) In the case of a requirement for a Crypto Custodian, confirmation that no other officer with a current DV clearance is available.

b. On receipt of the application, Navy PSyA will carry out internal checks and, if they prove satisfactory, will grant Emergency Unsupervised Access (EUA) for the period requested, providing it does not exceed six months.

c. On receipt of authorisation, the CO/Line Manager, is to ensure that the person granted access is kept under strict supervision regarding conduct, and has access limited to just that information and equipment that is necessary for the performance of relevant tasks.

Note. *EUA will only be granted once the DV security questionnaire form has been completed and sent to UKSV.*

10. Denial, Withdrawal or Limitation of Security Clearance

Navy PSyA will normally alert the CM when a UKSV recommendation for denial or withdrawal is being considered. Alternative arrangements may be planned, but no assignment should be made until the formal decision has been taken. In practice the decision to withdraw or deny security clearance is made by Navy PSyA under delegated powers.

11. The Security 'Risk Register'

There is a requirement placed on the UKSV and Navy PSyA to hold a register of cases of individuals who are considered to be in a position of vulnerability to adverse pressure and thus may present a potential security risk. Vetting confidentiality necessarily restricts the amount of information that UKSV or Navy PSyA will release to a CM but in the majority of cases the restriction will not prevent an assignment going ahead. It is essential to note that an individual whose name appears on the Risk Register is not de facto a security risk; it is simply a means whereby potential problems can be monitored by the security authorities. In most cases the circumstances leading to inclusion on the Risk Register will have come to light during the vetting process and the individual will thus be well aware that there are security concerns. The Register is reviewed by UKSV and Navy PSyA on a monthly basis and names are not added or removed without Navy PSyA's approval.

[1] Requests may be made by e-mail to NAVY PSYA-AFTERCARE SO3C, copy to NAVY PSYA-RN STRAPSO ASST or by signal to RNPSYA PORTSMOUTH using SIC YAY, copy to SCU Leydene for Corp Strapso RN.

12. NATO COSMIC Top Secret Clearance Certificates

a. Where a DV is being initiated for a full assignment requiring one or more of these certificates, a request can be made to the UKSV at the same time as the DV paperwork is submitted to York and it will be issued when the clearance process has been completed. Where a certificate is required and the DV is already in place, or where it is for SC level only, a request should be made to SYVETT. It should be noted that under the current NATO rules, it may be necessary to renew the clearance before a certificate can be issued. It is therefore very important that they are requested in good time for any review to be completed. Certificates will not be issued more than six months in advance of the assignment.

b. CMs may issue certificates in those cases where it is required for a course or other assignment that lasts for a few weeks only. In all cases certificates should only be issued for the individual's current level of clearance i.e. to TOP SECRET if needed and they have DV or SECRET if SC only.

13. ATOMAL Clearance

An officer required to have access to ATOMAL information will be indoctrinated locally within their unit. They must, as a prerequisite, have the appropriate level of security clearance. In addition, the officer must be a British Citizen as defined by the Nationality Act 1981. Special rules cover access which may be given to non-British citizens who are members of, or associated with, HM Forces. Citizenship can be verified from:

a. A Passport.

b. A Certificate of Registration as a British citizen.

c. A Birth Certificate.

d. An officer requiring access to ATOMAL information must be indoctrinated in accordance with NATO regulations before access can be permitted. Uniformed personnel awarded a NATO ATOMAL clearance may be indoctrinated locally on the authority of the NATO Commanding Officer or Head of Establishment provided that their security certificates do not expressly debar them from access to the information involved.

14. Security Clearances for Dual Assignments

The Dual Assignments List is held by the People Ops Augmentation team and an individual's requirement is detailed on their assignment order. Both indicate any requirement for DV clearance. CMs are responsible for initiating clearances as required.

15. Assistance to Navy PSyA - Access to Officers' Records

a. A list of Navy PSyA staff who are authorised to have full or limited access to assigning and promotion records in the course of enquiries will be updated periodically by Navy PSyA and will be promulgated periodically by Dir P&T/COS(P) Temporary Memorandum.

b. CMs are required to inform Navy PSyA of any matters of potential security significance which are brought to their notice, whether in OJAR/SJAR reports or during the assigning dialogue.

16. Special Access Operations (SAO) Assignments

Throughout MOD there are facilities known as Special Areas of Operation (SAO), also known as Special Access Operations, within which a particularly sensitive source of intelligence is protected. Such intelligence can only be handled by staff who have been specially approved for this work and who meet strict vetting and nationality criteria. These criteria are laid down in JSP 440 Pt6, Sect 2, Chapter 7 and require that those assigned into such a billet must hold DV clearance and they and their direct relatives must be British. In exceptional cases it is possible to grant a waiver to the nationality criterion but only when there is a clearly identifiable compelling need for a person to fill a particular post. Such a need could be the individual holding unique skills or for those with limited career opportunities outside the SAO compartment. Each application for a waiver is considered on a case-by-case basis and cannot be guaranteed. SAO posts can be identified through JPA using the Review Job/Position Requirements function. Further information on SAO clearance can be found at the Reference or by contacting PSyA.

APPENDIX 1 TO ANNEX 58D

SYVETT-003A / DV (Rev 05/09) – DESPATCHED ON:

This notification is to inform you that DV Security Clearance is required for:

Surname:	Forename:
Rank:	Branch:
Service No:	Date of Birth:
Initial DV or Review:	Date Required By: (Do Not Enter ASAP)
Assignment Requiring Clearance	Unit: Full Assignment Title:
Current Location (mailing address):	
Email Address of applicant: (Supervisor/XO or alternative must be provided)	
MF 1938 Barcode	
Any other information that you think may be useful to the vetting authorities	
Requesting Career Manager's name	
Branch	
E-mail address	
Telephone Number	

THIS FORM MUST BE COMPLETED IN FULL OR IT WILL BE RETURNED TO CM

THIS FORM MUST NOW BE SENT ELECTRONICALLY TO: NAVY PSYA-SYVETT

ANNEX 58E

DUAL-SERVING PARENTS (DSP) APPLICATION FORM

DSP status documentation is raised upon application from Service Persons who have a child or children less than 18 years of age and where they have a simultaneous Sea Service, deployment, and career training liability.

PART 1 - DSP INFORMATION

Service Details

Name	
Rank/Rate	
Branch	
Service Number	
Unit and Current Assignment PID	
FAD in Current Assignment	
Engagement Expiry Date	
PStat Category	
Career Manager	
Current Separated Service Total	
Are you applying for Primary or Non-Primary Carer Status?	
Enter details of any anticipated career training courses	
Is there any additional information you wish to enter for consideration?	

Details of other Service Person with Parental Responsibility[1]

Name	
Rank/Rate	
Branch	
Service Number (if known)	
Career Manager (if known)	

Child(ren) Information

Date(s) of birth of child(ren) to which the DSP policy applies	
Date youngest child reaches 18	
Date child is due to finish full time education (if later than above)	
Are you in receipt of CEA for this child(ren)?[2]	
Are the details of your child(ren) recorded on JPA?	

[1] The other Service Person is responsible for completing and submitting their own application. It is recommended that both application forms are submitted concurrently.
[2] DSP status will not be approved where the SP is in receipt of CEA for the child(ren) to which the DSP application applies.

Service Person Declaration

1. I have read and understood the contents of BRd3(1) Chap 58, para 5808, with reference to Sea Service, deployment, and career training liability for DSP parents.

2. I understand that the policy does not mean that dual-serving parents will complete less sea service or deploy less than their contemporaries during the course of their careers and that it is simply a mechanism to de-conflict.

3. I understand that the Primary Carer can still be considered for augmentation/trawls within local area bases/establishments.

4. I understand that normally SP will not be marked a Primary Carer for in excess of 5 years consecutively, and that a minimum handover of Primary Carer status for 2 years after one SP has held the tag for 5 years.

5. I understand that a holistic view of Separated Service totals will be taken in relation to fair allocation of the Primary Carer status.

6. I understand that is it my responsibility, not that of Navy People Career Managers, to ensure that the formal DSP status paperwork is raised and kept up to date in a timely manner.

7. I understand that I must inform my Career Manager should my personal circumstances change, and any deviations from the terms of the DSP contract will invalidate the agreement and I will be liable for immediate assigning action.

8. I understand that my Career Manager will base any assigning on my preferences, and I confirm these are up to date in JPA.

9. I confirm that the child(ren) to which this application applies, resides with me or the other SP to which this policy applies.

10. I confirm that I am not in receipt of CEA for the child(ren) to which this DSP application applies.

11. I confirm that the information provided above is true and accurate and, where applicable, is recorded on JPA.

12. I **consent/do not consent** (delete as applicable) to a joint career interview[3].

Service Person Signature		Date	

Once Part 1 above is complete, this form should be submitted via e-mail to the Service Person's Career Manager.

[3] Where consent to a joint career interview is not given, the Career Manager will consult with the DSP Manager so that joint Career Management can occur via an alternative method.

PART 2 – CAREER MANAGER DECISION

13. The Career Manager has consulted with the other SP with parental responsibilities Career Manager to confirm a DSP Application has been submitted and relevant data confirmed.

14. The SP has been interviewed by their Career Manager and the DSP policy has been fully explained.

15. The SP has been informed that a holistic view of Separated Service totals have been considered in relation to fair allocation of Primary Carer status with the following decision being made:

The SP will hold the DSP Status of: **Primary Carer/ Non-Primary Carer** (Delete as necessary)

16. I confirm the SP has been informed of the above decision.

Career Manager Signature	Name	Rate	Date

PART 3 – CAREER MANAGER ACTIONS

Following the DSP decision being made, and the SP being informed, the CM is to take the following action:

17. JPA Action – Update JPA Assignment Restriction field to reflect the following details:

a. Enter Applicable From Date – This is the date of the assignment order for which the DSP status is requested.

b. Enter a Review On Date – This is when to expect the SP to re-submit their DSP Application Form no less than 6 months ahead of FAD.

c. Enter Restriction Category – SWDC[4].

d. Restriction Detail – In here the CM is to enter:

(1) DSP Status – Either ‘Primary Carer’ or ‘Non-Primary Carer’.

(2) Other Parent details – Name, Rank/Rate, Service Number.

(3) DSP Status End Date – Date youngest child reaches 18.

The information entered will replicate onto SCIO under Individual Readiness Plan (IRP).

[4] SWDC is a legacy tab which will be updated in JPA in due course but should still be used until the change has been implemented.

Career Manager to note:

18. Any previous SWDC/DSP information is to remain on restrictions so to retain the history for future assigning/DSP decisions.

19. A SP should not normally be marked a Primary Carer for in excess of 5 years consecutively. There should be a minimum handover of Primary Carer status for 2 years after one SP has held the tag for 5 years.

PART 4 – NOTES FOR DSP APPLICANTS AND CAREER MANAGERS

20. Applying for the DSP status does not mandate that one parent must be assigned or remain at sea or deployed because the other parent has been assigned ashore. Both parents may be assigned to shore positions (no guarantee of the same geographical location), and this should be considered by CMs particularly where the sea going parent is nearing their FAD, in which case CMs may wish to honour their MTA.

21. Extending one parent at Sea may have Separated Service implications particularly for Officers and Senior Rates.

22. DSP LHs and AB1s who have not achieved OPS in their current rate are most likely to remain at sea or be assigned to sea service.

23. Squadded Spec AB2s applying for the DSP status will normally remain assigned to sea service as there are no Shore positions for AB2s.

24. The Navy People Career Manager's DSP decision is final. Every endeavour is made to match a Service Person's preferences to the requirements of the Service, but this may not always be possible.

25. It is the responsibility of DSP applicants to ensure they have adequate childcare provision arrangements in place throughout the DSP status period to cover any assignment, duty, or augmentation requirements they may be tasked to undertake. Childcare advice and support is available through the Parent Support and Information Team.

26. It is the responsibility of DSP applicants to ensure they check their own SCIO account to ensure their DSP is recorded under their Individual Readiness Plan (IRP) and if not to contact their Career Manager at the earliest opportunity to rectify.

In accordance with the Data Protection Act 2018, the Ministry of Defence will collect and process the information supplied on this form in connection with matters concerning personnel administration and policies. In order to comply with our statutory obligations, the data will be retained and reviewed as necessary, and may be transferred to electronic media. The MOD is committed to ensuring that your personal data is kept securely and that it will not be disclosed unlawfully.

ANNEX 58F

CONTINUITY OF EDUCATION ALLOWANCES - GUIDANCE FOR CAREER MANAGERS

1. Continuity of Education (CEA) - Background

All rules for CEA are laid down in JSP 752 Chapter 14. The Strategic Remuneration Review (SRR) led to some changes in the regulations and process for Service personnel applying for Continuity of Education Allowance (CEA)[1]. The most notable of these was the replacement of the 'mobility' certificate with a new 'eligibility' certificate. The form is self-explanatory but, given the role of Assignment Authorities in the completion of these forms this guidance serves to highlight the changes in what CMs are now required to do. Despite the introduction of the latest certificate, the policy governing entitlement to CEA remains unchanged; its fundamental purpose is to assist Service personnel achieve continuity of education for their children who would otherwise be denied in the state day school sector if their children accompanied them on frequent assignments both at home and overseas. In claiming CEA an individual must fully accept that **mobility and accompanied service are overriding principles for maintaining entitlement** except when in assignments that are designated INVOLSEP.

2. CEA Costs

Current figures indicate that CEA costs the MOD (and taxpayer) in excess of £200m annually for between 4,500 - 5,000 claimants across all 3 Services[2]. Currently the Senior (Board) allowance is £5412 per term which for an average claim of 7 years equates to a total cost in excess of £200K (gross) - of which the claimant would receive a net sum of approximately £114K. Clearly CEA represents a very significant proportion (approximately 25%) of the overall annual MOD allowances budget, for a relatively small proportion of the population (2%). It is not surprising therefore that CEA is under close scrutiny. Indeed, to safeguard CEA for those who genuinely need it, it is crucially important that it is carefully managed and that adherence to the regulations is enforced at all levels.

3. CEA Eligibility

One of the safeguards in the CEA process is the CEA Eligibility Certificate[3], which requires action by CMs; an example is at Appendix 58F-1. In common with the Mobility Certificate, this has to be completed on the following occasions:

a. On submission of an initial claim

b. On change of school

c. At the beginning of each new assignment

d. When an existing certificate is more than 3 years old and a new claim is to be submitted.

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[1] Promulgated in 2008DIN01-191 (1 Sep 08) – CEA – Changes to Regulations JSP 752 Ch 15 and SP Pol's SP 05.03.08.01 dated 5 Dec 08 - CEA DL: Changes in JSP 752 Regulations: Continuity of Education Allowance (CEA).
[2] There are about 1000 RN/RM claimants today of whom about 59% are officers and 41% ratings.
[3] The latest CEA Eligibility Certificate was introduced in Sep 08 and replaced the previous CEA Mobility Certificate; 2008DIN-01-191 refers.

4. CEA Certificate

The certificate has 5 sections, 2 of which are of particular interest:

a. **Part 1.** Completed by the claimant, Part 1 includes an acceptance of the rationale for CEA (i.e. to enable continuity of education), a commitment to family mobility and an undertaking that the individual's family has accompanied them to their current/new assignment or an explanation of why not, for example because the assignment is designated INVOLSEP. This section requires the claimant to list their family residence and residence at work addresses during their last 3 appointments. This is an important part of the enhanced governance of CEA by the Children's Education Advisory Service (CEAS) and is designed to document a history of family mobility which is likely to be subject to investigation if it suggests that an individual has not been fulfilling their mobility commitment whilst in receipt of CEA. It is of course possible that there could be acceptable reasons for any such occurrence.

b. **Part 2.** Part 2 is the most significant change for CMs. The crucial difference lies in the wording of the judgement required by the CM. The 'mobility' certificate asked whether the claimant had a '*current **liability** [or not] to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years'; the replacement 'eligibility' certificate asks whether the claimant ...'*is ***likely** [or not] to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years.*' The rationale behind this change is not to seek to reduce or to abolish CEA, but rather seek to improve assurance measures that it is being paid for the purpose for which it is intended.

5. Assessment

It is essential that CMs consider Part 2 of the certificate carefully and that their assessments are honest, objective and consistent. There is nothing complicated in the meaning and interpretation of the word 'likely'; it simply means that there is a 50% or greater chance of a move (in the next 4 years). The CM must consider each specific case on all its individual merits. The CM's decision must be an informed one that is specific to the individual claimant, taking into account the age, rank, time served, trade/specialisation intricacies, promotability, Operational Pinch Points and operational tempo, to name but a few variables. When all these factors are taken into account, it could possibly emerge that most CEA claimants will be adjudged to be ***likely** to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years*. That said, the change from 'liability' to 'likelihood' might identify a few claimants who, whilst they retain a liability to be assigned away elsewhere, which all individuals have, in reality are very unlikely to be so assigned. This might be because, for instance of, their specialisation, career stage, personal choice or assignment preference.

6. Final Assignment

The revised Eligibility Certificate also has an additional option to identify those who are already in receipt of CEA but are coming to the end of their career. Where a CM considers that the claimant ***is unlikely*** *to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years)* but only because the individual is entering their final assignment, and there is no intent of a further assignment, they should annotate this as the most applicable statement: '3. *An existing claimant is entering their end of career assignment.'*

7. Investigation

The CM's judgement is not binding. It is simply an honest judgement, or best reasonable assessment, made at the time of application based on balance of probability (not certainty) at the time, taking all relevant factors into account - and there will undoubtedly be occasions where situations change or the needs of the Service require that people deemed 'likely' will not be reassigned out of area and vice versa. The subsequent database[4] generated, encapsulating claimants' previous addresses, will identify where this happens repeatedly and these instances will then be open to further investigation and review of CEA eligibility by CEAS. That said, there may be good reason for such occurrences in which case CEA eligibility will withstand such review. As stated above, the important thing is that CMs must be honest, objective and consistent and take all of the many factors affecting the individual into account when completing Part 2 of the Eligibility Certificate.

8. Review

It is stressed that CEA will not automatically stop if a Career Manager adjudges a claimant to be unlikely to be assigned to a new duty station in the next 4 years. Instead, it will initiate a review of CEA eligibility to be undertaken by the claimant's Commanding Officer. It is this review which will confirm eligibility, and it will take into account all of the criteria listed in the regulations in JSP 752 Chapter 14[5]. Therefore, CMs can act with certainty, confident that their part in the CEA process is merely to judge the likelihood of an individual's continued mobility and not to establish their eligibility for CEA.

9. Governance

The changes are not intended to initiate a purge of or clampdown on CEA claims; it is about governance of the scheme and adapting the application process to provide assurance that CEA is being used for the purpose intended. It is crucial that there is consistency across the board in the implementation of CEA policy and the associated procedures hence this guidance and an audit of the approval process.

10. Questions

A list of Frequently Asked Questions on CEA Eligibility is at Appendix 58F-2.

[4] Derived from Part 1 of the CEA Eligibility Certificates
[5] The criteria includes, but is not limited to: claimant is a Regular SP, (for continuation claims) a valid CEA Eligibility Certificate and CEAS Boarding School Certificate, child of eligible age, CEAS approved school, maintain a family at a home in which they would normally reside with their children when the exigencies of the Service permit, serving accompanied or in an INVOLSEP assignment, in last assignment, stage of education..

APPENDIX 1 TO ANNEX 58F

SPECIMEN CEA ELIGIBILITY CERTIFICATE

JSP 752 Chapter 14

This certificate is to be read and signed immediately prior to the following occasions:

a. Submission of Initial Claims, or
b. On change of school, or
c. The beginning of each new assignment, or
d. If the current certificate is more than 3 years old at the time a CEA claim is submitted.

It is to be completed by Service claimants and submitted to CEAS. Once verified by CEAS, the original will be returned to the claimant and is to be retained for audit and to support future claims.

PART 1 - TO BE COMPLETED BY THE SERVICE CLAIMANT SERIAL NUMBER:

Number:…… Rank:…… Name:……..

Svc/Regt/Corps:…… Current Unit:……

Unit Address including postcode ……

……

Unit telephone number…… Unit Fax number ……..……

Email ……

1. I have read and understand the regulations relating to payment of CEA and I accept:

a. The CEA I am claiming is paid to enable continuity of education for the child(ren) for which I claim.

b. A commitment to family mobility and that when I am assigned I will continue to serve accompanied. If I fail to relocate my family on assignment my entitlement to CEA will be reviewed and will cease unless I am INVOLSEP or gain exceptional authority from PACC iaw JSP 752 Chapter 14 to serve unaccompanied and retain CEA.

c. I will immediately inform my unit HR of any changes to my personal circumstances that may impact upon my entitlement to claim CEA.

2.* My spouse/civil partner, or child(ren) (for PStat Cat 2), have accompanied me to my (new) assignment station and addresses are as follows:

At my (new) Assignment Station/Unit My family currently reside at:	Resident at Work Address (RWA) (if different from family address)
…… …… …… ……	…….. …….. …….. ……

3.* My spouse/civil partner, or child(ren) (for PStat Cat 2), have not accompanied me to my new assignment station because:

……..
……..
……..
……..

HISTORY OF SERVICE CLAIMANT'S LAST THREE ASSIGNMENTS
(Last 3 preceding assignments - not to include operational assignments attracting INVOLSEP) Attach a continuation sheet where there is more than one address at any assignment or a mid-assignment move.

DATE (mm/yy)	ASSIGNMENT STATION	HOME ADDRESS (FAMILY RESIDENCE)	RESIDENCE AT WORK ADDRESS (RWA)
Assignment 1.			
From: …… To: ……	…… …… …… ……	…… …… …… ……	…… …… …… ……
Assignment 2.			
From: …… To: ……	…… …… …… ……	…… …… …… ……	…… …… …… ……
Assignment 3.			
From: …… To: ……	…… …… …… ……	…… …… …… ……	…… …… …… ……

Signed …….. Dated ……..…

PART 2 - TO BE COMPLETED BY THE ASSIGNMENT AUTHORITY

From:…….. Reference:……

1.* Number…….. Rank…… Name…… is likely to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years.

or

2.* Because of the nature of the above Service person's qualifications and projected career pattern, they are unlikely to be posted more than 50 miles from their current duty station for at least 4 years.

or

3.* The above Service person is an existing claimant entering their end of career assignment (see JSP 752 Chapter 14 Para 14.0119).

Signature:…… Date:……..

Name and Rank:……

Appointment:……Assignment Authority Stamp

Delete paragraph as appropriate.

PART 3 – TO BE COMPLETED BY CLAIMANT'S CO (OR FORMALLY DELEGATED REPRESENTATIVE) – See JSP 752 Chapter 14 Para 14.0108.d

PART 4 - TO BE COMPLETED BY THE INITIAL SERVICE CLAIMANT, AND ON CHANGING SCHOOLS, AFTER CONTACTING CHILDREN'S EDUCATION ADVISORY SERVICE (CEAS)

CHILD DETAILS
First Name(s) …….. Surname ……

Date of birth …… Male/Female …….

Current home address including postcode …….…….....

……...……..

Contact Telephone Number:……...…….

THE SHORTLIST OF BOARDING SCHOOLS YOU HAVE CONSIDERED

1. …….

2. …….

3. …….

DETAILS OF CHOSEN SCHOOL

School name and address including postcode ……..

……

Telephone number …… Fax number ……

Email ……..

Proposed start date ……(A copy of the letter from the school offering a boarding/day place is to be enclosed with this application). This is for a Full Boarding/Weekly Boarding/Day Pupil placement (Delete which is not applicable).

Give your reasons for selecting the chosen school …….....……..

……

……

Current school with dates ……...…….

Previous schools attended with dates ……....……..

.....

……

1. For a weekly boarding placement I am enclosing a signed copy of Annex F to Chapter 14 of JSP 752.
2. For a day pupil placement I confirm that my child will be attending the same school as a sibling who has completed the statutory minimum 3 terms as a boarder. I understand that my child will resume boarding when my circumstances change. (JSP 752 Chapter 14)

3. I have considered a number of schools including the Duke of York's Royal Military School, Queen Victoria School, Dunblane and all State Boarding Schools. If I need to reconsider these arrangements at any time I will notify you in writing.

Signature …… Date ……

PART 5 – TO BE COMPLETED BY CEAS ON RECEIPT OF COMPLETED CEA ELIGIBILITY CERTIFICATE FROM SERVICE CLAIMANT

As this form is uniquely serial numbered and tracked, it must be returned to CEAS even if the application is not supported.

Return completed form with letter from school and a weekly boarder's certificate as shown at Annex F to Chapter 14 of JSP 752 (if applicable) to:

CEAS
Bldg 190
Trenchard Lines
Upavon
Pewsey
Wiltshire SN9 6BE

Tel: Upavon Mil (94344) ext 8244, Civil 01980 618244
Fax: Upavon Mil (94344) ext 8245, Civil 01980 618245
Email: enquiries@ceas.detsa.co.uk

CEAS Action Only: Stamp

Date Received:

Signature Supported/To be Reviewed

Boarding School Certificate Issued: Yes/No

APPENDIX 2 TO ANNEX 58F

CONTINUITY OF EDUCATION ALLOWANCE (CEA) ELIGIBILITY - FREQUENTLY ASKED QUESTIONS

1. Why has the policy changed?

a. It hasn't. Most importantly, there are no plans to abolish CEA, in fact quite the opposite: support for the underlying principle of financial assistance for Service personnel who send their children to boarding school in order to serve accompanied, remains as strong as ever. CEA is the new name for Boarding School Allowance and was re-named in April 2006 to coincide with the launch of Joint Personnel Administration and the bringing together of the 3 Services various pay and allowances rules in a series of Joint Service Publications or JSP. The policy laid down in JSP 752 Chapter 14 (Tri-Service Regulations for Allowances) clearly sets out the entitlement parameters for eligibility for this allowance and they have not changed here.

b. The underlying principle of CEA remains that family mobility/accompanied service is inherent in claiming the allowance.

c. The aim of the certificate and updated policy is not to reduce or abolish CEA, but rather the revised certificate aims to improve audit procedures and ensure that the allowance is being appropriately managed and ineligible claims prevented. This will be accomplished by both internal unit audits and external audits by the Children's Education Advisory Service (CEAS); they hold MOD's Accredited School Database, which currently includes over 400 educational establishments. The underlying principle of CEA remains that family mobility is inherent in claiming the allowance.

2. Why does the Eligibility Certificate now focus on likelihood of moving, rather than liability to move, to an assignment more than 50 miles from their current assignment in the next 4 years?

a. To better reflect the underlying principle of CEA which is family mobility/accompanied service.

b. Furthermore, the likelihood of moving is just one of several factors on which the form focuses in order to assess a claimant's eligibility for CEA. Others are:

(1) An acceptance, by the claimant of the rationale for CEA (i.e. to enable continuity of education in accordance with the policy laid down in JSP 752).

(2) A commitment, by the claimant, to family mobility and an undertaking that the individual's family has accompanied them to their current/new assignment or an explanation of why not, e.g. because it is designated INVOLSEP.

(3) A statement by the claimant listing their family residence and residence at work addresses during their last 3 appointments.

(4) An entitlement and eligibility statement by the Commanding Officer. All of these are looked at together for any eligibility assessment by the claimant's Commanding Officer. These are all in place, as assurance measures, to protect this important allowance for the future.

3. What does ‘likely’ mean?

There is nothing complicated in the meaning and interpretation of the word ‘likely’; it simply means that there is a 50% or greater chance of a move (in the next 4 years). But the Career Manager must consider each specific case on all its individual merits. Their decision must be an informed one that is specific to the individual claimant, taking into account the age, rank, time served, trade/specialisation intricacies, promotability, Operational Pinch Points and operational tempo, to name but a few variables.

4. Will all claimants’ eligibility to CEA be affected immediately by the changes?

Not before they are next required to submit an Eligibility Certificate. A new CEA Eligibility Certificate is required to be completed in the following circumstances:

a. for all initial claims,

b. on a change of school thereafter,

c. at the beginning of each new assignment,

d. where the certificate is over 3 years old.

e. on any change of personal or family circumstance.

5. Will a ‘not likely to move’ assessment by a Career Manager automatically mean that a claimant is no longer entitled to CEA?

No. The Career Manager’s role is merely to provide an assessment of the likelihood that a claimant might move in the next 4 years. It is not an assessment of eligibility. If a Career Manager’s assessment is a ‘not likely’ this will initiate a review of eligibility for CEA by the Unit Commanding Officer. They will then assess eligibility based upon all aspects of the Certificate’s content and all other variables, including provision for special circumstances.

6. What if the claimant does not agree with their Career Manager’s assessment of the likelihood of him moving?

Any review of eligibility for CEA is conducted by the Unit Commanding Officer. They will then assess all variables, including provision for special circumstances, before signing the CEA Eligibility Certificate.

7. What if the claimant does not agree with their CO’s or the CEAS’s assessment of their eligibility?

They may appeal the decision to the SPVA JPAC PACC.

8. Can a claimant considered unlikely to move to an assignment more than 50 miles from their current assignment in the next 4 years be eligible for CEA?

Yes, they may if they are in their final assignment, or in order to complete the current stage of education, or for welfare, compassionate and other exceptional circumstances, if approved by SPVA JPAC PACC.

9. Are there preserved rights or transition arrangements for those currently claiming CEA?

No, but their eligibility cannot be affected before they are next required to submit an Eligibility Certificate, and even if declared ‘unlikely’ they may still remain eligible for the reasons in the answer to Q8.

10. When will the database of claimants' previous addresses as recorded in Part 1 of their Eligibility Certificates be first used?

Audits can be called for at any time by an individual unit, the single Services, the Centre or the NAO. Claimants should retain all paperwork and CEA Eligibility Certificates.

ANNEX 58G

JOINT MEDICAL EMPLOYMENT STANDARD (JMES)

1. Medical Deployment Standard (MDS)

The MDS code describes the medical capacity for deployment. Table 58G-1 details the MDS codes and their meaning.

Table 58G-1. Medical Deployment Standard Codes

MDS Code	Description
MFD Medically Fully Deployable	1. Fit to deploy to all parts of the world on contingent or follow-on operations without any limitations or requirements for routine medical support beyond deployed Primary Healthcare.
MLD Medically Limited Deployability	2. Deployment limited due to: a. A medical condition. b. Medical treatment needs. c. Medical support requirements. d. Risk arising from exposure to specific climates eg heat or cold. e. The need to avoid specific exposures eg noise or chemicals. 3. A grade MLD requires a medical risk assessment (MRA) to be carried out for deployment. The decision on that deployment will depend on the medical condition, individual function, the proposed employment, length of the deployment and the medical support available. 4. MLD personnel may vary from those with minimal limitations who can be used in a wide range of roles and situations to those who can only undertake a limited role or Career Employment Group (CEG) within a specific, well supported setting.
MND Medically Not Deployable	5. Not deployable outside the United Kingdom 6. May be admitted to or under the care of a Medical Facility (MF) or awaiting medical discharge (A6 L6 M6 E5 or 6).

2. Medical Employment Standard (MES)

The MES code relates to an individual's employment in their branch/trade duties and is expressed as numerical degrees in four functional areas (detailed elements), indicated by the letters A, L, M and E. These reflect medical fitness for duties in the **A**ir, **L**and and **M**aritime environments and any additional specific **E**nvironment and Medical Support considerations. All detailed elements of the MES are to be allocated for each individual. Table 58G-2 details the MES codes and their meaning.

Table 58G-2. Medical Employment Standard Codes

AIR		
MES Code	**Description**	**Notes**
A1	Fit for flying duties without restriction.	Only for aircrew.
A2	Fit for flying duties but has reduced hearing or eyesight.	Only for aircrew.
A3	Fit for duties in the air within the stated employment or MedLims.	Only for aircrew.
A4	Fit to be flown in a passenger aircraft.	
A5	Unfit to be taken into the air.	Except as aeromedical evacuation patients.
A6	Unfit for any duties in the aviation environment.	Duties in the aviation environment include, but not limited to, air traffic control, baggage handling, aircraft towing, aircraft maintenance, airfield driving and duties on a flying station/base.
LAND		
L1	Fit for unrestricted duty.	
L2	Fit for high readiness roles with minor limitations.	Must be able to undertake Pre-Employment Training (PET) and Individual Pre-Deployment Training (IPDT) to deliver the minimum personal military skills to allow an individual to carry out the requirements of their job specification while maintaining their own FP and positively contributing to the FP of those around them. RN/RM may be unfit for defined aspects of mandatory fitness testing or modifications to command courses may be required but fully employable and deployable in branch/trade.
L3	Fit for limited duties but with some restrictions subject to MRA.	Should not impose a significant and/or constant demand on the medical services if deployed, on exercise or deployments. The individual may deploy on operations or overseas exercises following completion of a MRA. Have no limitations in their ability to function wearing personal equipment demanded of the environment, branch/trade and rank.
L4	Fit for certain deployed roles into well-established MOB locations subject to Consultant Occupational Physician MRA.	Individuals whose medical conditions have the potential to pose a significant risk on deployment in the land environment. May be reliant on an uninterrupted supply of medication and/or a reliable cold chain. Must be able to function wearing a helmet and the minimum theatre standard body armour. Likely to be restricted to MOB only.
L5	Unfit deployment. Fit for branch/trade and limited UK operations.	May be fit limited UK operations. May be employed within their branch/trade and are fit for UK internal operations within the bounds of their MedLims.
L6	Unfit for service in the land environment.	Unfit for any duties.
MARITIME		
M1	Fit for unrestricted duties.	May be employed and deployed worldwide in the maritime environment.
M2	Fit for restricted duties afloat within the limitations stated.	Fir for duties at sea but may be restricted to specific size or type of vessel, have medical support needs or environmental limitations as indicated by the MES and MedLims. To be employed or deployed within the MedLims specified.

Table 58G-2. Medical Employment Standard Codes (Continued)

MARITIME		
MES Code	**Description**	**Notes**
M3	Fit for restricted duties in a vessel in harbour or alongside with the limitations as stated.	Able to safely move around a ship alongside or within the confines of a harbour including the ability to evacuate from the vessel and take emergency action (eg fire-fighting and damage control) without assistance. Unfit to serve at sea but may serve within the confines of a port or harbour.
M4	Fit to be carried as embarked forces in transit.	RN personnel should not be graded M4. RM personnel should not normally be graded M4.
M5	Fit for restricted duties ashore within the limitations as stated.	Not to work on ships/submarines alongside and may not be able to complete all duties required of their branch/trade ashore.
M6	Unfit for any duties in the maritime environment.	Long-term sick or in a MTF for >28 days or given a medical board recommendation for discharge.
ENVIRONMENTAL AND MEDICAL SUPPORT		
E1	Fit for worldwide service in all environments.	Fit to deploy on contingent and enduring operations with no requirement for medical care within the deployed location beyond Primary Healthcare (or equivalent).
E2	Fit for unrestricted duties but with a medical risk marker.	Has a specific medical condition, which does not currently affect employability or deploy ability but may do so in the future. Has no climatic restriction and no requirement for medical support bar adequate supply of medication. The medical condition is stable with treatment. Should loss of medication occur for <1 week this should not lead to clinical deterioration in the condition or functional degradation during that time. Examples of medical risk markers are early noise induced hearing loss, stable chronic condition requiring medical monitoring.
E3	Restricted employment outside UK due to medical support or environmental requirements.	Fit subject to limitations as will require access to enhanced medical support or has specific medications requirements unlikely to be compatible with contingent operations. Fit to be in areas within limitations eg climatic injuries, hearing loss, susceptibility to environmental exposure. Personnel may require guaranteed access to an MO outside UK waters or only be deployable where access to Secondary Healthcare is possible.
E4	**Only** to be employed out of the UK where there is access to established 'NHS equivalent or better' Primary and Secondary Healthcare.	Has a medical condition requiring access either routinely or as an emergency to medical care at a level equivalent to that provided in the UK. Limited to Overseas Bases only (excludes Falklands and Diego Garcia).
E5	May be employed within the UK only.	To be employed appropriately to their MedLims within the UK. See M grade for ability to be employed on a ship.
E6	Pregnancy/Maternity.	Only to be used when the woman has formally informed her employer of her pregnancy **and** she has given her written consent for MES to be displayed as E6 or a contemporaneous record has been made in the clinical notes confirming permission granted. E6 is to be maintained until the Service woman has successfully completed a return to work medical post pregnancy and/or maternity leave.

3. Medical Limitations

a. The JMES provides sufficient information to the Executive and line management to enable them to understand employability and deployability but does not give sufficient information to allow a precise understanding of how an individual may be employed. This is achieved by the use of Medical Limitations (MedLims) and their accompanying codes.

b. In DMICP MedLims are listed in the order they are applied. More than 12 MedLims can be applied in DMICP but only 12 will be visible to personnel staff on JPA. If >12 MedLims are applied, MedLim ‘000’ will automatically appear on JPA. This MedLim directs the CoC to seek further medical advice on employability.

c. Table 58G-3 details the MedLim codes available with their meaning.

Table 58G-3. Medical Limitation Codes

1000 Series - Miscellaneous Domain		
Sub-domain	**MedLim Code**	**Description**
MedLims (>12)	000	> 12 MedLims allocated – CoC to seek further advice on employability
Not otherwise specified	1100	Restrictions on Service duties and employment not specified by a MedLim (details in med docs)
Working conditions	1200	Unfit shift work
Working conditions	1201	Unfit for night work
Working conditions	1202	Unfit for lone working
Working conditions	1203	Unfit to work at height
Working conditions	1204	Unfit to work on gantries
Working conditions	1205	Unfit to work underground
Working conditions	1206	Unfit to work in confined spaces
Working conditions	1207	Unfit to work without direct supervision
Working conditions	1208	Fit limited duties in trade or branch (type will be specified in Med Docs)
Working conditions	1209	Office duties only
Working conditions	1210	Fit limited working hours agreed between MO and Line Manager
Working conditions	1211	Unfit to conduct EPPs
Working conditions (App 9)	1212	Passenger - land vehicles restriction
Working conditions (App 9)	1213	Workplace restrictions
Employment	1300	Medical marker (no functional limitation)
Employment	1301	Employment subject to single-Service crewing restrictions
Employment	1302	Enlisted below entry standards
Employment (App 9)	1303	Refer to Appendix 9
Safety critical duties	1400	Unfit to conduct safety critical duties
Safety critical duties	1401	Unfit to undertake service driving
Safety critical duties	1402	Unfit to undertake service driving with passengers
Safety critical duties	1403	Unfit to drive specific vehicle (type will be specified in med docs)
Safety critical duties	1404	Not to be responsible for operating machinery
Safety critical duties	1405	Unfit for work with unguarded machinery
Safety critical duties	1406	Below required colour perception standard requires supervision for colour discrimination tasks
Food handling	1500	Unfit food handling
Food handling	1501	Unfit for galley/kitchen duties
Diet	1600	Must have opportunity for regular meals
Diet	1601	To have access to a gluten free diet at all times
Diet	1602	To have access to specialist diet (type will be specified in med docs)

Table 58G-3. Medical Limitation Codes (Continued)

2000 Series - Aviation Domain		
Sub-domain	**MedLim Code**	**Description**
Flying	2000	Unfit solo pilot – must fly with a pilot suitably qualified on type
Flying	2001	Unfit solo (aircrew category will be specified in med docs)
Flying	2002	Unfit specific aircraft (type(s) to be specified in med docs)
Flying	2003	Fit (details to be specified in med docs) flying duties only
Flying	2004	Unfit (conditions of flight to be specified in med docs)
Flying	2005	Permanently unfit flying duties
Flying	2006	Unfit to climb on aircraft
Flying	2007	Unfit ejection seat aircraft
Flying	2008	Restricted employability because of anthropometric limitations
Controlling	2100	Unfit aircraft controlling duties
Controlling	2101	Fit to control only when another qualified controller is on duty and in close proximity
Hearing/Vision	2200	Aircrew assessed as hearing standard <H1 but with a satisfactory functional hearing test iaw AP1269A
Hearing/Vision	2201	Must wear approved visual correction when flying or controlling aircraft
Hearing/Vision	2202	Must carry approved corrective flying spectacles when flying or controlling aircraft
Respirators	2300	Unfit aircrew respirators
STASS	2400	Fit dry/poolside STASS training only
STASS	2401	Unfit any STASS training
Parachuting	2500	Unfit land parachuting
Parachuting	2501	Unfit sea parachuting

3000 Series - Land Domain		
Sub-domain	**MedLim Code**	**Description**
Deployment	3000	Limited operational land deployments. Employable within the confines of a rear echelon only
Deployment	3001	No operational land deployments. Must not deploy to any operational arena
Deployment (App 9)	3002	Fit for short land deployments subject to Medical Risk Assessment
Deployment	3003	Fit detachments in worldwide areas not exceeding 30 days
Mobility (App 9)	3100	Infantry activities (including digging) restrictions
Mobility (App 9)	3101	Travel on foot across rough terrain restrictions
Mobility (App 9)	3102	Move tactically and adopting fire positions restrictions
Field conditions (App 9)	3200	Living in field conditions restrictions

4000 Series - Maritime Domain		
Sub-domain	**MedLim Code**	**Description**
Ships/submarines	4000	Fit to serve in frigates and above only
Ships/submarines	4001	Fit for short visits to a ship/submarine alongside only
Ships/submarines	4002	Fit to serve in ships or submarines at sea in UK waters only
Ships/submarines	4003	Fit to serve in ships or submarines at sea in UK and Northern Europe waters only
Ships/submarines	4004	Fit for submarines in UK and US fleet exercise areas within medevac range
Ships/submarines	4005	Temporarily unfit submarine service
Ships/submarines	4006	Permanently unfit submarine service

(Continued)

Table 58G-3. Medical Limitation Codes (Continued)

4000 Series - Maritime Domain (Continued)		
Sub-domain	**MedLim Code**	**Description**
Ships/submarines	4007	Permanently unfit service on a submarine at sea (fit SM duties alongside/ashore)
Ships/submarines	4008	Permanently unfit service on a submarine at sea or alongside (fit SM duties ashore only)
Marine Craft	4100	Unfit fast boat transits and boat operations in rough sea states
Royal Marines	4200	Permanently unfit for Royal Marines General Service
Diving	4300	Temporarily unfit diving
Diving	4301	Permanently unfit diving
Diving	4302	Fit to dive, with restrictions assigned by SMO Underwater Med/RNMBOS. D/W MO for medical restrictor
Diving	4303	Unfit mixed gas diving, navigation and watch keeping duties (for CP4 divers iaw BR1750A 1219b)
Sea survival/fire-fighting	4400	Unfit for BSSC or ISSC
Sea survival/fire-fighting	4401	Unfit for BSSC or ISSC but fir Embarked Forces Fire Fighting Training
Sea survival/fire-fighting	4402	Unfit fire-fighting training and duties
Dockyard	4500	Unfit to work on dockyard edges
Medical review	4600	Fit for short embarked deployments subject to MRA
Medical support	4601	Fit to serve in ships, submarines or RM Units with a permanent MO borne only
Medical support	4602	Needs access to a MO within 24 hours when deployed outside UK waters
Medical support	4603	Needs access to a MO within 2 days when deployed outside UK waters
Medical support	4604	Needs access to a MO within 3 days when deployed outside UK waters
Medical support	4605	Needs access to a MO within 5 days when deployed outside UK waters
Medical support	4606	Needs access to a MO within 7 days when deployed outside UK waters

5000 Series - Environmental and Medical Support Domain		
Sub-domain	**MedLim Code**	**Description**
Geographical	5000	Geographical/Regional assignment restrictions (details specified in medical documents)
Geographical	5001	Unfit to deploy, travel or reside in malarious areas
Geographical	5002	Unfit Service outside base areas
Climatic (App 9)	5100	Climatic restrictions – To be employed in appropriate thermal environment
Climatic	5101	Unfit for work outdoors
Climatic	5102	Unfit exposure to hot environments (including within the UK) seek guidance from medical staff
Climatic	5103	Unfit exposure to cold environments (including within the UK) seek guidance from medical staff
Climatic	5104	Unfit exposure to excessively wet environments
Climatic	5105	Unfit exposure bright lights/strong sunlight
Climatic	5106	To wear Service/civilian PPE to ensure hands and feet are kept warm
Climatic	5107	Fit to be employed in temperate climates only

(Continued)

Table 58G-3. Medical Limitation Codes (Continued)

5000 Series - Environmental and Medical Support Domain (Continued)		
Sub-domain	**MedLim Code**	**Description**
Environmental hazards	5200	Unfit exposure skin irritants/sensitisers (type will be specified in med docs)
Environmental hazards	5201	Unfit exposure to dusts, fumes and vapours (type will be specified in med docs)
Environmental hazards	5202	Has (or may have) been exposed to environ hazard, avoid further exposure, refer to med docs/JPA
Med support	5300	Not to conduct safety critical duties if medical support device(s) unavailable
Med support	5301	To have access to appropriate power supply for medical equipment
Med support	5302	Requires access to irradiated Blood Products
Auto-upgrade	5400	ROHC auto-upgrade: if not upgraded MFD within 12 mths is to return to RNMBOS/FMB
Auto-upgrade	5401	ROHC upgrade: if not upgraded MFD or MFD (8001 + or - 5504) within 12 mths return to RNMBOS/FMB
Auto-upgrade	5402	PMO/SMO upgrade: if not upgraded MFD or MFD (8001 + or - 5504) within 12 mths return to RNMBOS/FMB
Medical review	5500	Must have MRA undertaken by ROHC prior to Exercise/IPDT/deployment
Medical review	5501	To be made available for regular medical reviews
Medical review	5502	For annual review by PMO/SMO
Medical review	5503	For annual review by Regional OH Consultant
Medical review	5504	Requires MRS prior to attendance on Command Course
JCC/SCC	5600	Fit for modified JCC or SCC/JCC or SCC (RM Band) only

6000 Series - Locomotion, Lifting and Carrying Domain		
Sub-domain	**MedLim Code**	**Description**
Locomotion	6000	Unfit strenuous physical exertion
Locomotion	6001	Requires to be seated at place of work
Locomotion	6002	Fit sedentary duties only
Locomotion	6003	Unable to sit for long periods
Locomotion	6004	Unable to stand for long periods
Locomotion	6005	Unfit for work kneeling down
Locomotion	6006	Unfit marching/drill
Locomotion	6007	Able to walk short distances only
Locomotion	6008	Unable to climb stairs regularly in course of duty
Locomotion	6009	Unable to climb vertical ladders
Upper limbs	6100	Fit limited use of one hand/arm (details will be specified in med docs)
Lifting/Carrying	6200	Unfit heavy lifting
Lifting/Carrying	6201	No load carrying

7000 Series - Hearing and Vision Domain		
Sub-domain	**MedLim Code**	**Description**
Hearing	7000	To have annual audiograms with subsequent review by PMO/SMO
Hearing	7001	To ensure correct use of hearing personal protective equipment iaw Hearing Conservation Programme
Hearing	7002	To avoid unprotected exposure to loud noise
Hearing	7003	Unfit exposure to noise above (to be specified) level

(Continued)

Table 58G-3. Medical Limitation Codes (Continued)

7000 Series - Hearing and Vision Domain (Continued)		
Sub-domain	**MedLim Code**	**Description**
Hearing	7004	Unfit wearing of headsets
Hearing	7005	Unfit split headsets
Vision	7100	To wear appropriate eye protection including specialist or tinted eyewear

8000 Series - Physical Fitness and Rehabilitation Domain		
Sub-domain	**MedLim Code**	**Description**
Fitness testing	8000	Medically exempt from all requirements of RNFT/RAFFT/PFA
Fitness testing	8001	Fit for Alternative Aerobic Assessment or Rockport Walk element of RNFT/RAFFT
Fitness testing	8002	Unfit upper body/strength test element of the RNFT
Fitness testing	8003	Unfit RM BFT/CFT/ACFT/speed marches
Fitness testing	8004	Unfit AFT/OFT/speed marches
Fitness testing (App 9)	8005	Unfit to walk 3.2km carrying 15kg
Fitness testing	8006	Unfit OFT
Fitness testing	8007	Unfit Alternative Aerobic Assessment
Fitness testing	8008	Unfit press-ups
Fitness testing	8009	Alternative press-up hand position allowed
Fitness testing	8010	Unfit sit-ups
PT	8100	Unfit running
PT	8101	Unfit impact activity
PT	8102	Unfit organised physical training; fit individual PT programme only
PT	8103	Unfit upper body PT
PT	8104	Restricted lower limb non-impact physical training
Rehabilitation	8200	Individual to be made available to follow rehabilitation PT programme
Rehabilitation	8201	Graduated rehabilitation as directed by Clinical Lead
Rehabilitation	8202	Graduated rehab including supervised phased return to limited sea duties as directed by Clinical Lead
Rehabilitation	8203	Fit travel outside UK on duty for adaptive sport/adventurous training/represent the Service following MRA
Rehabilitation	8204	Unfit Multi Activity Course
Rehabilitation	8205	Unfit Core Recovery Event 1
Rehabilitation	8206	Unfit Core Recovery Event 2
Rehabilitation	8207	Unfit Core Recovery Event 3
Sport	8300	Unfit sport (to be specified in med docs)
Sport	8301	Unfit contact sports
Sport	8302	Unfit solo swimming

9000 Series - Military Tasks Domain		
Sub-domain	**MedLim Code**	**Description**
Weapon handling	9000	Unfit handling live arms
Weapon handling	9001	Unfit live weapons/fit simulation
Weapon handling	9002	Unfit APWT
Weapon handling (App 9)	9003	Ranges restrictions
Weapon handling (App 9)	9004	Weapon handling restrictions
Guard/Ceremonial	9200	Unfit guard duties

(Continued)

Table 58G-3. Medical Limitation Codes (Continued)

9000 Series - Military Tasks Domain (Continued)		
Sub-domain	**MedLim Code**	**Description**
Guard/Ceremonial	9201	Unfit for ceremonial duties
Personal Kit and Equipment	9300	Clothing restrictions/military PPE (to be specified in med docs)
Personal Kit and Equipment	9301	Unfit wearing Service footwear (to be specified in med docs)
Personal Kit and Equipment	9302	Unfit non-aircrew respirators
Dog handling	9400	Unfit for dog handling
CBRN	9500	Unfit CBRN threat areas, unable to tolerate CBRN protection and/or prophylactic measures
Unit	9600	Unfit to return to original unit
UKSF	9700	Permanently unfit UKSF Selection

ANNEX 58H

SPARE

ANNEX 58I

CM GUIDANCE FOR PROCESSING EXTENSION OF SERVICE REQUESTS

1. Principles

Extensions of Service (EOS) may be used for the following reasons:

a. To act as a short-term workforce regulator by increasing the total bearing of all specialisations in order to meet the global requirement.

b. To assist in alleviating shortages in any particular specialisation or sub-spec that cannot be solved by using officers of other specialisations.

c. To retain officers with deep specialist skills or knowledge of which there is a shortage.

2. Types of EOS

There are two types of EOS (defined at Para 5811):

a. **Career Manager's EOS.** A 'Career Manager's' (CM) EOS can be for up to a total of six months. CMs are not to give EOS which individually or cumulatively exceed six months in total, nor are they to add a CM's EOS to the end of a 'full' EOS; this limitation is necessary in view of the significant hidden pension implications of EOS. Any EOS which results in a cumulative total of over six months is to be processed as a 'full' EOS.

b. **Full EOS.** As a guideline, 2½ years is normal but periods up to five years may be considered. In general, the RM gives up to two years for an EoS; anything greater is classed as an Extended Career for which a Selection Board is convened.

3. Administrative Action

The following procedure is to be followed:

a. **Application.** After discussion with the CM, an individual should apply for all types of EOS by raising a Form S61(Rev 11/13) which can be found via a link on the RN Web A-Z under Forms (Royal Navy). Once completed, with the medical declaration signed as required, the form should be forwarded electronically through the chain of command to the relevant CM.

b. **Process.** On receipt of the S61, the CM is to staff the request by completing Part 6 of the S61 and ensure that, for a 'full' extension, a copy of an SJAR/OJAR (no more than six months old) with a relevant recommendation for the EOS and medical certificate have been received. The application form should be distributed (soft copy via email) through each team's SO1 CM (officers)/SO2 CM (ratings) to the relevant Branch Manager (who is required to scrutinise against branch and specialisation requirements) and thereafter, for a 'full' extension only, to NAVY PEOPLE-TRAINING N5 SWPO/R SO1 for scrutiny against overall bearing/requirement and financial control aspects. After Branch Manager and SWP scrutiny, the application should be returned to the CM.

c. **Final Approval.** SO1 CMs (Officers) and SO2 CMs (Ratings) are delegated authority to approve a CM's EOS and 'Full' EOS subject to there being a branch shortage; if the branch is in balance or overborne, Head of Career Management (Hd CM)/Hd N5 approval is required. Additionally, if the extension takes the individual beyond age 60, Hd CM's approval must be sought.

d. **Administrative Action.** Once an application has been approved, the CM (or delegated Admin Support Staff) is to amend the individual's JPA contract in accordance with current JPA 'kill-card' SOPs. For officers, the completed application form is to be retained within the officer's PF. For ratings, the completed form is returned to the unit for retention.

e. **IC(12).** A maximum EOS of two years (i.e. to 14 years) may be granted to officers serving on normal IC commissions.

4. Where retirement dates are to be extended from before 31 Mar to 1 Apr or later (ie. one that gives the individual the advantage of having terminal benefits assessed under a later and more favourable pension code), CMs must ensure that the extension is for genuine Service reasons.

5. Ratings are not to be granted an EOS purely to retain eligibility to an EC. The fact that approval of a requested extension for a service requirement makes an individual eligible for consideration for EC is entirely coincidental. CMs are to ensure that this is clearly understood by Divisional Officers and applicants/potential applicants in any discussions.

ANNEX 58J

UNLAWFUL DISCRIMINATION - GUIDANCE FOR CAREER MANAGERS

1. The Equality Act 2010 brought together a raft of anti-discrimination legislation, extended some protections to characteristics that were not previously covered and strengthened particular aspects of equality law. The 9 Protected Characteristics under the Act are:

- sex (gender);
- sexual orientation;
- gender re-assignment;
- race and ethnicity;
- religion or belief;
- marriage or civil partnership;
- pregnancy and maternity;
- age; and
- disability.

2. Discrimination occurs when someone is treated less favourably or is disadvantaged because of a protected characteristic above, whether direct or indirect, intentional or unintentional. Discrimination is generally unlawful, however it can be justified if you can show that it is 'a proportionate means of achieving a legitimate aim'. Types of discrimination are:

a. **Direct Discrimination.** Occurs when someone is treated less favourably than others because of a Protected Characteristic they have or are thought to have (see perceptive discrimination below), or because they associate with someone who has a protected characteristic (see associative discrimination below). For example, turning down an assignment for an individual who is lesbian, because you believe that the team she will lead is homophobic and think her sexual orientation would prevent her from gaining the team's respect and managing them effectively would be direct sexual orientation discrimination.

b. **Perceptive Discrimination.** Direct discrimination against someone because others think they possess a particular Protected Characteristic (not applicable to Marriage or Civil Partnership And Pregnancy and Maternity). For example, not considering a 30 year old man for a youth recruiting assignment because visibly he appears much older and wouldn't establish rapport with young people, would be discrimination on the perception of age.

c. **Associative Discrimination.** Direct discrimination against someone because they associate with another person who possesses a Protected Characteristic (not applicable to Marriage or Civil Partnership and Pregnancy and Maternity). For example, not assigning an individual who associates with Muslims, because you believe this would prevent them from carrying out their duties or gaining the respect and trust of their team, would be discrimination because of association with religion or belief.

d. **Indirect Discrimination.** Occurs when you have a rule or policy that applies to everyone but particularly disadvantages people who share a Protected Characteristic. For example, it is likely that a policy that only allows men to serve in Afghanistan would be indirect discrimination because of sex. However, if the cultural nature of a particular assignment dictated that the mission could only be carried out effectively by a man, then discrimination could be justified as a “proportionate means of achieving a legitimate aim”.

3. Exemptions

The Armed Forces have been granted very limited exemptions in respect of Age, Disability, Gender Reassignment and Sex, for the purpose of ensuring the combat effectiveness of the Armed Forces. For example it may be a genuine occupational requirement to be a man, or not to be a transsexual person.

4. Further advice and guidance can be sought from Diversity and Inclusion Policy staff and Service Legal Advisers.

ANNEX 58K

PERSONAL RECORDS

1. Official Records

a. Official Records (ORs) are placed before promotion or transfer Boards. The Officers' or Ratings' and Other Ranks' Promotions Sections of Deputy Director People Delivery (DDPD) are responsible for the accurate and timely completion of ORs. The OR contains a CV derived from JPA and copies of all recent appraisal reports, going back as far as directed in the Transfer/Promotion Board Instructions written for specific Selection Boards. The OR may also contain copies of reports and letters as follows:

(1) Reports in special format from UN Service and Joint Service, NATO and other non-RN Defence Colleges.

(2) NATO letters of appreciation and efficiency reports, Ambassadors', High Commissioners' and Head of Defence Sales' reports on attachés and advisers.

(3) Honours or Awards (see JSP 761).

(4) Formal intimations of appreciation, commendation or praise by Commonwealth or foreign governments or foreign Naval authorities, including NATO and the United Nations, and by the Admiralty Board, Commanders-in-Chief and independent Flag Officers.

(5) Court Martial convictions, and censures by Admiralty Board and formal warnings when so directed, expressions of severe displeasure by a Commander-in-Chief or independent Flag Officer, censure by Commonwealth or foreign governments or foreign Naval authorities including NATO when so directed by the Admiralty Board.

b. Under the Rehabilitation of Offenders Act 1974, all censures awarded as a result of conviction by a civil court, for some neglect in professional duty, or for conduct where formal disciplinary proceedings are not appropriate, are expunged from the OR when the stipulated period of rehabilitation has expired. All censures are regarded as spent after five years and all Court Martial convictions after five years if the offence or punishment is not specifically covered by the Act.

2. Access by Third Parties to Official Records

Once finalised, the AR is released to the subject reported on so that they can read the comments made by higher reporting officers. No information is released inside or outside the Service except on the strictest need-to-know basis. Any exceptions require the personal approval of the Career Management authority acting on behalf of the Admiralty Board. Any requests for information from solicitors, employment consultancies or other such organisations are not to be acknowledged but immediately passed to the appropriate Secretariat. The release of other types of personal information is governed by JSP 400.

3. Personal File (PF)

The PF is held by the appropriate Career Manager. It is split into two parts. One part - PF(AR) - contains copies of the individual's ARs for the use of the Career Manager. The second part – PF(MC) - contains miscellaneous correspondence that is:

a. A record of all assignments.

b. Any other occurrences such as:

(1) Requests.

(2) Medical categories.

(3) Special qualifications.

(4) Correspondence to and from the individual officer.

c. Honours and Awards.

d. Letters of appreciation etc.

e. Expressions of displeasure of Commanders-in-Chief, Independent Flag Officers and Area Flag Officers, but only if such action is recommended by the Initiating Officer.

f. Admiralty Board formal warnings when not included in the ARF.

g. Censures, Courts Martial, and Summary Trial convictions (see para 6 et seq below).

4. Appraisal Report File (ARF)

An officer's ARF contains:

a. All original ARs written on the officer.

b. All original Awards, Honours and Censures.

c. All original 'official' letters of appreciation etc.

5. Custody of ARFs

ARFs are stored as follows:

a. For all RN and RM officers up to and including Commander and Lt Col – in archives in a separate building adjacent to Victory Building.

b. For all Captains, Commodores, Colonels and Brigadiers - in the Naval Assistant's office.

c. For all 2* officers and above - in the Naval Secretary's office.

6. Censures

a. The following censures are recorded in the PF(MC) and ARF:

(1) Admiralty Board Severe Displeasure or Displeasure.

(2) CinC/Flt Cdr's or independent Flag Officer's Severe Displeasure.

b. Other censures are recorded as follows:

(1) **Admiralty Board Formal Warning.** OR if so directed. Retained permanently in PF(MC).

(2) **CinC/Flt Cdr's or Independent Flag Officer's Displeasure.** PF(MC) if so directed. Retained permanently in PF(MC).

(3) **CinC/Flt Cdr's or Independent Flag Officer's Formal Warnings and Loggings by Commanding Officers.** These are not recorded.

(4) **Any Form of Censure by Commonwealth or Foreign Governments or Military Authorities, including the UN, EU or NATO.** These are only to be noted in the OR if the Admiralty Board so directs or if formal censure by the Admiralty Board is incurred.

7. Recording of Courts Martial and Summary Trial Convictions and Acquittals

a. **Convictions.** All Courts Martial convictions are noted in both the PF(MC) and ARF. The Promotions Section will action any necessary amendments to the JPA record (e.g. changes of seniority).

b. **Loss of Seniority.** If underzone or in zone, loss of seniority has an effect on when an officer comes into zone or on how long they remain in zone (even if the effect is to lengthen their time in the zone). If overzone, loss of seniority does not have the effect of rendering the officer re-eligible for selective promotion.

c. **Acquittals and Quashing of Convictions.** Acquittals at Courts Martial are recorded in the PF(MC) only. If a Court Martial conviction is subsequently overturned by the Court Martial Appeal Court the PF(MC) notation of the conviction is to be marked "Quashed" while the Promotion Section is to remove the Court Martial summary sheet from the OR. If, however, the sentence is quashed after the summary sheet has been presented to a promotion board, the summary sheet will be annotated "Quashed" and will only be removed from the OR once the selection process is complete for that year. On the rare occasions that an AR makes reference to a Court Martial, and other correcting action is not practical, the AR is similarly to be annotated "Quashed".

d. **Disclosure of Courts Martial Proceedings.** Requests for disclosure of Courts Martial proceedings should be addressed to NAVY SEC-2 DISCIPLINE 1A.

e. **Summary Hearings of Officers**

(1) The Armed Forces Act 2006 provides for officers of or below the rank of Commander to be dealt with by way of summary hearing for minor offences. The Navy Board has directed that there will be a rebuttable presumption that reprimands will be recorded in the PF(MC) for 2 years and severe reprimands will be recorded in the PF(MC) and OR for 3 years. Navy Legal-SHRC will inform DDPD/Hd Proms of charges which have been proved.

(2) In the normal course of events, Career Managers will be unaware of a summary hearing of a member of their plot and the fact of a summary hearing should have no implications for assigning. It may, however, on occasion, be necessary for a Career Manager to note that an officer is involved in a summary hearing, for example if the holding of a summary hearing has an effect on the timing of an assignment. If such an exceptional case arises, a note may be made in the PF(MC) or the scribble pad, but care should be taken to destroy such records under DPA Principle 5 if the charge is not proven or if the proved charge is not recorded. In the unlikely event that an offence heard summarily forms the basis of an application to land an officer, then a record of summary hearing may be kept in the PF(MC) insofar as it is an integral part of the landing application.

8. Rehabilitation of Offenders Act

a. Under the Rehabilitation of Offenders Act 1974, a censure awarded as a result of actions listed in the following sub paragraphs should be expunged from the OR when the stipulated period of rehabilitation has expired. All censures should be regarded as spent after 5 years; all Court Martial convictions after the stipulated period or after 5 years if the offence or punishment is not specifically covered by the Act. This 5 year period commences on the date of conviction or, in the case of a custodial sentence, on its completion.

(1) Conviction by a Civil Court;

(2) Police Caution (PC);

(3) Some neglect in professional duties;

(4) Conduct where formal disciplinary proceedings are not appropriate;

b. Although the Act demands that all such convictions or censures are spent after the appropriate period, for the purposes of consideration of promotion, career planning and assigning, the Act recognises and allows that they should, subsequent to becoming spent, be taken into account, if appropriate in considering matters affecting National Security or in considering levels of punishment or censure after a subsequent conviction or incident meriting further censure. Records of Court Martial convictions and censures are not, therefore, expunged when they are spent, but retained as the permanent record in the MOD from which information may be obtained for DV and more sensitive security vetting purposes when required by DVA and for Court Martial when required by the Court.

c. Promotions Section will ensure that all records of censure etc. are expunged from the OR five years after conviction. If the five year period expires during the selection process, then the reference point for calculating the end point is to be the date the transfer/promotion boxes are dispatched to board members.

9. Disposal of Records

On retirement or discharge. the PFs of officers are archived at a specialist facility in Swadlincote, Derbyshire, by TNT Archive Services under a Pan-Govt contract. The files are retained for 100 years from a person's date of birth. The file contents are to be weeded so that only the following items remain enclosed:

a. The PF.

b. Assignment record sheet.

c. Reports as RN rating (for SUY Officers).

d. Assignment/Officer letters on entry or transfer.

e. Certificates e.g.:

(1) BWC.

(2) ONC.

(3) Charge Certificates.

(4) Security clearance records.

(5) Courts Martial reports.

(6) Medical reports.

(7) Special commendations.

(8) FT Naval Aviation Advisor reports, especially for RAF candidates.

(9) Record of flying experience and ability S3168.

(10) Retirement letters (PVR, redundancy etc).

(11) NOK forms.

(12) Official Secrets Act Declaration.

(13) Any correspondence or signals which may indicate health, financial, personal problems and intentions regarding future work/home e.g. joining RAN, moving to USA etc. (no other correspondence between officers and CMs is required).

(14) Commodore BRNC reports on withdrawal from training (YOs only).

10. Conduct Record (RN Form S3300d and Wallet S3300e) and JPA Formal Discipline Record (FDR)

a. **Purpose.** The Conduct Record (CR), RN Form S3300d (with the associated spent conviction wallet, RN Form S3300e), was introduced on 1 Jan 00 in order to provide a comprehensive, through-career record of Service and civil convictions for the minority of individuals who offend. The entire series of S3300 forms is superseded by records on JPA (S3300a, S3300b and S3300c having been subsumed into the SJAR). From Jul 09, all discipline occurrences that were previously reported on Forms S3300d and S3300e were reported to JPA Discipline, from where it is possible to produce the Formal Discipline Record (FDR) as an auto-fill form. Any remaining forms S3300d and S3300e must be retained for those personnel that have them, since an individual's discipline history prior to JPA will not be uploaded but will continue to be recorded on these forms.

b. **Retention and Access.** The CR (where applicable) is an integral part of a rating's/other rank's service documents and is normally to be retained by the UPO/Ship's Office. The CR and FDR are available to the following but only in the circumstances detailed:

(1) **Divisional/Commanding Officer.** When the individual joins – only if under a continuing sentence (i.e. ongoing suspended sentences/Second Class for Conduct/Service Supervision and Punishment Order (from 31 Oct 09)).

(2) **Divisional/Commanding Officer.** Unspent convictions only - when considering administrative decisions (e.g. Service Penalties).

(3) **RN Police/Coxswains.** Full access to the CR and FDR when investigating an alleged offence.

(4) **Divisional Officer.** Full CR and FDR when preparing for disciplinary proceedings.

(5) **Commanding Officer/other Subordinate Commander.** Full CR and FDR - when considering the results of an investigation, to inform the decision on charging or referral to the Director of Service Prosecutions. After finding a charge proved, or a charge is admitted, to inform the decisions on sentence.

(6) **Court Martial.** Full CR and FDR will only be referred to after a finding of guilt or a guilty plea (if such occurs).

(7) **Ratings and Other Ranks.** May see or have a copy of their own CR and FDR on request and will be given a copy when charged with a Service offence.

c. **Previous Raising of a CR.** A CR was raised on all personnel serving on 1 Jan 00; after this date until 31 Oct 09, on entry or re-entry a CR was raised for all new entrants and those re-entrants who did not have a CR raised during their previous service. From 31 Oct 09, Form S3300d and accompanying wallet S3300e are no longer issued and the FDR via JPA is the sole source of disciplinary history for new entry personnel.

d. **Content.** The CR (where one exists) comprises a covering folder (RN Form S3300d) within which is stored:

(1) Copies of any charge sheets or equivalents from the Army or RAF.

(2) Copies of Punishment Warrants.

(3) Signals of court martial conviction(s) and sentence.

(4) Reports of civil convictions and PCs; plus (if required).

(5) RN Form S3300e, a wallet, to which relevant documents are moved when convictions become ‘spent’.

e. Only findings or admissions of guilt resulted in entries in the CR. No information concerning unproven offences or acquittals at trial is to be included.

f. Documents included in the CR wallet (S3300e) were annotated with the appropriate rehabilitation period (see PLAGO Para 0708).

g. The CR records the following:

(1) Log number.

(2) Date of conviction.

(3) Reference/details of relevant documents.

(4) Rehabilitation date.

(5) Whether offence was reported to the Police National Computer.

(6) Time forfeited details (see Para 10 sub para n).

(7) Good Conduct Badges (GCB), the Long Service and Good Conduct Medal (LS&GCM), the Meritorious Service Medal (MSM) (see Para 10 sub para s).

h. **Log Number/Documents.** Details of all convictions prior to 31 Oct 09 were recorded and a copy of the relevant documents (i.e. S241, S271, AFB252, Court Martial Signal) inserted within the Conduct Record. Each document was numbered sequentially and the number inserted in the Log No. column.

i. **Conviction Date.** The entry in this column is the date of conviction e.g. date warrant signed at page 2/Court Martial finding/Civil Court finding/date PC signed by the individual.

j. **Reference/Details.** The document reference inserted in this column is the ship/unit, form number and serial number (i.e. NONSUCH/S241/16, NONSUCH/C57/3 etc) or the Court Martial signal (originator and DTG).

k. **Career Check (CC).** Prior to 31 Oct 09, where a conviction gave rise to a CC this was recorded within the CR as well as being recorded in JPA under Warnings and Sanctions. A CC may affect eligibility for GCB, LS&GCM and MSM (see JSP 761 Chapter 5), promotion (see Part 8 of this BR) and other administrative changes (see individual regulations). A CC has no effect when recorded on the CR of an individual aged under 17½. The CC date entered on the CR was one of the following:

(1) Date of conviction e.g. date warrant signed on page 2/Court Martial finding/Civil Court finding/date PC signed by the individual; or

(2) Date of release from prison/Young Offenders Institution/detention or removal from Second Class for Conduct; or

(3) N/A, denoting ‘Not Applicable’ as sentence/conviction/PC did not give rise to a CC.

l. **Rehabilitation Date.** Guidance on the Rehabilitation of Offenders Act can be found in PLAGO Para 0708. The Rehabilitation Date will be the prescribed period of time since the date of conviction. Rehabilitation periods are detailed in Annexes A and B of PLAGO Para 0708. A further conviction during the rehabilitation period of a previous offence may extend the rehabilitation period of the earlier offence. In this instance, where the rehabilitation period is changed by another offence (Annex C of PLAGO Para 0708), the original date is to be ruled through and the new date inserted. If there is any doubt, advice should be sought from DCS-LAW-DIS.

m. **Reported to PNC.** The column for reporting to the Police National Computer has an entry ‘Yes’ or ‘No’.

n. **Time Forfeited.** Time forfeited arises from imprisonment/Young Offenders Institution (YOI) detention, detention and, in some circumstances, Service Penalties. The number of days forfeited plus D, P, CP, A, Pay F or N/A was recorded on the CR (Time forfeited column) as appropriate:

(1)	D	Detention.
(2)	P	Imprisonment/YOI.
(3)	CP	Civil Power (BR 2 Para 3906).
(4)	A	Stoppages of pay for absence over leave under Army or RAF Regulations.

(5) Pay F Forfeiture of pay.

(6) N/A Not applicable.

o. **Second Class for Conduct.** The CC date entered on page 2 of the CR was the date of removal from Second Class for Conduct.

p. **Detention/Imprisonment.** The CC date to be entered on the CR log was either the date of conviction (if sentence was suspended) or date of release from Detention/imprisonment.

q. **Committal of Suspended Sentences.** Where a suspended sentence is committed, the original CC date and the N/A entry under the time forfeited column were ruled through. A new CC date and number of days forfeited was inserted above on completion of sentence.

r. **Remittal or Enforcement of Suspended Sentences.** When a suspended sentence was remitted or enforced, details were to be recorded upon the relevant supporting documents:

(1) **Suspension of Sentence after Committal.** The effective date and number of days served, and 'Residue Suspended';

(2) **Remission of Suspended Sentence.** Effective date; notation 'Suspended' or 'Residue Suspended' ruled through; and enter 'Remitted' or 'Residue Remitted' as appropriate;

(3) **Committal or Re-committal Following Suspension of Sentence.** Effective date; ruled through notation suspension of sentence or of 'Suspended' or 'Residue Suspended' and residue of sentence; and enter notation 'Committed' or 'Recommitted' as required.

s. **Good Conduct Badges, LS&GC Medal and MSM.** Awards, deprivations, forfeitures and restorations of Good Conduct Badges, the LS&GC Medal and the MSM were recorded within the CR (see JSP 761 Chapter 5). Note: Prior to 1 Jan 00 such entries were recorded on the Certificate of Service.

t. **Bring Up Review Date Box.** The Bring-up/Review date Box should have been completed only in pencil. It was provided for UPO staff to note 'bring up' dates for review of suspended sentence, Second Class for Conduct and re-promotion as appropriate. When no longer extant, any entry was to be erased.

u. **Annual Sighting.** The requirement for Annual Sighting ceased on 31 Oct 09 with the obsolescence of the CR.

v. **Losses and Replacement.** In the event of loss of a CR, application is can be made to DCS-LAW-DIS for reconstruction from the historical information (prior to 31 Oct 09) held in the Discipline Database.

w. **Disposal of CR.** The CR becomes the property of the individual at their leaving the Service.

x. **Spent Convictions Wallet (RN Form S3300e).** As stated in Para 10 sub para a, the S3300e, as a repository of information on spent convictions, became obsolete from 31 Oct 09 with convictions recorded after this date being entered in JPA only and accessed via the FDR which should in future identify those convictions that are spent. Reference can be made to PLAGO Para 0708 to decide which of those convictions entered on the CR can be classified as 'spent' and the details filed in the S3300e.

y. Under the Rehabilitation of Offenders Act 1974 (ROA) all sentences passed by Service and civilian courts are subject to various rehabilitation periods (see PLAGO Para 0708 for periods and further details). Once an offence has been rehabilitated or 'spent', it is not to be considered when administrative decisions regarding employment or career are made, unless those decisions are exempt from the provisions of the ROA e.g. eligibility for the award of medals.

z. To avoid inadvertent consideration of CR documents relating to spent convictions, such documents are to be placed within the spent convictions wallet (RN Form S3300e). This is then to be secured, by the same India tag, within the CR (RN Form S3300d) and underneath other documents, if any, relating to unspent convictions.

Table 58K-1. Career Manager's Documentation Retention Periods

Document Type	Type of Data Held	Purpose	Retention Period	Remarks
JPA	Automated electronic system containing details of Officer; e.g. employment listing, NoK, marital category, qualifications – academic and service history.	To assist assigning and Career Management. Search for Officers with particular qualifications required for specific posts.	On discharge from Active Service, final full print retained in P File	JPA coexists alongside the P file. Depending on the discharge code, a slightly modified record is then retained until the officer's Emergency Liability ends or he reaches age 60. (Officers whose commission is terminated without Emergency liability - e.g. conscientious objectors - have their records reduced to a stub immediately). The JPA record is then reduced to a stub, but the full record is retained so it can be resurrected in the event of conscription, re-entry or enquiry.
Appraisal Report File	Original OJARs, honours, awards and censures (Admiralty Board Severe Displeasure or Displeasure, CINC/Flt Cdr or FO Severe Displeasure) and letters of appreciation etc	Repository of original documentation. Currently Stowed away from Proms Section for Business Continuity and Disaster Recovery purposes.	Retain 100 years from DOB*	File is held by DDPD (Proms) away from Proms Section and CMs' Records for Business Continuity and Disaster Recovery reasons.
Personal File - split into PF(MC) and PF(AR)	See separate sections below	To give CM a complete history of the individual for career management purposes.	Retain 100 years from DOB*, subject to regular review (e.g. 2-yearly weeding cycle) to discard inaccurate or out of date information and the destruction of individual papers specified below.	PF(MC) is Miscellaneous Correspondence, collected iaw DPA principles 1-4 and regularly reviewed. PF(AR) is the CM's copy of appraisal reports. The PF is held by CMs until the officer leaves the Service. It is then passed to CM (Reserves) who retain until Officer attains age 60 (if leaving to pension) completion of Emergency Liability in other cases. The file is then passed to Restore (formerly TNT) Swadlincote.

(Continued)

Table 58K-1. Career Manager's Documentation Retention Periods (Continued)

Document Type	Type of Data Held	Purpose	Retention Period	Remarks
PF(AR)	CMs copies of OJARs and other reports.	Gives CM complete reporting history of individual.	Retain 100 years from DOB*.	There is a need for this file as the contents of Proms/Transfer files will be limited to the more recent reports; the precise contents will vary according to rules set by CM (Reserves).
PF(MC)	Routine Correspondence between CMs and individual		5 years from last record unless grounds exist for further retention	As a guideline routine correspondence associated with the officer's last, current and next assignments should be kept. Records may be kept longer if they are contentious or they shed more light on a particular effect on an officer's career than the mere fact of the assignment. Details which are obviously transient (e.g. arranging a time for a meeting) should be destroyed during the review process.
	AIB Letter of assignment/ admission to RN		Retain 100 yrs from DOB*	
	Commission Transfer letters		2 years from date of transfer unless grounds for further retention exist.	Successful transfers are likely to be un-contentious. Unsuccessful transfers or matters of dispute or complaint should be held longer.
	Records of all assignments, i.e. job history or CV.		Retain 100 years from DOB*	An up-to-date JPA CV/job history will suffice.
	Commendation/A wards letters		Retain 100 years from DOB*	Commendations and awards letters are not on JPA. Citations/ Recommendations for an award are not disclosable under DPA.
	Censures		100 yrs from DOB*	Note: Higher censures also in ARF and in OR. Lower level censures (e.g. CINC/Flt Cdr or FO Displeasure), if directed to be retained in PF(MC), will only be kept in PF. Censures are spent after 5 yrs but are to be retained for DVA/ national security purposes.
	Court-Martial Convictions		100 yrs from DOB*	Any records of not guilty findings will be retained for 100 yrs from DOB. Electronic discipline records exist on JPA and the RN Historic Database and may be accesses through NAVY SEC-2 DISCIPLINE 1A. Court-Martial convictions that are spent must still be retained in PF(MC) for DVA/ national security purposes.
	Interview Notes, e.g. Career Interview Proforma		Retain 5 yrs from date of record.	As a guideline, CIPs relating to the last two assignments should be kept. Where relevant or contentious, CIPs may be kept longer.
	E190s		Retain 100 yrs from date of birth*	Subsume into PF when officer joins trained strength.
	MOD Official Secret Act Declarations		Retain 100 yrs from DOB*	

(Continued)

Table 58K-1. Career Manager's Documentation Retention Periods (Continued)

Document Type	Type of Data Held	Purpose	Retention Period	Remarks
	Medical information relating to career management		Retain while relevant and current.	The PF(MC) is not the medical record. Medical records must be kept by medical authorities for 100 yrs from DOB.
	Unpaid leave documentation, e.g. maternity, career break		100 yrs from DOB*	
	Welfare correspondence		Retain while relevant and current.	Welfare records must be kept by proper authorities, e.g. NPFS.
	Subject Access Requests		7yrs from date of last enclosure*	
	AHR papers from temporary file		100 yrs from DOB, unless AHR was not awarded.	
	DV Clearance Certificate		Retain for currency of certificate	
	Disclosure Certificates, e.g. from Criminal Records Bureau		Retain for currency of certificate	
	Assigning Preference Form/Card		3 yrs from date of record.	
Adverse Report File	OJARs, letters ordering imposition of and removal from Special/Quarterly reporting.	Provide full record and audit trail of adverse reporting instances.	Retain 100 yrs from DOB*	Adverse Report files are administered by DDPD (Proms). Once Adverse Reporting ceases (or officer is discharged), the Adverse Report file should be amalgamated with the PF in the custody of the CM.

(Continued)

Table 58K-1. Career Manager's Documentation Retention Periods (Continued)

Document Type	Type of Data Held	Purpose	Retention Period	Remarks
Temp File Acting Higher Rank	Letters, reports, miscellaneous papers depending of subject.	To allow a particular issue to be staffed by relevant dates without compromising security by circulating the complete PF relating to the individual.	Held until staffing is complete, then incorporated into PF(MC).	
Honours & Awards.	Honours lists. Gallantry awards. Citations. Application for LSGC Medal	Information collated on personnel included on nomination lists.	* INFORMATION NOT RELEASED UNDER DPA 98	

Notes:

*1. The above guidelines draw heavily on Ministry of Defence Data Protection Act 1998 Guidance Notes: No.5 Document Retention Periods, revised by Info Access Pol - 10 Oct 05 MOD guidance is marked *.*

2. The scrutiny of files for weeding/retention should never be a purely mechanistic task. The above guidelines help in the exercise of judgement and discretion.

3. Aim to:

a. Weed any packs when they cross the desk.

b. Have a registry weeding plan (e.g. 2-yearly cycle).

c. Record weeding action for audit trail.

ANNEX 58L

DISCLOSURE OF INFORMATION - EXCEPTIONS

1. Bona Fide Enquiries

Confirmation is given, in bona fide enquiries, of length of service and other similar facts about careers which reflect to the credit of the individuals or is in their interest (e.g. facts which enable assessment of claims being pursued by the individual).

2. Disclosure to DVA Staff, Security Services and Intelligence Departments

a. Dir P&T/NavSec has granted named DBS(NSV) staff permission to remove ARs and career management files for scrutiny during the course of DV enquiries, subject to the following provisos:

(1) All files must be signed in and out at the appropriate career management desk.

(2) Files drawn must be recoverable at short notice and are to be returned as soon as they are finished with and certainly on the same working day as they are drawn.

(3) Files may be drawn only by those on the list of named investigators.

(4) No copies are to be taken of any of the files' contents.

b. Access is granted to Security Service representatives introduced to SO1 Branch CMs personally by certain nominated officers of Navy Command PSyA.

c. The names of three Intelligence Officers who may have direct access to officers' records are known to Dir P&T/NavSec. They have been instructed to contact Dir P&T DCOS when necessary, who will arrange an examination within the Directorate concerned, or to contact the CM Reserves Cell in the case of Retired Officers.

3. Disclosure of Information for MSF/Civil Service Employment Reference Purposes

a. **Candidates for Employment as a Civil Servant (Military Support Function).** The necessary information is to be supplied for the Selection Board by CMs. In order to process the clearances, Security Officers (Investigating) from the Personnel Security Investigating Unit (PSIU) of MOD Sy and authorised investigators from other Government Departments, on showing their identity cards, are allowed access to the personal records of RN Officers or Retired Officers who have applied for MSF posts requiring DV clearance in the MOD or other Government Departments. The officers' records are not to be removed except where an officer is seeking employment in a post in PSyA; their personal record file may be passed to PSyA for personal scrutiny. Medical information may only be divulged by NCHQ Medical Division and then only when written confirmation is provided that the person concerned is being considered for a post requiring a DV security clearance.

b. **Candidates for Employment in Other Government Departments (OGDs).** Disclosure of necessary facts to OGDs who have a 'need-to-know' eg. in connection with applications for employment, is normally to be made by a personal letter, approved and signed at SO1 Branch CM level. Contents of the officer's official reports are not to be disclosed but a general paraphrase of the officer's overall performance may be given. Alternatively, authorised investigators may be allowed access as in Para 3 sub para c.

c. **Candidates for Civil Service Band B Appointments.** There is a specific requirement of the Civil Service Commission for reports on officers who are applicants for Principal grade appointments in the Administration Group of the Home Civil Service. In such cases report forms to be used for this purpose will be received from the Civil Service Department. These reports, and any other references which may be asked for in respect of RN officers, are to be provided by the appropriate OCM. In the case of Retired List officers of Commander's rank and below, their reports and references will be provided by the CM Reserves Cell.

4. Disclosure of Information to Support Commonwealth and Inter-Service Transfer Applications

a. Requests for copies of ARs for an officer seeking permanent transfer to the Navy, Army or Air Force of Australia, Canada or New Zealand should be dealt with as follows:

(1) Enquirers should be told that officers will have in their possession all ARs written since Apr 97.

(2) Reports written before Apr 97 were compiled by Reporting Officers on the assumption that they would not be disclosed to outside authorities. MOD owes a duty of confidentiality to such Reporting Officers and is therefore unable to disclose copies of the reports in question.

(3) Providing the individual consents, in writing, an officer's CM will provide a summary of their career to date (ie. a list of appointments/assignments with a 2-3 sentence précis of performance for each).

b. Copies of ARs on an officer seeking transfer to the Army or RAF may be forwarded to the appropriate authorities by the appropriate CM Admin Support.

5. Admiralty Board Submissions for the Administrative Discharge of Officers

Copies of ARs covering the relevant period (generally that under Quarterly Report) leading up to the submission for discharge may be made available to CNLS for the specific purpose of providing supporting evidence for the Board Submission itself.

6. Disclosure of Information for Statistical Research

Navy People Strategy HR Research Cell staff are allowed access to personal records held by Career Managers and in JPA for statistical research only. Any other access must be cleared with Dir P&T on a case-by-case basis. Records must not be removed from the Department.

7. Disclosure of Medical Information

Requests for medical information should be referred to SO1 OCM Med.

8. Disclosure of Addresses

a. Addresses of Active Service or Retired Officers are not normally disclosed, but whenever disclosure is refused, an offer is to be made to forward pre-paid correspondence to the current unit address of an Active Service Officer or the last known private address of a Retired Officer. Where appropriate it should be explained that this policy arises from the need to preserve the confidential nature of personal service records, which are held for official purposes only.

b. Under certain circumstances, exceptions may be made in the case of Police, Solicitors, the Clerk of a Court or Probation Officer and other Departments of the Crown. Addresses may be supplied in writing or by telephone but in the latter case the individual making the enquiry is to be asked to give a name and telephone number in order that their identity may be checked. Additionally, the Chaplain of the Fleet has been authorised by the Second Sea Lord to disclose the Service addresses of Jewish personnel to the Senior Jewish Chaplain to HM Forces and may therefore approach CMs for this information.

c. Private addresses of Active Service Officers may be disclosed only to the Police.

d. Servicemen and women have been consistently advised to maintain anonymity as far as possible in the light of the current general threat from terrorism. Although official mail for Service personnel will normally be addressed to their service address, occasions will arise when this is not possible and a private address must be used. In addition, official mail for retired personnel must, of necessity, be addressed to their private address. Plain envelopes are, therefore, to be used for all official mail necessarily addressed to private addresses and mention of rank and decorations is to be omitted. Mail for individuals serving abroad should invariably be addressed to the BFPO address. Current MOD and RN regulations for despatch of mail to Northern Ireland and to Eire are to be complied with.

9. Memorandum on Service of Legal Process on Members of HM Forces

A memorandum, issued by the Lord Chancellor's Office on 26 Jul 79, was prepared for the information of solicitors who might wish, on behalf of their clients, to serve legal process in civil proceedings in the courts of England and Wales on people who are (or who, at the material time, were) regular members of HM Forces. This memorandum sets out the procedure to be followed in respect of enquiries from the plaintiff's solicitor needing to find out where a service person is serving and the assistance they may be given in serving proceedings on the serviceperson. Should a subpoena be received, the relevant Staff Legal Adviser should be consulted immediately.

CHAPTER 59

ASSIGNMENT PRINCIPLES

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

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CHAPTER 59

ASSIGNMENT PRINCIPLES

SECTION 1

AIMS OF ASSIGNING/CAREER MANAGEMENT

5901. Assigning Role

Career Managers have details of every position available to Naval Personnel either from an Establishment List, Career Field or General Position, requirement for higher training or a letter of authority for some special or temporary positions. As each position requires filling because of completion of the current incumbent's assignment, sickness or other cause, or as new positions are created, it is the responsibility of the CMs, within their respective branch teams, to identify and nominate a suitable individual for that purpose. The CMs are aware of the range of personnel available with the correct skill sets and experience and take into account any individual preferences. CMs then match individuals to positions reflecting the principles of assigning set out below.

5902. Career Managers' Aims

The aims for Career Managers of Naval personnel are to meet, as far as possible, the following requirements:

a. **Endorsed Current and Future Service Requirement.** The needs of the Service override all other factors with the aim of filling positions with suitable incumbents at the right time with the right skills. This needs to be achieved - against a backdrop of change, the emergence of high priority, short notice requirements and reducing workforce - in such a way that gapping and turbulence are minimised.

b. **Exploiting Skills.** To maximise the return on training investment; consolidating any skills acquired after training and to use such skills for the benefit of the Service.

c. **Career Development Needs.** To plan career progression so that best use is made of personal abilities, whilst broadening experience and providing further training, thereby ensuring that their suitability for promotion is developed and can be properly assessed.

d. **Personal Preferences.** To pay due regard to the wishes of individuals for the type, locality and to some extent the timing of their Assignments, noting where possible their personal and family circumstances (guidance regarding accompanied and unaccompanied service can be found in Chapter 25, specifically Para 2504). The primary means of indicating individual assignment preferences to CMs is via JPA (OJAR, SJAR or Electronic C240) (see Chapter 57 and Chapter 58).

e. **Personnel Functional Standards.** To deliver PFS that lie within their area of responsibility (see Chapter 22).

5903. Factors Affecting the Aims

How far CMs can meet the aims depends on a variety of factors but, principally, how much flexibility they have in terms of the number of people available with the right qualifications at the right time, and how pressing the Service requirement is for individuals with particular skill sets. Consideration should also be given to ensuring that increasing levels of Operational tempo and platform deployment lengths are properly balanced with the needs of our people to plan their lives and be provided with satisfying and rewarding careers. Additionally, no move can be considered in isolation - each has a bearing on the others made at around the same time. The CM must achieve the best possible balance across the three aims - an excellent solution in one case will not be acceptable if it results in a poor solution in another.

5904. Personal Wishes

Individuals are not permitted to select or decline assignments, but, where possible, due consideration is given to personal wishes before deciding on a particular assignment.

SECTION 2

TYPES OF ASSIGNMENT

5905. Introduction

All Career Managers hold a list of positions for the rank or rate within their particular branch that they are required to fill e.g. CM OF WAR SM SO2 has a list of dedicated jobs available for Warfare SM Lieutenants and Lieutenant Commanders. Using position information provided and maintained by Branch Managers (see Chapter 62) and Establishments Administrators (see Chapter 2), they have a 'core plot' which includes all sea and shore-based positions that can only be filled by personnel of that particular rank/rate and specialisation. As well as these 'core' positions there are a number of other types of assignment available to Naval Personnel. These are described in detail through this Chapter and in the accompanying Annexes; other detail on Positions is provided at Chapter 2.

5906. Specific Types of Assignment

Certain specific types of assignment not covered below are covered separately at Chapter 60.

5907. Command Assignments (Officers)

a. Commands are defined as either Sea or Military, and the latter are classified as either Operational or Training and Support and further sub-divided, where appropriate, into subordinate and sub-unit commands, defined as follows:

(1) **Subordinate Command.** Command whose authority is derived primarily through delegation from a higher level of command and which may require the officer to assume the powers and duties of the officer assigned in unit command, e.g. Executive Officer of a ship or shore establishment and Second-in-Command of a Commando unit.

(2) **Sub-unit Command.** To be known as 'Officer Commanding'. This is further subdivided into:

(a) **Operational.** Command of an element of a unit capable of conducting independent operations including combat, combat support or combat service support, e.g. RM Commando Sub-Unit, Fleet Diving Unit.

(b) **Training/Support.** Command of an element of a unit which has significant autonomy in the achievement of its outputs, e.g. Defence Maritime Logistics School, RN Submarine School, Specialist Wings at CTCRM and the Training Groups at MWS.

b. A definitive list of command assignments, eligibility and selection criteria is at Annex 59A. With the exception of sea command at OF5 and OF6 and certain military commands at OF6, there is no intention to change the policy whereby command in one rank is not a pre-requisite for command or promotion to the next rank. Further information on Command Assignments for OF4s who are in the pool and up to OF8+ can be found in BRd 3(1) Chapter 64.

5908. Sea Assignments

a. For a position to count as Sea Service, account will be taken of the applicability of one or more of the following planning guidelines:

(1) A position in a programmable, deployable unit;

(2) A position which has a routine expectation of having a Separated Service level of 122 days (33% of a year) or more per year when averaged over a three-year rolling window (although this is not counted as a PFS);

(3) A position that is mandated as unaccompanied;

(4) An activated crisis position.

b. The guidelines listed above encapsulate RN personnel serving in Ships, Submarines, Units of 3 Commando Brigade RM, Front Line Naval Air Squadrons and Ship's Flights, together with positions that have significant deployable or heavily separated aspects, such as Special Forces and nominated Sea Riders. Those personnel serving in shore positions overseas on Op Tours (including Iraq, Afghanistan and Falklands) will be on Sea Service. Assignment Orders detailing personnel to these designated positions are to show the type of service as 'Sea'.

c. An assignment to a ship or submarine is not always 'sea service'; the following details amplify the circumstances when 'sea service' will apply to ships, submarines and squadrons.

(1) **Ships.**

(a) Sea Service will apply from acceptance date on building, which coincides with its change to 'B' Role crewing (see Chapter 2), until significant (see below) planned maintenance or paying off.

(b) For all ships, where the planned length of a Ship's maintenance or upkeep period exceeds 3 months from Ship's Staff Move Ashore (SSMA) or Upkeep/Support Start Date (whichever is earlier), to Ship's Staff Move On Board (SSMOB), the service in between these dates will be considered as Shore service.

(c) Where maintenance or upkeep periods are planned to be less than 3 months (as defined above), if the SSMOB is delayed such that there is equal to or greater than 3 months between notification of delay and revised SSMOB date, the period from 1 month after notification of a delay, to SSMOB will be considered as Shore Service.

(d) When paying-off or going for disposal, Sea Service ceases on SSMA, or on the date of transfer of the hull to a foreign Navy.

(2) **Submarines.**

(a) Sea Service will apply from the start of Power Range Testing (PRT) (or Initial Criticality (IC) for upkeep periods of less than 12 months) until three months after arrival at port for upkeep or preparation for disposal.

(b) In the event of upkeep periods of less than 12 months, if the PRT date or IC is delayed such that the time from 3 months after arrival to the revised PRT or IC date exceeds 12 months, then Sea Service will cease one month after the date of notification.

(3) **FAA Positions.** Sea Service will apply to:

(a) Ship's Flights.

(b) Front Line Squadrons.

(c) Certain support units to Front Line Squadrons as designated by Fleet N1.

5909. Changes to Sea/Shore Indicators

It is a NAVY PEOPLE-TRG -HQ-N5 WCM NC WO function to change the Sea and Shore indicators in JPA. CMs will then use these indicators to determine the dates of Sea and Shore Service.

5910. Shore Assignments

Positions designated Shore Service are defined as those that are assessed not to qualify as Sea Service under the above guidelines, nor as LFS under the definition below. This definition captures ships and submarines in long upkeep and air squadrons that are changing airframe over a protracted period, together with conventional shore Positions. This includes service in Emergency Relief Pools (until activated).

5911. Local Foreign Service (LFS)

a. LFS is defined as any assigned Service overseas, including Loan and Exchange Service, in a unit which is not classified as being on Sea Service. This includes all Diplomatic (i.e.. Embassies and High Commissions) and NATO posts, and national units such as RN Gibraltar; it excludes service in the Falklands, the Balkans, British Indian Ocean Territory (previously known as Diego Garcia) and other Op Tours.

b. Guidance for LFS volunteers, their Line Managers and COs can be found at Annex 59B.

c. Guidance for Career Managers on all types of LFS, including Attaché and Embassy Support Staff positions, can be found at Annex 59C.

5912. Augmentation/Dual and Donor Billets

a. Augmentation is an element of Force Generation and is the temporary re-deployment of individuals (regular, reserve or civilian) to wherever they are needed to meet directed operational Military Tasks, Exercises and Events that cannot be achieved within peacetime establishments.

b. Full details of the Augmentation Policy for the Naval Service, including direction on funding and phases of the augmentation process can be found at Annex 59D.

c. There are two types of augmentation which are currently used to achieve the filling of positions for Force Generation and Operations; they are Planned Augmentation and Unplanned Augmentation, which are explained in the following sub-paragraphs.

d. **Planned Augmentation.** Planned augmentation is the filling of operational positions in a pre-planned response to Force Generation. It is achieved by redeploying personnel filling specially annotated, lower priority, peacetime positions to pre-identified crisis positions. Details on how these positions are defined and managed are in Annex 2D. The positions are split into 2 categories, both associated with Crisis (M role) positions:

(1) **Donor Positions.** Donor Positions indicate that the incumbents of these positions are available for assigning to any Crisis (M role) position once activated. There is no annual training commitment although an individual in this category may be called upon periodically to augment a unit during an exercise. Personnel assigned to these positions are made aware of this additional responsibility by instruction in their Assignment Order to their routine assignment. A donor augmentee is at 20 days' notice.

(2) **Dual Assignment Positions.** Dual Assignment Positions are billets that are pre-matched to a specific M role crisis position. The incumbent is assigned to the dual assignment position at the same time as being assigned to their routine assignment position. Remarks on their Assignment Order will provide details of the Dual Assignment. Dual Assignees may be required to undergo induction training and/or attend exercises for their dual assignment. If a nominated Dual Assignee is not available for any reason, the providing unit is initially responsible for nominating a suitable replacement. A Dual Augmentee is at 10 days' notice.

e. Donor and Dual Assignment Positions are indicated in JPA with a 'Y' in the 'A Type Donor' box. Dual position information can be found under 'Additional Detail' on the JPA position front page. A CM guide to actions required for Dual and Donor positions is at Annex 59D Appendix 6.

f. **Unplanned Augmentation.** Unplanned augmentation is the filling of operational positions, usually at short notice, for which there is no established position e.g. ongoing operations. These positions are apportioned to the Naval Service by the Defence Augmentation Cell (DAC) and it is the responsibility of Deputy Director People Delivery (DDPD) Pers Plans to co-ordinate actions to provide a fill for the position. Initially, Pers Plans will approach CMs (of both regular and reserve personnel) in order to provide a Service Person. In the few circumstances, however, when there is difficulty finding a suitable candidate, or a candidate cannot be found within the timescales required, the Higher Readiness Cadre is activated.

(1) **Higher Readiness Cadre (HRC).** The HRC provides a workforce resource to ensure that unplanned operational requirements can be met, by retaining selected personnel at high readiness to deploy. Full details of the establishment, employment and activation of the HRC can be found at Appendix 5 to Annex 59D.

(2) **Personnel for Non-Crisis Requirements.** Officers, Ratings and Other Ranks may be loaned to other ships and establishments for short periods for participation in events such as major exercises, ceremonial duties, military tattoos and other extraneous events. These are events that the Navy Board has agreed should be met from the existing workforce; that is, the Workforce Liability does not include any allowance to grow strength for these purposes. TLBs are responsible for identifying personnel for these events in response to requests by Dir P&T. More detail can be found at Annex 59D.

5913. Career Field (CF) and Joint Assignments (formerly CAPPS) and Other Ranks CAPPS Positions

a. **CF and Joint Assignments (Officers).**

(1) An integral part of career management is broadening; the means by which an officer grows out of their Specialisation (and, eventually, Branch) and becomes fitted for wider assignments in the higher ranks. Career Field Assignments (those designated as being suitable for officers of more than one Branch but are aligned to a particular Career Field), and Joint Assignments (suitable for officers from more than one service) are an important source of broadening opportunities. They are filled through a competitive process, conducted by CM CF Delivery SO1, where CMs bid for positions and the most suitably qualified and experienced person is selected. Opportunity (OPP), Engineering Joint Shared (EJS) and Functional Engineering Shared (FES) positions work in much the same way, except that the competition, conducted by DS Sec or DE&S, is wider - against members of other UK Armed Services or MOD Civilians, for instance.

(2) CF and Joint assignments are managed and administered by CM CF Delivery SO1, who will review CF Officer posts at Commander Level and below on a regular basis and who also monitors officer personnel requirements for additional, un-complemented tasks in conjunction with DDPD Pers Plans.

(3) JSP 755 (Tri Service Positions and Assignments – Instructions) gives all the details for junior (Junior Rotational List (JRL)) and senior (Senior Tri-Service Assignment List (STAL)) tri service assignments. All posts in the JRL are held and managed within the wider CF list by CM CF Delivery SO1 and co-ordinated through CMs. Jobs in the STAL, as with all senior officer assignments, are managed by NA.

(4) Full details of how personnel are selected for Career Field or Joint assignments and advice to CMs on the nomination and assigning process can be found at Annex 59E.

b. **Other Ranks (OR) Common Appointments (CAPPS)**

The introduction of OR CAPPS (moving away from having “General Billets” apportioned to individual CM desks) will enable SP to enjoy a greater variety of roles whilst empowering them to build alternative skills and to facilitate new employment opportunities. The first tranche of this work as at 1 Apr 25 has identified over 100 OR CAPPS positions (OR6 – OR9) aligned with Officer Career Fields to provide the opportunity for broader employment during a later career stage to best suit the skills and experience of the individual. There will be additional tranches in the future, including the possibility to broaden the scope of the scheme to encompass Eng (GS and SM), OR2-OR4 positions and afloat roles. Further information can be found in RNTM 01-039-25 with the policy and associated processes updated in this BR as it is developed further.

5914. Staff Courses and Post Graduate Training

a. Officers and Warrant Officers who wish to be considered as applicants for specific post graduate courses must, in the first instance, consult their CM to discuss the individual circumstances and career planning. Guidance on the courses available and the selection criteria can be found at Annex 59F.

b. Selection for staff courses will be considered by CMs at requisite points in an officer’s career. Guidance for selection can be found at Annex 59F.

SECTION 3

LIABILITY OF PERSONNEL FOR ASSIGNMENTS

5915. Sea Service Liability

a. Personnel who are due for sea service, but whose remaining service is insufficiently long, remain liable for short term assignments - this does not apply to the Submarine Service.

b. Individuals will not normally be assigned to sea service for less than 12 months. This period may be reduced to three months for shortage categories and personnel who have submitted 12 months' notice to leave the service.

c. Holdover personnel and those UTS personnel can be assigned to sea going units to fill roles as long as they have the correct safety training.

d. Individuals in the categories below are not to be assigned except on redeployment for war or other emergency:

(1) Whilst on career course for a higher rate.

(2) Whilst on terminal leave.

e. **Re-entries.** Re-entries are to be assigned to Sea Service as if their time outside the Service counted as Shore Service.

f. **Personnel Under 17 Years of Age.** Officers/Rating/ORs under 17 years of age will not be assigned to operational ships or RM units.

g. **Personnel Under 18 Years of Age.** The UK has undertaken to take all feasible measures to ensure that members of its Armed Forces under the age of 18 do not take part in hostilities. The UK, however, understands that Article 1 of the Optional Protocol of the UN Convention of the Rights of the Child would not exclude the deployment of members of the Armed Forces under the age of 18 to take direct part in hostilities where:

(1) There is a genuine military need to deploy their unit or ship to an area in which hostilities are taking place, and

(2) By reason of the nature and urgency of the situation it is not practical to withdraw such persons before deployment, or to do so would undermine the operational effectiveness of their ship or unit, and thereby put at risk the successful completion of the military mission and/or the safety of other personnel.

(3) Further guidance can be found in extant DINs.

5916. Shore Service Immediately Before Leaving the Service

a. Personnel being discharged to pension are to spend their last six months on shore service. For those completing service without qualifying for an immediate pension e.g. as a result of submitting an application for Early Termination or an Optional Exit Point (SM only), the amount of time that individuals will spend on shore service prior to termination, if granted (see JSP 760 Chapter 19 for more details), will be dependent on their length of service from date of entry:

(1) Under 6 years 4 months (but 6 months post-LFS assignment).

(2) 6 years and above 6 months.

b. Due to the exigencies of the Service, personnel leaving the Service prematurely (e.g. Early Termination or Optional Exit Point), particularly those serving in high priority shore positions or on sea service in shortage categories, may be required to complete their assignments (either current or planned future assignments), or part thereof. In such cases, Career Managers will offer an extension to defer the individual's discharge date, in order to allow the appropriate shore service prior to termination and time to complete resettlement activities, in accordance with JSP 534 Para 0399. If the offer of an extension is refused the service person waives their right to have the last 6 months (or 4 months, if they have completed less than 6 years' service) as shore service.

c. Whenever possible, the final period of shore service will be in the First Main Preference area. For those completing a Second Open Engagement or Extended Career, every effort will be made to assign ratings to shore service, in the First Main Preference area, for the final 6 months of 2OE/EC (if up to 5 years in length) or for the final year of 2OE/EC (if over 5 years in length).

d. With regard to personnel who are approaching the end of their Career/ Engagement, Career Managers are to be aware of the potential financial implications of assigning them way from their preference area. Personnel must have an expectation of serving at least 6 months in the establishment or unit to which they are assigned.

SECTION 4

SERVICE IN SUBMARINES

5917. Priority for SM Service

Whilst many SM branches recruit directly, the Submarine Service has a high priority for its workforce and individuals are found on a quota basis from New Entrants and General Service. Volunteers are preferred, however, when insufficient numbers are forthcoming, as is often the case, others are compulsorily assigned in accordance with their terms and conditions of service (see Chapter 51). To track those individuals who have been compulsorily assigned or streamed to the submarine service, and to facilitate downstream application of this policy, a new JPA competence will be added by WFPT to the profile of these individuals to record this status. The following competence will be added: SM|Compulsory Streamed Submarines|Navy.

5918. Ratings return to General Service

On completion of a tour of up to five years' service, any rating compulsorily assigned to submarines is entitled to revert to General Service and cannot then be assigned to submarines again for a further tour unless they volunteer or in an Emergency or under War Conditions. Before individuals volunteer for, or are assigned to, the Submarine Service, Divisional Staff and/or Line Managers are to check that the individual is fully qualified in accordance with Chapter 51. An individual recruited directly to the Submarine Service will not be entitled to revert to General Service but may apply for a branch transfer (see Chapter 51).

5919. Officers return to General Service

Any Officer compulsorily assigned to submarines is entitled to revert to General Service at specific suitable points in their career, dependent on their profession (see Chapter 51). They cannot then be assigned to submarines again for a further tour unless they volunteer or in an Emergency or under War Conditions. Before individuals volunteer for, or are assigned to, the Submarine Service, Divisional Staff and/or Line Managers are to check that the individual is fully qualified in accordance with Chapter 51. An individual recruited directly to the Submarine Service will not be entitled to revert to General Service but may apply for a branch transfer (see Chapter 51).

5920. Medical Standards

a. All personnel joining the submarine service are to conduct an Initial Submarine Medical (ISM) (iaw BR 1750A Chapter 9). To that end, Phase 1 and Phase 2 training establishments are to direct personnel to their medical centre on the following occasions:

(1) On joining Initial Naval Training – personnel joining directly into a SM specialisation.

(2) Following selection to a SM specialisation – those streamed during their initial training period.

(3) On approval of a branch transfer request to a SM specialisation - receiving Branch Managers should take the lead on ensuring the correct process is followed prior to commencing SM training.

b. Medical centres are required to report successful completion of ISMs using the existing form in JSP 9502. The form is designed to report suitability for attending a specific course which in this instance can be assumed to be any SM related training. The form can be returned electronically to divisional staff.

c. Career managers are responsible, on receipt of notification of successful ISM, for recording via the award of a JPA competency – SM|Initial Submarine Medical|Navy| (code 3074214).

d. Personnel who do not meet the standards of the ISM will be processed using existing medical codes (Temporary/Permanent Medically Unfit for Submarines) and the associated career manager actions.

e. Interrogation of JPA and/or DMICP is part of the joining routine for all units with a SM seagoing liability. Any personnel joining having not completed an ISM are to be directed to their medical centre at the earliest opportunity, and this is to be reported via SUBFLOT (Cdr (SEA)) to capture any residual risk and prevent future recurrence.

SECTION 5

SERVICE IN SMALL SHIPS

5921. Small Ships Definition

The term 'small ships' includes the following types of ship/unit:

a. Mine Countermeasures Vessels - HUNT and SANDOWN (SRMH) Classes.

b. Offshore Patrol Vessels - RIVER Class.

c. Survey Vessels.

d. Patrol Vessels (including P2000).

e. Naval Parties, Units and Miscellaneous Vessels whose Complement is less than 50.

f. MASF.

5922. Suitability

Personnel in all branches of the Royal Navy are deemed to be eligible for consideration for service in small ships unless recommended otherwise by Commanding Officers, Line Managers and/or the Chain-of-Command. Except where there is a legitimate medical reason why an officer or rating should be viewed to be unsuitable for service in a small ship, such a recommendation is to be considered as an adverse comment in career management terms. Where an officer/rating is considered to be unsuitable for service in a small ship, in their current or forecast rank/rate, supporting information should be included in that individual's OJAR/ SJAR. Commanding Officers are to review the status of officers/ratings deemed to be unsuitable for service in small ships not less than annually. Examples of reasons why an individual may be deemed to be unsuitable for service in small ships are shown below, although the list is not intended to be exclusive:

a. Physically incapable of performing their duties in anything other than benign weather conditions and sea states; in particular is a chronic seasickness sufferer (medical).

b. Judged to be of immature temperament for their age in relation to time in service, peer group and being largely incapable of working unsupervised on anything other than basic routine tasks.

c. Poor disciplinary record.

d. An administrative burden to the extent that they have been placed on warning for their professional and personal shortcomings/circumstances.

e. A significant administrative burden due to previous or extant complex welfare issues requiring specialist casework support.

f. Has spent significant time at sea in a Capital Ship. This is particularly pertinent for JRs where historically many struggle to fit into the small ship environment and ways of working where additional whole ship responsibilities are commonplace.

5923. Assignment Screening

As an underlying principle, CMs are to assume that all personnel are suitable for service in small ships when taking assigning action. However, before taking specific action to assign personnel, CMs are to discuss the proposed assignment with the individual's current Divisional Officer or Line Manager. The aim of this procedure is not to ascertain the individual's preference but to determine whether they are suitable for service on a small ship by clarifying whether any of the factors listed above apply. This process applies to all personnel being assigned from Shore to Sea and from large to small ships and includes those who have previously served in small ships. Decisions and suitability recommendations will be recorded in the CRM notes section of JPA by CMs.

5924. Technical Senior Ratings

The Marine and Weapon Engineer Officers of small ships are generally of the WO2/CPO(ET) and CPO/PO(ET) rates respectively. They are required to perform the duties of a Head of Department and it is therefore essential that they have displayed the qualities of leadership and management that will suit them for this role. In addition to not having any of the characteristics at Para 5922 above, technical Senior Ratings being considered for duties as MEO or WEO of a small ship should:

a. Be confirmed as a WO2/CPO(ET) (for MEO) and CPO/PO(ET) (for WEO).

b. Have completed the Senior Rates' Leadership Course.

c. Be adaptable, flexible and display a general interest in whole ship affairs.

d. Be capable of running the ME/WE Department with only infrequent supervision by shore-based staff, liaising with outside authorities as necessary.

5925. Removal of Unsuitable Ratings Serving in Small Ships (Landing)

The criteria at Para 5922 or the rating's personal preference against service in small ships are not considered conditions for landing in themselves. The guidance at Para 6006 (Removal from Assignment) should be followed in making an application to land a rating deemed unsuitable for service in small ships.

SECTION 6

LENGTH OF ASSIGNMENT

5926. Variations in Length of Assignment

The normal length of assignment for Career Management planning purposes are detailed at Annex 59G. Assignments for Senior Officers tend to be longer and will be discussed on a case-by-case basis. For sea assignments there is considerable variation depending on rate, rank and branch. In general, sea assignments will be made as long as possible, to make effective use of personnel by reducing the number of turnovers required and to give all personnel the maximum opportunity for serving at sea.

5927. Royal Marines

For RMORs, NCOs and RM WOs assignment lengths are ideally iaw Annex 59G, however assigning at an individual's Future Availability Date, (FAD, see Para 5937) is not automatic and will require an assigning trigger. These include:

a. Service requirement for the individual to serve elsewhere.

b. Service requirement for an individual to undergo specialist training.

c. The individual requesting to serve elsewhere.

d. The need for WOs and NCOs to gain the necessary experience.

e. The need to make way for others in a popular assignment.

f. A request by the CO to assign the individual in order to broaden experience.

g. Promotion within the individual's specialisation.

Should none of these triggers be applicable, the individual may request to remain in a unit beyond their FAD.

5928. Service Family Accommodation

For Service Family Accommodation entitlement, CMs should ensure that an assignment will be for at least 6 months and the FAD on the individual’s next assignment should reflect that. See Chapter 25 and JSP464 Tri Service Accommodation Regulations, Chapter 3.

SECTION 7

SENIOR RATE EMPLOYMENT PATTERNS

5929. Factors

Senior Rate employment patterns will be determined by the needs of the Service coupled with those of the individual. It is of fundamental importance that the individual management of Separated Service is recognised as the primary vehicle for the delivery of Harmony on both Sea and Shore Service. The actual time spent in any assignment will vary according to rate, specialisation and current shortages. Any decision to breach Cat A PFS harmony guidelines (see Chapter 22) must be made by the relevant CM and authorised by Head of Career Management (Hd CM).

5930. Sea Service

a. Sea Service may be extended as follows:

(1) 36-39 months Sea Service:
SO2 Ratings' Career Managers.

(2) Over 39 months Sea Service:
Hd CM.

b. Extensions to 39 months will be applied only in order to preserve Operational Capability (OC) or where an individual requests to do so. Capability gapping will be deployed where necessary to ensure that back-to-back sea assignments (60 to 72 months) are only implemented exceptionally and where an overriding requirement dictates. Authorisation of back-to-back sea assignments rests personally with Hd CM; such assignments will attract 24 months on Shore Service in the individual's First Preference area, provided that preference does not change within 12 months of FAD (PFS Category A iaw Chapter 22).

c. Requests by the individual for extensions to sea going assignments over normal maximum length and requests to return to the same ship must be supported explicitly by the unit's line-management.

d. The management of extended and back-to-back sea assignments will include consideration of those individuals who, exceptionally, undertake a length of Sea Service between 36 and 60 months, and thereby do not fit exactly into the template that dictates 18 or 24 months on Shore Service. Each case will be dealt with on its merits and no discrimination will be made between volunteers and non-volunteers.

e. Assignments of less than 36 months' Sea Service will be the norm for specialisations with a relatively small number of Sea positions, in order to ensure that sea experience in gained by all personnel in that rate. It follows that such categories are likely to receive more than the minimum of 18 months subsequent Shore Service, although 18 months will be their SAVDATE (see Para 5940).

f. Assignments of less than 36 months' Sea Service are also dictated by the role of the unit or the rigours of a particular type of employment. Following a period of non-standard Sea Service, individuals will be assigned to Shore Service for a period approximately proportional to the standard 36 months Sea/18-month Shore Service ratio (as a minimum).

SECTION 8

JUNIOR RATE/RANK EMPLOYMENT PATTERNS

5931. Factors

A rating's service generally alternates between sea service and shore service with the assignment roster placing them in order of Sea Availability Date (see Para 5940).

5932. Squadded Categories

Junior Rates serving in Squads will normally have their FAD set at 48 months. This is to be considered as a review point which will be extended by a further nominal 48 months. Ratings may leave the Squad on promotion, on attendance at a Qualifying Course for a higher rate or on assignment to a non-Squad position. Those serving in a Squad in a non-preference area will be reviewed regularly by CMs in consultation with MWOs; Junior Rates should not normally serve more than 24 months in a non-preference Squad. Any rating assigned to a different Squad will retain their original FAD.

5933. Squadded Categories Outside Squads

There will always be a requirement for squadded categories to serve in non-squadded ships, Op Tours and in other shore Positions. Volunteers are always preferred, but where there are insufficient numbers, ratings will be selected by CMs, depending on the length of the non-squad assignment. Where possible, ratings will be returned to the squad from whence they came.

5934. Non-Squadded Categories

For Junior Rates who are liable for Sea Service, the employment pattern will vary according to rate, specialisation and current shortages. Harmony will be managed iaw PFS harmony guidelines (see Chapter 22); any decision to breach the Category A PFS harmony rules will be made by the relevant CMs and authorised by Hd CM.

5935. RM Selection for Sea Service

The requirement to provide RMORs for sea service is currently limited to the Antarctic patrol vessel and RM Assault Squadrons. Workforce liability for all sea service remains the responsibility of the DDPD (RM) team who will select the appropriate personnel in accordance with current workforce priorities. Volunteers are to be used where possible and applications for sea service are to be submitted using JPA. If no volunteers are available, the individual chosen must be carefully vetted and selected in accordance with Section 5 of this Chapter.

SECTION 9

TYPE/STREAM ASSIGNING (RATINGS)

5936. Policy and Practice

a. It is 2SL's policy to maximise the use of a rating's experience by TYPE and STREAM assigning whenever possible, thereby improving operational effectiveness:

(1) **Type Assigning.** Type Assigning is defined as the allocation of a rating to a specific type of ship, submarine or aircraft squadron for a protracted period.

(2) **Stream Assigning.** Stream Assigning is the allocation of a rating to a particular equipment system within a sub-branch.

b. Most ratings in the Warfare Branch are placed in equipment streams in the final stages of their basic training to meet the expected long-term requirements of a sub-branch, and whenever possible, personal preference. Ratings may be required to cross-stream to meet the changing needs of the Service (introduction of new systems, for example) and a rating may volunteer to change streams, but such requests are not normally approved unless the cross-training meets the requirements of the service.

c. It has to be accepted that Type/Stream assigning cannot be rigidly imposed. Requirements and preferences change and there is a need to protect the careers of ratings streamed into ageing equipment. Nevertheless, the advantages of maintaining ratings in types/streams are considerable in terms of reduced training bills, increased stability and, most importantly, in improving overall Professional standards, particularly ship/submarine and equipment knowledge. All ratings have an important part to play in fighting the ship/submarine, and in recognition of this, type assigning is applied wherever possible to all categories in the Royal Navy.

SECTION 10

AVAILABILITY DATES

5937. Future Availability Date (FAD) Usage

All Assignment Orders (AOs) should include a FAD. CMs should attempt to honour the FAD in order to allow individuals to plan ahead, however, personnel should note that a FAD is an estimate and there is always a risk that an urgent Service requirement will force the adjustment of a FAD. It should also be noted that the FAD given to an individual on commencing their assignment assumes a satisfactory performance on the part of the individual concerned. For officers, non-Squadded ratings on Sea Service and all personnel on LFS, the FAD will generate the requirement for a relief.

5938. FAD and Assignment Orders

a. Arrangements for an individual's next assignment can only be made once an AO for that next assignment has been received; on no account should the individual or the admin staff of their current unit decide for travel, allowances, leave or SFA entitlement at a planned new position based on the FAD of their current assignment. It is the AO that provides the authority for such items and not the FAD.

b. FADs for all personnel assigned to sea service will be calculated by taking the date a person commences that type of service and adding the length of sea service in accordance with Annex 59G. The FAD will not necessarily indicate the date when the commitment for sea service is completed, i.e.. it is less than 36 months for ratings, and an AO may be issued to move the person to another unit to complete sea service. Ratings may volunteer to continue on sea service beyond 36 calendar months.

c. For Squadded rates, the FAD should be considered as a 'Review' rather than a 'Relief' date.

5939. Availability Date (AVDATE) for Assignment (Ratings)

a. AVDATES are only to be rendered by non-Squadded personnel on the following occasions:

(1) For a rating serving on sea service or LFS, on receipt of an Assignment Order nominating a relief.

(2) When a 'Name To be Reported' Assignment Order or other information is received, that a rating serving on Sea Service or LFS is to be drafted without a relief.

(3) When a complement position lapses, and the position is filled.

b. The AVDATE is to be calculated as the date when the rating is next available for assigning to a new position having had all leave due. This is the date used by the CM for the 'To Join Date' (TJD) for the next assignment including any approved re-engaging leave (for those with entitlement), but it will not normally include any 'traditional' annual leave e.g. Summer leave. It is the date that will be used by DDPD CMs for the 'To Join Date' (TJD) of the rating's next assignment where they will take any 'traditional' annual leave.

c. The AVDATE to be reported by signal (RNCP 9 Ch 5) or by email such that they are received by the CM at least four months before the rating is due to leave their present assignment. Failure to render the AVDATE by four months at the latest will engender unnecessary signals/email traffic as the CM seeks to establish a rating's AVDATE and in any event will prejudice any chance of the rating being given their full three months' notice for next assignment.

d. The total amount of Leave (both Annual Leave and Sea Leave) between assignments should be kept to an absolute minimum and should not exceed a total of 21 days. If the reported AVDATE is likely to exceed 21 days, Commanding Officers are to request approval for an AVDATE in excess of 21 days by signal to the appropriate SO1 CM stating the reasons for the accrual of excessive leave. If approved, the CM will take assignment action based on the amended AVDATE.

5940. Sea Availability Date (SAVDATE) (Ratings)

a. All non-Squadded categories will be deemed available for Sea Service on completion of PFS Category A or B Shore Service (see Chapter 22). This point is defined as the Sea Availability Date (SAVDATE).

b. An individual's FAD on Shore Service may be later than the SAVDATE, nevertheless, they may be assigned to Sea Service earlier than the FAD if the needs of the Service dictate.

c. The SAVDATE determines a rating's position on the appropriate sea roster (see Para 5941), which is presented by JPA in SAVDATE order, showing at the top of the roster the individual who has the earliest SAVDATE.

d. Non-Squadded rates will, in general, complete 36 months' Sea Service and be entitled to 18 months' Shore Service (14 months for Junior Rates) on completion. Any variation is to be assessed pro-rata i.e.. 24/12, 18/9 etc. and the individual's SAVDATE adjusted manually on JPA.

5941. Sea Roster (Ratings)

a. New entries are available for their first sea assignment (FSA) from the date of completion of Phase 2 training. For Submarine ratings, this will be when they have successfully completed the Submarine Qualification (SMQ) Dry. Ratings in Squadded categories will be assigned direct to Sea Service; others may be assigned to a period of Shore Service for consolidation before FSA.

b. Ratings on Shore Service/Local Foreign Service are placed on sea rosters in order of SAVDATE. Sea positions must be filled by appropriately qualified ratings who will normally be chosen from those highest in the roster. Because some ratings are trained in only one system or equipment type, however, (Type 'Streaming', see Section 9 to this Chapter) it follows that the first rating due to sea may not be qualified for the position requiring to be filled. Personal qualities and professional standards are considered only when special selection procedures are authorised (e.g. Retinues).

c. Moving down the roster to match the right individual to the right job in this way is known as 'dipping down' the roster and can be invoked for a number of reasons. It is important that DDPD maintains its reputation for fairness and therefore CMs are to be able to justify any dipping down decision if called upon to do so. The following guidelines are issued to assist CMs.

d. **Dipping Down to SAVDATE.** Dip down to the first suitable rating in order to:

(1) Match an individual's training/skills to the sea position, particularly when this will negate the need for extensive PJT courses or retraining the rating for a different ship or equipment type. This is known as 'Type/Stream Assigning'.

(2) Meet the requirement to fill a female bunk with a woman, and vice versa.

(3) Meet an individual's preference.

(4) Exercise an element of selection for the position, i.e.. to assist the career progression of a rating.

e. **Dipping Down Below SAVDATE.** Assigning an individual to sea service before they have achieved their entitlement to shore service is not permitted except when:

(1) The rating is an EOOT volunteer for sea service.

(2) The relevant SO1 CM has given express permission to meet a workforce priority or Operational requirement.

SECTION 11

NOTICE FOR ASSIGNMENT

5942. Officers

a. CMs normally aim to issue an AO six months before the position is to be taken up. This is not always possible, however, and some assignments may be announced before or after this. The normal minimum notice is at least 3 months' notice for a home base assignment and a minimum of 5 months' notice for non-home base or LFS assignments in accordance with PFS (see Annex 22A).

b. If it is necessary to change an assignment after an officer has been nominated for a particular job, the change will, where possible, comply with these requirements for notice. Exceptions to these normal guidelines may be necessary following initial training, qualifying courses, annual promotion selections, or when shorter notice is in the interest of the officer. In all cases it should be remembered that one short notice assignment almost always generates another.

c. When for sickness or some other reason personnel are unable to carry out the duties of their position, a relief is provided only if the expected duration of the absence exceeds three months, unless the position is considered a key position, when the rules for short notice may apply (see Para 5945).

5943. Ratings

a. The policy is to provide as much notice of assignments as practical and at least 3 months' notice for a home base assignment and a minimum of 5 months' notice for non-home base or LFS assignments as required to meet the PFS standards (see Annex 22A). There will be occasions when, for exceptional operational or resource reasons, normal assignment notice cannot be achieved. In such circumstances, assignment will take place at shorter than normal notice. This will usually only occur for assignments into operational crisis positions, which are generally for a maximum of 6 months' duration. Any resulting breach of Cat A PFS is to be authorised by Hd CM (or delegated authority), reported up the chain of command and will be reflected in the Performance Reports to the Navy Board.

b. The 3 months' notice requirement is waived for assignments to PJTs or other short courses when the course schedule precludes three months' notice and when medically downgraded ratings are assigned ashore they may be required to act as temporary reliefs at short notice to relieve ratings assigned from the ERP (see Para 5947).

c. **Volunteers.** Ratings may volunteer to move at less than normal notice in order to obtain a preference assignment.

d. **Notice on Completion of Career Training.** Ratings completing basic career training ashore are liable to be detailed for shore assignments and first sea assignments at less than normal assigning notice. Submarine ratings who volunteer to complete Nuclear Propulsion Operators Course (NPOC) and the Nuclear Propulsion Supervisors Course (NPSupC) will be assigned back to sea on successful completion of the course at less than normal assignment notice. Ratings transferring between Branches or Sideways entrants who fail to pass appropriate courses and are returned to Source Branches will also be assigned at less than normal notice.

e. **Notice on Completion of Career Course Training.** Ratings completing career courses are liable to be assigned to sea or shore units at less than normal assigning notice.

5944. General

a. Individuals who have left their previous assignments for medical, welfare or discipline reasons and have been assigned to an appropriate MA6 or MA7 position will be re-assigned as soon as their condition permits. The assignment will normally be at less than the assignment notice and therefore not considered a breach of CAT A PFS. Those that left a unit in ‘Sea Service’ may have to wait for another suitable ‘Sea Service’ unit to become available and as a result may be assigned at immediate notice and not be subject to the normal notice for assignment instructions above.

b. Assignment notice for personnel with the assignment restriction for Children with Special Educational Needs should be as great as possible.

5945. Short Notice Assignments

a. The aim is to give an individual notice of an assignment in accordance with the above paras. Personnel should be aware, however, of the regular demand for short-notice assignments generated, for example, by operational augmentation, illness, promotion, welfare or discipline matters which may significantly reduce the normal assigning notice.

b. CMs are constrained by assignment and harmony rules. In general, it will not be possible to assign a permanent relief at less than 5 months’ notice; CMs therefore treat all requests for short notice assignments as a temporary requirement in the first instance.

c. A relief will not routinely be found for personnel who are medically downgraded for less than 3 months.

d. When an event occurs which creates an operationally unacceptable gap the following actions are to be considered in turn:

(1) **Managing Without a Relief.** The importance of managing without a relief is emphasised and places an onus on units to make the most effective use of on-board assets to provide alternative cover, particularly in key Positions. For example, using local acting advancement where applicable, greater emphasis on the employment of personnel onboard who hold relevant competencies and arranging 'ad hoc' training, such that these personnel can undertake all/some of the tasks. CMs can advise and assist in the identification of personnel who may be suitably qualified by competency

(2) **PERREQ.** PERREQ signals should be used during both Fleet Time and Non-Fleet Time when a unit has advanced warning of a forthcoming gap or personnel deficiency, or for highlighting gaps in Squad billets. For example, if the PO(Police) needs to be released in 2 months' time to attend the FDO course, a PERREQ should be raised so that a temporary relief can be investigated to cover this period. Similarly, the gapping of 1 or 2 ABs in a Squad does not impact directly on Unit OC and therefore does not warrant OPDEF status but can be highlighted by use of the PERREQ signal.

(3) **Personnel OPDEF.** When a personnel deficiency is imminent (or has already occurred) and will have an impact on the unit's OC during Fleet Time or impact on Upkeep key dates (SSMOB, RFSD and FD) during Non-Fleet Time, an OPDEF is to be raised. The cause could be gapping (hard and/or soft) or a lack of an ADQUAL/TEM that is affecting a unit's ability to deliver OC. OPDEFs are to be categorised ME, WE, AR, and OP and numbered in accordance with the normal OPDEF protocol.

Note. *Whilst a PERREQ may in time become an OPDEF (when the gap actually occurs), the simultaneous raising of a PERREQ with an associated OPDEF is nugatory and no longer required.*

e. The relevant CMC/CM is responsible for taking the initial actions in attempting to resolve all personnel PERREQs/OPDEFs. DDPD Pers Ops, in conjunction with Commitments and the appropriate FCIG, will set the overall priorities and where required provide direction on the solution

5946. Guidance for CMs on Provision of Short Notice Reliefs

If a position is identified as requiring a short notice relief, CMs are to take the following into account:

a. The length of 'gap' that is acceptable, e.g. is there someone already in the ship/unit capable of filling the position for a limited period?

b. The requirement for maximum advance warning for the person selected as relief.

c. The requirements for the relief to be given as much of the appropriate leave entitlement as circumstances allow.

d. The desirability to select personnel for short-notice sea-going or overseas unaccompanied assignments from those who will shortly be due for such an assignment in the normal course.

e. Any short notice assignment having significant operational implications should be referred to Hd CM in order for the matter to be referred to DDPD if necessary.

5947. Emergency Relief Pool (ERP)

a. The ERP was previously used across the Fleet to provide short notice reliefs for ratings on surface ships and submarines when required. This is no longer widely used across all cadres and is utilised solely for Medical ratings.

b. The Medical ERP will be achieved using two different approaches in tandem:

(1) In accordance with the previous ERP process, Ratings who complete a sea assignment of less than 36 months will be allocated to the ERP on completion of Leave After Sea Service (LASS). There is currently no method of assigning a rating to the ERP on JPA, therefore, they will continue to be notified by letter detailing the start and end dates of the ERP liability and the maximum length of ERP sea service.

(2) Shoreside locations, primarily within the Joint Hospital Groups (JHGs), will identify positions nominated to an ERP. These will be directed on an Assignment Order. Parent Units will manage the individuals ensuring they complete the required mandatory training to provide SQEP MBRs/SMBRs to fill short-term gapping. Personnel assigned to the ERP will be held at R2 (5 days') notice to move once fully SQEP.

c. Personnel nominated as ERP will be held at readiness for a period of 6 months. If activated, they will provide cover until a full-time relief is nominated or provide a permanent fill should the situation dictate.

d. MBR ERP positions will be established to support SURFLOT, SUBFLOT and UKCF. These positions will be nominated by the Career Manager and any associated training required to support each specialty will be iaw the Assignment Order. Further details on the Medical ERP can be found in BRd 1991.

e. The equivalent for the Fleet Air Arm was an Emergency Flight Pool (EFP) - which was an assignment in its own right and not covered by ERP regulations. Emergency Flight Pool positions were held under the Wildcat Maritime Force HQ – these have now been subsumed into the 815 NAS structure (though retain the EFP name in some position titles) and are still in use to back fill some shortages within 815 NAS.

5948. PE-OPDEF, NOWD and PERREQ Procedures

a. Personnel Operational Deficiencies (PE-OPDEFs), Non-Operational Workforce Deficiencies (NOWDs) and Personnel Requests (PERREQs) are to be used by all Units to report current and future Royal Navy[1] workforce (WF) shortfalls that affect Operational Capability (OC) in order that the operational implications can be properly assessed, and recovery intentions formulated[2]. In simple terms, PE-OPDEFs are submitted by units in the operational cycle[3], NOWDs are submitted by supporting units and PERREQs can be submitted by all units. The People Operations Capability (P-Ops CAP) team in Deputy Director People's Delivery's Division has the lead for initial recovery action and uses the information detailed in the PE-OPDEF or PERREQ to engage with the Operational Commander and relevant Force Generation Authority (FGA)/Class Group Authority (CGA), to monitor, manage and, where necessary, move WF to meet emergent demands. 2* Workforce Management Groups (WFMG) lead the recovery action for NOWDs; however, solutions must be identified from resource within their own 2* area. In addition, the detail in conjunction with the wider Workforce, Equipment, Training and Sustainability (WETS) reporting is used by the Operational Commander to inform broader decision-making.

[1] This includes Royal Marines and Royal Fleet Auxiliary.
[2] In the same manner that Equipment Capability is managed iaw BRd 3001, Art 0301.
[3] Units that arrive at Fleet Non-Operational Date will have all PE-OPDEFs and PERREQs cancelled by P-Ops. Units are then able to raise NOWDs for any WF issues.

b. It should be noted that P-Ops CAP/WFMGs are only authorised to direct personnel moves in response to an extant PE-OPDEF, NOWD or PERREQ. Usually a P-Ops CAP/WFMG directed move is temporary (routinely up to 30 days but not generally more than 90 days) i.e. the nominated individual(s) will return to their original assignment at the end of the agreed period. **Some exceptions remain where an individual may be required for longer than 90 days in support of ongoing operations e.g. CASD**. Where a permanent move is more appropriate this will be agreed and actioned by the Career Manager (CM).

c. **Principles applying to PE-OPDEFs, NOWDs and PERREQs.**

(1) PE-OPDEFs, NOWDs and PERREQs can be raised at any stage of a Unit's lifecycle (build, Fleet Time and Upkeep) but only against positions that drive liability in accordance with the extant Unit Personnel List (UPL)[4]. Gapped 'Non-Liability' positions are **not** to be reported by PE-OPDEF, NOWD or PERREQ[5].

(2) PE-OPDEFs and NOWDs are raised for gaps that are current or imminent (within seven days). PERREQs should be used where a gap is forecast to occur beyond seven days.

(3) Additional WF requirements above the UPL should be raised as an Augmentation Request (Annex 59D).

(4) PE OPDEFs, PERREQs, NOWDs, subsequent Situation Reports (SITREPs) and Rectifications / Cancellations are to be submitted by unit HR leads (Executive Warrant Officer (EWO), Base Warrant Officer (BWO) and Coxswains (Coxn)) with input from the relevant Department Coordinator (DepCo) **directly into SCIO**. Once submitted, SCIO will send an email alert to the relevant authorities and initiate the P-Ops Team's response[6]. **BWOs/EWOs/Cox'ns are the responsible persons for all WF coordination and therefore, as the custodian of the central register for their Unit(s), they are to provide the quality assurance on all PE-OPDEFs, NOWDs and PERREQs.**

(5) **A single missing person[7] should result in a single PE-OPDEF or NOWD.** Care should be taken when moving WF internally between positions, or when JPA Line numbers change, that only one PE-OPDEF or NOWD remains extant.

[4] When a Unit transitions into and out of Upkeep, it will usually change Naval Establishment Status (iaw Annex 2B) which will entail positions on the UPL being switched on and off (reflected in JPA). Only 'live' positions can be subject to PE-OPDEF, NOWD and PERREQ action.
[5] If a position is FTRS fill only then it is a non-liability position and no OPDEF, NOWD or PERREQ can raised.
[6] All units are to ensure their JPA hierarchy is correct
[7] Resulting in the loss of capability or essential SQEP.

(6) **Fall back Option.** The primary method of reporting workforce shortfalls is now by direct input into SCIO. During times of limited connectivity or for units with low bandwidth that prevents them using SCIO to upload their PE-OPDEF, PERREQ or NOWD a fall-back option is available which allows units to complete an off-line PDF request and send it to the P-Ops CAP multiuser email account[8]; the PDF document should not be sent to P-Ops CAP individual role accounts. To allow the new SCIO App to take the majority of the workload the fall-back option should not be taken by units who have a working SCIO connectivity. Further detail can be found at Annex 59J.

(7) **Search Process.** If a Temporary Relief (TR) is deemed appropriate, P-Ops can utilise the SCIO search capability to identify potential TRs that match the required parameters detailed in the PE OPDEF / PERREQ / NOWD. **As the search process is automatic if the requirement changes then a SITREP must be submitted detailing the changes before any new search can take place, this also restarts the seven-day time period**. After liaising with the relevant Career Manager (CM)/CGA, the candidates deemed suitable for trawling are 'ticked' resulting in immediate update of the Trawl Log and sending of the Digital-Personnel Support Request (D-PSR).

(8) **D-PSR.** The D-PSR is completed within SCIO in a similar way to the process of an SJAR. The Line Manager (LM) and the Unit EWO/BWO/Coxn of the individual being trawled will receive an email alert directing completion of the D-PSR (the LM, if incorrect on SCIO, can be altered by P-Ops Cap via email from EWO/BWO/Coxn to the P-Ops multiuser account'). If the D-PSR is not returned by the required due date, it will automatically be submitted at that due date in whatever state it is in unless an extension has been requested and approved by the trawling authority. The information required has not changed, just the method of completion and submission. This method enables secure storage of completed D-PSRs, and ensures adherence to General Data Protection Regulation (GDPR) requirements; full details at Annex 59K.

(9) **Nomination Process.** Once the D-PSRs have been reviewed and a decision made the individual, their CoC and CM will be notified via SCIO (and by automatic email) and the Trawl Log will be updated.

(10) **Cumulative Impact of Gapping.** The cumulative impact of gaps may exceed their individual impact as described in the PE-OPDEFs[9] or NOWDs and amount to a wider degradation or loss of capability. This should be raised as a capability OP-OPDEF[10] and not as a PE-OPDEF.

(11) **Out of Hours/Leave Periods.** During periods of main leave the NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk mailbox is monitored' by P-Ops CAP Duty personnel, enabling normal working day coverage. However, it should be noted that unlike stores on a shelf, trawling for a relief out of working hours is unrealistic and difficult during main leave periods when the

[8] NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk
[9] For example, multiple Leading Hand gaps across the Unit may have a small impact within their own departments but may have a large impact on whole ship duties (e.g. an unsustainable SCC LH duty roster).
[10] Using the format detailed in BRd 3001 Chapter 3.

donor Units and individuals are not necessarily on call. **NB** cover is not provided on BHs. The P-Ops Cap duty person is available via 07971 609992.

d. **PE-OPDEFs.**

(1) PE-OPDEFs should be used to report when an operational unit's WF falls below the UPL requirement. Generally, if a position is currently not filled and this has a measurable impact on OC[11], or is expected to be gapped within seven days, then a PE-OPDEF should be raised. The PE-OPDEF should contain details of factors affecting the Unit's tasking, the expected duration of the WF shortfall and other PE-OPDEFs/PERREQs which now present a cumulative impact, and the impact should also be assessed with a view to any contingent tasking. **Care must be taken to ensure that any reference to programme or activity does not compromise the OPSEC of the Unit concerned.**

(2) Any **gapped liability position** that has a **measurable impact on OC** can be reported by PE-OPDEF. If a Unit considers itself capable of sustaining such a gap, irrespective of Category, due to its current tasking or an alternative suitably qualified and experienced person (SQEP) is onboard the Unit should make this clear in the PE-OPDEF remarks section noting that if circumstances change it may be appropriate to raise a PE-OPDEF SITREP stating that the Unit can no longer sustain, and immediate remedial action is now required[12].

(3) Where a position in the Unit is filled but the incumbent has a Training Employment Module (TEM) or experience (the Q or E in SQEP) shortfall which has been accepted at risk by Command and/or relevant FGA[13] this should be reported via Fleet Operational Capability and Sustainability (FOCAS) and not by PE-OPDEF[14]. Units that do not use FOCAS (e.g. SMs) should ensure that their FGA is fully aware of any SQEP shortfalls that exist. Where SQEP shortfalls are not accepted by Delivery Duty Holder (DDH) for permanent reliefs and have a measurable impact on OC **OP-OPDEFs**[15] may be raised. The responsibility to drive a solution for a training shortfall rests with the Unit in consultation with CMs and CGA as required.

(4) Categorisation of PE-OPDEFs is to be carefully considered and should be supported by the operational effect and schedule timelines. The category and repair indicator should be reconsidered whenever the situation changes and, in particular, if a relief or other work-around is provided. Artificial inflation of category and/or repair indicator devalues other OPDEFs from the Unit and does not increase the likelihood of a relief being provided.

[11] i.e., the Unit can write a meaningful statement in the PE-OPDEF/NOWD box titled 'Operational Capability Statement/Effect' (previously 'Line 5 – Effect on OC').
[12] To mitigate this risk, WF-may be held at appropriate readiness in the UK to meet such contingent tasking rather than being trawled to join the platform within a limited timeframe.
[13] Concessed iaw appropriate Safety and Environment Management Plan (SEMP).
[14] This does not include non-SMQ qualified personnel or non-SQEP nuclear engineers in SMs (MESM or WESM(SWS)) where regulations require qualification prior to conducting duties.
[15] Signal format iaw BRd 3001, Ch 3.

(5) Detailed instructions for PE-OPDEF reporting are at Annex 59L.

(6) In instances where a gap is resolved by using the Local Acting Higher Rate (LAHR) from within the same Unit[16] then the original PE-OPDEF should be SITREP-ed and downgraded with the remarks highlighting what solution has been provided to resolve the gap. A PERREQ may then be raised for the gapped position vacated by the officer/rating given the LAHR, the original PE-OPDEF should remain extant until the position is filled by substantive WF. **No PE-OPDEF is to be raised for the gap created by the use of LAHR if there is also an OPDEF for the position in the higher rank. This avoids false reporting of gaps.**

(7) Coastal Forces Squadron (CFS) units cannot sail unless fully crewed. The most timely and effective solution is likely to be the movement of personnel between Units within CFS to meet operational commitments. (**NB** In this situation rules on local loan and Personal Turbulence are to be followed) To avoid raising a PE-OPDEF each time personnel are moved within CFS, all PE-OPDEFs are to be reported as CFS followed by the Unit name in brackets. e.g. CFS (PUNC). CFS HQ will risk assess which Unit will be the donor. Any CFS donor Unit is **not** to raise a PE-OPDEF if loaning to another CFS Unit. A SITREP is to be sent each time the gap is filled from a different donor Unit, noting in 'Remarks' which Unit is providing the TR and for how long. The original PE-OPDEF will remain extant until a new PR arrives or the CI becomes MFD.

e. **NOWDs.**

(1) A NOWD should be used by non-operational units to report when the WF falls below the UPL requirement. The principles for reporting via a NOWD are the same as for a PE-OPDEF. The solution will be investigated by the 2* WFMG rather than P-Ops Cap.

(2) In situations where the missing SQEP reported via a NOWD is not held within the 2* area and the resultant consequence has a direct impact on front line operations (e.g. an instructor is not available to instruct a course to qualify personnel in a recognised shortage skillset that will result in a high category OPDEF in an operational unit) then the NOWD should be cancelled and the gap reported as an OPDEF so that P-Ops can take action to identify potential solutions outside the 2* area. Prior to raising the OPDEF, the WFMG is to liaise with P-Ops to ensure that there will be an agreed and defined impact on the front line, and the relevant CM for a potential solution and confirmation that the required SQEP is not held elsewhere within the 2* domain. If the 2* WFMG has identified the SQEP within their area, they must decide between sustaining the NOWD or moving the SQEP individual. If sustaining, a decision has been made on the relative importance and therefore the switching from NOWD to OPDEF is not an option.

(3) Detailed instructions for NOWD reporting are at Annex 59L.

[16] IAW Para 6914, 6915 and 6916.

f. **PERREQs.**

(1) A PERREQ is used to request cover for key WF who are scheduled to be away from a Unit for a short period; it is expected that these gaps can be forecast as they relate to planned events (e.g. Training Employment Module (TEM), Short Course Learning, Ordinary Paternity Leave (OPL)). It can also be used to draw attention to future assignment issues[17] (e.g. gaps in succession planning; personnel selected for promotion or for Upper Yardman (UY)/Senior Upper Yardman (SUY)). If the Unit can sustain the gap, then this should be made clear in the text and investigations will be limited to volunteer solutions. If the PERREQ will become a PE-OPDEF then this, along with the date it is expected to happen, should be in the remarks section of the PERREQ.

(2) If a PERREQ cannot be resolved and starts to impact OC (a predicted gap becomes a current gap), it may be escalated to a PE-OPDEF/NOWD. In such a situation, the PERREQ should be cancelled prior to any PE-OPDEF/NOWD being raised and comments reflecting that the PERREQ is superseded by a PE-OPDEF/NOWD should be included in both the cancellation on SCIO, or submitted PDF for Units without SCIO connectivity, and the new PE-OPDEF/NOWD remarks sections. This process can take place up to seven working days prior to CI departing.

(3) **LAC / Low Level Height Keeper Target Control (LLHKTC).** FF / DD with no LAC embarked (e.g., emerging from refit) should request an LAC 6 weeks prior via the SURFLOT CPOAC WFM by completing the proforma[18] and submit to NAVY-SURFLOT AC WORK MANAGER. Any LAC training shortfall or gapping forecast in FF / DD should be addressed to the SURFLOT / Class Cell HQ CPOAC WF Manager and a suitable replacement will be sought from the AC Operational Readiness Pool (ORP). QEC, LPD and 1700NAS AC JPANs remain unchanged and managed by CM[19].

(4) The detailed instructions for PERREQ reporting are at Annex 59L.

g. **Direction for Specific Circumstances.**

(1) **Permitted Absence.** Individuals released by Command to Individual Leave Allowance (ILA), Graduated Resettlement Training (GRT), Adventurous Training (AT) or Personal Development (PDev) should not normally be reported via PE-OPDEF/NOWD as the Unit has decided that the absence of the individual is acceptable within their operational setting. If relief cover is required, this should be reported by PERREQ, complete with explanatory comments as to why the current incumbent has been released; this would normally be filled by a volunteer only. If the OPDEF is of such a serious nature to warrant a high category PE-OPDEF then the solution will likely be the recall of the individual from their permitted absence.

[17] A PERREQ should not be raised until it is clear that the CM is not able to provide a relief within movement rules timelines. Normally this would mean that no Assignment Order has been received at a point 3 months before the incumbent is due to leave.
[18] Within RNTM 01-067-23.
[19] Any QEC / LPD / 1700NAS AC training shortfall, reported via FOCAS, should be investigated via FOST S. If FOST S are unable to provide a training solution, then CM or People Ops should be approached via email / telecon.

(2) **Compassionate Leave.** Whilst Commanding Officers (CO) are authorised to grant compassionate leave[20] in complex cases where specialist welfare input is required the advice and guidance of Royal Navy Family and People Support (RN FPS) should be sought initially from the RN FPS Portal. If required RN FPS will investigate and provide a recommendation[21]. In cases where the CO grants compassionate leave a PERREQ can be submitted but Units should note that in such instances the position will normally only be filled where there is a volunteer. If following liaison with the Joint Casualty and Compassionate Centre (JCCC) compassionate travel is categorised as Cat A or Cat B[22] then a PE-OPDEF/NOWD may be suitable, depending on the anticipated length of absence and whether the Unit can sustain the gap. In either case close liaison with the appropriate P-Ops CAP Forward team/WFMG is essential to enable contingency planning. RN FPS and JCCC recommendations should be referenced in the PERREQ/PE OPDEF/NOWD.

(3) **Ordinary Paternity Leave (OPL)[23]. A PERREQ is to be raised as soon as OPL is requested.** If a volunteer cannot be found the request is unlikely to be filled as it would break a non-volunteer's Cat A statutory entitlement. If a suitable volunteer is not available and the Unit is instructed to sustain it may be appropriate to raise a PE-OPDEF/NOWD once the individual has commenced their OPL to reflect the impact on OC. However, if the absence creates an unsustainable high category PE-OPDEF/NOWD then it is probably not appropriate to allow the OPL at that time; in this situation the individual on OPL should be recalled as the solution to the PE-OPDEF/NOWD (iaw JSP 760 Art 26.9).

(4) **RN WF in Royal Fleet Auxiliary (RFA) Units.** Where RFAs identify WF deficiencies with embarked RN WF from 1700 NAS, 1700 NAS will review its own WF and provide support if possible. If unable to support 1700 NAS will submit a PE-OPDEF/PERREQ via SCIO for action. Thereafter, RCM Culdrose will lead and co-ordinate action on resolution in conjunction with the appropriate CM where necessary. Any loss of WF that cannot be satisfied by 1700 NAS needs to be measured in capability lost with a subsequent OP OPDEF submitted by the relevant RFA platform for attention of AFSUP.

h. **Crew Changes.**

(1) **Rotational Crews.** In rotational crews (e.g. MCMV, SSBN and forward-deployed FF/DD) PE-OPDEFs/PERREQs are de-latched from the 'hull' and recorded by 'crew' (e.g. MCM1 Crew 1 vice BNGR or VANG(PORT) vice VANG). This removes the requirement for cancellation and resubmission of PE-OPDEFs/PERREQs on crew Replacement in Place (RiPs) and rotations.

[20] JSP 760 Chapter 22 details the criteria for compassionate leave.
[21] Chapter 24.
[22] JSP 751 Vol 1 Pt 1 Vol 1 Ch 2 Annex B details the Categories for Compassionate Leave.
[23] JSP 760 Chapter 26.

(2) **Regular Actions for Rotational Crews RiPs.** The following actions are to be undertaken by the relevant EWO/Coxn on RiPing in and out of their Unit:

(a) Other than for MCMV crews RiPing directly from one Unit to another, immediately prior to RiP out, the EWO/Coxn are to SITREP all PE-OPDEFs/PERREQs downgrading at least one repair category (i.e.. B2 to C2, C2 to C3 etc) in order to reflect the period of regeneration outside the theatre of operations.

(b) Six weeks prior to return to theatre PE-OPDEFs/PERREQs are to be SITREPed and repair categories increased as required by HoDs and CO.

(3) **Three-Watch Crewed Units.** Units that operate a third watch (e.g. OPVs and SVHOs) should ensure that PE-OPDEFs/PERREQs are SITREPed to reflect changes to impact and requirements associated with on and off-watch periods of the gapped JPAN.

i. **Updates.**

(1) **SITREP.** To ensure P-Ops CAP, WFMGs, the Operational Commander and the FGA maintain an accurate picture of the impact of WF gapping/shortfalls PE-OPDEFs/NOWDs/PERREQs should be updated by SITREP when significant changes occur. Further, **all Category A OPDEFs should be updated by SITREP every two weeks to ensure the issue and solution options remain valid whilst all other OPDEFs should be updated every six months (as a minimum) or earlier as required**.

(2) **Rectification/Cancellation.** PE-OPDEFs/NOWDs/PERREQs should be RECTIFIED/CANCELLED as soon as the impact on OC has been resolved or expired i.e. when either a Temporary Relief (TR) or Permanent Relief (PR) has been arrived. If the TR/PR is not fully SQEP for the role the PE-OPDEF should still be rectified and any SQEP issues reported as detailed in para 0. Any ongoing OPDEFs/NOWDs/PERREQs that have not updated for six months will be automatically CANCELLED by the P-Ops team.

j. **Authorisation for Mobilisation of WF as a Temporary Relief (TR)**

(1) A TR may be required as a short-term solution to a PE-OPDEF, NOWD or, by exception, a PERREQ. This requirement is evidence based on the OPDEF/NOWD/PERREQ content.

(2) Once a TR has been provided the receiving Unit must **RECTIFY** the OPDEF/NOWD/PERREQ. The donating Unit may open a new PE-OPDEF/NOWD/PERREQ with a lesser categorisation and repair indicator than the Unit they have donated too. Further details in Annex 59L.

(3) **Inter-Unit local loans/CO to CO loans**[24]**.**

(a) **Supported Workforce Local Loan (SWLL):** SWLL loans (up to and including 14 days) should be regarded as routine business and are not affected by movement rules. These moves will be recorded against the OPDEF/NOWD/PERREQ via SCIO by P-Ops Cap, and personal turbulence is to be recorded on JPA by the SPs CM. SWLL should only utilise SQEP from the relevant 2* Directorate or CGA area of responsibility (therefore minimising personal turbulence as much as possible). Any SWLL issued will have been agreed by the relevant CGA/2* WFMG prior to P-Ops Cap issuing via SCIO.

(b) **Directed Workforce Loan (DWL):** DWL loans of more than 14 days and generally up to 30 days should be regarded as routine business if P-Ops do not have the required time to conduct a Temporary relief (TR) and are not affected by movement rules. These moves will be recorded against the OPDEF/NOWD/PERREQ via SCIO, and personal turbulence is to be recorded on JPA by the SPs CM. DWL should only utilise SQEP from the relevant 2* Directorate or CGA / SURFLOT Workforce Action Group (SWAG) area of responsibility endeavouring to minimise personal turbulence as much as possible. Any DWL issued will have been agreed by the relevant CGA/SWAG/2* WFMG prior to P-Ops Cap issuing via SCIO.

Standfast CFS Units[25], in instances where the gap is filled from another Unit via loan the OPDEF is to be **RECTIFIED whilst a TR is in place**[26]. A lower category OPDEF may be raised for the gap created by the donating Unit, with an explanation included in the remarks section. A Digital Personnel Support Request (D-PSR) is not required. A PERREQ is raised when the gap will continue after the TR disembarks, replaced with an OPDEF seven days before the gap becomes extant

(4) **Temporary Fills.** Where a SWLL or DWL cannot be identified, moves with a duration of between 14 and 30 days are considered to be temporary fills and can be conducted on the authority of P-Ops CAP or, for internal 2* area moves, by 2* WFMGs. These moves are not assignments[27], so are not covered by the rules on assignment notice but are subject to the rules on personal turbulence.[28] They are to be recorded in the SCIO Trawl Log and in personal turbulence notes on JPA[29]. A completed D-PSR will be required on this occasion.

[24] Loans of ratings between Units BRd3 5949
[25] See para d(7)
[26] Except CFS Units which should follow rules as detailed in para d(7)
[27] Individual is Move and Tracked in JPA.
[28] For moves between 15 and 30 days: standfast volunteers, WF should not be moved temporarily to fill another JPA assignment at short notice more than **3 times in any 12-month rolling period, and a cumulative total duration of no more than 57 days** (Cat B). They should be given a minimum of **2 working days' notice** to move (Cat B)
[29] Annex 59I.

(5) For SWLL, DWL or Temporary Fills where the requirement for a TR is less than seven days, P-Ops do not have sufficient time to complete a trawl so the onus on identifying an immediate solution lies with CGA/SWAG or 2* WFMG. If the TR is required for greater than seven days then the responsibility for identifying options and conducting a trawl lies with P-Ops unless the relevant CGA/SWAG or 2* WFMG decide that a SWLL or DWL is the better option; in both case P-Ops will provide the list of available WF that meets the PE-OPDEF request.

(6) **Task Group (TG) Delegated Authority.** Deployed commanders may apply for delegation of authority to conduct the P-Ops CAP role to resolve personnel OPDEFs within their TG. This will enable them to temporarily move personnel between TG Units to resolve short-term WF issues; they are subject to the same restrictions and requirement to use the SCIO Trawl Log as P-Ops CAP in these moves. A requirement for this delegation should be discussed in the first instance with NAVY PEOPLE-OPS CAP SO1.

(7) **OP KIPION MCMV Dual Crew Personnel.** Personnel in the Dual Crew Model (DCM) whether deployed or in UK-ReGen are afforded the same WF protection and are not to be selected for sea-going or overseas Trawls. Only in extremis will DCM WF be used during the four-month RGen phases for UK based exercises or to supplement Squadron (Sqn) support roles such as Dormant Ship Routines, Care and Protection duties etc. Any use of DCM personnel during the RGen phase must not impact on Post/Pre-Deployment leave, TEMS, or key generation events[30].

(8) **Temporary Assignments.** Any move of over 30 days is considered to be an assignment and requires CMs to issue an Assignment Order. These moves are covered by Assignment Notice.[31] A Cat A waiver authorisation by NAVY PEOPLE-CM-HD (or delegated officer) will generally be required for assignments in response to short notice trawls. P-Ops CAP/WFMGs can only move personnel for a maximum of 90 days, giving the CM time to assign a PR iaw normal assignment regulations. **Some exceptions remain where an individual may be required for longer than 90 days in support of ongoing operations e.g. CASD**. WF required at short notice in support of these ongoing operations are to be assigned by the CM as a **PR** for the duration of the operational period. After this period the nominated person may be assigned back to their original Unit. In this instance P-Ops CAP would action the trawl and liaise with the CM and CGA to ascertain the nominated candidate. The relevant CM will apply for the Cat A waiver authorisation before raising an assignment order. In the case of SSBN operations, a trawl would be actioned for the deployment only and not operations leading up to the deployment, e.g. Workup, where the deploying unit will utilise the support crew iaw SMGO's Annex 1A Section 5. Any potential trawl action for a PR required at short notice for deploying Gold Crew units will be assessed by P-Ops CAP in conjunction with the relevant CM and Flotilla on a case-by-case basis.

[30] As detailed in SURFLOT CONOPS.

[31] For moves >30 days: WF will be provided with as much notice of assignments as practical and **at least three months' notice for a home-base** (within 50 miles of current Residence at Place of Work address) assignment and a **minimum of five months' notice for non-home base** or LFS assignments (Cat A). Although personal turbulence rules do not apply to these moves, the trawl/nomination will be recorded and taken into consideration for other trawls.

(9) Any pre-booked, career fouling TEMs/Qualifying Course will take priority unless specifically authorised to the contrary, after discussion and agreement with P-Ops CAP SO1.

(10) Any OR6-OR9 on Sea – Shore ratio are only to be approached by P-Ops CAP or the relevant WFMG after consultation with the relevant CM staff.

(11) Personnel can be directed to submit a PE OPDEF/PERREQ D-PSR whilst on leave, but without being recalled, where there is a Service requirement. Personnel that are on leave will only be nominated in extremis for the most compelling of reasons[32] in order to meet the Service need. In this event the individual may apply for all unused leave to be credited back to their account. Personnel are advised to purchase suitable travel insurance[33] as pre-booked leave, whilst an important issue for consideration in trawls, will not necessarily prevent an individual being nominated where there are limited options to rectify critical operational gaps.

(12) As far as possible, arrival/departure dates stipulated on the D-PSR will be adhered to as limits to the duration of the move. In extenuating circumstances (i.e.. change of receiving Unit's tasking) there may be a requirement to extend a TR. To ensure a full auditable trail a further D-PSR will be completed. Receiving Units are **not** to negotiate extensions without P-Ops CAP/WFMG knowledge/authority. Alternatively, P-Ops CAP/WFMG may consider a new trawl to be a less severe option.

(13) **Following a trawl, D-PSRs are required for individuals who volunteer to be a TR to ensure correct recording of all individuals trawled**. As part of their role P-Ops CAP/WFMG aim is to minimise individual turbulence (churn) which has been identified as a major contributing factor towards retention in the Naval Service.

(14) If there is anyone else within the trawled Unit's Chain of Command who needs to be informed of a request for D-PSRs to be submitted, then it is incumbent on the Unit to inform the relevant individuals. Failure to meet the deadline for D-PSR submission is not an excuse for trawled individuals to be exempt from nomination. The individual's Unit is to ensure deadlines are met however, where there are reasonable reasons for delay, an extension may be requested from P-Ops CAP Fwd/relevant WFMG desk.

(15) Where a donating Unit from a trawl receives a gap a PE OPDEF/NOWD/PERREQ should be raised. The response in most instances will be for the Unit to SUSTAIN as due diligence would have been conducted on the gap created by the trawl.

(16) Advice for completing a D-PSR is at Annex 59K.

[32] JSP 760 1.9.
[33] JSP 752 17.0611.

k. **P-Ops CAP/ WFMG Action.**

(1) The P-Ops CAP Forward Cells[34] or WFMGs are responsible for initial communication with the Unit[35] and will co-ordinate discussions between CMs, Ratings Career Management cells (RCMs) and FGAs to resolve all PE-OPDEFs/NOWDs/PERREQs. P-Ops CAP NCHQ, in conjunction with Commander Operations (COMOPS), will provide direction on the overall priorities for resolution.

(2) Units should be aware that if required, a trawl can take a maximum of seven working days to complete due to the time taken to identify options, send out D-PSR requests, assess completed D-PSRs and apply for Cat A waiver. Therefore, Units should expect to bear any gap for this minimum period. If this is not achievable then the Unit should liaise with their relative SURFLOT CGA staff to identify any short term (<seven days) solutions prior to the P-Ops CAP/WFMG option being identified and activated. In extreme circumstances, where a Unit deploys on operations with <seven days' notice with a TR (nominated by SURFLOT CGA) for a period more than 30 days, the donating Unit is to provide a D-PSR for the individual to relevant P-Ops CAP FWD where a retrospective waiver will be sought.

(3) On occasion P-Ops CAP NCHQ staff will conduct a complete audit of all open PE-OPDEFs/NOWDs/PERREQs held within the database. This will require support from all Units with PE-OPDEFs/NOWDs/PERREQs to cross check the data sent by the P-Ops CAP team against their own information. Further information will be sent prior to commencing the audit.

(4) **Trawl Recording.** Details of individuals trawled as TRs for any PE-OPDEF/NOWD/PERREQ will be entered into the SCIO Trawl Log[36]. This allows identification of the number of trawls and/or nominations each individual has been subject to over a rolling 12-month period. There is no limit to the number of trawls an individual can be subject to (although it is assessed that more than six trawls in any 12 month period is getting excessive), however, an individual should not be nominated more than three times in any rolling 12-month period.

(5) This does not prevent individuals with particularly specific SQEP from being trawled a high number of times but does allow 'spread of the pain' where possible.

[34] At Devonport, Faslane and Portsmouth. The RCMs at Culdrose, Yeovilton and Marham perform the function for the Air Stations.
[35] P-Ops CAP Fwd will acknowledge receipt of PERREQs/OPDEFs; if a receipt is not received within 24 working hours then contact is to be established with the relevant team.
[36] Held within OPDEF Database application in SCIO.

SECTION 12

OTHER INFORMATION

5949. Loan of Ratings Between Units

Where Commanding Officers approve the loan of ratings from one ship/submarine or establishment to another for a period of 30 days or less, no assigning action is necessary, however the individual's Personal Turbulence should be recorded in JPA in accordance with the policy in Annex 22A Chapter 2 and instructions in Annex 59I. Where the loan is expected to be in excess of 30 days (including expeditions etc), the CM is to be informed and assignment action taken to ensure that the loan does not conflict with any assignment plans.

5950. Workforce Priorities

See also Para 6202.sub para b. Priority for manning established positions is set out at 3 levels:

a. **Strategic - DIN: Workforce Priorities for the Naval Service.** The Workforce Priorities for the Naval Service DIN provides strategic level guidance for the prioritisation of Naval Service workforce across Defence. It is subject to annual review by the Naval Manpower Working Group (Strength), chaired by DACOS (PPlan).

b. **Operational - COMOPS Priority List.** The COMOPS Priority List provides the Capability Generation priorities for Fleet Military Tasks and Operational Activity. Issued 6 monthly.

c. **Tactical - Fleet Operational Workforce Prioritisation.** In compiling the Fleet Operational Workforce Prioritisation, representatives from Commitments, Schedulers, FCIGs and DDPD Pers Ops and Plans, on behalf of CMs, agree the tactical workforce priorities grid based on a. and b. above. These grids are distributed to CMs/CMCs to support tactical workforce management. The grids are reviewed monthly.

5951. Core Team Concept

The Core Team Concept applies to operational units as they regenerate and through their operational deployment. It aims to ensure sufficient continuity in key posts to preserve the capabilities for which the ship has been generated. In formulating the Core Team the primary focus is on the maintenance of OC whilst recognising the need to identify levels of assignment flexibility available to Career Managers (CMs) to ensure acceptable flows for seagoing professional development and into and out of key career courses.

5952. Continuity Positions

Certain designated Positions may have a continuity requirement specified. This will be identified by the use of the 'Standard Tour Length' field in the Unit Establishment List. The continuity indicated is advisory only to CMs as other higher priority movements may necessitate individuals being moved earlier than planned. Ratings assigned to Continuity Positions are not normally to be assigned to a new position or an Emergency Relief Pool (ERP) until the period of continuity has been served, even if the rating concerned has passed their SAVDATE. Submarine ratings assigned to Donor, continuity or Submarine Essential Positions will remain liable for service in the Emergency Relief Pool. For background information on Continuity Positions see Chapter 2.

5953. Gapping

a. **Gapping Policy.** When a suitable individual is not immediately available to relieve another before departure, a position may be gapped. CMs must use their plot knowledge and workforce priorities guidance to decide where gaps should lie. The position will be left vacant until a suitable relief is available. The decision to leave important or highly contentious positions gapped should be discussed with and approved by Hd CM, keeping DDPD informed. It is vital that positions which are proposed to be left unfilled are identified early and that CMs notify the organisation's Commanding Officer of the gap as soon as possible.

b. **Gapping of Established Positions to Fulfil Un-established Tasks.** Gapping of an established position should not occur in order to release an individual to fill an un-established (and therefore un-costed) position. Although it should be resisted, there will be occasions, however, when an individual is required for an un-established task. In such cases the relevant SO1 CM should engage with the requesting authority and, in discussion with Hd CM, make a judgment about the relative importance of the requirement and, if applicable, which established position will be gapped.

c. **Absences of Less Than 3 Months.** In the case of absences of less than 3 months, unless the gapped position is a high workforce priority (see Para 5949), no Career Management action will be taken. If the position is listed as a high workforce priority and the employer is unable to bear the gap the actions at Para 5945.d sub para (2) and sub para (3) above should be taken. CMs should liaise closely with DDPD Pers Ops and Plans as appropriate to ensure that the most appropriate action is taken as swiftly as possible. A relief will not routinely be found for personnel who are medically downgraded for less than 3 months.

5954. Use of Reservists - Full Time Reserve Service (FTRS) and Additional Duties Commitment (ADC)

a. Naval reservists (regular and volunteer) may undertake an FTRS commitment as a means of filling Naval positions on a full-time basis where no suitable Regular Service person is available; ADC is a means of filling either an established position or an un-established commitment on a defined part-time basis. ADC can also be used for job sharing an established position. Positions may be specifically established for Reserves personnel. If a Position is only required to be filled on a part-time basis, it should normally be designated for a Reservist, so that it does not generate a liability for Regular personnel. See Annex 59H for 2SL policy on the use of FTRS.

b. RFR, RNR and RMR Officers and Ratings/ORs may register with the CM Reserves team as volunteers for full-time or part-time Reserve Service. If a match is found with the requirements of a Position that cannot be filled by a Regular Service Person, a formal procedure establishes the terms of any Commitment. Further Commitments may be granted, with the employer's support and CM Reserves approval up to a certain, defined limit; thereafter, the decision rests with Hd NPS. Employers may also initiate the process by requesting that a specific Position is filled by a Reservist, but agreement is at DDPD’s discretion.

5955. Return of Service

a. When RN and RM personnel undertake specific courses of training, studies or receive financial bonuses, the RN requires a return on its investment. The normal requirement is that individuals complete an effective period of service called a Return of Service (ROS). Training ROS fall into two areas: initial training, that taken by officers, ratings and other ranks prior to joining the trained strength and further training - that taken by officers, ratings and other ranks after joining the trained strength.

b. Details on ROS can be found at the following references: Chapter 53, extant DINs; and JSP 754 (Tri Service Regulations for Pay and Charges).

5956. Assigning of Warrant Officers First Class

a. **Career Management.** WO1s are assigned on a personal basis in order that their individual employment can be planned to the best advantage of the Service and themselves. WO1s are encouraged to contact their CM to arrange an interview approximately mid-assignment to discuss their next assignment or as required.

b. **Training.** CMs are to ensure that all WO1s undergo the Warrant Officers Staff Course (WOSC), either between selection and promotion, or as soon after as circumstances permit.

c. **Personnel Files.** Personnel dossiers on those selected to WO1 by the Promotion Board will be transferred to the CMs on completion of the selection procedure and will form the background for the assigning process. These dossiers will be updated by the annual SJAR reports and also include a record of all correspondence between the individual and WO1 CM and any relevant CM information. The records are held by the respective WO1 CMs.

5957. Assigning of Personnel Holding Local Acting Rates

a. CMs are not normally to assign in such a way as to create or perpetuate Local Acting Rates and are to strive to fill positions with personnel holding the substantive rate required by the Unit Establishment List.

b. In the event that a rating is assigned to a position for a rate one above their current rate, they may be granted the Local Acting Rate provided that the appropriate Command Course has been successfully completed and that a waiver is granted in accordance with Part 8. If a Receiving Unit considers it to be in the best interest, application may be made to the Discharging Unit to grant the Local Acting Rate, effective on the date of joining, so that the rating joins their new unit dressed in the uniform of the higher rate (see Part 8 – Promotions - Chapter 65).

c. The Local Acting Rate is to be relinquished in accordance with the guidance in Part 8.

5958. Personal Turbulence

Information on Personal Turbulence policy can be found in Annex 22A (Chapter 2). Instructions on how Career Managers should record this in JPA can be found in Annex 59I.

5959. Assignment Restrictions for Offenders

a. The Royal Navy must ensure that it provides a safe working environment for Service personnel and that, in the course of their employment, individuals do not suffer fear, alarm or distress. Following an offender's conviction for a particular type of offence, to assign that individual to a unit where the victim of the offence is also serving may cause anxiousness or distress to the victim thereby impacting adversely on operational capability. In these circumstances, the Service must balance the rights of the offender[37] against the need to maintain unit trust and cohesion. As a matter of policy therefore, in accordance with Table 59-1 below, assignment restrictions are to apply to individuals who are convicted of certain offences where the victim of the offence is also a member of the UK Armed Forces. The duration of any assignment restriction must be proportionate to the seriousness of the offence and the likely feelings of the victim should the offender be assigned to the same unit.

[37] Under the Rehabilitation of Offenders Act 1974 and human rights related legislation.

Table 59-1 - Duration of Assignment Restrictions for Offenders

Nature of Offence	Duration of Assignment Restriction
Any violence-related offence which results in a committed or suspended sentence of imprisonment or detention	From the date of conviction for at least 5 years unless the victim consents to serve in the same unit as the offender. To be reviewed at 5 years.
Any sexual offence	From the date of conviction until the victim leaves the Service.
Any domestic-abuse related offence	From the date of conviction for at least 5 years. To be reviewed at 5 years.
Any offence under the Protection from Harassment Act 1997	From the date of conviction for at least 5 years. To be reviewed at 5 years.

b. For convictions arising from Summary Hearings or Courts-Martial, the Summary Hearing Review Cell (SHRC) will identify those offenders and victims who should be subject to assignment restrictions in accordance with Table 59-1 and will send an e-mail notification to NAVY PCAP-CM MAILBOX (a multiuser account with access restricted to the CM COS and COORD team); receipt of this notification will be acknowledged by e-mail. The affected parties ('X' and 'Y') will be identified by Service Numbers only (without an indication of who is the victim and who is the offender), and the nature of an offence will not be disclosed by the SHRC. The SHRC will state the date/occasion on which the assignment restriction is to expire. Assignment restrictions will expire if this is prior to expiry date when the victim or offender(s) leave the Service.

c. For convictions arising from proceedings in a civilian court, the offender's unit will raise a C57 in accordance with extant Service Penalty procedures. Completed C57s will be forwarded to the SHRC[38], who will inform the NCHQ Career Management organisation of any assignment restrictions which may follow, noting that the victims of such offences are rarely Service personnel.

d. Career Managers are to record assignment restrictions on the JPA HR record of both parties (X and Y). The restriction is to be recorded as follows:

(1) **On X's JPA Record:** "Not to be assigned to a unit where [enter Y's Service Number] is serving or is assigned to join at a future date. Assignment restriction to expire [enter date/occasion specified by SHRC]".

(2) **On Y's JPA Record:** "Not to be assigned to a unit where [enter X's Service Number] is serving or is assigned to join at a future date. Assignment restriction to expire [enter date/occasion specified by SHRC]."

Note. *These assignment restrictions are to be applied in addition to any restrictions imposed by Chapter 20 Section 22 in relation to the management of suspected registered sex offenders.*

[38] In accordance with the RN Summary Hearing Review Cell Training Guide to JPA Discipline.

e. Once assignment restrictions are in place, Career Managers will have to exercise judgement in determining whether any particular assignment will in reality have the effect of undermining the purpose of the restriction. This may occur, for example, if the individuals are likely to be collocated within the same establishment (e.g. two lodger units within HMS NELSON), or one party will have regular professional contact with the other (e.g. a CPO Log (SC) assigned to the Waterfront Logistics Support Group Portsmouth and a PO Log (SC) assigned to a Type 45 destroyer). It is not possible or desirable to provide a comprehensive list of situations which may breach the general principle: common sense must be applied. **Legal advice is to be sought where adherence to an assignment restriction would cause prejudice to an individual, including to their career progression.**

f. For violence, domestic abuse or harassment related offences, five years after the date of conviction, assignment restrictions will be reviewed, with a presumption that they will be removed. The SHRC will notify the Service Police who will contact the victim (if they are still serving) to inform them of the review and offer them the opportunity to raise any exceptional circumstances that might justify retention of the restriction. If exceptional circumstances are raised, Hd Career Management must determine whether the assignment restriction should be removed or retained; when doing so they must seek legal advice from SO1 Employment Law.

g. Where a unit or assignment authority intends to temporarily assign an individual to a training course, the unit administrator or assignment authority must consult the individual's JPA record to check that there are no assignment restrictions in place. If there are, the unit administrator or assignment authority must ascertain where the other party is serving. If no breach of the assignment restriction will occur, the individual may be assigned to the course. If a breach will arise, the unit administrator or assignment authority is to inform the individual's Divisional Officer (or G1 Adviser for Royal Marines). If assignment restrictions are in place but the Divisional Officer/G1 Adviser considers that to prevent the individual's attendance on the course would cause prejudice to them, then the unit or assignment authority must seek legal advice through the unit Command Adviser from the relevant Regional Legal Office.

h. There may be situations following a Court Martial or civilian court hearing in which a Service person is found not guilty of an offence listed in Table 59-1 above, however they or the alleged victim still have a strong aversion to serving with the other party. In that situation there is no automatic entitlement to an assignment restriction, however an individual’s line manager and Career Manager(s) should be consulted to determine whether a voluntary assignment restriction can be put in place. Legal advice should be sought where there is any concern about the restrictions being considered (i.e. where there may be prejudice to either the Service requirement or to the career progression of one or both parties).

ANNEX 59A

COMMAND ASSIGNMENTS AND SELECTION CRITERIA

Note. *The following material is under regular review and should be read in conjunction with extant RNTMs, DINs and the JSP 550 series (Military Aviation Regulations).*

SECTION 1 - GENERAL

1. Command Assignments

A definitive list of command assignments is at Appendices 59A-1 to 59A-3. This is a living document which is subject to regular review. Applications for additions to the list are to be made to the Dir P&T. Prospective commands will be judged against a series of criteria, including the following: autonomy, risk, responsibility for people and materiel, financial accountability and disciplinary powers.

2. Types of Command

a. **Sea Command.** In Command of one of His Majesty's seagoing Ships/Submarines or Squadron of Ships.

b. **Military Command.** Military Command includes the following:

(1) **Air Command.** In Command of a Naval Air Squadron.

(2) **RM Command Assignments.** Including military sub-units.

(3) **Shore Command.** In Command of one of His Majesty's shore establishments or designated shore-based units.

c. **Subordinate Command.** Subordinate Command includes the following:

(1) **Professional Command.** In Professional Command of a designated department or unit merited by the responsibilities of the position.

(2) **Support Command.** In Command of a designated unit operating in a support role.

(3) **Training Command.** In Command of a designated unit operating in a training role.

(4) **Sub-Unit Command.** Not in direct Command, however in Command of a designated group or body which would normally be capable of an autonomous function or capability.

3. Common (Command) Assignments

For major shore establishment commands at OF4 and above, the principle is that Command is open to all Branches except where there is an overriding and specific professional requirement. For example, at RNAS Culdrose and Yeovilton, the CO, as the officer responsible for Aviation, delegates the authorisation for flying and must have the personal professional competences to do so.

4. Professional Command

The Command element of sea and shore 'charge' assignments is recognised by designating them generically as 'professional commands' and by specialisation as 'engineering/logistics command' as appropriate. This makes them easier to recognise as being equivalent to sub unit command when officers compete for tri-service assignments. There are some positions that require engineering charge status but are not designated as Professional Command (e.g. Nuclear Reactor Plant Manager (NRPM) (previously DMEO(SM))

5. Selection for Command

a. Command is open to officers of the highest quality, who have demonstrated the attributes within paras 6-7.

b. The selection process at each rank and for the various types of Command is broadly similar and any variation is identified in the following paragraphs which explain the different selection boards. The different Commands and Selection Boards are detailed in the Table below:

Table 59A-1. Commands and Selection Boards

COMMAND	OF2	OF3	OF4	OF5	OF6
Sea Commands, Sea Subordinate Commands	SASB1/SVC	SASB1 / SMCC	SASB2	FCAB with 1SL approval	FCAB with 1SL approval
Aviation Commands, Aviation Subordinate Commands	NA	AASB1	AASB2	FCAB	FCAB with 1SL approval
RM Operational Commands	Normal assigning	MCB1/Normal assigning /DCGRM Approval	MCB2/CGRM Approval	FCAB	FCAB with 1SL approval
RM Shore Commands (inc Rotational)	Normal assigning	MCB1 /Normal assigning / DCGRM Approval	MCB2/CGRM Approval	FSOAB	FSOAB with 1SL approval

(Continued)

Table 59A-1. Commands and Selection Boards (*Continued*)

COMMAND	OF2	OF3	OF4	OF5	OF6
Second Sea or Aviation Command assignments requiring post-Command status	Normal assigning	Normal Assigning	Normal assigning	FCAB with 1SL approval (seagoing); FSOAB (aviation)	FCAB with 1SL approval
RN Training and Support Commands	Normal assigning	PCSB / CFCSB	PCSB / CFCSB	FSOAB	FSOAB with 1SL approval
Shore Subordinate & Sub-Unit Commands and Professional Commands.	Normal assigning	PCSB / CFCSB / XGCSB1 / INT MCB1	PCSB / CFCSB / XGCSB2 / INT MCB2	FSOAB	FSOAB with 1SL approval

Key:

SASB	Sea Appointments Selection Board
AASB	Air Appointments Selection Board
SVC	Small Vessel Command
MCB	Military Command Board
PCSB	Professional Command Selection Board
CFCSB	Career Field Command Selection Board
FSOAB	Flag and Senior Officers' Appointments Board
FCAB	Fleet Commander's Assignment Board
XGCSB	Exploitation Group Command Selection Board
INT MCB	Intelligence Military Command Board

6. Candidature

a. Command of a ship, air squadron, submarine, MM/PP squadron or RM Operational Unit will demand a level of currency with Joint Operations, at sea and in the air. Candidates will be expected to have held a front-line sea/air assignment[1] within the 5 years[2] prior to the respective Board, to satisfy Board Members that they have the necessary experience, in the case of Sea Command to have achieved the requirements of STCW and, for Air Command, the requirements of Military Aviation Regulations. Furthermore, candidates must be recommended for Command.

b. If an individual has distinct prospects of selection for both Aviation and Sea Command, or for surface and submarine Sea Command in the same year, the Board Adviser will guide the Board Chair. The Board Adviser will also provide a judgment if a candidate, having held OF4 Command in either a Sea or Air assignment, can compete for further command in the other environment.

[1] Front-line sea assignments are selected from the units at Appendix 51A-2 and their Loan Foreign Service equivalents.
[2] Six years for Air Comd taken from the date of the relevant AASB.

7. Selection Factors

Each selection Board will be guided by the following selection factors and any variation as detailed in the relevant Board section:

a. **Command and Leadership Skills.** The ability to lead, meld and motivate a team in war and peace and possession of the necessary mental and physical resilience to withstand the strains of Command. Officers should have demonstrated a strong potential to succeed in Command, whilst also modelling the positive leadership attributes described in JSP 757(1)[3] Annex A to Chap 5 (building capability, leading by example, handling ambiguity, subordinate development, emotional intelligence). These criteria are common to all types of Command assignments.

b. **Warfare Skills.** Officers to have demonstrated the professional knowledge and experience required to successfully fight their unit/squadron.

c. **Seagoing Currency.** The Royal Navy is bound by the IMO Standards of Training, Certification, and Watchkeeping (STCW)[4], and has interpreted eligibility through the development of command examinations and 'Command Qualification' (CQ1 and CQ2)[5].

d. **Airmanship Currency.** The criteria for Air Command eligibility are dependent on the nature of the air assignment and are detailed in the eligibility table.

e. **Professional Command Currency.** It follows that, as well as the appropriate CLM abilities, Professional Command candidates should have demonstrated professional credibility within their specialisation appropriate to the Command Assignment(s) for which they are being considered. They should also hold any professional qualification appropriate to that level of Command.

f. **Merit.** Merit is an inherent factor in the selection process (see Para 6508).

8. Eligibility

Eligibility requirements for each type of Command are detailed in the tables below. Consideration may be given to individuals who fall short of these minima, provided that an exceptional case can be made, which will most likely be based on a proven track record. Career Managers are key to advising candidates and selection boards if/when a candidate might otherwise be considered ineligible. Final arbitration on eligibility rests with Deputy Director People in the cases of OF2 to OF4, and with the NA in the case of OF5, in consultation with the respective Head of Fighting Arm.

[3] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/SitePages/JSP-757.aspx
[4] International Maritime Organization: International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) 1978.
[5] BR 9940 Ship and Naval Air Squadron Command Examination, Command Qualification and Platform Endorsement Process

9. Automated Generation of the Candidate Pool via SCIO.

Command/Professional Command selection boards require the same level of assurance and governance that is afforded to the promotion/commission transfer process and therefore from 2022, this process will be managed by Proms, using an automated process to provide a pool of candidates for each selection board. This pool of candidates will then be scrutinised by CMs to ensure that eligible volunteers are presented at the optimum time[6].

a. **JPA Data Fields.** SCIO will be used to produce the initial pool of candidates based upon the JPA data fields related to the eligibility requirements in the tables below. Where this is related to a JPA competency, it is in candidates' interest to ensure that their competence profiles are correct.

Table 59A-2. Eligibility for Sea Command

List of command assignments is at Appendix 59A-1.

Assignment	Board	Criteria
OF2	SVC	- **Experience:** Have completed at least one complement assignment at sea and successful completion of PNO course prior to assuming Command. - **Currency:** 18 months Qualifying Sea Service[7] since the award of their NWC. - **Recommendation:** Recommended by Command and Flotilla using the Command Competency Framework.
	SASB1	- **Experience:** Have completed a minimum of 2 complement assignments at sea in the surface or submarine flotillas. - **Currency:** Candidates will have served at sea and have a minimum of 12 months QSS in the last 5 years (taken from the date of the relevant SASB). - **CQ1** - **Recommendation:** Recommended for a Command assignment. ICSC(M) or a recommendation for staff training.
OF2-3	SMCC Selection Board[8]	As directed by BR9275(3)[9] art 1703.

(Continued)

[6] CMs should discuss timing of board presentation with candidates and any decision not to present an eligible candidate should be recorded in the SPs SCIO E-Pack.
[7] In view of the short selection window and timing of the SVC boards, candidates may be presented to the Board when they are forecast to have accrued 18 months QSS or more by the time they are due to assume Command.
[8] Successful completion of SMCC qualifies an officer for an assignment as XO SSN/SSBN and is presented to Capt SM for ratification (in his leadership role as Capt SM, not in his role as SMCC Board Member).
[9] https://ndh.web.apps.royalnavy.r.mil.uk/fpgo/BRd_5000_9999/BRd_9275_3/BRd_9275_3/BRd_9275_3.pdf

Table 59A-2. Eligibility for Sea Command (*Continued*)

Assignment	Board	Criteria
OF3	SASB1	- **Experience:** Qualified PWO/PWO(SM)/PWO(AV)/HCH and completed a warfare tour in an associated assignment (minimum 18 months). - **Currency:** Candidates will have served at sea and have a minimum of 12 months QSS in the last 5 years (taken from the date of the relevant SASB). - **CQ2** - **Recommendation:** Recommended for a Command or Executive assignment. ICSC(M) or a recommendation for staff training.
(Continued)		
OF4	SASB2	**Command of a surface unit** - **Experience:** The eligibility requirements of SASB1, but with 2 Warfare tours in associated assignments. Unit command, including XO DD/FF as a result of previous SASB, is highly desirable. - **Currency:** As SASB1. - **CQ2** - **Recommendation:** Recommended for a Command assignment. Command knowledge gained from the attainment of CQ2 has been translated into practical familiarity. psc(j) or a recommendation for ACSC.
		Command of a submarine - **Experience:** Must have completed an appointment as XO SSN/SSBN. A subsequent SM(CQ) shore assignment is highly desirable. - **Recommendation:** Recommended for a submarine Command assignment.
OF5	FCAB	1. Qualified PWO/SMCC/HCH or relevant aviation qualification, and completed a minimum of 2 front-line warfare tours and/or held a front-line Sea assignment within the previous 5 years. Unit command, as a result of previous SASB/AASB, is highly desirable. 2. CQ2. 3. psc(j) is highly desirable.

Notes:

1. Candidates will need 36 months' Qualifying Sea Service prior to award of CQ1.

2. BRd 9940 details ship and air command examination and command qualification process.

Table 59A-3. Eligibility for RM Command

List of command assignments is at Appendix 59A-3.

Assignment	Board	Criteria
OF3 RM Sub-Unit and Subordinate Command	MCB1	1. **In Zone**. CPD +2 yrs to +5yrs (3 looks). 2. **Recommendation.** Recommended in at least one OJAR report for a Command Appointment at OF3. 3. **Previous MCB1 Grading**. Any officer receiving a 'C-grade' at a previous MCB1 will not be considered at any subsequent MCB1s. 4. **Deferral**. In exceptional circumstances, a deferral of presentation to the Board for 12mts may be approved by SO1 OCM RM. This will be based on Service requirements and not personal preference. The result will be an extension in zone. 5. **Preferences**. MCB1 candidates submit Command Appointment preferences to CM OF RM SO2A, they may opt to be considered for any SUC or for Shore SUC consideration only. 6. **Withdrawal**. An individual may elect not to be considered at a Board for which he is eligible. However, this will not extend their time in zone. 7. **RM Pilots and SF**. RM Pilots and RN SF officers who meet the above criteria remain eligible for consideration but will also be subject to consideration for command and staff assignments within their specialist areas.
OF4 RM Unit Command, RMR Command and Subordinate Command	MCB2	1. **In Zone**. RM OF4s of seniority +2yrs to +4yrs **on 30 Jun of the year of the Board** (3 looks). 2. **Experience.** ACSC or PSC(j) equivalent is desirable but not essential. Previous command at OF3 is highly desirable but not essential. 3. **Recommendation.** Recommended in at least one OJAR report for a Command Appointment at OF4. 4. **Previous MCB2 Grading**. Any officer receiving a 'C-grade' at a previous MCB2 will not be considered at any subsequent MCB2s. 5. **Deferral**. As for MCB1. 6. **Withdrawal**. As for MCB1. 7. **RM Pilots and SF**. As for MCB1. 8. RM Reserves who meet the same criteria as regular offrs, and who are volunteers, will be considered for RMR comd appointments.
OF5 RM Unit Command	FCAB	1. **Experience:** ACSC or PSC(j) equivalent is desirable but not essential. 2. **Recommendation:** Recommended for Command at OF5.

Note. *Guidance on when officers come into zone for consideration is given at Para 27 sub para d below.*

Table 59A-4. Eligibility for Air Command

List of command assignments is at Appendix 59A-1, and Sub-Unit Command assignments at Appendix 59A-2.

Assignment	Board	Criteria
OF3 Air Command and Executive Assignments	AASB1	- **Experience:** Have completed a minimum of 36 months in front-line aviation.). - **Currency:** Candidates should hold full currency according to specialisation, type or role within a complement assignment within the last 6 years (taken from the date of the relevant AASB). - **Qualifications**: CQ(A)1 and ICSC(M). Candidates should hold qualifications relevant to frontline squadrons (e.g. HWI/QWI/PWO(AV)) and will hold qualifications relevant to training squadrons (e.g. QHI/QOI/QFI). - **Recommendation:** Hold a current recommendation for an AASB1 assignment via most recent OJAR.
OF3 SATCO TAS Assignments	AASB1	- **Experience:** Must have previously been SATCO FOST, SATCO QEC, MATO SWK or DSATCO TAS. - **Qualifications**: ICSC(M). - **Recommendation:** Hold a current recommendation for an AASB1 assignment.
OF4 Squadron Command	AASB2	- **Experience:** Have completed a minimum of 48 months in front-line aviation.). Candidates should have previous Command or executive experience. - **Currency:** as AASB1. - **Qualifications**: CQ(A)2 and ICSC(M). Ideally should hold qualifications relevant to either frontline (e.g. HWI/QWI/PWO(AV)) and/or training (e.g. QHI/QOI/QFI) squadrons. psc(j) or a recommendation for ACSC. - **Recommendation:** Hold a current recommendation for AASB2 Air Command via most recent OJAR.
OF4 Force Command	AASB2	- **Experience:** Have completed a minimum of 48 months in front line aviation. Candidates should have previous Command or executive experience. - **Currency:** Have held an aviation related frontline or staff assignment within the last 5 years. - **Qualifications**: CQ(A)2 and ICSC(M). psc(j) or a recommendation for ACSC. - **Recommendation:** Hold a current recommendation for AASB2 Air Command via most recent OJAR.

(Continued)

Table 59A-4. Eligibility for Air Command (*Continued*)

Assignment	Board	Criteria
OF4 Commander Air Afloat	COMNA Selection'	- **Experience:** Have completed a minimum of 48 months in front line aviation. Candidates should have previous Command or executive experience. Candidates should hold the JPA Competency *Experience* | *QEC* | to at least Practitioner level. - **Currency:** Have held an aviation related frontline or staff assignment within the last 5 years. - **Qualifications**: CQ(A)2 and ICSC(M). psc(j) or a recommendation for ACSC. - **Recommendation:** Hold a current recommendation for AASB2 Air Command via most recent OJAR.

Note. *Where Air Executive or Command assignments are held at OF3 level, the AASB1 will select the Commanding Officer and Senior Pilot/Observer (including all positions of equivalence irrespective of terminology in use e.g. Executive Officer, as appropriate.*

Table 59A-5. Eligibility for Shore Command (Exploitation Group)

List of command assignments is at Appendix 59A-1.

Assignment	Board	Criteria
OF2 Sub-Unit OIC (DTXG / MTXG / HXG)	XGCSB1	- **Experience:** Minimum 18 months Qualifying Sea Service since achieving NWC. - **Qualification:** Navigation Watch Certificate (NWC), Bridge Warfare Qualification (BWQ), WAR126A[10]. DTXG positions also require DDS103[11] and HXG positions require HM100[12]. - **Recommendation:** Recommended for XG Unit Command by OF4 or higher.
OF3 DTXG / MTXG / HXG Squadron Command / HXG COS	XGCSB1	- **Experience:** Minimum 18 months Qualifying Sea Service since achieving NWC. - **Qualification:** CQ(XG) or CQ2, Navigation Watch Certificate (NWC), Bridge Warfare Qualification (BWQ). ICSC(M) or positive recommendation for course. Maritime Planning Officer or PWO qualification. DTXG positions also require DDS103 and HXG positions require HM103[13]. HXG COS also requires H Ch[14]. - **Recommendation:** Recommended for Sea Command in most recent OJAR.

(*Continued*)

[10] PNO theory course.
[11] Minewarfare and Clearance Diving Officer Diving Phase (DDS 103) & 0808 RN Advanced Underwater EOD (Officers & SNCOs).
[12] Basic Hydrography Course.
[13] H Officer Advanced Survey.
[14] Hydrographic Charge.

Table 59A-5. Eligibility for Shore Command (Exploitation Group) (*Continued*)

Assignment	Board	Criteria
OF4 DTXG / MTXG / HXG Group Command	XGCSB2	- **Experience:** Commanded at OF3. - **Qualification:** CQ(XG) or CQ2, Navigation Watch Certificate (NWC), Bridge Warfare Qualification (BWQ). DTXG Command also requires DDS103 and HXG Command requires both HM103 and H Ch. - **Recommendation:** Recommended for OF4 Sea Command from OF3 command assignment (SASB1 or XGCSB1).

Table 59A-6. Eligibility for Professional Command (Engineer)

List of PC(E) assignments is at Appendix 59A-2

Assignment	Board	Criteria
OF3 AE	PCSB(E)	- **Experience:** Substantive OF-3 (on the day of the PCSB) - **Availability:** As per Para 30e. Not within final 3 years of Service at the time of the PCSB sitting. - **Qualifications**: As at 1 Oct prior to the PCSB, hold the JPA competences of: Officers (General)|Air Engineering Offrs Cert Of Competency|Navy| And either Engineering | Incorporated Engineer – IEng|Joint| or Engineering|Chartered Engineer – CEng|Joint|. - **Recommendation:** Hold a positive recommendation for Prof Comd in the most recent OJAR.
OF3 MEGS	PCSB(E)	- **Experience**: Substantive or selected OF-3 (on the day of the PCSB). - **Availability**: As per Para 30e. Not within final 3 years of Service at the time of the PCSB sitting. - **Qualifications**: Hold the JPA Competence of Professional|Marine Engineer Charge Qualification (MCQ)|Navy|[15]. - **Recommendation**: Recommended for OF3 Professional Command in the most recent OJAR.

(*Continued*)

[15] Sea Assignments only.

Table 59A-6. Eligibility for Professional Command (Engineer) (*Continued*)

Assignment	Board	Criteria
OF3 MESM (NRPM and/or MEO)	PCSB(E)	- **Experience**: Substantive or selected OF3 on the day of the PCSB. - **Availability**: As per Para 30e. Not within final 3 years of Service at the time of the PCSB sitting. - **Qualifications**: Hold both the following JPA Competences: Professional| MCQ(MESM) Charge Qualification|Navy| Professional| SM Lt Recommended for DMEO|Navy| and from 1 Jan 27, hold one of the two JPA competencies of: IEng – Engineering|Incorporated Engineer - IEng|Joint| or CEng - Engineering|Chartered Engineer - CEng|Joint| - **Recommendation**: Recommended for OF3 Professional Command in the most recent OJAR.
OF3 WEGS	PCSB(E)	- **Experience**: Substantive or selected OF-3 (on the day of the PCSB). - **Availability**: As per Para 30e. Not within final 3 years of Service at the time of the PCSB sitting. - **Qualifications**: Hold the JPA Competence of Professional|Weapon Engineer Charge Qualification (WCQ)|Navy|[16]. - **Recommendation**: Recommended for OF3 Professional Command in the most recent OJAR.
OF3 WESM	PCSB(E)	- **Experience**: Substantive or selected OF-3 (on the day of the PCSB). - **Availability**: As per Para 30e. Not within final 3 years of Service at the time of the PCSB sitting. - **Qualifications**: Hold the JPA Competency; Officers (General)|Weapon Engineer (Submarine) Charge Qualification|Navy|. - **Recommendation**: Recommended for OF3 Professional Command.
OF4 MEGS, WEGS, WESM	PCSB(E)	- **Experience**: Substantive or selected OF-4 (on the day of the PCSB) and hold JPA Competence CMS|12 Months OF3 Engineer Professional Command|Navy. - **Availability**: As per Para 30e. Not within final 3 years of Service at the time of the PCSB sitting. - **Recommendation**: Recommended for OF4 Professional Command.

(*Continued*)

[16] Sea Assignments only.

Table 59A-6. Eligibility for Professional Command (Engineer) (*Continued*)

Assignment	Board	Criteria
OF4 AE, MESM	PCSB(E)	- **Experience:** Substantive or selected OF-4 (on the day of the PCSB) and hold JPA Competence -**Availability:** As per Para 30e. Not within final 3 years of Service at the time of the PCSB sitting. - **Qualifications:** Hold both the following JPA Competences: CMS|12 Months OF3 Engineer Professional Command|Navy Engineering | Chartered Engineer – CEng|Joint|[18] - **Recommendation:** Recommended for OF4 Professional Command in most recent OJAR.

Table 59A-7. Eligibility for Professional Command (Logistics)

List of PC(L) assignments is at Appendix 59A-2.

Assignment	Board	Criteria
OF3	PCSB(L)	- **Experience**: Substantive or selected OF3 having completed one seagoing assignment. Have not completed PC(L) role in current rank - **Qualifications:** Have passed the Logistics Professional Command Board holding the competency CMS|LPCB (LOGISTICS PROFESSIONAL COMMAND BOARD)|Navy| - **Availability:** Candidates must be available to attend ALOC within the next training year (i.e. have not submitted request for early termination or be undertaking Barrister training). Candidates must have at least 5 years to serve on their current engagement (time for 2 assignments post PC(L) assignment. Candidates must be on an FCS commission or be a volunteer for transfer. **Recommendation:** Hold a positive recommendation for Prof Comd in the most recent OJAR
OF4	PCSB(L)	- **Experience:** Substantive OF-4 with a maximum 5 years seniority (taken on the date of the relevant PCSB). Have not completed PC(L) role in current rank. **- Availability**: Candidates must have at least 5 years to serve on their current engagement. Volunteer status should be expressed to the SO1 Logs CM. - **Recommendations:** Hold a positive recommendation for Prof Comd in the most recent OJAR and have at least one report in OF4 rank.

[18] For MESM, this requirement may be considered for waiver out of operational necessity by application to CSO(E) via FMEO(SM).

Table 58A-8. Eligibility for Professional Command (Medical)

List of Professional Command (Med) assignments is held by UCM CMs

Assignment	Board	Criteria
OF4	PCSB(M)	- **Experience:** Have successful command or relevant Staff experience and broad DMS experience at OF3. Displaying potential for promotion to OF5. Boards should consider that different sub-branches have different career paths at OF2-3 and that will be reflected in reporting. - **Recommendations:** Hold a positive recommendation for Shore Command in the most recent OJAR. - psc(j) or at least high recommendation for ACSC - Serving on an FCS - Yes or above for 1-up (OF5) promotion

Table 59A-9. Eligibility for Intelligence Shore Command (From Apr 2026)

List of Int Command assignments is at Appendices 59A-1 and 59A-2.

Assignment	Board	Criteria
OF3 Int Sub-Unit Command	Int MCB1	- **Experience**: Completed a minimum of two operational intelligence tours (minimum 18 months) at OF3 level[19]. JMIC qualified. - **Recommendation**: Recommended for military command. Achieved ICSC(M) or recommended for further staff training.
OF4 Int Unit Command	Int MCB2	- **Experience**: Completed a minimum of one OF4 intelligence tour (minimum 18 months). JMIC qualified. Previous sub-unit command highly desirable. - **Recommendation**: Recommended for military command. Achieved PSC(j) or foreign equivalent or recommended for further staff training.

10. Board Adviser

The appropriate officer from Career Management will act as the Board Adviser. Their role is to provide an initial briefing to cover the following: the selection target and any branch and specialisation considerations; relevant assigning factors such as continuity of reporting; and the career management perspective.

11. Board Composition

Whilst the composition of individual boards is detailed below, the individual members should not be from a role which reports directly to the Board President. Where possible, the board should include both male and female voting members.

[19] An operational intelligence tour is defined as being appointed to a core, liability intelligence position career managed by OCMXINT.

12. Board evidence

Boards will be provided with a Boarding File that includes some or all of the following types of evidence to support decision-making.

a. **Official Record.** The Official Record[20], often referred to as the selection file, is a folder containing all Annual Reports, other reports and admissible documentation on an officer for consideration by selection boards.

b. **Profile (CV) Sheet.** A summary of the candidate's military career.

c. **Profession-Specific Readiness Reports.** Where required by professions, additional readiness reports will be included. This may include Command Competency Framework (CCF) reports or reports from qualification boards.

13. Board Grading

Unless otherwise detailed in the Board guidance in Section 2, Command boards will apply a grading to each candidate as follows:

a. **List A.** Selected to the Pool for Sea/Military Command.

b. **List B.** Not selected this time but subject to further review at future boards.

c. **List C.** Not selected for Command assignments or further review in current rank[21]. Officers who have previously graded C may, in exceptional circumstances, be reconsidered by future Command Boards should the needs of the Service change and/or the individual's demonstration of Merit change significantly, as identified by the relevant CM.

14. Pool Selection

The initial consideration of eligible candidates by Selection Boards will focus purely on pool selection, based solely upon merit for command as evidenced in an individual's selection file. The relevant Career Manager (CM) will articulate the requirement (i.e. pre-determined command roles to be filled over the next 18 months, plus an additional allowance to ensure the pool has enough to allow flexibility for the CM).

15. Assignment

The process for subsequent assignment of officers selected to the pool will be as follows:

a. **Develop Assignment Recommendations**. On completion of the command board, the relevant CM will be presented with a pool of selectees, in order of merit, available for assignment across the pre-determined command roles. The CM will then be afforded time[22] prior to the Command Assignment Stakeholder Engagement, to determine recommendations for optimal command assignment outcomes, recognising other career management factors including individual preferences, longer-term career trajectory factors and any geographic and domestic considerations.

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[20] This is the same as the Official Record used for promotion boards (see para 6614)
[21] List C candidates are only list C for that particular category of Command and may remain eligible for Command assignments in a different category.
[22] Two weeks set as a realistic maximum.

b. **Command Assignment Stakeholder Engagement**. Having identified the right people for the right jobs, CMs will engage with employers and other stakeholders as part of the nomination process.

c. **Head of Specialisation Endorsement**. The final phase would see the ratified list of command assignments passed to the respective Head of Specialisation (HoS) for final endorsement[23]. This phase will offer HoS the opportunity to discuss and raise any concerns which may necessitate additional stakeholder engagement prior to HoS endorsement[24]. For SASB2, AASB2 and MCB2, the CM will use the HoS endorsement for final approval from the Fleet Comd and for FCAB, Hd SOCTM will seek endorsement from Fleet Comd with final approval from 1SL. Prior to assignment orders being issued, individuals will be informed of the outcome by the relevant CM with congratulatory messages being sent by HoS as necessary.

16. Refusal

a. As stated in para 5904, Service Personnel are not permitted to select or decline assignments, due consideration is given to personal wishes before deciding on a particular assignment. If an officer does not wish to be considered for Command, they should inform their CM in writing. This request will be balanced against the Service needs.

b. Officers who, following selection for a command assignment, refuse their allocated assignment will be deselected and will not be considered at the next SASB/AASB/PCSB or MCB selection board following refusal. Officers will be presented to the command selection boards thereafter providing they continue to meet the eligibility criteria. Officers who are not extracted from the selection pool will need to re-compete at the next SASB/AASB/PCSB or MCB unless exceptional circumstances warrant an extension to their selection.

c. For SASB2, the currency requirement for command is time related so any refusal, regardless of reason, will cause a corresponding reduction in command “shots”. For AASB2 and MCB2 a refusal will cause a corresponding reduction of command “shots” unless caused by exceptional circumstances detailed in Para B.

17. Board Records

The outcome from each Board will be a formal record of the candidates presented to the Board and the grading awarded to each candidate. This will be held electronically by PROMS.

18. Promulgation

a. The Officers’ Boarding programme is published on the Royal Navy Workforce Appraisals and Career Progression Team site[25] (sharepoint.com).

[23] COMSURFLOT, Dep Dir NAvn and Logs/Eng equivalent; for RM – where DCGRM is Head of Profession – DCGRM will endorse.
[24] Dir P&T will adjudicate on any disagreement.
[25] https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/Promotions.aspx

b. The results of the selection process will be promulgated in SCIO and the My Navy app.

c. The pool selection notification will be published on SharePoint on the Monday following the Board.

SECTION 2 - SPECIFIC SELECTION BOARD PROCEDURES

19. Small Vessel Command

a. **Zone Criteria.** The Service Requirement can be met from officers across the OF 1/2 seniority range. Candidates may be presented to the Board when they are forecast to have accrued 18 months QSS or more by the time they are due to assume Command.

b. **Evidence.** The following reports will be presented in a candidate's file (see para 12):

(1) Profile sheet.

(2) Official Record.

(3) Command Competency Framework (CCF) report with appropriate Flotilla or 3RO recommendation. CCFs from previous SVC selections shall be retained for subsequent consideration.

c. **Board Composition.**

Chair	Capt PUXD
Board Member	Navy Command OF4
Board Member	Non-Navy Command OF4
Board Member	Dir P&T Warfare OF4
Board Adviser	CM OF WAR JWO
Board Secretary	PROMS BSX

d. **Nomination Process.** Eligible candidates are nominated by Commanding Officers by raising a CCF report. The CCF is submitted via Squadron and Flotilla staff to the appropriate OF5, e.g. Capt PUXD/SS(E)/SS(W)/Capt SM, and, if endorsed, forwarded to the Board Advisor. Career Managers will provide advice to Commanding Officers and members of their plot on the optimum time within their career for a Subject Officer to be presented.

20. SMCC Selection

a. **Zone Criteria.** All eligible candidates who are volunteers for consideration will be presented. Candidates who meet the necessary criteria will remain eligible unless no longer considered suitable for SMCC selection.

b. **Evidence.** The following reports will be presented in a candidate's file (see para 12):

(1) Profile sheet.

(2) Official Record.

(3) All Command Competency Framework (CCF) reports.

c. **Board Composition.**

Chair	Warfare Non-SM OF5
Board Member	Capt SM
Board Member	FOST Capt SM
Board Member	DACOS SM
Board Adviser	CM OF XSM SO2
Board Secretary	PROMS BSX

21. SASB1

a. **Zone Criteria.** All eligible candidates who are volunteers for consideration will be presented. Career Managers will advise individual officers on the optimum timing of their presentation. Candidates who meet the necessary criteria will remain eligible unless placed on the C list by a previous Board.

b. **Evidence.** The following reports will be presented in a candidate's file (see para 12):

(1) Profile sheet.

(2) Official Record.

(3) Command Competency Framework (CCF) reports.

c. Board Composition.

Chair	COMSURFLOT
Board Member	Warfare OF5
Board Member	Non-Warfare OF5
Board Member	Dir P&T Warfare OF5
Board Adviser	CM OF WAR SO1
Board Secretary	PROMS BSX

22. AASB1

a. **Zone Criteria.** All eligible candidates who are volunteers for consideration will be presented. Career Managers will advise individual officers on the optimum timing of their presentation. Candidates who meet the necessary criteria will remain eligible unless placed on the C list by a previous Board.

b. **Evidence.** The following reports will be presented in a candidate's file (see para 12):

(1) Profile sheet.

(2) Official Record.

c. **Board Composition.**

Chair	DDirNAvn /FAA 1*
Board Member	FAA OF5
Board Member	Non-FAA OF5
Board Adviser	CM OF AIR SO1
Board Secretary	PROMS BSX

23. Exploitation Group Command Selection Board (XGCSB1/2)

a. **Zone Criteria.** Candidates will be presented to the Board when eligible and a volunteer, but no time constraint will be applied either to their subsequent review or to the final opportunity for review; candidature will continue provided an officer's currency and experience profile meets the eligibility criteria and not placed on the C list by a previous Board.

b. **Evidence.** The following reports will be presented in a candidate's file (see para 12):

(1) Profile sheet.

(2) Official Record.

(3) Command Competency Framework report (OF3 command selections only).

c. **Board Composition.**

	XGCSB1	XGCSB2
Chair	Capt PUXD	COMSURFLOT
Board Member	Navy Command OF4	Navy Command OF5
Board Member	Non-Navy Command OF4	Non-Navy Command OF5
Board Member	Dir P&T Warfare OF4	Dir P&T Warfare OF5
Board Adviser	CM OF WAR MCDO SO2	CM OF WAR SO1X
Board Secretary	PROMS BSX	PROMS BSX

d. **OF2 OIC Designate Course requirements.** Following selection for OIC positions by XGCSB1, successful candidates will be assigned to the OIC Designate Course. The following Ship Command Examinations (SCE) must be passed prior to attendance:

(1) SCE Navigation 1 – Rule of the Road.

(2) SCE Navigation 2 – General Navigation.

(3) SCE HM 1 – Basic Meteorology.

(4) SCE Seamanship.

24. INT Military Command Board

a. **Zone Criteria**. Candidates will be presented to the Board when eligible and a volunteer, but no time constraint will be applied either to their subsequent review or to the final opportunity for review; candidature will continue provided an officer's currency and experience profile meets the eligibility criteria and not placed on the C list by a previous Board.

b. **Evidence.** The following reports will be presented in a candidate's file (see para 12):

(1) Profile sheet.

(2) Official Record.

(3) Letters of Commendation or Censure

c. **Board Composition.**

	Int MCB1	Int MCB2
Chair	DACOS N2	Dir OAC
Board Member	Navy Command OF4	DACOS N2
Board Member	Dir P&T Warfare OF4	Dir P&T Warfare OF5
Board Adviser	CM OF WAR INT SO2	CM OF WAR SO1X
Board Secretary	PROMS BSX	PROMS BSX

25. SASB2

a. **Zone Criteria.** Warfare officers will be considered on selection for promotion to OF4. In view of currency requirements, candidates graded List B will be reviewed annually from the 'Review Pool' in the following years, but officers will revert to list 'C' after 4 years from selection for promotion to OF4, unless selected or otherwise becoming ineligible. Those who fail to meet the currency or experience requirements outlined above may be placed in List C at their first or subsequent Boards. There is no quota of sea commands for newly selected officers', and all candidates are in competition with each other for the available commands.

b. **Requirement.** The requirement for the number of sea command selections is driven by the availability of surface and SM commands during the period of approximately 2 years after SASB2. The figure is kept under review by DDPD and the Board advised accordingly.

c. **Evidence.** The evidence presented as the same as at SASB1 (para 21.b).

d. **Board Composition.**

	PSB	FSB
Chair	Navy Command OF6	CSF
Board Member	Non-Navy Command OF5 (See Note)	COMOPS
Board Member	Navy Command OF5 (SF)	Nominated 2*
Board Member	Navy Command OF5 (SM)	COMSUBFLOT
Board Member		COMSURFLOT
Board Adviser	CM OF WAR SO1	CM OF WAR SO1
Board Secretary	PROMS BSX	PROMS BSX

Note. With Sea Command experience as an OF4.

e. **Board Procedure - SASB2.** The SASB2 consists of a Preliminary and a Final Selection Board and both will normally precede the equivalent parts of the AASB2. Prior to the PSB the Warfare Branch Secretary will carry out a pre-board sift in order to reduce the PSB's workload. The sift is audited. The PSB will carry out the following actions:

(1) Prior to the board, read the Officers' Records of newly selected officers and those officers due for review and, guided by the selection factors and the eligibility criteria, grade them as A, B or C (an A Candidate is an officer who shows distinct potential to succeed in Command now).

(2) Review in-session the aggregate order of merit (OOM) generated by individual members' votes.

(3) Finalise the list of A candidates to be placed in seniority order before the FSB and to record formally the candidates graded as List B and C. The number of As should be approximately twice the number of available Commands.

f. **Board Procedure - FSB.** The FSB will read the files of the A candidates selected by the PSB and, guided by the selection factors and the eligibility criteria, will select a number of candidates, equivalent to the number of Commands available, to be placed on List A. The remaining candidates will be graded either List B or C. The FSB may consider selecting a reserve, or reserves, as advised by the Board Adviser but the reserve will remain a List B candidate.

g. Post the SASB2 FSB, the CM will draft provisional allocations of List A officers to available units. Provisional allocations are to be circulated electronically to RASS/RASM Board members for comment before being presented to RASS/RASM. RASM and RASS will call on the Fleet Commander to seek approval of the proposed assignments. Once approved, command chains and individuals will be informed by their Career Managers of the respective allocations. The process should take a maximum of 10 working days from FSB to JPA action.

h. Post Fleet Commander's approval, Cdr X will collate a final list of all approved SASB2 Command nominations and forward to SASB FSB members for information. This will also precipitate assignment action where necessary.

i. **Second Sea Command Assignments.** All Warfare Commanders who have completed one sea command assignment and who have achieved the appropriate recommendations from that assignment are eligible for consideration for a second sea command assignment. This is a Career Management process and these officers are not reconsidered by the SASB2. They are identified and assigned by Cdr X/Cdr Air. The posts are detailed at Appendix 1 to Annex 59A.

j. **Exceptional Reviews.** An officer can be reviewed after having been graded List C, however this will only be in exceptional circumstances and a formal Appraisal Report has to be raised with a Navy Board member's specific endorsement. The candidate would normally have to meet the currency criteria.

26. AASB2

a. **Zone Criteria.** As for AASB1 (see Para 22.a). No distinction is made between an individual's Service (Royal Navy or Royal Marines), specialisation (Pilot, Observer or occasionally Air Engineer (Pilot or Observer)) or aircraft type beyond those specified or desirable within the Terms of Reference for the assignment in question.

b. **Evidence.** The evidence presented is the same as at AASB1 (para 22.b).

c. **Board Composition.**

	PSB	FSB
Chair	FAA OF6	Navy FGen-Dir
Board Member	FAA OF5 (Notes 1 and 2)	COMOPS
Board Member	FAA OF5 (Notes 1 and 2)	Nominated 2*
Board Member	FAA OF5 (Notes 1 and 2)	
Board Adviser	CM OF AIR SO1	CM OF AIR SO1
Board Secretary	PROMS BSX	PROMS BSX

Notes:

1. With Command Experience at OF4.

2. A mix of experience is desirable, to include FW, RW and CHF.

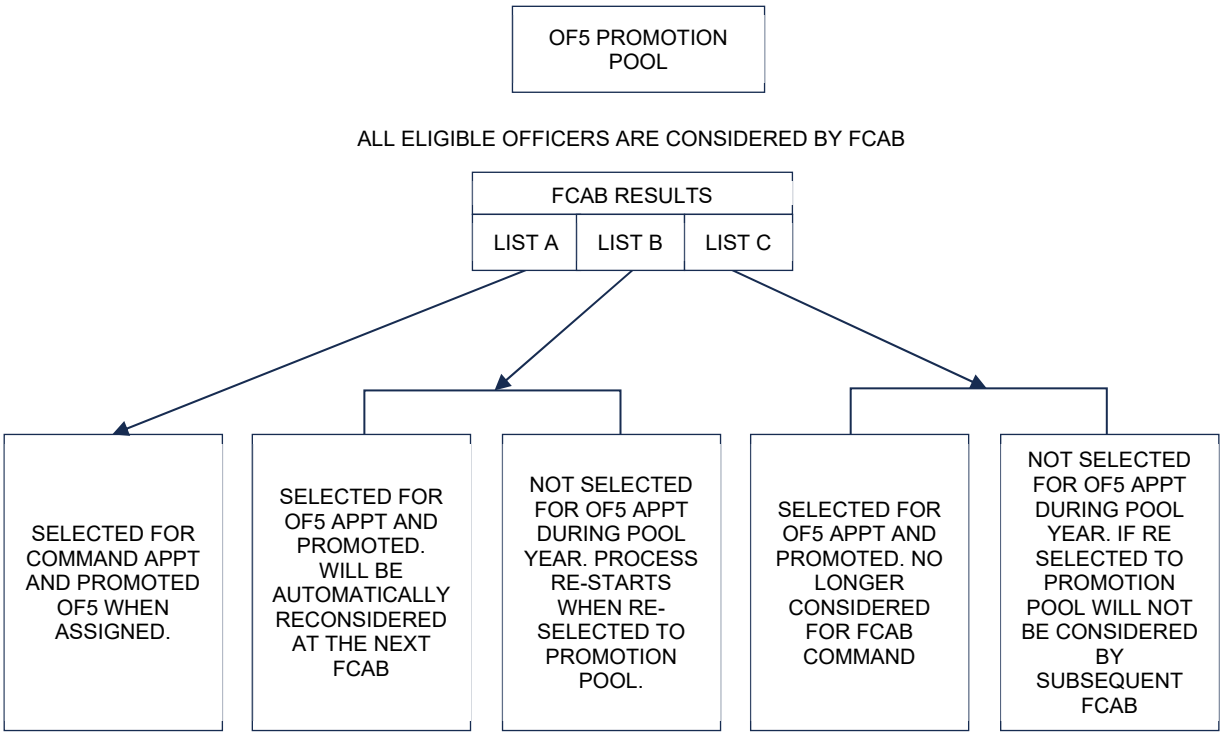
d. **Board Procedure.** Similar to SASB2 (Para 25.e/f), however the PSB may consider the candidates by command type dependent on the numbers of both candidates and available assignments. Post FSB, RAFAA will consult with AOC 1 Group[26] thereafter seeking endorsement from the Fleet Commander of proposed Command assignments. Post Fleet Commander's approval, assignments will be promulgated thereafter.

27. FCAB

a. **Zone Criteria.** FCAB selects officers to the OF5 and 6 operational Commands detailed at Appendices 1-3 to Annex 59A, regardless of specialisation or whether the Command is seagoing or not. Officers will be considered for selection for a Command for their first tour on promotion and, to afford the maximum flexibility and to appoint the very best candidates available at any given time, it is not intended to mandate a limit to the number of reviews an individual should receive but a maximum of 2 or 3 is likely before currency requirements intervene. Officers selected into the OF5 Promotion Pool will be eligible for consideration for OF5 Command. The following diagram represents the relationship between FCAB and the Pool Promotion process:

[26] Only for following Squadrons 17(R) Sqn, 207 Sqn, 617 Sqn and 809 NAS.

Figure 59A-1. FCAB Pool Promotion Process



b. **Evidence.** The following reports will be presented in a candidate's file (see para 12 and FSOAB instructions at Chapter 60 Section 4):

(1) Profile sheet.

(2) Official Record.

(3) Personal Statement.

(4) Psychometric assessment report dated within the last 5 years.

c. **Board Composition.**

	FCAB (see note)
Chair	Fleet Commander
Board Member	CSF
Board Member	COMOPS
Board Member	Nominated 2*
Board Adviser	Hd SOCTM
Board Secretary	NA / Hd SOCTM

Note. *Board membership will include both Male and Female Officers if possible.*

d. **Board Procedure.** Similar to SASB2 (Para 25.e/f), but the prime determinant for OF5 selection for operational command is 'Warfighting', supported by the standard factors at Para 7. The FCAB FSB may sit concurrently with the SASB2 FSB to provide an opportunity to veer and haul Command assignments between OF4 and OF5 Command if required.

28. RM Command Selection

a. The selection of RM officers for OF3 and OF4 operational and shore command assignments will be achieved through a series of Boards: Military Command Board 1 (MCB1) at OF3-level and Military Command Board 2 (MCB2) at OF4-level. RM OF5 Command appointments are selected by MCB3 as advised by the Naval Assistant.

b. The following should be noted:

(1) RM Pilots and SF officers remain eligible for consideration at all of these Selection Boards (providing they are eligible) but will also be subject to consideration for command and staff assignments within their specialist areas through processes detailed elsewhere.

(2) RM Reserves who meet the same criteria as regular officers, and who are volunteers, will be considered for RMR Command appointments.

(3) Selection of the Commanding Officer for MAB6 is the responsibility of the MAB Command Board, chaired by Director Special Forces (DSF), who will consult with CGRM to ensure that the RN interest and officer career management issues are taken into account. Once CO MAB6 has been selected, HQ DSF will inform the Fleet Commander. The MAB Command Board considers all SF commands that will become available in the period approximately 12 months after the Board. Suitably qualified RM officers remain eligible for all SF commands, including CO MAB6, CO MAB8, CO MAB3/4(V), CO MAB1. Officers will come into zone for selection between 1-4 years seniority when the Command is due to become available. Officers selected to command MAB6 will not be considered for other OF4 RM commands.

(4) Selection for MAB sub-unit command (MAB2 / 6 / 8) is the responsibility of the MAB OF3 Sub-unit Command Board, chaired by DDSF. The MAB OF3 Sub-unit Command Board normally sits in September and considers all MAB commands that will become available in the period approximately 12 months after the Board. Suitably qualified RM officers remain eligible for all MAB commands. Officers will come into zone for selection between 2-4 years seniority in the year in which the Board is convened. Officers selected for MAB sub-unit command will not be considered for other OF3 RM commands.

c. Each MCB will be guided in their selections by consideration of the following criteria:

(1) **Command and Leadership Skills.** The ability to lead Marines in war and peace, and possession of the mental and physical robustness to withstand the strains of command.

(2) **Professional Skill.** The professional knowledge, ability and experience commensurate with the demands of command at the appropriate level.

(3) **Merit.** Merit is an inherent factor in the selection process in order that the opportunities presented by command are used to ensure that officers with the appropriate reach and potential for promotion gain the requisite experience.

d. **Eligibility.** Candidates will be considered eligible for consideration at MCB as follows:

(1) **OF3s and OF4s (MCB1/2).** As per the criteria in Table 59A-3.

(2) **OF5s.** Officers will come into zone for consideration for OF5 Command when they are selected for the OF5 Promotion Pool. Selections for OF5 Command are made by FCAB (operational commands) or FSOAB (training/support commands). These processes are managed by the Naval Assistant.

e. **Timings.** Each year, MCB1 will sit no later than November for assignments the following year. MCB2 will sit no later than March for assignments that year.

f. **MCB Membership.** Membership of respective MCBs is detailed below:

	MCB1	MCB2 – FSB
Chair	DCGRM or nominated 1*	CGRM or nominated 2*
Board Member	RM OF5	Selected RN 2*
Board Member	RN OF5	Selected other TLB 2*
Board Adviser	OCM RM SO2A	OCM SO1 RM
Board Secretary	PROMS BSR	PROMS BSR

g. **Grading.** Individual officers considered at MCBs will be placed in the following categories:

(1) **Category A.** ‘A’ grade officers (scoring a grade of A9-1 across all board members) will be placed in the Command Pool for consideration for forthcoming command opportunities.

(2) **Category B.** Officers who have been graded B+ or B and therefore not been selected for command at this time will remain as ’review candidates’ until they are selected for command, pass out of zone for command selection, are deemed no longer worthy of serious contention for command, or do not wish to command.

(3) **Category C.** Officers graded C are deemed unsuitable for command at their current rank.

h. **MCB Process.**

(1) **MCB1.** Board Members will read the Official Records (OR) (see Note 1) of all eligible officers out-of-session and grade them on a scale of A9 to 1, B or C in relation to the criteria given at Para 28.g above. In-session, scores of all the Board members will be aggregated and candidates placed in an Order Of Merit (OOM) (see Note 2). The OOM is then considered and agreed. Candidates graded as list A are selected to the Command Pool for that year. There is no fixed number for the size of the Command Pool, however as a guideline 1.5 times the requirement is generally appropriate. Additionally, a separate MAuN will be included for SQEP candidates for Logistics Commands with the same guideline of 1.5 times the requirement as for the main Command Pool.

Notes:

1. The evidence provided to the board includes (see para 12):

a. Official Record. OJARs dating back 6 years, OJARs from OF2/3 Command appointments, ICSC reports and career course reports will be included in the Official Record.

b. Profile sheet.

2. To avoid serious discrepancy in grading between Board members, the Adviser will bring to the attention of the Board any case where there is a disparity of more than 2 scored points. The Members concerned will be asked to resolve their grades to a maximum disparity of 2 points.

(2) **MCB2.** Board Members will read the ORs (see Note) out-of-session and vote individually on each of the candidates using the voting categories of A9 to 1, B or C, as per MCB1. In-session, votes are totalled and candidates placed in an OOM. The OOM is considered and agreed. The top candidates in the OOM equivalent to the number of command assignments available are placed in the OF4 Command Pool (List A). There is no fixed number for the size of the Command Pool, however as a guideline 1.5 times the requirement is generally appropriate. The remainder of the candidates are placed in List B or List C.

Note. *The evidence provided to the board includes (see para 12):*

a. Official Record. OJARs dating back to substantive promotion to Maj, ICSC and ACSC reports where applicable (or overseas equivalents) will be included in the Official Record.

b. Profile sheet.

i. **Assignment Allocation and Approval.** Following selection into the MCB1 Command Pool, DCGRM (Head of RM Profession) or a delegated RM OF6 will chair a Command Assignment Panel (CAP) which will allocate officers to the available commands, advised by OCM RM SO2A. For the MCB2 Command Pool, DCGRM will chair a CAP supported by Comd CF, Comdt CTCRM and Col RMR which will allocate officers to the Operational and Shore Commands, advised by SO1 RM; these nominations will then be approved by Fleet Commander and Dir P&T respectively.

j. **Promulgation of Results.** On completion of the MCB process, names of those officers selected to the OF3 and OF4 Command Pool will be be published on the RN Promotions SharePoint and the board results are promulgated to individuals on SCIO . OF3s allocated to a Command by the CAP will be informed by OCM RM SO2A. OF4s allocated to a Command by the CAP will be informed by DCGRM. All officers not selected for a command at the CAP will be notified by their Career Manager.

29. Career Field Command Selection Board (CFCSB)

a. **Applicability.** Any assignment that is designated as a Command Assignment and which appears on the Career Field list will require selection through the CFCSB. This is likely to include most SO1 Shore Command assignments and some subordinate Command assignments.

b. **Zone Criteria.** There are no zones for CFCSB assignments.

c. **Candidate Selection.** CMs are responsible for nominating suitable individuals who meet the requirements of the relevant job spec and the desired qualities outlined in Para 7 above. Unless previously agreed, each CM should nominate no more than one candidate.

d. **Evidence.** SO1 CF Delivery will promulgate the following candidate information to board members, prior to the CCSB:

(1) CV Sheet.

(2) Official Record.

e. **Board Composition.**

CFCSB Composition		Notes
Chairperson	SO1 CF DELIVERY	
And a minimum of any 2 from:		
Board Member	CM OF WAR SO1	
Board Member	CM OF AIR SO1	
Board Member	CM OF ENG SO1	Any from AE, ME, WE, ESM or TM
Board Member	CM OF LOGS SO1	
Board Member	CM OF RM SO1	
Board Member	CM RES SO1	
Board Secretary	SO1 CF DELIVERY	

f. **Board Procedure.** Nominees will be proposed by their CMs and Board Members will score candidates for their suitability against the TOR and Command. The highest scoring candidate will be selected for the Assignment. Where appropriate, SO1 CF Delivery may need to consult with the employer to understand any local considerations. Contentious issues should be referred to Hd Career Management as required.

g. **Promulgation of Results.** On completion of the CFCSB, SO1 CF Delivery will inform NAVSEC of the selection. On acknowledgement from NAVSEC, it is the responsibility of the nominating CM to inform their candidate(s) of the outcome, and to nominate to the potential future employer. SO1 CF Delivery will update all records and SCIO notes as a formal Record of Decisions.

30. FSOAB

Full details of the FSOAB process can be found in Chapter 60 Section 4.

31. Professional Command (Engineering)

a. **Zone Criteria**. The Service Requirement can be met from officers across the seniority range of the rank pertaining to that assignment.

b. **Evidence.** The following reports will be presented in a candidate's file:

(1) Profile sheet.

(2) Official Record.

c. **Board Composition.**

	OF3 PCSB	OF4 PCSB
Chair	Profession OF5	Profession OF6
Board Member	Profession OF4	Profession OF5
Board Member	Independent OF4	Independent OF5
Board Adviser (non-voting)	Relevant CM ENG SO1	Relevant CM ENG SO1
Board Secretary	PROMS BSE	PROMS BSE

d. **Board Grading.** Subordinate Command boards (Professional, Support, Training, Sub-Unit command) will apply a grading to each candidate as follows unless specified otherwise in the board guidance:

(1) **A.** Officers who, in comparison their peers, are assessed as suitable to undertake a PC role and ready for consideration by the relevant CM for forthcoming PC(E) assignments.

(2) **B.** Not selected for PC at this time. Will remain as 'review candidates' until they are graded A, pass out of zone for selection, or are graded C.

(4) **C.** Not selected for PC(E) assignments or further review in current rank.

e. **Timings.** CMs have the discretion to extend the period covered by PCSB selection to meet the requirements of the Service and/or take exceptional and/or personal circumstances into account.

f. **Eligibility.** The PCSBs will review all candidates who:

(1) Are not in, or have not completed, PC(E) roles, in current rank, and meet the competence requirements detailed in Table 59A-6. In exceptional circumstances, dictated by the needs of the Service, an individual may be selected to conduct an additional PC(E) role.

(2) Have not submitted notice.

(3) Are not within the final 3 years of Service at the time of the PCSB sitting.

(4) Have not commenced a LFS assignment within the last 18 months.

31. Professional Command (Logistics)

a. **Zone Criteria**. The Service Requirement can be met from officers across the OF3 seniority range and for OF4s up to 5 years seniority.

b. **Evidence.** The following reports will be presented in a candidate's file:

(1) Profile sheet.

(2) Official Record.

c. **Board Composition.**

	OF3 PCSB	OF4 PCSB
Chair	Profession OF5	Profession OF6
Board Member	Profession OF4	Profession OF5
Board Member	Independent OF4	Independent OF5
Board Adviser (non-voting)	CM LOG SO1	CM LOG SO1
Board Secretary	PROMS BSR	PROMS BSR

d. **Board Grading.** Subordinate Command boards (Professional, Support, Training, Sub-Unit command) will apply a grading to each candidate as follows unless specified otherwise in the board guidance:

(1) **A.** Officers who, in comparison with their peers, are assessed as suitable to undertake a PC role and ready for consideration by the relevant CM for forthcoming PC(L) assignments.

(2) **B.** Not selected for PC at this time. Will remain as 'review candidates' until they are graded A, pass out of zone for selection, or are graded C

(3) **C.** Not selected for PC(L) assignments or further review in current rank.[SC1][VF2]

e. **Timings.** CMs have the discretion to extend the period covered by PCSB selection to meet the requirements of the Service and/or take exceptional and/or personal circumstances into account.

f. **Eligibility.** The PCSB will review all candidates who:

(1) Are not in, or have not completed, PC(L) roles, in current rank, and meet the additional Branch-specific criteria laid down in Table 59A-7. In exceptional circumstances, dictated by the needs of the Service, an individual may be selected to conduct an additional PC(L) role.

(2) Have not submitted notice.

(3) Are not within the final 5 years of Service at the time of the PCSB sitting.

(4) Have not commenced a LFS assignment within the last 24 months.

g. **Refusal.** Individuals selected at the board who do not wish to be appointed to PC(L) assignments, through personal choice, will not be eligible at the subsequent board unless a compelling case to prevent exclusion has been accepted (see para 16). Such applications should be made through the individual's Career Manager for consideration by the Selection Board Chair. Irrespective of personal preferences, all individuals selected are eligible for assignment to any PC(L) position in accordance with Service requirement.

APPENDIX 1 TO ANNEX 59A

RN COMMAND ASSIGNMENTS

RM Commands, Sub-Unit Commands and Subordinate Commands are in Appendix 3

	Branch	Selection	Total	See Note	Operational	Training/Support
OF2 COMMANDS						
SEA COMMAND						
CO SVC	X	SVC	16	13	Y	Y
CO PP GIBRALTAR/FASLANE	X	SASB1	5	1	Y	
CO MAGPIE	X (H)	SASB1	1	1	Y	
XO PP B1OPV	X	SASB1	3	1	Y	
TS JACK PETCHEY	X	SASB1	1	1	Y	
MILITARY COMMAND						
FLT CDRS	X (O/P)	Assignment	19	2	Y	
OF3 COMMANDS						
SEA COMMAND						
CO MM	X	SASB1	16	3	Y	
CO PP B1OPV (except Navigation Training Ship)	X	SASB1	2	3	Y	
XO FF/DD	X	SASB1	19	3	Y	
XO B2OPV	X	SASB1	5	3	Y	
XO SSN/SSBN	X	SMCC	13	6	Y	
XO SCTT	X (H)	SASB1	1	3,4	Y	
1LT PRTR	X (H)	Assignment	1	3,4,13, 14	Y	
MILITARY COMMAND						
CO 700X NAS	X(P/O)	AASB1	1	2,14,15	Y	
CO 705 NAS	X/RM(P)	AASB1	1	2,14		Y
CO 727 NAS	X/RM(P)	AASB1	1	2,14		Y
CO 750 NAS	X(O)	AASB1	1	2,14		Y
CO 847 NAS	X/RM(P)	AASB1	1	2,14	Y	
CO NFSF	X/RM(P/O)	AASB1	1	2,14		Y
CO 1700 NAS	X(AV)	AASB1	1	14	Y	
DTXG SQN CO	X(MCD)	XGCSB1	6	12	Y	
MTXG SQN CO	X(MCD/MW)	XGCSB1	4	12	Y	
CO HXG SQUADRON	X(H)	XGCSB1	3	3,4,13, 14	Y	

	Branch	Selection	Total	See Note	Operational	Training/Support
HXG COS	X(H)	XGCSB1	1	3,4,13, 14	Y	
SNO REFIT FF/DD	X/E	CFCSB	A/R			Y
CO VICTORY	X	Assignment	1			Y
CO FOREST MOOR	E	PCSB(E)	1			Y
OC FLEET INFORMATION OPERATIONS CENTRE (FIOC)	X(INT)	INT MCB1	1		Y	
OC MARITIME INTELLIGENCE FUSION CENTRE (MIFC)	X(INT)	INT MCB1	1		Y	
OC COLLECTION & PED MANAGEMENT CENTRE	X(INT)	INT MCB1	1		Y	
OC NAVAL INTELLIGENCE DIVISION	X(INT)	INT MCB1	1		Y	
OC ROYAL NAVAL COUNTER INTELLIGENCE	X(INT)	INT MCB1	1		Y	
XO MARITIME INFORMATION EXPLOITATION GROUP (MIXG)	X(INT)	INT MCB1	1		Y	
XO MARITIME INTELLIGENCE ANALYSIS GROUP (MIAG)	X(INT)	INT MCB1	1		Y	
OC MARITIME OPERATIONS CENTRE OPERATIONAL INTELLIGENCE CENTRE	X(INT)	INT MCB1	1		Y	
OC MARITIME INTELLIGENCE ANALYSIS GROUP (MIAG) AIR INTELLIGENCE	X(INT)	INT MCB1	1		Y	
OF4 COMMANDS						
SEA COMMAND						
DD/FF	X	SASB2	19	3	Y	
B2OPV	X	SASB2	5	3	Y	
B1OPV (Navigation Training Ship)	X(PWON)	SASB2	1	3	Y	Y
SSBN/SSN	X SM	SASB2	13	1,6	Y	
HMS SCOTT	X (H)	SASB2	1	3,4	Y	
FOST MPV CST	X	SASB2	1	3	Y	
MCM SQN	X	SASB2	1	3	Y	
MWBS CDR	X	SASB2	2	3	Y	
CDR SNMCMG1 (Rotational)	X(MCD)	SASB2	1	3	Y	
CDR OPS	X	SASB2	1	3	Y	
CDR CFS	X	SASB2	1	3	Y	
XO PRTR	X(H)	Assignment	1	3,4	Y	

	Branch	Selection	Total	See Note	Operational	Training/Support
AIR COMMAND						
OC 617 Sqn (Rotational)	X/RM(P)	AASB2	1	5	Y	
OC 207 Sqn (Rotational)	X/RM(P)	AASB2	1	5	Y	
CO 809 NAS (Rotational)	X/RM(P)	AASB2	1	5	Y	
CO 814 NAS	X/RM(P/O)	AASB2	1	5	Y	
CO 815 NAS	X/RM(P/O)	AASB2	1	5	Y	
CO 820 NAS	X/RM(P/O)	AASB2	1	5	Y	
CO 824 NAS	X/RM(P/O)	AASB2	1	5	Y	Y
CO 825 NAS	X/RM(P/O)	AASB2	1	5		Y
CO 845 NAS	X/RM(P)	AASB2	1	5	Y	
CO 846 NAS	X/RM(P)	AASB2	1	5	Y	
OC 17 Sqn (Rotational with RAF)	X/RM(P)	AASB2	1	2		Y
MHF Commander	X/RM(P/O)	AASB2	1	5	Y	Y
Maritime Aviation Strike Force Commander	X/RM(P/O)	AASB2	1	5	Y	Y
Maritime UAS and FW Force Commander	X/RM(P/O)	AASB2	1	5	Y	Y
CO ROTARY WING TEST & EVALUATION SQN (Rotational)	X/RM (P/AEP)	Assignment	1	2,7		Y
CO EMPIRE TEST PILOT SCHOOL	X/RM (P/AEP)	Assignment	1	2,7		Y
CO 744 NAS	X(P/O)	Assignment	1	2,7		Y
CO 2 MAW	X/RM(P)	AASB2	1	2		Y
CO AV TF2	X/RM(P)	AASB2	1	5	Y	
MILITARY COMMAND						
CO DTXG	X(MCD)	XGCSB2	1	12	Y	-
CO MTXG	X(MCD/MW)	XGCSB2	1	12	Y	
CO HXG	X(H)	XGCSB2	1	12	Y	
SUPERINTENDENT OF DEFENCE DIVING	X(MCD)	Assignment	1			Y
CO DEFENCE DIVING SCHOOL (Rotational)	X(MCD)	Assignment	1			Y
CO DEF SCH OF LANG (Rotational)	X/E/L/RM	CFCSB	1			Y
CO EXCELLENT	X	Assignment	1			Y
CO TEMERAIRE	X/E/L	CFCSB	1			Y
CO RNLA	X/E/L	CFCSB	1			Y

	Branch	Selection	Total	See Note	Operational	Training/Support
CO SEA PREPARATION SQUADRON	X/E/L/RM	CFCSB	1			Y
SNO REFIT CV	X/E	CFCSB	A/R			Y
SNO BUILD SHIPS/SUBMARINES	E	PCSB(E)	A/R	16		Y
CO MARITIME INTELLIGENCE EXPLOITATION GROUP (MIXG)	X(INT)	INT MCB2	1			Y
CO MARITIME INTELLIGENCE ANALYSIS GROUP (MIAG)	X(INT)	INT MCB2	1			Y
CO ANALYSIS CENTRE	X(INT)	INT MCB2	1			Y
CO JOINT SERVICE SIGNAL UNIT (JSSU CH)	X(INT)	INT MCB2	1			Y
ACOS IW to CSF	X(INT)	INT MCB2	1			Y
IWC to CSG	X(INT)	INT MCB2	1			Y
CO NP 1002 DIEGO GARCIA	X	Assignment	1		Y	
CO MARITIME DATA ASSESSMENT CENTRE (MDAC)	X(SM)	Assignment	1		Y	Y
CO BMATT(EC)	X/E/L	CFCSB	1		Y	
CV XO	X	Assignment	1	8	Y	
FOST CST	X	Assignment	1	8		Y
FOST CMST	X	Assignment	1	8		Y
COMUKTG COS	X	Assignment	1	8	Y	
COS to CSNMG1/2 (Rotational)	X	Assignment	1	8	Y	
JFLogC COS (Rotational)	L	PCSB(Log)	1		Y	
JFSp(A) COS (as req'd)	L	PCSB(Log)	1		Y	
CO UKNSF	L	PCSB(Log)	1		Y	
FOST CO SMCC ST8	X SM	Assignment	1	8		Y
FOST CSST ST1	X SM	Assignment	1	8		Y
CDR(AIR) SEA	X/RM(P/O)	Assignment	2	5,8	Y	
CDR(AIR) SHORE	X/RM(P/O)	Assignment	2	5,8		Y
CSG DCAG	X/RM(P/O)	Assignment	1		Y	
CHF DCOMD	X/RM(P)	Assignment	1	5,8	Y	
CO DSTO HQ (Rotational)	X/RM (P/O/AV)	Assignment	1			Y
OF5 COMMANDS						
SEA COMMAND						
CV	X	FCAB	2	3	Y	

	Branch	Selection	Total	See Note	Operational	Training/Support
IPS	X	FCAB	1	3	Y	
MILITARY COMMAND						
COS COMUKSTRKFOR	X/RM	1SL	1	3,9		Y
FOST CAPT SHIPS	X	1SL	1	3,9		Y
FOST CAPT SM	X SM	1SL	1	3,9		Y
CAPT JTEPS	X	1SL	1	3,9		Y
CO RNAS CULDROSE	X/RM (P/O)	1SL/FSOAB	1	5	Y	
CO RNAS YEOVILTON	X/RM (P/O)	1SL/FSOAB	1	5	Y	
CO CHF	X/RM(P)	1SL/FSOAB	1	5	Y	
CAG CSG	X(P)	1SL	1	5	Y	
CAPT SM SUBFLOT	X SM	1SL	1	3,8	Y	Y
CAPT SS AFH	X	1SL	1	3,8		
CAPT SS C&D	X	1SL	1	3,8	Y	
CAPT PUXD	X	1SL	1	3,8		Y
CO HMS RALEIGH	X/E/L	1SL/FSOAB	1			Y
CO HMS SULTAN	E	1SL/FSOAB	1			Y
CO BRNC	X/E/L	1SL/FSOAB	1			Y
CAPT MWS / CO HMS COLLINGWOOD	X	1SL/FSOAB	1			Y
DIRECTOR OAC	X	1SL/FSOAB	1	1,9		Y
CO JSU NORTHWOOD (Tri-Service Rotational)	X/E/L/RM	1SL	1			Y
COS DEFENCE ACADEMY (Rotational)	X/E/L/RM	1SL	1			Y
CAPTAIN MCTA	E	1SL	1	-		Y
OF6 COMMANDS						
SEA COMMAND						
COMCSG	X	1SL/FSOAB	1	1,9	Y	
COMSNMG1/2 (Rotational)	X	1SL/FSOAB	1	1,9	Y	
MILITARY COMMAND						
COMSURFLOT	X	1SL/FSOAB	1	1,10	Y	
COMSUBFLOT	X	1SL/FSOAB	1	1,10	Y	
UKMCC	X	1SL/FSOAB	1			
CBFSAI (Tri-Service Competition)	X/RM	1SL/FSOAB	1	9	Y	
CBFGIB (Tri-Service Competition)	X/RM	1SL/FSOAB	1	9	Y	
CBF CYPRUS (Tri Service Competition)	X/RM	1SL/FSOAB	1			

	Branch	Selection	Total	See Note	Operational	Training/Support
COMMANDER MARITIME RESERVES	X/E/L/RM	1SL/FSOAB	1			Y
NBC PORTSMOUTH	X/E/L	1SL/FSOAB	1		Y	
NBC DEVONPORT	X/E/L	1SL/FSOAB	1		Y	
NBC CLYDE	X/E/L	1SL/FSOAB	1		Y	

Notes:

1. STCW, CQ1.

2. CQ(A)1.

3. STCW, CQ2.

4. Or STCW, XGCQ

5. CQ(A)2.

6. SMCC.

7. QAS or Test Pilot

8. Second Sea/Air Command Assignment.

9. Post OF4 Command.

10. Post OF5 Command.

11. The requirement for T23 Command at OF5 will be adjusted to meet operational demands, as identified by COMOPS.

12. Endorsement only - often, because of the specialist nature of the billet there may be only singleton officers available for the post and the relevant Board will be asked to endorse the candidate put forward.

13. STCW, 18 months Qualifying Sea Service and qualified PNO prior to assuming Command.

14. Completed ICSC(M) or ICSC(L).

15. T&E SQEP required.

16. Selection of MEO or WEO as SNO will be on a case-by-case basis and driven by generational timelines.

APPENDIX 2 TO ANNEX 59A

RN SUBORDINATE, PROFESSIONAL AND SUB-UNIT COMMAND ASSIGNMENTS

	Branch	Selection	Total	See Note	Operational	Training/Support
OF2 COMMANDS						
MILITARY COMMAND						
MTXG OICs	X (MCD/MW)	XGCSB1	8		Y	
DTXG OICs	X (MCD)	XGCSB1	8	14	Y	
HXG OICs	X (H)	XGCSB1	6	15	Y	
XO MM (Subordinate)	X MCD/MW	Assignment	7	1	Y	
OC WHSS (Subordinate)	X(INT)	Assignment	1		Y	
OIC JSTP-21 (Subordinate)	X(INT)	Assignment	1		Y	
CSIF (Subordinate)	X(INT)	Assignment	1		Y	
PROF COMMAND (LOG)						
OIC JSUs NRCEE / NRCNE / NRCSNI / NRCWWE	L	Assignment	4		N	N
OF3 COMMANDS						
AIR COMMAND				**7**		
SOBS NAS (Maritime Aviation Strike)	X(O)	AASB1	2	10, 11	Y	Y
SP NAS (Maritime Aviation Strike)	X/RM(P)	AASB1	2	10, 11	Y	Y
SOBS NAS (MHF)	X(O)	AASB1	3	10, 11	Y	Y
SP NAS (MHF)	X/RM(P)	AASB1	3	10, 11	Y	Y
XO NAS (CHF)	X/RM(P)	AASB1	2	10, 11	Y	Y
MAG COMD (CHF)	X/RM(P)	AASB1	1	10, 11	Y	
OC OCF CHF	X/RM(P)	AASB1	1	10, 11		Y
DFC (Maritime Aviation Strike)	X/RM(P/O)	AASB1	1	10, 11	Y	
DFC (MHF)	X/RM(P/O)	AASB1	1	10, 11	Y	
DFC (FW&UAS)	X/RM(P/O)	AASB1	1	10, 11	Y	
MILITARY COMMAND						
XO SHORE ESTABLISHMENTS (Subordinate)	X/E/L/RM	CCSB	11			Y
OC ATC CULDROSE/YEOVILTON (Sub-Unit)	X(ATC)	AASB1	2	10		Y

	Branch	Selection	Total	See Note	Operational	Training/Support
PROF COMMAND (ENG)						
SSN/SSBN MEO[1]/WEO	E	PCSB(E)	34		Y	
DD/FF MEO/WEO	E	PCSB(E)	38		Y	
QEC Senior ME/WE	E	PCSB(E)	4		Y	
T45 RSG OIC	E/WE	PCSB(E)	1	9	Y	
JSSU Cyprus OC OPS Squadron	E/WE	PCSB(E)	1		Y	
OIC MCSU Defensive Cyber Operations	E/WE	PCSB(E)	1		Y	
OIC MCSU SYSS	E/WE	PCSB(E)	1		Y	
OC JEWOSC CIS	E/WE	PCSB(E)	1		Y	
OC MIXG OPS Squadron	E/WE	PCSB(E)	1		Y	
OPS PLANS GIB OC	E/WE	PCSB(E)	1		Y	
All RN Rotary Wing Squadrons AEO 815NAS, 825NAS, 845NAS, 846NAS,847NAS, 814NAS, 820NAS, 824NAS,	E/AE	PCSB(E)	8		Y	
AEO LII Squadrons on RN/RAF Rotations. 17R Sqn, 617 Sqn, 207 (OCU), 809 NAS	E/AE	PCSB(E)	4		Y	
SSE CU/VL XO LAW	E/AE	PCSB(E)	3		Y	
Senior AE QNLZ/PWLS	E/AE	PCSB(E)	2		Y	
1710NAS RM	E/AE	PCSB(E)	1		Y	
PROF COMMAND (LOG)						
DD/FF/PRTR LO	L	PCSB(L)	20		Y	
CV/LPD DCL	L	PCSB(L)	3		Y	
OC Log Ops Yeovilton	L	PCSB(L)	1			Y
Logistics Officer RNAS Culdrose / DCL Yeovilton	L	PCSB(L)	2			Y
SURFLOT LO(ES) – East/West	L	PCSB(L)	2			Y
OF4 COMMANDS						
MILITARY COMMAND						
XO SHORE ESTABLISHMENTS (Subordinate)	X/E/L/RM	CFCSB	7			N
XO RNAS CULDROSE/ YEOVILTON (Sub-Unit)	X/RM (P/O)	Assignment	2			N

[1] While both the MEO and NRPM roles are Charge assignments, only the MEO role is nominated as PC(E).

	Branch	Selection	Total	See Note	Operational	Training/Support
Commanding Officer Food Services Training Wing (Head of RN Training) (Sub-Unit)	L	PCSB(L)	1			Y
CDR RNSMS (Sub-Unit)	X SM	Assignment	1	5		Y
CDR TRAINING BRNC (Sub-Unit)	X/E/L	CFCSB	1			Y
Director of Training DITG (sub-unit)	TM	Assignment				
OIC FLEET CMSA UK (Sub-Unit)	X/E(SM)	CFCSB	1		Y	
CO UKNSF (Bahrain)	L	PCSB(L)	1		Y	
PROF COMMAND (ENG)						
QEC Cdr ME[2]/WE/AE	E	PCSB(E)	6		Y	
Build SSN/BN/DD/FF MEO/WEO	E	PCSB(E)	A/R			Y
CGA CDR E	E/GS	PCSB(E)	3			Y
FOST SMEO/SWEO(T)	E/GS	PCSB(E)	2			Y
FOST SMEO/SWEO(S)	E/GS	PCSB(E)	2			Y
CO 1710 NAS	E/AE	PCSB(E)	1		Y	
Cdr AE Yeovilton/Culdrose	E/AE	PCSB(E)	2		Y	
Cdr AE CHF	E/AE	PCSB(E)	1		Y	
OC RNAESS	E/AE	PCSB(E)	1			Y
QEC/T45/T23/H&P PCE	E/ME	PCSB(E)	4			Y
Fleet Operations Maintenance Officer	E/ME	PCSB(E)	1			Y
MCTA Cdr MS	E/ME	PCSB(E)	1			Y
MCTA Cdr WE	E/WE	PCSB(E)	1			Y
CO Maritime C5ISR Support Unit (MCSU)	E/WE	PCSB(E)	1		Y	
MWS OC WETG	E/WE	PCSB(E)	1			Y
CSDA Cdr IA	E/WE	PCSB(E)	1			Y
T26 Global System Manager	E/WE	PCSB(E)	1			Y
PAGC SO1 Deployed Ops	E	PCSB(E)	1		Y(8)	
DSMarE Cdr ME	E/MESM	PCSB(E)	1			Y
FLEET MEO/WEO GS/SM	E/GS/SM	PCSB(E)	4	12		Y
FOST ST4/ST7	E/SM	PCSB(E)	2	13		Y
FOST ST2	E/SM	PCSB(E)	1			Y
AFH Cdr E	E/MEGS	PCSB(E)	1			Y

[2] Should MESM personnel wish to be considered for General Service Professional Command Sea Assignments (i.e. Capital Ships) then they must include this within their JPA preferences and contact their Career Manager.

	Branch	Selection	Total	See Note	Operational	Training/Support
Cdr SSG	E/SM	PCSB(E)	1			Y
Fleet MEO/WEO SM	E/SM	PCSB(E)	2	13		Y
Fleet Operations Maintenance Officer SM	E/MESM	PCSB(E)	1		Y	
SURFLOT MEO/WEO	E/GS	PCSB(E)	2			Y
Platform Chief Engineer (PCE) – T23, T45, QE, H&P	E/MEGS	PCSB(E)	4			Y
PUXD Cdr E	E/MEGS	PCSB(E)	1			Y
PROF COMMAND (LOG)						
CV Cdr L	L	PCSB(L)	2		Y	
Cdr L Yeovilton	L	PCSB(L)	1			Y
Cdr L SURFLOT / SUBFLOT	L	PCSB(L)	2			Y
OF5 COMMANDS						
MILITARY COMMAND						
COS/COMUKMARFOR (Subordinate)	X	1SL/FSOAB	1	1,5	Y	

Notes:

'1. XO MM should be CQ1 whenever possible.

2. STCW, CQ(2).

3. CQ1 and SMCC.

4. Or STCW, CQ2(MPH).

5. Post OF4 Command.

6. OF3 PLC, PLCC.

7. Sub-unit Air Command where squadron CO is OF4.

8. Subject to PAGC Tri-Service Competition.

9. To be reviewed post T45 Continuous Crewing Model Development.

10. Completed ICSC(L) or ICSC(M).

(*Continued*)

Notes: (Continued)

11. CQ(A)1.

12. Likely Second Tour PC Individual.

13. Require professional command experience at OF3 (JPA competence CMS\|12 Months OF3 Engineer Professional Command\|Navy).

14. Require DDS103 qualification.

15. Require HM100 qualification.

APPENDIX 3 TO ANNEX 59A

RM COMMANDS, SUB-UNIT COMMANDS AND SUBORDINATE COMMANDS

	Branch	Selection	Total	See Note	Operational	Training/Support	AFA 06 Command
OF1/2 COMMANDS							
MILITARY SUB-UNIT COMMAND							
Commando Unit – Strike Team	RM	Assignment	18		Y		N
Commando Unit – Recce Team	RM	Assignment	6	1	Y		N
Commando Unit – IW Troop	RM(C)	Assignment	6	2	Y		N
Commando Unit – Mortar Troop	RM	Assignment	2	4	Y		N
42 Cdo – Maritime Ops Team	RM	Assignment	18		Y		N
42 Cdo – RAZR Troop	RM	Assignment	1	14	Y		N
29 Cdo – Air Defence Troop	RM	Assignment	2		Y		N
29 Cdo – TACP	RM	Assignment	3		Y		N
30 Cdo IX Gp – SRS Troop	RM	Assignment	2	1	Y		N
43 Cdo FPGRM – Troop	RM	Assignment	11		Y		N
CLR – Troop	RM	Assignment	3		Y		N
MAB6 Troop	RM(SF)	Assignment	8	5	Y		N
MAB6 Raiding Troop	RM(LC)	Assignment	2	6	Y		N
CTCRM – Troop	RM	Assignment	17			Y	N
47 Cdo RG – Troop	RM(LC)	Assignment	5	6	Y		N
MAB7 – Platoon	RM	Assignment	3		Y		N
Commando Display Team	RM	Assignment	1			Y	N
Dir of Music – PORTS, SCOT, PLYM, CWD	RMBS	Assignment	4	8		Y	N
OF3 COMMANDS							
MILITARY SUB-UNIT COMMAND							
Strike Coy (40 Cdo / 45 Cdo)	RM	MCB1	6	7	Y		N
IW Coy (40 Cdo / 45 Cdo)	RM	MCB1	2	7	Y		N
Logistic Coy (30, 40, 42 & 45 Cdo)	RM	MCB1	3[1]	7 or 8	Y		N
Maritime Ops Coy (42 Cdo)	RM	MCB1	4	7	Y		N
30 Cdo IX Gp Comms Sqn	RM	MCB1	1	7 or 8, 13	Y		N

[1] See notes section for Chapter 59 annex A para 27 h. (1)

	Branch	Selection	Total	See Note	Operational	Training/Support	AFA 06 Command
30 Cdo IX Gp – Surv Recce Sqn (SRS)	RM	MCB1	1	7	Y		N
30 Cdo IX Gp Y Sqn	RM	MCB1	1	7	Y		N
30 Cdo IX Gp Log Sqn	RM	MCB1	1	7 or 8	Y		N
43 Cdo FPGRM – P/O/R/ Sqn	RM	MCB1	3	7	Y		N
43 Cdo FPGRM – Comd Sqn	RM	Assignment	1	7 or 8		Y	Y
43 Cdo FPGRM – Logistic Sqn	RM	Assignment	1	7 or 8		Y	Y
CLR – Manoeuvre Sqn (ASG)	RM	MCB1	1	7	Y		N
CLR – D Sqn	RM	MCB1	1	7	Y		N
CLR – CFSS	RM	Assignment	1	7 or 8	N		Y
MAB1 – MAB6 Sigs Sqn	RM	MCB1	1	7	Y		N
MAB7 – F Coy	RM	MCB1	1	7	Y		N
47 Cdo – OC 539 ASRM	RM	MCB1	1	6, 7	Y		N
Dir of Music CTCRM	RMBS	Assignment	1	8		Y	Y
47 Cdo OC 10 Trg Sqn	RM	Assignment	1	6, 7 or 8		Y	Y
47 Cdo OC 11 ATT	RM	Assignment	1	7 or 8		Y	Y
47 Cdo OC 4 ASRM	RM	Assignment	1	6, 7 or 8	Y		Y
30, 40 & 45 Cdo T-Wing OC	RM	Assignment	3	7 or 8		Y	Y
42 Cdo & CLR T-Wing OC	RM	MCB1	2	7 or 8		Y	Y
CTCRM CTW Coy (Portsmouth & Chatham)	RM	MCB1	2	7 or 8		Y	Y
CTCRM CTW OC Hunter Coy	RM	Assignment	1	7 or 8		Y	Y
CTCRM SW OC IW Coy	RM	MCB1	1	7 or 8		Y	Y
CTCRM SW OC Warfare Sp Coy	RM	Assignment	1	7 or 8		Y	Y
CTCRM SW OC Warfare Coy	RM	MCB1	1	7 or 8		Y	Y
CTCRM SW OC ML Coy	RM	Assignment	1	1, 7 or 8		Y	Y
CTCRM CW OC RMIOT	RM	Assignment	1	7,12		Y	Y
CTCRM CW OC NCO Trg	RM	Assignment	1	7,12		Y	Y
Dir of Music CTCRM	RMBS	Assignment	1	8		Y	Y

	Branch	Selection	Total	See Note	Operational	Training/Support	AFA 06 Command
MAB6 Sqn (RM SF eligible but open to tri-service MAB officers)	RM(SF)	MAB Assignment Board	6	5, 7	Y		N
SUBORDINATE COMMAND							
Unit 2IC (30, 40, 42, 45, CLR)	RM	Assignment	5	7 or 8	Y		N
CTCRM Wing 2IC (CTW, CW & Spec Wings)	RM	Assignment	3	7 or 8		Y	N
MAB6 DCOM (RM SF eligible but open to tri-service MAB officers)	RM(SF)	MAB Assignment Board	1	5, 7	Y		N
Dir of Music Training	RMBS	Assignment	1	8		Y	N
OF4 COMMANDS							
MILITARY COMMAND							
CO Commando Unit – 40/42/45	RM	MCB2	3	9	Y		Y
CO 30 Cdo IX Gp	RM	MCB2	1	9	Y		Y
CO Cdo Log Regt	RM	MCB2	1	9	Y		Y
CO CTCRM Wings (CW, CTW, SW, Spt Wing)	RM	MCB2	4	9*		Y	Y
CO RMR Units (London, Scotland, Mersey, Bristol)	RM / RMR	MCB2	4	9*		Y	Y
PDM/CO RMBS	RMBS	Assignment	1	8		Y	Y
CO JCTTAT (rotational with Army)	RM	MCB2	1	9,11		Y	N
CO MAB6 (RM SF eligible but open to tri-service MAB officers)	RM(SF)	MAB Command Board	1	5,9	Y		Y
SUBORDINATE COMMAND							
43 Cdo FPGRM – 2IC	RM	Assignment	1	7or8	Y		N
47 Cdo RG – 2IC	RM	Assignment	1	7or8, 10	Y		N
OF5 COMMANDS							
MILITARY COMMAND							
CO 43 Cdo FPGRM	RM	FCAB	1	9	Y		Y
Comdt CTCRM	RM	FSOAB	1	9		Y	Y
47 Cdo RG RM	RM	FCAB	1	9,10	Y		Y
SUBORDINATE COMMAND							
DComd UK Cdo Force	RM	FCAB	1	9	Y		Y
OF6 COMMANDS							
MILITARY COMMAND							
COMD UK CDO FORCE	RM	1SL/FSOAB	1		Y		Y

Notes:

1. MLO Qualified.

2. RSO Qualified.

3. Anti-Tank Officer Qualified.

4. Mortar Officer Qualified.

5. SF Qualified ('Badged').

6. LCO Qualified.

7. ICSC(L).

8. ICSC(M).

9. ACSC/psc(j).

9. ACSC/psc(j) is desirable but not essential for RM Shore Command.*

10. Candidates need not be LCO Qualified.

11. Bi-Service Rotation Army/RM.

12. Should have previously completed a successful Operational SUC, selected at MCB1.

13. Comms KSE required.

14. RAZR Operators Course.

ANNEX 59B

LOCAL FOREIGN SERVICE (LFS)/LOAN SERVICE - GUIDANCE FOR VOLUNTEERS, LINE MANAGERS AND COMMANDING OFFICERS

1. Introduction

Local Foreign Service (LFS) assignments include all assignments overseas, e.g. exchange, loan, NATO, attaché positions etc. Officers, ratings and other ranks may be selected for LFS assignments. It is important that personnel selected for these assignments are free from financial, domestic or other such problems and CMs may need to question potential nominees in detail on these matters and explain the necessity for medical screening of spouses and families. Nominations for this type of assignment should be considered as early as possible in order to allow sufficient lead time to enable personnel to make timely arrangements for education, medical examinations etc.

2. Detailed Instructions for Career Managers

The pre-requisites and assigning instructions for the types of overseas assignments are at Annex 59C.

3. Individual Considerations

Personnel who have been assigned to or are considering volunteering for overseas assignments should take account of the following:

a. **Medical Requirements.** There is international variation in the provision of healthcare which is delivered in varying environmental conditions. Service Personnel should ensure their Joint Medical Employment Standard (JMES) grading is accurate with their current (pre-deployment) DMS Medical Centre at least three months in advance of an assignment. In order to ensure the safety of individuals and their dependants, a rigorous medical screening process is in place. This is undertaken by the Defence Global Practice (DGP) (formerly the Global Medical Supportability Cell (GMSC)) and further details on the end-to-end process can be found in the following DINs:

(1) **2019DIN01-099.** The provision of healthcare overseas to the Defence Global Network.

(2) **2022DIN01-105.** The Defence Global Practice (DGP) declaration of Full Operating Capability (FOC).

b. **Individual Responsibility.** Upon receipt of an LFS Assignment Order, individuals must commence the screening process, this should include a review and where required an update of the individuals current JMES, which should be completed no later than three months prior to assignment. [1] If a recommendation of medical supportability is not obtained for dependants the individual will be required to serve unaccompanied or the assignment order be cancelled. Annex 59C contains further detail for CMs. Individuals must contact Families Section upon assignment to commence the screening process, which is conducted by the DGP, as follows:

[1] See BRd 1750A, Chapter 16, Para 1601 for further detail. Screening should be completed at least three months prior to assignment.

(1) **Families Section.** UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk Tel No (Team Mobile): 07977 824330.

(2) **DGP.** UKStratCom-DMS-DPHC-GMSC-Grp@mod.gov.uk / UKStratCom-DMS-DPHC-DGP-Enquiry@mod.gov.uk.

c. **Dental Treatment.** Before proceeding overseas, it is essential that all personnel and their dependants receive a dental examination and that any necessary treatment is conducted. Detailed guidance on dental treatment overseas may be found as follows:

2017DIN01-081. Instructions for Service and Entitled Personnel Serving Overseas who Receive Dental Treatment from Non-Service Sources.

d. **Education.** The range and standard of education available overseas varies widely. In order to ensure that their children will receive the best possible education, personnel with children of school age are strongly advised to seek advice. Detailed information on overseas schooling and on boarding education in the UK is contained in JSP 342 'The Education of Service Children'. Information is also available from the Children's Education Advisory Service:

Senior Education Officer
Children's Education Advisory Service
Trenchard Lines
Upavon
PEWSEY
Wiltshire
SN9 6BE
Telephone: (Mil) 94344 8244
(Civ) 01980 618244

e. **Single Parents.** Being a single parent is not itself a bar to an individual being assigned overseas, however, in some foreign countries there are specific laws concerning arrangements for childcare (e.g. the employment of au pairs, nannies etc.) and thus single parents may face particular difficulties.

f. **Equality and Diversity.** The UK MOD remains an equal opportunity employer and does not discriminate on the grounds of any of the protected characteristics as defined in the EA 2010. However, Service personnel should be aware that the laws and local traditions of countries other than the UK may differ. The relevant Memorandum of Understanding (MOU) or Status of Forces Agreement (SOFA), as well as the Foreign and Commonwealth Office website, will detail the local laws to which UK personnel will be subject to whilst serving in that location. Individuals are not required to disclose some of the protected characteristics personal details to their CMs. Before accepting any foreign assignment, however, personnel should ensure they understand and have considered the implications of any local laws to which they may be subject whilst in post. Once assigned, personnel are to ensure that, where necessary, they can comply with the laws of the host country. This may include providing copies of personal documents (passport/birth certificate) for the purpose of producing local identification.

g. **Security Clearance Screening.**

(1) It is essential that personnel have a valid security clearance for the duration of their assignment depending on the competence requirements of the JPA position. Personnel are not to proceed overseas without first confirming the validity for their security clearance.

(2) Career Managers must not issue an Approved Assignment Order until Navy PSYA Per Sy have screened personnel for the proposed LFS assignment, in accordance with the 'Factors Considered' in vetting outlined in JSP440_Part2_Leaflet2B[2].

4. Recommendation for Overseas Service (LFS) - Officers, Ratings/Other Ranks

a. CMs rely initially on the recommendations contained within ARs (OJARs/SJARs) concerning the suitability of volunteers for service overseas. An individual stating a preference for LFS should have a supporting recommendation in both the text and the Future Employment check box.

b. It is essential that before a nomination is made and an Approved Assignment Order is released for any Officer, Rating or Other Rank to an overseas assignment (Loan or Local Foreign Service) NAVY PSYA Per Sy is consulted by the Career Manager at the earliest opportunity to assess suitability from a security perspective. Early engagement with Navy PSYA Per Sy will assist in highlighting significant factors which would greatly decrease a volunteer's expectations for an Approved Assignment. Appendix 1 to Annex 59B outlines the reasons for non-recommendation for LFS.

c. In replying to any request for a recommendation of suitability, the CO is to state whether or not the subject is fully recommended. In considering such a recommendation the guidance in Appendix 1 to this Annex is to be followed. If the individual is not recommended, the reply should give the relevant sub-paragraphs from the Appendix, e.g. 'not recommended, Paragraph 2'. This will provide the basic information needed, whilst obviating the need to signal detailed personal information.

d. Both the request and the reply are to be treated as OFFICIAL. Information provided will be used solely for the purpose of assessing suitability for the overseas assignment under consideration. Individuals who are not recommended will not be debarred from future consideration for such assignments.

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[2] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/OfficialSensitiveDocuments/JSP440_Part2_Leaflet2B.pdf?xsdata=MDV8MDJ8RGF2ZS5HYXJuZXI5NzZAbW9kLmdvdi51a3w5ZmMzYmViMzgyMzY0ZmI4OGJhODA4ZGViODMyYjM0MHxiZTc3NjBlZDU5NTM0ODRiYWU5NWQwYTE2ZGZhMDllNXwwfDB8NjM5MTUwNzI1MDY2MDgwNzY3fFVua25vd258VFdGcGJHWnNiM2Q4ZXlKRmJYQjBlVTFoY0draU9uUnlkV1VzSWxZaU9pSXdMakF1TURBd01DSXNJbEFpT2lKWGFXNHpNaUlzSWtGT0lqb2lUV0ZwYkNJc0lsZFVJam95ZlE9PXwwfHx8&sdata=MDh6SngvVDd0dlV3c2w2bWhseS9jR2tyRzVEMkJiVmxwNE52emdEei9XST0%3d

e. It is acknowledged that circumstances can change between initial recommendation and actual assignment. If it is assessed that an individual has become unsuitable for overseas assignment, DDPD is to be informed as soon as possible regardless of proximity to the date of travel. If adverse information in vetting is subsequently received prior to assignment, the suitability certification may be rescinded prior to the proposed assignment, and the status of a security clearance may be changed. There is no appeals procedure for non-recommendation of LFS.

APPENDIX 1 TO ANNEX 59B

REASONS FOR NON-RECOMMENDATION FOR LOCAL FOREIGN SERVICE

1. By Officers, Ratings and/or Other Ranks current Commanding Officer

Subject does not meet the highest standards required of this LFS assignment for the following reason(s) (use indicator letter only).

a. **Discipline.** A series of recent minor offences might indicate a lack of stability which might make the rating unsuitable for service overseas. If there is a possibility of the individual being connected in any way to an ongoing RNSIB investigation, the RNSIB is to be consulted.

b. **Drug Abuse.** A history of drug related problems will normally prevent personnel being assigned to LFS.

c. **Alcohol Abuse.** A history of alcohol-related problems merits particularly careful consideration and will normally prevent personnel being assigned to LFS.

d. **Welfare.** Overseas assignments can be quite stressful for the most stable of marriages/families. The relevant area RNRMW office should be contacted in cases where there is a current welfare problem, or one which might re-open if the Officer/Rating/Other Rank or their family were abroad, which might indicate unsuitability for service overseas. In the case of unaccompanied service, the Officer/Rating/Other Rank's ability to cope with separation is relevant. Many and varied stresses are placed on otherwise stable marriages during an LFS assignment.

e. **Financial.** The financial affairs of personnel assigned to LFS must be beyond reproach. COs should remember that banking facilities abroad are not the same as those in UK.

f. **Other.** Amplify as appropriate. Navy PSYA Per Sy reviews the 'Factors Considered' in Vetting **(**JSP440_Part2_Leaflet2B[1]. para 111) to determine suitability of LFS Assignments.

2. By Medical Officers

Does not meet the medical requirements set out in BR 1750A, Paragraph 1601.

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[1] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/OfficialSensitiveDocuments/JSP440_Part2_Leaflet2B.pdf?xsdata=MDV8MDJ8RGF2ZS5HYXJuZXI5NzZAbW9kLmdvdi51a3w5ZmMzYmViMzgyMzY0ZmI4OGJhODA4ZGViODMyYjM0MHxiZTc3NjBlZDU5NTM0ODRiYWU5NWQwYTE2ZGZhMDllNXwwfDB8NjM5MTUwNzI1MDY2MDk3MDgxfFVua25vd258VFdGcGJHWnNiM2Q4ZXlKRmJYQjBlVTFoY0draU9uUnlkV1VzSWxZaU9pSXdMakF1TURBd01DSXNJbEFpT2lKWGFXNHpNaUlzSWtGT0lqb2lUV0ZwYkNJc0lsZFVJam95ZlE9PXwwfHx8&sdata=UHhPZzZaZmgrUTB4Q1VVdVFVMlgycGNiaWFLQXQ1Z0puVG5ORU5xcGxqUT0%3d

ANNEX 59C

GUIDANCE FOR CAREER MANAGERS ON LOCAL FOREIGN SERVICE (LFS) ASSIGNMENTS

1. General

a. **Selection.** It is particularly important that personnel selected for LFS assignments are free from medical, financial, domestic, or other such problems. They must have an in-date passport, visas as appropriate and have gained LFS endorsement from Navy PSYA Per Sy on suitability on security grounds (outlined in Annex 59B). It is recommended that all nominations to overseas assignments are made with the maximum possible lead time to enable families to make timely arrangements for education, medical examinations etc.

(1) It is essential that before a nomination is made and an Approved Assignment Order is released for any Officer, Rating or Other Rank to an overseas assignment (Loan or Local Foreign Service), NAVY PSYA (VETTING POSTINGS) is consulted at the earliest opportunity through NAVYPSYA PERSONNELSECURITYGRP@mod.gov.uk to enable suitability from a security perspective to be assessed. Details required are as follows:

Volunteer Name.
Service Number.
Proposed Assignment Location and JPAN.
Proposed Dates.
DV/SC security clearance requirement.

(2) Early engagement with Navy PSYA Per Sy will assist in highlighting significant factors which would greatly decrease a volunteer's expectations for an Approved Assignment. Appendix 1 to Annex 59B outlines the reasons for non-recommendation for LFS.

(3) If a Volunteer is deemed unsuitable, the relevant Career Management organisation will be informed by Navy PSYA Per Sy. They will not be informed of the reasons for the Service Person being deemed unsuitable; however, if the Volunteer wishes to know the reason for non-recommendation, they are to request this through NAVY PSYA-VETTING POSTINGS. There is no appeals procedure for non-recommendation of LFS.

(4) In considering relief dates, CMs must take into account school holidays in addition to closed periods for assigning (see sub-para c below).

(5) The UK MOD remains an equal opportunity employer and does not discriminate on the grounds of any of the protected characteristics as defined in the EA 2010. However, service personnel should be made aware that the laws and local traditions of countries other than the UK may differ. The relevant Memorandum of Understanding (MOU) or Status of Forces Agreement (SOFA), as well as the Foreign and Commonwealth Office website, will detail the local laws to which UK SP are subject whilst serving in that location. Individuals are not required to disclose the details of all protected characteristics to their CM. In considering any foreign assignment, however, CMs should ensure that personnel understand and have considered the implications of any local laws to which they may be subject to whilst in post. This may include providing copies of personal documents (passport/birth certificate) for the purpose of producing local identification.

b. **Pre-Joining Information.**

(1) The current unit will provide direction and guidance to individuals who are assigned to overseas posts, ensuring early engagement with DSCOM Families Section, DCYP and the receiving unit as required, It is imperative that Annex A to JSP 770 Chapter 2A is completed at the earliest opportunity in order that any presenting issues are identified and addressed accordingly.

(2) Personnel who serve overseas in their last effective assignment in the Service before retirement will normally be returned to UK in sufficient time to permit them to take Terminal Leave and any Graduated Resettlement Time (GRT) for which they may be eligible, Before finalising such assignments, however, CMs should inform them that they will be unable to return to UK at public expense for resettlement activities prior to the end of their assignments. Personnel should be advised to seek further details on their eligibility for resettlement provision from Naval Resettlement Information Officers (NRIOs).

(3) Once personnel are overseas, they are administered by the JFC Global Support Unit in Glasgow.

c. **Closed Periods for Assignment.** When relief dates are being considered for LFS assignments, CMs should take account of designated closed periods (see below), school holiday periods and the financial implications of school visits for both incoming and outgoing personnel, The periods indicated below should be avoided when reliefs are being planned for the following assignments:

(1) **USA.** Christmas to early January.

(2) **Norway and Denmark.** December to March.

(3) **Canada.** November to February.

(4) **Australia.** December and January.

d. **Medical Screening for LFS Assignments.** The quality of healthcare, provision of medicines and environmental factors vary widely internationally; therefore to ensure that the health needs of service personnel and their dependants are assessed correctly, a rigorous screening procedure is in place. Primarily, this is to ensure the safety of personnel and their dependants, but it also limits the complications that can arise when all family health factors have not been assessed fully. Service Personnel should ensure their Joint Medical Employment Standard (JMES) grading is accurate with their current (pre-deployment) DMS Medical Centre a minimum of three months prior to assignment.

e. **Guidance for Career Managers.** Assigning Authorities should use the individual's JMES as initial assessment of being fit to be assigned to a given overseas location. Within Defence Primary Healthcare (DPHC), the Defence Global Practice (DGP) (formerly Global Medical Supportability Cell (GMSC) has been established to ensure that Service Personnel and their dependants can receive safe and appropriate care during the LFS assignment[1]. To enable this, the DGP undertakes centralised screening of dependants and tracking of Service Personnel within the Global Virtual Practice (GVP). The administrative process for this is as follows:

(1) **Serving Accompanied.** The individual must contact the Families Section at Defence Support Chain and Operations Management (DSCOM), which will provide a travel pack and collate necessary screening for dependants (medical and educational). This must occur 6 months prior to assignment date, or as soon as the Assignment Order is issued (if later). The CM must also contact the DGP to inform it of the requirement and enable tracking of the medical screening, and the DGP will communicate the final screening recommendation.

(a) **Families Section.** UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk Tel No (Team Mobile): 07977 824330.

(b) **DGP.** SGDPHC-O-GMSC-UKStratCom-DMS-DPHC-GMSC-Grp@mod.gov.uk / UKStratCom-DMS-DPHC-DGP-Enquiry@mod.gov.uk.

(2) **Serving Unaccompanied.** The CM must also inform the DGP of unaccompanied LFS assignments. This is to enable the GVP to maintain tracking of the individual's medical care,

(3) **Consecutive LFS assignments.** In the circumstance that the CM plans to assign an individual from one accompanied or unaccompanied LFS assignment to another, then the above screening process must still be followed.

(4) **Non-supportability.** There will be cases where the DGP is unable to issue a recommendation of medical supportability for a planned LFS assignment. Dependent upon the specific circumstances, this may result in the CM either cancelling an Assignment Order or requiring an assignment be unaccompanied. In the event that either the individual or their CM intends to proceed with an accompanied LFS assignment, despite a DGP recommendation of medical non-supportability, the appeals procedure is to be followed:

[1] See 2022DIN01-105- The Defence Global Practice (DGP) declaration of Full Operating Capability (FOC) for further detail.

(a) **Stage 1.** Initial review conducted by DGP. Service Personnel are required to submit their appeal to DGP within 10 working days of receiving the negative recommendation – details of how to do this will be included in that recommendation.

(b) **Stage 2.** If non-supportability is confirmed, the individual can choose to appeal to their parent Service and engage with their Career Manager (CM). They will be asked to complete a consent form (Appendix 4 to Annex 59C) so that details of the case can be discussed by relevant individuals. A panel will then be convened, chaired by the relevant SO1 Career Manager, involving AH Specialist Health Adviser (RN Healthcare) and SO1 Employment Law. Prior to meeting, panel members may make their own enquiries as long as consent has been obtained from the individual or dependent. The panel will then meet, either in person or virtually, and discuss the case. A summary of the decisions made will be recorded by the Chair. This will form the basis of a recommendation to Head Navy Career Management, who will make the decision at this stage of the appeal. In the event of the DGP decision being challenged, the appeal will move to the third stage for a final decision.

(c) **Stage 3.** If the results of the first 2 steps are at variance, then a final decision is made by a multi-disciplinary third-party review which includes the overseas Command. This panel is convened by Defence Primary Healthcare (Overseas).

(5) **Assignment Order.** When issuing the accompanied LFS Assignment Order, CMs are to ensure that the following are added as Notes:

(a) This LFS assignment is subject to satisfactory pre-screening checks.

(b) Contact Families Section: UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk Tel No (Team Mobile): 07977 824330.

(c) Failure to complete satisfactory pre-screening will result in either an unaccompanied or cancelled assignment.

(6) **DGP Further Details.** Further details of the DGP may be found in the following DINs which detail the end-to-end medical screening process:

(a) **2019DIN01-099.** The provision of healthcare overseas to the Defence Global Network.

(b) **2022DIN01-105.** The Defence Global Practice (DGP) declaration of Full Operating Capability (FOC).

f. **HIV Testing of Personnel Attending US Military Training Courses.** The Principal Personnel Officers (PPOs) of all three Services have agreed that the UK will comply with the requirement for personnel to be tested for HIV prior to attending training courses in the USA. The testing requirement relates solely to those undertaking military training courses and does not include families who may be accompanying those personnel. RN Medical Officers have received suitable instruction in the obligatory counselling required as part of the testing process. Testing should be arranged by the individual concerned through their unit medical centre.

g. **Language Training - Eligibility.** Only officers and ratings on the trained strength, taking up specific assignments with a foreign language requirement i.e.. attachés and loan service personnel, are entitled to language training at public expense. Officers assigned to Overseas Staff Courses are also eligible for appropriate language training. Course details are published annually by DIN.

h. **Administration of Appraisal Reports.**

(1) For assignments to LFS and seconded posts, CMs need to identify a clear reporting chain for the individual before they take up the position. CMs are to take particular care to ensure that appraisal reports are rendered at the appropriate time on RN personnel in non-RN posts e.g. loan/exchange positions, attachés etc, Where necessary, CMs are to communicate personally with the reporting officer providing details of the JPA offline reporting process[2].

(2) All exchange and attaché posts have a nominated Fleet 1 Star sponsor. They will be responsible for providing a staff officer of appropriate rank to act as mentor and administer the reporting chain. Details of the sponsors will be published by DIN.

i. **Personal Security Defensive Briefing and Debriefing.** Details of countries where a significant security threat exists can be found in JSP 660[3]. Information on briefing and debriefing requirements for personnel assigned to these countries can also be found in the JSP. If there is any doubt as to whether there is a requirement for a security briefing, advice can be sought from NAVY PSyA-CI CPO (VB 9380 27141). This does not apply to officers being considered for Attaché or Adviser posts for whom separate instructions apply (see Para 3 below).

j. **Security Clearance.** If Navy PSYA is content for the LFS assignment to proceed, the security clearances required for the assignment will also be assessed for the whole of the assignment at the point of screening - advice on any required actions will be provided if appropriate. Navy PSYA Per Sy will issue the CM with the approved LFS certification, noting that this will be an assessment of suitability at the time of screening only. If adverse information in vetting is subsequently received prior to assignment the suitability certification may be re-assessed before the proposed assignment.

[2] JSP 757 - Tri-Service Guidance for Appraisal Reporting.
[3] JSP 440 Part 6 Section 4 Personnel Security - Travel and Contacts.

k. **NATO Security Clearance.** Personnel assigned to any NATO position will require a NATO Security Clearance Certificate. This can be obtained through the Vetting SCIO App or at the time of Review/initial clearance application.

2. NATO and EU Assignments

a. **Selection Policy.** NATO experience should be regarded as an important element of career building for officers destined for senior assignments. The Chiefs' of Staff policy on NATO representation requires that UK influence and effectiveness be maximised within the constraints imposed by the available workforce. Current Operations, together with commitments to the NATO Response Force, all require British staff in many NATO assignments to be available for operational deployment world-wide. The following guidelines are intended to assist CMs in their selection process and to advise on the liability for deployment from NATO HQs:

(1) The ACO second level headquarters at Brunssum, Naples and Lisbon will all be required to find, from their PE, the staff for Deployable Joint Task Force (DJTF) headquarters. All positions, therefore, should be filled by personnel capable of world-wide deployment.

(2) The ACO third level air component command headquarters at Izmir and Ramstein will be fully deployable. The maritime components at Northwood and Naples will also have a deployment capability for operations at the higher end of the spectrum but the land components at Heidelberg and Madrid should be static (their deployment tasks being undertaken by High Readiness Forces (HRF)).

(3) All personnel on the strength of the various HRF headquarters, STRIKEFORCE SOUTH and similar formations should be considered as filling potential war-fighting assignments.

(4) All other NATO entities and agencies are less likely to be heavily involved in deployed operations but could still be requested as augmentees or specialists. Direct discussions with line managers and the relevant Senior British Officer (SBO) should take place, therefore, prior to assigning personnel with significant employability caveats to such positions.

b. **Nominations.** CMs are to forward nominations to the SBO at the appropriate NATO HQ using the appropriate nomination format available as detailed on the CAPPs web page. Details vary slightly between Commands and are as follows:

(1) **NATO HQ Brussels, IMS Brussels, MAS and EU Military Staff.** Nominations for all assignments are to be addressed to:

Chief of Staff of UKMILREP, NATO HQ, BFPO 49

(2) **SHAPE.** Nominations, accompanied by biographical details in the format detailed on the CAPPs web page, should be forwarded as indicated below. It may be appropriate to forward extra details for the most senior assignments.

(a) SHAPE HQ - Nominations for Captains:
UKNMR SHAPE BFPO 26

(b) SHAPE HQ - Nominations for SO1s and below:
Deputy UKNMR (Navy) SHAPE BFPO26

(c) Major Subordinate Commands and Principal Subordinate Commands.
Appropriate HQ Senior British/ Naval Officer.

As the Commanding Officer of the RN elements at SHAPE and NATO HQ and the MOD Representative in ACE for Naval establishment and workforce matters, all nomination letters - if not already addressed to Deputy UKNMR (Navy)for action - should be copied to that address for information.

(3) **SACT.** Nominations should be forwarded as indicated below; Nomination letters should indicate the officer's 'prospective rotation date' i.e. FAD. A copy of the nomination is also to be forwarded to the appropriate local UK representative:

SACT HQ, ACT ASW Research Centre La Spezia, SACTREPEUR.

DEPUTY SACT, SACT HQ, Norfolk Va. 23511 USA.

Copy to: Security Officer, Naval Party 1964, BFPO 493.

(4) **COMNAVNORTH.** As for nominations to Fleet Cdr.

c. **Pre-Joining Courses and Briefings.**

(1) A number of NATO assignments have a potential commitment for operational deployment to theatre HQs. Personnel assigned to a NATO billet who are aware of a commitment to deploy during the first year of their tenure should attend RNMC for IPDT prior to commencing their assignment. Those who start a NATO assignment and are subsequently told that they are deploying should return to UK for IPDT at RNMC. Equipment and clothing will be provided in theatre.

(2) Personnel should attend the following briefings prior to taking up their assignment:

(a) **NATO Command Structure Assignments.** (HQ NATO, SHAPE, SACT, JFC Brunssum, JFC Naples, ACCs, MCCs, JSRCs, 280 Sigs, ACCAP) and EU assignments:

Those posted to NATO Command Structure and EU assignments should make contact with the appropriate desk officer within the NATO and European Policy Group (Directorate for Policy on International Organisations (DPIO)) and, in addition, should attend one of the two NATO and EU Briefing Days that DPIO organises each year.

(b) **NATO Force Structure Assignments,** (HQ ARRC, UKMARFOR and other High Readiness Force Headquarters):

Those posted to NATO Force Structure assignments should attend one of the two NATO and EU Briefing Days that DPIO organises each year.

(c) **Naval Staff Briefing.** All personnel assigned to NATO/EU or UN posts, including those destined for the NATO Defence College (NDC) are, if possible, to attend a Briefing Day before taking up their assignment. The Briefing Days are held twice per year in MOD Main Building; details of dates and availability of places are available from DPIO-SO2 COORD.

(d) **Deployment in Support of Peacekeeping Operations.** All officers posted to NATO Joint or Regional Headquarters are liable for onward deployment to any area on peacekeeping operations. CMs should therefore comply with instructions on pre deployment training for all such assignments.

(e) **NATO School Oberammergau.** The list of courses at the NATO School Oberammergau is published annually in June for the following year. NAVY PEOPLE-HQ N8 SO2 B coordinates all bids for attendance on courses.

d. The priority for briefings for SO1 and below is the appropriate DPIO brief and NATO Orientation Course at Oberammergau. CMs should make every effort to ensure that personnel destined for NATO posts, especially for the first time, attend these courses.

3. Defence Attaché and Embassy Support Staff Posts

a. Defence Attaché (DA) and Embassy Support Staff (ESS) posts come under the auspices of the FCO and the Defence Engagement Strategy – Overseas Support (DE STRAT OS) Staff. Advice is available from (DE STRAT OS), Preparation and Post Support on (020 721) 9621 82053/87154. An Aide Memoire for CMs when considering a nomination for an attaché post can be found at Appendix 3 to this Annex.

b. Officers being considered for attaché posts are to be warned that they must exercise discretion concerning the assignment and should discuss it only with persons who have a 'need to know'. This applies even after the assignment has been confirmed. CMs are to bear in mind the onerous social obligations which will be demanded of the officer's spouse and the possible domestic difficulties which might be encountered. In the likely case that the spouse is unknown to the CM, careful enquiry of the officer concerned will be necessary to obtain their assurance that these obligations are acceptable to their spouse.

c. **General Requirements.** Nominees for DA and ESS posts will require the following:

(1) DV clearance, valid for the whole period of the posting.

(2) Diplomatic security clearance (only for DA nominations).

(3) British passport (and their spouse's (see Para 3 sub para e).

(4) Medical and dental fitness (and dependants).

d. **Diplomatic Security Clearance.** CMs are to follow the procedure for LFS Assignments security clearance (Annex 59C para 1a(4)) noting that additional time will be required by Navy PSYA Pers Sy to liaise with the FCDO on endorsement of suitability of assignment.

e. **Nationality Requirement.** The FCO requires that the individual must hold a British passport endorsed: "British Subject: Citizen of the United Kingdom and Colonies", Non-British spouses do not normally need to obtain a British passport, but this is strongly recommended for certain countries. In deciding upon the acceptability of an individual and their spouse for service at an Embassy/High Commission, the FCO is also required take account of:

(1) The nationality, if not British, of the individual's parents and those of their spouse.

(2) Details of any family connections in the country to which an individual is being posted.

(3) Details of the individual's schooling if this was not in UK.

(4) Whether the nominee is divorced and, if so, whether they have remarried. (The circumstances of the divorce should also be described if that information is available.)

f. **Medical and Dental Fitness.** Careful consideration should be given during the selection stage (i.e.. prior to making a nomination to DE STRAT OS to nominees and/or their dependants who have a doubtful medical history or who have recently had major operations and who may, in consequence, need to return to UK for check-ups outside home leave periods). CMs should consider this aspect carefully to ensure that, as far as possible, candidates and dependants thought likely to incur high medical or dental costs overseas are not nominated for Embassy/High Commission duties. Reference is to be made to dependants' health, as revealed by screening, in the biographical details of the officer at the time of nomination to DE STRAT - OS staff.

g. **Nomination and Assignment.**

(1) **Defence Attachés.**

(a) Once the nominee has both DV clearance and Navy PSyA's preliminary acceptance of suitability for diplomatic clearance, the CM is, simultaneously, to:

i. Request Navy PSyA arrange for diplomatic security clearance.

ii. Nominate the officer for the attaché position, using the format available on the CAPPS web page, by e-mail to meet the nomination deadlines promulgated in the Attaché Lists and in the CAPPS List, These are to be followed by hard copies of the nomination as a back-up, Following acceptance by MOD and by ACDS(ISP), DE STRAT-OS Staff will arrange for diplomatic clearance of the nomination with the FCO. Nominations for attaché posts should include a reasonably full 'pen picture' of the officer with a description, culled from their reports, of the attributes which bear on their suitability for the assignment. Any statement of service should specify the class of ship or type of establishment in which the officer has served. The nomination should also include details of the nationality and background of the officer and their spouse.

iii. Once the nomination has been approved, DE STRAT-OS staff will write to the officer providing details of training, preparation and the move to post. Whilst the training package is being undertaken, the officer needs to be allocated a naval parent admin unit as DE STRAT-OS does not provide this type of support.

iv. The Assignment Order for briefing and training can be issued as soon as the nomination is approved, however, the assignment to the post itself should not be issued until all the clearances have been received and no sooner than 3 months before its effective date.

(b) A brief on this nomination process can be found within Appendix 3 to this Annex.

(2) **Embassy Support Staff.**

(a) When a post is due for relief (with necessary lead time for training), suitable candidates are found via a signal trawl. Once selected and when DV clearance has been arranged, the nominee's CV is to be sent by e-mail to meet the deadlines as promulgated by DE STRAT-OS staff. If the nomination is approved by the relevant DA, DE STRAT-OS staff will write to the candidate providing details of training, preparation and the move to post. Whilst the training package is being undertaken the nominee needs to be allocated a naval parent admin unit as the DE STRAT-OS does not provide this type of support.

(b) Once the nomination has been approved and provided DV clearance has been issued, the nominee can be assigned to the post.

4. LFS Exchange Assignments

a. **Assignment of RN Personnel to LFS Exchange Posts.**

(1) **Selection.** One of the purposes of exchange assignments is to learn about other navies/services and facilitate 'cross-fertilisation'. CMs should, therefore, select personnel who have a worthwhile period of service remaining on completion of their exchange assignment (i.e.. a minimum of 2 years to serve). CMs may wish to consult CM POLICY & MI SO2C before taking action to select an individual for an exchange assignment.

(2) **Nominations.** The CM will write directly to the appropriate national, or service, authorities when nominating an individual for an exchange assignment. For SO1s and below CMs should use the formats available from the DDPD CM team-site to submit details of application. CMs should note the following specific national requirements, and CM POLICY & MI SO2C may have other details of specific post requirements:

(a) **Australia.** In order to allow particulars to be arranged between CMs and Sponsoring Officer, 3 weeks should be allowed between 'ready to move' date and effective date of assignment.

(b) **USA.** In nomination letters for officers destined for exchange service in the USA, CMs are required to include a clear statement of the officer's security clearance.

(c) **Canada.** The standard handover between officers is 5 working days, In order to balance professional demands with family and housing concerns, officers should be assigned to arrive in country on a Friday with the outgoing officer returning to UK the following Friday.

(3) **Sponsoring Officers.** All exchange posts, both at home and abroad, have a sponsoring officer. This will be confirmed by CM POLICY & MI SO2C during the nomination process. A copy of the nomination letter should be sent to the appropriate sponsoring officer who will in turn supply the incoming officer with relevant pre-joining information.

(4) **Overseas Deployments to Third Countries During Exchange Tours.** CMs who administer exchange positions are to ensure that they are made aware in advance of any plans for UK exchange officers to deploy to third countries. When such deployments are envisaged, the following procedures should be followed:

(a) **Deployments within PJHQ's Joint Operational Area.** Details of the individuals concerned, dates and planned activities should be forwarded to J9 branch in PJHQ. J9 will scrutinise the proposed deployment in relation to jurisdictional and force protection considerations as well as our defence relationships with the nations concerned. They will then take the necessary action to inform or consult Ministers. Where possible, at least 10 days' notice should be provided to ensure this process can be completed prior to the deployment taking place.

(b) **All Other Deployments.** Similar details should be sent to the desk in International Policy and Planning with responsibilities for the country into which the deployment is planned. They will then take similar actions to those undertaken by PJHQ J9, as set out above.

b. **Assignment of Overseas Personnel to RN/RM Exchange Posts.**

(1) CMs will receive nominations through CM POLICY & MI SO2C from national authorities. Once the nomination has been approved by the relevant Ship or Establishment, CMs are to inform CM POLICY & MI SO2C who will reply directly to the respective national authority and raise a JPA account for the nominated individual.

(2) Once the Ship or Unit position has been identified, Navy PSyA should be consulted with reference to the level of security clearance required for the individual,

(3) Restrictions on operational deployments may apply. Prior to acceptance of a nomination, CMs are advised to check any limitations on deployments for overseas personnel.

5. Loan Service Assignments

a. Detailed arrangements for Loan Service Assignments can be found in JSP468 (Joint Service Manual for the Loan and Secondment of Personnel to Commonwealth and Foreign Forces),

b. In order to comply with JSP 468, CMs must ensure that all personnel to be nominated for Loan Service complete and return the Loan Service application at Annex 1B and Appendix 1 to JSP 468. This must be returned to the CM countersigned by the appropriate SO1 CM and then forwarded to DE STRAT-LSP1.

6. Service on Loan - Exercise Long Look

a. Periodically, Exercise 'Long Look' is initiated, when personnel are exchanged between the Royal Navy and the Royal Australian or Royal New Zealand Navies. This is not Loan Service and is a loan as opposed to an assignment. CMs are not required to initiate clearances or become involved other than to give assigning clearance for the period of the loan i.e.. there is no plan to assign the individual for whom clearance is being sought away from their present unit and therefore the unit can arrange the exchange of personnel. CMs should be aware that the exchange agreement entails employing a Commonwealth Service Person in place of the UK Service Person and that individuals are offered up for loan on the basis of compatibility of employment. It follows, therefore, that a request for a relief due to the Commonwealth Service Person being incompatible with the UK assignment is inappropriate.

b. As personnel are loaned, Assignment Orders are not issued for Exercise Long Look, but a Scribble pad notation may be used to record an individual's participation,

7. Peace Support Operations

a. The RN provides personnel to a variety of international peace support operations (PSO) around the world e.g. Afghanistan, Bosnia, Congo, Liberia, Georgia, Iraq, Kosovo, Mali and Sierra Leone, but other similar operations can and will occur. They may come under National, NATO, EU or UN Command.

b. Most of these posts operate on a six-monthly roulement. These posts are not dedicated to a single Branch will be managed through the CAPPS process. They will be allocated to Branches in advance in proportion to the Branch populations. The posts are defined as 'operationally essential' and are to be filled as a matter of priority. To meet deployment targets, CMs must work well in advance to ensure that suitable personnel are identified and trained in time.

c. Most deployments will require individuals to undertake IPDT/OPTAG Training (SA80 or 9mm as advised) and First Aid training,

8. Assignment to the USA.

In addition to the general guidance above, the following procedure is to be adopted for assigning officers (SO1 and below) to posts in the USA. Failure to do so may result in significant delays or an inability to access military establishments or healthcare on arrival:

a. **Exchange Posts.** Personnel assigned to the US as part of the MPEP work for a Department of Defense (DoD) Chain of Command (CoC) and are required to be accepted onto the programme by the US Command hosting the position. Acceptance must be received prior to the assignment order being issued. The British Navy Staff in the British Defence Staff (BDS) within the British Embassy in Washington D.C. administer the liaison between Career Managers (CM) and the Pentagon. This role is undertaken by the MPEP Support Officer.

b. **Liaison Posts.** Personnel assigned to the US in a Liaison post do not work for the DoD, instead they remain working for a RN or RM CoC. The Naval Attaché approves the appointment. The British Navy Staff in the BDS within the British Embassy in Washington D.C. administer the liaison between CMs and the Naval Attaché. This role is undertaken by the BNS Co-ord.

9. Assignment Process

a. **MPEP and Liaison Positions.** CMs are responsible for identifying potential reliefs for posts within the US. For Commanders, they should discuss by telephone with ANA and for others with the sponsor officer. Once suitability and timing have been agreed verbally, CMs send BDS(US) (addressed PS/ANA to ensure central administration) a letter enclosing the necessary nomination, CV and Security clearance. Nominations are to be received in sufficient time to allow staffing to take place and no later than 3 months before the previous incumbent's TOUREX. It is important that nominees are made aware that they are not formally assigned to a position until they have been accepted and that they should incur no expenses relating to the potential assignment until the CM receives their formal notification to raise the Assignment Order.

b. **MPEP Positions within the US Intelligence Departments.** There are additional clearance processes required to ensure personnel assigned to MPEP positions within the US intelligence departments have received the required clearances prior to arrival. This can take in excess of 6 months. The process must therefore start at least 7 months prior to anticipated arrival. Career Managers must ensure that nominees have TS clearance prior to nomination and that they have or can be processed onto the GCHQ IT system once acceptance is received.

c. **Form 1907 Process.** The Form 1907 is required to generate a Foreign Visits Request and is contained in US DIN (2020DIN03-015). All personnel assigned to the US are required to complete the form at least 35 days prior to travel in accordance with current guidance1. The Form must also include the details for all individuals accompanying the serviceperson to the US, including spouses and dependent children. An accepted Foreign Visit Request is required for access to the parent military establishment. Failure to complete the Form 1907 will result in considerable access issues on arrival and may impact on the individual and their family's ability to register for medical care. Completed forms for Liaison Assignments should be sent to the BNS Coord.

d. **Form 1907 for MPEP Assignments.** The 1907 form is for all short-term and permanently assigned visitors to the US. The DIN (2020DIN03-015) does not, however, provide guidance for MPEP assignees. Supplementary guidance has therefore been written to assist personnel assigned to the MPEP. The CM should forward a copy of the guidance and the form to the assigned person on issue of the assignment order. Once the Form 1907 has been completed by the assigned person, it must be returned to the Career Manager for Section 4 to be completed. By dating the form, the CM is confirming that details have been checked against the JPA competencies record and that the assigned person holds the required security clearances for the post. Completed forms for MPEP personnel are to be returned to the MPEP SO for staffing within the Embassy.

e. **Additional J1 Processes.** Once assigned all other J1 actions relating to moving to the US are administered by the J1 team in the British Embassy and are triggered by them receiving the Assignment Order JPA workflow. A copy of the Assignment Order should also be work-flowed to JPA Position 1298763 in the Embassy. Mandatory Arrival Briefs are held every 2 weeks for all personnel assigned to the USA. Assignment Orders should provide details of this brief (evidence suggests that the attendance at the Arrival Brief ensures a smooth administrative arrival process through challenging US bureaucracy).

f. **Contact/Further Questions.** Any questions relating to the process for assigning personnel to the US should be directed to:

(1) **MPEP Assignments** - MPEP SO at BDSUS-RN-PEP@mod.gov.uk.

(2) **Liaison Assignments** - BNS Co-ord at BDSUS-RN-Team@mod.gov.uk.

APPENDIX 1 TO ANNEX 59C

FORMAT OF LETTER FOR NOTIFICATION OF REQUIREMENT FOR MEDICAL SCREENING OF DEPENDANTS

Navy Healthcare Division
Navy Command Headquarters
First Floor
Leach Building
Whale Island
PORTSMOUTH
Hampshire
PO2 8BY

MEDICAL SCREENING OF DEPENDANTS FOR LOCAL FOREIGN SERVICE

1. You are being considered for Local Foreign Service accompanied by your family. An essential factor that must be considered in this is the ability to ensure adequate healthcare for your family in an overseas location.

2. The quality of healthcare, provision of medicines and environmental factors vary widely internationally; therefore a screening process is necessary to ensure that your dependants' health needs are assessed correctly. Primarily, this is to ensure the safety of your dependants but it also limits the complications that can arise when all family health factors have not been assessed fully.

3. A number of cases have arisen where Service Personnel (SP) failed to ensure screening of all their dependants or failed to declare all known conditions. This has resulted in cancelled assignments, individuals returned early or having to serve unaccompanied. It has also resulted in risk to individual dependants and significant cost to some SP who have had to resort to private healthcare for their families.

4. A pre-existing medical condition does not necessarily result in personnel and their families being excluded from LFS opportunities; however, it is appropriate that the RN assesses the risk and provides guidance to families considering foreign assignments. If a dependant has a medical condition that they believe needs to be considered before agreeing to a provisional assignment plan they should be encouraged to discuss it with the Global Medical Supportability Cell (GMSC), email: UKStratCom-DMS-DPHC-GMSC-Grp@mod.gov.uk. Clearance is given on the basis that an individual is fit to travel and reside in a country, taking into account that local medical care can adequately and safely meet the healthcare needs of the individual. Some conditions may be exacerbated by particular climates. The quality of healthcare available may vary significantly from the UK and custom and practice may be different. Even in Western Europe or the USA some drugs or treatments may not be available. The decision regarding each individual family member's medical clearance rests with GMSC / DGP, who may require individuals to engage with their GP in order to make a decision on fitness to travel. Appeals of a decision will be processed in accordance with direction at BRd 3(1), Chapter 59, Annex 59C, Para 1, e, (4).

5. You are required to request and complete a medical screening questionnaire through the Families Section: UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk Tel No (Team Mobile): 07977 824330[1]. It is imperative that you:

a. Include all family members who will reside with you, including children in boarding school who will be with you for holiday periods.

b. Complete the questionnaires fully with no omissions.

6. Full, open and honest engagement will enable GMSC / DGP to make an informed assessment of the situation and ensure the healthcare needs of your family can be met in the country to where you will be posted.

[1] Further information is contained in BRd 3(1), Ch 59, Annex 59C, Para 1, e, (1), (a) and (b).

HEALTH GUIDANCE NOTES FOR FAMILIES PROCEEDING OVERSEAS

1. Introduction

Families travelling on assignment overseas should be aware that medical and dental facilities and resources are often less comprehensive than those available in the UK. The department will consider you and your family's health and medical history prior to travel to avoid any associated risk and confirm that the appropriate level of health care can be provided in your future destination where applicable.

2. Medical Self Declaration Questionnaire

Dependants travelling on overseas assignment must be screened by the Defence Medical Services (DMS) Global Medical Supportability Cell (GMSC). Medical Self Declaration Questionnaires must be completed for all spouses/civil partners and dependants. You should complete all sections of the medical screening questionnaire prior to submitting it to the GMSC/DPG. In addition, it may be a requirement for medical cover for dependants who will be visiting only in the school holidays e.g. those children who currently attend Boarding School. This differs from country to country. Specific requirements should be confirmed with the medical authorities in the country of destination.

3. On completion, the questionnaire must be submitted to GMSC. If any medical or welfare issues are highlighted, GMSC will contact you for further information. The completed questionnaire(s) must be sent as soon as possible but no later than two months prior to travel to allow sufficient time for your history to be reviewed.

4. Current/Ongoing Medical Treatment

If you or your children are currently on any course of medical treatment, outpatient review, waiting list or rehabilitation, it is essential that you ask your doctor to provide you with a report to pass to the doctor in your future overseas station. If you are on a course of prescription medicine, you should ask for an additional three-month supply in case of difficulty or delay in ordering suitable medication at your future location.

5. Dental Treatment

Standards of dental treatment may vary considerably in overseas; locations and occasionally may not meet that of the NHS or a UK private practice. You are strongly advised to arrange for dental check-ups for all your dependants, with sufficient time to complete any subsequent treatment prior to the date of your travel.

6. Immunisation

Please be aware that many overseas locations are in environments that could potentially expose you to a greater risk of illness or disease than the UK. Previous vaccination history, age, geography, local travel, standard of accommodation and lifestyle are all factors that should be considered when you seek advice about vaccinations. You should contact your GP Surgery as soon as possible to arrange any additional vaccinations. Please be aware that vaccinations are not always immediately available and may need booking in advance, so this must be done early. Further advice is available from NaTHNaC (The National Travel Health Network and Centre).

7. Reimbursement of Fees in Support of Medical Examinations

Fees incurred for medical examinations, or vaccination requirements in association with your posting, can be re-claimed through JPA. You may also wish to consider applying for an Advance of Pay to cover these fees; advice should be sought via your UPO or Unit Admin office.

8. Expectant Mothers

a. Under normal circumstances, pregnant women may travel by air without special precautions up to four weeks prior to the date of confinement (considered the 36th week of pregnancy) provided that:

(1) There is no history of significant bleeding at any stage of pregnancy.

(2) There is no history to suggest that premature onset of labour is likely.

b. A doctor's letter is required for all women travelling between the 28th and 36th week, confirming the estimated date of delivery and that the above criteria have been met. Travel after the 36th week of pregnancy will only be permitted in exceptional circumstances and the Families Section should be contacted for further advice in this instance.

c. For twin pregnancies, expectant mothers will not be permitted to travel as an ordinary passenger after the end of the 32nd week.

APPENDIX 2 TO ANNEX 59C

ATTACHE AND DEFENCE ADVISER POSTS - AIDE MEMOIRE FOR ASSIGNING AND NOMINATION BRIEF

1. Assigning Check List

a. **Career Manager.**

(1) Checks nationality qualifications of officer and their spouse.

(2) Checks medical and dental fitness of officer and requests medical screening of dependants (Appendix 1 to Annex 59C).

(3) Seeks PSyA opinion on officer's suitability for diplomatic security clearance and initiates application for DV clearance (if not already held by officer or if clearance expires during period of assignment (Para 5805)).

b. **NAVY PSyA.** Gives opinion of officer's suitability for diplomatic security clearance either immediately or on completion of the DV clearance process, whichever is appropriate(Para 5805).

c. **Career Manager.**

(1) Nominates officer to Defence Engagement Strategy – Overseas Support (DE-STRAT-OS) using format on CAPPS web page.

(2) Requests DE STRAT-OS staff arrange clearance of nomination within MOD and ACDS(ISP) as appropriate and diplomatic security clearance with FCO.

d. **DE STRAT-OS.** Notifies CM of acceptance of nomination by MOD/ACDS(ISP) staff and details training and briefing requirements.

e. **Career Manager.** Issues assignment for briefing and training.

f. **DE STRAT-OS.** Notifies CM of FCO Approval (Head of Mission approval and FCO Security clearance).

g. **Career Manager.** Assigns to post itself no more than three months before effective date (Para 6106).

2. Nomination Information

a. **Nomination and Training Dates.** Training packages for Attachés are carefully tailored and contain little flexibility. Of late programmes have become more complex and greater use has had to be made of fixed date courses. Additionally, Heads of Mission have indicated a need for earlier nomination for approval. It is therefore crucial that the nomination and training dates are strictly adhered to. Before Attaché training can start DE STRAT-OS staff must have details of the nominated officer so that the necessary clearances can be obtained from within MOD and then, through the Foreign and Commonwealth Office, from the receiving Ambassador or High Commissioner.

b. **Nomination Date.** Clearance of Service nominations for attaché assignments through MOD and FCO usually requires a minimum of three months. It is therefore vital that nominations are made by or during the month indicated in the CAPPS Book.

c. **Intro-Training Date.** Whilst many threads to attaché training programmes may be common, the preparation path for each assignment is unique. Many of the training opportunities, which are out of DE STRAT-OS Staff's control, are held on fixed dates. Moreover, some language training provided by DSL is also limited to fixed course dates. It is therefore vital that officers are released for attaché training in accordance with the information provided in the CAPPS book and in the DE STRAT-OS nomination letter. Any delay will inevitably result in significant delay to the date of arrival in post.

d. **Career Briefs.** Details of nominees for attaché posts should be comprehensive and tailored to the specific skills sought by the assignment job specification. Career briefs should not dwell unduly on early career; instead, a candidate's performance and qualities demonstrated over their more recent assignments are of greater value to the approving authorities - particularly the Head of Mission. In addition to high personal qualities, the general experience sought of a nominee includes a wide service background, joint service experience or training (such as JSDC or psc(j)) and a wide knowledge of broader single service operations and tactics. For attachés going to singleton Defence Attaché posts, nominees are often sought who have experience of the other Services' activities. Experience of a major command HQ or of Whitehall is an advantage and, increasingly, budget experience is also valuable. It is essential that the nomination includes, if appropriate, the nationality of spouse and the dates of birth of dependent children, particularly those intending to reside in country.

e. **Security Clearance.** Attachés are required to hold a DV security clearance prior to DE STRAT-OS Staff briefings and the attaché training at the Defence Intelligence Security Centre (DISC) at Chicksands. For nominees who already hold a clearance, the DV must be valid for the entire length of their tour. To allow for any extensions in post, an attaché should have a DV with at least four years to run on assignment. For residential posts, normal single-service clearance procedures are followed immediately by an FCO security department clearance. The FCO element must be completed at least 3 months before the attaché travels to post. The FCO continues to require the files for attachés who have a DV clearance that will run beyond their expected date of return. Letters of nomination to DE STRAT-OS Staff should include confirmation that, where necessary, priority DV and FCO security clearance has been set in train.

f. **Confidentiality of Assignments.** Crucial to the success of nominations is the approval of the nominee's future Ambassador or High Commissioner (Head of Mission). Until that Head of Mission approval is given, a nominee remains very much a proposal for an assignment. Heads of Mission have been known to reject a proposed attaché; in such cases MOD has been required to choose another officer. Career Managers must stress to officers who have been identified for an attaché post that until the Head of Mission has given their approval the officer's selection remains merely a proposal. Attachés' designate must not reveal their nomination and must not contact the officer they expect to replace until the Head of Mission approval is given. DE STRAT-OS Staff will formally notify a nominee of their successful nomination and advise the officer when they may write to the Ambassador or High Commissioner as well as to the incumbent. Even after Head of Mission approval is given, the timing of notification to the host nation of the new attaché remains firmly the responsibility of the Head of Mission. For this reason, nominees are reminded to keep news of their successful selection on a need to know basis until the incumbent advises that the host nation has been informed. Nominees should also be reminded that telephone lines into posts overseas are not secure; calls to incumbents should be made with this very much in mind.

g. **Tour Lengths.** A nomination for an attaché post should include a clear statement on the length of tour the officer will serve. The normal tour is for a minimum of three years and most Heads of Mission expect their attachés to serve at least this period. For attachés who are expected to serve less than three years, DE STRAT-OS Staff should be consulted before an individual is nominated - particularly if their retirement date from the Service will prevent a full three year tour being completed. Precise notification of expected tour length will also help the maintenance of an accurate Forecast Relief List.

h. **Language Training.** The major training element which drives the date due for training with DE STRAT-OS Staff is language training (LT). Where posts require LT aptitude tests a note (LT Req'd) is made in the remarks column of the list. In particular, Moscow due date for training is substantially influenced by the 18 months LT necessary for non-Russian speakers to achieve the post requirement. Russian LT is undertaken at Beaconsfield and starts each year in September. Details of the nominated officer are required by DE STRAT-OS Staff at least 12 months before the start of the course.

i. **Queries.** Queries regarding the procedures for nomination, approval and preparation of Service attachés and advisers should be addressed to DE STRAT-OS desk officer for preparation and training on (020 721) 9621 82053/8715.

APPENDIX 3 TO ANNEX 59C

CONSENT TO DISCUSS MEDICAL INFORMATION

1. Defence Primary Healthcare (DPHC) has made an assessment of your medical suitability for service overseas and has recommended that your assignment is not confirmed. You have unsuccessfully appealed this decision to DPHC, and the next stage is for a review within the Directorate of People and Training.

2. In order to investigate this appeal and form a recommendation to the Head of Navy Career Management it will be necessary for your case to be discussed by:

a. Head, Navy Career Management;

b. Assistant Head, Specialist Health Advisor - a Medical Officer;

c. Your SO1 Career Manager;

d. SO1 Employment Law.

3. Medical details will only be discussed between Medical Officers as much as is possible. They will only access those records which are necessary to inform the decision-making process and all personnel will keep any information gained confidential. You do not have to grant permission for medical information to be shared, but without permission the investigation of your appeal will be limited, and the outcome may be affected.

4. By completing and signing this form, you are granting permission for your medical details to be accessed and discussed. You also grant permission for the Medical Officers above to speak to, and obtain medical information from, individuals who have been involved in making the original decision and any specialists involved in your care.

Name of Service Person/Dependent: .....

Rank/Rate (if appropriate): .....

Date: .....

When complete this form is to be retained in the Electronic Personal File

ANNEX 59D

ROYAL NAVY AUGMENTATION POLICY

1. Introduction

a. Augmentation is the process by which Suitably Qualified and Experienced Personnel (SQEP) are selected, trained and deployed to meet additional high priority workforce requirements in support of operations, exercises and events outside of the declared Defence and Navy Plans. The augmentation process is managed through Deputy Director People Delivery (DDPD) People Operations (POps).

b. The generation of Individual Augmentees (IAs) to service a non-workforce driving requirement is not a 'free resource'. Collectively, it impacts planned business output, generates uncertainty and creates instability within the personnel arena. Whilst the cost to the demanding organisation is often minimal, the effect, particularly in the context of today's lean organisational structures, is considerable.

c. In providing personnel for high priority Defence tasking, care must be taken to ensure that churn and uncertainty to the individual is reduced as well as minimising impact to Royal Navy outputs. Therefore, internal redeployment within 2* Directorates and the use of formed units, particularly those held at readiness, should be considered before IA.

d. The Defence Individual Augmentation Policy (DIAP) is the authoritative policy for Individual Augmentation and takes precedence over Naval policy. The Royal Navy Individual Augmentation Policy (RNIAP) provides single Service amplification to support the DIAP.

2. Aim. The aim of the RNIAP is to set out the principles for the redeployment of Naval personnel to meet additional personnel demands in support of operations, UK resilience tasks, exercises, trials and events (including ceremonial events). Additionally, it clarifies the definitive direction concerning funding and the individual phases of the augmentation process. The procedures for dealing with Personnel OPDEFs, Non-Operational Workforce Deficiencies (NOWDs) and PERREQ procedures are contained at Para 5948.

3. Definitions and Principles

a. **Force Generation.** Force Generation is the process of providing suitably trained and equipped forces and their means of deployment, sustainment and recovery to meet current and emergent tasks, within required readiness and preparation times (as detailed at para.7).

b. **Force Sensing.** Force Sensing (FSen) is the process of understanding the likelihood of being able to generate an IA and the associated impact to the donating organisation. Force Sensing follows the process at para.7 up to the point of nominating an individual and completing the trawl process. While FSen doesn't immediately result in an organisation losing an individual, it does introduce organisational and personal disruption and is therefore only used when absolutely necessary.

c. **Augmentation.** Augmentation is an element of Force Generation and is the temporary re-deployment of individuals, either from within liability driving positions (regulars) or from mobilised Reserves[1] to wherever they are needed to meet directed operational Military Tasks, Exercises[2] and Events[3] that cannot be achieved within peacetime establishments. It may include the re-distribution of individuals brought together to form an ad-hoc unit/sub-unit or the forming or reinforcing of regular units with reserves. Augmentation specifically excludes the planned or unplanned deployment or re-redeployment of a formed unit/sub-unit or the planned formation of a composite unit/sub-unit of individuals for their crisis role[4]. There are two main types of Augmentation: Above the Line (AtL) and Below the Line (BtL).

(1) AtL augmentation is the process of filling MoD-directed positions above funded personnel levels and is non-discretionary. The IA demand is validated, authorised and directed by the Defence Single Tasking Authority (DSTA) IA cell when essential to a Defence output and is in addition to the Defence Board endorsed liability for each sS/TLB for an operation of task.

(2) BtL augmentation refers to an internal Navy TLB augmentation request where redeployment of personnel is needed between 2* Directorates or requested between TLBs, via the DSTA RNLO, but the demand is not endorsed by MoD.

d. These common principles can be broadly applied to the following Naval augmentation requirements:

(1) Force Generation for Operations.

(2) Short Notice Operational Commitments.

(3) Crisis Augmentation Lists (CALs).

(4) Exercises, Trials and Events.

(5) Royal Marine Additional Resource Table.

(6) Short Term Training Teams.

[1] Reserves may be either volunteer or regular reserve.
[2] Exercises, as a means of preparing for operations, are included in this definition.
[3] Events are included in the definition of augmentation but are addressed Below the Line (BtL) unless endorsed by DCDS(MSO) or where they are a specific MT/Op Task.
[4] A separate element of Force Generation, which particularly pertains to reservists, mainly of a specialist nature (e.g. Volunteer Field Hospitals).

4. Responsibilities

a. Central co-ordination of the Defence Augmentee Requirement, including Resilience Planning (RP), Operations and Exercises will be endorsed by ACDS (Ops & Cts), through the DSTA[5] within Defence Security, Policy and Operations (SPO)[6], before being passed to single-Service authorities. This requirement will be AtL, is non-discretionary and Defence mandated.

b. The DIAP mandates that augmentation is managed through the Services' Principal Personnel Officers (PPO), who are responsible for providing personnel from within their TLB (may be personnel from other sS assigned into the TLB). Only in exceptional circumstances can a sS trawl their personnel assigned into a different TLB[7].

(1) 2SL, as the Naval PPO, has pan-Naval Service responsibility for augmentation issues, which is delegated through Dir P&T to DDPD and POps.

(2) Contentious augmentation issues and arbitration will be referred to DDPD or Dir P&T as appropriate

c. Pan Navy TLB commitments requiring augmentation which have no Joint involvement are managed by POps within DDPD on behalf of the Fleet Commander.

d. Navy Healthcare within Dir P&T will advise on medical personnel augmentation requirements and COMOPS DACOS N1 team will advise on all augmentation demands for intelligence/information exploitation (IX) expertise.

e. **Task Sponsor**. The Task Sponsor (TS) is the point of contact within an organisation or unit requiring the temporary uplift in personnel. They are responsible for articulating the requirement, including the production/update of the Operational Job Specification (OJS). The Statement of Requirement (SOR) which is the method of requesting AtL augmentees or Augmentation Requirement Document (ARD) for BtL demand must state why resource cannot be re-apportioned from within the sponsor's area.

f **Authorised Demanders.** Specific Authorised Demanders (AD) for Navy TLB BtL augmentation, have the authority to endorse an augmentation requirement using the ARD process (templates at Appendices 2 & 3), to resource personnel for augmentation are as follows:

(1) **Navy Commitments (COMOPS and CSF).** The primary AD for BtL activity from within the Naval Service. These tasks are predominantly Navy 'discretionary' in nature.

(2) **Naval Staff.** STRATPOL, through COS DSP for the creation and endorsement of augmentation demands (BtL) which are considered strategically significant enough to warrant IA support.

[5] The functions and liaison authority of the Defence Single Tasking Authority are detailed in the DIAP.
[6] Formerly Operations Directorate.
[7] FULLCMD trawls across other TLBs are by the sole authorisation of the DSTA only.

(3) **RN Domestic Engagement Team (RNDET).** The AD for all UK based Defence Augmentation Other Than Operations (DAOTO) and Royal Navy in the Public Eye (RNIPE) BtL events. This does not include other augmentation requests such as planning officers for events, which should be processed through the demanding 2* Directorate.

(4) **Director General Defence Safety Authority (DG DSA).** TS and AD for Service Inquiries.

(5) **RN Safety Centre.** TS and AD for Fleet Commander Service Investigations or Unit Investigations that require augmentation.

g. **Requirements Approver (RA).** 2* Directorates are not formal Authorised Demanders but can request BtL augmentation through the ARD process, endorsed by an RA (minimum of OF5 level), providing the correct justification and funding is presented together with the evidence that the SQEP is not available within their own Directorate.

5. Requesting Augmentees

a. **AtL.** AtL augmentation is directed by DSTA using the processes in DIAP, is Defence mandated and non-discretionary. The demanding organisation will provide an OJS which will be verified and approved by DSTA before being apportioned to the sS according to SQEP availability guided by pre-determined ratios[8] (RN apportionment of total IA demand is ca.20%). This also applies to Tier 2+ and above exercises, which will be submitted by UKSTRATCOM JOINT WARFARE (or JTEPS for Ex JOINT WARRIOR) to DSTA for augmentation.

b. **BtL Considerations.** Any BtL IA request must be fully considered in accordance with the following:

(1) Does the requirement fit within the RN Command Plan, Exercise Plan and/or Strategic Workforce Priorities?

(2) Can the required military effect be delivered through an alternative solution or an established process such as via the WfMG?

(3) What is the wider Defence impact of not resourcing the augmentation demand?

(4) Do the implied benefits outweigh the impact of redeployment of RN personnel in other 2* Directorates?

(5) Is the augmentation resource requirement proportionate to deliver the task?

[8] Current (2023) apportionment ratios are: 50% Army, 20% RN, 20% RAF, 10% UKStratCom

(6) Is the request retention positive: does it offer branch sustainability opportunities and is it outside of pinch point cadres?

(7) Can the demand be reasonably be met from within the generating 2* area?

c. **BtL Submission.** A request for BtL augmentation is to be submitted to POps by a TS using the Augmentation Requirement Document (ARD) found at Appendix 2 (Operations & Exercises) and Appendix 3 (Events). This must articulate why the personnel cannot be supplied from within the requesting 2* Directorate, and the likely impact to the activity if personnel are not provided. It is to be accompanied by an Operational Job Specification (OJS) for each position. Once complete, the TS submits the ARD to a RA within their 2* Directorate. The RA provides appropriate scrutiny and justification that the requirement is set at the minimum level to fulfil the demand. A funding source (UIN) is to be identified and then the ARD is passed to POps. Where possible the Maritime Reserves will be used to fill Augmentation positions but mobilisation costs will need to be covered by the demander.

d. **Timelines.** All augmentation requests are to adhere to the following timelines. Any that do not will be considered at 'best effort' only and may be rejected entirely due to missed timelines.

(1) AtL augmentation will adhere to the timelines and requirements directed in the DIAP. This may include urgent augmentation required at very short notice which will be approved at the appropriate level within ACDS Commitments (DSTA).

(2) Exercises and Events (BtL), and major deployments (e.g. CSG, LRG) must be submitted no less than 6 months in advance. Where possible, all augmentees are to be nominated no less than 6 weeks before the exercises or event, and joining instructions are to be issued by the TS no less than 4 weeks before the exercise or event.

(3) Time critical BtL augmentation requested by ADs may be submitted within these timelines however any submission at less than 110 days will be subject to approval by POps Hd.

(4) Other BtL augmentation should be submitted with at least 110 days' notice (10 days for POps scrutiny, adjustment and approval, 10 days to identify an individual, 90 days for individual to prepare for augmentation).

e. **Defence Activity Other Than Operations (DAOTO).** RNDET for all non-operational events and commitments, including RNIPE and ceremonial.

f. **Resilience.** Navy COMOPS N5 Homeland will co-ordinate requirements for UK resilience operations/MACA demands. Contentious issues will be referred up the Chain-of-Command, ultimately to Fleet Commander.

6. Endorsing Augmentation Requests

a. Defence directed AtL demands received from DSTA will proceed directly to FGen.

b. All other BtL demands will be considered for endorsement by the Authorised Approver, POps Hd but may be subject to adjustment following dialogue between POps and the AD. Decisions to support BtL demands will be based on a number of factors, including but not limited to:

(1) Timelines.

(2) Availability of SQEP across the RN, and impact of loss to donor 2* Directorates.

(3) Impact of not fulfilling task.

(4) Priority of requested task against RN and Defence priorities.

7. Generating Augmentees for Operations and other Specific Demands

a. Once endorsed, POps will identify personnel to be generated against the demand (following the flowchart process at Appendix 1) in one of the following ways:

(1) An FSen process.

(2) Identification and assignment of an individual for the role through Career Management if appropriate timelines can be achieved[9]. Guidance for Career Managers filling IA posts can be found at Appendix 7.

(3) Identification and employment of volunteers if sufficient time allows.[10]

b. **Force Sense.** An FSen is used to identify SQEP within a 2* area and assess the likelihood of being able to generate an IA against the associated impact to the donating organisation. An FSen will follow some or all of the following process depending on the circumstances:

(1) Determining the presence of SQEP in an organisation, achieved through the use of JPA and related systems.

(2) Investigating the availability or likely impact of removal of SQEP from an organisation. This may be achieved through discussion with Career Managers, the organisation's Chain of Command, or consultation with subject matter experts.

[9] Timelines will usually require POps to fill the first rotation of a post but generation will be passed to Career Managers for follow on rotations wherever possible.
[10] As long as the process of seeking volunteers does not significantly increase the overall FSen timeline were a volunteer not forthcoming

(3) Identifying the specific penalty of the removal of specified individuals from their organisations through request and submission of PSRs iaw Appendix 8.

c. The FSen process will require 2* Directorates to generate PSRs via the appropriate 2* Workforce Management Groups (WfMGs). The 2* WfMG will be required to submit one PSR for the lowest impact eligible individual within their Directorate. Such individual must meet the SQEP required for the demand iaw the OJS and be able in all respects to carry out the task, including being appropriately medically employable, not breaching SWDC restrictions, and not presenting with any critical N1 issues that would preclude employment.

d. For a BtL task, the requesting 2* Directorate may also be engaged for a PSR. This will provide a comparator of the relative impacts to both the *demanding* and *donor* organisations. If the FSen indicates that the demand can be serviced then the same PSR will be used for the potential IA.

e. Unless a Supported Volunteer is identified POps will arbitrate between 2* Directorates' PSRs to determine the least impact[11] solution overall.

f. On selection of a least impact PSR, the selected individual will either commence FGen (BtL or AtL apportioned to the RN) or have their PSR put forward to DSTA for consideration (AtL where multiple services are trawled, or impact is so significant it may override the task requirement). 2* Directorates that provided PSRs will be informed when they are stood down or selected accordingly.

g. Once the individual has been directed to FGen an IA, they will be provided the TS's details to seek Joining Instructions and the selectee will be required to load on to Pre-Deployment Training (PDT) as required, through engagement with the Royal Navy Pre Deployment Training Mounting Centre (RNPDTMC)[12].

8. Generating Augmentees for Exercises and Events

a. **Initial Generation.** Where possible the demand for exercises and events will be offered initially to the Maritime Reserves (MR) and volunteers sought using SCIO or through WfMGs.

b. **Volunteers.** Volunteering opportunities may be advertised on the RN Intranet and via the MyNavy app; individuals can register their volunteer status in their SCIO profile via MyNavy App. Volunteers are to seek approval from their Line Management to be released for this duty. Once a volunteer has been confirmed for an augmentation task this constitutes a duty and the individual cannot withdraw without significant reason. In most cases, where a volunteer must be removed, the parent unit will be required to find a replacement.

c. **Trawls.** Following returns for MR and 2* WfMGs for volunteers, any extant positions will be trawled for iaw the trawl process outlined for Operations in Para 7.

[11] Professional and personal considerations
[12] Details of PDT currently contained in 2022DIN07-106.

d. **Large Events.** For events requiring large numbers with broad SQEP requirements (e.g. for major ceremonial events), 2* WfMGs will be apportioned a number of personnel depending on their Directorate's size to generate towards this demand. This is to reduce the administrative burden of conducting a PSR-led trawl for every position. This group of personnel at readiness will be known as the Naval Ceremonial Guard (NCG) with details for generation and CONEMP promulgated by RNTM.

e. **Joining/Administrative Instructions.** All administration for the exercise, including the distribution of Joining/Administrative Instructions, is the responsibility of the Task Sponsor. To ensure that information is being received correctly, it is essential that demanders ensure that nominated IAs are in full receipt of, and have acknowledged, all instructions.

9. Feedback

After any period of augmentation, POps may send an online questionnaire to the augmentee. This information is used to ensure that demanders are correctly employing IAs, that administration and divisional responsibilities are being properly executed. Where POps considers it necessary, often in the case of recurring exercise demands, a demander will be informed of the results of the questionnaire.

10. Planned Augmentation (Crisis Augmentation Lists)

a. Crisis Augmentation Lists are identified, defined and validated lists of positions to augment strategic or operational organisations[13] and can be activated in response to a pre-planned contingency task or during a crisis. They are directed and validated by DSTA in the DIAP and maintained by single Services. Each position on the CAL will have a prescribed Notice to Move. The wo types of CALs are as follows:

(1) **@R1-3.** Those positions @R3 readiness (10 days' notice) or higher will be attributed to specified personnel through formal assignment, management through units or 2* WfMGs[14]. This dual assignment or unit allocation may require a training/induction commitment iaw their OJS[15], and may be exercised by the receiving organisation by up to 21 days per year.

(2) **@R4-5.** Those positions at R4 readiness (20 days' notice) do not require named personnel and a trawl will be undertaken to identify individuals with correct qualifications and skills at the time of activation or reduction in readiness timeline.

b. Personnel held @R3 should not be impacted in their normal work or leave routine by this requirement. Personnel held @R1-2 are to remain within appropriate recall distance unless alternative arrangements have been made, i.e. a SQEP stand-in has been nominated.

[13] DCMC, PJHQ, SJFHQ, JFHQ, SJFLogC, SJC, JCCC, Head Office.
[14] DIAP requires @R2 and above SP to be formally allocated to the CAL; RN policy is to extend this to those @R3 posts that have a major PDT requirement based on lessons identified when activating CAL positions (difficulty in achieving PDT within required timescales).
[15] This may include but not be limited to up to 4 weeks of PDT, HQ briefs and inductions, applications for STRAP and HQ passes.

11. Funding

a. **Funding Principle.** All costs associated with Augmentation are to be identified and approved by the Demander (AtL, iaw the DIAP) or TS (BtL)) In some instances, specific costs may be reimbursed from HM Treasury, i.e. MACA tasking – it is the responsibility of the Demander or TS to arrange this reimbursement. Consideration is to be given to the full range of costs the augmentation may incur. RN Augmentation Funding policy is derived from the DIAP; funding will be determined as follows:

(1) Capitation - Donor sS (AtL)/Costs lie where they fall (BtL).

(2) T&S for pre-deployment training, event/ceremonial training, and to reporting location or departure from UK location - Donor unit.

(3) Generic pre-deployment training (RNPDTMC) - RNPDTMC.

(4) Non-standard pre-deployment training[16] - Demander/ TS.

(5) Net additional costs post reporting (including travel costs outside UK) - Demander/TS.

b. **Mobilised Reservists.** All costs associated with the mobilisation of the Maritime Reserve must be pre-approved. Maritime Reserves HQ can advise on the use of Reservists for augmentation.

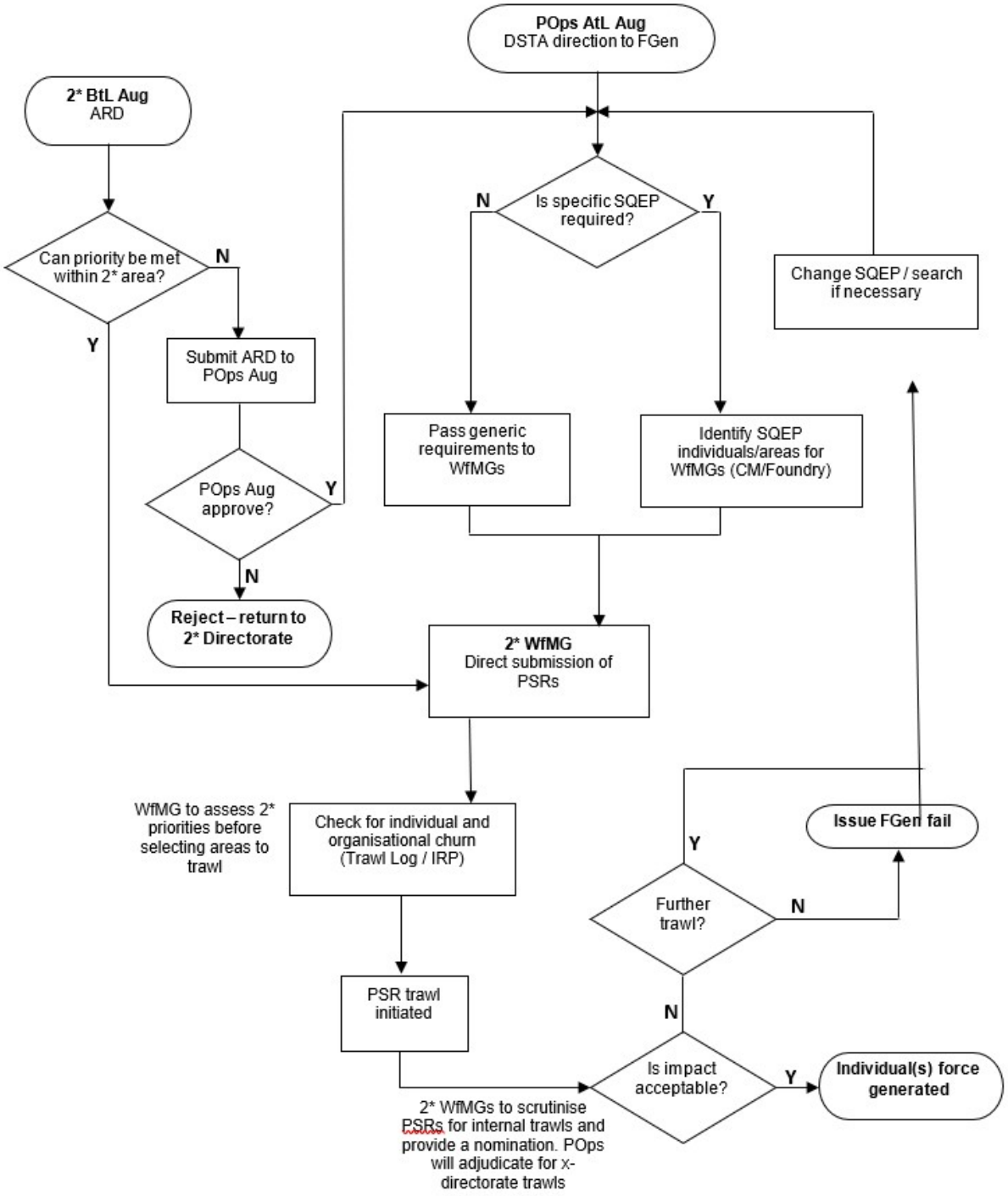
c. **NATO Operations and Exercises.** Contributing nations pay for all costs associated with NATO operations and exercises.

d. **MACA.** Funding for MACA tasking is determined in accordance with JDP 02 and the funding mechanism will be specified at the point of generation. Full or Marginal costs[17] may be recovered with specific direction being included in the Activation Order issued by DSTA.

[16] Specialist PDT not covered by JTR 1-15
[17] Full costs (including SP capitation) can be recovered for pre-planned operations. Marginal costs (RLS, fuel etc) are appropriate in dynamic situations such as the response to flooding.

APPENDIX 1 TO ANNEX 59D

AUGMENTATION FLOWCHART



APPENDIX 2 TO ANNEX 59D

AUGMENTATION REQUIREMENT DOCUMENT (OPERATIONS AND EXERCISES)

To be completed by Task Sponsor and Authorised Demander prior to submission to People Ops Augmentation.

Operation/Exercise/ Trial Name			
Start Date (Inclusive of PDT / Training)		**End Date** (Inclusive of Leave / Recovery)	
Task Sponsor (Organisation & 2* Area)		**Task Sponsor Named Point of Contact**	
Date Request Submitted		**Tel**	
Context/Background An overview of the Operation / Exercise and why Individual Augmentation is required. Supporting documentation may be submitted with this form.			
Justification To include: Why unable to meet demand from within TS' own organisation or wider 2* area Breakdown of T&S Costs. If this request is being submitted outside of the minimum timelines for the provision of augmentation (iaw BRd3), the TS is to provide reasons for this.			
Impact if Augmentation Request not met To include mitigating actions considered should augmentation not be provided.			

Operation/Exercise Personnel Requirement Task Sponsor to complete Pers Ops Augmentation Exercises spreadsheet for all IA Exercise demands. Job Specs must be provided for each position requested when submitting this ARD.	OF4+	*e.g. 1 x OF4 Any (with required adquals)*	
	OF3	*e.g. 1 x OF3 WAR PWO(BWC) / 1 x OF3 RMLC*	
	OF1-2	*e.g. 1 x OF1 Any (French Linguist)*	
	OR8-9	*e.g. 1 x OR9 ET(WE) (with required adquals)*	
	OR6-7	*e.g. 3 x OR6/7 LOGS SC / 2 x OR6 Any*	
	OR3-4	*e.g. 4 x OR4 ET CIS / 2 x OR4 Any*	
	OR2	*e.g. 48 x OR2 Any / 5 x OR2/OR4 LOGS CH*	
Funding Task Sponsor to specify UIN to be used for all additional costs to the activity, and gain authority from that budget holder.			
Task Sponsor Authorising Officer		**Date**	
Task Sponsor sends ARD to 2* Area Requesting Authority (OF5+)			
Comments/Decisions by Requesting Authority To include: Full Cost Benefit Analysis specifically stating the implications to the receiving unit of not achieving the demand. *NB. Requesting Authority approval does not imply that the task will be met, but ensures it is policy compliant.*	*(e.g. This task does/does not meet Defence or Naval Service Strategic Aims and is therefore Approved/Not Approved for augmentation.)*		
Authorising Officer (OF5 or above)		**Date**	
Once RA section complete - Task Sponsor sends ARD to People Ops Augmentation			
Authority to Augment – held by People Ops Hd.			
People Ops Hd		**Date**	

APPENDIX 3 TO ANNEX 59D

AUGMENTATION REQUIREMENT DOCUMENT (EVENTS)

To be completed by Task Sponsor and Authorised Demander prior to submission to People Ops Augmentation

Event Name			
Start Date (Inclusive of Training)		**End Date** (Inclusive of Leave / Recovery)	
Task Sponsor (Organisation & 2* Area)		**Task Sponsor Named Point of Contact**	
Date Request Submitted		**Tel**	
Context/Background To include: An overview of the Event and why Individual Augmentation is required. Supporting documentation may be submitted with this form. Where applicable, Task Sponsor (TS) to confirm they have consulted with RN SCTO and/or RM 1st Drill[1] regarding the composition of ceremonial personnel and training requirements.			
Justification To include: Why unable to meet demand from within TS' own organisation or wider 2* area Breakdown of T&S Costs. If this request is being submitted outside of the minimum timelines for the provision of augmentation (iaw BRd3), the TS is to provide reasons for this.			
Impact if Augmentation Request not met **To include mitigating actions considered should augmentation not be provided.**			

[1] RN State Ceremonial Training Officer - NAVY OP TRG-CWD EXEC SCTO - RM 1st Drill - NAVY TRG CTCRM-SW DL WO1

Event Personnel Requirement To include: Specific breakdown of ranks/ratings required iaw RN SCTO's and/or RM 1st Drill's direction (where applicable). Exact numbers required on parade only. Spares are **not** to be included.	OF4+	*e.g. 3 x OF4 (Any) – Military Liaison Officers*	
	OF3	*e.g. 1 x OF3 RN - Guard Commander*	
	OF1-2	*e.g. 1 x LOGS OF1/2 RN - Admin Support*	
	OR8-9	*e.g. 1 x OR9 RM & 1 x OR9 RN (Ushers)*	
	OR6-7	*e.g. 2 x OR6/7 RN/RM (Path Liners)*	
	OR3-4	*e.g. 4 x OR4 RN (Colour Party)*	
	OR2	*e.g. 48 x OR2 RN (Ceremonial Guard)*	
Funding Task Sponsor to specify UIN to be used for all additional costs to the activity, and gain authority from that budget holder.			
Task Sponsor Authorising Officer		**Date**	
Task Sponsor sends ARD to RN SCTO and/or RM 1st Drill (where applicable)			
RN SCTO Comments Confirms Ceremonial personnel requirements iaw BR2 and dates, timings and location of training with TS.			
Authorising Officer		**Date**	
RM 1st Drill Comments Confirms Ceremonial personnel requirements iaw BR2 and dates, timings and location of training with TS.			
Authorising Officer		**Date**	
Task Sponsor sends ARD to 2* Area Requesting Authority (OF5+)			
Comments/Decisions by Requesting Authority To include the following: Full Cost Benefit Analysis specifically stating the implications to the receiving unit of not achieving the demand. *NB. Requesting Authority approval does not imply that the task will be met, but ensures it is policy compliant.*	*(e.g. This task does/does not meet Defence or Naval Service Strategic Aims and is therefore Approved/Not Approved for augmentation.)*		
Authorising Officer (OF5 or above)		**Date**	
Once RA section complete - Task Sponsor sends ARD to People Ops Augmentation			
Authority to Augment – held by People Ops Hd.			
People Ops Hd		**Date**	

APPENDIX 4 TO ANNEX 59D

OPERATIONAL JOB SPECIFICATION TEMPLATE

OPERATIONAL JOB SPECIFICATION (2022)			
To be completed in conjunction with Operational JS (2022) -Guidance Notes.			
OPERATION:		**LSN:**	
Post Location:		**JPA Hierarchy:** Cmd	
Unit/Org:		Admin	
Position Title:		**JPAN:**	
Rank/Rank Range:		**Assignment Length:**	
Security Clearance:		**Handover Period:**	
Requested Service:		**Reporting Chain:**	
Post E-mail:		1stRO	
Post Tel Number:		2ndRO	
Date Reviewed:		3rdRO	
Unit Role:			
Position Role:			
Responsibilities: **1.** **2.**			
Pre Appt/Deployment Trg: **Pre Appt/Deployment Briefings/Visits:**			
Gender of Incumbent:			
Domestic Considerations:			
Performance Attributes	**Priority Component Features**		

Education / Training	**Type**	**Pri**	**Comments**
Military Quals			
Other Quals/Competency			
Spec Pay Markers[1]			
Education			
Language			
Driving Requirements			
Experience			
Service/Arm/OGD			
Operational			
Staff			
Command			
Fields/Trades			
Environments			
Other			
Other Comments			

Auth by RO:	**Appt:**	**E-mail:**	**Date:**

[1] The insertion of Spec Pay Marker will not automatically result in qualification or receipt of pay/allowances.

APPENDIX 5 TO ANNEX 59D

OPERATIONAL JOB SPECIFICATION TEMPLATE GUIDANCE NOTES

1. The JS is critical in ensuring IAs are nominated to meet that post's requirements. JSs are to be accurate, current and articulate in a manner that can be understood by a tri-Service audience.

2. Security Classification. JSs should remain OFFICIAL; OFFICIAL-SENSITIVE or PROTECT can be used if appropriate.

3. Position Framework. To be completed by the IA TS:

Position Title	In full and as per the OET. Pending changes should be noted in 'Other Comments' at the bottom of the JS.
JPAN/ LSN	As per OET. LSN is to be included for all operational positions.
Unit	In full and as per the OET. Pending changes should be noted in 'Other Comments' at the bottom of the JS.
Date Approved	All Operational Job Specifications should be updated on a 6 monthly basis.
Location	Country, Town and Formation.
Approved By	Rank/ Grade and Post
Establishment Type	Operation
TLB	Of post
Establishment/OET Ref	In full, as laid out in the OET/ ACTORD
Rank/Grade	Required position. If position can/cannot be rank-ranged then this to be annotated.
UIN/SLIM/JPOA PID	In full
Service/ Type/ Arm	RN/Army/RAF/Rotational.
Incumbent	Current Incumbent
Exch/ NATO/ JSRL No	If required
E-mail	Military e-mail address for the post (not of the incumbent).
Phone Number	Post's desk phone number.
Manning Priority	Manning Priority of the position. (For Army, iaw Army Manning Priorities).
Security Clearance	SC/DV/Reserved/STRAP/NATO Secret/DBS etc.
Assignment Length	Length of the assignment in months.
Reporting Chain	Enter Single Arm/Service, Joint, Civilian, Mixed Service/Civilian or International.
1st RO	Appointment of the First Reporting Officer.
2nd RO	Appointment of the Second Reporting Officer.
3rd RO	By exception, appointment of the Third Reporting Officer.
Primary Career Field	Primary Career Field or trade that the position sits within ie. Def' Policy/Combat/Human Resources/Technical/Logistics (Army).

4. Unit and Position Responsibilities. To be completed by the IA demander:

Unit Role: Role or mission statement of the positions parent unit.
Position Role: A succinct and accurate statement of the position role. Avoid unfamiliar acronyms and terminology.
Responsibilities: A numbered list of the positions' main responsibilities, to a maximum of 8. Cover standing duties and tasks, enduring workstrands, position within the branch, describe liaison and interaction with other branches and HQs, and to what level. Note supervision of subordinates. Avoid unfamiliar acronyms and terminology. Responsibilities kept to 150 characters (including spaces) or less can be transferred directly into OJAR/SJARs.
Pre Appt/Deployment Trg: Detail and duration of any pre-employment training required in order to be qualified for this position including courses. Include detail on theatre-specific Individual Pre-Deployment Training requirements for operational tours.
Domestic Considerations: Detail on any pertinent domestic considerations regarding accompanied service, schooling, medical facilities, travel required, spouse's work restrictions, etc.

5. Performance Attributes. The demander should list the four most pertinent Performance Attributes qualified by one or two of the highest priority component features[1]. This will enable selection boards to use Performance Grades to identify those individuals most evidently possessing these attributes.

6. Education, Training and Experience. The demander must state the Education and Training qualifications that are required for the post and define the level of the requirement as Essential or Desirable. Experience that is required for the position should be prioritised as Essential or Desirable beside the relevant function Service / Arm / OGD / Operational / Staff / Command / Fields / Trades or Environments. Demanders should be aware of the dangers of being over-prescriptive or unrealistic. Some examples of Education/Training and Experience are listed below. Where possible education, training and experience annotations should be taken from the approved list of JPA Competencies. The 'Comments' box can be used to justify, or elaborate on, requirements.

Education/Training	Comments/Examples
Military Quals	RCDS / HCSC / JOTAC / BGPC / ICSC / ACSC / ATO / Para / MLAT, etc.
Other Quals/Competencies	Any other non-educational or trade qualifications.
Education	GCSE / MA / MSc / MPhil / MBA, etc.
Language	State any language requirements and the required level (1- Survival, 2 - Colloquial, 3 - Linguist, 4 - Interpreter), according to the Listening, Speaking, Reading, Writing functions, e.g. Spanish 4343.
Experience	
Service/Arm/OGD	State any requirement for experience working within a particular Service or with another Service/Arm/Other Governmental Department or for Service / cap badge / specialist balance within the branch.
Operational	State the requirement for operational experience generally or within a particular theatre or timeframe.
Staff	State the requirement for experience in a particular staff branch, unit or HQ e.g. MOD Main Building experience essential.
Command	State the requirement for experience in Command and which level, e.g. Sub-Unit, Unit, etc.

7. Other Comments. The 'Other Comments' box is an opportunity for an incumbent, employer, Reporting or Authorising officer to add any additional detail, predicted future work strands, nuances and general information in free text. It may also state requirements for deployments/travel, pending changes to the Establishment, a previous name of the position/branch or expected location moves during an incumbent's tenure. Competencies gained in the post should also be noted here.

8. Originator/Authorising Officer. JSs will be sent to the incumbent for drafting. They must then be checked by the individual with direct responsibility for overseeing the position, usually the 1st Reporting Officer, who will be the Originator. The JS must then be authorised for release by the 2nd Reporting Officer once they are content that it meets their requirements. Rank, appointment and contact details for the Originator and Authorising Officers must be included.

[1] JSP 757 Version 10.0 (Oct 12) – Tri-Service Guidance for Appraisal Reporting (Officers Paragraph 8.23, Other Ranks Paragraph 4.22).

APPENDIX 6 TO ANNEX 59D

YYYYMMDD-PSR_SHIP_PE_nn-yy_NAME -OSP

DDPD AUGMENTATION PERSONNEL SUPPORT REQUEST STATEMENT

This pro-forma **MUST** be used when responding to any trawl/request for personnel where professional and personal considerations are necessary to inform decision-making.

REQUEST[1]

Request Reference[2]			
Date Request Raised[3]		**Date(s) Required**	
Unit/Position/Line No.			
Job Description			

NOMINATION[4]

Name & Initials			
Rank/Rate		**Service No.**	
Parent Unit			
Job/Title in Parent Unit			
Volunteer (YES or NO)			
MEDCAT	**MFD / MLD / MND**	**JMES**	
Professional Considerations[5]			
Personal Considerations[6]			
Line Manager		**Rank/Rate**	
Contact No		**e-mail**	
Is there an open NS FPS welfare case?		**Do you give authority to discuss this with NS FPS?**	
Head of Department's Comments			
Name		**Rank/Rate**	

[1] To be completed by organisation authorised by DDPD to initiate trawl (ie. DDPD Pers Plans, s or CM).
[2] Name of operation, exercise, event as appropriate.
[3] Date request/trawl sent to supplying unit.
[4] One form per individual nominee. To be completed by the nominee's line manager in consultation with the individual.
[5] Impact on parent unit if nominee removed for duration of request. Dates of key activities/events to be included.
[6] Personal issues affected by removal from post for duration of request. Dates of key activities/events to be included. If none, must state "Nil".

Commanding Officer's Comments			
Name		**Rank/Rate**	

DECISION

CM/RCM Comments[7]			
Name		**Rank/Rate**	
Trawling Authorities Comments and Decision[8]			
Name		**Rank/Rate**	

[7] To include details of PFS breaches, recording of personal turbulence, and appropriate comments on assigning history (last 3 years).
[8] To be completed by organisation initiating trawl. To include decision/outcome of trawl. If the individual is used to fill the requested position, details of when they were informed **must** be included.

APPENDIX 7 TO ANNEX 59D

GUIDANCE FOR CAREER MANAGERS

1. Aim

This guidance provides additional detail on the processes and requirements for Career Managers to use whilst generating or assigning personnel for Individual Augmentation.

2. Operational Tour

a. A number of IAs are generated to meet enduring requirements for operations which are not suitable for permanent liability but require filling until further notice. These are recorded on the Operational Establishment Tables held by PJHQ.

b. Enduring OET IAs are delegated to an appropriate Career Manager (CM) and are to be managed in the same manner as regular RN workforce requirements, including PFS, noting that Defence Op IAs have priority over workforce requirements not assigned to operations.

c. CMs are to ensure they have consulted both JPA and the latest Operational Job Specification to ensure that the SQEP requirements are fully understood, given that not all SQEP is contained in JPA.

d. Dependent upon the theatre of operation, IAs will need to complete a visa application process or particularly long PDT. In some cases, this can take in excess of 5 months. CMs are to ensure that once an AO has been raised, the individual is provided contact information for the RNPDTMC and commences the visa application process as soon as practicable. Guidance notes and application forms are provided by the RNPDTMC.

e. Some posts are rotational between services. When assigning personnel to these posts, CMs are to confirm deployment and recovery dates with POps who can ensure that they remain aligned with the other services generating for the post.

f. CMs are to be cognisant of the ILA and POTL burden following an operational tour. POTL is accrued at the rate of one day per 9 calendar days deployed.

3. Follow-On Rotations

Most DSTA directed IA posts endure beyond 6 months, with an upper limit of 2 years which may then be extended by DSTA as required iaw the DIAP. Timelines do not usually permit the first individual moving into an IA post to be generated by CMs, however as most posts are filled in six month rotations, POps will pass the subsequent rotations of a post to CMs to fill. CMs are to fill these following the same principles as Operational Tours described above, but remining cognisant of the end date to the post.

4. FGen Fail

An FGen Fail occurs when the current or intended nominee for an IA post is unable to continue generating for that post. That may include an unexpected shortfall in SQEP (for example the cancellation of a planned course), a medical downgrade, a change in assignment caused by an emergent priority, or any other event which takes the individual off task. This includes if an already deployed individual is recovered off task, such as due to a medical emergency. In the event of an FGen Fail, CMs are to notify POps. Whilst CMs should seek a solution in the first instance, if a seamless fill cannot be found POps will be required to liaise with DSTA and the Requester to resolve the issue, which may result in POps led generation of an IA for the post. CMs are to be cognisant of the ILA and POTL burden following an operational tour. POTL is accrued at the rate of one day per nine calendar days deployed.

ANNEX 59E

ASSIGNING PROCESS FOR CAREER FIELD APPOINTMENTS POSITIONS

1. The CAPPS List

SO1 CAPPS maintains a record of all CAPPS positions, which is cross-referred to each position's JPA details. The following specific elements of the workbook should be noted:

a. **Rotational Positions.** The workbook contains all tri or bi-Service rotational positions, whether or not CAPPS. If a position is Branch specific its existence serves to trigger the desk assigning process.

b. **Attaché Positions.** The book contains all attaché positions which are CAPPS and/or rotational. It should be noted that attaché training, especially where language training is needed, can be very lengthy and these positions will often appear on the agenda well in advance of the normal 12 month target.

c. **Two-Branch CAPPS.** CAPPS positions which are open to only two branches, e.g. WRM or EL, should be resolved out of committee and the meeting informed of that resolution.

2. Filling CAPPS Positions

The officer requirement incorporates a CAPPS apportionment for each Branch and for every desk within the Branches. Career Managers (CMs) should monitor their contribution to filling CAPPS positions and assess their performance against their CAPPS apportionment to ensure their commitment is met. In pursuit of this aim, CMs should ensure their clients are aware of the broadening opportunities available on the CAPPS plot and should ensure these opportunities receive proper consideration as part of individual career management.

3. The CAPPS Bidding Process

CMs may register their interest in filling a CAPPS position at any time by e-mail to SO1 CAPPS, with a copy to their Branch Committee Member. There are two levels of interest: Interest and Bid. An Interest is non-binding and need not specify a name, whereas a Bid requires a name; successful bids are binding. Should an Interest remain static for a significant period, the relevant CM will be invited to convert it to a Bid or withdraw. Committee members should ensure that they have discussed CMs' requirements before the meetings and are able to represent their requirements in Committee where bids will be assessed and allocations made. Further details of this process are given below.

4. CAPPS Meetings

a. **General.** All matters relating to Common Assignments are managed through the CAPPS Committees. The committees meet five times per year. The Commanders' CAPPS Committee addresses all CAPPS open to officers of SO1 rank. The Lieutenants' CAPPS Committee addresses all CAPPS open to officers of SO2 rank and below. Committee members should establish Branch requirements with CMs 1-2 weeks before each meeting.

Committee membership is as follows:

(1) **Commanders' CAPPS.**
CM CAPPS-RES SO1 – Chairperson
CM ENG GS SO1
CM OF LOGS SO1
CM OF RM SO1
CM OF AIR SO1
CM OF WAR SO1

(2) **Lieutenants/Lieutenant Commanders' CAPPS.**
CM CAPPS-RES SO1 – Chairperson.
CM OF ENG SMSO2
CM OF LOGS SO2
CM OF RM1
CM OF RM2
CM OF WAR SMSO2

b. **The CAPPS List.** The CAPPS List is a dynamic document located on the shared Manage Common Appointments team site. SO1 CAPPS will produce a Priority List two weeks before the CAPPS meetings, which will show all UK CAPPS posts requiring a fill in the forthcoming months, LFS posts requiring a fill in the next 12 months and attaché posts with long training lead requirements. This will be posted to the CAPPS team site.

c. **Meetings.** At the meetings, SO1 CAPPS will update members on new information relating to any position in the workbook. Those positions on the agenda will be opened for bidding. If a single bid of a suitable officer is received, the position will be allocated. If multiple unresolved bids are received, SO1 CAPPS will set a date for examination of personal records, job specification, employer preference and any other relevant factors and will determine the best person for the job. All positions not bid for will be carried forward with any expressions of interest noted. All unallocated positions with FADs within six months of the meeting will be considered for filling through use of the Pain and Grief List (see Para 5).

d. **Position Meeting Actions.** On completion of the meeting, SO1 CAPPS will update the CAPPS information and save an archive copy. Once a position has been allocated, CMs should proceed with nominations in the normal way.

5. The Pain and Grief Process

The CAPPS process is dependent upon CMs making bids of officers to fill positions. Since SO1 CAPPS does not control or 'own' any personnel, the only way in which CAPPS positions can be filled without bids is through a Pain and Grief process. This process is designed to ensure that all possible workforce solutions are explored and personnel are provided to fill positions of the higher priorities first. The Pain and Grief process will be initiated as follows:

a. On completion of the CAPPS meeting, positions that do not have a designated fill will be discussed with Hd CM and, if deemed as being a strategic workforce priority, will be flagged as being 'Pain and Grief'. CMs will then be called to provide Pain and Grief for filling the post. CMs will normally be given a deadline of two weeks to consider possible workforce solutions.

b. If, after this period, there are still unresolved positions, then SO1 CAPPS will examine the audit figures to determine which assigning areas are not meeting their CAPPS allocation by Requirement. This analysis will take due account of any plot under-bearings against dedicated requirements.

c. The outcome of this analysis, together with the nature and priority of the positions concerned, will then be considered to determine which positions should be allocated to Branches 'by default' and which should ultimately be considered for gapping. Hd CM will be consulted on gapping action.

d. It may be necessary, on occasion, to require CM to provide non-volunteer nominations, together with a brief impact statement, for consideration.

e. The aim of this process is to ensure CAPPS Requirements are properly considered against the demand of the core plots, taking due account of workforce states, workforce priorities and an equitable share of gapping across the plots.

6. Advertising Positions and Confidentiality

Whilst the need to discuss CAPPS assignments with nominees is recognised, it is important that they do not make contact with the incumbent of the position without authority from the CM, and that no indication is given of who may fill the position prior to completion of the CAPPS process and the nomination being made.

7. Length of Assignments and Changes of Relief Date

Para 5926, Para 5927 and Para 5928 give guidance on the normal length of assignments in different employment areas. The FAD, once entered in the CAPPS book, should not be changed without consultation with SO1 CAPPS. In order to protect CMs from unexpected turbulence and short notice requirements, no changes to an FAD within six months of the planned date should be made without CAPPS Committee agreement through SO1 CAPPS. This agreement will be subject to the ability of a CM to find a relief within the new timescale. If this cannot be achieved then, as agreed by the CAPPS Committee, either the original FAD will stand or the incumbent's CM will be required to backfill.

8. Early Moves

It is sometimes necessary to bring an individual's FAD significantly forward. In such circumstances the tri-Service 'halfway rule' will apply. If the individual leaves position before completing half of their original assignment, their CM is responsible for identifying a replacement. If the move comes after the half-way point, the position returns to the CAPPS plot. In either case, the replacement would normally be expected to conduct a full tour of duty.

9. Use of Social Media

The widespread use of social media raises a risk of inadvertent reputational damage to the Royal Navy should inappropriate comments or images be posted. Despite a personal site having restricted access so that only those with approval may view the information it contains, security settings do not stop an approved user copying information to open sites. Any officer being considered for high profile Equerry, Outer Office or Flag Officer's personal staff positions will be subject to a background check to ensure that any social media sites used by the individual comply with RN regulations. This will take the form of the following:

a. Individual to be informed that there is a need to complete some background checks that include social media sites. Individual is to confirm whether they are content with this.

b. If they use social media sites, are they open or closed?

c. Is the individual aware of the published RN regulations (as previously promulgated in RNTM 062/14 and now published at Para 2152) Individual to be advised to purge their site of any pictures or comments that could be damaging to the RN's reputation.

Note. *Pictures or comments from closed sites can be copied by 'friends' to open sites.*

d. Individual to be asked to provide user name/non de plume.

e. CM to check user name/non de plume sites to confirm open or closed and, if open, that nothing of damage to the RN's reputation is on the site.

f. A record of the check being conducted (but not any material viewed during the check) is to be retained for the duration of the subject's assignment.

10. Special Considerations for Some Assignments

a. **Royal Household.** DS Sec will issue special instructions to the Service concerned when nominations are called for by the Royal Household. Potential candidates will normally be filtered by Deputy Director People Delivery (DDPD), Dir P&T and then 1SL before a final list of officers is forwarded to DS Sec for the Palace to consider. Nominations should use the format promulgated on the CAPPS team site.

b. **Cabinet Office.** The Cabinet Office insists that officers must be UK Nationals born of UK Nationals, and furthermore that their spouses/partners are also born of UK Nationals. PSyA holds records of this information and should be consulted when an officer is being selected for service in the Cabinet Office. All nomination matters should be progressed at the earliest possible opportunity and candidates will normally be filtered by DDPD and Dir P&T before forwarding to DS Sec. All candidates require special clearance and are interviewed in the Cabinet Office. JPA OAL entries should not specify to which section of the Cabinet Office the officer has been assigned.

c. **Outer Office.** DS Sec will issue instructions to the Service concerned when nominations are required to meet a demand from an outer office. A minimum of two candidates are normally required but where there is a competition between two or more Services, then a single candidate from each Service will be sufficient. Nominations for 3* and 4* Outer Offices will be filtered by DDPD and Dir P&T before forwarding to DS Sec.

d. **Attaché.** Many Attaché postings have specific requirements (particularly language training) and/or constraints (such as poor air quality, no confinement, no children at post, etc) which CMs and individuals need to consider before nominating to DE STRAT. Attaché nominations can take time to be approved by DE STRAT and the Foreign and Commonwealth Office (FCO), therefore an additional 3 months should be built into the nomination process to ensure the individual has sufficient notice of acceptance and to be prepared for training. Nominations are made, via SO1 CAPPS, by use of the DE STRAT Attaché CV proforma. Assignment Orders are not to be issued until formal approval is given by the FCO, and DE STRAT has issued the letter of notification.

e. **International Competitions.** If the opportunity arises to compete for a non-quota NATO, EU, EDA or UN post, a calling notice and Job Specification will be passed to DS Sec by DG Sec Pol. When called as directed by DG Sec Pol, nominations for non-quota positions are to be submitted on the relevant NATO/EU/UN formation. These nominations will be filtered by DDPD and Dir P&T before forwarding to UK MILREP, or DS Sec if otherwise directed.

f. **Timing.** Whilst short notice selections take place, nine months should normally be expected. DS Sec normally works to the following timetable:

(1) CM trawl submission of Career Briefs – two months.

(2) Interview and Selection – one month.

(3) Notice for assignment - six months.

g. **Rotational Assignments.** Most rotational assignments are not subject to competition and nominations should be made via the monthly CAPPS boarding process. Those relating to personal staffs, however, Royal Household, Ministers and Cabinet Offices are to be made through SO1 CAPPS using the relevant Career Brief format[1] available through the CAPPS team site. Detailed instructions for rotational assignments are laid down in JSP 755 Pt 1 Chapter 2.

[1] Three formats exist: Rotational Career Brief, Attaché Curriculum Vitae and the NATO/EU/UN Application Form.

ANNEX 59F

STAFF TRAINING

1. Staff Courses

Up to date information on all types of staff training can be found in the latest DIN or from the Defence Academy website. Brief details of the courses available and selection criteria are below.

a. **Higher Command and Staff Course (HCSC)** See BRd 3(1) Chapter 64.

b. **Royal College of Defence Studies (RCDS).** See BRd 3(1) Chapter 64.

c. **Advanced Command and Staff Course (ACSC).**

(1) **Purpose.** The aim of the ACSC is to prepare selected officers for high-grade joint and single Service appointments by developing their command, analytical and communications skills and by providing a broad understanding and knowledge of joint, single-Service and combined operations, of the management of defence in the United Kingdom and of the wider aspects of defence as a whole. As a secondary benefit it allows the students to develop a strong tri-Service and international peer network.

(2) **Administration.** There is one course each year, currently of 46 weeks, commencing in August/September and completing the following July. Graduates are awarded the psc(j) competence in JPA and the post nominal letters 'psc(j)' in the Navy List.

(3) **Selection Criteria.** The following criteria are to be used to select candidates for the ACSC:

(a) Rank - SO2 (with a promotion profile) or junior SO1.

(b) Reach to OF5, based on seniority, time to serve and promotion recommendation.

(c) Report portfolio that consistently demonstrates intellectual capacity.

(d) Reference to ACSC suitability either on an ICSC(M)/(L) report or on recent OJARs/Insert Slips.

(e) Serving on or selected for FTC.

(4) **Selection of Students.** The annual timetable for student selection for ACSC needs to balance the many commitments which follow the annual promotion round with the need to identify and promulgate staff course selections as early as possible. Staff Course selections will, of course, be inextricably linked to the conduct and outcome of the annual promotion round and Career Managers will need to be sifting plots for likely candidates before and during this period. The promotions themselves, once in the Career Managers' domain, will permit further and more specific targeting of ACSC candidates but any timetable must take account of the heavy loading on Career Managers after the promotion round and the impact of the summer leave period. Taking all these factors into account, the following annual timetable is to be followed:

Date	Activity
Sep	Initiate Branch selection processes.
Dec	ACSC selection questionnaires[1] issued.
Feb	ACSC Selection Board sits[2], recommendations passed to CMs for confirmation of ACSC nominations.
Apr	CMs finalise ACSC nominations.
May	ACSC Signal released, assignment action initiated.
May through Aug	Critical Thinking Skills Courses.
Aug/Sep	ACSC starts.
Jul	ACSC completes.

(5) **RM Candidates.** RM attendance at ACSC is by the selection of personnel from the proceeding OF3 to F4 promotion signal, or junior OF4, via the following criteria:

(a) Reach to OF5, based on seniority, time to serve and promotion recommendation.

(b) Report portfolio that consistently demonstrates intellectual capacity.

(c) Reference to ACSC suitability on recent OJARs/Insert Slips.

(d) Identified as talent management.

(e) Serving on or selected for FTC.

[1] The ACSC questionnaire is to help ascertain the candidates' motivation for undertaking the course.
[2] The Board considers all the completed questionnaires and identifies candidates who present a potential training risk.

d. **Intermediate Command and Staff Course (Maritime) (ICSC(M).**

(1) **Purpose.** The aim of the ICSC(M) is to contribute to Stage 1 career training by preparing Lts/Capts RM and Lt Cdrs/Majs for SO2 command, charge and staff appointments in developing their command, analytical and communication skills, knowledge of defence and UK military capabilities. It also evaluates their potential for further staff training.

(2) **Administration.** The course lasts 8 weeks and there are generally 5 courses a year. Course dates and capacities may be found in JPA.

(3) **Selection of Students.** Attendance on ICSC(M) is intended primarily for CC officers at SO3 or junior SO2 levels. Every effort must be made by CMs to get CC officers on this course as a precursor to Charge/PWO career training and subsequent selection for ACSC. Nominations are co-ordinated by SO2(X)HM. Names should be entered in JPA course bookings, SO2(X)HM will announce the closing date for names prior to each course and will resolve numbers if oversubscribed.

(4) **RM Candidates.** RM Officers not selected to attend ICSC(L) should undertake ICSC(M) as a staff course following selection for promotion to OF3. Failure to conduct an ICSC may impact future employment options. All RM nominations are coordinated via OF RM SO2A.

e. **Intermediate Command and Staff Course (Land) (ICSC(L)).**

(1) **Purpose.** The ICSC(L) provides intermediate staff training for RM Officers following their selection for promotion to Major. It is the primary RM Career Stage 1 initial staff training. The aim of the course is to prepare selected RM Majors for sub-unit command and on the staff up to and including Lieutenant Colonel by developing their command, analytical and communication skills, and by providing a broad tactical and technical understanding of military capabilities, in the context of land component operations and management within Defence.

(2) **Administration.** The course lasts 26 weeks and has a nominal capacity of approx. 200 RM & Army students. ICSC(L) runs an annual two course series, with start dates of Sep (A Cse) and Jan (B Cse). Course dates and RM capacities are managed by OF RM SO2A in coordination with the JSCSC.

(3) **Selection of Students.** OF RM SO2A loads RM Officers to attend ICSC(L) courses. The officers selected can be both DE and SCC RM officers.

(4) **Pre-Course Preparation.** All RM officers must have completed the relevant mandatory Officer Career Development courses detailed in BRd 3(1) Chap 97 (before they can be assigned to the course. They will also be assigned to the Advanced Amphibious Warfare Course prior to their respective ICSC(L) intake if assignments allow.

(5) **Continued Professional Development.** ICSC(L) awards accreditation towards a Modular Masters Programme.

f. **Amphibious Employment Training**

(1) **Amphibious Training - Basic.** Amphibious Training (Basic) is undertaken in RMYO (Phase 1) training at CTCRM.

(2) **Amphibious Training - Intermediate.** Amphibious Training (Intermediate) is a fundamental part of the RM officer continuous professional development. The Amphibious Operations Planning Course (AOPC) at MWC, Collingwood (1 week) is appropriate for all SO3/SO2 staff appointments in 3 Cdo Bde RM or other operational battle staffs.

(3) **Amphibious Training - Advanced.** The Advanced Amphibious Warfare Course (AAWC) (4 weeks at JSCSC) should ideally be completed prior to attendance at ICSC(L), sub-unit command or ACSC.

g. **Overseas Staff Colleges Attendance and Accreditation.** Arrangements exist for RN attendance as students or, in some cases, as DS in a variety of overseas Staff Colleges. For SO1 and below these opportunities and nominations are coordinated by the CM Career Field team . Officers who successfully complete an Overseas Staff Course or complete a full tour of duty as DS should be accredited with the appropriate competence on JPA which carries the post nominal accreditation ‘psc(j)(o)’. Those who complete the NATO Defence College (Rome) Course should be accredited with the appropriate competence on JPA and post nominals ‘ndc’. Officers attending Senior Overseas Staff Colleges (ranks OF5 and above) should be accredited with the appropriate competence in JPA and post nominals ‘sondc’. These accreditations must be initiated by Career Managers since they are not automatic at source. CM CF DEL SO1 should be consulted if there is any doubt as to which courses qualify for accreditation.

2. Post Graduate Defence Studies

a. **Admiralty Board Policy.** The Admiralty Board recognises the increasing need for officers to develop skills in business management and international studies in order to compete for posts within the joint community. Availability to undertake such training will depend on individual circumstances, career management and the needs of the Service. These factors are reflected in the selection criteria governing each course and are discussed further below.

b. **General Selection Criteria.** The following points should be borne in mind when advising officers who enquire about these schemes or indeed when Career Managers deem it correct to advise officers to consider applying for them. All applicants should be of well above average intellectual ability and have proven staff skills (this does not imply completion of ACSC). They need to be sufficiently personable and knowledgeable about defence matters in general to be an influence for good amongst all with whom they will come into contact. At the end of the officer's time the academic institution attended must believe that the Royal Navy has a high calibre person and the staff and undergraduates should have a better understanding of defence matters through their influence. Career Managers are to be proactive in seeking candidates for postgraduate studies and to give such mid-career training proper consideration as a viable alternative to staff training in overall career management.

c. **Postgraduate Studies - Selection Procedures.**

(1) A variety of opportunities exist for officers to undertake Postgraduate Studies related to International Relations, Business Management/Administration and Human Resources. Details of all these courses and any pre-requisite educational requirements are published annually by DIN. Applications for such training are to be managed in accordance with the procedures described below.

(2) CM OF ENG TMSO1 will administer the application and Boarding processes, promulgating details of courses and procedures for applicants by e-mail.

(3) In assessing each applicant for any course, the aim is to determine the relative suitability of the candidates, taking into account the following:

(a) Individual career management.

(b) The Service return on the training investment.

(c) The ROS requirement attached to post graduate studies.

(4) Applications for full or part-time DCMT/Cranfield University courses will be considered by the DDPD Postgraduate Selection Board (PSB). Applications for the Hudson Fellowship the MPhil and other research fellowships will be considered by the Academic Scrutiny Board (ASB).

3. Funding of External Training

a. Within the DDPD delegated budget, tuition costs are funded from the External Training Budget (ETB). This budget area covers the following elements of external training for officers:

(1) Foreign Military Sales (FMS) courses in the USA e.g. Persian Farsi language training, Ocean Surveillance training, USA Staff College attendance.

(2) Attendance at the NATO School (SHAPE), Oberammergau.

(3) Postgraduate full time and part time degree courses e.g. MPhil, MBA, MSc at UK universities.

(4) NATO Fellowships, Defence Fellowships, Service Fellowships, the MPhil in International Relations at Cambridge University and the Windsor Leadership Trust

(5) Diploma of Accounting course and Management Accounting courses.

(6) Courses required by Dir P&T personnel in order to undertake their responsibilities.

(7) Textbook expenses, thesis typing, binding and translation, internet connection and limited travel costs for the courses at sub para 2 and sub paras 3.a (1), (2), (3), (4), (5) and (6) above and also for postgraduate courses where there is no charge e.g. DCMT Shrivenham and Cranfield University.

(8) DGNCS external training.

b. **Postgraduate Studies.** Bids for major career courses such as Postgraduate Studies which fall within the ETB will be collated by CM OF ENG TMSO1 in July/August each year for the following year's STP. This includes the Higher Defence Studies listed earlier and other career Master's courses required by each Branch. All CMs will be required to forecast their plot training requirements across the 4 years of the PR Round. These bids will then be costed by the DDPD Business Manager prior to assessment by the DDPD Management Board. If the total cost of bids exceeds the available funding an exercise in prioritisation will be conducted under the auspices of DDPD. This process may include researching the cost of alternative equivalent courses at a variety of UK universities to identify the most cost-effective solution within overall allocations.

c. **Other Training Needs.** Outwith the funding of career courses described above, there will be a variety of external training needs which must be sanctioned on an individual basis through CM OF ENG TMSO1 and the DDPD Business Manager. The procedure for this is as follows:

(1) Applicant for RN/RM sponsorship submits letter of request to their CM.

(2) The CM forwards the request to CM OF ENG TMSO1 using the proforma at Appendix 1 to Annex 59F, which includes a supporting statement from the CM.

(3) CM OF ENG TMSO1 designates a priority category using the following criteria:

(a) **Priority 1 - Essential.** Training with SOC HTQ support i.e. full-time courses whose capitation costs are included in the HTQ.

(b) **Priority 2 - Desirable.** Training which will benefit the Service, but which is not essential.

(c) **Priority 3 - No Requirement.** Training which may have a potential long-term benefit but for which there is no immediate requirement.

(4) CM OF ENG TMSO1 liaises with the Business Manager to determine availability of funding for individual requests. For any course longer than one year's duration, funding must be sought on a year-by-year basis with no guarantee of approval for further funding.

(5) CM OF ENG TMSO1, advising as required, decides the outcome of the request and notifies the CM using the proforma at Appendix 1 to Annex 59F.

(6) The CM, in turn, notifies the applicant. This notification should be copied to the DDPD Business Manager, to whom all invoices should be forwarded by Universities etc. In the case of postgraduate courses, applicants should also be advised of the following:

> "DDPD will consider claims for financial assistance for the cost of text books essential for the course, which are unavailable from libraries or other no-cost sources, up to a maximum of £600 p.a. - the year commencing from the date of the commencement of the course. Costs of Internet research will be covered within the £600 pa. allocation, as will any typing, binding and translation of a thesis or project where no such facilities are available from service resources. Completed claim forms, together with receipts, should be forwarded to the Business Manager who will arrange reimbursement."

(7) The form to be used for claims is at Appendix 2 to Annex 59F which should be reproduced locally.

APPENDIX 1 TO ANNEX 59F

APPLICATION FOR MOD FUNDING FOR ROYAL NAVY EXTERNAL TRAINING

Name:	Rank:	Career Manager:		
Course Required:				
Next Assignment:				
Length of Course:	Total Cost*:	Funding Bid:		

*including course fees, exam fees, additional seminars, any other costs.

JUSTIFICATION

CAREER MANAGER'S ASSESSMENT

ESSENTIAL:	DESIRABLE:	NO REQUIREMENT:

DATE: CAREER MANAGER'S SIGNATURE:

OCM SO1 ETM

ASSESSMENT:

ACOS(PCAP) BUSINESS MANAGER

FUNDING: AVAILABLE/NOT AVAILABLE

DATE: BM SIGNATURE:

DECISION

SERVICE FUNDS ARE/ARE NOT AVAILABLE FOR THIS COURSE

NB. If approval is given the commitment is for 1 year only. An application will be required for any subsequent years, with no guarantee of approval.

DATE: OCM SO1 ETM SIGNATURE:

APPENDIX 2 TO ANNEX 59F

ROYAL NAVY 'IN SERVICE' EXTERNAL TRAINING: CLAIM FOR FINANCIAL ASSISTANCE FOR EXPENDITURE ON TEXT BOOKS, INTERNET COSTS AND TYPING AND BINDING OF A THESIS OR PROJECT

To be submitted under cover of a MoD Form 1108, to: ACOS(PCap) Business Manager, Rm 218, West Battery, Whale Island, Portsmouth, PO2 8DX

Name .....

University/College .....

Course of study .....

Address for payment .....

.....

EXPENDITURE ON BOOKS

OFFICE USE

TITLE	AUTHOR	PUBLISHER	PRICE	
			Total for Refund	

EXPENDITURE ON INTERNET

OFFICE USE

DETAILS	COST	
Total for Refund		

EXPENDITURE ON BINDING/TRANSLATION

OFFICE USE

DETAILS	COST	
Total for Refund		

Certified that the above titles of books purchased are essential to the course of study being pursued, and the typing and/or binding of the thesis/project as shown above was necessary.

Date .....…….. Signed (by Tutor) .....……

Date .....…….. Signed (by Applicant) .....…….

Notes:

1. Receipts and bills for all purchases must accompany this form.

2. Books remain the property of the Ministry of Defence and when no longer required are to be surrendered to the MOD Library, 3-5 Great Scotland Yard, London SW1A 2HW.

3. Second hand books may be purchased but receipts will be required.

ANNEX 59G

LENGTHS OF ASSIGNMENT

1. For planning purposes, normal lengths of assignment for non-squadded personnel are to be taken as follows:

a. **Ships and Submarines:**

Officers: 21 ± 3 months for Surface Ships; 24 months for Submarines; 30 - 36 months for FSA for WESM/MESM Lts.

Ratings: Up to 36 ± 3 months for ships and submarines.

b. **Survey Ships:** 24 months.

c. **Squadrons:**

O/P Officers (other than AASB2 positions): 30 months +/- 6 months

AASB2 positions: 24 months

Other OF positions: 24 months

Ratings: Lengths of assignment vary between rates and specs. Refer to relevant CM.

d. **UK Shore Positions:**

Officers: 30 ± 6 months.

Ratings: Dependent on SAVDATE.

RM units: 24 ± 6 months.

e. **FOST Sea Riders:** 24 months.

f. **OPTOURS:** 6 months.

g. **Falkland Islands:** 6 months.

h. **DE&S:** 30 ± 6 months.

i. **MOD Central Staff & Rotational Positions:** 30 months.

j. **Technical Officers Standing by Ships In Build:** Up to 4 years and can be considered as 2 assignments.

k. **Security Positions:** 36 months.

l. **NATO Assignments:** 30 months (Any variation to be agreed with appropriate NATO authority in advance).

m. **LFS Accompanied:** 24 - 30 months.

The minimum period is of particular importance because of financial constraints. Individuals may request up to three months variation in the length of their foreign assignment by application to their CM. Applications to reduce tour length cannot be made after 18 months and extensions of assignments cannot be requested after 24 months. Each case will be considered on its merits. Extensions of LFS in excess of six months will not normally be allowed.

n. **LFS Involuntarily Separated(e.g. BIOT)** 12 months.

o. **PJHQ:** 24 months.

2. LFS Exchange and Loan Positions

Certain exchange posts and loan posts are subject to a specific length of assignment as laid down in the relevant agreements.

3. Over-zone Officers Ashore in UK

The need to re-assign individuals approaching the end of their careers to broaden their range of experience is much less than that for more junior personnel. Accordingly assignments for these individuals may be for as long as convenient to both the Service and the officer or rating, subject to regular review.

4. Royal Marines Officers

For planning purposes, the normal length of an assignment for a trained officer is 2 years. Officers may request to remain in their assignment for a further year. Longer extensions (i.e. over 3 years) are exceptional.

ANNEX 59H

THE USE OF FULL TIME RESERVE SERVICE AND ADDITIONAL DUTIES COMMITMENT PERSONNEL

1. Introduction

a. The regulations for the use of Reservists on the Full Time Reserve Service (FTRS) scheme are laid down in BRd 3(1) Chapter 102 and BRd 3(2) Chapter 18. This Policy Statement does not replace any of these regulations, which remain extant. It does, however, provide explanatory guidance to all staff involved in the application and administration of the scheme regarding issues not covered by the regulations. It does not affect the financial or non-financial remuneration packages associated with the scheme: FTRS is a tri-Service scheme and Director Reserve Forces & Cadets is overall custodian of the regulations.

b. FTRS enables established positions that cannot be filled by Regular Service personnel to be filled by members of the Royal Fleet Reserve, Royal Naval Reserve and Royal Marines Reserve. To ensure that usage is consistent with the manning situation at the time, however, the scheme is normally subject to some controls.

c. Additional Duties Commitment (ADC) is a part-time derivative of FTRS; its regulations are laid down in BRd 3(1) Chapter 103 and BRd 3(2) Chapter 19.

2. Control of Overall FTRS Numbers

Workforce deficits are identified and broken down by rank and specialisation as part of the annual workforce planning cycle. In addition, details of those on FTRS filling gapped positions are identified. Dir P&T HQ N5 SWP will assess these inputs against other known or predicted criteria (GTS, etc) and then promulgate maximum numbers for each rank and specialisation that can be engaged on FTRS for the following year. Exceptional approval is required from DDPD to exceed these annual quotas.

3. Length of Commitments

All new commitments normally default to a maximum initial length of 12 months. Twenty-one-month commitments can be granted at the discretion of CM Reserves. Exceptionally, commitments in excess of 21 months duration, determined by the wider demands of the Service (i.e. how important is the position, how many applicants are there for the post, is there a continuity issue, etc?) would need approval from DDPD. However, all sea service/frontline positions should normally attract initial commitments of no more than 24 months in length.

4. Banding of Commitment

Any position being considered for the FTRS scheme (including an extension to an existing FTRS commitment) undergoes a rigorous audit, led by the deployer (CM Reserves) in consultation with the employer, branch structures manager and workforce planner. It confirms the following:

a. The continuing need for the position to be complemented by Regular Service personnel rather than MSF, civilian or contract (a DDPD/employer decision).

b. That a comprehensive trawl has taken place to ensure no Regular personnel are available to fill the position for the duration of the commitment being considered (DDPD decision).

c. There is no scope to fill the position with a Reservist(s) on an Additional Duties Commitment (i.e. 'Part Time' Reserve Service) (DDPD/employer decision).

d. The Types of Commitment are summarised as follows:

(1) Home Commitment (HC), where the duties involved do not necessitate deployment or detachment outside the local area, is to be the default commitment offered. Exceptionally, use of FC/LC (see below) may be approved by DDPD, in consultation with COMMARRES/Functional Employer for RNRs.

(2) Limited Commitment (LC) may be offered if the individual is required to detach/deploy for up to 35 days a year, but no single detachment exceeding 21 days per year, to carry out the defined duties. This could potentially include Crisis Donor Positions.

(3) Full Commitment (FC) will apply to all sea-going/front line positions, as well as to other commitments that necessitate a liability or requirement for detachment/deployment exceeding 35 days a year. A Crisis Donor position will normally require any FTRS incumbent to be on FC, although consideration should normally be given to re-allocating these within the employer's Establishment. In addition, in a situation where there is little or no defined Crisis requirement for a reservist about to fill the Crisis Donor position on FTRS, HC would normally be offered.

5. Deployability of FTRS Personnel

a. Unless overriding market forces dictate otherwise, personnel offered FC are normally to have the following clauses included in their written terms of commitment:

"You may be required to undertake any detached duties in support of operations or exercises as required by the CO of your employing unit or your career manager [or COMMARRES for RNR/RMR personnel]. These duties may involve skills or competences out-with the specific terms of your normal daily employment, but will be within your military experience as a Reservist (subject to additional training as required). Additionally, in certain circumstances, the Service may exercise the option of deploying FC FTRS personnel to other positions ashore or at sea, with normal assignment notice (3 months shore/5 months sea)."

b. Personnel offered LC are to have the following clause included in their written terms of commitment:

> "You may be required to undertake any detached duties in support of operations or exercises as required by the CO of your employing unit or your Career Manager [and COMMARRES for RNR/RMR personnel], for up to 35 days in the UK or overseas in any one year with no single detachment lasting in excess of 21 days. These duties may involve skills or competences out-with the specific terms of your normal daily employment, but will be within your military experience as a Reservist (subject to additional training as required)."

6. RNR/RMR Personnel Serving on FTRS

RNR/RMR personnel extending, or applying to join, on FTRS will have an additional clause in their terms of commitment stipulating the mandatory requirement for the employer to release the individual for their Annual Training Commitment (outside of the individual's leave entitlement). This is to be signed by both the employer and individual. Additionally, all RNR/RMR personnel applying for new, or extensions to, FTRS commitments are to have their applications approved by both their RNR/RMR Unit CO, in line with the guidance provided to the units by COMMARRES. As part of this approval process, the Reserve Units are to assess all RNR/RMR personnel volunteering for FTRS and recommend to CM Reserves any amendments to the commitment, to include any specific conditions pertaining to the requirements of their RNR/RMR specialisation.

7. RMR Ranks Transferring to RM Open Engagement

RMR ranks aiming to transfer to an RM Open Engagement are required firstly to undertake an FTRS (FC) commitment with an RM Unit and need to be recommended for transfer by the CO. In exceptional circumstances, when RMR Mnes are specifically selected for technical SQ courses (RMCT or TT), this probationary year can be waived by the RM Branch Manager, if supported by suitable Commanding Officer’s recommendations. The RMR FTRS(FC) probationary year is intended to ensure RMR personnel are of the required standard to transfer to OE. This requirement may, if in manning balance, lead to a small overbearing of GD Mnes. However, given GD ranks are continually being selected for SQ training, this will not cause long-term structural problems, but NPS authorisation may be required.

ANNEX 59I

NARRATION OF PERSONAL TURBULENCE ON JPA

1. Career Managers are required to record Personal Turbulence data on JPA to enable a quick cross reference for identifying individuals that have not breached the personal turbulence guidelines (see Chapter 22 Section 2). The recording of the number of serials and days will give rise to a fair process by which those with the least or indeed no recorded serials are considered first.

2. In order for this process to create as little administrative burden as possible upon the assigning authorities, the wording requires to be succinct and easy to reference. This wording also needs to highlight as to whether an individual was moved for an exercise, event or operational requirement. Content for the narration is to be placed within the “Rank Review Text” field on JPA and must follow the following format:

a. **MOVE.** This first word states that an individual had been subjected to personal turbulence and also acts as the key word for filtering using the “custom” option when consulting Key Data.

b. **MOVE(1).** The number contained within the bracket clarifies how many times an individual has been subject to personal turbulence during any rolling 12 month period. This also helps to rule out those who have already been subject to a third cycle of personal turbulence.

c. **MOVE(1) NTM (5).** The Notice To Move (NTM) with corresponding days in brackets is also to be noted. To alleviate confusion the NTM is only to reflect the move related to the current / last serial and not a total number of days given for all moves.

d. **MOVE(1) NTM(5) HMS KENT.** To avoid any confusion as to which platform / unit required an individual to be moved, the platform / unit is to be stated should any cross reference for whereabouts be required. Examples are:

(1) **MOVE(1) NTM(5) HMS KENT.** In this format the move would reflect an operational requirement resulting in an assignment order to a specific Personal Identification Device (PID).

(2) **MOVE(1) NTM(5) HMS KENT MA10A.** The inclusion of MA10A would signify that the move was for a requirement during an exercise, e.g. JOINT WARRIOR, with an individual being assigned to this margin for the respective platform / unit.

(3) **MOVE(1) NTM(5) HMS EXCELLENT MA10B.** The inclusion of MA10B would signify that the move was required for an event, e.g. November Ceremonies, with an individual being assigned to this margin for the respective platform / unit.

e. **MOVE(1) NTM(5) HMS KENT 10 DAYS.** The number of days for a single serial will also help to ensure that an individual does not exceed the number of days they could expect to be subjected to personal turbulence during 3 moves.

f. **MOVE(2) NTM(4) HMS KENT 10 DAYS SD 01/10/13**. The Start Date (SD) would state at which point an individual commenced their 12 month cycle.

g. **MOVE(2) NTM(4) HMS KENT 10 DAYS SD 01/10/13 (20).** Career Managers (CM) would be required to accurately record any movement associated with personal turbulence during the assigning process. This would require the addition of OPDEF moves and days. The number of days for a single serial would remain next to the corresponding platform / unit, with the total number of days stated in brackets at the end of the SD.

ANNEX 59J

OFFLINE PE-OPDEF, PERREQ OR NOWD SUBMISSION

1. During times of limited connectivity or units with low bandwidth that prevents them using the SCIO App to upload their PE-OPDEF, PERREQ or NOWD units are to complete the PDF request form that can be found using the link in the footnote[1]. Unit workforce coordinators are encouraged to download and save a copy of this form to their units IT system for future use.

2. To enable full utility of the PDF document it must be opened in **Adobe Acrobat Reader** and not in an internet browser or Word. The completed request should be saved as a PDF.

3. Once the PDF is completed as per the normal PE-OPDEF, PERREQ[2] or NOWD instructions, it should be saved using this file name standard:

YYYYMMDD-UNIT_OPDEF/PERREQ/NOWD_NUMBER_Cat-OSP

e.g. 20230705-NORT_OPDEF_01-23_B2-OSP

4. The completed PDF should then be emailed as an attachment to NAVY PEOPLE-OPS CAP MAILBOX (MULTIUSER)[3] with the Subject title being the same as the file name of the attachment.

5. Units will receive an email acknowledging receipt within 24 hours[4] as well as confirmation of the PE-OPDEF, PERREQ or NOWD number. If this has not happened there is a chance that it has not been received. The onus is on Units to chase up the received acknowledgement to ensure their request has been submitted.

6. Further details on completing the PDF version are available in the Desk Instructions[5].

7. For reference, the PDF document looks like this:

---

[1] The PDF can be found at this location: https://gbr01.safelinks.protection.outlook.com/ap/b-59584e83/?url=https%3A%2F%2Fmodgovuk.sharepoint.com%2Fsites%2Fdefnet%2FNavy%2FDocuments%2FOperational_Deficiency_Request.pdf&data=05%7C01%7CGary.Tregunna253%40mod.gov.uk%7C910cca6f89254b595b7f08db89016e1c%7Cbe7760ed5953484bae95d0a16dfa09e5%7C0%7C0%7C638254411454564496%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2BbkCGqWujOVl823GxKEcNqIouzFU%2B5upwMY8EWg8tMY%3D&reserved=0

[2] NB - PERREQs do not require an 'Effect' statement, any attempt to add 'Effect' information to a PERREQ will prevent the whole PDF being downloaded to the database.

[3] NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk

[4] During the working week, up to 72 hours at weekends.

[5] Instructions are available on request via NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk if not already held.

Operational Deficiency Request

Please complete this form, ensuring that the position JPAN is correctly entered.

Type	PE-OPDEF	Date	
Position JPAN			
Position Name			
Category and Repair Indicator	A1	Gender	Free
Lower Rank	OR1	Higher Rank	OR1
Dept & Sub Dept			

Effect

Reason for Absence: Assigned without relief

Required Action: PR Required

From Date		To Date / PR Required	

Remarks

OFFICIAL – SENSITIVE (When Completed)

OFFICIAL - SENSITIVE

Competence Detail

Sitrep Changes from Original

Rectify

Rectification

Rectification Date

Notes

Version ogdef_v1

ANNEX 59K

THE DIGITAL PERSONNEL SUPPORT REQUEST (D-PSR)

1. The Digital Personnel Support Request (D-PSR) is automatically sent via SCIO to the Line Managers (LM) of individuals who are considered suitable to move to another role at short notice via a WF trawl. It is now an on-line process using the SCIO App and is activated by P-Ops on SCIO and transferred between the Individual being trawled, their LM, HoD and CO, similar to an SJAR / OJAR. It is then returned to P-Ops electronically via SCIO. The LM of an SP selected for a trawl will be notified that a trawl is in process via an alert on the SCIO app. Select the icon, then select on the notification.

2. The D-PSR gives the unit and the individual a chance to explain any personal and professional factors which they want to be considered by the trawling authority in making their selection. The D-PSR statement is the only source of information used in assessing the likely impact of a short notice move. The D-PSR statement is also an individual's chance to volunteer to fill a gap, if the timing and location suit their circumstances. **NB** If no D-PSR statement is submitted, it will be assumed that there are no professional or personal considerations that are affected by the move and therefore the individual is available.

3. It is important that any information included in the D-PSR statement is unemotional, objective, and honest. Provide as much detail as needed and include those things that will have a major impact on the individual and their immediate family (personal) and to the employer (professional). Care should be taken to include only those things that have a major impact rather than just an inconvenience e.g. it is not the RN's responsibility to provide a solution to child-care support, however, if the normal child-care arrangements are not possible due to an unforeseen circumstance then this may have a major impact on the individual.

4. There may be a temptation to overstate the case; this however can lead to further investigation that may even question a person's suitability for continued retention in the Service where personal circumstances are deemed so severe that they are not compatible with the demands of Service life.

5. Select 'Save' to save the current progress of the D-PSR (user will be able to return to it at a later time), 'Send and Forward to SP' (sends D-PSR to the SP for the input of Personal Consideration), 'Send and Forward to HoD' (sends D-PSR to HoD for comment once the Personal and Professional Consideration boxes are complete). HoD's have the option to forward to CO, or 'Save and Forward to P-Ops' if it is deemed that CO comments are not required.

6. Once all D-PSRs / Word PSRs[1] have been received, they are reviewed by the trawling authority, a selection made, and the individual's LM informed via SCIO and automated email. LMs will also be informed if an individual has not been selected. In complex cases, the decision will be made at OF-5 level.

[1] For units that cannot access SCIO

7. For units unable to conduct the on-line D-PSR process, they should inform P-Ops immediately[2]. They should then use the current 'Word' PSR proforma and, once completed, send it back to the issuing officer's role account, not the P-Ops multiuser account.

8. For an ambitious Service Person there is a real opportunity to benefit from providing cover for short notice requirements; the individual can gain experience and training as part of a deployed unit, complete tasks required for advancement or promotion, and make a real difference where it matters.

9. Detailed instructions on completing a D-PSR are available within the SCIO App and within the first draft of DIs sent to each BWO, EWO, Coxn etc[3].

10. For reference the MS Word PSR proforma is at Appendix 1 to this Annex.

[2] By emailing NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk.
[3] Desk instruction can be requested via NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk

APPENDIX 1 TO ANNEX 59K

PEOPLE OPS PERSONNEL SUPPORT REQUEST STATEMENT

YYYYMMDD-PSR-UNIT_OPDEF / PERREQ_PE_NN-YY_NAME-OSP

This proforma **MUST** be used when responding to any trawl / request for personnel where professional and personal considerations are necessary to inform decision-making when receiving Unit does not have SCIO connectivity.

REQUEST[1]

Request Reference[2]	YYYYMMDD-Unit_OPDEF_PE_NN_YY_(xx)-Trawl-OSP		
Date Request Raised[3]	DD MMM YY	**Date(s) Required**	DD MMM YY – DD MMM YY
Unit / Position / Line No.	xxxx / xxxx / xxxxxxx		
Job Description	xxxx		

NOMINATION[4]

Name & Initials			
Rank / Rate		**Service No.**	
Parent Unit			
Job/Title in Parent Unit			
Volunteer (YES or NO)			
MOD Contact No.		**MOD Email**	
Professional Considerations[5]			
Personal Considerations[6]			
Line Manager		**Rank / Rate**	
MOD Contact No.		**MOD Email**	
Is there an open RNFPS welfare case?		**Do you give authority for People Ops and RNFPS to discuss this?**	

[1] To be completed by organisation authorised by People Ops to initiate trawl (i.e. People Ops Operations or Augmentation, CM or RCM).
[2] Name of operation, exercise, event, PE OPDEF ref, or PERREQ ref as appropriate.
[3] Date request / trawl sent to supplying unit.
[4] One form per individual nominee. To be completed by the nominee's line manager in consultation with the individual.
[5] Impact on parent unit if nominee removed for duration of request. Dates of key activities / events to be included.
[6] Personal issues affected by removal from post for duration of request. Dates of key activities / events to be included. If none, must state "Nil".

Head of Department's Comments			
Name		**Rank / Rate**	
Commanding Officer's Comments			
Name		**Rank / Rate**	

DECISION

CM / RCM Comments[7]			
Name		**Rank / Rate**	
Trawling Authority's Comments and Decision[8]			
Name		**Rank / Rate**	

[7] To include details of PFS breaches, recording of personal turbulence, and appropriate comments on assigning history (last 3 years).
[8] To be completed by organisation initiating trawl. To include decision/outcome of trawl. If the individual is used to fill the requested position, details of when they were informed **must** be included.

ANNEX 59L

SCIO PE OPDEF, NOWD AND PERREQ INSTRUCTIONS

1. The new People Ops SCIO application is now the default way of reporting all PE-OPDEF's, PERREQ's and NOWD's. Users can find detailed help on how to use the application by using the question mark icons within the SCIO application. Desk Instructions (DIs) are available within the App.

2. If the SCIO application is offline or unavailable for units due to operational reasons, users are to email the People Ops Multiuser NAVY PEOPLE-OPS CAP MAILBOX (MULTIUSER) as per the details in Annex 59J.

3. Raising a new PE-OPDEF / PERREQ / NOWD

a. To raise a new PE OPDEF / PERREQ / NOWD, the Executive Warrant Officer (EWO) / Base Warrant Officer (BWO) / Coxswain (Coxn)[1] of the unit is to select People Ops from the main menu of SCIO. The main menu of SCIO can be accessed via either the laptop icon on the left-hand side of the screen or by the 4-box icon in the top right of the screen.

b. This will open the PE OPDEF / PERREQ / NOWD log for the Unit. Users will only be able to access all PE OPDEF's / PERREQ's / NOWD's for their Unit. All the details of the request and any subsequent updates from People Ops can be viewed by selecting the Action Menu icon and selecting View Request.

c. To raise a new PE OPDEF / PERREQ / NOWD, select Create Operational Deficiency. This will bring up the request creation menu. Select the type of request that is appropriate from the options of OPDEF / PERREQ / NOWD. Once the type of request has been selected, all mandatory fields, indicated with red tabs in the corner of each applicable box, must be completed before the App will allow the submission of the request.

d. The requirement on the request page contains seven boxes which detail the position and category of the PE OPDEF / PERREQ / NOWD. A guide to completing these boxes and the information required is as follows:

(1) **Date.** The date box will automatically populate with the current date and time in which your computer is set to.

[1] This role may be titled differently within Shore Units / Naval Air Squadrons.

(2) **Position.** This box is for the JPA Position Number (JPAN) applicable to the position that the request is for. To enter the JPAN, either click within the box and begin typing the JPAN or select the icon next to the position box and begin typing. To search for the JPAN, either press the enter button on the keyboard or the magnifying glass icon on next to the box. Check the search result applies to the position you are raising the PE OPDEF / PERREQ / NOWD for and select it to populate the position box. If the position name is incorrect, check the JPAN has been entered correctly. If no search results are populated, the JPAN has either been entered incorrectly, it is not applicable for the user's unit or it is a non-liability driving JPAN and therefore a PE OPDEF / PERREQ / NOWD cannot be raised against it.

(3) **Gender.** The App will auto-populate this box with Gender Free. If the position is gender restricted, select the arrow on the right side of the box and select the appropriate gender restriction.

(4) **Lower Rank/Upper Rank.** If the position can be filled by a different rank/rate than it is assigned to, select the icon on the right side of the lower rank and upper rank boxes and select the appropriate rank range.

(5) **Department and Sub-Department.** This box will auto-populate when the JPAN is entered.

(6) **Category and Repair Indicator.** To enter a category, select the drop-down arrow on the right side of the box. The PE OPDEF / NOWD category must reflect the impact of the gap on OC using the Effect Category and Repair Indicator as seen below.

4. **Effect Category** is a statement of impact on OC and should be interpreted as:

A. Major capability inoperative.

B. Major capability significantly degraded.

C. All other OPDEFs / NOWDs.

5. **Repair Indicator** is a statement of support needed:

1. Immediate rectification required to meet Ship’s commitments or programme. Rectification will be the Ship’s primary aim and embarking the relief will override existing programme intentions.

2. Rectification required as soon as possible to meet future commitments or programming. Embarking the relief will be pursued within existing programme.

3. Rectification not required until next programmed Base Port period. Not normally applicable for PE-OPDEFs / NOWDs.

4. Rectification may await next programmed Upkeep period. Not normally applicable for PE-OPDEFs / NOWDs.

The final box on this screen should contain information on why the PE OPDEF / PERREQ / NOWD has been raised, what effect this will have on the unit and any additional information. Each separate box heading will turn green once text has been inputted. A guide to completing these boxes and the information required is as follows:

a. **Effect** – This box must accurately reflect the impact on OC, bearing in mind current, future, and contingent tasking. This should be accurately mirrored in the PE-OPDEF / NOWD category. Comments should be included here explaining the extent of the loss across the whole Ship's Company (e.g., 3 of 6 POET(WE)s gapped). Vague statements such as "Unable to achieve State 1 crewing" are inadequate as they fail to identify the impact in sufficient detail to enable decisions to be made. For those units not in Fleet Time, it should reflect the impact on key upkeep dates (SSMOB, RFSD, FD).

b. **Reason for Absence** – Select the arrow on the right side of the box and choose the most appropriate reason for the PE OPDEF / PERREQ / NOWD being raised. The From Date/To Date boxes should be completed with the essential dates a relief is requested for. To enter the dates, select the calendar icon on the right of each box and select the appropriate dates – users are to be aware only future dates can be selected. Users are also to ensure only the most essential dates are selected, as requesting the 'gold-plated' solution dates may delay a relief being nominated, when the true requirement could be resolved much earlier.

c. **Remarks** - The remarks section of the PE OPDEF / NOWD / PERREQ is free-text and can be used to provide any amplifying comments. What do you really need and when do you really need it? Other topics to be considered are; relevant ship's programme information (up to OFFICIAL SENSITIVE and referring to the FOP if necessary); a ship / departmental PoC and contact numbers (for discussing competencies etc); any additional SQEP held onboard which might allow the Unit to sustain for a time should also be noted.

d. Once all elements are completed and there are three ticks on the sub-headings as seen below, select Next.

e. The Competence details page will list all competencies associated with the JPAN. Select the JPA competences which are considered essential (maximum of 5) for the position. For example, raising a PE OPDEF for the RPO is not enough – is it the Regulating SR function or the FDO qualification that the ship requires to maintain OC?

f. When all boxes are completed, the back arrow located in the bottom right of the pop-up box can be selected to check all information has been inputted correctly. Once all information has been checked, select Next and then Submit. This will return the user back to the home page of People Ops. A number for the PE OPDEF / PERREQ / NOWD will have been automatically populated and will be in the 'Type Ref' column. Once the PE OPDEF / PERREQ / NOWD request has been successfully submitted, the 'Results' column will show a green tick.

g. The ‘Results’ column provides P-Ops staff with a list of potential SQEP personnel based on the parameters provided within the PE OPDEF / PERREQ / NOWD. If at any stage, and prior to any nomination, the parameters change then a SITREP must be submitted detailing the new requirements to enable the automatic search process within the App to identify any new SQEP WF options. This also re-starts the seven-day timeline for any nomination as a new trawl will have to be commenced.

6. PE-OPDEF / PERREQ / NOWD SITREP

a. When any significant detail of the PE OPDEF / PERREQ / NOWD changes, a SITREP must be generated as soon as possible to inform the People Ops team of the new requirements. All category A PE OPDEF’s / NOWDs should be SITREP’d fortnightly (earlier if there is significant change) and all B or C category PE OPDEFs / NOWDs and PERREQs should be SITREP’d six monthly (earlier if there is significant change). Any PE OPDEF / PERREQ / NOWD which has not been SITREP’d within the last six months will be considered historical and no longer relevant and will be rectified by the P-Ops team.

b. To generate a SITREP, select the action menu on the PE OPDEF / PERREQ / NOWD request that requires the SITREP and select Create SITREP. The pop-up box will auto-populate the details contained in the original request. Select and edit the information which needs updating. The user can either delete all existing text or add additional text to the original request. Any text added to the original PE OPDEF / PERREQ / NOWD must include ‘SITREP’ before it to make it clear to the P-Ops team which information is new. Once all headers on the boxes are highlighted, select next, then submit. Once the SITREP has been successfully submitted, the ‘Results’ column will show a green tick.

c. To view the submitted SITREP, select the action menu on the PE OPDEF / PERREQ / NOWD which has been SITREP’s and select View Request. The most recent SITREP will automatically load. To see previous submissions, select the left arrow next to Request SITREPS. Any boxes which contain different information from the original request will be highlighted in yellow.

d. If required, a PE OPDEF / NOWD can be changed to a PERREQ and a PERREQ can be upgraded to a PE OPDEF / NOWD, if required. Select Create Operational Deficiency on the People Ops menu. In the position box, enter the JPAN of the PERREQ that requires upgrading to a PE OPDEF / NOWD. A pop-up a notification giving the option to SITREP or Raise New Request. Select Raise New Request. This will automatically rectify the original request. Follow the steps listed above to create the new PE OPDEF / PERREQ / NOWD.

7. PE OPDEF / PERREQ / NOWD Update Notifications

The unit’s EWO / BWO / Coxn will receive an email notification to their role account when P-Ops apply any updates to their associated PE OPDEF’s / PERREQ’s / NOWD’s. These notifications will include the request for more information or a SITREP, a request for the PE OPDEF / NOWD to be re-categorised and the issuing of sustains, trawls and PR / TR nominations.

8. PE OPDEF / PERREQ / NOWD Rectification

Once a TR or PR has arrived onboard a unit the relevant PE-OPDEF / PERREQ or NOWD should be rectified (not downgraded).

CHAPTER 60

SPECIFIC TYPES OF ASSIGNMENT

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

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CHAPTER 60

SPECIFIC TYPES OF ASSIGNMENT

SECTION 1

ASSIGNMENTS FOR PERSONNEL ON JOINING OR LEAVING THE TRAINED STRENGTH

6001. Assigning Officers and Ratings to Phase 1 and Phase 2 Training

a. Personnel recruited into the Service are assigned to their respective New Entry Phase 1 Establishment and are considered to be part of the Untrained Strength (UTS).

(1) RN officers and ratings remain on the UTS until they have completed Phase 1 (Initial) and Phase 2 (Professional) training.

(2) RM officers and Other Ranks are borne on the UTS of CTCRM until they complete Phase 1 and 2 training. On completion they will be assigned in accordance with the RM workforce priority.

(3) RMBS Other Ranks are borne on the UTS of RMSoM under the C2 of CTCRM until they complete Phase 1 and 2 training. On completion they will be assigned iaw RMBS workforce requirement.

b. Trained officers who re-enter the Phase 2 training pipeline will have their assignment orders issued by the respective Career Managers.

c. Trained ratings who re-enter the Phase 2 training pipeline will have their assignment orders issued by the TMG UTS Pipeline Manager[1]. On commencement of training, the pipeline manager will change the Training tag in JPA to 'Untrained'.

6002. End of Training (EOT) Date

a. **RN.** For RN officers and ratings, the training establishment reports forecast completion of the final element of Phase 2 (Professional) training to the respective Assigning Desk and personnel become available for Assignment to complement positions. When personnel complete Phase 2 training, the pipeline manager will remove the UTS tag in JPA and they become 'Gains to the Trained Strength (GTS)'.

b. **RM.** For RM officers and other ranks this is the same as above but CTCRM will remove the UTS tag on JPA.

[1] NAVY PEOPLE-TRG TMG HQ SO2 UTSPM

6003. Pre-Release Vocational Training (PRVT) Courses and Graduated Resettlement Time (GRT)

a. Full details of eligibility for Pre-release Vocational Training and Graduated Resettlement Time can be found in JSP 534, the Tri Service Resettlement Manual.

b. The responsibility, at unit level, for giving access to resettlement provision lies with the individual's CO. COs may authorise, within parameters set in JSP 534, absence from normal place of duty and Travel and Subsistence (T&S), to assist eligible Service Leavers (SL) to meet their individual resettlement goals. Thus, all GRT is to be funded by units, who are to release personnel as required during their final two years of service. Individuals should not normally be reassigned to the margin for completion of resettlement activities.

c. Reliefs are not normally to be provided to enable personnel to be released for a resettlement activity.

d. For personnel submitting 12 months' notice, action will depend on where the individual is serving at the time of notice submission:

(1) **Sea Service.** If the individual is assigned to Shore Service with more than 9 months before Terminal Leave (TL) starts they should be placed in a complement position; GRT should be undertaken during the course of that final assignment before being assigned to MA5 (see margin activity guide, Part 3 Annex 3B) and proceeding on TL. If they are assigned from sea with less than 9 months before TL, it is reasonable to assign in a relief to the same complement position in time to allow GRT to be taken as a block. If the bare minimum of shore time is available, the individual may have to be assigned to MA6 to allow the individual to undertake GRT.

(2) **Shore Service.** GRT is to be taken during the course of the 12-month notice period, with a relief assigned in time to complete normal handover before the individual proceeds on TL.

e. In exceptional circumstances, when individuals have been unable to utilise all of their GRT entitlement, for Service, Medical or Compassionate/Welfare reasons, it may be possible to defer discharge. The amount of GRT for which an individual is entitled will be taken into account in calculating the deferred discharge date. Applications must be fully supported and endorsed in writing by the CO and approved by the respective CM at SO1 level. Further details can be found in Chapter 49 Section 3.

6004. Assignments to Release

a. Personnel will be assigned to a nominated Unit Release Centre for discharge on completion of engagement/Commission/Career or notice. The Unit Release Centre will normally be the establishment/unit in which they are serving prior to release. Where an establishment/unit has not been designated to provide a local release facility, discharge routine will be undertaken by the nearest Unit Release Centre.

b. The following releases are special cases and exceptions to above routine:

(1) **Maternity Release.** Maternity Release is actioned only through HMS NELSON, DRAKE or NEPTUNE Release Centres.

(2) **Abnormal/Short Notice Release for Ratings Serving Abroad Returning to UK.** Abnormal/Short Notice Release for Ratings Serving Abroad Returning to UK e.g. Discharge Shore/SNLR is actioned only through HMS NELSON Release Centre.

(3) **Release from Ships or LFS for personnel without a Preceding Period of UK Shore Service.** Personnel without a preceding period of UK Shore Service are released through the nearest Unit Release Centre to the individual's UK home address.

c. Guidance on use of the margin for release assignments can be found at Part 3 Annex 3B.

SECTION 2

ASSIGNING FOR DISCIPLINARY REASONS

6005. Removal from Command

An officer who has been assigned in command of one of HM Ships is not to exchange their command with an officer of another ship unless such exchange is approved in advance by Dir P&T. An officer who has been assigned in command of one of HM Ships is not to be relieved of their command except in circumstances where this action is essential. Such an action is to be regarded as a temporary expedient to meet a situation of extreme urgency. Any such action is to be reported to the Administrative Authority and Fleet Commander, who is to inform 2SL and Dir P&T. It should be noted that to relieve an officer of their command is a serious matter and the officer taking such a step should be prepared to justify it subsequently. Until an application to remove a Commanding Officer from their assignment has been approved by Dir P&T (see Para 6006 below), the officer concerned will remain assigned to their ship and will be expected to resume their command.

6006. Removal from Assignment

a. Considerable effort is made by Career Managers to ensure that individuals are assigned to roles that are appropriate to their professional skills, training and experience. There will be circumstances, however, where in order to preserve operational capability, the reputation and standing of the Service or in the best interests of the individual concerned, it may be necessary to remove a person from a particular assignment. Removal from Assignment is a serious step which may have grave consequences for the individual's future career. Accordingly, before action is taken to commence the process of removing an individual from assignment, consideration should be given to whether there are alternative, lesser options which would be more appropriate e.g. warnings or application for Quarterly Reporting.

b. **Types of Removal.** Personnel may only be removed from assignment, subject to satisfying the removal criteria at sub para c, on one of three bases:

(1) **Removal from Assignment on a 'Fault' Basis.** This will be appropriate where the individual has met the criteria for removal from assignment, detailed in sub para c, and this can reasonably be held to be the fault of the individual or, in other words, the individual is blameworthy for the presence of those factors.

(2) **'No Fault' Reassignment.** This will be appropriate where the individual has to be removed owing to factors that are attributable to the Service rather than being the fault of the individual. For example, the Service may not have provided the individual with the relevant training to make them suitable for that assignment. Thus, where an individual is identified to be failing in their post (e.g. during a period of sea training with FOST), owing to a training shortfall for which the Service is blameworthy, and the individual's failure is having an unacceptable impact on the unit's OC, a 'no-fault' reassignment should be considered.

(3) **'Without Prejudice' Reassignment.** This will be appropriate where the individual is required to be reassigned before a disciplinary finding or major administrative action decision is made. For example, this may be because there is intrusive press interest, bail conditions requiring removal have been imposed by a Home Office Police Force (HOPF) or the Court, or the relevant investigation may require the individual to be absent from the unit for protracted periods and the post is a key one which cannot be gapped.

c. **Removal Criteria.** The following criteria should be used to determine whether there are grounds to apply for a removal from assignment. In complex cases, where the presence of some of the factors below is not completely clear, guidance should be sought from the relevant Regional Legal Office.

(1) **Type of Failure.** When considering a Removal from Assignment, the CO should first decide whether an individual's failure meets one of the criteria listed below:

(a) Misconduct, which includes but is not limited to a disciplinary accusation or finding, a breach of the Code of Social Conduct or an upheld complaint of bullying, harassment or discrimination or when taking a victim-based approach.

(b) Removal of, or failure to gain, a relevant and essential security clearance.

(c) Lack of professional or personal qualities or both.

(2) **Untenable Position.** If an individual meets one of the criteria in sub-para (1) then consideration should be given as to whether an individual's position is untenable. This means that there is no realistic prospect of them being able to recover their position within a reasonable period. Whilst an individual's position may well be untenable in the short term, there may be situations where an individual can recover their position either through a period of absence from the unit, or by means of administrative sanctions. A successful application is dependent on proving, on the balance of probabilities, that an individual's position is untenable. It is vital that the CO fully details in the application why this is or is not the case.

(3) **Fault of the Individual.** Fault on the part of the individual in question is not a prerequisite for a successful application, but is a highly relevant factor which should be considered and commented on. Where it has been decided that an individual's position is untenable with no realistic prospect of recovery, the CO should consider whether the factors at sub para (1) are the fault of the individual.

(4) **Measures other than Removal are Inappropriate.** The CO must explain why administrative action other than Removal from Assignment is not appropriate.

d. **Procedure for Removal from Assignment.** If a Commanding Officer, satisfied that the criteria in sub-para c have been met, deems that a Removal from Assignment is an appropriate course of action, they should make application via the relevant Regional Legal Office in accordance with the general procedure and format for administrative applications detailed at Annex 1E. Applications will be referred to Dir P&T for approval or the appropriate delegated authority. The relevant administrative authority (e.g. Flotilla/Brigade) should be copied on the application. In addition to the points covered in the general guidance on applications, an application for removal should demonstrate that:

(1) An individual's failure and position within the unit satisfy the necessity for a Removal from Assignment on a Fault, No Fault or Without Prejudice basis. It is essential to show that the individual's position in the unit is untenable.

(2) If a CO considers that the conditions for the relevant removal are present, they must ensure these conclusions are supported by evidence. A CO's own observations of an individual may be sufficient to support an application, but COs must take care that their own observations are not prejudiced by the unsubstantiated comments of others or reflect a 'clash of personalities'. Wherever practicable, an application should only be made after a proper and impartial investigation has been conducted by a competent person or authority. The CO may commission an investigation, in a similar manner to a Ship's Investigation, in order to establish the facts. The rigour and extent required of the investigation will depend on the facts of the case. It will not normally be necessary to have a DSCU/MDP investigation, but Dir P&T or the appropriate delegated authority will only approve an application if they are satisfied that there is sufficient, auditable evidence to justify it objectively. Applications based on unsubstantiated hearsay or over hasty judgement cannot be approved. In short, objective evidence needs to be available to support the assertions made which will need to be laid out clearly point by point. In particular, where a lack of professional or personal qualities is alleged the relevant failings should be particularised. In so doing this allows the individual to know the case against them and to properly address it in any representation they choose to make.

(3) No other course of action is appropriate:

(a) In misconduct cases, there must be clear evidence that the person's position has become untenable as a result of the relevant misconduct.

(b) Where the application is based on security clearances, there should be an indication that the position cannot be regularised within a reasonable time.

(c) Where a lack of professional or personal qualities is alleged, where appropriate the application should explain why a period of quarterly reporting or use of the warnings process for reversion/Discharge SHORE in the current unit has been discounted, observing that these are the normal mechanisms for dealing with a person whose performance has fallen short of the required standard.

e. An application for removal from assignment must be accompanied by a Representation or Waiver of Representation. Other enclosures relevant to the circumstances detailed in the application should also be included and must be disclosed to the individual.

f. When considering an application for removal from assignment, Commanding Officers should seek advice from the relevant Regional Legal Office. Advice on related disciplinary issues should also be sought from the relevant Regional Legal Office.

g. **Measures Other Than Removal.** Where it becomes evident that Removal from Assignment is not appropriate, the CO may wish to consider the following options as a corrective measure for the individual:

(1) **Managing within the Unit.** This should be the normal course of action. The CO has a variety of management tools available by which to identify the individual's failings and provide a structured process by which the individual may rectify their performance and the CO may monitor it. This includes judicious use of the reporting system through MPARs and periodic appraisals to Quarterly Reporting, censure action and other warnings.

(2) **Directed Leave.** The CO can, at their discretion, send an individual on directed leave for a short period of time. This can be used appropriately to manage a situation, such as when a complaint of bullying and harassment has been made. Directed leave should not be given for longer than 4 weeks. If it becomes apparent that an individual will need to be on directed leave for longer than 4 weeks, an application for Suspension from Assignment must be made. Directed leave does not count against Individual Leave Allowance.

(3) **Suspension from Assignment.** See Para 6007.

Table 60.1 - Removal Criteria

Failure Identified	Untenable position with no realistic prospect of recovery	Fault of the Individual	Measures other than removal are inappropriate	Possible Course of Action
Yes	Yes	Yes	Yes	1. Fault Basis Removal
Yes	Yes	No	Yes	1. No Fault Basis Removal; or 2. Without Prejudice Reassignment
Yes	No	Yes	No	1. Suspension from Assignment; and/or 2. Administrative sanctions

h. **Exceptional Force Majeure Removal.**

(1) Only when exceptional circumstances make it impracticable to obtain prior approval before a ship or submarine sails may action be taken to affect a removal from assignment or a ‘no fault’ or ‘without prejudice’ reassignment. The fact that action has been taken to affect the removal or reassignment of the individual in this manner is to be reported to Dir P&T immediately. Details of why it was not practicable to seek prior approval should be included in the application for removal or reassignment on a ‘no fault’ or ‘without prejudice’ basis, which should be submitted at the earliest opportunity. Such a course inevitably tends to pre-empt or limit the decision of a deciding authority in any future disciplinary or administrative action. In all such cases the CO must justify both the urgency and correctness of their action.

(2) There may be exceptional circumstances where a CO decides that the person’s position has become untenable before the adverse consequences (harm, damage etc.) have occurred. Generally speaking, the key issue will be one of evidence to support the assertion that the person’s position has become untenable. The earlier the action is taken, the less likely it is that there will be sufficient auditable evidence. It will be necessary, therefore, to show that the circumstances are exceptional, that the adverse consequences bring high probability/high impact and that the decision to remove the person is proportionate, fair and reasonable.

i. **Conclusion.** The judgement of whether an individual’s position has become untenable is an executive one. No two sets of facts are the same, and the judgement of untenability may be reached at different stages for different circumstances and different individuals. What is required is a careful balancing exercise of relevant factors such as: the rank/rate, status and responsibility of the individual; the operational circumstances; the Service interest; the interests of the individual; damage to Service reputation; the seriousness of the failing, harm, damage or mischief, and whether these have already adversely impacted on the efficiency or operational effectiveness of the unit or are likely to so impact.

j. Further guidance for COs and for NCHQ staff is at Annex 60A.

6007. Suspension from Assignment

a. **Purpose of Suspension.** Suspension is a measure less than a permanent removal from assignment but greater than directed leave see Para 6006.g(2) or any similar expedient measure which removes an individual temporarily from a unit. Guidance on these latter measures is to be sought from administrative authorities and the measures are to be fair, reasonable and proportionate at all times. The purpose of suspension, however, is to formalise the arrangements for a temporary removal from assignment either for the needs of the Service or those of the individual, or both. It is not a disciplinary or administrative sanction, but a temporary administrative measure in a sensitive case. It is particularly suited to situations which are likely to worsen for the individual or for the Service, where early intervention is likely to mitigate the adverse effects anticipated and where the interests of the individual and the Service are best temporarily frozen, permitting reinstatement of the individual if the anticipated adverse outcome does not materialise. A period of suspension may, therefore, end with the individual being restored to their original job or being permanently re-assigned.

b. **Grounds and Evidence.** An application for suspension should be founded on the types of circumstances that are grounds for permanent removal e.g. misconduct, security clearance, professional or personal qualities. The reason for this is that suspension needs to have a rational basis and needs to sit coherently with other measures. Crucially for suspension, however, the circumstances are not clear that an individual's position has become untenable (if this is the case, it would trigger a removal from assignment application). Furthermore, it is stressed that suspension does not mean or suggest guilt, and it is not an adverse finding against the individual. Where there is just cause, consideration should be given to whether suspension can be avoided by using alternative arrangements such as a temporary change to the individual's duties or posting within a unit. Although the decision-maker may decide on the need for suspension on a balance of probabilities, it is to be remembered that suspension is a serious measure to be used only exceptionally.

c. **Duration and Termination.** Suspension is a temporary measure taking suitable account of the relevant rank, grade, assignment or appointment of the individual involved. It should be kept under regular review by the Administrative Authority and Dir P&T, the latter having the right at all times to take assigning action in the best interests of the Service and the individual. As a guideline, the first review should take place one month after suspension began, with subsequent reviews taking place monthly thereafter. Review periods may be adjusted to suit the circumstances of each case, however, providing they are fair and reasonable. Since suspension is a temporary measure and is predicated on an individual potentially being able to return to assignment if the reason for the suspension no longer pertains, no permanent relief action will be taken and, therefore, the unit must be able to accept a gap or seek a short-term crewing palliative.

d. **Procedure.**

(1) **JRs.** Junior Ratings may be Managed Moved as required either within the squad or to the Recovery Cell pending the investigation.

(2) **Officers and Senior Ratings.** Application is to be made to the Administrative Authority via the relevant Regional Legal Office in accordance with the general procedure and format for administrative applications detailed at Annex 1E. The application should set out:

(a) The ground(s) on which it is made (e.g. misconduct).

(b) The evidential basis.

(c) The reason(s) why the Commanding Officer considers that suspension is a reasonable and proportionate response in the circumstances.

(d) Confirmation that, at the time of making the application, the individual's position in the unit has not yet become untenable.

(e) The initial period of suspension for which application is made.

(f) The period for which the unit can support a gap if necessary.

(g) Either a representation from the individual or a certificate to the effect that the right to submit a representation has been offered by the Service but declined by the individual. The individual should be apprised of the case to suspend them before the application is finalised and in order to allow them to address the fundamental issues in their representation.

e. **Assigning Action.** Whether assigning action is temporarily required to remove the individual from the books of the unit from which they are suspended will be decided on the facts of each case. In all cases of suspension the option must remain at all times for the individual to be restored to their original position with no adverse impact on their career.

6008. Assigning Officers Following Courts Martial Sentences

Career Managers should seek the advice of NLS Law3 when signals are received requiring Dir P&T to implement Courts Martial sentences e.g. an officer is to be dismissed from their ship.

6009. Assigning Ratings Sentenced to Imprisonment or Detention

Details of ratings sentenced to imprisonment or detention are to be signalled to the relevant CM so that appropriate assigning actions can be taken (see also Margin Usage Guide Part 3 Annex B). The committal date and sentence awarded are also to be quoted. AOs will be issued, retrospectively, where necessary, to remove such ratings from their current assignment and assign them to the Military Corrective Training Centre (MCTC) Colchester.

6010. Assigning Ratings on Completion of Sentence

a. When ratings are due for release from MCTC Colchester, a signal is sent to parent units, info CMs, giving expected release dates and requesting re-joining instructions. Ratings on sea service will normally return to their ships/submarines unless a recommendation to the contrary is made by the Commandant MCTC or an application from the ship/submarine for the rating not to return is approved by Navy Command. The assigning of those ratings not returning to their ships/submarines will be decided after consultation between CM and the Releasing Authority. In all cases AOs will be issued.

b. MCTC, as a Service Establishment, has established lines of communication with Deputy Director People Delivery (DDPD) and established practices for dealing with release on completion of sentence. In the case of personnel who are continuing in the Service after serving a sentence in one of His Majesty's Prisons (HMP), information, such as future release dates, may not be readily available. Assignment Orders may, therefore, have to be issued retrospectively.

6011. Assigning Ratings/Other Ranks Disrated, Reverted, Reduced in Rank or Deprived of Specialisation

a. WOs and NCO/Senior Ratings (including Acting and Local Acting Rates) who are disrated, reverted or reduced in rank either for discipline or unsuitability/incompetence will normally be assigned elsewhere unless the CO specifically requests otherwise. COs of ships/submarines and units/establishments (including LFS units) are to signal CMs as soon as disrating or reversion is approved, with any recommendations. CMs will then take reassignment action. Reliefs cannot be provided at less than normal assigning notice although ships may consider taking PERREQ action. CMs are to be notified as early as possible when reversion or disrating is likely to occur.

b. Junior Ratings disrated or reverted, or Mnes deprived of specialisation, will not normally be assigned elsewhere. If, however, the circumstances are considered exceptional, then a request may be made to the relevant Administrative Authority for approval, with a copy to CMs. If the approval is given, then assigning action will be taken but a relief cannot be provided at less than normal assigning notice.

c. For RM only, the consequences of being reduced in rank or deprived of SQ are explained in BR 1283 (RMIs) Chapter 6.

6012. Action to be Taken for Personnel Absent Without Leave

a. An absentee rating is marked 'RUN' by the parent UPO on the 8th day of absence. Personnel marked 'RUN' are to be assigned to MA12 (HMS NELSON) (for margin details, see Annex 3B).

b. Assigning Sections can only carry out this action if informed of the occurrence by the absentee's ship or unit. Often ships and units forget to inform the relevant CM, or inform long after the event, it therefore follows that assigning action may be taken retrospectively.

c. After 3 months, a Commanding Officer can apply for a rating marked ’RUN’ to be ‘discharged’ i.e. effectively removed from the ship's records allowing for a relief to be assigned.

d. The deserter's details will be removed from all assigning records at, or shortly after, this 3-month point.

SECTION 3

ASSIGNING FOR WELFARE REASONS

6013. Compassionate and Welfare Assignments (also see Chapter 24)

a. The Royal Navy Family and People Support (RN FPS) can make a recommendation for assignment action but the decision to approve or not approve a compassionate assignment lies with the CO. When the CM has been informed of the RN FPS recommendation, the position with regard to a relief will be signalled to enable the CO to decide whether or not to approve the recommended assignment. AOs will be issued to implement recommendations for compassionate assignments approved by COs. The individual reassigned for compassionate or welfare reasons will be liable for short notice sea assignment on removal of the restriction.

b. Extensions of compassionate assignment beyond 6 months will be recommended by RN FPS only in exceptional cases in accordance with Chapter 24. There are, however, rare circumstances when a permanent or prolonged assignment of over 6 months to a shore area may be appropriate or advantageous to the Service (e.g. personnel near the end of a pensionable engagement, or individuals with unique skills). RN FPS will, therefore, consider recommending assignments of over 6 months but have been requested to limit such recommendations to quite exceptional cases and where the individual's retention can be justified on the grounds of being of special value to the Service.

c. Assignments for welfare reasons for RM personnel may only be authorised by CDO after confirmation by RN FPS. If a position is available in the unit of choice, the individual’s circumstances will not prevent them from normal employment and the assignment is for geographical convenience then the individual is to be assigned into that vacant position. If there are no positions available, however, or normal employment is not possible for welfare reasons, then the individual should be placed in a suitable Margin Position (see Annex 3B) at the unit of choice.

d. Career Managers are not to raise an Assignment Order without prior discussion and approval by the relevant Personnel Support Group or Recovery Troop responsible for the margin selected.

6014. Assigning Parents of Children with Special Educational Needs

a. Though no longer mandatory, personnel with children with special educational needs should be strongly encouraged to register the child with:

Children’s Education Advisory Service
Trenchard Lines
Upavon
PEWSEY
Wiltshire
SN9 6BE

b. Once a child is registered with CEAS, they inform the CM and the fact is recorded on assigning records by the restriction WSEN (Welfare – Special Educational Needs).

c. This information will be taken into account by assigning officers when planning an assignment and CMs will inform CEAS of any new assignment by letter. An example is at Annex 60B.

6015. Assigning Personnel Undergoing Courses of Assisted Conception Treatment

a. Wherever possible CMs are to provide stability for personnel seeking to access assisted conception services provided by the NHS in the UK for themselves or their spouse, civil partner or partner. It is intended to apply both to Servicewomen seeking assistance for themselves or their partners and to Servicemen whose wives or partners are seeking assistance.

b. An individual wanting to maintain stability to complete assisted conception treatment will need to inform their chain of command and their assigning authority, in confidence, of their situation in order for the CM to take account of the new circumstances and personal priority. It is essential that the individual asking for stability is made aware of any potential career implications that may result from their request (e.g. no concession will be made if a professional development course is missed in order to achieve the required family stability).

c. The length of the period of stability needed will vary with each case and according to the treatment being given. Ideally the period of stability should cover the entire pregnancy and where possible CMs should try to achieve this. MOD policy, however, is that the minimum period of stability should cover the time needed for all consultations required before the conception attempt and for one attempt at assisted conception to be completed. This minimum will normally be 6 months.

d. For full details see 2009DIN - 01-104.

6016. Career Management Record (CMREC) Assignment Restriction

a. Assignment Monitoring should be applied in cases where equality and diversity related harassment and bullying complaints have been upheld. It involves annotating Service personnel records with a Career Management Record (CMREC) Assignment Restriction to highlight where an individual's actions or behaviour indicate that they might be unsuitable for some posts, or assignment to the same unit as certain other individuals. Assignment Monitoring will be used in order to:

(1) Protect potentially vulnerable personnel and identify those whose long-term behaviour is of concern.

(2) Prevent complainants and respondents being inadvertently employed in close proximity in future where this is avoidable/desirable; and

(3) Provide the management tools to identify trends and identify those whose long-term behaviour is of concern

(4) Provide a means by which individuals whose career history indicates that they may pose a risk to vulnerable people are not assigned to a post where they will come into contact with such individuals (for example, in training roles) without due consideration and assessment of risk.

b. The CMREC Assignment Restriction will act simply as a flag to CMs to seek further advice on a particular individual; they will not have access to details of individual cases held on JPA.

c. In the event of an assignment order being raised for an individual who has a CMREC Assignment Restriction, the CM should request further information and a recommendation on suitability. The final decision on whether or not to proceed with the assignment will continue to rest with the CM, taking into consideration the balance of risk presented by the particular circumstances.

d. Full details of the Career Monitoring policy can be found in extant DINs.

SECTION 4

ASSIGNMENT OF SENIOR OFFICERS (1 STAR AND 2 STAR)

This section has been moved to BRd 3(1) Chapter 64.

SECTION 4

ASSIGNING TO PARTICULAR POSITIONS

6017. Lord High Admiral

With the establishment of the Ministry of Defence on 1 Apr 64, the office of First Lord of the Admiralty was abolished, and the functions of the Commissioners were transferred to the Admiralty Board of a tri-Service Defence Council, and the title and honour of Lord High Admiral was re-vested in the Sovereign.

6018. Vice Admiral of the United Kingdom

The Vice Admiral of the United Kingdom (VAdm of the UK) is an honorary office which has generally been held by a senior Admiral. Despite the title, the VAdm of the UK has usually been a full admiral. VAdm of the UK is the official deputy to the Lord High Admiral, an honorary (although once operational) office vested in the Sovereign from 1964-2011. The VAdm of the UK is appointed by the Sovereign on the nomination of the First Sea Lord, and their name published in the London Gazette. The VAdm of the UK normally retires at 70 years of age.

6019. Heads of Branch

a. The Heads of Branch (the 'Tribal Chiefs') provide a focus for matters affecting the officers and ratings of their branches. Their specific duties include:

(1) Advising the Admiralty Board (at Board or sub-Board level) on major matters of personnel policy affecting officers and ratings of their branches.

(2) Advising the Admiralty Board (at Board or sub-Board level) on matters of policy affecting the professional responsibilities of their branches.

(3) Advising Dir P&T on the career management and assignment of branch officers.

(4) Membership of officers' selection boards for promotion to Rear Admiral, Commodore, Captain and Commander, and RM equivalents.

(5) Liaison with professional institutions and bodies, and providing Naval Service representation to such bodies.

b. The roles of Chief Naval Warfare Officer (CNXO), Chief Naval Engineer Officer (CNEO), Chief Naval Logistics Officer (CNLO), Commandant General Royal Marines (CGRM), Chief Naval Medical Officer (CNMO), Director Naval Dental Services (DNDS) and Director Naval Nursing Services (DNNS) are filled at the discretion of the First Sea Lord and are held in addition to other responsibilities. Director General Naval Chaplaincy Services (DGNCS) is also a de facto Head of Branch. They are normally, but not necessarily, filled by the most senior officer of the relevant branch. Heads of Branch can occasionally be members of the Admiralty Board where the officer concerned is the most appropriate senior member of the branch.

c. To enable the Heads of Branch to discharge their duties, they are to be consulted and advised as appropriate. In order that they may be fully informed on professional matters, Heads of Branch are authorised to establish, at their discretion and in conjunction with Dir P&T, advisory groups comprising officers filling specialist assignments. This in no way reduces the right and responsibility of the Heads of Branch to consult departments and authorities through normal administrative channels when appropriate.

d. **Heads of Specialisation.** There are also a number of Heads of Specialisation, subordinate to the Heads of Branch, who provide a focus for matters affecting the officers and ratings of their specialisations. These posts are filled at the discretion of the First Sea Lord and are held in addition to other responsibilities. They are normally, but not necessarily, filled by the most senior officer of the relevant specialisation. Terms of Reference with respect to responsibilities to the Head of Branch and Dir P&T are to be maintained.

6020. Heads of Fighting Arm

Heads of Fighting Arm are responsible to the First Sea Lord for the morale and effectiveness of their Fighting Arm. Rear Admiral Submarines (RASM) is tied to the appointment of COM(OPS); Rear Admiral Fleet Air Arm (RAFAA) is tied to the appointment of COS(AV) and CGRM is Head of Fighting Arm for the Marine Corps (in addition to being Head of Branch). The Fleet Commander recommends a suitable Warfare 2* to First Sea Lord to be Rear Admiral Surface Ships (RASS).

6021. Career and Talent Management of Senior Military and Other Outer Office Appointments

a. The RN gains great insight and equity into top level issues through the management of appropriately qualified individuals into senior outer office appointments in Defence and Government[2]. Alongside this, the assignment of personnel with identified aptitude at the strategic-level, significant reach, and with strong potential for second stage careers in complementary Career Fields is vital to growing and retaining talent and brings an RN perspective to teams across Whitehall.

b. **Process.** All RN personnel being short-listed for senior outer office roles will be subject to an additional sift by 1SL, 2SL and Fleet Commander. These roles include, but are not limited to, 3* and above military, Civil Servant and Ministerial outer offices. They also include all positions within the Royal Household and naval or Defence positions embedded with other Government departments as well as key Defence Engagement posts. A list of identified positions is held by both SO1 and SO2 CAPPS and Whole Force CM. All CMs have access to the list but, due to the changeable nature of the roles identified, it will not be published more widely.

[2] This includes single Service, Joint, and Combined outer offices; Navy or Defence positions in No 10 Downing Street, Cabinet Office, FCO and Treasury, as well as Royal Household positions and key Defence Engagement posts.

c. 1SL, 2SL and Fleet Commander may identify talented individuals who they wish to add to the shortlist prepared by Career Managers. This conversation will be driven not simply by Future Availability Date but by the profile of the role in question, individual talent, SQEP and Service need. Any personnel identified for inclusion in the shortlist by 1SL, 2SL and/or Fleet Commander will be contacted by their Career Manager.

d. This process is an important component in the transformation of RN Career Management. It empowers individuals and their Career Managers to identify and deliver the best people into the most demanding posts in our Service, Defence and wider Government.

6022. Temporary Sea Assignment in Command

a. A formal assignment in command will not normally be issued unless:

(1) The ship proceeds to sea and the period of temporary command is not less than seven days; or

(2) If the ship does not proceed to sea, the period of temporary command is not less than 30 days.

b. When an Executive Officer is given temporary assignment in Command, it is usually desirable that another officer should, at the same time, be given a temporary assignment as Executive Officer.

6023. Assignment to the Staff of Fleet Operational Standards and Training (FOST)

Suitably qualified and experienced officers and Senior Ratings are continually sought for assignments to FOST. Commanding Officers are encouraged to identify such individuals and forward appropriate recommendations via an Annual OJAR/ SJAR. Similarly, officers may indicate a desire to serve in FOST. Candidates should demonstrate a high degree of professional credibility, sound core branch skills, dedication, above average personal qualities, dress and bearing and, above all, a willingness to impart their knowledge and experience.

6024. Assignment to Royal Fleet Auxiliary Ships

When RN officers and Other Ranks are assigned to Royal Fleet Auxiliary (RFA) ships ‘on loan’, the differing organisations require that:

a. They are aware of BR2 (QRRN) Article 3705 on the authority of the Master of an RFA.

b. For other than short periods of training e.g. helicopter crews undergoing training in RFA Argus, they are aware of the need to sign the ship’s articles of agreement.

c. Warfare officers require a Department of Trade Certificate of Competence. If they do not hold one, they are considered to be 'uncertificated' and, although they may hold an RN Navigational Watch Certificate and Bridge Warfare Qualification, the Master of an RFA is not permitted to place them in charge of a bridge watch.

6025. Assignment of Maritime Reserve Officers

Officers of the MR are assigned in accordance with the MR National Plots or to FTRS/ADC positions via the FTRS Cell.

6026. Attaché and Adviser Assignments

a. Attaché and adviser posts are under the auspices of the Foreign, Commonwealth & Development Office (FCDO) and are administered with the MOD by the International Policy and Planning (IPP) directorate. The nomination and clearance procedures are more complicated than for other assignments and may therefore take longer. Procedures are, however, still controlled by the appropriate Career Manager. Further guidance can be found in JSP 468 (Regulations and Procedures for Loan Service).

b. Officers and their dependants should hold full UK passports and officers and be both medically and dentally fit. The actual assignment to the post after completion of courses and briefings is not issued until just before it takes effect.

6027. Instructor Positions - General

a. Between periods of sea service, the only assignments available for the bulk of people are within the various training groups. It is therefore vital that such assignments are recognised and viewed positively by individuals, Commanding Officers and peers alike for the challenge and opportunity that they present, as well as being potentially career enhancing if performed well.

b. Personnel assigned as Instructors do not have to be volunteers for such duties. As a general rule, and a minimum standard, every officer, Rating/Other Rank should be capable of instructing junior rates/ranks of their own Branch. Additionally, for those being considered for Initial Training the text in an individual's AR must highlight clearly their above average qualities.

c. All personnel assigned to instructor positions are legally mandated to complete the 'Defence Train the Trainer' (DTtT) qualification. Ideally this should be completed before taking up the instructor assignment, but when this is not possible, it should be undertaken at the earliest opportunity when in post i.e. during the first term.

d. Instructional posts require high calibre individuals with the right aptitude. Before assigning individuals to instructor positions Career Managers should be aware of the criteria detailed in JSP 757 Chapter 8 Annex B (Guidance to Reporting Officers on Making Recommendations for Employment on Instructor Duties).

6028. Selection of Instructors for Phase 1 and Phase 2 Training

a. In order to maximise success within the training environment, considerable importance is placed on the selection of the highest quality officers and Ratings/ Other Ranks for duties in Phase 1 and Phase 2 training schools. Such an assignment as an instructor is an indication of an individual's above average qualities.

b. Ratings/Other Ranks should not be assigned to Phase 1 or Phase 2 Instructor positions unless they are competent, qualified, enthusiastic and have a specific recommendation that they have the necessary aptitude and temperament for such an instructional assignment reflected within the text of the individual's AR. Commanding Officers must pay close attention to the specific recommendations boxes in an individual's AR and follow the guidance set out in JSP 757. CMs will refer to the AR before taking assignment action and may also contact the Line Manager to gain further assurance that an assignment for Phase 1 or 2 instructional duties is appropriate and recommended.

c. Individuals assigned to Phase 1 or Phase 2 Instructor positions with regular responsibility for and interaction with trainees under the age of 18 years old will be required to complete a Disclosure and Barring Service (D&BS) or Protecting Vulnerable Groups (PVG) clearance as described in Section 6. CMs should ensure that D&BS/PVG applications are initiated in good time to allow for the disclosure process and subsequent employer assessment to be completed prior to assignment action. Refusal by an individual to complete a D&BS/PVG check may result in administrative action being taken against the individual.

6029. Driver Positions

a. Certain positions require the individual filling the position to have a driving skill. This can range from a 'standard' driver to Forklift (MHE) or Mobile Crane driver. CMs are, wherever possible, to assign personnel already qualified and holding the appropriate competency to these positions.

b. High level instructions are contained in JSP 800 Vol 5. When a Driver Training Course is required, CMs are to refer to current RNTMs or JPA for details of courses. Personnel can be booked on courses via the CBC.

6030. Recruiting - Service with Captain Recruiting and Attraction (R&A)

a. **Assigning.** Officers or ratings on normal commissions or careers/engagements can be assigned for duties with the Naval Recruiting Service in Armed Forces Careers Offices (AFCOs), Royal Navy Careers Information Offices (RNCIOs), R&A Presentation Teams and Officer Careers Liaison Centres (OCLCs). A full list of AFCO and RNCIO locations is at Annex 60C.

b. **Loans.** Personnel can volunteer to be lent for duty in an AFCO for periods of between one and six months, subject to the AFCO being able to accommodate them. Reliefs will not be provided. Assigning clearance is not required for loans under one month but clearance must be sought from the respective Area Recruiting Manager (see Annex 60C). Applications from Squadded ratings are to be processed initially through their EWO and then forwarded to the appropriate WMO to ensure that the movement of personnel is correctly recorded.

c. Volunteers should be able to project a good image of the Service, be able to converse with young people and their parents about their careers and service experience. Ideally, they should be junior ratings or other ranks of any branch or category. Exceptionally, specially recommended Senior Ratings and RM SNCOs under the age of 30 may be considered. Personnel who have submitted notice may volunteer and will be considered by R&A, provided they are specifically recommended.

d. Candidates for loan service with R&A will normally be expected to live at home/with parents as Service accommodation outside of the main Naval areas cannot be guaranteed and SSSA accommodation cannot be provided at R&A's expense. Home to duty travel will normally be payable up to a maximum of 50 miles per journey.

e. Commanding Officers are to forward service details of suitable volunteers who can be spared without relief to the appropriate CM for assigning clearance, with details of:

(1) Three AFCOs in order of preference.

(2) Home town.

(3) Dates of proposed loan.

f. If assigning clearance is given, DDPD will forward names to the respective Area Recruiting Manager.

6031. Sports Coaches

To enable the Navy to utilise highly qualified sports coaches, the establishment of Sport allows coaches to be attached to the Sport workforce, assigned to HMS TEMERAIRE. Coaching roles will vary subject to the demand and the requirement, and requests should be submitted to Head Navy Sport for recommendation for approval by Deputy Director People Delivery or Director People & Training. Once approved, Service Personnel will be assigned to a position by the relevant Career Manager once the appropriate clearances are in place.

6032. Elite Athlete Scheme

Service Personnel identified as 'Elite Athletes' may be eligible for leave of absence in order to represent the Naval Service at a national or international level. For further information, refer to BRd 51(4).

6033. Retinue - Catering Services (Chefs and Stewards)

a. Care must be taken throughout the Service to identify and recommend suitable ratings for retinue service.

b. Ratings due for sea are assigned in their rightful turn whether or not they are in retinue service.

c. Ratings may not be selected for retinue service when serving at sea unless:

(1) They are approaching their normal FAD.

(2) Their relief can be given normal assigning notice (see Chapter 59 Section 11).

(3) They have completed sufficient sea time to support a reasonable period ashore.

d. Suitable ratings may volunteer for retinue service at any time through their Divisional Officer. Divisional Officers should, however, be cautious in their assessment and recommendation for such duties.

e. Flag Officers may select certain members of their retinue in accordance with procedures laid down by MOD(N). DDPD will arrange for Service Documents of nominated ratings to be forwarded to Flag Officers for vetting and selection.

f. The personal staffs of Commodores, Captains and Commanding Officers of Shore Establishments are not retinue posts as such, and the allocation of such staffs is the responsibility of individual COs using ratings assigned in normal course to their units.

6034. Volunteers for Special Reconnaissance Regiment, Special Forces, Defence Human Intelligence (DHI), OP SAMSON, 148 (Meiktila) Commando Forward Observation Battery Royal Artillery or the Commando Mobile Air Operations Team

a. The instructions for the recruitment of RN personnel for Special Employment (SE) are held in current DINs. The allocation of personnel for SE has high priority and volunteers are not to be prevented from putting themselves forward in accordance with the instructions. Accordingly, all nominations for SE should be allowed to complete the interview and be cleared to attend one of the designated courses. CMs are to consult with Branch Managers; when a volunteer is in a shortage category, the following guidelines may be used:

(1) Where a volunteer is at sea but not in a shortage category, they should be spared at the earliest opportunity commensurate with normal assigning notice for a relief. The SE interview should be arranged so that the course start date is within 12 months of the interview. For shore service personnel, the volunteer should be cleared to attend a course no later than 12 months from the date of the next available interview.

(2) Where the volunteer is in a shortage category and at sea, release may be delayed until the first available course after the planned FAD. Personnel on shore service should be cleared to attend a course no later than 12 months from the next available interview.

(3) Where assigning clearance cannot be given for an individual, the REQM is to raise a signal, giving the full justification for non-clearance.

b. Volunteers are strongly recommended to seek CM advice prior to volunteering for Special Employment as there may be wider career implications that should be considered.

6035. Sea Safety Courses - Ships/Submarines

The definitive regulations appertaining to Sea Safety Training Courses can be found in BR 2170 and current DINs. Guidance can also be sought from the Course Booking Cell Team Leader (93 825 4085). The practical assigning implication, however, and mandatory requirements for ships and submarines are as follows:

a. **Ships.** The Basic Sea Safety Course (BSSC) and Intermediate Sea Safety Course (ISSC) are mandatory for sea service. The One Day Sea Safety Course (ODSSC) is for personnel who are due to embark for periods of 7 – 30 days (total) in any 4-year period but will not be liable to form part of a sea or harbour DC&FF party. The requirement and perishability of the BSSC, ISSC and ODSSC Courses are:

(1) **BSSC.**

(a) BSSC is to be completed successfully before taking up First Sea Assignment (FSA). The course is programmed and booked by the respective training pipeline managers.

(b) BSSC is valid for 4 years. This period applies to any courses commencing from 8 Jan 07; earlier courses were valid for 2 years.

(c) Ratings removed from the course or deemed to be ’unsafe’ on completion are not to be assigned to a seagoing unit, notwithstanding that this may result in a gapped position. In the first instance, arrangements for the rating to retake the course are to be made.

(2) **ISSC.**

(a) ISSC is valid for 4 years. Some career courses will have ISSC programmed as part of the training pipeline or the course is arranged by CMs via the Course Booking Cell.

(b) Where, for whatever reason, personnel are unable to attend the planned ISSC, or the timeframe does not allow a course to be re-booked and completed prior to joining, the unit is to be informed, by signal, and appropriate action taken on receipt of the reply.

(c) Waivers will only be granted in exceptional circumstances by the Fleet MEO. For details see BRd 2170.

(3) **ODSSC.** Embarked Military Forces, residual RNR and any other personnel due to embark for periods of 7–30 days (total) in any 4-year period are to attend the ODSSC prior to their first embarkation and re-qualify every 4 years as required.

b. **Submariners.** Firefighting Courses and SubMarine Escape Rescue, Abandonment and Survival Training (SMERAS) are mandatory for all personnel joining submarines and failure on either course may preclude service in submarines. The requirements for, and perishability of the courses are:

(1) **NBCD 12R(SM) Basic Firefighting Course.**

(a) NBCD 12R(SM) is to be successfully completed by all personnel within six months of joining a submarine or conducting SMQ Dry (when applicable). If less than 12 months has been spent ashore since leaving a seagoing submarine where the qualification was held, the requirement may be waived.

(b) The above 12 months waiver is valid for only one through assignment after which the individual must re-qualify, regardless of time spent ashore.

(2) **SMERAS.**

(a) SMERAS is to be successfully completed by all personnel before a first sea assignment to a submarine.

(b) For subsequent assignments to sea, SMERAS is a mandatory course which will be booked by the CM as part of the individual's overall TEM package.

(c) Should a SMERAS re-qualification be required during a submarine sea assignment (including FOST SM Sea, SCU Sea etc.), it is the responsibility of the individual to:

(d) The initial qualification is valid for 42 months and requalification is valid for a further 42 months.

(e) A non-submariner, 1-day basic course is available and is valid for 36 months on qualification.

i. Identify the requirement, and

ii. Book a course through the appropriate CM.

(3) **NBCD 9(SM) Attack Party Leader's Course.** NBCD 9(SM) is to be completed by all Cat A2 Watch-keepers before their first sea assignment in that position (the course is usually completed as part of NPSupC before a first sea assignment as a Cat A2 watch-keeper and therefore negates the requirement for a separate course). If less than 12 months has been spent ashore since leaving a seagoing submarine where the qualification was held, the requirement may be waived.

(4) **NBCD 25(SM) Advanced Firefighting Course.**

(a) NBCD 25(SM) is to be completed by Cox'ns, CMEMs and CPO Ops within 3 months of joining a submarine iaw the Unit Establishment List.

(b) The qualification is valid for 5 years, irrespective of subsequent assigning.

(5) **NBCD 26(SM) Firefighting Continuation Team Training Course.**

(a) NBCD 26(SM) is to be completed annually by all ratings in a sea assignment and is to be arranged by the Submarine through direct liaison with the firefighting schools.

(b) The qualification is valid for 12 months only.

6036. Senior/Leading Rates' Leadership Courses

a. Senior and Leading Rates' Leadership Courses (SRLC and LRLC) are conducted by the Royal Naval Leadership Academy at HMS COLLINGWOOD. The demand for courses often exceeds available places.

b. Personnel are automatically assigned to LCs as part of their career progression. Occasionally, however, individuals may apply by e-mail to the relevant CM through the Divisional System.

c. Full details on course booking, eligibility and prioritisation for places can be found in the current RNTM. See Chapter 21 Section 6.

SECTION 5

ROYAL MARINE ASSIGNMENTS

6037. Key Staff Assignments (RM Officers)

a. **Scope.** Certain key staff assignments at OF3 and OF4 levels require high calibre officers due to their demanding nature, pivotal role in maintaining operational capability and high-profile output; making them worthy of Head of Profession (HoP) oversight. Operational context, changes in ToRs, and the structure of the parent organisation will mean that the list of positions that require the appointment of high calibre officers will vary year on year and there is no exhaustive list of these assignments. OCM RM SO1, in conjunction with OCM RM SO2A, consulting with employers, is responsible for determining which assignments require HoP endorsement.

b. **Process.** Selection decisions will be made by Navy Career Management using the normal appointing principles; matching the job requirements, availability, individual talent management, and personal preference, with the most suitable and qualified individuals from across the RM Officer cohort. The RM Career Manager will consult with relevant OF5s within the RM Profession and, where required, the parent organisation of the position to determine the most suitable candidate, prior to gaining HoP endorsement. Officers on LFS or in CAPPS assignments will only be considered where their Future Availability Date (FAD) aligns with the availability of the assignments under consideration. Those officers whose removal from their current assignment would be detrimental to their careers will only be considered in extremis.

6038. Special Assigning for RMOR

a. **Specialisation Advisers.** Specialisation Advisers (SA) are, in the main, based in the lead training schools for their Specialisation, however, some may be based at NCHQ and RMB Stonehouse. CDO maintains a close liaison with SA who provide advice on the suitability of individuals for particular assignments and on the upgrading of training requirements within their Specialisation. SA do not assign or promote - they advise; assignment and promotion remain the responsibility of DDPD.

b. **Selection for Special Assignments.** Volunteers for specially selected jobs will be trawled for by CDO as required. On receipt of nominations, and in consultation with the prospective employer, a suitable candidate will be chosen to fill the post. For the duration of the tenure the position will belong to the candidate's specialisation, since that specialisation will still require a promotion behind, the candidate will still be considered for promotion within specialisation and return to it on completion of the tour.

c. **Personal Staff to Senior Officers.** With some exceptions, retinue staff to Senior Officers are almost exclusively Staff Car Drivers and these are now very few in number. Volunteers are sought by the usual process when positions are due to become vacant. An initial sift by CDO will result in a short list being forwarded to the respective Senior Officer for final selection. Assignment duration will normally be linked to the Senior Officer's assignment.

d. **Drum Major Selection and Employment.** CDO is responsible for the selection and employment of Drum Majors in consultation with the Principal Director of Music (PDM). Candidates will be trained at the RM School of Music.

e. **Licence Acquisition (TF 18).** It is Corps policy to ensure that where possible all recruits on completion of their King's Squad passout gain Cat B and Cat C + E licences at the Defence School of Transport (South) (DST(S)), based at CTCRM, before they join their first unit. Failure to do so will disadvantage the individual and may have an effect on the OC of the unit or wider RN/RM.

6039. Selection and Assigning for Command, Secondary Specialist Qualifications (SSQ) and Primary Specialist Qualification (PSQ) Training

a. CDO is responsible for selecting SNCOs, NCOs and Mnes to attend command, specialist and technical training courses. Numbers for command, specialist courses are derived from the Authorised Numbers generated by SO1 Requirements (RM)/Structure Policy Advisory Group (SPAG).

b. On the day of completion of Command, SSQ and PSQ training courses, SNCOs, JNCOs and Mnes will be assigned in line with RM workforce priorities. On completion of Command training it may be necessary to return the individual to their previous unit until the respective SQ training course has been completed or relevant position is available at their new rank.

c. **General Provisions.**

(1) On completion of recruit training, Mnes will normally be assigned for an initial two-year assignment to one of the Commando Force Units as Commando Duties (CD), except for Buglers and Musicians.

(2) During their first tour, CD Mnes are strongly encouraged to volunteer for PSQ training, although they may opt to remain in the CD specialisation. Efforts will be made to protect those in the early stages of building experience in a Cdo Unit. This involves providing opportunities to gain SSQ and serve in a Cdo Unit before being considered for DSS. However, there may be instances where the service requirement must come first. Thus, when the DSS Statement of Training Requirement (SOTR) quota is not met, and after exhausting the volunteers list, DSS ranks will be drawn from:

(a) CD marines on completion of basic training, and marines up to the rank of Cpl, who are not loaded to an alternative PSQ course or aptitude.

(b) Marines who fail to attend or have failed/voluntary withdrawn from a non-DSS PSQ3 course.

(c) All OR2/3 Marines who request a Withdrawal of Early Termination (WoET). OR2 ranks who have already specialised may be retained in their parent PSQ if deemed appropriate by a CM/BM judgement panel.

(3) DSS Mnes on completion of their Return of Service (RoS) (2 years from qualification) may either remain in their DSS specialisation or volunteer for another PSQ. DSS ranks considering volunteering or transferring to an alternative PSQ must submit their 'Employee Preferences' at the 12-18 month point after completing their DSS PSQ course. This allows a minimum of six months for the RM CM to load ranks onto their preferential PSQ course. Guaranteed transfers are at Mne/LCpl level only to the first available PSQ course subject to meeting all the pre-requisites. Should a person decide to remain in Specialisation after they have completed their DSS assignment, or accept substantive promotion, then the individual will forfeit their DSS transfer right. Once the DSS competence has expired, DSS rights cannot be applied to any subsequent PSQ preference change and transfer requests will be conducted through a normal PSQ transfer board. DSS Mnes who remain in their DSS specialisation after the completion of the RoS will be considered to be volunteers. Ranks volunteering themselves into a DSS PSQ will attract the same transfer rights as those nominated for DSS. Guidance can be found in RMOR Career Handbook.

(4) Second tour CD Mnes will be assigned on experience and SSQ gained to CF and Non-CF units in accordance with the RM workforce priority.

d. **Applications and Recommendations for Training.**

(1) **Recruits.** During recruit training, personnel are to be informed of the specialisations open to them and encouraged to volunteer. They are to complete a specialist and training preference form, which guides their assignments on King Squad Pass out.

(2) **JNCOs and Mnes.** Those who do not hold a PSQ are strongly encouraged to volunteer for such training. Volunteers for PSQ training should talk to their respective RMCA or SA and then apply for courses on JPA through their Employee Preferences/Sea Preferences. All are to note that career aspirations for an individual will not be drawn through onto the Appraisal Report (AR) from Sea Preferences; individuals are to ensure that this detail is recorded in the relevant section within their Preferences.

(3) A recommendation for an individual's suitability for Command or PSQ training is to be forwarded to DDPD (RM) as follows:

(a) **Appraisal Report.** Whenever an AR is raised.

(b) **Employee Preferences/Sea Preferences.** Whenever an individual submits an amendment or update to their preferences, they should be noted within the unit and then processed in JPA to the relevant DDPD (RM) CM desk. Failure to do this will mean the individual's name is not added to the list for their preference specialisation and they may not be assigned correctly.

(c) **RMCA Interviews.** During their personal interview, the RMCA will discuss the choice of specialisation, the availability of training with each recruit and aim to manage expectations accordingly.

e. **Selection Process.**

(1) **Command Course Training.** The RMORs' RM Workforce Appraisals and Career Progression Team Office holds annual Promotion Selection Boards (PSBs). Each PSB consists of a chairperson plus two other members; either two officers of at least OF2 rank or one officer and one WO1. The PSBs are chaired by CDO for all selections to promotion to WO2 and CSgt and SO2 RCMRM1 for selection for promotion to Sgt and Cpl. The PSBs select personnel for Junior, Senior and Advanced Command courses from specialisation command course selection lists, derived from ARs with a positive recommendation for promotion, in addition to taking into consideration qualifications and seniority, but with the principal criterion being merit.

(2) **PSQ Courses.** DDPD(RM) selects personnel for PSQ courses from requests submitted via the JPA Preferences. Consideration is given to suitability, seniority, education, availability and the date at which they became a volunteer.

(a) **Vehicle Technician Training (VM3).** Personnel who volunteer for VT3 training must attend an in-unit workshop assessment to gauge suitability for the VT specialisation. The individual must be able to fulfil the ROS requirement (see Chapter 54) before being considered for this training.

(b) **RN Establishments and Ship Detachments - Selection for VT Training.** Volunteers for VT3 training who are serving in RN Establishments and ships' detachments are to arrange for attendance at a RM workshop assessment through the VT SA at the earliest opportunity; this will assess their suitability and take the necessary action.

(c) **Weapons Technician (WT), Fabrication Technician (FT), RM Communication eXploitation (RMCX) and Technician Electronics Systems (TES).** Personnel who volunteer for WF/FT training should have attended and passed a workshop assessment, whilst those volunteering for RMCX must have Level 2 Functional Skill English and Maths and are required to pass a two-day aptitude course. There are also Nationality constraints for those volunteering for RMCX. TES applicants are to attend a Personnel Selection Officer (PSO) interview to access their suitability.

(d) **Assault Engineer (AE).** Personnel who volunteer for AE training must attend, pass and receive a recommendation from an AE aptitude course. DDPD(RM) will conduct the final selection process and load to course to meet the SOTR. AE aptitude courses are held at CTCRM and run by IS Coy.

(e) **Mountain Leader (ML).** Personnel who volunteer to become a ML2 must have a positive recommendation, which is subsequently endorsed by the PSB, in order to attend an aptitude course. DDPD(RM) will conduct the final selection process and load to course to meet the SOTR. ML aptitude courses are held at CTCRM and run by ML and ISTAR Coy.

(f) **Physical Training Instructor (PTI).** Personnel who volunteer to become a PT2 must have a positive recommendation, which is subsequently endorsed by the PSB, in order to attend an aptitude course. DDPD(RM) will conduct the final selection process and load to course to meet the SOTR.

(g) UK **Special Forces (SBS, SAS, SRR, SFC).** Personnel who volunteer for UKSF selection are to have completed their RoS and gain clearance from their HoDs. The application process can be found in the UKSF Selection DIN

f. **Return of Service (ROS) for Training.** Individuals must be able to fulfil the ROS requirement before volunteering or being considered for any Further Training. ROS policy can be found in Chapter 54 and in the RMOR Career Handbook.

6040. Provisions for the RM Band Service

a. **Musicians and Buglers.** Assigning within the RM Band Service will be dictated by the need for suitability and continuity to produce a cohesive ensemble. In conjunction with this is the opportunity to give a wide variety of employment to all ranks as dictated by rank structures in the Band's unit establishment list.

b. **Tenure of Assignments.** Musical Instructors, persons in key assignments throughout the Band Service and superior instrumentalists, will normally be given a 3-year tenure of assignment. The key assignments are:

(1) Corps Bandmaster.

(2) Corps Bugle Major.

(3) Corps Drum Major.

(4) Higher Training Instructor.

(5) Assistant SO(M).

(6) Bandmasters of Bands.

(7) Recording/Sound Engineer RMBS.

(8) Stage Manager Band Service.

SECTION 6

DISCLOSURE AND BARRING SERVICE AND PROTECTING VULNERABLE GROUPS CHECKS REQUIRED BY LAW AND MOD POLICY

6041. Introduction and Important Caveat

a. **General.** The Royal Navy has no exemption to legislation relating to safeguarding and disclosing criminal records, as detailed in JSP 834 and 893. It is unlawful for an organisation knowingly to offer work in a position that includes Regulated Activity to an individual who is disqualified from working with children or adults or fail to remove such a person from such a position. An amendment to The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (England and Wales) allows the Royal Navy to conduct a certain level of disclosure checks for individuals carrying out duties which involve caring, training, supervising or being in sole charge of persons aged under 18 serving in the Armed Forces in England and Wales.[1]

b. **Purpose.** This chapter is the Royal Navy Policy for Employment checks on personnel in positions requiring disclosure checks. It allows employment decisions, (including obtaining disclosure checks) to be made. It also details the Royal Navy policy for making a referral to the Disclosure Agencies[2] when an individual who works with vulnerable groups may have harmed or put at risk of harm, an adult or child.

(1) Commanding Officers are to conduct regular reviews of establishment PID/JPAN posts to ensure that only those posts that meet the current criteria set out in References at Para 6048.a sub para (1) and sub para (2) are marked with the appropriate Disclosure & Barring Service (D&BS) or Protecting Vulnerable Groups (PVG) check competence requirement.

c. **Scope.** This is consistent with JSP 893 Part 1 and Part 2, the contents of which are not duplicated here. This contains the Royal Navy's policy and procedures, including any variations to the JSP. Whilst this aims to cover the Royal Navy as a whole force, specific guidance on Civilian Disclosure checks is contained within the referenced in Part 2, JSP 893 and guidance on Disclosure checks for Cadet Force Adult Volunteers is contained within Royal Navy Cadet policy.

d. **Out of Scope.** The following are not covered within this chapter:

(1) **Baseline Personnel Security Standard (BPSS) Version 7 (2024DIN02-014).** Baseline Personnel Security Standard Checks and the process for applying for Disclosure Checks during enlistment for those requiring Career Employment Checks for vetting purposes, are conducted by the National Recruiting Centre (NRC). BPSS checks are not to be used to obtain Standard or Enhanced Disclosure & Barring Service checks for new entrant or continuous employment purposes.[3]

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[1]There is currently no legislation in Scotland that allows for those personnel caring for, training, supervising or solely in charge of Service personnel U18 in Basic or Initial Trade Training Establishments and supervisors of such individuals in Scotland to be subject to a disclosure check.

[2] Each disclosure organisation has guidance on assessing eligibility:

- Disclosure and Barring Service for England and Wales: https://www.gov.uk/find-out-dbs-check

(2) **Non-UK Criminal record checks.** SP who have lived overseas prior to enlistment are required to supply a certificate of good conduct from their local in-country police force as part of NRC recruitment policy. This must be verified with the local in-country police force prior to a conditional offer of employment being made and a Disclosure & Barring Service check for employment obtained prior to a start date in the Royal Navy or Royal Marines being offered.

(3) **Safeguarding.** This is not the Royal Navy's safeguarding policy. Having a Disclosure Check in place does not negate the need for the appropriate safeguarding processes and procedures. Defence policy on safeguarding is contained in JSP 834.

e. The Disclosure and Barring Service (D&BS) has replaced the Criminal Record Bureau (CRB). In England & Wales, the Defence Business Service operate the MOD automated application system using uCheck for digital identity checks.

(1) Paper application forms will cease to be processed by Defence Business Service on 1 May 2025, all applications will use the automated system following the flow chart at Annex 60F. Once an application has been processed, the Discipline Team receive electronic notification of a clear check, which enables JPA competence to be awarded by the Discipline Team. A check requiring attention will require a copy of the certificate to be forwarded to the Discipline Team for consideration.

(2) Protecting Vulnerable Groups (PVG) applies in Scotland. The employer no longer receives a separate copy of the individual's Certificate of Disclosure and the RN is now entirely dependent on the applicant providing a certified copy of their certificate in order for the final decision on suitability to be made as required by safeguarding legislation.

(3) It is also worth clarifying a common misunderstanding about the certificate received by the applicant from the D&BS. This is a Certificate of Disclosure and does not constitute approval to work with vulnerable individuals until its contents have been processed by the Discipline Team in NCHQ. This is the case for all RN/RM disclosure certificates whether or not they contain adverse information. Personnel at unit level do not have authority to confirm clearance, even if the disclosure is apparently clear of recorded offences or cautions.

6042. References and Further Information

a. The following are References for this subject:

(1) JSP 893 V6.2 Oct 24 – Safer Recruitment and Employment.

- Disclosure Scotland: https://www.mygov.scot/working-jobs/finding-a-job/disclosure/
- Access Northern Ireland: https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks

(2) BRd 2 Chapter 65.

(3) BRd 3(1) Chapter 6 Section 11.

b. Further information may be obtained as follows:

(1) On the MOD D&BS policy and RN process from the RN Disclosure & Barring Service and Protecting Vulnerable Groups Check: NAVY CULTURE DISCIPLINE HEAD. Email: NAVY CULTURE-DISCIPLINE HEAD SO2

(2) Details of the roles and responsibilities of individuals associated with the disclosure application process are at Annex 60H.

6043. Protecting Vulnerable Groups in Scotland

a. The Protection of Vulnerable Groups (Scotland) Act 2007 (PVGA) operates in broadly the same way as the legislation applicable in England and Wales. It does however use subtly different criteria to define those at risk and also requires the data subject (applicant) to become member of the Protection of Vulnerable Groups Scheme.

b. Reference at Para 6048.a sub para (1) contains further detail on the Scottish clearance process. Applications are available for those who meet the criteria in the normal way through the Naval Service Nominating Authority, see Para 6047.

c. **Due to a change in legislation in Scotland on 1 Apr 25, all RN and Civilian personnel associated with delivery of healthcare are to have a Protecting Vulnerable Group check in place. All Career Managers and Line Managers will need to assess the Position ID numbers / MyHR. The legislation refers to the mandated requirement to have a Criminal Record check, if you are in a medical role in Scotland under the Scotland Protecting Vulnerable Groups (PVG) scheme.[4]**

(1) The Protection of Vulnerable Groups (Scotland) Act 2007 has been revised to expand the range of roles that are considered to be regulated. Personnel conducting regulated roles in Scotland must be members of the Protecting Vulnerable Groups (PVG) scheme, administered by Disclosure Scotland, otherwise they will be guilty of a criminal offence.

(2) The new definition of regulated roles includes conduct of the following activities in Scotland where those activities provide opportunity for contact with children and protected adults. This includes training for a regulated role and supervision or management of an individual in a regulated role. Breaking down some of the definitions:

(a) **Protected adults.** A protected adult includes anybody over the age of 16 who is receiving medical or welfare services.

[4] Regulated role is defined by PVG as a paid or unpaid role which requires a person to conduct certain activities when in contact with children and protected adults. Further information can be found in BRd 3(1) Part 7 Chapter 60 and at the following links; Schedule 2 - Regulated roles with Children (https://www.legislation.gov.uk/asp/2007/14/schedule/2), Schedule 3 - Regulated Roles with Adults (https://www.legislation.gov.uk/asp/2007/14/schedule/3).

(b) **Contact.** Contact includes physical contact and written or verbal communications, as well as 'exercising power or influence'. This last point is defined as assisting, facilitating or impeding progress towards a desirable outcome/objective for an individual or making decisions of an operational or strategic nature that could have an impact on a number of protected adults.

(c) **Regulated activities.** The activities that might lead to a role being regulated include delivery of medical care, being involved in the domestic services in a healthcare setting, provision of counselling or therapy, having the ability to directly influence the operational delivery of medical or care services, driving or escorting protected adults, and holding a position of responsibility in an organisation whose main purpose is to provide healthcare.

d. Career Managers for RN Medical and Welfare personnel outlined in the definitions above conducting any activities in Scotland, will be required to apply for a Scottish criminal records disclosure check using Digital Form 003A (see Annex 60E).

6044. Personnel Requiring a Disclosure & Barring Service or Protecting Vulnerable Groups Check

a. References at Para 6048.a sub para (1) and sub para (2) contain the criteria for assessing whether a post requires a criminal record check in order to comply with Safeguarding legislation and/or MOD policy. There are branches and trades where all personnel are required to hold continuous in-date clearance (continual regulated activity) and other posts that require the post holder to hold clearance merely for their tenure in that post (non-continual regulated activity. The following list covers the most common positions that will require and justify the disclosure of their criminal record:

(1) All Royal Naval Medical Service (RNMS) personnel, support staff, social workers and welfare and all Service personnel seconded to the NHS when in a continual regulated activity role as defined by their PID/JPAN.

(2) All RNR Medical Officers, QARNNS(R) Officers and RNR Nurses when in a continual regulated activity role as defined by their PID/JPAN number.

(3) All positions involved with Recruitment and Attraction including Careers Advisors, presentation teams and AIB members during their tenure including Candidate Preparation Centres where under 18's may be in attendance, (to be removed as a competence in JPA when no longer required).

(4) All Legal (when acting as family lawyers) positions.

(5) All RN / RM and Cadet Force personnel involved with Cadet/Combined Cadet Forces

(6) Some RN/RM Police.

(7) Some RN/RM PTs.

(8) All Chaplains/Officiating Chaplains/Honorary Officiating Chaplains/Non-Religious Pastoral Officers and CSW staff.

(9) Some Instructional Staff (Service/MoD Civilian and Contractor supplied) responsible for training under 18 trainees at Phase 1 and Phase 2 Training Establishments in England and Wales.

b. **Contracted Staff.** Where contracted staff are employed in positions which have been identified as requiring D&BS or PVG check, it is the responsibility of the supplying contractor to ensure the necessary checks have been carried out. Commanding Officers of units should satisfy themselves that this has been done before contracted personnel take up employment within the unit. Where necessary, contract amendment action should be taken to reflect this requirement.

c. **Instructional Staff at Phase 1 and 2 Training Establishments.** An amendment to the Rehabilitation of Offenders Act (Exceptions) Order 1975 allows, but does not legally oblige, the MoD to conduct D&BS checks on those personnel in, or being assigned to, positions whose normal duties involve caring for, training, supervising or being solely in charge of Service personnel under 18, and the supervisors/managers of those positions.

(1) Currently, MoD policy in this respect is that such checks will only be made on qualifying staff in Phase 1 and Phase 2 Training Establishments in England and Wales. Limiting application of checks in this way keeps the need for additional checks to a minimum without unduly compromising the level of risk to which Service personnel under the age 18 are exposed.

(2) There is no legislation in Scotland that allows for those personnel caring for, training, supervising or solely in charge of Service personnel U18 in Basic or Initial Trade Training Establishments and supervisors of such individuals in Scotland to be subject to a disclosure check.

6045. Level and Type of Disclosure & Barring Service or Protecting Vulnerable Groups Check

a. The type of clearance requested is to be specified on the application request form (see Annex 60E). There are two types of clearance: those who have qualifying contact with ‘Children’; and those who have qualifying contact with both ‘Children and Vulnerable Adults’. It is also important to provide an accurate job description detailing the likely interaction with vulnerable individuals as this will be used by police forces to decide what information is relevant to disclosure.

b. The country in which the work is undertaken is to be specified on the application request form (see Annex 60E). This will inform the RN Nominating Authority which application pack(s) or online application to forward to the applicant. Where qualifying employment is likely to be undertaken in both Scotland and England/Wales, clearance is NOT portable between the respective safeguarding systems (JSP 893 Para 41 refers).

c. Use of Disclosure and Barring Service Update Service. Individuals who require Disclosure clearance throughout their career are mandated to sign up to the online update service in accordance with JSP 893.This is offered to individuals by the Disclosure agency at the point a certificate is issued, and the application is time limited. The service has an annual cost which must be paid by the individual. For Civil Servants[5] Royal Navy Welfare Services and all healthcare professionals as annotated in Annex A, these costs can be claimed back via the Employing Unit. Individuals using the service must give permission to the Nominating Authority to view the status of an existing certificate in order to make an employment decision. If new information is disclosed a fresh disclosure check will be required.

6046. Assessment of Certificates of Disclosure

a. The assessment of all criminal record disclosures is performed by the NCHQ Discipline Team. This ensures that good control is exercised over this important and sensitive process, that suitability decisions are consistent, and that competence data is recorded correctly.

b. On receipt by the applicant the Certificate of Disclosure is to be forwarded to the RN Nominating Authority irrespective of the contents. Disclosures containing adverse information are then forwarded to the NCHQ Discipline Team Email: NAVYCULTURE-DISCIPLINE@mod.gov.uk for assessment and, where necessary, staffed through the Royal Navy Employment Suitability Decision Panel (RNESDP).

6047. Application Procedure

The procedures to be followed by Career Managers and Recruiters to ensure that criminal record checks are completed in a timely and correct manner in compliance with Safeguarding legislation and MoD policy are summarised in the following Annexes:

a. The ‘In-Service’ clearance process is illustrated by the flow chart at Annex 60F. Career Managers are to note that they are responsible for the prompt submission of application requests in order to ensure that clearance is obtained prior to the applicant assuming duties with vulnerable individuals. Career Managers are also responsible for ensuring that renewals are initiated in good time for continuous clearance to be ensured where necessary.

b. The ‘Recruitment’ clearance process is illustrated by the flow chart at Annex 60G. Should the gap between obtaining clearance and the candidates start date exceed 6 months then guidance is to be sought from NAVY CULTURE DISCIPLINE HEAD SO2 on the validity of the clearance and any requirement to obtain a fresh disclosure.

[5] Civilians may claim this cost back using the process guide contained JSP 893, Part 2 Civilian Guidance.

6048. Suitability Decisions and Competence Recording

a. Responsibility and authority for making suitability decisions rests with authorised staff within NCHQ. The RN Nominating Authority is authorised to award clearance for disclosures received confirming the absence of any relevant police / conviction information. The Discipline Team is authorised to award clearance for disclosures received containing minor, dated and unrepeated offences. All other disclosures are referred to the Royal Navy Employment Suitability Decision Panel (RNESDP).

b. Employment Suitability Decision. Responsibility and authority for making employment suitability decisions sits with one of two nominated employment suitability decision authorities: The Culture & Leadership Discipline Team, or the Royal Navy Employment Suitability Decision Panel (RNESDP) comprising:

(1) Navy Culture Discipline SO3 – (NAVY CULTURE-DISCIPLINE SO3) (Chair)

(2) RN Police Chief of Staff – (NAVY POLICE-HQ COS)

(3) RN FPS SO1 Casework – (NAVY PEOPLE-PS RN FPS HQ CW)

(4) Career Manager Chief of Staff SO2 – (NAVY PEOPLE-CM COS)

These two authorities will ensure that all safeguarding employment suitability decisions, which are both important and sensitive, are considered in a regulated, consistent, and timely manner. Their assessment of the information must be a fair, non-discriminatory assessment, and done so on a case-by-case basis. No matter what other qualities the individual has, the decision to employ them is based solely on risk of harm to vulnerable groups.

c. For Civil Servants, the responsibility for making employment decisions sits with the Nominating Authority and should follow the process in JSP 893 Part 2, Guidance. Further guidance can also be found at Disclosure Checks: Civilian Guidance (OBJ. Once an employment decision has been made the Line Manager is responsible for updating MyHR and the Unit Disclosure Register via the UDO.

WARNING

IT IS UNLAWFUL FOR THE ROYAL NAVY OR ANY MOD TRAINING UNIT / ESTABLISHMENT OR SCHOOL TO KNOWINGLY EMPLOY AN INDIVIDUAL ON A BARRED LIST IN A ROLE THAT INVOLVES REGULATED WORK OR REGULATED ACTIVITIES.

d. The information contained within a Disclosure Certificate will either contain: no adverse information, adverse information, and/or barring information if a Barred List check has been requested. An adverse disclosure (and/or barring information) will contain criminal record information and/or information held by the local police that is considered relevant to the role. The Royal Navy levels of disclosure information and the associated levels of authority for determining suitability of employment are contained in Annex 60I.

6049. Portability of Disclosure and Barring Service and Protecting Vulnerable Groups Checks

a. Employing authorities may use an individual's existing disclosure check as the basis for their decision-making, where the individual:

(1) moves within Defence to a similar role requiring the same level of check or lower. The employing authority is to satisfy themselves of the previous employing authority's decision-making process.

(2) is from outside Defence and is registered with the Disclosure and Barring Service Update Service (England and Wales only) and gives permission for the employing authority to check the status of their existing original disclosure certificate online. This only applies if the new role is similar and requires the same level of check as the original certificate.

Note. *The employing authority will still need to see the original certificate and review it as per this policy. With online checks more commonplace across Defence, an online representation of the certificate and/or notification received by the employing authority can also be accepted in lieu of a physical certificate (an e-certificate is acceptable). However, if any adverse information is disclosed, the original paper certificate must be viewed before an employment decision can be made.*

b. Employing authorities must conduct a new disclosure check where an individual:

(1) is within Defence and seeks a different role and/or requires a higher level of check.

(2) is from outside Defence regardless of whether they hold a valid certificate (unless they belong to the update service as per Para 6055 a (2)

c. Moves to a different UK country or works in locations in multiple UK countries. If an individual moves to a different UK country or works in locations in multiple UK countries (for example, works both in Scotland and England), they will require separate applications and disclosure checks to be completed for each location because they will fall under a different disclosure organisation.

6050. Renewal of Disclosure and Barring Service and Protecting Vulnerable Groups Clearances using the Update Service

a. Reference at Para 6048.a sub para (1) Where an individual undertakes a role for which a disclosure check can lawfully be conducted, this is to be renewed at least every three years (civilian/volunteer/Army/RAF) or at least every five years (Navy). Defence civilians, RAF and Army Service personnel who currently hold a disclosure clearance valid for 5 years may maintain this validity period but will move to three years on renewal.

b. If concerns arise over an individual's suitability to work with children or adults, the employing authority must carry out all relevant checks as if the person were a new member of staff at any time within the disclosure certificate cycle. For example, this might be prompted by a new relevant conviction. Such an instance will also prompt consideration of action to restrict the individual's interaction with vulnerable individuals while their suitability is being confirmed.

c. If the individual is based overseas, in addition to the renewal of a disclosure check a local police check will also need to be obtained as part of the renewal process.

d. JPA claims for reimbursement of Disclosure & Barring Service Update Service charges are to use this paragraph as authorisation. The claims procedure for RN personnel is at Annex 60D to this chapter using UIN N6276A.

6051. Unit Disclosure Officer

All units/ships/establishments which employ personnel in continual regulated or non-continual regulated positions are to appoint a Unit Disclosure Officer (UCRDO), of rank not less than Chief Petty Officer/Colour Sgt RM/Admin Officer (E1). They are to be responsible to their Commanding Officer, or equivalent, for maintaining a register of all positions (Service, MoD Civilian, Royal Fleet Auxiliary, Volunteers and contractor-provided personnel), continual regulated or non-continual regulated for which the personnel employed are required to hold a D&BS or PVG Check and pursuing any non-conformances. Terms of Reference for this are at JSP 893 Annex A.

6052. Amending JPA Post Competences

Commanding Officers are responsible for conducting regular reviews of post competences to ensure that all of the applicable posts are flagged with the requirement for D&BS or PVG Checks. Where such a competence is to be removed an email should be sent to the NAVYPEOPLE-PSP EXEC DISC@mod.gov.uk so that endorsement can be forwarded to the Navy Command Workforce Change Management Team.

ANNEX 60A

REMOVAL FROM ASSIGNMENT - CAREER MANAGER ACTIONS

1. Personnel are not to be removed from an assignment by 'painless' extraction, but only formally and in strict compliance with the regulations set out in Para 6006. Rapid action may be needed on occasion, but the requirement for speed should never be permitted to cause unfairness. Insofar as the individual to be landed is concerned, their career will inevitably be interrupted. It may be, particularly in disciplinary cases, that proper investigation reveals no case to answer, or that only minor charges are capable of proof. In such circumstances an individual could have reasonable grounds for complaint about an over-hasty decision to approve their removal from a key career assignment. Furthermore, to land an individual almost invariably causes assigning turbulence in the plot concerned and therefore adversely affects other individuals.

2. In all cases where removal from assignment is considered, there should be a clear, written audit trail of the decision making process. The aim should be to provide a clear factual record for the decision to land an individual, to rebut any subsequent challenge. If it is not possible to provide such an audit trail, the correctness of any decision to land will inevitably be cast into doubt.

3. Applications to land individuals usually require rapid staffing, however it is very important that an issue of such importance is handled correctly. To reflect the points above, the following procedures are to be followed:

a. On learning that an application to land is under consideration, ensure that the local command is aware of the guidance in Para 6006 and has considered all other options (e.g. warnings or application for Quarterly Reporting).

b. Make it clear that a written application will be required (e-mail or signal is acceptable) direct to the NCHQ Casework Cell. The subject officer/rating should be made fully aware of the Command intent throughout the process and be offered their right to submit a representation against the application to remove. If they decline the right, a statement of waiver is to be signed and is to accompany the application.

c. The application no longer needs to be accompanied by an AR however it should be as full as possible to assist the CM in placing the individual in their next assignment. If the application is based on professional or personal shortcomings, it will be expected to demonstrate an audit trail of appraisals, warnings etc. It should be noted that an adverse inspection report (by FOST for example) does not of itself justify landing an individual, although it may add weight to an application. In all cases where it is *proposed* that a pregnant Servicewoman is moved from her post because of her pregnancy, a review is to be carried out by the appropriate policy desk(s). Finally, ensure that the local commander is aware that the application for landing is subject to approval. Dir P&T/NavSec has delegated authority to Deputy Director People Delivery (DDPD) to approve the landing of Lt Cdrs[1] and below. Where Command input is required (for CO, XO of DD/FF or unusual case), this is to be sought by the NCHQ Casework Cell. The local commander should inform the individual that an application is being made, but should avoid precipitate action on the presumption that the application will be approved. Consideration should be given to seeking CNLS Law 3 advice at this stage.

d. Consider the re-assignment of the individual in the event of their landing being approved, consider arrangements for a relief. At this stage it is helpful to ask the local commander whether the billet can be gapped.

e. If, on receipt of an application, there is insufficient evidence to justify landing, CMs should not hesitate to say so. Frequently, cases gain a momentum which is difficult to stop. If as a CM you believe that there is sufficient material, then make your recommendations as appropriate. In either event ensure your views are recorded in the audit trail.

f. Submit the application to DDPD for approval. For landings requiring Dir P&T/NavSec approval, the application should still be submitted through DDPD. The application should include a draft letter for signature to promulgate the recommended decision. If landed, the draft letter must include instructions regarding the individual's next assignment. It may be desirable to send the individual on leave for 3-4 days, having been given an order by a superior officer in the discharging unit to report to their CM at a specific time. Ensure that the individual’s whereabouts on leave are made known to the CM.

g. Inform the local commander of DDPD/Dir P&T/NavSec’s decision. The signed letter may be emailed or may form the text of a signal, according to circumstances.

4. When staffing the application, the NCHQ Casework Cell is to ensure that Fleet Pol Sec is kept aware of the salient aspects of the case where a removal from assignment involves one or more of the following factors:

a. Removal relating to a CO or OIC.

b. Operational sensitivities (most likely to arise where a unit is deployed in theatre).

[1] Provided that, when the subject of the proposed removal is an officer of Lt Cdr’s rank, they are not in command.

c. Potential embarrassment to the RN.

d. The circumstances surrounding the case are already in the public domain.

e. This link will provide for accurate and pertinent detail to be made available to inform Ministerial submissions as required.

5. If a decision is taken to land an individual, then the RN has a duty of care towards the individual. CMs need to play their part in discharging the duty of care by coordinating other stakeholder engagement. The following serves as a useful checklist for ensuring that the officer's potential needs are met:

a. Contacting the individual as soon as practicable after their landing to discuss their future assigning.

b. Arranging a suitable 'holding' assignment to reflect the precise circumstances of the case.

c. Re-assuring the individual concerned and indicating suitable sources of advice as appropriate.

d. Briefing the new 'employing officer' of the circumstances in sufficient detail to enable them to discharge their responsibilities to the individual, but avoiding prejudice against the individual concerned.

e. Prompt identification and allocation of a new Divisional Officer.

f. Engagement with the Welfare Services.

g. Engagement with the Naval Chaplaincy.

h. Engagement with the Command Secretariat for Policy Secretariat (including allocation of a Media Shield, if appropriate).

i. If returning from an operational theatre:

(1) Access to decompression.

(2) Access to Trauma Risk Management.

j. An interview with the CM, or SO1 Branch CM (if appropriate, or sought by the individual). This should include the following:

(1) Confirmation in writing by the subject officer that they have been made aware of their right to submit a representation.

(2) Confirmation of their next assignment.

(3) Confirmation by the subject officer that they are aware of their new Divisional/Regimental chain of command.

k. If sought by the subject officer, a Key Stage Career Interview.

l. Continued contact with the subject officer until they join their new unit.

m. Emphasising to all concerned that Dir P&T/DDPD staffs are neutral in the management of the incident(s) which gave rise to the decision to land and the subsequent investigation.

ANNEX 60B

PRO-FORMA FOR LETTER TO CEAS INFORMING OF PLANNED ASSIGNMENT OF A PARENT OF A CHILD WITH SPECIAL EDUCATIONAL NEEDS

Children's Education Advisory Service
Trenchard Lines
Upavon
Pewsey
Wiltshire
SN9 6BE

ASSIGNMENT OF A PARENT OF A CHILD WITH SPECIAL EDUCATIONAL NEEDS

Reference:

A. CEAS/ ..... (Reference of assignment restriction)

1. (Rank/rate, Initials, surname, service number) ..... currently serving in (name of unit) ..... who is a parent of a child whose name is included in the register of children with special educational needs has been detailed to join (name of ship, submarine, establishment or unit).....on (date) ..... Their address from that date will be:

.....

.....

.....

2. The assignment is to Local Foreign/Loan/Exchange* Service and they can elect to be accompanied by their spouse. (Delete entire sentence if not applicable.)

[Career Manager]
For Deputy Director People Delivery

ANNEX 60C

SERVICE WITH CAPTAIN RECRUITING AND ATTRACTION

1. Armed Forces Careers Offices (AFCOs) and Royal Navy Careers Information Offices (RNCIOs) are located as follows:

Office	Contact	Area Recruiting Manager
Eastern England		
Brighton	01273 325386	02392 294255
Cambridge	01223 315118	01582 726115
Canterbury	01227 457848	0207 3053223
Chatham	01634 813860	0207 3053223
Chelmsford	01245 355134	01733 568833
Derby	01332 348120	0115 947 3629 x 8109
Guildford	01483 302304	02392 294255
Ilford	0208 8518 5855	0207 3053223
Ipswich	01473 254450	01733 568833
Leicester	0116 254 323	0115 947 3629 x 8109
Lincoln	0152 252 5661	0115 947 3629 x 8109
London	0207 305 3414	0207 3053223
Luton	01582 721501	01582 726115
Norwich	01603 620033	01733 568833
Nottingham	0115 947 3629	0115 947 3629 x 8109
Oxford	01865 553431	01582 726115
Peterborough	01733 568833	01733 568833
Portsmouth	02392 812572	02392 294255
Southampton	02380 630486	02392 294255
Reading	01189 585642	01582 726115
Wales & Western England		
Birmingham	0121 633 4995	0121 633 6420
Bournemouth	01202 311224	0117 926 0233
Bristol	0117 926 0233	0117 926 0233
Cardiff	02920 726813	01743 232541
Coventry	02476 226513	0121 633 6420
Exeter	01392 274040	01752 604563 x 6517
Gloucester	01452 521676	0121 633 6420
Plymouth	93784 6513	01752 604563 x 6517
Redruth	01209 314143	01752 604563 x 6517
Shrewsbury	01743 232541	01743 232541
Stoke	01782 214688	0121 633 6420
Swansea	01792 654208	01743 232541

Office	Contact	Area Recruiting Manager
Taunton	01823 354430	0117 926 0233
Wolverhampton	01902 715395	0121 633 6420
Wrexham	01978 263334	01743 232541
Northern England		
Carlisle	01228 523958	0161 835 2923
Darlington	01325 461850	0191-232-7048
Hull	01482-325902	0114 -272-1476
Leeds	0113-243-2914	0114 -272-1476
Liverpool	0151-236-1566	0151-236-1566 x 8221
Manchester	0161-835-2923	0161-835-2923
Middlesbrough	01642 242773	0191-232-7048
Newcastle	0191-232-7048	0191-232-7048
Preston	01772-555675	0161-835-2923
Sheffield	0114-241-3215	0114 -272-1476
St Helens	01744-739527	0151-236-1566 x 8221
Scotland & Northern Ireland		
Aberdeen	01224 639999	94747 4302
Belfast	9491 43131	9491 43131
Dundee	01382 227198	94747 4302
Dunfermline	01383 625283	94747 4302
Edinburgh	0131 221 1111	94747 4302
Glasgow	94561 5701	94561 5700
Inverness	01463 233668	94561 5700

2. Points of contact for the Students' Presentation Teams or OCLCs are the Regional Business Managers as follows:

South East (London)	020 7305 3415
East Central (Peterborough)	01733 352502
South West (Plymouth)	01752 604563 x 6531
West Central (Birmingham)	0121 634 8519
Northern West England (Liverpool)	0151 236 1566 x 8240
Northern East England (Newcastle)	0191 232 7048
Scotland & Northern Ireland (Rosyth)	01383 425526

ANNEX 60D

JPA CLAIMS GUIDANCE FOR ROYAL NAVY PERSONNEL MANDATED TO USE THE DISCLOSURE & BARRING SERVICE UPDATE SERVICE

For Royal Navy Personnel:

- Log in to JPA.
- Navigate to JPA Expenses.
- Click Create New Expense Claim.
- Type of Claim: Select Miscellaneous from drop down menu.
- Authority: Enter “In accordance with BRd 3(1) Chapter 60, Section 7 Para 6056(d) reimbursement of cost for D&BS Update Service as required for my role”.
- Under Additional Information: Select Yes to answer both questions.
- Select the magnifying glass icon.
- In the search bar, enter N6276A[1] and click Go.
- Click the radio button/circle in the first column to highlight the new UIN.
- Click Select which should generate the below screen:

- Click Next.
- Click the blue Details icon in Line 1 on the right side of the screen.
- Expense Type: Professional Body Subscription Fees.
- Enter the Date Expense Incurred.
- Number of Days should not be changed from 1.
- Insert Receipt Amount.
- Justification: Enter “In accordance with BRd 3(1) Chapter 60, Section 7 Para 6056(d), reimbursement of cost for D&BS Update Service as required for my role”.
- A warning message will appear. This is expected functionality and does not prevent the submission of an eligible claim.
- Click Return.
- Click Next.
- A warning message will appear. This is expected functionality and does not prevent the submission of an eligible claim.
- A summary of your claim will be displayed. You may return Home to cancel your claim at this point or go Back to edit your claim by clicking the appropriate button.
- Once comfortable that you have confirmed your eligibility and have in all other cases met the policy constraints and accepted the Terms and Conditions of the MOD's Travel and Expense Policies, select Submit.

[1] SP from other Services must not claim against the Royal Navy UIN. Army claimants must use UIN A2259A and RAF claimants do not need to alter the UIN as D&BS claims are charged to default UINs.

ANNEX 60E

DISCLOSURE & BARRING SERVICE/PROTECTING VULNERABLE GROUPS - DIGITAL FORM 003A DISCLOSURE REQUEST

Rev 07/25

DISPATCHED ON: ……

NOMINATION FOR D&BS/PVG (SCOTLAND) DISCLOSURE CHECK

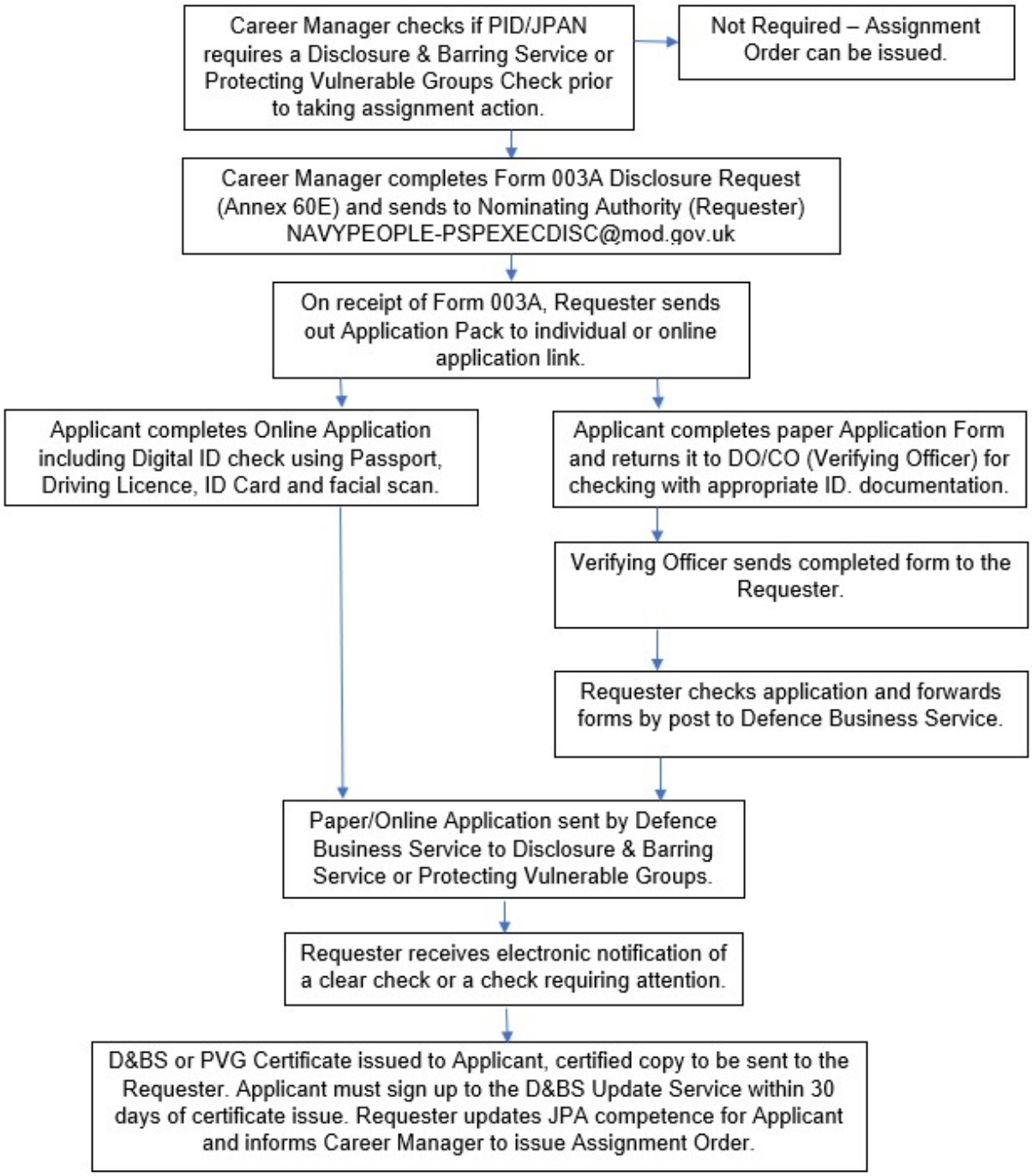
Surname:	Forename(s):
Rank:	Branch:
Service No:	Date of Birth:
Applicant Email Address:	Applicant Contact Number:
Unit requiring check: JPA Position Number (PID):	**Type of Disclosure Required:** (Please only mark in the box required) **[ ] England/Wales D&BS Check** **[ ] Scottish Disclosure Check** **[ ] Northern Ireland Check**
Description of Position - **must** include statement on degree of contact with children (under 18's) or vulnerable adults and in what environment e.g. Classroom, outdoor activities, Phase I/II Training Establishment, Instructor etc**.**	
Requesting Career Manager / Advisor or Unit Disclosure Officer:	
Branch:	
Email Address:	

This form must be completed and emailed by the individual's Career Manager / Advisor or Unit Disclosure Officer to:

NAVY-CULTUREDISCIPLINEDBS@mod.gov.uk

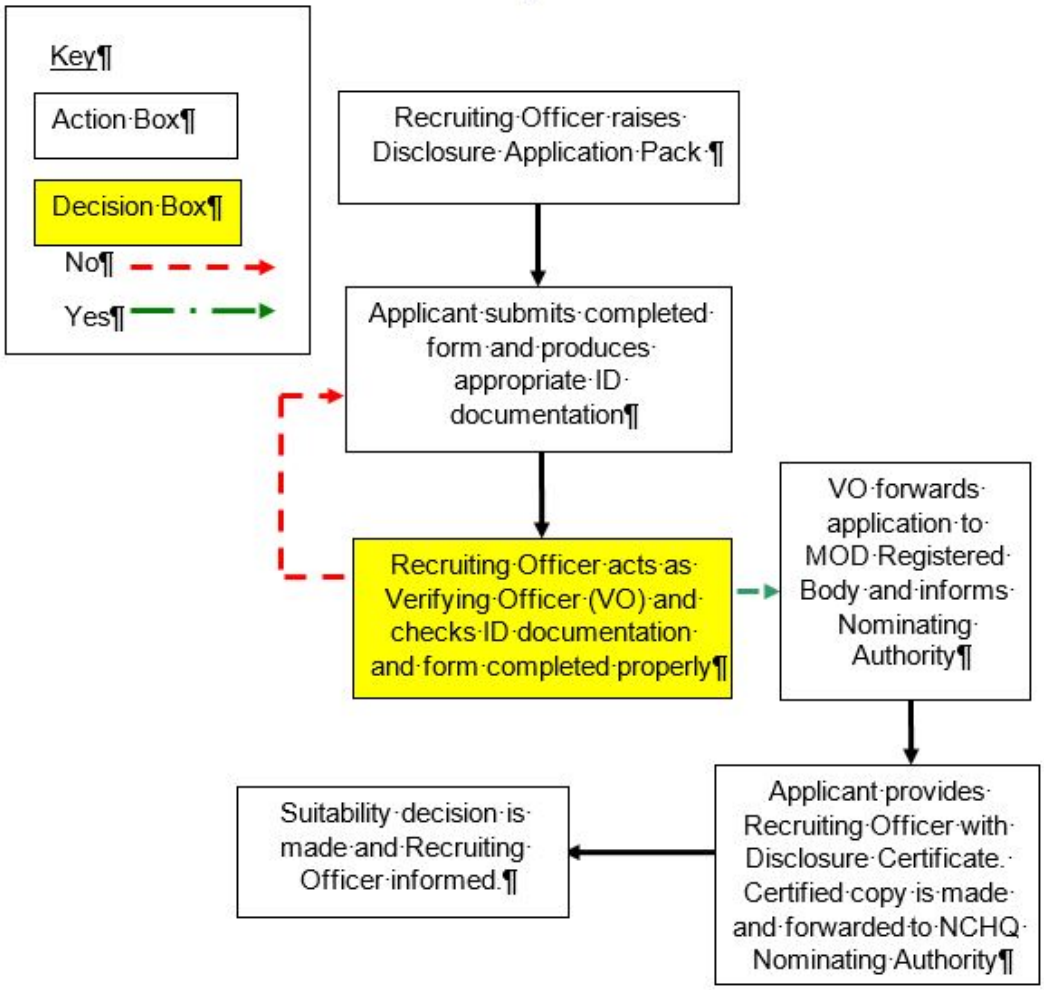
ANNEX 60F

IN-SERVICE DISCLOSURE & BARRING SERVICE / PROTECTING VULNERABLE GROUPS CLEARANCE – FLOW CHART



ANNEX 60G

RECRUITMENT/REJOIN CLEARANCE - FLOW CHART



ANNEX 60H

DISCLOSURE & BARRING SERVICE OR PROTECTING VULNERABLE GROUPS CHECK PROCESS ROLES/RESPONSIBILITIES

1. Career Manager

Responsible for:

- ensuring that requests for clearance (D&BS/PVG - Form 003A) are properly completed and dispatched to NAVYPEOPLE-PSP EXEC DISC@mod.gov.uk when taking assignment action so that the assignee is cleared to undertake the assignment on joining.

- submitting renewal requests 6 months prior to expiry of current check in time to ensure continuity of clearance where required.

2. AFCO Recruiter

Responsible for:

- sending D&BS/PVG Form 003A to the Naval Service Nominating Authority Requester

- physically sighting and scanning certificate and email to NAVY PEOPLE-PSP EXEC DISC@mod.gov.uk.

3. Verifying Officer (VO)

Responsible for:

- ensuring the Disclosure Application form is completed properly; and

- conducting verification of identity checks (to be superseded by D&BS automation (England & Wales) when introduced.

- physically sighting, verifying and scanning certificate and email to NAVY PEOPLE-PSP EXEC DISC@mod.gov.uk

4. Divisional Officer(DO)/Commanding Officer(CO)/Appropriate Person(AP)

Responsible for:

- acting as Verifying Officer (to be superseded by D&BS automation (England & Wales) when introduced; and

- ensuring the NCHQ Discipline Team is informed of any potential delay in the Process.

- physically sighting, verifying and scanning certificate and email to NAVY PEOPLE-PSP EXEC DISC@mod.gov.uk.

5. Naval Service Nominating Authority

Responsible for:

- acting as Requester for the D&BS Automation process for England & Wales checks.
- raising Disclosure Application Pack once D&BS/PVG-003A is received and sending to applicant;
- ensuring returned Application Form is completed properly;
- returning any incomplete forms to correct individual ensuring application details are recorded on the local spreadsheet/database;
- annotate clearance on JPA.
- ensuring complete Application Pack is sent to the MOD Registered Body;
- ensuring local spreadsheet/database is updated with Clearance details once received from Defence Business Service (DBS); and
- ensuring correct individuals are notified of 'green light' decisions.

6. Navy People-CM HUB2

Responsible for:

- Providing Service Numbers of all Medical personnel on joining BRNC Dartmouth and HMS Raleigh to and email to NAVYPEOPLE-PSPEXEC DISC@mod.gov.uk

7. Navy People Discipline Policy Head

Responsible for:

- ensuring documentary evidence is requested from applicants in cases of 'amber light' decisions;
- confirming clearance within delegated authority;
- engaging with RN D&BS/PVG Check Panel for decisions on suitability for cases that fall outside of delegated authority;
- ensuring appropriate individuals are notified of panel decision;
- on receipt of any appeal against refusal to grant clearance, put together brief and case commentary/history for Deciding Officer; and
- notifying appropriate individuals of appeal decision.

8. Applicant - responsible for:
Responsible for:

- completing the application form accurately and without unnecessary delay;
- engaging with their Verifying Officer; and
- providing a certified copy of the Disclosure Certificate providing a certified copy of the Disclosure Certificate immediately on receipt to their local Unit Criminal Record Check Officer.
- signing up to the D&BS update service within 30 days of receiving certificate.

9. Unit Disclosure Officer.
Responsible for:

- Fulfilling Terms of Reference in JSP 893 – Safer Recruitment and Employment
- maintaining the Unit D&BS or PVG Check Register on behalf of the Commanding Officer;
- hastening applicant for their Disclosure Certificate;
- making a certified copy of the Disclosure Certificate and forwarding it by email to NAVY PEOPLE-PSP EXEC DISC@mod.gov.uk to the NCHQ Discipline Team; and
- engaging with Career Managers to address any non-compliances engaging with Career Managers to address any non-compliance identified on the Unit D&BS or PVG Register.
- accessing the Safeguarding Vulnerable Groups area in JPA to confirm competencies.

ANNEX 60I

ROYAL NAVY EMPLOYMENT SUITABILITY DECISION

1. The Royal Navy levels of disclosure information and the associated levels of authority for determining suitability of employment are contained in the table below.

Table 60I-1 – Levels and Decision Authority

Nature of Disclosure – Level Zero	**Authority**
No Disclosure	Navy Culture Discipline SO3
Minor offences e.g. failing to pay a Fare, failure to have a TV licence or road tax. Minor traffic (e.g. speeding, parking, failure to insure vehicle or MoT)	Navy Culture Discipline SO3
Caution for public order offences (inc Affray) (more than 5 years ago – from date of caution)	
Less serious criminal damage (up to £5000) (more than 5 years ago – from date of conviction)	
Conviction for Public Order (inc Affray) (more than 15 years ago or Juvenile Offence)	
Serious Criminal Damage (over £5000) (more than 15 years ago or Juvenile Offence)	
Nature of Disclosure – Level One	**Authority**
Caution for public order offences (inc Affray) (in the last 5 years – from date of caution)	Navy Culture Discipline SO3
Less serious criminal damage (up to £5000) (in the last 5 years – from date of conviction)	
Minor Traffic offences resulting in disqualification (other than alcohol or drug related)	
Driving offences – alcohol related (more than 5 years ago – from date of conviction)	
Conviction for public order offences (inc Affray) (between 6 and 15 years from date of conviction or resulting in custodial sentence)	
Serious criminal damage (over £5000) (between 6 and 15 years from date of conviction or resulting in custodial sentence)	
Common assault / Battery (more than 6 years from date of caution /	
ABH (more than 10 years from date of caution / conviction)	
Nature of Disclosure – Level Two	**Decision**
Section 22 Armed Forces Act 2006 (ill-treatment of subordinates)	Royal Navy Employment Suitability
Section 23 Armed Forces Act 2006 (disgraceful conduct of a cruel or indecent kind)	
Conviction for public order offences (inc Affray) (within last 6 years from date of conviction or resulting in custodial sentence)	
Serious criminal damage (over £5000) (within last 6 years from date of conviction or resulting in custodial sentence)	
Driving offences – alcohol related (within the last 5 years – from date of conviction)	
Common assault / Battery (within last 6 years from date of caution / conviction or where the victim was a child or vulnerable person)	

ABH (within the last 10 years from date of caution / conviction or where the victim was a child or vulnerable person)	Decision Panel (RNESDP).
Offences of dishonesty (Theft / Fraud Act etc)	
Road traffic offences involving death	
Firearms and explosive offences	
Domestic Related Offences	
Nature of Disclosure – Level Three	**Decision**
Disclosing private sexual photographs/ films with intent to cause distress	Royal Navy Employment Suitability Decision Panel (RNESDP).
Racially, sexual orientation, or gender aggravated offences	
All drugs related offences (inc driving)	
Manslaughter	
Membership of a Proscribed Organisation	
Criminal harassment contrary to the Protection from Harassment Act 1997	
Sexual offences	
Murder, GBH and wounding (with or without intent)	
Arson	

Step 1 – Culture & Leadership Discipline Team – Review and Refer. On receipt of a copy of the Subject's Disclosure Certificate, Navy Culture Discipline SO3 must review the content to determine the level of the disclosure and refer the case to the appropriate authority for an employment decision. JPA discipline entries may also be referred for an employment decision.

Step 2 – Employment Suitability Referral and Decision. Employment suitability decisions will fall into one of four levels with differing authorities, which must be categorised by Navy Culture Discipline SO3. When coming to an employment suitability decision, the relevant authority must not balance the benefit to the organisation in employing a highly capable individual versus a risk of harm to children or vulnerable adults. No matter what other qualities the individual has, the decision to employ in regulated activity is to be based solely on risk of harm to children or vulnerable adults. The authority levels are as follows:

a. **Level 0 – Blue – No Disclosure / Less Serious Cautions/Convictions and/or Historical or Juvenile Convictions.** For Level 0 disclosures the nominated employment decision authority rests with **Navy Culture Discipline SO3.**

b. **Level 1 – Green – Lower level / less recent Cautions / Convictions.** Level 1 disclosures are likely to be common, the nominated employment decision authority rests with **Navy Culture Discipline SO3.** If the offence/ misconduct in anyway involves a child or Vulnerable Group, or if SO1 MS referrals consider that the case merits further consideration, the decision must be referred to the **RNESDP**.

c. **Level 2 – Amber – Serious Offences / recent Convictions or Cautions.** For Level 2 disclosures the nominated safeguarding employment decision authority is **RNESDP.** Navy Culture Discipline SO3 is to ensure that the Job Specification along with the Disclosure Certificate is sent to the members of the RNESDP prior to discussing the case.

d. **Level 3 – Red – Gross Offences.** For Level 3 disclosures the nominated safeguarding employment decision authority is **RNESDP.** Where a certificate is returned with a Level 3 disclosure which is unspent, APC MS Referrals must engage with APSG. Navy Culture Discipline SO3 is to ensure that the Job Specification along with the Disclosure Certificate is sent to the members of the RNESDP prior to discussing the case.

Step 3 - Royal Navy Employment Suitability Decision Panel Considerations. The considerations below apply to all suitability decisions made by the relevant authority. This includes an individual who has Level 3 category of offence. Whilst they will not normally be considered for work in regulated activity, as there is a strong correlation between such offences and individuals that are barred from working in regulated activity, the RNESDP should consider the sentence awarded and supporting disclosure statement when considering their suitability decision.

a. Is it a juvenile or adult caution/conviction? If the former, is the individual older and demonstrably more mature?

b. What was the rank/grade of the individual at the time of the offence?

c. Was the offence a one-off, or part of a history of offending (either the same/similar offences or a range that indicate general and repeated inability to act in an appropriate or disciplined manner)?

d. Is there evidence that the individual is a reformed character? *For example: The individual concerned has been promoted since the offence was committed, indicating that they are well regarded.*

e. What is the attitude of the offender? Is it one of remorse and acceptance of blame and wrongdoing?

f. Was the offence completely out of character? Was there a particular context to the offence that no longer exists?

g. Were the circumstances surrounding the offence that are unlikely to be repeated in the course of employment in regulated activity?

h. Was the victim of the offence a member of the offender's peer group?

i. What is the likely risk that the individual would harm children or vulnerable adults?

j. Has consideration been made to the reputational risk, both for the Royal Navy and the individual?

Step 4 – Suitability Notification, Assignment Order and Follow Up Action. The outcome of the Royal Navy Employment Suitability Decision Panel will allow the Subject's provisional selection for assignment / role to be confirmed by Navy Culture Discipline SO3 who is to execute the following actions:

a. **Suitability Not Approved.** Where the appropriate decision authority has not approved a Subject's suitability for assignment, Navy Culture Discipline SO3 / Chair RNESDP will notify the Subject's CM who are to inform the Subject of their de-selection and cancel the Assignment Order.

b. **Suitability Approved.** Where the appropriate decision authority has approved a Subject's suitability for assignment, Navy Culture Discipline SO3 will notify the Subject's CM and Unit(s) of the decision. An Employment Suitability notification will then enable confirmation of the assignment and for the SP to commence employment in the role. Units are not to retain a copy of the disclosure certificate, instead the Employment Suitability notification should be used to update the Unit Disclosure Register (of the gaining unit) and a copy retained with it.

An Employment Suitability notification is issued by Navy Culture Discipline SO3. It must confirm the suitability of the Subject to undertake the role (against the job specification submitted for a decision) and include the date the appropriate decision authority approved the Subject's employment.

c. **Information Management/Recording Competencies.** Following the issue of the suitability notification, Navy Culture Discipline SO3 is responsible for recording Disclosure competencies on JPA. The JPA record should contain the date of issue and be end dated as per the clearance validity period.

2. Appeals. A Subject may:

a. **Appeal the content of the Certificate of Disclosure.** Process as per JSP 893.

b. **Appeal the Employment Suitability Decision.** Appeals of this nature are to be made to Navy Culture Discipline SO3. Level 1 decision appeals will be reviewed by the RNESDP. Level 2 and 3 decision appeals, against RNESDP decisions, will be heard by the Higher RNESD Appeals Committee (RNESDAC) composed of the following membership:

(1) Navy Culture Discipline Head SO2 – (NAVY CULTURE-DISCIPLINE HEAD SO2) (Chair)

(2) RN Provost Marshal – (NAVY POLICE-HQ PMN SO1)

(3) RN FPS Head of Service – (NAVY PEOPLE-PS RN FPS HD)

(4) Career Manager Head – (NAVY PEOPLE-CM HD)

(5) SO1 Employment Law – (NAVY LEGAL-EMPLOYMENT LAW SO1) (Advisor)

c. An appeal against a RNESDC decision may be submitted by the SP in writing through their CoC and sent to Navy Culture Discipline Head SO2 to have their case re-heard. This must be within 10 working days of the original decision being promulgated. The appeals panel will consider suitability and notify their decision to Navy Culture Discipline Head SO2 and the individual inside 10 working days where possible.

d. The Discipline Team will ensure that applicants and appropriate staff are informed of the outcome of suitability decisions. Where permission to work with a vulnerable group has been refused then the applicant may if they wish appeal the decision via the Service Complaints procedure.

e. The RN Nominating Authority is responsible for the recording of clearance competences on JPA.

CHAPTER 61

ASSIGNMENT PROCESS

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

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Annex 61A: Notification of Assignment Intent

CHAPTER 61

ASSIGNMENT PROCESS

SECTION 1

ASSIGNMENT NOMINATION PROCESS

6101. Senior Officers

The assignment process for officers at 1 Star or 2 Star rank is at Chapter 60 Section 4.

6102. Nominee Identification

a. Career Managers (CM) have details of each position from a Unit Establishment List, requirement for higher training or a letter of authority for some special or temporary posts. The detail against each position will include the required rank, branch and specialisation plus any other competences including the following competence types: Additional, Educational and Professional. It is the responsibility of the CM to identify and nominate a suitable individual to fill that position. The CM is aware of the range of suitably qualified and experienced personnel available and takes into account the personal factors affecting each individual which are known through interviews, routine communication and JPA Assigning Preferences. To this the CMs must add an assessment of the appropriate seniority, ability and experience, often having discussed these matters with the receiving unit and the relevant higher administrative authority. The CM then matches individuals to positions reflecting the principles of assigning set out in Para 5902.

b. If a CM is unable to fill a position with a suitably qualified and experienced person of the right rank, consideration should be given to use of the Acting Higher Rank or Rate (see Para 6503 and Para 6603) or use of Reserve Personnel under Full Time Reserve Service (FTRS) or Additional Duties Commitment (ADC) (see Chapter 59 Annex 59H) as a short-term workforce measure.

6103. The Nomination Process

a. CMs invest considerable effort to match individuals to jobs and seek to assign individuals into posts in which they are expected to do well. Once a suitable individual has been identified, the CM will contact the future 1RO and discuss any relevant information concerning the individual and the position (joining dates, experience, training, clearances, AHR, personal circumstances etc.). The CM is also responsible for checking the SP's JMES and whether there is any restriction which requires an Individual Medical Risk Assessment (MRA) IAW Ch28 Para 2816. The CM will inform the CO of the SP's JMES and the CO will then initiate the MRA process.

b. Some assignments make particular demands on certain personal qualities. Special nomination arrangements are therefore made for assignments to the Royal Household, the Cabinet Office, Ministers' offices and some Flag Lieutenant/Military Assistant posts. Service personnel who are to be nominated for any posts which are regarded as sensitive are required to undergo social media checks in accordance with Chapter 21 Annex N. For further details of both the special nomination arrangements and required social media checks see Chapter 59 Annex 59E.

c. Following dialogue between the CM and 1RO, an Assignment Order will be issued via JPA workflow, without recourse to formal written nomination; fort short notice assignments or changes additional communication will be necessary. The practice of issuing a Nomination Letter to senior and Commanding Officers is no longer mandated. In the Assignment Order, the nominee will be directed to contact the 1RO to request joining instructions. There are occasions when telephone calls or signals are used in addition to the JPA electronic workflow, such as when changes at short notice are required for operational, compassionate, sickness or other reasons.

6104. Refusal of a Nomination/Assignment

a. Service personnel are not permitted to select or decline assignments, but CMs invariably give due consideration to personal wishes before deciding on a particular assignment.

b. CMs will nominate a suitable service person to fill a billet. In the event that an agreement cannot be reached between a CM and an employer, the process of re-aligning a different, suitable individual (if one exists) to a position is likely to create a gap between the incumbent leaving and a new joiner arriving. Consideration will be given to CM plot pressures and adherence to PFS timelines therefore the length of the gap may be significant.

c. An employing officer may only legitimately refuse a nomination if:

(1) A nominee is not qualified for the position because they are not of the rank or branch or specialisation or lack a qualification or competence specified in the Establishment List; or

(2) The employing officer, or an intermediate line manager, has served with the nominee previously and in consequence the employing officer believes that they will be unable to manage the nominee fairly.

d. Other reasons, such as the nominee being over-zone, or not of the preferred seniority, or previous assigning history, or not being the best individual available in the view of the employing officer, will not justify rejection. For common assignments, employing officers should expect the nomination of an officer of any branch to which the assignment is open in accordance with the CAPPS list (see Para 5913). Rejection of an otherwise eligible officer to secure an officer of a particular branch, or to secure a ‘mix’ of officers of different branches, will not normally be considered.

e. In no circumstances will a rejection be entertained on grounds of gender, sexual orientation, maternity, race or ethnic origin. This is against the law and employing officers will be required to state in writing their reasons for attempting to reject a nomination.

SECTION 2

ASSIGNMENT PROCESS

6105. Notification of Assignment Intention

If an individual is on a course or in a short assignment and wishes to claim relocation expenses in advance of the issue of an Assignment Order for a permanent assignment, they must provide written evidence from their CM that it is the intention that they will be assigned to that particular position. The format and details on the discretionary use of this notification is at Annex 61A.

6106. Execution of Assignments

The organisation and responsibilities for ensuring that personnel join their ship/submarine, unit or establishment at the right time and place and are correctly prepared for service in that position are explained in the following paragraphs.

6107. Assignment Orders (AOs)

a. Career Managers issue Assignment Orders (AO) on behalf of Deputy Director People Delivery (DDPD). An AO is an Executive Order to both the person named in the AO and their current superior officer; it is also the authority to move that individual using Service resources. Where necessary, an AO will contain amplifying instructions appropriate to the assignment and compliance with these is implicit in the execution of the AO.

b. An AO is a directive and not a document issued for discussion and should be read carefully. Divisional Officers are to explain where necessary all the implications of a particular assignment.

6108. Amendments to AOs

There is normally a lapse of time between the issue of an AO and its execution. It may therefore require amendment for a variety of reasons and can be amended by the issue of a further AO. In the event of a short notice amendment being required, it will be signalled followed by the issue of a confirmatory AO amendment.

6109. Joining Dates

If an individual is joining a Unit in the UK, minor adjustments of up to 28 days either side of joining dates given in the AO may be agreed directly between discharging and receiving units without seeking the permission of the CM providing that it does not break relevant Assigning Notice. CMs should, however, be kept informed of agreed new joining dates in order for them to issue an amending AO.

6110. Movements

a. When an individual is detailed to join a unit outside the UK, the discharging unit, on receipt of the AO, will book all the passage requirements with the Defence Passenger Reservation Centre (DPRC), which will forward the necessary tickets and information to the discharging unit. Personnel detailed for LFS, all Falkland Island (FI) units, short notice assignments, including Emergency Relief Pool (ERP) activation, and small units without normal UPO facilities, will have AOs copied to the movement section within the JFC Global Admin Unit. The travel cell will book the passage requirements and forward/signal the appropriate movements information to the current unit. When an individual receives an AO to return to the UK from overseas, the responsibility for booking the passage rests with the discharging unit.

b. For SM personnel this will be SUBFLOT. Units are to be aware of visa requirements and the procedures detailed in JSP 800 Vol 2 (Defence Movement and Transport Regulations - Passenger Travel Instructions). Any doubts or problems regarding visa requirement are to be referred to DPRC, Visa Section.

6111. Pre-joining Training (PJT) and Competences

a. PJT and Competence requirements are shown against the Position in JPA. CMs are responsible for ensuring that officers and non-Squadded ratings and RMOR joining units on Sea, Local Foreign, Exchange or Loan Service are assigned to courses to achieve the specified competences before joining. Responsibility for Squadded ratings lies with CMC CMs. Assignments will not normally be cancelled as a result of a failed PJT, however, under the PJT Pass/Fail criteria and associated administrative procedure, where Health and Safety at Work (HASAW) regulations are involved, the assigning implications will be assessed following the Training Establishment’s recommendation.

b. For personnel assigned to shore service who require PJTs or Competences, it is the responsibility of the receiving unit to book the training, which should not be undertaken until they have joined. Similarly, all receiving units (sea and shore) are responsible for any changes they require to PJT/Competence requirements as a result of changes to the Establishment List made after AOs have been issued.

6112. Action on Receipt of an Assignment Order

a. **By the Individual.** Individuals will receive all AOs (new, amended, or cancelled) via JPA workflow. Once they have read and understood the order they are to acknowledge the workflow immediately. They should contact their UPO to arrange any travel requirements and ensure they are in all respects prepared for the assignment and to meet the availability date (Ready-to-Move-Date) as appropriate. Passport formalities and medical requirements are to be completed at an early stage where required (for LFS, see Para 5911).

b. **By the Receiving Unit.**

(1) The AO detailing the individual to join the Receiving Unit is to be checked to ensure that no special instructions have been omitted and that all details including PJTs and Competence requirements are correct. Joining instructions are to be despatched to the person normally one month before joining.

(2) On receipt of an AO nominating a relief for a rating serving on sea service or LFS, an Availability for next assignment Date (AVDATE) signal is to be sent to the CM. The AVDATE should be received by CMs at least 4 months before the rating is due to leave the unit, to enable the CM to give at least 3 months' notice of the next assignment. See Chapter 59 Section 10 for detail of AVDATES.

c. **Failure to Meet an Assignment.** If for any reason an individual is not able to join, meet an availability date for passage or attend PJTs as detailed by an AO, then the facts are to be reported by signal, quoting the date of the AO, to NCHQ (FAO relevant CM) and the Receiving Unit. If an individual fails to report within 48 hours of their assignment date, the receiving unit is to inform CM by signal, copy to the discharging unit. Similarly, CM and the Receiving Unit are to be signalled by the Training Establishment if an individual fails to arrive as detailed for a PJT course.

6113. Course Booking

a. The RN Course Booking Cell (CBC) is tasked to provide a single point of contact for all CMs and Workforce Coordinators in sea-going units for the booking all RN Phase III core competence uplift training (Pre-Joining Training (PJTs) and Targeted Employment Modules (TEMs) identified as Competence requirements against positions detailed in Unit Establishment Lists), ensuring this training is delivered in line with strategic workforce priorities.

b. CMs remain the first point of contact for all Professional Qualifying courses and career management issues including the booking of Leadership Courses (LRLC/SRLC). Requests for these courses should be relayed direct to the relevant CM via e-mail/telephone (not the CBC).

c. CMs' access to the CBC is via a dedicated course booking form utilising standard e-mail or via telephone if required. The Separated Service Planning Tool (SSPT) is the primary tool for workforce coordinators in sea going units to book their personnel onto non-career courses. SSPT now provides a direct link between EWOs/DEPCOs and the CBC, thereby negating the need for separate Course Booking Forms to be sent to the WMO/CMs.

d. DEPCOs are to liaise closely with DOs and Line Managers to ensure all course bookings are reflected in individuals' Personal Employment Plan and that the Course Booking Cell is informed of cancellations with as much notice as possible in order to allow reallocation of spaces.

6114. Assignments to and from Ships Deployed

a. Normally, CMs will plan to assign individuals to avoid unnecessary air passage. There are, however, occasions when personnel have to join and leave despite the unit being deployed.

b. There may be occasions where COs wish to request a Closed Notice Period. Applications, which should be on a ‘whole unit’ basis and at least 6 months in advance, are to be made to DDPD in writing or by signal.

c. If an individual is assigned to join overseas and it becomes apparent that the joining date is not practicable and requires amendment, then the Receiving Unit is to inform DDPD by signal FAO relevant CM, with DPRC LONDON as information addressee, quoting full details of the individual concerned, including their Ready-to-Move (RTM) date.

d. Assignments of key personnel during an operational deployment may be subject to the constraints of the Core Team Concept (see Para 5950). CMs should liaise as required in order to satisfy the requirements of the Core Team. If an assignment does not comply with these requirements, it should be referred to the appropriate SO1 CM for OF3s and below, or Head of Career Management (Hd CM) for OF4s, for approval.

SECTION 3

JOINING AND LEAVING

6115. Timings

a. **Officers' Joining.** Unless otherwise instructed, officers assigned to ships or shore establishments in the UK are to join by 0900 on the day promulgated on the AO; officers assigned to shore courses should refer to the relevant joining instructions for that establishment. Although convention has hitherto dictated that officers should normally join a new assignment on a Tuesday, the optimum day and date should be agreed with employing officers. For officers assigned, or joining ships deployed, frequency of flights and use of trooping flights should be taken into consideration when establishing the 'ready to move' date.

b. **Ratings Joining.** Unless otherwise instructed, ratings assigned to ships or shore establishments in the UK are to join by 0800 on the day promulgated on the AO; ratings assigned to shore courses should refer to the relevant joining instructions for that establishment.

c. **Overseas Joining.** Personnel selected for overseas assignment are expected to make their travel arrangements via the Global Admin Unit to meet the agreed joining date. More information on Overseas Assignments may be found at Para 5911.

d. **Personnel Leaving.** Personnel are to be sent on leave, to next assignment or both after a satisfactory turnover of duties. Training courses normally finish when an individual leaves the training establishment on cessation of instruction or examination.

e. **Medical Requirements.** Commanding Officers are to ensure a robust joining/leaving routine[1] is in place that specifically includes the requirement for all Officers/SRs/JRs to attend the Unit Medical Centre/Sickbay within 48 hrs of joining and no less than 14 days prior to leaving the Unit. Notwithstanding the above, it is an individual's responsibility to ensure that the joining/leaving routine is followed and that they are in date for all medical and dental requirements prior to leaving a unit.

6116. Leave on Assignment

All Leave matters are covered in JSP 760 which is the Authority. Before proceeding on leave following an assignment, personnel are to ensure that their CM has an up-to-date record of contact addresses and telephone numbers.

6117. Timing of Reliefs for Key Officers in Ships

a. The timing of the assignment of a relief for an officer in a ship depends on a variety of factors e.g. Core Team Concept, officer availability, timing of other reliefs and the wishes of the Commanding Officer.

[1] BR9600 Ch5 0504

b. Subject to consideration of these factors, CMs should work to the following guidelines:

(1) **Commanding Officer.** A Commanding Officer's relief should join during a suitable break in the operational tempo of the unit and ideally prior to any period of FOST training.

(2) **Executive Officer.** For ships in a refit period, the new XO should join no later than 3 months before Ship's Staff Move Onboard (SSMOB) date. Ships in build will normally require the XO to join 46 weeks before the acceptance date/contractor sea trials. In the case of operational units, the timing of the Executive Officer's handover should follow the same guidance as that for Commanding Officers. There will obviously need to be close dialogue between respective Career Managers to ensure that there is limited impact on a unit's OC.

(3) **Heads of Department.** Reliefs should preferably join well clear of key dates of refit, trials and OST. MEO and WEO should not be relieved at the same time. Again, in the interests of the ship's OC, it is preferable that HoDs join prior to OST.

6118. Turnovers

Unless otherwise specified by the Unit Establishment List in JPA, the planned time for turnovers should not exceed 4 working days for officers and senior rates and 2 working days for junior rates. In all cases, the costs of turnover should be borne by the employer. Extended turnover periods can only be authorised by DDPD. Authorised extended turnover periods are shown in calendar days in the Miscellaneous/UIN column of JPA. Turnovers recommended in the Notes or Job Remarks do not generate a personnel liability uplift and therefore should not be actioned.

SECTION 4

SPECIAL CASES

6119. Through Assignments

a. Individuals may be 'Through Assigned' from one ship/submarine or unit to another to complete their sea service when, for example, a ship/submarine decommissions, changes to shore service or goes into refit. Personnel can also be through assigned to complete their training or gain professional qualifications. See Para 5943.a(3)(b) for Assigning Notice for Through Assignments.

b. 'Through Assignees' may be unable to take any leave between assignments. Outstanding leave is to be carried forward to the second (or subsequent) ship/submarine and granted on completion of sea service but within the current leave entitlement.

6120. Exchange/Swap Assignments (Ratings/RMOR)

a. Ratings may be allowed to exchange or swap assignments if there is no appreciable loss of operational capability and the exchange or swap does not lead to wasteful or unfair assigning. A rating who reaches the top of the sea roster cannot, by finding another to take the assignment, defer liability for sea service. Even if an exchange or swap were approved, the rating would remain liable for the next sea assignment. A rating on sea service will not be permitted to exchange assignments with a rating on shore service. RMOR exchanges should be with another individual of the same substantive rank and SQ if applicable.

b. Ratings/RMOR seeking to exchange or swap their assignments should normally:

(1) Be on or due the same type of service;

(2) Have similar time to serve in their current assignment;

(3) Be of the same rate; and

(4) Be of similar levels of experience.

c. **Procedure - Non-Squadded Rates/RMOR.** Where ratings/RMOR are in positions which they wish to exchange, both are to notify their respective Line Managers. The ratings'/RMORs' line managers are to e-mail the CM giving details of the ship/submarine/unit, the names of ratings/RMOR who wish to exchange and indicate an agreed date for the exchange to take place. Approval by both COs and CM is required. If the criteria at Para 6119. sub para b above are met and all parties agree with the exchange, then AOs will be issued.

d. **Squadded Rates.** The procedure for swap drafts for ratings within a squad is at SSDIs Article 4.18.

6121. Final Tour of Duty (FTOD)

The Final Tour of Duty (FTOD) provision is to assist eligible Service personnel in their final tour of duty who are not in the geographical area in which they have formally expressed a preference to serve, with meeting the costs of settling themselves and/or their immediate family at a Selected Place of Residence (SPR) in the UK. JSP 752 Chapter 12, Section 5 provides comprehensive guidance on this subject and highlights the requirement that all Naval personnel wishing to express a preference for a FTOD location must do so formally using JPA Form F024.

ANNEX 61A

NOTIFICATION OF ASSIGNMENT INTENT

1. The notification format below is to be used by a Career Manager when assigning action for a permanent assignment on completion of a course (or other short assignment) cannot be taken officially at the stage that the individual wishes to move, even though their subsequent assignment is known. It is to be used with great discretion as, on the basis of this letter, individuals may be able to claim several thousands of pounds or enter into legal obligations which would be hard to break if, subsequently, they were assigned elsewhere. The letter **must not** be used for personnel undergoing basic training courses until such time that their continuation in Service can be guaranteed. It is recommended that this letter be used only following a specific request from the individual concerned. The letter must be based on definite assigning plans; hence the wording in Para 1 of the letter is 'will be assigned' rather than 'the intention is to assign'

2. Format of letter giving notification of assignment intention

Area Manager/DHE

NOTIFICATION OF ASSIGNMENT – [*ASSIGNEE NAME AND SERVICE NUMBER*]

Reference:

A. JSP 752

1. The above named individual, currently serving in ……. (**unit or type of training**), will be assigned to .....(**unit**) for ……. (**type of duties**) for a period of ……. commencing ……(**date**).

2. Formal assigning action will be taken in due course. Meanwhile, this letter may be used as the necessary authority for the payment of any relocation benefits in accordance with Reference A.

Cdr RN
SO1 CM for (Branch and Arm)
Information:
Subject Assignee

CHAPTER 62

PROFESSIONS AND SPECIALISATIONS MANAGEMENT AND STRUCTURES

(Sponsor: NAVY PEOPLE-WFPM TRA GEN SO1)

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CHAPTER 62

PROFESSIONS AND SPECIALISATIONS MANAGEMENT AND STRUCTURES

6201. Organisation

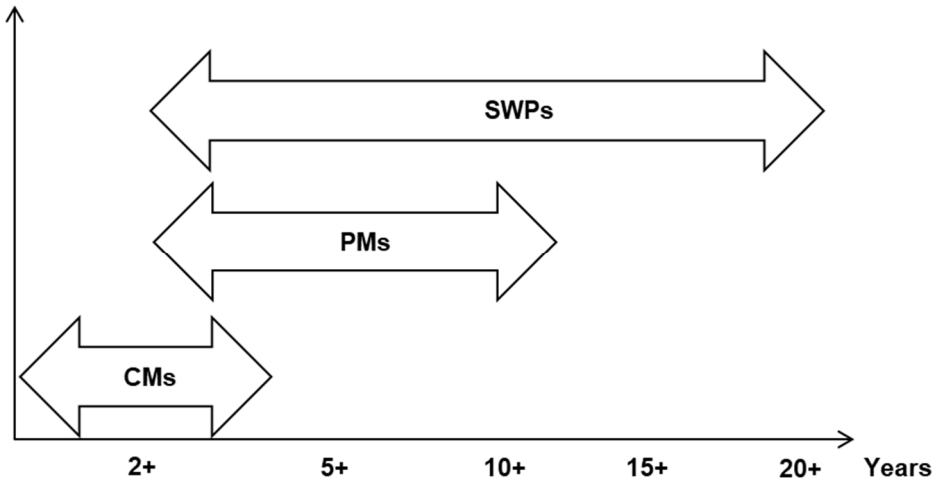
The management and structural control of Professions and Specialisations is the responsibility of Hd Professions Management (Hd PM), who reports to Deputy Director People Strategy (DDPS), and thereafter to Dir P&T/NavSec. Professions Managers (PMs) are responsible for ensuring that each Profession and Specialisation is carefully managed so that sufficient personnel are available to meet the current Live Workforce Requirement (WFR) (see Para 0303) and that the military workforce is grown to meet the Planning Liability (PL) (see Para 0304). The primary purpose of PMs is to develop, maintain and monitor the implementation of plans and policies for the management of personnel within the Professions/Specialisations for which they are responsible. In order to do this effectively they require a thorough and detailed knowledge of their portion of the total WFR, the PL, their professions strategy and strength.

a. PMs provide advice to Career Managers (CMs) on professions and specialisation structure matters. They also play a key role in the management of the strategic function of RN workforce management and thus work closely with the Strategic Workforce Planners (SWPs).

b. SWPs take a longer look at the WFR, focussing specifically on demand and supply, out to 20 years plus and have the overarching role of consolidating PM requirements to support workforce modelling and longer term workforce planning (Chapter 3).

c. CMs (Chapter 58), focus on the assignment and management of people to meet the current and future WFR. PMs overlap the CM and SWP areas as depicted pictorially below. Whilst PMs do not career manage personnel in the same way as CMs, they directly support short term tactical and longer-term strategic outputs associated with people capability:

Figure 62-1. Workforce Planning Process Timeline



c. The overall responsibility for Professions Management for the Maritime Reserves lies with PM (Reserves). Personal administration functions, such as career management, mobilisations, EOS boards etc. are delivered by the Common Appointment and Maritimes Reserves Career Management team. Promotions and engagement/commission transfers boards are run by the Promotions Cell. Owing to the volunteer status of Reservists and their typical employment and training, Professions Management differs by necessity from that of the Regular Service. Each RNR Specialisation has a Specialist Adviser whose role is to manage the specialisation in accordance with current Planning Workforce Requirement (PWR). Specialist Advisers are also responsible for the development of individuals within the specialisation against an endorsed Training Matrix. The Common Appointment and Maritimes Reserves Career Management team assist in this process by acting as the liaison between RNR Units, PM and CMR to ensure that the correct Strength is maintained against the PWR. The exception to this is the RMR where, in the main, PM RM is responsible for maintaining the RMR structures.

6202. RN Workforce Principles

Workforce Requirement Management is underpinned by the following RN Workforce Principles:

a. **The Justification for Uniformed Personnel.** The justification for uniformed personnel is limited by financial constraint. In broad terms, posts should be complemented with civilians unless there is a demonstrable need for a Service incumbent for operational reasons or there are unacceptable implications for Service careers or professions structures. All uniformed RN personnel are therefore justified on one of the following grounds:

(1) **Sea Bill.** Those required for the maritime force to be deployed on peacetime military operations or exercise or during crisis e.g. in ships, submarines, front line air squadrons, RM Commando units, Naval Parties, seagoing staffs and Joint operational units.

(2) **Shore Bill.** The essential HQ and shore back-up to the maritime force (in theatre or remote) that is required to support operational capability, sustainability and other Service functions (including Margins and provision for Harmony). This also includes the uniformed RN elements of training, acquisition, logistical and technical support and HQ staffs. Examples are:

(a) Central and Naval staffs.

(b) PJHQ and other Joint and Tri-Service staffs.

(c) Navy Command HQ staff.

(d) DE&S units.

(e) Naval Bases, Air Stations and other shore support establishments.

(f) Recruiting and training establishments.

(g) Overseas HQ commitments, including NATO staffs.

b. **Workforce Priorities.** Due to demand exceeding supply across a number of specialisations, priority for workforce allocation is given to operational units and essential shore support functions; this provides CMs with a handrail to assist in deciding where they assign personnel to ensure the highest priory roles are filled and that conscious decisions can be made on what roles may need to be gapped due to shortages in supply. The Strategic Workforce Priorities List (SWPL) for the RN articulates the relative priority of output areas across all TLBs and is reviewed every 2 years by Strategic Workforce Planners and promulgated by DIN.

c. **Supply and Growth of the Workforce.** With a few notable exceptions, the skill and experience required of RN personnel demands that they be grown from the lowest level. Apart from some exceptions, all officers and ratings/ORs join 'at the bottom', within set age limits, and remain for as long as their commission or engagement allows, while progressing up the rank scale. Education and training is provided to satisfy the requirements of rank, specialisation and specific sea going Positions, and individual careers are managed so as to provide a broadening of experience within the rank and capability of each individual. This demands that each Specialisation is structured in a way that enough Positions are provided at lower ranks to provide personnel with the time, training and experience to move to the next higher rank, taking account of the inevitable loss of some people from the Service.

d. **Promotion to Requirement.** Officers and ratings/ORs are promoted or advanced to meet the WFR. Should the WFR change, so too will the numbers and specialisations of those required to be promoted or advanced. For both officers and ratings/ORs, the basis of promotion is selection on merit through a selection board process. Detail on promotions is at Part 8 of this BR.

6203. Terms and Conditions of Service

a. Terms of Service are essentially the agreement between the RN and an individual. They relate to career rights (e.g. length of service, commissions, engagements, career management, promotion and advancement, discharge rights and retirement) and are described in detail in the respective Chapters of BRd 3(1).

b. Conditions of Service equate to those working and living standards and guidelines set for the benefit of RN personnel. In particular, they address financial conditions such as pay, pensions and allowances and non-financial conditions such as leave, accommodation, lifelong learning, recreation, uniform, health and catering standards which can be changed by design or force of circumstances bearing in mind the possible effects on those serving and their subsequent behaviour. 2SL's Personnel Functional Standards (PFS) (see Chapter 22) refer to these and others. The responsibility for defining appropriate Conditions of Service rests with Hd PSP, who reports directly to DDPS.

6204. Harmony

a. Harmony for RN personnel is provided through measurement of individual Separated Service. This is a component of PFS, full details of which are at Chapter 22. Key points are as follows.

b. In order to provide equitable conditions of service throughout the RN, the time that individuals spend separated is measured and recorded. Separated Service is defined as “absence from normal place of duty or lack of freedom to enjoy leisure at the normal place of duty/residence at place of duty”. The Separated Service threshold is set at a cumulative total of 660 days in a rolling 3-year period and is the point at which mandated shore time must be applied, as managed by DDPD or, for personnel on Sea Service, the relevant Waterfront Organisation. Guidelines have been established for a position to be defined as Sea Service, which are principally that the post has a routine expectation for the incumbent to be separated for more than 122 days per annum. Further detail can be found in Chapter 59 and Para 5908.

Note. *Officers and RM personnel did not have Sea:Shore ratios but are now governed by the Separated Service threshold outlined above.*

6205. Mobility and Stability

While it is Navy Board policy that personnel should be able to exercise freedom of choice about where to live, workforce principles take account of the geographic distribution of sea and shore positions, aiming to ensure opportunities for a degree of family stability.

6206. Structures

‘Bottom-fed’ workforce structures, such as the single Services, tend to be broadly pyramidal in shape. People are needed to populate the lowest level, from whom enough can be retained and trained to be willing and capable for promotion or advancement to the next level. Empirical data and evidence derived from workforce planning models, including the Sustainable Experience Profiles (SEP), are used to produce bespoke structural ratios for each Specialisation. Indications of structural weakness include insufficient suitable personnel being presented to Promotion Boards, shortages at individual rank levels and excessive wastage. The requirement that can be sustained depends on a number of factors, including: average length of time in a rank; scope for ‘Sideways’ or ‘Direct’ Entry into the Specialisation; qualifications needed for the next higher rank; and wastage levels. 2SL recognises the need to modify personnel policy to reflect changes in the demand from employers, but also places constraints on the rate of structural change in order that policies and personnel Terms and Conditions of Service can be developed efficiently. If, through requirement change, tolerable adjustment of the workforce levers is insufficient to deliver sustainability, then structural change may be necessary.

a. Based on the ratios described above, PMs are required to manage the shape and size of their Specialisations. As a part of this work, they need to maintain:

(1) **Sustainable Structures.** Such that workforce for higher ranks can be “grown” from more junior levels. A sustainable structure is defined as:

"An enduring structure which, given recognised constraints and limitations, can maintain a coherent flow to match strength to requirement, with appropriate application of the available workforce levers

And,

Retains a degree of flexibility and resilience to cope with both internal and external change events as well as retaining the ability to grow and decay as required."

(2) **Acceptable Sea/Shore Balances.** Previous Sea:Shore ratios (MTA) no longer apply as a formal measure for any rating/OR/Officer categories, however, personnel are still entitled to a balance of employment between sea and ashore. Therefore, positions ashore must exist to provide the necessary shore service. This is achieved through the requirement for personnel to provide essential HQ and shore back-up to the maritime force, to support operational capability, sustainability and other Service functions.

(3) **Sufficient Donor Positions.** To meet planned Crisis workforce requirements. There is an enduring need for personnel to occupy positions that, in a Crisis, can be gapped to provide workforce to meet the Crisis requirements. Such 'Donor'" positions are maintained in sufficient numbers to meet foreseen requirements, broken down by Rank and Specialisation. Employers must provide their share of Donor Positions, as required by the PPO. DDPS monitors requirements for, and controls availability of, Donor Positions. Further detail on how Donor Positions are identified and managed can be found in Chapter 2, Annex 2D.

b. PMs provide advice, through SWPs, to assist DDPS in setting target numbers for the workforce regulators (promotions, changes of commission/ Engagement/Career etc.) for each Specialisation. As members of the following promotion/selection boards they ensure that personnel of the required standard are selected, within the target numbers that have been specified:

(1) Senior Upper Yardmen (SUY).

(2) Warrant Officers 1st Class (WO1).

(3) Warrant Officers 2nd Class (WO2).

(4) Chief Petty Officers.

(5) Petty Officers.

(6) Leading Hands.

(7) Extended Career (EC).

(8) Officer ICS to CCS and CCS to FCS transfers.

Note. *Royal Marine PM is not a routine member of equivalent boards (except the Extended Career Board).*

6207. Impact of Establishment Changes

a. As explained in Chapter 2, PMs scrutinise employers' proposals for changes to their Establishments that would affect the WFR. This process is known as 'Carding'. Early dialogue with the respective PM responsible for individual workforce categories will provide an indication of whether approval is likely to be straightforward, require more complex management, or will be challenged. Employers should always discuss their plans for organisational change with their respective TLB Workforce Manager or, in the case of Navy Command TLB, their respective Workforce Management Group and Military People Partner. It is clearly in everyone's interest that, to help their speedy endorsement and implementation, proposals for workforce change are aimed to attract approval by DDPS, while assisting with the maintenance of robust workforce structures.

b. Full details on the Establishment Amendment process can be found in Para 0204 sub para c and Annex 2E.

6208. Solving Structural Problems

a. Where difficulties in Professions and Specialisation structures are identified, a holistic approach - involving PMs, CMs and SWPs - is adopted to examine the problem through analysis of statistical data and use of workforce modelling techniques. From the results, it is possible to determine the action necessary to restore the Specialisation to long term stability. Whilst short-term workforce problems should not be allowed to affect the search for a long-term solution, sometimes these measures, such as Financial Retention Incentives, are required in order to stabilise the Specialisation whilst longer term measures are implemented and take effect. An initial procedure is to identify/confirm whether:

(1) The sea requirement is correctly specified.

(2) The shore requirement is correctly specified.

(3) The margins have been correctly calculated.

(4) There are sufficient Positions to fill Crisis Donor Billets.

(5) The requirement can be modified to re-satisfy the following criteria in priority order:

(a) There is a sound Specialisation structure.

(b) There is an acceptable sea/shore balance.

(c) Career progression for the individual is facilitated.

b. If all the above criteria are met, and modelling suggests that a sustainable structure would not be achieved, then further action may be required. PMs should then identify and advise on, or initiate, any necessary corrective action, which may require further studies to be conducted. Substantial change may require staffing up to and approval by the Navy Board.

c. There are marked structural imbalances in both the officer and rating/OR cadres that are unsustainable; for officers, the structural imbalance starts at Lt Cdr/Maj and for ratings at PO/Sgt. The PPO will look favourably at changes that seek to address such imbalances.

d. The Royal Marines 'Sea' requirement is defined as that for 3 Commando Brigade RM, Special Forces (SF), RM Assault Squadrons and other operational Positions. The 'Shore' requirement is all those elements of the Royal Marines Corps that comprise the RM support area. The RM does not use sea/shore ratios as a formal planning and deployment tool.

6209. Role Performance Standards

a. **Role Performance Statements.** The standards to be achieved by personnel at each rank are laid down in the Role Performance Statements (RPS) for each Specialisation. The ownership of RPS (JSP 822 Part 3, Chapter 2) lies jointly with the relevant Capability Team and PMs, as does the responsibility for ensuring that the RPS remain current. PMs, as the custodians of sustainable, populated and trained workforce structures, may seek reviews of the RPS by the end users if requirements change eg. if the resultant demand is likely to be unsustainable.

6210. Competences

Within the JPA environment a Competence is defined as:

"Any measurable behaviour required by an organisation, job or position that a person may demonstrate in the work context. A competence can be a piece of knowledge, a skill or an attribute".

a. The key references for the naming and use of Competences within JPA are:

(1) JSP 754 (Tri-Service Regulations for Pay and Charges).

(2) JSP 758 (Tri-Service Regulations for the Naming of Training Courses) (through its linkage with the Competences that may be awarded on completion of a course).

(3) JSP 794 (Policy for Administration of Personal and Professional Development (AP&PD) on JPA).

b. **Competence Sponsors.** The Competence pre-requisites for each Position are listed in JPA. Ownership of these Competences, in common with RPS, is held by the Capability Owner but their sponsorship and maintenance is the responsibility of the key Subject Matter Expert. In most cases, and notably for Professions-specific Competences, the respective PM is the Sponsor. The identity of the Sponsor is recorded in JPA against each competence.

c. **Competences and Pay.** Accurate and timely provision and recording of certain competences is vital, due to their effect on pay. PMs can set Pay Bar Qualification Points (QPs) which can affect Yearly Incremental Progression (YIP) if authorised by the Navy Pay 'Colonel'. These are tools to fine tune Professions and Specialisations structures. In addition, some competences directly affect pay, notably in awarding Recruitment Retention Pay (RRP). Details of the competences concerned may be found in the following Chapters of JSP 754 (Tri-Service Regulations for Pay and Charges): QPs in Chapter 3; Recruitment Retention Pay in Chapter 6.

d. **Competence Control.** JSP 794 and the JPA on-line Business Process Guides describe the process for control of competences, including their creation, maintenance, amendment and end-dating. (Competences are never deleted from JPA, but end-dating makes them unusable for awarding to personnel or as a requirement placed against a Position.) Personnel seeking the creation or change to a competence should follow the JSP and on-line instructions. The authority for making such changes in JPA rests with designated Competence Controllers; for the RN these are the Professions Management WOs and WO Coherence.

e. **Awarding and End Dating Competences in an Individual's Service Record.** This function is conducted in JPA by designated personnel with the JPA responsibility of Course Administrator. The process for seeking and making such awards is laid down in JSP 794.

CHAPTER 63

SECURITY VETTING POLICY

(Sponsor: NAVY PSYA-PERS SY Hd)

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CHAPTER 63

SECURITY VETTING POLICY

SECTION 1

PERSONNEL SECURITY VETTING

6301. Introduction

a. The Defence Manual of Security - JSP 440 emphasises the need for a systematic vetting regime to manage the issue and withdrawal of national security clearances and to facilitate effective security risk management. The following Sections outline the principles and procedures that govern security vetting within the Royal Navy[1] to enable those personnel employed in security, recruitment and career management roles to assess vetting risks efficiently and effectively.

b. Security vetting does not, on its own, provide a guarantee of an individual's integrity and trustworthiness. Since both individuals and their circumstances change a security clearance is only as good as the background records and investigations on which it is based at the time the process is carried out. It is therefore essential that personnel security continues after initial clearance is approved and that any new information[2] or concerns that may affect the reliability of a person are brought promptly to the attention of the Command Chain and Navy Command (NC) Security authorities. This is achieved through a combination of aftercare and security review procedures.

c. Our vetting regime is to be guided by four key principles of transparency, proportionality, confidentiality and timeliness. Personnel subject to vetting action that could affect their employability will be fully engaged with the vetting process and have the right to appeal against any decisions. The vetting process is never to be used as an alternative means of dismissing personal from the Service where other administrative or disciplinary action is more appropriate.

[1] See para 6303 for scope.
[2] Through submission of Change of Personnel Circumstances directly to UKSV.

6302. Content

Navy Command security vetting policy outlined in the following Sections provide practical direction to personnel. Section 2 articulates the requirement for security vetting within the Royal Navy and explains the key vetting principles. Section 3 details responsibility for the granting or Denial of security clearances and residency waivers. Section 4 covers additional personnel security checks or screenings required for certain appointments. Section 4 covers additional personnel security checks or screenings required for certain appointments. Section 5 covers the need and mechanisms used for monitoring (Aftercare) of individuals post award of a security clearance, outlining the adverse vetting assessment procedures that at worst could ultimately result in Withdrawal. Section 6 details responsibilities and procedures relating to appeals against vetting decisions, e.g. Denial and/or Withdrawal of security clearance. Finally, Section 7 specifies the roles and responsibilities of individuals and the Chain of Command in ensuring that vetting procedures are carried out expeditiously and in a way that allows them to enable rather than constrain the delivery of maritime power.

6303. Scope

The security vetting principles and procedures detailed in this policy instruction apply to regular and reserve personnel serving in the ‘whole force’ Royal Navy, including Reserve Forces and Royal Fleet Auxiliary or as adult staff members of the Sea or Royal Marine Cadet Organisations.

SECTION 2

SECURITY VETTING PROCEDURES WITHIN THE ROYAL NAVY: REQUIREMENTS, RESPONSBILITIES AND PRINCIPLES

6304. Security Vetting - The Royal Navy Requirement

a. In recognition of the operational needs of the Royal Navy, the technical sophistication of its platforms and equipment and the unpredictability of future maritime tasks, all Royal Navy personnel are security vetted to a minimum of Security Check (SC) security clearance. Personnel filling certain appointments where there is a need for frequent unsupervised access to Top Secret (TS) information may require a higher level of clearance, specifically Developed Vetting (DV) security clearance. A further Enhanced DV (EDV) level of assurance , granted for 5 years was introduced in 2014 for some specific and highly sensitive posts, for example related to Defence Intelligence and Nuclear business.[3] CTC [4], SC, DV and EDV comprise a system of security clearances that contribute to the maintenance of effective personnel security in the Royal Navy. The administration and implementation of this system must be governed and enacted in a manner which is robust, transparent, equitable and confidential, and coherent with the processes employed by United Kingdom Security Vetting (UKSV). Procedures for the granting of security clearances and waivers, e.g. relating to UK residency, are detailed at Section 3.

b. Individuals have a responsibility for maintaining the appropriate level of security clearance and failure to fulfil this obligation may have an adverse effect on a service person's role, responsibility, employment and ultimately military operations.

c. From 8 Apr 24, ALL security clearances for service personnel currently employed will be applied for by Career Managers (CMs) via the SCIO Vetting Application, which will draw on information contained within JPA. CMs are to ensure that they have access to, and understand the process for, creating SYVETT security clearance applications via the Career Manager App on SCIO. Replacing the SYVETT word document applications, the App will allow CMs to create an e-form clearance application. This process change will greatly increase the efficiency in the processing of applications as the need for emailed application forms will be removed.

[3] EDV is no longer a vetting product offered by UKSV; there are however existing holders of this assurance level.
[4] CTC – Counter Terrorist Checks is required for only specified posts e.g. within Voluntary Cadet roles. Security Check (SC) is the minimum Sy clearance for employment in the RN.

d. To support this process all RN serving personnel are reminded to check JPA at least annually that their security clearance is in-date, as well as their personal details, including their place of birth. If no SC and/or DV security clearance is shown (noting that those holding a DV clearance do not require a separate SC) in the Competency Record the security clearance has either expired or not been updated by NSVS. If personnel are concerned about their security clearance status, or they find that their clearance has expired, they are to contact their CM who will ensure that the JPA record is corrected or facilitate a re-application process for the security clearance. Personnel not holding a valid security clearance relevant to their role are to be managed through a Risk Balance Case (RBC) assured by the relevant authority within their Unit/Establishment. A copy of the RBC is to be sent to NAVYPSYA-SecurityRisk@mod.gov.uk.

6305. Developed Vetting

Whilst the entry-level vetting requirement of SC security clearance for the Royal Navy can be justified on the basis of operating environment, what is less certain is the justification of the requirement for DV security clearance which is considerably more costly and involves a greater degree of discretion in its application. Line Management are responsible for determining and thereafter periodically reviewing the justification for posts which require DV security clearance, the addition of which will be approved by the Navy PSyA Vetting Team. However, in the face of ever-increasing financial pressure on the MOD vetting budget there remains an ongoing requirement for the Chain of Command /Line Managers to rigorously revalidate the justification for posts to require DV at least annually. Where a JPA PID has been confirmed/designated as requiring DV Competency it is incumbent on the CM/CoC/LM to ensure that appointees hold extant DV clearance on arrival in post[5], and that a DV application is in process with SYVETT/UKSV. Similarly, it is the responsibility of the postholder and LM to ensure extant DV clearance is maintained throughout the duration of the appointment. Until such time that valid DV clearance is held the Subject and LM will receive periodic auto-generated e-mails from JPA outlining the action to be taken to redress. If for any reason the postholder is to remain in DV post without valid DV clearance a Risk Balance Case (RBC) must be raised and submitted outlining how the security risk will be mitigated. Failure to do so may result in the DV Competency requirement being arbitrarily removed from the JPA PID.

6306. Aftercare

a. Security vetting on its own does not provide a guarantee of an individual's enduring trustworthiness, integrity and reliability as individual circumstances and behaviours may change over time. It is fundamentally important that personnel security measures continue after a security clearance is granted to allow new information to be collated, analysed and acted upon by the security vetting authorities. The responsibility for raising and sharing this information lies with both the Subject and their line management and is achieved primarily through the Change in Personal Circumstances Questionnaire (CPC), Security Appraisal Form (SAF) and Aftercare Incident Report (AIR) processes. Where a CPC, SAF or AIR bring into doubt the suitability of an individual to hold (or to continue to hold) a security clearance, management procedures may be initiated.

[5] Endorsed by an assured RBC.

b. Where such concerns have been raised, the vetting subject will be advised accordingly by UKSV and/or PSyA Personnel Security (Pers Sy) staff and afforded appropriate opportunity to respond/address the issue(s). Depending upon the seriousness of the concern (s), PSyA Pers Sy advice could take the form of an advisory telephone call or email through to a face-to-face interview coupled with directed written advice, usually in the form of a Formal Security Warning (FSW). It may also be necessary to initiate appropriate vetting aftercare arrangements. If this level of intervention and monitoring fails to resolve security concerns, it may become necessary for PSyA Pers Sy staff to consider (where appropriate, in consultation with UKSV) 'suspension'[6] or 'withdrawal'[7] of an individual's existing security clearance. Further information regarding adverse assessment procedures, and aftercare are provided in Section 4.

6307. Security Vetting - Personal Responsibility

Individuals have a responsibility for maintaining the appropriate level of security clearance and failure to fulfil this obligation may have an adverse effect on a subject's role, responsibilities, employment and ultimately military operations. Prior to expiry of SC/DV security clearance vetting subjects will receive an auto-generated e-mail reminder from JPA to apply for a review of their security clearance. Reminders (copied to LM) will continue to be received monthly until security clearance has been reconfirmed by UKSV and extant details updated in JPA. The vetting system is not configured to handle frequent and numerous requests for timeline extensions or waivers. To support this process all Royal Navy personnel must ensure that they supply information requested by vetting authorities as honestly and expeditiously as possible, whether their role in the system is as a subject, a line manager/commander or as a referee. It should be noted that failure to comply with a request for further information will be taken as confirmation of a security concern and therefore could result in denial or immediate suspension or withdrawal of an individual's existing clearance. Additionally, line management and Security Risk Managers must be mindful of the security risk posed by vetting apathy and be prepared to support vetting endeavours, initiatives and where necessary formal security action. More detailed responsibilities can be found at Section 7.

6308. Principle 1 - Transparency

a. The effectiveness of security vetting procedures and security clearances depends upon open and honest communication between all individuals and/or organisations involved in the vetting process (subject to the need to maintain vetting confidentiality).

b. All of the processes[8] associated with security vetting are open, auditable and transparent and will be enacted in accordance with principles and procedures laid down in this Directive and JSP 440. PSyA Pers Sy/SYVETT staff and Establishment/Unit Security Officers (E/USOs) can provide further information regarding security clearance and vetting procedures on request.

[6] A temporary measure, where the clearance is played in abeyance to enable an investigation and/or administrative action to be conducted/completed.
[7] Removal of a clearance previously granted.
[8] This does not include information specific to individuals which remains vetting-in-confidence at all times.

c. As explained further in Section 5, those who are to be subjected to scheduled Aftercare following review of their security clearance and/or adverse assessment procedures which could potentially lead to 'Denial' or 'Withdrawal 'of security clearance, will be informed in writing. Advice on how the security vetting system works and the potential ramifications of such action can be sought from PSyA Pers Sy staff. The only exception will be cases in which it is deemed appropriate to withhold notification to the Subject for national security reasons; this decision rests with Navy PSyA and will be auditable.

d. In Service personnel/Vetting Subjects may appeal against a decision to deny or withdraw security clearance. The security vetting system within the Royal Navy allows for internal appeal through the Joint Vetting Appeal Process (JVAP) and thereafter, if the JVAP decision has been upheld and the appellant's appeal rejected, through the external route, the Security Vetting Appeals Panel (SVAP). Personnel not yet employed have no right of appeal through the JVAP or SVAP.

6309. Principle 2 – Proportionality

Security vetting procedures provide assurances regarding the trustworthiness, integrity and reliability of serving (or potential) Royal Navy personnel and also assist security risk management reporting. However, any adverse assessment procedures or aftercare programmes will be applied proportionately to ensure they are legitimate and strictly to a level required to protect sensitive information and critical assets.

6310. Principle 3 - Confidentiality

a. The principle of vetting confidentiality will be applied in respect of all vetting casework. This principle dictates that vetting information is to be handled in a way that does not normally involve its disclosure outside the security community and that it is treated on a strict need-to-know basis. Occasions will, however, arise where effective security risk management necessitates the release of vetting information outside the appropriate security staffs. Such circumstances will be dealt with by PSyA Pers Sy staff on a case-by-case basis and the need-to-know principle will be strictly enforced in respect of any information that is released, thus maintaining an appropriate balance between confidentiality and security risk management/ operational imperatives. Information to which vetting confidentiality applies will only be reported by PSyA Pers Sy staff to the Chain of Command where there is a clear concern that a serious criminal offence (such as espionage) has been committed, or there has been a compromise to Defence capabilities or operations. In all such cases, the final decision to divulge information lies with Navy PSyA, who must balance the conflicting interests of confidentiality against disclosure on a case-by-case basis. Again, such a decision must be wholly justifiable and auditable, demonstrating that the correct balance has been achieved and that the credibility of the vetting system has not been undermined.

b. Appropriate measures are always to be taken to protect the confidentiality of security vetting information in transit. All vetting files and correspondence are to receive appropriate protective markings and descriptors (minimum of 'OFFICIAL SENSITIVE PERSONAL', with Handling Instruction 'Vetting-In-Confidence') and are to be transported or transmitted commensurately. Copies are not to be retained of material e.g. security questionnaires that have been submitted to the UKSV by anyone other than the individual. Personnel seeking information relating to themselves can do so through Subject Access Request (SAR) directly through UKSV.

6311. Principle 4 – Timeliness

Timely interaction and engagement are particularly critical where there is a risk that delays will impinge upon operational capability. Responsibility lies with Vetting Subjects, Line Management, Career Managers and Sponsors of applications for national security vetting clearances (to ensure that unnecessary delays do not occur. Timeliness is also paramount during the appeals process to ensure that vetting decisions are prompt and cases do not become protracted causing undue pressure on both the Subject and the Service.

SECTION 3

SECURITY CLEARANCES AND WAIVERS

6312. Authority

UKSV Personnel are authorised to grant security clearances for Service personnel assessed as Low Risk without recourse to Navy PSyA-Pers Sy. Otherwise, the Navy PSyA-Pers Sy Vetting Team will decide and advise on the award or denial of a security clearance for all New Entrants and In-Service RN/RM personnel.

6313. Clearances

SC and DV clearances for all Royal Navy personnel, regardless of rank/rate, are awarded by UKSV on the Service's behalf after first completion of the UK Government Baseline Personnel Security Standard (BPSS)[9]. However, for contentious cases, for example where there might be Nationality or Residency related issues or initial vetting checks reveal that the vetting candidate could potentially present one or more security concerns, e.g. has a criminal record or excessive financial liability, UKSV will refer the case to PSyA Pers Sy staff for a decision on whether or not a clearance should be granted, and if so whether any caveats or restrictions are to be put in place.

6314. Eligibility and Restrictions

JSP 440 Leaflet 2B provides specific criteria defining the eligibility of certain groups of individuals to hold a security clearance. Where operational circumstances require, waivers from the eligibility criteria may be granted as follows:

a. **Nationality Waivers.** Nationality in itself is not a bar to security clearance but for entry into the Naval Service a candidate must satisfy one of the nationality criteria[10] noting that applications from Dual Nationals of a Tier One Country, an extremely high risk of espionage activity occurring (formerly Countries to which Special Security Restrictions Apply (CSSRA) should not be entertained by RN Recruiters, e.g. R&A, as security clearance will NOT be granted. Similarly eligible Sole/Dual nationalities and personnel with close family living in Tier Two Countries, of which there is a high risk of espionage occurring, will be interviewed by UKSV in order to assess the security risk. Therefore, security clearance cannot be assumed.

b. In exceptional circumstances, a waiver of the recruitment eligibility criteria may be granted to candidates who are Commonwealth citizens or citizens of the Republic of Ireland (ROI) at the time of their application but were born outside the country of which they are now a citizen or have formerly held a different nationality. However, the residency requirements referred to below must also be met and where appropriate the former nationality may prohibit the granting of security clearance; cases are assessed on a case-by-case basis.

[9] https://www.gov.uk/government/publications/government-baseline-personnel-security-standard
[10] Asylum Seekers are not eligible for entry into the Naval Service.

c. Some Professions/Specialisations are open to British citizens only as all personnel in these Professions/Specialisations are required to be cleared to DV security clearance and/or there is a significant likelihood that personnel will require access to STRAP material. Nevertheless, circumstances may arise where non-British nationals serving with the Royal Navy will require a security clearance from which they would normally be precluded (e.g. a non-British national recruited on the basis that they met the residency criteria for SC, but subsequently requiring a DV clearance)

d. **Residency Waivers.** The residency criteria and supporting documentation required for recruits to the Naval Service are detailed at Annex 63A. A residency waiver will also be sought by UKSV where the criteria is not met by serving personnel In accordance with the Policy outlined in JSP 440 Leaflet 2B – Security Clearance and Vetting, Annex C. Authority to waive residency requirements at both SC and DV levels rests with Navy PSyA Pers Sy and will be assessed on a case-by-case basis.

e. **Restrictions.**

(1) **Personnel under the age of 17** will be issued with a Security Check (SC) security clearance with Restrictions.

(2) **Personnel under the age of 21.** Navy PSYA Per Sy retains the authority to determine the validity period security clearances for personnel under the age of 21. A clearance may be awarded with a shorter validity period; however, cases will be assessed on a case-by-case basis.

(3) **Police Investigations/Prosecutions.** If it becomes apparent that an applicant for clearance is being investigated by the Police or has been charged with an offence that has yet to be considered in court, **for initial cases**, the vetting application should be withdrawn by the 'Sponsor' or cancelled by UKSV and submitted once the matter has been resolved. **For Review Cases** the clearance should be '**Suspended' or 'extended'** (depending on the nature of the investigation) until the matter has been resolved.

f. **Initial Clearance on Entry into Service.** Recruitment and Attraction (R&A) will try to recruit with sufficient time for the security clearance process to be completed. Where this is not the case it may be possible to raise a Risk Balance Case (RBC), which will need to be signed off at 2* level. The RBC will set out how the recruit will be managed in Phase One training before their clearance is received. The individual will have submitted a completed security questionnaire to UKSV and progress with the application for security clearance.

g. **Nationality.** Entry to the RN Service and thus eligibility for security clearance is the responsibility of Recruitment and Attraction.[11]

[11] Nationality in vetting is further outlined in JSP 440 Leaflet 2B – Security Clearances and Vetting.

6315. Reactivating, Transferring and Sharing Clearances

a. Some individuals joining/re-joining the Royal Navy, either as regular staff or as reservists, may have previously held a valid security clearance. All requests to re-instate a security clearance or to transfer it from another employer are to be submitted to UKSV by the ‘‘importing’ employer within 12 months from the Service person’s last day in the Service otherwise a new application for review of security clearance will be required. Note: Ex Regulars transferring to or re-entering the Reserves will NOT have any extant security clearance automatically transferred to their new employment.

b. It is also possible for a security clearance to be shared, e.g. a security cleared MOD civilian or defence contractor may also be a member of the reserve forces, in which case their existing security clearance can be shared and utilised for both requirements.

c. All requests to reactivate a security clearance, transfer it from or share it with another employer are to be submitted on-line to UKSV via the NSVS portal by a registered NSVS Sponsor.

6316. Temporary Clearance Action

a. **SC Extensions.** Where SC security clearance has recently expired, providing a re-application for security clearance has been initiated with “NAVY PSYA – SYVETT GROUP MAILBOX (MULTIUSER)” it may be possible for a temporary extension of the existing or expired clearance to be arranged while the new application is being processed by UKSV. Each case will be assessed on merit. In instances where security clearance has not been held for a prolonged period, i.e. expiry date prohibits an extension, providing a re-application for security clearance is underway the vetting subject is to risk managed through a Risk Balance Case (RBC) until such time as the Review has been concluded.

b. **DV Extensions.** Navy PSyA-Pers Sy/UKSV will only consider a temporary extension of DV clearance if all of the following criteria are satisfied:

(1) Previous DV has only recently expired.

(2) An on-line application for a DV review has been completed by the individual and submitted to UKSV.

c. NAVY PSyA-Pers Sy is the sole authority for the granting of **Emergency Unsupervised Access (EUA)** (access to TOP SECRET) to Navy Command personnel, and may grant to meet extreme operational requirements, predominantly in overseas theatres of operations, where:

(1) An on-line application for DV has been completed and accepted by UKSV (NSVS).

(2) Initial NSVS automated checks have been concluded.

(3) The receiving unit whose post requires the incumbent to hold DV clearance has completed a Risk Balanced Case (RBC)[12] and implemented appropriate mitigation to reduce security risk to an acceptable level.

(4) The unit RBC has been reviewed and assured by Navy PSyA.

d. STRAP access will be refused under an EUA.

[12] See NC Security Regulations Version 4 – 01 Oct 2023.

SECTION 4

ADDITIONAL CHECKS UNDERTAKEN PRIOR TO APPOINTMENTS

6317. Loan/Local Foreign Service (LFS) Appointments

a. **Summary.** All Service personnel must be volunteers for Loan/Local Foreign Service (LFS). In addition, reference should be made to Para 5911, Annex 59B, Annex 59B Appendix 1 and Annex 59C.

b. **Process.**

(1) Notwithstanding the fact that each single Service manages the selection of prospective LFS personnel differently, policy dictates that where there are local or cultural sensibilities some LFS posts require married accompanied service whilst others may be designated for unaccompanied service only. In addition, some volunteers may not be deemed suitable due to the necessary consideration of factors such as the nationality of the volunteer or a close family member.

(2) Navy PSYA will determine if the LFS Assignment is not tenable at an early stage, however, this may not necessarily occur until award of security clearance review, e.g. information might not come to light until the end of a Security Vetting process. A Security Clearance may be awarded for the Volunteer, but this does not necessarily mean that the Volunteer is suitable for the LFS Assignment.

c. **Assigning Principles.**

(1) The Assigning Principles for Loan Foreign Service for the RN/RM are contained in Chapter 59. It is essential that before a nomination is made and an Assignment Order approved NAVY PSYA (VETTING POSTINGS) is consulted at the earliest opportunity through NAVYPSYA-PERSONNELSECURITYGRP@mod.gov.uk to enable suitability from a security perspective to be ascertained. Details required are as follows:

Volunteer Name.
Service Number.
Proposed Assignment Location and JPAN.
Proposed Dates.
DV/SC security clearance requirement.

(2) Early engagement with Navy PSYA will assist in highlighting significant factors which would greatly decrease a volunteer's expectations for an Approved Assignment. Appendix 1 to Annex 59B outlines the reasons for non-recommendation for LFS. Additionally Navy PSYA Per Sy reviews the 'Factors Considered 'in Vetting[13] to determine suitability. If a Volunteer is deemed unsuitable, the relevant Career Management organisation will be informed by Navy PSYA but not of the reasons why, however, if the Volunteer wishes to know the reason for non-recommendation, they are to request this through NAVY PSYA-VETTING POSTINGS. There is no appeals procedure for non-recommendation of LFS.

(3) If Navy PSYA is content for the LFS assignment to proceed, the security clearances required for the appointment will also be assessed and advised (for the whole of the assignment). It should be noted, however, that UKSV Vetting Officers do not travel and if a telephone interview is not an option it can be costly for personnel to return to UK for Vetting Interviews, potentially causing an un-necessary burden to the new unit.

6318. International Loan/Exchange Personnel - Security Clearance

a. JSP 440 (Part 2, Leaflet 7, Paragraph 173) highlights the key considerations to be taken into account before the establishment of an Exchange, Loan or Embedded post at Defence Establishments, including HM Ships. In particular, appropriate consultation must be undertaken to determine the suitability of permitting foreign nationals in such positions, not only from the aspect of access to UK classified information but also the requirement to prevent access to particularly sensitive areas and to classified information provided to the UK MoD by international partners (i.e. Five Eyes) which must not be accessed by Exchange, Loan or Embedded personnel unless prior written approval of the partner/country owning the information is held.

b. The appointment of an Exchange, Loan or Embedded person should normally be formalised following the negotiation of a Memorandum of Understanding or similar Arrangement which, amongst other aspects, should detail the security clearance requirements for the appointment. Prior to assignment of the Exchange, Loan or Embedded personnel, the relevant Career Manager is to ensure that a Security Clearance certificate for the individual concerned is provided by the individual's parent government department to the MoD host.

[13] JSP440_Part2_Leaflet2B.pdf para 111.

6319. Security - Partners Across Government (PAG) Screening

a. PAG reserve the right to undertake additional Personnel Screening for JPA positions that will necessitate access to their `assets' (systems). Such positions will/should be identifiable by the PAG Competency requirement attached to the JPA Position Competency: Security|PAG Screening JPAN|Joint|. It is the unit/Establishment's responsibility to ensure that the JPA Competence is 'pinned' to the position as a 'marker', annotating that additional security screening is required by PAG. PAG retain the right to refuse to screen if the relevant competence is not pinned to the JPA position. It should also be noted that PAG screening is to be undertaken for all relevant assignments. It must not be assumed an individual cleared for one appointment requiring access will automatically qualify for another without further screening.

b. **Process.** Where Careers Managers/Line Managers/Importing Units see the Competency Security|PAG Screening JPAN|Joint annotated on JPA and there is a requirement for PAG Screening the following actions are to be taken:

(1) Notify NAVY PSYA-VETTING POSTINGS on assigning through NAVYPSYA-PERSONNELSECURITYGRP@mod.gov.uk to signpost that PAG Screening will be required for a proposed assignment. PAG screening is a complex business and sometimes needs further consultation, therefore a minimum of 5 months -notice needs to be given before assignment dates in order to facilitate the request noting that a valid DV is pre-condition.

Details required as follows:

Name.
Service Number.
JPA Position that requires PAG screening.
Proposed Assignment dates.
DV Security dates.

(2) Nominee to raise a Security Appraisal Form (SAF) (if one has not been produced within the last 12 months) and send to NAVY PSYA-VETTING POSTINGS through NAVYPSYA-PERSONNELSECURITYGRP@mod.gov.uk.

(3) Extant DV Security Clearance MUST not exceed a 7-year Clearance for screening to occur. Personnel with a DV Clearance over 7 years will automatically be rejected by NAVY PSYA-VETTING POSTINGS resulting in a delayed assignment (PAG screening will not be entertained until a DV review has been undertaken and clearance awarded).

(4) Delays to assignments may occur if this process is not met in full.

c. **Screening Success.** On success of the PAG Screening NAVY PSYA-VETTING POSTINGS will notify Career Managers/Line Managers to enable an Approved Assignment Order to be raised. Career Managers are advised not to second guess the outcome as the fact an individual holds a valid DV does not indicate or dictate PAG will accept any potential risk.

d. If PAG deny access to their assets; the Service Person (SP) will be informed through their Chain of Command of the denial. The reason for the denial will not be informed. There is 'no Appeal' route for PAG denial.

6320. SAP/SPECAP

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6321. STRAP and Nationality

a. Where nationality in vetting[14] is identified, a security Pressure brief may on occasion be issued by Navy PSYA Per Sy to RN personnel via their Unit Security Officer (USO) or Chain of Command signposting the nationalities in vetting and the security briefing actions required.

b. Additionally where nationality in vetting is identified and RN personnel are holders of a DV security clearance/EDV assurance and require access to STRAP; there may also be a requirement to issue an individual with a STRAP and Nationality letter outlining compliance with STRAP and assurance requirements.[15]

c. An Assignment Restriction will be added to JPA in such cases signposting the relevant Career Manager to the Process.

(1) The Career Manager is to initiate 'Application for Access to STRAP' ('Form 1'); completing the Sponsor Section.

(2) Forward 'Form 1' to the Service person being assigned to the STRAP assignment.

(3) On completion, the 'Form 1' is to be forwarded to the Corporate STRAPSO.

(4) If the STRAP Authorities approve the assignment, an Assignment Order can be released (not before).

[14] JSP 440 Leaflet 2B – Security Clearances and Vetting.
[15] JSP 440 Leaflet 4G – Special Information Control Systems (Inc STRAP)

SECTION 5

VETTING MANAGEMENT AND DECISION MAKING

6322. Continuous Vetting Management

Security vetting on its own does not provide a guarantee of an individual's enduring trustworthiness, integrity and reliability as individual circumstances and behaviours may change over time. It is therefore fundamental that Commands and personnel ensure that personnel security measures continue after a security clearance has been granted. This enables clearances to be updated depending on circumstances, allows new information to be collated, analysed and then, if necessary, acted upon by the security vetting authorities. The main processes for maintaining personnel security oversight include:

a. Change of Personal Circumstances (CPC) forms.

b. Security Appraisal Forms (SAF).

c. Aftercare Incident Reports (AIR).

d. Financial Questionnaires.

6323. Vetting Decision Making

a. Capt PSYA is the authority for RN vetting decisions. This is delegated to the PSYA Vetting Team. The types of vetting decisions and the persons authorised to make these decisions are included in the tables below. The RN PSYA's vetting decision makers work collaboratively. Vetting cases are referred to RN PSYA by United Kingdom Vetting Services (UKSV). All National Security Vetting decisions are assessed using the personnel security guidelines contained in the Cabinet Office Policy Framework.

b. Vetting decisions include:

Denial	Refusal to grant a clearance, either on recruitment or in-service.
Suspension	A temporary measure, where the clearance is placed in abeyance to enable an investigation and/or administrative action to be concluded/completed.
Withdrawal	Removal of a clearance previously granted.
Lapsing	When an employee no longer requires a clearance to conduct their duties. If required, lapsed clearances may be re-instated within one year of being lapsed subject to the clearance being extant (i.e. within date and not time expired). This is dependent on a number of factors.
Loan Foreign Service/Local Foreign Service	Under the Assigning Principles for LFS before a nomination is made and an Assignment Order is approved, Navy PSyA is consulted at the earliest opportunity by CMs to enable suitability from a personnel security perspective to be ascertained.

c. Vetting Decision Matrix.

SER	DECISION	PERSON	AUTHORITY	FIRST APPEAL
1	Cancellation of SC/DV Application[16]	On recruitment – all	Vetting Team	NA
2	Denial of SC, Recruitment /Re-Entry/FTRS	OR2 – OF3	Vetting TL/SO1	NA
3	Denial of SC, Recruitment /Re-Entry/FTRS	OF4-5	Vetting TL/SO1	NA
4	Denial of SC, Recruitment /Re-Entry/FTRS	OF6 and above	Capt PSYA	NA
5	Suspension of SC	OR2 – OF3	Vetting TL/SO1	NA
6	Suspension of SC	OF 4-5	Vetting TL/SO1	NA
7	Suspension of SC	OF 6 and above	Capt PSYA	NA
8	Withdrawal of SC	OR2 – OF3	Vetting TL/SO1	JVAP[18]
9	Withdrawal of SC	OF4-5	Vetting TL/SO1	JVAP
10	Withdrawal of SC	OF 6	Capt PSYA	JVAP
11	Withdrawal of SC	OF7 and above	COS HQ	JVAP
12	Denial of DV, Recruitment/Re-entry/FTRS	OR2 – OF3	Vetting TL/SO1	NA
13	Denial of DV, Recruitment/Re-entry/FTRS	OF4-5	Vetting TL/SO1	NA
14	Denial of DV, Recruitment/Re-entry/FTRS	OF6 and above	Capt PSYA	NA
15	Denial of DV in-service application	OR2 – OF3	Vetting TL/SO1	JVAP
16	Denial of DV in-service application	OF4-5	Vetting TL/SO1	JVAP
17	Denial of DV, in-service application	OF6	Capt PSYA	JVAP
18	Denial of DV, in-service application	OF 7 and above	COS HQ	JVAP
19	Suspension of DV	OR2 – OF3	Vetting TL/SO1	NA
20	Suspension of DV	OF4-5	Vetting TL/SO1	NA
21	Suspension of DV	OF6 and above	Capt PSYA	NA
22	Lapsing of DV no longer required	All	Vetting Team in conjunction with CM	NA
23	Withdrawal of DV	OR2 – OF3	Vetting TL/SO1	JVAP
24	Withdrawal of DV	OF4-5	Vetting TL/SO1	
25	Withdrawal of DV	OF6	Capt PSYA	JVAP
26	Withdrawal of DV	OF7 and above	COS HQ	JVAP
27	Re-instatement of Suspended security	SC – As Ser 5-7 DV – As Ser 18-20		

[16] Reasons for cancellation of SC/DV Applications are not exhaustive.
[18] Joint Vetting Appeal Process – 'whole force' appeal approach

	clearance, Issue of Formal Security Warning			
28	Denial of Local/Loan Foreign Service (LFS)	OR2-OF3	Vetting TL/SO1	NA
29	Denial of Local/Loan Foreign Service (LFS)	OF4-5	Vetting TL/SO1	NA
30	Denial of Local/Loan Foreign Service (LFS)	OF6 and above	Capt PSYA	NA
31	Initiation of EOF Process with UKSV[19]	ALL	Vetting Team	NA
32	Assignment Restriction	For security and nationality reasons	Vetting Team	NA
33	Withdrawal of all Clearances	On Discharge - Services No Longer Required (SNLR); re-entry to the RN is not permitted	Vetting Team	NA
34	Issue Formal Security (Drugs Misuse) Warning	ALL	Vetting TL/SO1	NA

d. **Outcomes of Continuous Vetting Management.** Where there are concerns that an individual's[20] behaviour or lifestyle may impact on their suitability to retain a security clearance, UKSV will notify Navy PSyA through PSyA Pers Sy staff. Following further investigation, if UKSV's concerns are justified then PSyA Pers Sy staff will initiate appropriate action which in the majority of cases will result in individuals being notified of the concerns raised. Normally the vetting subject will already be aware, for example having previously been advised in writing by UKSV of the need for further reviews. However, if the concerns were new, the vetting subject would be informed either by telephone call, letter or face-to-face interview depending upon the seriousness of the matters at issue; this ensures the Subject understands why their behaviour is causing concern and the potential ramifications. Where appropriate, the Subject may be informed that they will be subject to a further aftercare review after a set period of time[21] in order to ensure that appropriate progress is being made. If the reviews indicate that the vetting subject has not heeded advice, then review frequency may be increased or the matter escalated further by PSyA Pers Sy staff. Throughout this advisory process the principles of transparency, proportionality and vetting confidentiality will be rigorously applied. Completed SAFs, CPCs and AIRs which raise security concerns will be referred by UKSV to PSYA vetting for a decision. To enable a diligent decision, PSYA might task UKSV to interview personnel. UKSV then complete the interview, assess the case and make recommendations to PSYA, as the decision-making authority for RN personnel. The decision options are as per the Vetting Decision Matrix.

[19] Initiation of Establishment of the Facts (EOF) – A process owned by United Kingdom Security Vetting (UKSV) to consider denial of a security clearance.
[20] To whom this Directive applies.
[21] Time period to be set by NC PSyA Pers Sy staff and usually ranges between 12 and 24 months.

e. **Formal Security Warning (FSW).** A useful risk management control is the use of a Formal Security Warning (FSW). The issue of a FSW affords an individual the opportunity to retain the relevant security clearance and a final chance to resolve the vetting concerns; rather than having a security clearance withdrawn.

(1) The FSW process is administered by the vetting team. A FSW can be delivered face to face by Capt PSYA, the preferred option, or occasionally delegated to COs. Improvement in behaviours is expected, and the vetting subject is likely to be interviewed thereafter by UKSV to confirm this. Should behaviours not have improved, then the option of security clearance withdrawal remains. The FSW will make this expectation very clear.

(2) Following the delivery of an FSW, in providing a vetting Subject with any written correspondence detailing why their behaviour is causing concern and the potential ramifications, PSyA staff are to ensure that:

(a) The letter is to be signed and dated by the individual administering the advisory/FSW interview.

(b) The vetting subject is to also sign and date the letter to acknowledge receipt and that they understand its contents. The signature is normally to be obtained during the interview.

(c) In circumstances where the vetting subject is overseas and can only be notified of security advice or issued with a FSW in writing, the subject is to return a signed and dated copy of the letter as soon as possible to acknowledge both receipt and that its contents have been understood.

f. **Formal Security (Drug Misuse) Warning.** PSYA Per Sy can consider issuing a Formal Security (Drugs Misuse) Warning when misuse of substances is admitted in vetting, and submitting the clearance applicant onto the Individual Re-Test (IRT) list for five years[22]. This supports increased security risk management, may allow for the retention security clearance in continuation and might reduce the time for re-application of a security clearance if ‘denied’ or ‘withdrawn’.

(1) The Drugs Misuse Warning is administered by the Vetting Team, under the authority of the Head of Personnel Security (Hd Per Sy PSYA). Warnings can be delivered in person, however for efficiency they are usually delivered via email. The clearance applicant’s line management/Chain of Command are not informed.

(2) Navy PSYA Vetting Team provides a name and service number only directly to the CDT WO1.

(3) The Drugs Misuse Warning cannot be appealed.

[22] JSP 835 Pt1 (V5.1 Jun 22) Ch 4 Para 7.d

6324. Suspension and Lapsing of a Security Clearance

a. The PSYA vetting team will consider the suspension of an individual's security clearance as a control to mitigate personnel security risks that have been identified or alleged. This supports both risk mitigation and the vetting subject to better manage the relevant issues, without prejudice. It provides space for UKSV to engage with the vetting subject and analyse the case, and space for PSYA Per Sy to make a decision knowing that the risks to both the Navy and vetting subject have been sufficiently mitigated. The suspension decision cannot be appealed. Suspension is considered when, for example,

(1) A recommendation to withdraw that vetting subject's security clearance is being prepared.

(2) The vetting subject is being investigated for a serious criminal or disciplinary offence.[23]

(3) The vetting subject is the subject of administrative action which may lead to discharge.

(4) The vetting subject is due to be court-martialled.

(5) The vetting subject is alleged to be involved in drug abuse.

(6) An AIR is received where the CO/Head of Establishment recommends suspension of a security clearance.

(7) A DV holder faces allegations concerning behaviours which if admitted would cause the DV to be considered for withdrawal.

(8) The vetting subject denies UKSV the opportunity to assess their suitability to hold a security clearance e.g. by repeatedly failing to provide adequate information about their circumstances.

(9) Other serious circumstances exist which require further enquiries or investigation.

b. The PSYA vetting team can consider 'lapsing' a DV when the vetting subject no longer requires one. This is a useful vetting control when circumstances are such that a more up to date UKSV vetting interview would provide evidence for a diligent vetting decision as the subject heads into a new DV posting following at least a year away from a DV post. The decision to lapse cannot be appealed, and is made "without prejudice".

c. Where a clearance has been 'suspended' or the Service Person/vetting subject does not hold a National Security Clearance, they are to be risk managed through a Risk Balance Case (RBC).

[23] Para 6314 e. Restrictions - Police Investigations/Prosecutions, may apply.

6325. Vetting Aftercare

a. In some cases where an individual's professional or personal conduct causes concern in relation to their suitability to obtain or retain a security clearance, PSyA Pers Sy staff may not deem it proportionate to initiate procedures to withdraw, deny or suspend their clearance immediately. Rather, they may choose to place the individuals on the UKSV SC or DV Risk Register, as appropriate, and then manage the security risk posed by the individual. This risk management process is known as "Ongoing Personnel Security Management[24] (otherwise known as Aftercare). It may be applied in respect of concerns which arise during the initial vetting process, during vetting reviews, or as a result of the submission of an Aftercare Incident Report (AIR).

b. Individuals for whom aftercare procedures are deemed appropriate will normally undergo additional reviews of their suitability to hold their current level of security clearance. For example, an individual who has been granted SC clearance valid for 10 years, but who has financial problems, may have their financial situation reviewed 18 months after their clearance has been granted. After each review, UKSV will make an assessment of the risk that the individual poses to the RN and inform PSyA staff for consideration.

c. Where aftercare does not meet the desired objectives, a vetting decision might be required to withdraw a clearance. However, the majority of individuals subject to aftercare action are removed from the risk management process in due course, having successfully addressed their issues. For some personnel, the Assignment Restriction (AR) process outlined below may also be an appropriate risk management mechanism, used to ensure that an individual is not assigned to a post that is incompatible with the risk that they may pose.

6326. Assignment Restrictions (AR)

An AR[25] is a referral mechanism to ensure that PSyA Pers Sy staff or Corporate STRAPSO are consulted before Career Managers (CM) assign individuals with security concerns or where security conflicts of interest could arise. An AR may be recommended by UKSV and/or implemented by PSyA Pers Sy staff by inserting a `flag' in the individual's 'Assignment Restriction' field on JPA. This flag is only visible to CMs and PSyA staff and does not disclose the nature of the restriction.

a. **AR based on Nationality.** UKSV will inform Navy PSyA about new recruits or serving personnel holding dual or non-UK nationality where an AR is deemed necessary. UKSV may therefore refer cases to PSyA for AR purposes where:

(1) Spouse or partner is not solely a UK national.

(2) Siblings and/or surviving parents are not solely UK nationals.

(3) Subject has distant surviving relatives who are not solely UK nationals.

(4) Spouse/partners' surviving parents are not solely UK nationals.

[24] JSP 440 Leaflet 2B – Security Clearances and Vetting
[25] Previously known as a 'STOP Notice' or 'Top Enclosure Card'.

b. **AR based on Security Concerns.** Where UKSV staff consider that a potential security issue exists and may warrant AR action, PSyA staff will be contacted and retain authority for imposing an AR; with a notification to the relevant Career Manager. Examples where an AR would be raised include:

(1) Where police/unit investigative action is ongoing.

(2) Where Vetting Medical Concerns have arisen.

(3) Where significant financial issues are being reviewed by UKSV.

(4) Where there are suspected paramilitary, terrorist or subversive connections.

(5) Where family members reside permanently overseas.

(6) Where UKSV inquiries are pending to establish whether issues of security concern exist.

(7) Where Navy PSyA has cause for concern in a security context.

c. **AR Review.** Navy PSyA is to ensure that reviews of AR are carried out at appropriate intervals to ensure validity. When reviews of individual cases are due, PSyA-Pers Staff are to liaise with UKSV and ascertain whether the reasons for AR imposition remain valid. Where the AR can be removed, PSyA Pers Sy staff are to ensure that an individual's JPA record and NSVS vetting records are amended accordingly informing the service personnel and Career Manager; if applicable.

SECTION 6

PROCEDURES FOR APPEALS AGAINST VETTING DECISIONS

6327. Internal Appeal

a. Serving personnel whose SC or DV has been withdrawn, or whose initial DV application has been denied, have the right to appeal the decision. There is no right of appeal against a decision to deny initial SC or DV on recruitment, i.e. where the applicant is not yet in-Service/employed, where the case has been referred by UKSV to PSYA and subsequently PSYA recommend denial.

b. The internal appeal is considered by the Joint Vetting Appeal Process (JVAP)[26]; a single cross-Defence panel; which encompass a whole force approach[27]. Appeal decisions are made by the JVAP Chair[28] and supported by the JVAP Secretariat. Panel members are independent of the original decision, and many include specialist advisers (such as Personnel Security or Legal)

c. The Vetting Subject will have received a detailed letter from PSYA confirming the denial or withdrawal of the relevant security clearance, the reasons why the decision has been made and the outline of the appeal route with any potentially relevant timings. The letter will also confirm the subject's rights to both internal (JVAP) and external (Security Vetting Appeal Panel - SVAP[29]) appeals.

d. Should the Vetting Subject decide to appeal the PSYA Per Sy decision to the JVAP, the appeal submission by the appellant must:

(1) Contain a clear explanation of why the security clearance decision is being appealed.

(2) Be submitted within 28 calendar days of the date of the security clearance decision letter (appeal submissions received later will only be accepted under extenuating circumstances the reason(s) for which must be clearly outlined in the appeal submission).

e. Whilst the appeal is with the JVAP, the appellant should remain in the current JPA position complete with risk mitigation; where this is feasible. Further guidance will be given on conclusion of the JVAP outcome.

[26] Launched on 01 Apr 2026 as part of the Joint Vetting Initial Operating Capability (IOC)
[27] JVAP includes Uniformed Service Personnel (both Regular and Reserve); RFA employees as well as MOD Civil Servants
[28] Each appeal will be chaired by a Senior Representative equivalent to 1* from the employing organisation.
[29] About us - Security Vetting Appeals Panel - GOV.UK

6328. External Appeals - Procedures for Review by the Security Vetting Appeals Panel (SVAP)

a. When the internal appeal process has been exhausted, the Subject may appeal to the Cabinet Office's SVAP. The SVAP is an independent body sponsored by the Intelligence and Security Secretariat (Security Policy Division) of the Cabinet Office. The SVAP exists to provide an independent avenue of appeal for personnel whose security clearance has been denied or withdrawn and to make recommendations to the appropriate TLB.

b. SVAP appeal submission timelines will be included within the letter to appellants from the NVAP, should the appellant's internal appeal be rejected and if the appellant wishes to submit an appeal externally. Any extension of this timing remains a matter between the SVAP and the appellant.

c. The SVAP currently require an appeal to be submitted within 28 days of the date of the JVAP's letter which confirms the JVAP decision.

d. Once an appeal is submitted to the SVAP, the SVAP will confirm with the appellant and Navy Command that the appeal falls within their remit and detail the requirements from each party including timings.

e. Following receipt of an initial letter of appeal, the SVAP Secretariat will provide additional guidance to the appellant on how they should proceed with their appeal. In brief, the SVAP Secretariat will decide whether the case falls within the remit of the Panel and will then advise the Subject accordingly. The appellant will be asked to provide a written statement of their case within a deadline set by the SVAP Secretariat. PSYA Per Sy will be invited to respond to the appellant's submission and the latter will be allowed to see the PSYA's case and comments on the appellant's appeal. Once the SVAP has gathered all required evidence, Navy PSYA Per Sy and the appellant will be invited to attend an informal confidential hearing during which the SVAP will consider the case.

f. On completion, and normally within 6 weeks, the SVAP decision and advice will be sent to the RN and the appellant.

6329. Discharge Policy

a. RN policy in relation to security clearance is that all Naval Service personnel are to be security vetted to a minimum of SC security clearance. The RN can no longer employ those who do not hold this minimum-security clearance. Circumstances where a loss of DV can render an individual unemployable in their profession might also result in an application for discharge.

b. Once the internal JVAP process is concluded, if the appellant is unsuccessful appropriate discharge applications are to be completed. Individuals will not be retained in the Service whilst they exhaust the external security clearance appeal route via the SVAP.

6330. Welfare of the Vetting Subject - SCART

On initiation of the appeal process Navy PSyA is to engage the Chain of Command; who may in turn wish to inform the RN Sensitive Case Advice Reaction Team (SCART) that there is an ongoing personnel security issue involving the subject which may result in associated welfare issues.

SECTION 7

SECURITY VETTING PROCEDURES - INDIVIDUAL AND CHAIN OF COMMAND RESPONSIBILITIES

6331. Individual and Chain of Command Responsibilities

Naval Service personnel must be aware of the following responsibilities to ensure that security vetting procedures are an effective enabler to maritime operations:

a. All personnel are to:

(1) Monitor the status of their own security clearances on JPA[30] to ensure they remain extant, undertaking the requirement for National Security Clearance application when required to undertake.

(2) Respond positively and promptly to any request from UKSV or PSyA Pers Sy staff for supplementary information in support of security vetting, e.g. completion of Financial Questionnaires.

(3) Advise UKSV of any significant changes in personal circumstances (such as marriage, divorce, cohabitation with a partner, diagnosis of a long-term medical condition, bankruptcy or windfalls)[31].

b. It is an annual mandatory requirement for **all** DV holders to complete an annual Security Appraisal Form (SAF) on the anniversary of the date of the DV/EDV award. For further information, contact Unit Security Staff or PSyA Pers Sy staff. The preferred method for SAF completion is through the UKSV Clearance Holder (CH) process. An auto email will be generated through JPA for service personnel on the anniversary of their clearance award notifying when the SAF is due to be completed.[32]

c. Line managers/reporting officers are to complete the relevant section of the SAF process for DV/EDV holders.

d. All personnel (either as subjects or referees) are to make themselves available as quickly as possible for interview by UKSV vetting officers if requested.

e. Commanders at all levels are to release personnel from duty, as required, to attend interviews with UKSV Vetting Officers and/or PSyA Pers Sy staff.

f. Should information become available that raises doubts about an individual's suitability for access to classified information or assets, the circumstances are to liaise with their Unit Security Officer to instigate raising an Aftercare Incident Report (AIR) where applicable. Where Unit Security Staff are not available, line management are to instigate AIR action [33].

[30] At least annually, as part of the mandatory checks of personal data.
[31] Through GOV.UK – UKSV National Security Vetting portal
[32] UKSV will additionally email a reminder to the last known email address used in vetting.
[33] Through GOV.UK – Guidance Aftercare and Existing Clearances

ANNEX 63A

RESIDENCY REQUIREMENTS FOR NAVAL SERVICE RECRUITS

1. For security clearance to be issued, all candidates should have resided continuously in the UK immediately before their application. The specific length of this residency requirement is determined by the security clearance required and is outlined below. Residency Requirements are outlined in JSP440, Part 2, Leaflet 2B., Annex C - Residency.

	CTC Clearance	SC Clearance	DV Clearance
UK Residency requirements immediately prior to the security clearance application	3 years	5 years	10 years

2. Failure to meet the minimum residency requirements undermines the ability of United Kingdom Security Vetting (UKSV) to conduct comprehensive security checks and would present an increased security risk to the Naval Service. It is, however, recognised to meet specific recruiting targets, it may in exceptional circumstances, be viable to accept an increased level of risk and accept a shorter UK residency period provided the risk is outweighed by a specific need and can be managed appropriately.

3. In line with the direction in JSP 440 Leaflet 2B, Security Clearances and Vetting, Service Lead Commands (SLCs) are authorised to risk manage their residency requirements. A shorter period of UK residency may be accepted provided that satisfactory additional supporting evidence of an applicant's loyalty, reliability and trustworthiness is produced, and appropriate risk management measures are implemented. This is known as a Residency Waiver (RW).

4. It is the responsibility of the Recruiter to verify that candidates meet minimum requirements relating to UK Residency after first undertaking the Baseline Personnel Security Standard (BPSS) [1] to ascertain the 4 checks for an individual:

a. Identity ID)

b. Right to Work (RTW) in the UK

c. Employment History

d. Criminal Record (unspent convictions)

5. Residency Waivers are considered on a case-by-case basis. Meeting the criteria does not guarantee that a Residency Waiver will be issued thus enabling a progression of a National Security Vetting clearance application.

[1] https://www.gov.uk/government/publications/government-baseline-personnel-security-standard

6. A Residency Waiver (RW) effectively underwrites security clearance until the minimum UK residency requirement will be met and UKSV can undertake a full security check. The supporting documentation/evidence specified in the Appendices to this Annex is therefore required to enable Navy PSyA to assess the security risk that would be borne if a residency waiver is granted.

7. The approved period of UK Residency for progressing a National Security Vetting Application is available on request from Navy PSYA Personnel Security NAVYPSYA-PERSONNELSECURITYGRP@mod.gov.uk or Recruitment and Attraction Overseas Team NAVYRA-OSEASADMINMAILBOX@mod.gov.uk

8. **Process.** Ensure that the Sy clearance vetting application and Residency Waiver paperwork are submitted in parallel via the relevant Residency Waiver management Team

Note. *Where a National Security Vetting Solution (NSVS) vetting application has been submitted and there is no Residency Waiver confirmation of documentation having been received; the NSVS Vetting application will be cancelled with UKSV at the 3 month point of the submission to UKSV.*

9. Residency Waivers should not be sent directly to Navy PSyA Per Sy; please ensure that these are sent through the relevant desk within R&A HQ - NAVYRA-OSEASADMINMAILBOX@mod.gov.uk

10. **Best Practice.** Is that the Security Check (SC) vetting application should be sponsored only after the vetting applicant has completed their security application form. The application will only be submitted to UKSV once both parts are complete (this is known as activation).

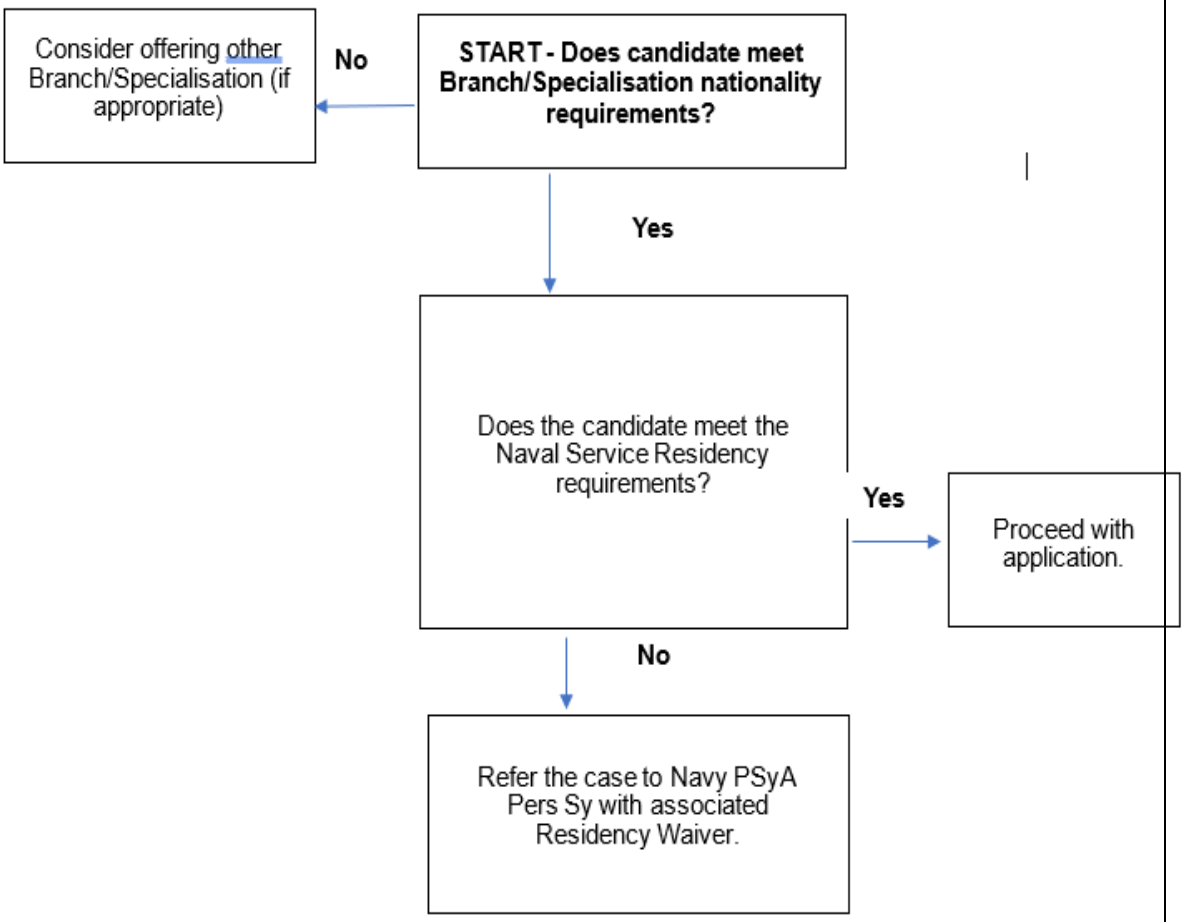
11. Ensure ALL documentation is provided by the vetting candidate[2]; references should only be accepted on headed paper.

12. Residency Waiver paperwork does not need to be submitted twice. If a vetting candidate has been awarded SC Sy clearance with approval of a Residency Waiver but has not entered service within a 12 -month window of award of the clearance, the awarded clearance will be 'lapsed' and a Review initiated. PSyA will only require an up-to-date Police Certificate to progress the SC Review.

[2] Appendix 2 to Annex 63A

APPENDIX 1 TO ANNEX 63A

CANDIDATE VETTING FLOWCHART



APPENDIX 2 TO ANNEX 63A

CRITERIA FOR CONSIDERING APPLICATIONS FOR RESIDENCY WAIVERS

1. To be considered for a security clearance Residency Waiver (RW), the candidate must supply the ESSENTIAL following official documentation and where appropriate on headed paper.

(a) A copy of their Birth Certificate.

(b) A copy of the photograph page of their passport. To also include any visa entry/exit stamps.

(c) A Police Certificate from the host nation police service, outlining what, if any, convictions the candidate has. If not produced in English, the candidate is to submit the original certificate accompanied by a translation, certified by a professional translator, along with the original document.

2. Depending on the Circumstances and why a RW is being issued; the following is to be included:

(a) A detailed itinerary of where the candidate has travelled/studied outside of the UK.

(b) Details of where they resided, including names, and addresses if any private residences used.

(c) Name, address and telephone numbers of any travelling/studying companions.

(d) For those candidates who also have worked overseas for e.g. during their ‘gap year’, full details of the employer, the period of employment and the nature of job.

(e) Written Character references (school/employment/other recognised professionals (please specify).

(f) Evidence of educational qualifications attained (where appropriate).

ANNEX 63B

FORMAL SECURITY (DRUG MISUSE) WARNING

1. You are formally warned for suspicion of involvement in substance misuse. From the date of this warning, you will be subject to compulsory retesting without warning at any time in accordance with JSP 835 Pt 1 (V5.1 Jun 22) Ch 4 Para 7.d.

a. You are reminded that drug misuse is illegal and incompatible with service in the Royal Navy. You are further warned that drug misuse is regarded as evidence of unreliability in the context of security clearances. Should you in the future provide a positive test because of CDT you will immediately be administratively discharged from the Service.

b. I should also warn you that you will be subject to re-testing by the CDT Team without prior notice at any time in the next 5 years from the date of this formal warning.

c. You cannot appeal this drug warning decision.

2. Acknowledgement of Drug Warning by Service Person

Signature: .....

Rank/Rate: ..... Name: .....

Appt: ..... Date: .....

CHAPTER 64

SENIOR OFFICERS' CAREER AND TALENT MANAGEMENT

(Sponsor: NAVY PEOPLE-SOCTM COS)

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CHAPTER 64

SENIOR OFFICERS' CAREER AND TALENT MANAGEMENT

SECTION 1

INTRODUCTION

6401. Introduction

a. This Chapter applies to all Officers of substantive OF5 rank and higher in the Royal Navy, a workforce collectively known as the Naval Staff, as well as those Officers eligible for extraction from the OF4-5 Pool. The Naval Staff is career managed by the Naval Assistant (NA) with the Senior Officers' Career and Talent Management (SOCTM) Team, with elements of specialised career management support for Officers in the Maritime Reserves and Unified Career Management streams provided by those areas.

b. This Chapter contains policy and processes for OF4s on their extraction from the Pool into their first substantive Naval Staff role and onwards. BR3 Chapter 66 details promotion of OF4s into the Pool. OF4 Officers who are in acting OF5 rank will be career managed by their SO1 Career Manager who, in conjunction with SOCTM, will guide them through the relevant processes necessary for their temporary OF5 role. The exception is Pooled officers extracted before the Pool Window, who will be career managed by SOCTM from Onboarding onwards.

c. Written in sequential order, this Chapter identifies common principles of Senior Officer Career and Talent Management followed by sections which explain how policies change and apply as a member of the Naval Staff moves through their career. The Annexes contain details on the processes which are used in the selection and appointment of Officers into roles and should therefore be consulted as part of the application process. Where there is no difference in this Chapter to policy contained elsewhere in BRd 3(1) that policy remains extant and should be referred to whilst on the Naval Staff. The Naval Assistant's Guide contains guidance to match the policy and process of this Chapter.

SECTION 2

PRINCIPLES OF SENIOR OFFICER CAREER AND TALENT MANAGEMENT

6402. The Naval Staff and First Sea Lord

The Naval Assistant and Hd SOCTM manage the careers of the Naval Staff on behalf of 1SL. 1SL approves all appointments, substantive and acting, for OF5s and above in the Royal Navy.

6403. Eligibility to Apply for Roles on the Naval Staff

Officers applying for roles on the Naval Staff should ensure that their eligibility meets these criteria, with SOCTM advice sought prior to making an application in the case of doubt:

a. Have the minimum of 'Yes' as the recommendation in their last report for the rank of the role in question (i.e. an OF4 in the Pool needs Yes 1 Up to apply for their first role on the Naval Staff).

b. Be in-date with their Pyschometric Assessment (see 6406).

c. Meet the minimum appointment length criteria (see 6408).

d. If OF5 applying for OF7 roles, meet the requirements of Promotion to OF7.

6404. Applying for Roles and Feedback on Applications

a. There are 4 main methods that SOCTM use to manage applications for roles:

(1) Standard appointment by Hd SOCTM, for OF5 only.

(2) Fleet Commander's Appointment Board (FCAB).

(3) Flag and Senior Officers' Appointment Board (FSOAB).

(4) Competition, including:

(a) CSOC / NAD / DNO / SDA.

(b) Service Secretaries Meeting (SSM) / Senior Appointments Committee (SAC).

(c) Outer Office Competition.

b. Each of these has its own annex to explain its own processes and procedures, however they all have factors in common:

(1) SOCTM may always exercise its prerogative to amend process and eligibility criteria to the benefit of the Service in exceptional circumstances;

(2) Members of the Naval Staff and the OF4-5 Pool apply for their next role;

(3) Credible Knowledge, Skills and Experience and Behaviours (KSEB) is the primary driver;

(4) Career Field and Branch may be specified;

(5) Assignments are for 36 months, unless specific circumstances (i.e. Op Tours, front-line Command) dictate otherwise;

(6) Career Discussions are available at any time.

c. Officers will leave the Service at the end of their Senior Officer Compulsory Retirement (SOCR) period, unless extended in post with a SOCR contract extension or assigned into another role with a SOCR contract in place.

d. Officers seeking promotion to OF5 and above usually apply for roles in the next substantive rank. There is an exception to this in Promotion to OF7 (see para 6422).

e. **Feedback on Applications.** Since members of the Naval Staff apply for roles with varied levels of application requirements, and there is no limit on the number of applications that can be received, there are varying degrees of feedback once an appointment is made. Successful applicants will be informed by either the Naval Assistant (OF6+) or Hd SOCTM soon after the appointment is fully endorsed.

f. Unsuccessful applicants will be informed in such a way as matches the effort expended in application: ranging from no feedback in the case of emailed Expressions of Interest, to SCIO feedback on FCAB and FSOAB applications, and phone calls in the case of competitions. This is covered in more detail in the relevant annexes.

g. **Promulgation of Appointments.** Promotions are promulgated in accordance with BRd 3(1) Chapter 66.

6405. Mandatory Training

As throughout their career to date, members of the Naval Staff should remain in date for mandatory competences and training (including fitness tests) as required by their role. There are additional requirements for the Naval Staff. Psychometric testing as detailed below is mandatory, and there are requirements for OF6 and OF7+ positions detailed in the sections pertaining to promotion into those ranks.

6406. Psychometric Testing

a. All promotions, and appointments/candidacy boarded at FCAB and FSOAB, are informed by the use of psychometric assessment as a Decision Support tool. The assessment (informed by a series of psychometric tests assessing personality, motivation, and cognitive abilities) provides a snapshot as a basis for discussion and personal development as well as forming part of FCAB and FSOAB Board packs.

b. All members of the pool and the Naval Staff must be in date for Psychometric Testing (PT) to be eligible to apply for all roles at OF5 and above. This means that PT results must be in SCIO by the advert closing date. Exceptions to this rule in exceptional circumstances can be considered and authorised by 1SL if appropriate; additionally, Pool members in the first 3 months since the day they received the Pool Onboarding email and checklist (to allow time for post-test processing) are also exempted from this requirement.

c. PT results are valid for 5 years, after which members of the Naval Staff must re-test in order to maintain eligibility. Reminders will be sent when re-testing windows open, but it remains the individual's responsibility to ensure their eligibility does not lapse.

6407. Command Appointments

Command Appointments at OF5+ are listed at Annex E. The additional eligibility requirements and selection routes (Standard Appointing, FCAB, FSOAB) are outlined there. All officers are expected to complete the full tenure of any Command appointment. This may mean that officers in the OF4-5 Pool will not extract in that Pool year, and this should be borne in mind by OF4-5 selection boards. It also means that, while members of the Naval Staff can apply and/or compete for their next role while in a Command appointment they should anticipate not being released from Command early.

6408. Appointment Length

a. For all roles on the Naval Staff, there is an expectation that officers will serve at least 12 months in a role before handing it over, with the following exceptions:

(1) Op Tours.

(2) Individual augmentation posts.

(3) Projects conducted in the margins.

(4) Selection for Promotion (if eligible) or Command

(5) At 1SL's discretion.

b. Members of the Naval Staff should ensure that the start date of their next assignment (or the pre-assignment training programme) falls at least 12 months after they started in the role i.e. handover to handover. Within 12 months of starting their current role, officers may apply for roles and competitions which are selected before 12 months but start the handover after the 12-month point. This is as much to ensure adequate OJAR reporting for subjects as it is to provide stability to the organisation.

6409. Acting Higher Rank

a. Members of the Naval Staff will be substantively promoted into a rank when the Assignment Order is for 12 months or longer. Any assignments to the next rank shorter than 12 months attract Acting Higher Rank (AHR) status, and on completion of that assignment Officers will revert to their substantive rank, unless they are immediately selected into another role in the higher rank taking them beyond 12 months AHR in total. As with all substantive promotions to OF5 and above, AHR applications are approved by 1SL.

b. For OF4s in AHR prior to selection into the OF4-5 Pool, see section on Extraction from the Pool.

c. Officers in both AHR and Local Acting Higher Rank (LAHR) wear the uniform of the higher rank while in the role. There are also instances where the wearing of higher rank uniform, regardless of AHR, during handover or pre-joining training may be appropriate: in this case, officers should seek approval from the Naval Assistant or Hd SOCTM specific to their circumstance.

d. The start of AHR or LAHR usually coincides with the start date of handover period. Pre joining training and activity in the JPA margin are conducted in the substantive rank of the officer: the only exception to this rule is for officers undergoing training at Defence Attaché and Loan Service Centre (DALSC) where Officers will undertake training in AHR. Requests for non-competed interim fills in AHR at OF5+ are rarely appropriate, and substitution pay (SUPA) should be the expectation. The latter is a Unit function, see Ch66 and JSP 754 Chapter 2 Section 7 for further details ensuring the SOCTM Office is informed.

6410. Talent Management

a. Every spring all three Services begin to map out the talent they have before coming together each July at the SUPER SAC in order to identify those at the very top of the talent tree and to determine who is in each talent pipeline. For the RN, the process starts with assigning each Officer on the Naval Staff with a numerical talent score between 0.5 and 3.5, which corresponds to Flag Rank. This score represents the SOCTM team's assessment of the Officer's highest potential rank and is based on factors such as time left to serve, branch or trade, training, and reporting. These estimates can change based upon changing circumstances and Knowledge Skills Experience Behaviour (KSEB) profiles.

b. The timely completion of OJARS and SOARs is necessary to ensure officers are not disadvantaged during the springtime execution of talent scoring, which is timed around the Senior Appointments Committee's talent event every June. The Talent Score is neither a limit nor a promise of promotion; rather, it is a way to understand the talent the RN has, and the reach within different pathways.

c. The Talent Scores are presented to the FSOAB in June at our single-Service talent event, where the Senior Leadership Team discusses the Naval Staff and agrees on the talent scores and profiles. 1SL then represents the RN at the SAC Talent event just before the summer break. An Officer's score will appear in their SCIO profile.

d. In addition to the annual Talent Score, OF6+ members of the Naval Staff are talent scored in a Nine Box Grid assessment, which underpins tri-Service talent management at the most senior level. The FSOAB ratifies the Naval Assistant's assessment, and considers the balance and growth of key SQEP, as well as providing OF7 and OF8 talent data to the Senior Appointments Committee which does the same for Defence. Once scores have been ratified at the SAC they will be available in SCIO.

6411. Higher Staff Training and Continuous Professional Development

a. Both MOD-sponsored and non-MOD-sponsored Continuous Professional Development (CPD) continue to be encouraged while on the Naval Staff. Officers should approach Hd SOCTM or the Naval Assistant as appropriate to request consideration for Higher Staff Training and CPD opportunities, as well as ensure appropriate aspirations and recommendations are reflected in OJARs and interest is captured within SCIO. Officers should ensure compliance with relevant policy including BR3 Chapters 59, 96 and 97 as well as JSP 750 for Returns of Service. MOD-sponsored opportunities specific to members of the Naval Staff are outlined in the Naval Assistant's Guide; additionally, as a product of talent scoring, every spring Hd SOCTM seeks FSOAB approval for candidates and reserve candidates for Higher Staff Training, which comprises HCSC and RCDS.

b. **Higher Command and Staff Course (HCSC).** Aims to prepare future strategic leaders for higher command appointments across Defence and the security environment. It focuses on the defence contribution to national strategy, effective military decision-making and operational design, and evaluates the enduring characteristics of high command and leadership. The course takes place at the Joint Services Command and Staff College (JSCSC), with one course per year running from January to April for Officers at OF5 and OF6. HCSC is usually completed within role, with between roles being at the discretion of Hd SOCTM and the NA. The Royal Navy has seven places per course. Graduates of the College are awarded the post nominal letters "hcsc". While attendance on HCSC does not currently attract a Return of Service, officers attending HCSC will be expected to complete a full assignment on completion of training.

c. **Royal College of Defence Studies (RCDS).** Develops strategic thinkers and leaders from within the Armed Forces and Civil Service to prepare them for assuming the highest ranks in a whole-government and international environment. The course takes place at the Royal College of Defence Studies in London, with one course per year running from September to July. Attendees are OF5 and OF6 from the UK and foreign armed forces, government departments and other public-sector organisations. It is a post-graduate level course in international strategic studies with a practical emphasis. Graduates of the College are awarded the post nominal letters "rcds". Attendance on RCDS attracts 30 months Return of Service[1].

d. **Senior Overseas Staff Colleges.** Officers attending Senior Overseas Staff Colleges should be accredited with the appropriate competence in JPA and post nominals ‘sondc’. These accreditations must be initiated by the subject Officer since they are not automatic at source and SOCTM will ensure JPA action upon receipt of proof of completion. CM CF DEL SO1 should be consulted if there is any doubt as to which courses qualify for accreditation.

e. **Non-MOD Sponsored CPD.** This includes all forms of CPD where the individual is required to make a financial contribution to the learning. The standard rules around use of Standard and Enhanced Learning Credits as well as arrangements to resource the learning continue to apply. Where the learning culminates in the award of a substantial Level 6 (Bachelors) qualification[2], it should be recorded on JPA.

f. **CPD Recording on SCIO.** The SCIO CPD tool will play a central part in the SOCTM CPD selection process. It is important that members of the Naval Staff log interest in any CPD opportunities to ensure their preferences are captured and aspirations visible during the selection process. Many of the courses at OF6+ do not have an associated JPA competence so it is essential that Officers self-record the successful completion of these courses in the SCIO CPD tracker to ensure an accurate and up to date record of their CPD journey is captured.

6412. Annual Reporting

a. Members of the Naval Staff are responsible for ensuring that their reporting (OJARs and SOARs) remains up to date and in line with JSP 757. Annual talent scoring takes place from March onwards, so the timely completion of reports is essential to prevent Officers from disadvantage.

b. Where Boards and Competitions use reports to inform their decision-making, the most recent finalised versions available on JPA are used. Draft reports are not acceptable.

c. For applications to roles in the next rank, members of the Naval Staff must have at least a ‘Yes’ recommendation for one rank up.

[1] JSP 750 Part 1 Annex A.
[2] https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels

6413. Extensions of Commission and Additional SOCR Periods

a. Members of the Naval Staff continue to be eligible to apply for roles until their Tx date. If they are selected and endorsed for another role in either the same rank or on promotion, members of the Naval Staff will be retained in order to fulfil that appointment. Officers may also be extended in a role beyond their original FAD and Tx date in accordance with Service need. New SOCR contracts are signed:

(1) As an OF5 on reaching 6 years seniority and with an approved appointment requiring the extension;

(2) on substantive promotion to OF6;

(3) and when starting every new role subsequently.

b. In exceptional circumstances, NA with 1SL endorsement may use the Directed Early Retirement (DER) Scheme (see JSPs 750 and 764) for OF6 and above members of the Naval Staff.

SECTION 3

EXTRACTION FROM THE POOL INTO FIRST NAVAL STAFF ROLE

6414. The OF4-5 Pool

The OF4-5 Pool is designed to hold a greater number of potential OF5s than the MAuN requires, in order to provide choice, competition and agility to the most senior appointments. Hd SOCTM seeks to make appointments at OF5 from within the Naval Staff first, and when Knowledge, Skills & Experience (KSE) requirements and availability cannot be met on the Naval Staff, Hd SOCTM extracts OF4s from the Pool into OF5 roles. OF4s are selected into the OF4-5 Pool by Career Field, as detailed in BR3 Ch66. The period of extraction, known as the Pool Window, runs from 1st July after the Board selects candidates to the following 30th June. Officers selected into the Pool are 'onboarded' during the spring term.

6415. OF4s in Acting Higher Rank OF5 Roles

a. For OF4s in AHR OF5 roles and not in the Pool, their career will continue to be managed by their SO1 Career Manager with SOCTM team involvement in specific selection and administrative processes.

b. OF4s who are in AHR as OF5 and who Board successfully at the OF4-5 Pool Boards will automatically substantively promote to OF5 on 1 July immediately following that Board, provided the assignment meets the 12-month minimum duration. This will also be the start of their Senior Officer Compulsory Retirement, regardless of when they took up their AHR assignment: their Future Availability Date is calculated separately.

6416. Substantive Promotion to OF5 and the Naval Staff

The following specific rules apply to Officers selected for the Pool for substantive promotion to OF5, who will have been notified of their Pool status by SCIO on completion of the selection board:

a. The number of selections will be sized to allow a suitable range of Career Fields, competences and backgrounds to be made available to1SL to appoint; however, with such flexibility and the considerable number of tri-Service competition posts at this level, the requirement will fluctuate during the year and therefore candidates selected for the Pool must not assume they will be elevated to the next higher rank.

b. Promotion to OF5 becomes effective only on taking up appointment in the higher rank. Should the post be dis-established under re-organisation or restructuring at any stage before the arrival of the incumbent, then that Officer will remain in the Pool, even if an assignment order has been issued.

c. Individuals selected for the Pool, who are assigned to Op Tours, will be substantively promoted if the Op Tour totals 12 months or longer (not including PJTs or POTL). To avoid any career disadvantage, the substantive rank will apply on and from the first day in theatre. Such promotions will count against the MAuN for that year.

d. Officers must complete the Onboarding Checklist before the Pool Window opens on 1 July.

e. If an Officer in the OF4-5 Pool has not been selected and endorsed by 1SL for a substantive OF5 role by the end of the Pool Window they must be re-boarded for a subsequent Pool.

6417. Pool Onboarding

a. The process of onboarding to the Pool begins when SOCTM sends an initial email welcoming Officers to the OF4-5 Pool and outlining the necessary actions to fully join the Pool once the Pool Window opens on 1st July. Officers in the Pool are required to complete JPA and SCIO checks, undertake mandatory psychometric testing and complete a Pool Onboarding checklist to prepare for their extraction and first role on the Naval Staff. The Pool Window beginning on 1st July is designed to enable selected officers to complete their Pool Onboarding checklists including Psychometric Testing if not already in date, give OF4 Career Managers notice about potential onwards assignments at the senior end of their plots and SOCTM staff time to complete administrative checks.

b. Officers in the Pool who already hold Psychometric Assessments dated within the 5-year validity period are to inform SOCTM as part of their onboarding. Potential candidates for FCAB/FSOAB roles boarded before 1 Jul will need to prioritise sitting those assessments in order to have the results available to Board Members. While exceptional circumstances will inevitably arise and the necessary waivers be considered by SOCTM and 1SL, Officers must ensure that their psychometric results are available in SCIO 4 weeks before any Board sits.

6418. Extraction between the start of Onboarding and the Pool Window

Extraction before the start of the Pool Window may be in the interests of the Service, where there are no substantive OF5s or members of the preceding year's Pool available with suitable KSE to undertake a role that begins before 1st July. An officer who has only just been selected for the Pool can be extracted at Hd SOCTM discretion before they have completed the Pool Checklist and Psychometric Assessment, but they must nevertheless meet the 1st July deadline as a condition of substantively promoting.

6419. Senior Officer Compulsory Redundancy and Terms and Conditions of Service

a. Officers, both Regular and Maritime Reserve, who promote substantively to OF5 are subject to Senior Officer Compulsory Retirement Terms and Conditions of Service (SOCR TACOS)[3]. Unless a Service need determines the requirement for an extension of service or the Officer promotes before reaching six years' seniority, OF5s will leave the Service regardless of their prior TACOS and TX date after 6 years in rank or reaching RA55 / CE60 (whichever is soonest). This policy also applies to OF4s who have been selected for Commission Extension to Retirement Age 60 and subsequently promote to OF5, i.e. they serve 6 years in rank or to their CE60 terminal date, whichever is the earlier.

[3] For Regulars, this rule applies to those substantively promoted to OF5 on or after 1 Apr 2020. For Maritime Reserves, this rule applies to those substantively promoted to OF5 on or after 1 Apr 2026.Officers promoted before those dates remain on the TACOS arrangements enacted on their promotion.

b. Those accepting promotion to OF5 and thereby agreeing to SOCR terms as above will not be eligible for the Directed Early Retirement (DER) Scheme and Special Capital Payment (SCP) (see JSP 764) as this is applicable to 1* only and above.

c. As AFPS 15 is a Career Average Revalued Earnings (CARE) scheme, SOCR TACOS has the potential to impact on the pension that Officers are able to achieve in the future. It may also affect those who claim, or may claim, CEA and those in receipt of Recruitment and Retention Pay. Officers concerned by these potential impacts of SOCR TACOS are strongly advised to take independent advice, from an appropriate source, before accepting promotion on these terms.

d. Officers who do not accept these SOCR TACOS will remain on their extant TACOS as an OF4. SOCR TACOS does not affect an Officer's ability to submit notice for early termination (PVR) or Optional Exit Point applications for submariners[4].

e. Following selection to a substantive OF5 role, Officers are to agree a handover date with the current incumbent. Once the date has been agreed, SOCTM will take the necessary JPA and appointing actions. If beginning the appointment within the Pool Window, the start of the appointment and start of SOCR TACOS will be the same date. If before the Pool Window opens on 1 July, the start of the appointment will not match the start of SOCR TACOS as Officers will be AHR until 1 July upon which date they will substantively promote provided that they have completed the Onboarding Checklist. In both cases, SOCR TACOS will begin on 1st July or the start of the assignment within the Pool Window regardless of when the Officer signs them. At that SOCR start point, the Officer becomes a member of the Naval Staff.

[4] BR3 Chapter 54 Annex K.

SECTION 4

PROMOTION TO OF6

6420. Selection to OF6

a. All selections for OF6, including those that are then selected at a competition beyond FSOAB (see Annex D), are made at FSOAB: following the FSOAB and 1SL Endorsement, the appointment is either enacted, or the Officer is given Approval to Apply at onwards competitions.

b. All applicants must meet the eligibility criteria at para 6403.

c. Following selection to an OF6 role, Officers are to agree a handover date with the current incumbent. Once the date has been agreed, SOCTM will take the necessary JPA and appointing actions. Officers substantively selected are required to sign a new contract of SOCR TACOS, the duration of which matches the role into which they are appointed.

6421. Mandatory CPD

OF6 members of the Naval Staff have mandatory CPD to support them in their first OF6 role and beyond. This CPD must be completed by Officers no later than 12 months after assuming their first OF6 appointment and it must be maintained as appropriate. Officers are to book this CPD direct with the training provider and on completion record it in the SCIO CPD tracker. The CPD requirements are outlined in Table 64-1.

Table 64-1. CPD Requirements for OF6

Course Name	Outline
Defence Senior Leadership Programme	This is a mandatory three-part residential programme which draws together a balanced portfolio of participants from a wide variety of different backgrounds and with different experiences who share a common interest in operating in and around the strategic leadership space. **Duration:** 10 days over a 4–5-month period. (Module 1 is 3 days, Module 2 is 3 days, and Module 3 is 4 days).
Senior Leaders Mental Fitness and Resilience Course	This is an evidence-based two-day course designed for defence senior leaders tasked with creating a positive environment in which a mentally fit, resilient and productive workforce can thrive. The course aims to promote greater understanding of the importance of mental fitness and resilience for leaders themselves, and of role-modelling and embedding conducive conditions in their organisations. The one-day preparatory learning accessed via the Defence Learning Environment (DLE), provides awareness of mental fitness and resilience and self-reflection on personal wellbeing. The one day face-to-face (F2F) session continues to build on the preparatory learning and explores in more depth role-modelling and embedding conducive conditions into teams and organisations. **Duration:** 2 days (1-day for pre learning, 1-day F2F).
Lead to Succeed	This unique course is targeted at senior officers and civil servants. Although not accredited it provides education and guidance on leading large diverse teams to maximum effect in both domestic and operational environments. **Duration:** 1 day plus 0.5 days self-directed learning.

6422. Chaplain of the Fleet and Deputy Chaplain of the Fleet

Chaplain of the Fleet is a promoted position that engages at Flag and General Officer level and is Head of the Chaplaincy Branch. The Deputy Chaplain of the Fleet is the promoted rank of 'Principal Chaplain Royal Navy' on JPA and operates at 1*/OF5 level. Applications for Deputy Chaplain of the Fleet follow the process described at Para 6018. Application and sifting are followed by the FSOAB, with Sending Church consultation as appropriate. Principal Denominational Chaplains (PDCs) are not promoted posts and are selected by the Sending Church in consultation with the Chaplain of the Fleet.

SECTION 5

PROMOTION TO OF7

6423. Eligibility to apply for OF7 roles

Application for roles involving promotion to OF7 will be available to a substantive SQEP OF6 with a positive recommendation 1-up, and in exceptional circumstances to a substantive SQEP OF5 with a 'High' recommendation 2-up. OF5s will be able to apply for a maximum of two OF7 roles whilst an OF5. Applications will be subject to the eligibility at para 6403 and the consideration of the FSOAB: the FSOAB will have the option to vary this rule if required.

6424. Interviews for OF7 roles before FSOAB

Interviews inform the decision-making process for the majority of OF7 roles. There is a wide range of advice readily available to enable Officers to prepare themselves for interviews and preparation remains a personal responsibility. After a sift (see Annex C), which the NA conducts with at least one suitably experienced 2*, applicants will be informed whether they have been selected for interview. This may be at short notice. Interviews take place in person wherever possible, in Daily Working Rig, and last approximately 30 to 45 minutes. The panel comprises three members plus a member of the NA's Office as secretary. For OF7 roles it will be chaired by a 3*; other panel members may vary but, wherever possible, will include an independent member and a suitably experienced 2*. The panel approves a written summary of the interviews to the FSOAB: this will include a recommendation as to whether they found the applicant above or below the line at interview. They do not otherwise score or rank the applicants, and it is not another sift: all interviewed candidates will be presented to the FSOAB.

6425. Selection to OF7 and Humblies

a. In addition to the eligibility requirements and FSOAB selection processes outlined above and in Annex 64C, for promotion to OF7 final approval of the appointment is given by His Majesty the King via the Humbly process. Specific NATO/MOD/UN roles may also require ratification by the Senior Appointments Committee. This process will automatically be completed on behalf of the appointee by the NA's Team and DS Sec.

b. Following selection to an OF7 role, Officers are to agree a handover date with the current incumbent. Once the date has been agreed, SOCTM will take the necessary JPA and appointing actions. Officers substantively selected are required to sign a new contract of SOCR TACOS, the duration of which matches the role into which they are appointed.

6426. Multi-source reporting for OF7s

Multi-source reporting constitutes an essential element of the Senior Officer Appraisal Reports (SOAR) process for Officers at OF7 and above. The multi-source feedback system offers a thorough evaluation of senior officers' leadership, management, and professional capability. This approach gathers perspectives from a variety of sources, including peers, subordinates, and superiors, thereby ensuring a well-rounded assessment of both performance and conduct. The insights gained from multi-source reporting underpin decisions relating to promotion, professional development, and succession planning. Senior officers are expected to respond constructively to the feedback provided.

SECTION 6

PROMOTION TO OF8

6427. Selection to OF8

Eligibility for selection to OF8 and above roles is restricted to individuals who have received an invitation to apply. Applications will typically require submission of an enhanced Why Me Statement (WMS). Owing to the seniority of these positions, the exact documentation required may vary according to the specific role. Candidates will be interviewed by an appropriate panel. Further information regarding the competition process is available from the Naval Assistant or at Annex 64D.

6428. Ratification

Prior to confirmation of any appointment, ratification must be secured from the Senior Appointments Committee (SAC) and subsequently approved by His Majesty the King. The SAC conducts a comprehensive review of the candidate's qualifications, experience, and suitability for the position. Once the committee has endorsed the candidate, the appointment is forwarded for formal approval by His Majesty the King, whose confirmation is required for the appointment to be made official.

6429. Admiral of the Fleet

Admirals of the Fleet are selected by His Majesty. Such promotions are not normally made in peacetime and, if they are, they will be in an honorary capacity.

SECTION 7

LEAVING THE SERVICE FROM THE NAVAL STAFF

6430. SOCTM Role

SOCTM provides the Career Management function throughout the resettlement process, with appropriate resettlement responsibilities undertaken by Unit administrators, line managers and resettlement staff in accordance with BRd 3(1) Ch 55 and JSP 534.

6431. Last Day in Service calculations

a. When personnel are assigned and SOCR TACOS are issued for all members of the Naval Staff to whom the 6-year SOCR period no longer applies, the SOCR TACOS contract is aligned to the individual's FAD, generating an interim Tx date. Service is subsequently extended (Tx date and SOCR terms) to fulfil handover and resettlement requirements in consultation between SOCTM and the Officer. Upon confirmation of Terminal Leave (Tx) calculations and margin allocations, Officers will be assigned as follows:

(1) Assigned to MA6 for any outstanding ALA or GRT entitlement;

(2) Assigned to MA5 for the final 20 working days of Terminal Leave

b. Chosen area margins will typically be determined based on the individual's intended residence after leaving service, aligned to the nearest margin location.

6432. Valedictory Certificates

Different from the OF4 and below process[5], Valedictory Certificates (VC) for Officers of ranks OF5 to OF9 are prepared by the SOCTM team. At 12 months pre-termination, personnel will receive a "12 Month Letter" from the NA, including a VC proforma to be completed and returned. This proforma will inform the content of the VC. Once endorsed by the First Sea Lord, the VC will be posted to the address specified by the individual prior to the final TX date.

6433. Business Appointing Rules

Officers resettling and leaving the Service must ensure compliance with JSP 534 (Tri-Service Resettlement and Employment Support). Following termination of Service, an individual undertaking further paid employment must also ensure full compliance with Business Appointment Rules as detailed in JSP 492 and BRd 2 Chapter 84.

[5] BR3 Ch 55 Annex 55D.

ANNEX 64A

STANDARD APPOINTING FOR OF5 ROLES

1. Non-competed OF5 Roles

For OF5 personnel, certain Naval Staff roles are not subject to selection by FSOAB, SSM, or formal competition. In these cases, the Hd SOCTM may assign individuals directly in a manner similar to career management for OF2-4, however Officers will need to express their interest in these roles to be considered.

2. Expressing Interest

To express interest in a role, Officers need to contact the SOCTM team and state their interest by email. Roles are advertised through the fortnightly Forward Appointing Forecast (FAF), which contains visibility of a greater number of roles than is available on SCIO due to tri-Service posts and competitions. If a role advertised through the FAF receives a high level of interest, Hd SOCTM may request a formal Expression of Interest in the form of a 350 word “Why Me” Statement.

3. First Sea Lord Endorsement

All such appointments require endorsement from 1SL prior to assignment. Successful candidates will personally be informed, but candidates who have simply expressed interest by email will not usually be informed that they are unsuccessful.

ANNEX 64B

FLEET COMMANDER'S APPOINTMENT BOARD

1. Purpose

The Fleet Commander's Appointment Board (FCAB) is convened annually to determine the appointment of OF5s to command Operational Units.

2. Administration

The FCAB convenes once a year in summer to determine the appointments listed under FCAB in Annex E which are due for relief in the following 15 months. The appointments under consideration are determined by Hd SOCTM and advertised by the Senior Appointments app on SCIO as well as on the routine Forward Appointing Forecast. The FCAB follows the same Apply, Sift, Select process as the FSOAB.

3. Eligibility

Before applying, potential candidates should check their eligibility for the roles for which they wish to compete. All candidates for all FCAB roles must have the results of Psychometric Testing available in SCIO no later than 4 weeks before the Board convenes, and have recommendations for Command at OF5 in their OJARs. The timing of FCAB is such to enable substantive OF4s in the Pool to complete the necessary tests in order to board with full eligibility.

4. Applying on SCIO

Candidates apply for FCAB roles using the Senior Officer Appointing function on SCIO, which is found in the Career Opportunities section. They should also inform the SOCTM team and their career manager (if in the Pool) of their intention to apply. When applying, candidates will upload a 350 word 'Why Me Statement' to support their application. SCIO will also conduct checks in line with the role, including for psychometric test results, and ask for answers to some eligibility questions. If, having checked the NA's Guide, candidates are unable to submit, they should seek assistance from the SOCTM team.

5. Sifting the candidates

Should more than 4 candidates submit applications for the same appointment, a sift will be conducted with Hd SOCTM and an appropriate 1*. Sifting is a two-phased approach checking eligibility first and credibility second: both of these use the Candidate Brief, which is the same information which will be presented to FCAB. A maximum of 4 credible candidates will be presented to the board for each role.

6. Selecting candidates at the FCAB

a. The FCAB is Chaired by the Fleet Commander (vote holding) with voting 2* representatives of the Warfare, Aviation and Royal Marine fighting arms and Hd SOCTM in an advisory capacity. The FCAB considers the ratified candidates for each of the roles, with access to the following for each candidate with items 1-5 collated into the Candidate Brief:

(1) Why Me Statement.

(2) Last 3 OJARs.

(3) ACSC or psc(j) report if available.

(4) Statement of Service.

(5) Psychometric Assessment results.

(6) Hd SOCTM's comparative analysis of candidates.

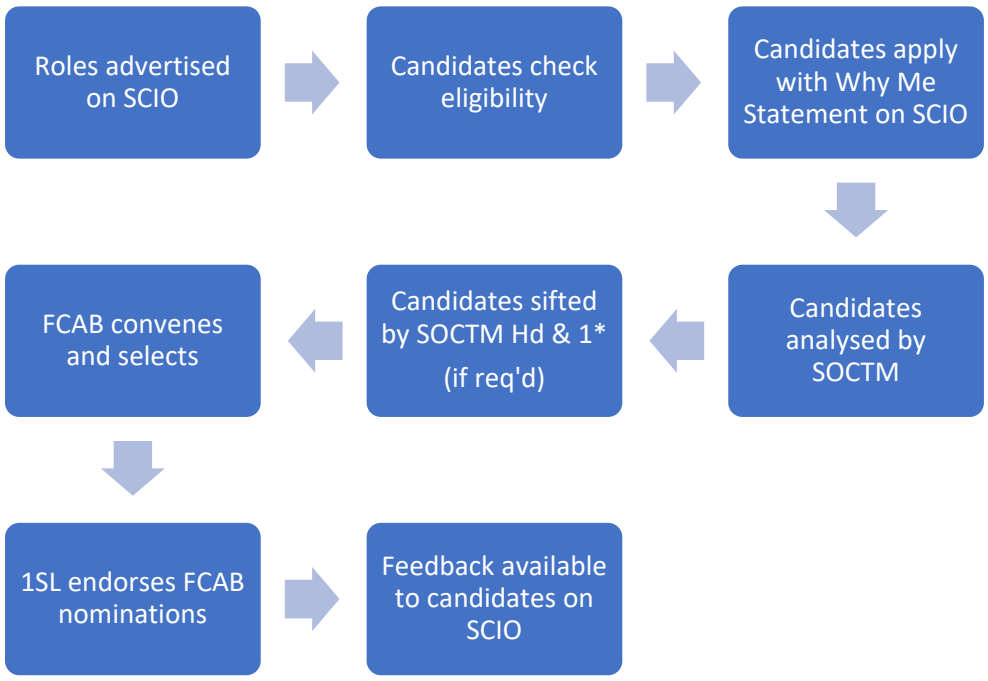
b. On completion of discussion, the Board determines the successful candidate for each Command Appointment. The list of FCAB nominees is then sent for 1SL's endorsement and onward career management action.

7. Feedback

Feedback on FCAB applications is available within SCIO to all applicants only once all applicants have been informed of the outcome.

8. Process Flowchart

Figure 64B-1. FCAB Process



ANNEX 64C

FLAG AND SENIOR OFFICERS' APPOINTMENT BOARD

1. Purpose

The Flag and Senior Officers' Appointment Board (FSOAB) is convened every 6-8 weeks to predominantly consider OF6 and OF7 appointments as well as OF5 Command of Establishments due to turnover at least 6-7 months in advance, although selection of candidates for Joint competitions, or appointments requiring extensive training or special clearances (e.g. attaché posts) are normally considered 12-18 months in advance.

2. Administration of the FSOAB

The appointments under consideration are determined by the NA and advertised by the Senior Appointments app on SCIO as well as by an email informing the plot of the roles to be determined at the next FSOAB. The FSOAB follows the Apply, Sift, Select process.

3. Eligibility

Before applying, potential candidates should check their eligibility for the roles for which they wish to compete. All candidates for all FSOAB roles must have the results of Psychometric Testing available in SCIO no later than 4 weeks before the Board convenes, and have positive promotion recommends, at least YES for 1UP for applications to the next rank, in their most recent report. A substantive SQEP OF5 with a 'High' recommendation for 2-up will be able to pitch at a maximum of 2 OF7 roles whilst at that level. Captains and Colonels who wish to apply for 2* posts and have questions regarding pension tax implications should seek independent financial advice before submitting an application.

4. Applying on SCIO

Candidates apply for FSOAB roles using the Senior Officer Appointing function on SCIO, which is found in the Career Opportunities section. When applying, candidates will upload a 350 word 'Why Me Statement' to support their application: guidance on this is found in the Naval Assistant's Guide. SCIO will also conduct checks in line with the role, including for psychometric test results, and ask for answers to some eligibility questions. If having checked in the NA's Guide, candidates are unable to submit they should seek assistance from the SOCTM team.

5. Sifting the Candidates

Should more than 4 candidates submit applications for the same appointment, a sift will be conducted with NA and an appropriate 2*. Sifting is a two-phased approach checking eligibility first and credibility second: both of these use the Candidate Brief, which is the same information which will be presented to FSOAB. A maximum of 4 credible candidates will be presented to the board for each role.

6. Interviewing Candidates for OF7 Roles

There is an additional interview step in the process when selecting RN OF7 roles. After a sift, which the NA conducts with at least one suitably experienced 2*, candidates will be informed whether they have been selected for interview. Regrettably, this may be at short notice. Interviews take place in person wherever possible, in daily working rig, and last approximately 30 to 45 minutes. The panel comprises three members plus a member of the NA's Office as secretary. For OF7 roles it will be chaired by a 3*; other panel members may vary but, wherever possible, will include an independent member and a suitably experienced 2*. The panel approves a written summary of the interviews to the FSOAB; this will include a recommendation as to whether the panel found the applicant above or below the line at interview. The panel does not otherwise score or rank applicants, and it is not a sift; all interviewed candidates will be presented to the FSOAB.

7. Selecting candidates at the FSOAB

The FSOAB is Chaired by the First Sea Lord (vote-holding) with Second Sea Lord, Fleet Commander and Director General Options and Commissioning as voting members, and Dir P&T and NA in an advisory capacity. The FSOAB considers the candidates for each of the roles, with access to the following for each candidate with items 1-5 collated into the Candidate Brief:

a. Why Me Statement

b. Last 3 OJARs

c. HCSC or RCDS report if available

d. Statement of Service

e. Psychometric Assessment results

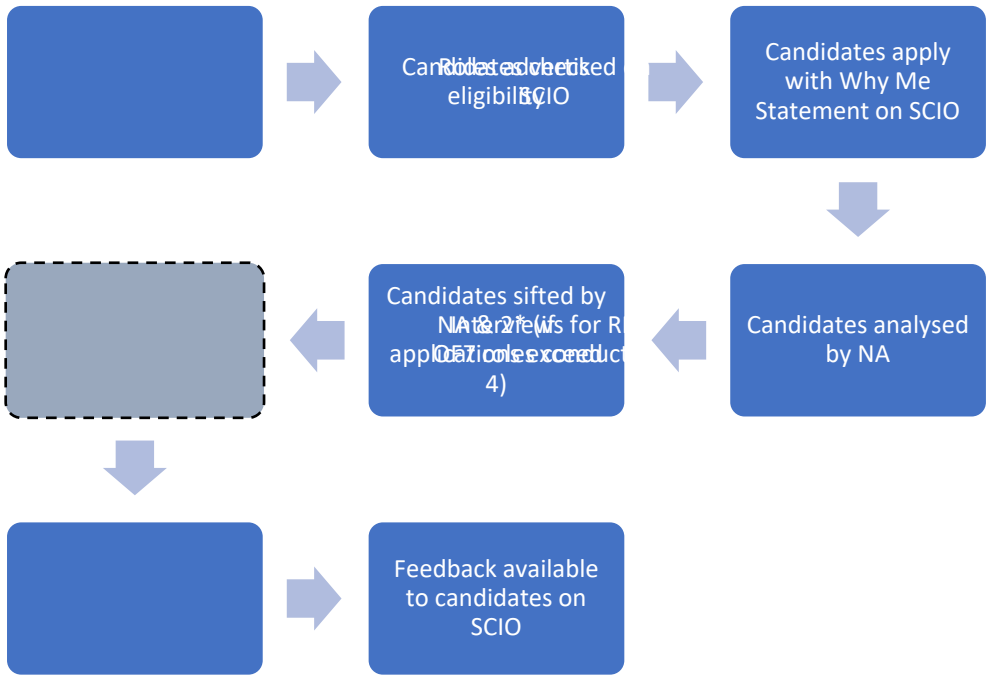
f. NA's comparative analysis of candidates

On completion of discussion, the Board determines the successful candidate for each Appointment.

8. Feedback. Feedback on FSOAB applications is available within SCIO to all applicants only once all candidates have been informed of the outcome.

9. Flowchart

Figure 64C-1. FSOAB Process



ANNEX 64D

COMPETITIONS

1. Purpose

This Annex covers roles filled through external competitions or boards and is not exhaustive. These posts sit outside the Royal Navy's appointing remit because they are tri-Service or quad-Service appointments. It will be made clear to potential candidates before they apply which application pathway they will follow and the SOCTM team will advise throughout the process.

2. Approval to Apply

Candidates wishing to compete for these roles must obtain Approval to Apply from 1SL. This is normally sought via either the FSOAB or Hd SOCTM.

3. Tri-Service Roles

For joint appointments, the Royal Navy selects and endorses candidates before they are considered by the relevant tri-Service board or employing organisation. The key pathways are:

a. OF5 joint roles are advertised on the FAF and 1SL approves candidates.

b. OF6 and OF7 joint roles advertised at FSOAB: FSOAB selects the Royal Navy candidate(s) to be presented to the appropriate tri-Service board.

c. OF8 joint roles: Royal Navy candidates are selected by 1SL.

4. RN candidates are then presented to the appropriate Tri-Service board:

a. Joint OF5 & OF6 roles selected at the Service Secretaries' Meeting (SSM): NAVSEC votes and represents Royal Navy candidates.

b. Some joint OF7 and OF8 roles decided at the Service Appointments Committee (SAC): 1SL is a voting member and the Royal Navy candidate representative; remaining roles are typically decided by interview with the employing officer.

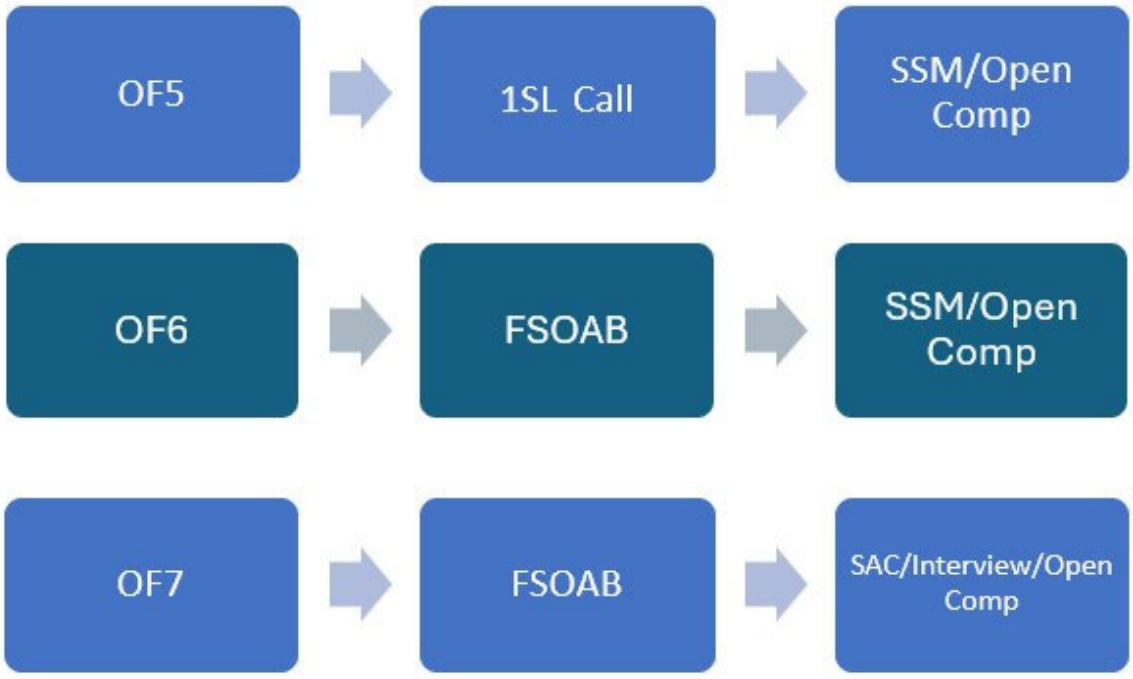
5. Individuals will be informed after FSOAB if they are the Royal Navy candidate for a competition and will have the opportunity to tailor their WMS for the tri-Service audience. The joint selection process is set out in JSP 755.

6. Quad-Service and Open Competition Roles

A number of appointments are filled through quad-Service competitions or open competition. These selection processes are often run by external organisations (for example, NADG or DNO). Where members of the Naval Staff wish to apply, they should follow the initial application direction which will ensure the appropriate Approval to Apply route is followed (through Hd SOCTM with 1SL endorsement or FSOAB).

7. Flowchart

Figure 64D-1. Competitions Process



8. Feedback. Officers will be provided with feedback once the successful candidate has been appointed: this will be from Hd SOCTM, the Naval Assistant or the competition owner.

ANNEX 64E

COMMAND APPOINTMENTS ON THE NAVAL STAFF

1. Purpose

This Annex lists the Command Appointments for members of the Naval Staff, and details eligibility to apply where applicable.

Table 64E-1. OF5 Command Appointments Selected by FCAB.

Role	Appointment duration	Branch Eligibility	Eligibility Criteria
CO CVS	24 months	X	1. Qualified PWO and completed a minimum of 2 front-line warfare tours and/or held a front-line Sea assignment within the previous 5 years. Unit command, as a result of previous SASB/AASB, is highly desirable. 2. CQ2. 3. ACSC or equivalent psc(j) is highly desirable.
CO IPS	24 months	X	1. Qualified HCH and completed a minimum of 2 front-line warfare tours and/or held a front-line Sea assignment within the previous 5 years. Unit command, as a result of previous SASB/AASB, is highly desirable. 2. CQ2. 3. ACSC or equivalent psc(j) is highly desirable.
CO First of Class Ship or Submarine	24 months	X/ XSM	1. Qualified PWO and completed a minimum of 2 front-line warfare tours and/or held a front-line Sea assignment within the previous 5 years. Unit command, as a result of previous SASB/AASB, is highly desirable. 2. CQ2. 3. ACSC or equivalent psc(j) is highly desirable.
CO 43 CDO RM	24 months	RM	1. ACSC or psc(j) equivalent is desirable but not essential. 2. Recommended for Command at OF5.
CO 47 CDO RM	24 months	RM	1. ACSC or psc(j) equivalent is desirable but not essential. 2. Recommended for Command at OF5.
DCOM 3 CDO RM	24 months	RM	1. ACSC or psc(j) equivalent is desirable but not essential. 2. Recommended for Command at OF5.

(*Continued*)

Role	Appointment duration	Branch Eligibility	Eligibility Criteria
CO RNAS CULDROSE	36 months	X/RM (P/O)	1. Have completed a minimum of 48 months in front line aviation. Candidates should have previous Command or executive experience. 2. Have held an aviation related frontline or staff assignment within the last 5 years. 3. CQ(A)2 and ICSC(M). psc(j) or a recommendation for ACSC. 4. Hold a current recommendation for AASB2 Air Command via most recent OJAR.
CO RNAS YEOVILTON	36 months	X/RM (P/O)	1. Have completed a minimum of 48 months in front line aviation. Candidates should have previous Command or executive experience. 2. Have held an aviation related frontline or staff assignment within the last 5 years. 3. CQ(A)2 and ICSC(M). psc(j) or a recommendation for ACSC. 4. Hold a current recommendation for AASB2 Air Command via most recent OJAR.
CO CHF	36 months	X/RM (P)	1. Have completed a minimum of 48 months in front line aviation. Candidates should have previous Command or executive experience. 2. Have held an aviation related frontline or staff assignment within the last 5 years. 3. CQ(A)2 and ICSC(M). psc(j) or a recommendation for ACSC. 4. Hold a current recommendation for AASB2 Air Command via most recent OJAR.

2. Command Appointments Selected Not Boarded

These appointments are selected by the Standard Appointing Process at Annex A and approved by the Fleet Commander before final approval from 1SL.

Table 64E-2. Command Appointments Selected Not Boarded

Role	Appointment Duration	Rank	Eligible branch
COS CSF	36 months	OF5	X / RM
FOST Dir (S) / Capt Ships	36 months	OF5	X
FOST Dir (N) / Capt SM Trg	36 months	OF5	X SM
CAPT JTEPS	36 months	OF5	X
CAG CSG	36 months	OF5	X (P/O)
CAPT SM SUBFLOT	36 months	OF5	X SM
CAPT SS WEST / Capt AFH	36 months	OF5	X
CAPT SS EAST / Capt C&D	36 months	OF5	X
CAPT PUXD	36 months	OF5	X
COS CSG	36 months	OF5	X
DUKMCC	36 months	OF5	X
DACOS OPS	36 months	OF5	X
DCOM MarFor	36 months	OF5	X

CHAPTER 65

PROMOTION POLICY – GENERAL

(Sponsor: NAVY PEOPLE-PROMS Dep Hd)

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6504. Promotion from Non-commissioned to Commissioned Rank
6505. Appraisal
6506. Authority for Promotions
6507. Diversity and Inclusion
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6509. Detailed Regulations

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CHAPTER 65

PROMOTION POLICY - GENERAL

6501. Purpose

The aim of both promotion and advancement is to keep the Royal Navy workforce at the right levels to meet its commitments within the overall numbers authorised by Parliament. Promotion is not a right. Promotion on merit is a system employed throughout the Royal Navy to sustain a robust and effective regime for the command, leadership, discipline, inspiration, motivation, management and administration of a diverse structure of officers, warrant officers, ratings and other ranks, augmented by MOD civil servants and contractors. It also supports the requirement to maintain a hierarchy of appropriate status and authority to exercise responsibility for war-fighting and decision-making, or procurement, development, custody or operation of a wide range of complex equipment, materiel and procedures. The definition of 'Merit' is given at Para 6508.

6502. Substantive Promotion

All promotion is based on requirement and opportunities will therefore vary between branches, specialisations and sub-specialisations. Promotion beyond Lieutenant RN or Captain RM in the officer corps and beyond Able Rate/Marine for ratings and other ranks (OR) respectively is predominantly by selection. Any promotion prior to this, whilst still based on merit, is non-competitive, being subject to seniority and/or time in service, satisfactory performance and completion of mandatory training and other requirements. Once selected, some personnel may be assigned to relevant professional and/or command/leadership courses, with promotion taking place on a Common Promotion Date (CPD), usually 12 months following selection, subject to being qualified in all other respects.

6503. Non-substantive Promotion

Both selective and non-selective promotion is normally to the next higher substantive rank but, to provide an element of flexibility, non-substantive promotion to the Acting Higher Rate/Rank (RN) or Local/Local Acting Rank (RM) may be authorised exceptionally to enable suitably qualified individuals to fill positions on a temporary basis that are designated for a higher rank. See Para 6603 (officers) and Para 6915 (ratings and ORs) for more details.

6504. Promotion from Non-Commissioned to Commissioned Rank

Promotion from warrant officer or rating/other rank to commissioned rank is via the RN Upper Yardman (UY), Senior Upper Yardman (SUY) and Warrant Officer Commissioning (WOCS) schemes or RM Corps Commission, Senior Corps Commission (SCC) and Warrant Officer Commissioning RM (WOCS(RM)) schemes. Suitable candidates must be recommended by their Commanding Officers via the appraisals process; then - with the exception of the WOCS - they are selected by the Admiralty Interview Board (AIB) and, for SUY/SCC candidates, extracted by the relevant branch/specialisation based upon the requirements of the Service (see Chapter 50). WOCS candidates do not attend the AIB and are selected by a Warrant Officers' Commissioning Board.

6505. Appraisal

Promotion, together with commission transfer, career extension and command selection, and including promotion to commissioned rank, is underpinned by appraisal using the appropriate JPA Appraisal proforma. The importance of timely, accurate and honest appraisal reports for maintaining a fair and effective promotion system cannot be over-emphasised. Further details are contained in JSP 757 and at Chapter 57.

6506. Authority for Promotions

Authority for promotion in the Royal Navy is vested in the Admiralty Board, on behalf of HM The King (for officers) and the Defence Council (for warrant officers, ratings and other ranks). As its Principal Personnel Officer, the Second Sea Lord delegates Admiralty Board authority for promotion to one star rank and below to the Director Personnel and Training/Naval Secretary (Dir P&T/NavSec); further delegated through DDPD for policy development to the Head (Branch Management) (Hd BM) and implementation to the Hd Promotions (Hd Prom). Promotion Boards are managed by Hd Prom via the Officers' Promotion Section or the Ratings' and Other Ranks' Promotion Section as appropriate.

6507. Diversity and Inclusion

The requirements of Diversity and Inclusion at Chapter 30 apply fully to the conduct of Promotion Boards and all others involved in the promotion process (including Reporting Officers). All candidates must be given the equality of opportunity to be selected and promoted against criteria set or considered by the Promotion Boards as prescribed by the regulations contained in relevant chapters of this publication. Deliberations by boards must be on the basis of merit alone and criteria to score against merit are to be used. Although the Armed Forces are exempt from age and disability discrimination legislation, the Royal Navy aspires to comply with the spirit of the law in this respect.

6508. Definition of Merit

Merit is defined as suitability, capacity and having sufficient experience to be employed in at least the next higher rank alongside a proven track record of caring for and developing subordinates. Factors such as consistency of success, especially in the face of particular challenge; leadership and management acumen; judgement and the ability to make things happen, especially through innovation, effective management of risk and exploitation of opportunity; ability to think on a level above peer group; potential flair for command, future employability, in specialist and/or broader appointments, all constitute merit.

6509. Detailed Regulations

All Royal Navy personnel are expected to have knowledge of the promotion and advancement rules. Decisions in individual cases submitted to DDPD will be based on this expectation. Although the general principles for promotion are common, career structures for officers, ratings and other ranks have evolved separately. As such, specific regulations for the promotion and advancement of officers, ratings and other ranks are contained in the following chapters:

a. Chapter 66 RN and RM Officers

b. Chapters 67-90 Ratings

c.	Chapter 91	RM Other Ranks
d.	JSP 755 Part 2 Vol 2	Medical personnel under Unified Career Management (UCM) harmonised TACOS from 1 Jan 24.

ANNEX 65A

REGULAR SERVICE - RELATIVE RATES TABLE

This table refers to relative rates for discipline and privilege purposes and in no way reflects upon rates of pay

Rate	Abbreviation	Relative Rate	Lowest rate to which person may be disrated or reverted
CHAPTER 74 - MARINE ENGINEERING			
Engineering Technician (Marine Engineering) (ET(ME)) - Direct Entry & Former Junior Rate MEMs			
Warrant Officer Class 1	WO1ET(ME)	Warrant Officer 1	ET(ME)1*
Warrant Officer Class 2	WO2ET(ME)	Warrant Officer 2	ET(ME)1
Chief Petty Officer Engineering Technician (Marine Engineering)	CPOET(ME)	Chief Petty Officer	ET(ME)1
Petty Officer Engineering Technician (Marine Engineering)	POET(ME)	Petty Officer	ET(ME)1
Leading Engineering Technician (Marine Engineering)	LET(ME)	Leading Hand	ET(ME)1
Engineering Technician (Marine Engineering) 1	ET(ME)1	Able Rate	
Engineering Technician (Marine Engineering) 2	ET(ME)2	Able Rate	
Note: For submariners, substitute (MESM) for (ME)			
Engineering Technician (Marine Engineering) (ET(ME)) - Ex-Artificer			
Warrant Officer Class 1	WO1ET(ME)	Warrant Officer 1	ET(ME)1*
Warrant Officer Class 2	WO2ET(ME)	Warrant Officer 2	ET(ME)1
Chief Petty Officer Engineering Technician (Marine Engineering)	CPOET(ME)	Chief Petty Officer	ET(ME)1
Petty Officer Engineering Technician(Marine Engineering)	POET(ME)	Petty Officer	ET(ME)1
Leading Marine Engineering Artificer/Technician	LMEA/LET(ME)	Leading Hand	ET(ME)1
Marine Engineering Artificer Apprentice	MEA APP	Able Rate	
Note: For Marine Engineering Submariners, substitute (MESM) for (ME)			

(Continued)

Rate	Abbreviation	Relative Rate	Lowest rate to which person may be disrated or reverted
CHAPTER 74 - MARINE ENGINEERING (Continued)			
Marine Engineering Mechanic – MEM			
Warrant Officer Class 1	WO1(MEM)	Warrant Officer 1	ET(ME)1*
Chief Petty Officer Marine Engineering Mechanic (M)	CPOMEM(M)	Chief Petty Officer	ET(ME)1
Petty Officer Marine Engineering Mechanic (M)	POMEM(M)	Petty Officer	ET(ME)1

Note: MEM(L)s conform to the pattern for MEM(M)s with the suffix (L) substituted for (M)

Marine Engineering Branch - Specialist Qualifications

Mechanical (ML); Electrical (EL)
**Mechanical (M); **Electrical (L)
(**Warrant Officers in Mechanic category only)

CHAPTER 75 - WEAPONS ENGINEERING			
Engineering Technician (Weapon Engineering) (ET(WE)) - Direct Entry & Former Junior Rate WEMs			
Warrant Officer Class 1	WO1ET(WE)	Warrant Officer 1	ET(WE)1*
Warrant Officer Class 2	WO2ET(WE)	Warrant Officer 2	ET(WE)1*
Chief Petty Officer Engineering Technician (Weapon Engineering)	CPOET(WE)	Chief Petty Officer	ET(WE)1
Petty Officer Engineering Technician (Weapon Engineering)	POET(WE)	Petty Officer	ET(WE)1
Leading Engineering Technician (Weapon Engineering)	LET(WE)	Leading Hand	ET(WE)1
Engineering Technician (Weapon Engineering) 1	ET(WE)1	Able Rate	
Engineering Technician (Weapon Engineering) 2	ET(WE)2	Able Rate	

Note: For Weapon Engineering Submariners, substitute (WESM) for (WE)

Engineering Technician (Weapon Engineering) (ET(WE)) - Ex-Artificer			
Warrant Officer Class 1	WO1ET(WE)	Warrant Officer 1	ET(WE)1*
Warrant Officer Class 2	WO2ET(WE)	Warrant Officer 2	ET(WE)1*
Chief Petty Officer Engineering Technician (Weapon Engineering)	CPOET(WE)	Chief Petty Officer	ET(WE)1
Petty Officer Engineering Technician (Weapon Engineering)	POET(WE)	Petty Officer	ET(WE)1
Leading Weapon Engineering Artificer/Technician	LWEA/LET(WE)	Leading Hand	ET(WE)1
Weapon Engineering Artificer Apprentice	WEA APP	Able Rate	

Note: For submariners, substitute (WESM) for (WE)

(Continued)

Rate	Abbreviation	Relative Rate	Lowest rate to which person may be disrated or reverted
CHAPTER 75 - WEAPONS ENGINEERING (Continued)			
Weapon Engineering Mechanic - WEM			
Warrant Officer Class 1	WO1(WEM)	Warrant Officer 1	ET(WE)1*
Chief Petty Officer Weapon Engineering Mechanic	CPOWEM	Chief Petty Officer	ET(WE)1
Petty Officer Weapon Engineering Mechanic	POWEM	Petty Officer	ET(WE)1

Notes:
With exception of WO1 add either suffix (O) or (R)
For submariners, add either WEM(R)(SM) or WEM(O)(SM) for former (WSM)

CHAPTER 76 - AIR ENGINEERING			
Air Engineering Technician – AET – Direct Entry & Former Junior Rate AEMs			
Warrant Officer Class 1	WO1(AET)	Warrant Officer 1	AET1*
Warrant Officer Class 2	WO2(AET)	Warrant Officer 2	AET1*
Chief Petty Officer Air Engineering Technician	CPOAET	Chief Petty Officer	AET1
Petty Officer Air Engineering Technician	POAET	Petty Officer	AET1
Leading Air Engineering Technician	LAET	Leading Hand	AET1
Air Engineering Technician 1	AET1	Able Rate	
Air Engineering Technician 2	AET2	Able Rate	
Air Engineering Artificer - AEA – Ex Artificer			
Warrant Officer Class 1	WO1(AET)	Warrant Officer 1	AET1*
Warrant Officer Class 2	WO2(AET)	Warrant Officer 2	AET1*
Chief Petty Officer Air Engineering Artificer/Technician	CPOAEA/AET	Chief Petty Officer	AET1
Petty Officer Air Engineering Artificer	POAET	Petty Officer	AET1
Leading Air Engineering Apprentice/Technician	LAEA/LAET	Leading Hand	AET1
Air Engineering Artificer Apprentice	AEA APP	Able Rate	
Air Engineering Mechanic - AEM			
Warrant Officer Class 1	WO1(AEM)	Warrant Officer 1	AET1*
Chief Petty Officer Air Engineering Mechanic	CPOAEM	Chief Petty Officer	AET1
Petty Officer Air Engineering Mechanic	POAEM	Petty Officer	AET1

Notes:
With the exception of WO and AB rates, the appropriate (AV), (M), (L) or (R) suffix should be added to the rate designator.
** Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830)*
+ See Para 7002 and Para 7006

(Continued)

Rate	Abbreviation	Relative Rate	Lowest rate to which person may be disrated or reverted
CHAPTER 77 - WARFARE BRANCH			
Abovewater Warfare Weapons – AWW			
Warrant Officer Class 1	WO1(AWW)	Warrant Officer 1	AB(WS)1*
Chief Petty Officer (Abovewater Warfare Weapons)	CPO(AWW)	Chief Petty Officer	AB(WS)1
Petty Officer (Abovewater Warfare Weapons)	PO(AWW)	Petty Officer	AB(WS)1
Leading Seaman (Abovewater Warfare Weapons)	LS(AWW)	Leading Hand	AB(WS)1
Able Seaman (Warfare Specialist) 1	AB(WS)1	Able Rate	
Able Seaman (Warfare Specialist) 2	AB(WS)2	Able Rate	
Abovewater Warfare Tactical - AWT			
Warrant Officer Class 1	WO1(AWT)	Warrant Officer 1	AB(WS)1*
Chief Petty Officer (Abovewater Warfare Tactical)	CPO (AWT)	Chief Petty Officer	AB(WS)1
Petty Officer (Abovewater Warfare Tactical)	PO(AWT)	Petty Officer	AB(WS)1
Leading Seaman (Abovewater Warfare Tactical)	LS(AWT)	Leading Hand	AB(WS)1
Able Seaman (Warfare Specialist) 1	AB(WS)1	Able Rate	
Able Seaman (Warfare Specialist) 2	AB(WS)2	Able Rate	
Underwater Warfare - UW			
Warrant Officer Class 1	WO1(UW)	Warrant Officer 1	AB(WS)1*
Chief Petty Officer (Underwater Warfare)	CPO(UW)	Chief Petty Officer	AB(WS)1
Petty Officer (Underwater Warfare)	PO(UW)	Petty Officer	AB(WS)1
Leading Seaman (Underwater Warfare)	LS(UW)	Leading Hand	AB(WS)1
Able Seaman (Warfare Specialist) 1	AB(WS)1	Able Rate	
Able Seaman (Warfare Specialist) 2	AB(WS)2	Able Rate	
Electronic Warfare - EW			
Warrant Officer Class 1	WO1(EW)	Warrant Officer 1	AB(WS)1*
Chief Petty Officer (Electronic Warfare)	CPO(EW)	Chief Petty Officer	AB(WS)1
Petty Officer (Electronic Warfare)	PO(EW)	Petty Officer	AB(WS)1
Leading Seaman (Electronic Warfare)	LS(EW)	Leading Hand	AB(WS)1
Able Seaman (Warfare Specialist) 1	AB(WS)1	Able Rate	
Able Seaman (Warfare Specialist) 2	AB(WS)2	Able Rate	

(Continued)

Rate	Abbreviation	Relative Rate	Lowest rate to which person may be disrated or reverted
CHAPTER 77 - WARFARE BRANCH (Continued)			
Seaman – Sea			
Warrant Officer Class 1	WO1(SEA)	Warrant Officer 1	AB(SEA)1*
Chief Petty Officer (Seaman)	CPO(SEA)	Chief Petty Officer	AB(SEA)1
Petty Officer (Seaman)	PO(SEA)	Petty Officer	AB(SEA)1
Leading Seaman (Seaman)	LS(SEA)	Leading Hand	AB(SEA)1
Able Seaman (Seaman) 1	AB(SEA)1	Able Rate	
Able Seaman (Seaman) 2	AB(SEA)2	Able Rate	
Mine Warfare – MW			
Warrant Officer Class 1	WO1(MW)	Warrant Officer 1	AB(MW)1*
Chief Petty Officer (Mine Warfare)	CPO(MW)	Chief Petty Officer	AB(MW)1
Petty Officer (Mine Warfare)	PO(MW)	Petty Officer	AB(MW)1
Leading Seaman (Mine Warfare)	LS(MW)	Leading Hand	AB(MW)1
Able Seaman (Mine Warfare) 1	AB(MW)1	Able Rate	
Able Seaman (Mine Warfare) 2	AB(MW)2	Able Rate	
Hydrography and Meteorology – HM			
Warrant Officer Class 1	WO1(HM)	Warrant Officer 1	AB(HM)1*
Chief Petty Officer (HM)	CPO(HM)	Chief Petty Officer	AB(HM)1
Petty Officer (HM)	PO(HM)	Petty Officer	AB(HM)1
Leading Seaman (HM)	LS(HM)	Leading Hand	AB(HM)1
Able Seaman (HM) 1	AB(HM)1	Able Rate	
Able Seaman (HM) 2	AB(HM)2	Able Rate	
Survey Recorder - SR			
Warrant Officer Class 1	WO1(SR)	Warrant Officer 1	AB(SR)1*
Chief Petty Officer (Survey Recorder)	CPO(SR)	Chief Petty Officer	AB(SR)1
Petty Officer (Survey Recorder)	PO(SR)	Petty Officer	AB(SR)1
Leading Seaman (Survey Recorder)	LS(SR)	Leading Hand	AB(SR)1
Able Seaman (Survey Recorder) 1	AB(SR)1	Able Rate	
Able Seaman (Survey Recorder) 2	AB(SR)2	Able Rate	

(Continued)

Rate	Abbreviation	Relative Rate	Lowest rate to which person may be disrated or reverted
CHAPTER 77 - WARFARE BRANCH (Continued)			
Weapon Analyst - WA			
Warrant Officer Class 1	WO1(WA)	Warrant Officer 1	WA1*
Chief Petty Officer (Weapon Analyst)	CPO(WA)	Chief Petty Officer	WA1
Petty Officer (Weapon Analyst)	PO(WA)	Petty Officer	WA1
Leading Weapon Analyst	LWA	Leading Hand	WA1
Weapon Analyst 1	WA1	Able Rate	
CHAPTER 78 - WARFARE BRANCH - DIVERS			
Diver – D			
Warrant Officer Class 1	WO1(D)	Warrant Officer 1	AB(D)1*
Chief Petty Officer (Diver)	CPO(D)	Chief Petty Officer	AB(D)1*
Petty Officer (Diver)	PO(D)	Petty Officer	AB(D)1*
Leading Seaman (Diver)	LS(D)	Leading Hand	AB(D)1*
Able Seaman (Diver) 1	AB(D)1	Able Rate	
Able Seaman (Diver) 2	AB(D)2	Able Rate	
Note: Sideways Entry will revert to Able Rate BD1 in source spec			
CHAPTER 79 - WARFARE BRANCH - SUBMARINE SERVICE			
Sensors – SSM			
Warrant Officer Class 1	WO1(SSM)	Warrant Officer 1	AB(SSM)1*
Chief Petty Officer (Sensors SM)	CPO(SSM)	Chief Petty Officer	AB(SSM)1
Petty Officer (Sensors SM)	PO(SSM)	Petty Officer	AB(SSM)1
Leading Seaman (Sensors SM)	LS(SSM)	Leading Hand	AB(SSM)1
Able Seaman (Sensors SM) 1	AB(SSM)1	Able Rate	
Able Seaman (Sensors SM) 2	AB(SSM)2	Able Rate	
Tactical – TSM			
Warrant Officer Class 1	WO1(TSM)	Warrant Officer 1	AB(TSM)1*
Chief Petty Officer (Tactical SM)	CPO(TSM)	Chief Petty Officer	AB(TSM)1
Petty Officer (Tactical SM)	PO(TSM)	Petty Officer	AB(TSM)1
Leading Seaman (Tactical SM)	LS(TSM)	Leading Hand	AB(TSM)1
Able Seaman (Tactical SM) 1	AB(TSM)1	Able Rate	
Able Seaman (Tactical SM) 2	AB(TSM)2	Able Rate	

(Continued)

Rate	Abbreviation	Relative Rate	Lowest rate to which person may be disrated or reverted
CHAPTER 80 - LOGISTICS BRANCH - RN POLICE			
RN Police			
Warrant Officer 1 (Police)	WO1(Police)	Warrant Officer 1	AB1 in source spec*+
Warrant Officer 2 (Police)	WO2(Police)	Warrant Office 2	AB1 in source spec*+
Chief Petty Officer (Master-at-Arms)	CPO(MAA)	Chief Petty Officer	AB1 in source spec+
Petty Officer (Police)	PO(Police)	Petty Officer	AB1 in source spec+
Leading Hand (Police)	LH(Police)	Leading Hand	AB1 in source spec+
Able Seaman (RNP)	AB(RNP)	Able Rate	
CHAPTER 81 - WARFARE BRANCH - FLEET AIR ARM			
Aircraft Handler - AH			
Warrant Officer Class 1	WO1(AH)	Warrant Officer 1	NA(AH)1*
Chief Petty Officer Airman (Aircraft Handler)	CPOA(AH)	Chief Petty Officer	NA(AH)1
Petty Officer Airman (Aircraft Handler)	POA(AH)	Petty Officer	NA(AH)1
Leading Airman (Aircraft Handler)	LA(AH)	Leading Hand	NA(AH)1
Naval Airman (Aircraft Handler) 1	NA(AH)1	Able Rate	
Naval Airman (Aircraft Handler) 2	NA(AH)2	Able Rate	
Airman – METOC			
Warrant Officer Class 1	WO1(METOC)	Warrant Officer 1	NA(METOC)1 *
Chief Petty Officer Airman (METOC)	CPOA(METOC)	Chief Petty Officer	NA(METOC)1 **
Petty Officer Airman (METOC)	POA(METOC)	Petty Officer	NA(METOC)1 **
Leading Airman (METOC)	LA(METOC)	Leading Hand	NA(METOC)1 **
Naval Airman (METOC) 1	NA(METOC)1	Able Rate	
Naval Airman (METOC) 2	NA(METOC)2	Able Rate	

*Note: ** either NA(METOC)1 or AB1 in source spec (if a transferee)*

Photographer - PHOT			
Warrant Officer Class 1	WO1(PHOT)	Warrant Officer 1	AB1 in source spec*+
Chief Petty Officer Airman (PHOT)	CPOA(PHOT)	Chief Petty Officer	AB1 in source spec+
Petty Officer Airman (PHOT)	POA(PHOT)	Petty Officer	AB1 in source spec+
Leading Airman (PHOT)	LA(PHOT)	Leading Hand	AB1 in source spec+

(Continued)

Rate	Abbreviation	Relative Rate	Lowest rate to which person may be disrated or reverted
CHAPTER 81 - WARFARE BRANCH - FLEET AIR ARM (Continued)			
Aircrewman - ACMN			
Warrant Officer Class 1	WO1(ACMN)	Warrant Officer 1	AB1 in source spec*+
Chief Petty Officer Aircrewman	CPOACMN	Chief Petty Officer	AB1 in source spec+
Petty Officer Aircrewman	POACMN	Petty Officer	AB1 in source spec+
Leading Aircrewman	LACMN	Leading Hand	AB1 in source spec+
Aircraft Controller - AC			
Warrant Officer Class 1	WO1(AC)	Warrant Officer 1	NA(AC)1 *
Chief Petty Officer Aircraft Controller	CPOAC	Chief Petty Officer	NA(AC)1 **
Petty Officer Aircraft Controller	POAC	Petty Officer	NA(AC)1 **
Leading Aircraft Controller	LAC	Leading Hand	NA(AC)1 **
Naval Airman Aircraft Controller 1	NA(AC)1	Able Rate	
Naval Airman Aircraft Controller 2	NA(AC)2	Able Rate	
Probationary Aircraft Controller	PAC	Able Rate	
*Note: ** either NA(AC)1 or AB1 in source spec (if a transferee)*			
Airman - SE			
Warrant Officer Class 1	WO1(SE)	Warrant Officer 1	NA(SE)1*
Chief Petty Officer Airman (Survival Equipment)	CPOA(SE)	Chief Petty Officer	NA(SE)1
Petty Officer Airman (Survival Equipment)	POA(SE)	Petty Officer	NA(SE)1
Leading Airman (Survival Equipment)	LA(SE)	Leading Hand	NA(SE)1
Naval Airman (Survival Equipment) 1	NA(SE)1	Able Rate	
Naval Airman (Survival Equipment) 2	NA(SE)2	Able Rate	
CHAPTER 82 - WARFARE BRANCH - PHYSICAL TRAINING			
Physical Training - PT			
Warrant Officer Class 1	WO1(PT)	Warrant Officer 1	AB1 in source spec*+
Chief Petty Officer Physical Trainer	CPOPT	Chief Petty Officer	AB1 in source spec+
Petty Officer Physical Trainer	POPT	Petty Officer	AB1 in source spec+
Leading Physical Trainer	LPT	Leading Hand	AB1 in source spec+

(Continued)

Rate	Abbreviation	Relative Rate	Lowest rate to which person may be disrated or reverted
CHAPTER 83 - WARFARE BRANCH - COXSWAIN SUBMARINE			
Warrant Officer Class 1	WO1(COXN)(SM)	Warrant Officer 1	AB1 in source spec*+
Chief Petty Officer Coxswain (SM)	CPO(COXN)(SM)	Chief Petty Officer	AB1 in source spec+
CHAPTER 84 - WARFARE BRANCH - COMMUNICATIONS TECHNICIAN			
Communications Technician - CT			
Warrant Officer Class 1	WO1(CT)	Warrant Officer 1	ABCT*
Warrant Officer Class 2	WO2(CT)	Warrant Officer 2	ABCT*
Chief Petty Officer Communications Technician	CPOCT	Chief Petty Officer	ABCT
Petty Officer Communications Technician	POCT	Petty Officer	ABCT
Leading Seaman Communications Technician	LSCT	Leading Hand	ABCT
Able Seaman Communications Technician	ABCT	Able Rate	
Probationary Communications Technician	PCT	Able Rate	

Notes:
Sideways Entry may revert to Able Rate BD1 in source spec
** Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830)*
+ See Para 7002 and Para 7006.

CHAPTER 85 - LOGISTICS BRANCH			
Supply Chain Specialisation			
Warrant Officer Logistician (Supply Chain)	WO1 SC	Warrant Officer 1	Logistician 1*
Chief Petty Officer Logistician (Supply Chain)	CPO SC	Chief Petty Officer	Logistician 1
Petty Officer Logistician (Supply Chain)	PO SC	Petty Officer	Logistician 1
Leading Logistician (Supply Chain)	LSC	Leading Hand	Logistician 1
Logistician (Supply Chain) 1	SC1	Able Rate	
Logistician (Supply Chain) 2	SC2	Able Rate	

(Continued)

Rate	Abbreviation	Relative Rate	Lowest rate to which person may be disrated or reverted
CHAPTER 85 - LOGISTICS BRANCH (Continued)			
Writer Specialisation			
Warrant Officer Logistician (Writer)	WO1 WTR	Warrant Officer 1	Logistician 1*
Chief Petty Officer Logistician (Writer)	CPO WTR	Chief Petty Officer	Logistician 1
Petty Officer Logistician (Writer)	PO WTR	Petty Officer	Logistician 1
Leading Logistician (Writer)	LWTR	Leading Hand	Logistician 1
Logistician (Writer) 1	WTR1	Able Rate	
Logistician (Writer) 2	WTR2	Able Rate	
Catering Services Specialisation			
Warrant Officer Logistician (Catering Services)	WO1CS	Warrant Officer 1	Logistician 1*
Chief Petty Officer Logistician (Catering Services)	CPO CS	Chief Petty Officer	Logistician 1
Petty Officer Logistician (Catering Services)	PO CS	Petty Officer	Logistician 1
Leading Logistician (Chef) or (Steward)	LCH or LSTD	Leading Hand	Logistician 1
Logistician (Chef)1 or (Steward)1	CH1 or STD1	Able Rate	
Logistician (Chef)2 or (Steward)2	CH2 or STD2	Able Rate	
CHAPTER 86 - LOGISTICS BRANCH - FAMILY SERVICE			
Family Services FS - (General Services only)			
Chief Petty Officer (Family Services)	CPO(FS)	Chief Petty Officer	AB1 in source spec*+
Petty Officer (Family Services)	PO(FS)	Petty Officer	AB1 in source spec+

Notes:
** Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830)*
+ See Para 7002 and Para 7006.

(Continued)

Rate	Abbreviation	Relative Rate	Lowest rate to which person may be disrated or reverted
CHAPTER 87 - MEDICAL BRANCH - MEDICAL ASSISTANT & TECHNICIAN			
Medical Technician – MT			
Warrant Officer Class 1	WO1(MT)	Warrant Officer 1	MT*
Warrant Officer Class 2	WO2(MT)	Warrant Officer 2	MT*
Chief Petty Officer Medical Technician	CPOMT	Chief Petty Officer	MT
Petty Officer Medical Technician	POMT	Petty Officer	MT
Leading Medical Technician	LMT	Leading Hand	MT
Medical Technician	MT	Able Rate	
Probationary Medical Technician	PMT	Able Rate	
Medical Assistant – MA			
(Medical Assistants are employed in both General Service and Submarines)			
Warrant Officer Class 1	WO1(MA)	Warrant Officer 1	MA1*
Chief Petty Officer Medical Assistant	CPOMA	Chief Petty Officer	MA1
Petty Officer Medical Assistant	POMA	Petty Officer	MA1
Leading Medical Assistant	LMA	Leading Hand	MA1
Medical Assistant 1	MA1	Able Rate	
Medical Assistant 2	MA2	Able Rate	
CHAPTER 88 - MEDICAL BRANCH - DENTAL			
Dental Hygienist – DH			
Warrant Officer Class 1	WO1(DH)	Warrant Officer 1	DH1*
Chief Petty Officer Dental Hygienist	CPODH	Chief Petty Officer	DH1
Petty Officer Dental Hygienist	PODH	Petty Officer	DH1
Leading Dental Hygienist	LDH	Leading Hand	DH1
Dental Hygienist 1	DH1	Able Rate	
Dental Hygienist 2	DH2	Able Rate	

(Continued)

Rate	Abbreviation	Relative Rate	Lowest rate to which person may be disrated or reverted
CHAPTER 88 - MEDICAL BRANCH - DENTAL (Continued)			
Dental Nurse - DN			
Warrant Officer Class 1	WO1(DN)	Warrant Officer 1	DN1*
Chief Petty Officer Dental Nurse	CPODN	Chief Petty Officer	DN1
Petty Officer Dental Nurse	PODN	Petty Officer	DN1
Leading Dental Nurse	LDN	Leading Hand	DN1
Dental Nurse 1	DN1	Able Rate	
Dental Nurse 2	DN2	Able Rate	
CHAPTER 89 - MEDICAL BRANCH - QARNNS			
Naval Nurse - NN			
Warrant Officer Class 1	WO1(NN)	Warrant Officer 1	NN*
Chief Petty Officer Naval Nurse	CPONN	Chief Petty Officer	NN
Petty Officer Naval Nurse	PONN	Petty Officer	NN
Leading Naval Nurse	LNN	Leading Hand	NN
Naval Nurse	NN	Able Rate	
Student Naval Nurse	SNN	Able Rate	

Notes:
** Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830)*
+ See Para 7002 and Para 7006.

ANNEX 65B

ROYAL NAVAL RESERVE - RELATIVE RATES TABLE

This table refers to relative rates for discipline and privilege purposes and in no way reflects upon rates of pay.

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
MARINE ENGINEERING BRANCH			
Engineering Technician (Marine Engineering) (ET(ME)) – Former Junior Rate MEMs			
Warrant Officer Class 1 (Reserve)	WO1ET(ME)(RES)	Warrant Officer	ET(ME)1(RES) (see Note 2)
Warrant Officer Class 2 (Reserve)	WO2ET(ME)(RES)	Warrant Officer	ET(ME)1(RES) (see Note 2)
Chief Petty Officer Engineering Technician (Marine Engineering)(Reserve)	CPOET(ME)(RES)	Chief Petty Officer	ET(ME)1(RES)
Petty Officer Engineering Technician (Marine Engineering)(Reserve)	POET(ME)(RES)	Petty Officer	ET(ME)1(RES)
Leading Engineering Technician (Marine Engineering)(Reserve)	LET(ME)(RES)	Leading Hand	ET(ME)1(RES)
Engineering Technician (Marine Engineering) 1 (Reserve)	ET(ME)1(RES)	Able Rate	N/A
Engineering Technician (Marine Engineering) 2 (Reserve)	ET(ME)2(RES)	Able Rate	N/A

Notes:

1. For Submariners, substitute (MESM) for (ME).

2. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
Engineering Technician (Marine Engineering) (ET(ME)) – Ex - Artificer			
Warrant Officer Class 1 (Reserve)	WO1ET(ME)(RES)	Warrant Officer	ET(ME)1(RES) (see Note 2)
Warrant Officer Class 2 (Reserve)	WO2ET(ME)(RES)	Warrant Officer	ET(ME)1(RES) (see Note 2)
Chief Petty Officer Engineering Technician (Marine Engineering)(Reserve)	CPOET(ME)(RES)	Chief Petty Officer	ET(ME)1(RES)
Petty Officer Engineering Technician (Marine Engineering)(Reserve)	POET(ME)(RES)	Petty Officer	ET(ME)1(RES)
Leading Marine Engineering Artificer/Technician (Reserve)	LMEA/LET(ME)(RES)	Leading Hand	ET(ME)1(RES)
Marine Engineering Artificer Apprentice (Reserve)	MEA APP (RES)	Able Rate	N/A
	Notes: *1. For Submariners, substitute (MESM) for (ME).* *2. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		
Marine Engineering Mechanic – MEM			
Warrant Officer Class 1 Reserve	WO1(MEM)(RES)	Warrant Officer 1	ET(ME)1(RES) (see Note 2)
Chief Petty Officer Marine Engineering Mechanic (M) (Reserve)	CPOMEM(M)(RES)	Chief Petty Officer	ET(ME)1(RES)
Petty Officer Marine Engineering Mechanic (M) (Reserve)	POMEM(M)(RES)	Petty Officer	ET(ME)1(RES)
	Notes: *1. MEM(L)s conform to the pattern for MEM(M)s with the suffix (L) substituted for (M).* *2. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
Marine Engineering Branch – Specialist Qualifications			
Mechanical (ML)(RES)			
Electrical (EL)(RES)			
Mechanical (M)(RES) (Warrant Officers in Mechanic Category only)			
Electrical (L)(RES) (Warrant Officers in Mechanic Category only)			
WEAPON ENGINEERING BRANCH			
Engineering Technician (Weapon Engineering) (ET(WE)) – Former Junior Rate WEMs			
Warrant Officer Class 1 (Reserve)	WO1ET(WE)(RES)	Warrant Officer	ET(WE)1(RES) (see Note 2)
Warrant Officer Class 2 (Reserve)	WO2ET(WE)(RES)	Warrant Officer	ET(WE)1(RES) (see Note 2)
Chief Petty Officer Engineering Technician (Weapon Engineering)(Reserve)	CPOET(WE)(RES)	Chief Petty Officer	ET(WE)1(RES)
Petty Officer Engineering Technician (Weapon Engineering)(Reserve)	POET(WE)(RES)	Petty Officer	ET(WE)1(RES)
Leading Engineering Technician (Weapon Engineering)(Reserve)	LET(WE)(RES)	Leading Hand	ET(WE)1(RES)
Engineering Technician (Weapon Engineering) 1 (Reserve)	ET(WE)1(RES)	Able Rate	N/A
Engineering Technician (Weapon Engineering) 2 (Reserve)	ET(WE)2(RES)	Able Rate	N/A

Notes:

1. For Submariners, substitute (WESM) for (WE).

2. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
Engineering Technician (Weapon Engineering) (ET(WE)) – Ex - Artificer			
Warrant Officer Class 1 (Reserve)	WO1ET(WE)(RES)	Warrant Officer	ET(WE)1(RES) (see Note 2)
Warrant Officer Class 2 (Reserve)	WO2ET(WE)(RES)	Warrant Officer	ET(WE)1(RES) (see Note 2)
Chief Petty Officer Engineering Technician (Weapon Engineering)(Reserve)	CPOET(WE)(RES)	Chief Petty Officer	ET(WE)1(RES)
Petty Officer Engineering Technician (Weapon Engineering)(Reserve)	POET(WE)(RES)	Petty Officer	ET(WE)1(RES)
Leading Weapon Engineering Artificer/Technician (Reserve)	LWEA/LET(WE)(RES)	Leading Hand	ET(WE)1(RES)
Weapon Engineering Artificer Apprentice (Reserve)	WEA APP (RES)	Able Rate	N/A
	Notes: *1. For Submariners, substitute (WESM) for (WE).* *2. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		
Weapon Engineering Mechanic – WEM			
Warrant Officer Class 1 Reserve	WO1(WEM)(RES)	Warrant Officer 1	ET(WE)1(RES) (see Note 3)
Chief Petty Officer Weapon Engineering Mechanic (Reserve)	CPOWEM(RES)	Chief Petty Officer	ET(WE)1(RES)
Petty Officer Weapon Engineering Mechanic (Reserve)	POWEM(RES)	Petty Officer	ET(WE)1(RES)
	Notes: *1. With exception of WO1, add either suffix (O) or (R).* *2. For Submariners, add either WEM(R)(SM) or WEM(O)(SM) for former (WSM).* *3. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
Engineering Technician (Communication Information Systems)(Reserves) (ET(CIS)(RES))			
Warrant Officer Class 1 (Reserve)	WO1ET(CIS)(RES)	Warrant Officer	ET(CIS)1(RES) (see Note)
Chief Petty Officer Engineering Technician (Communication Information Systems)(Reserve)	CPOET(CIS)(RES)	Chief Petty Officer	ET(CIS)1(RES)
Petty Officer Engineering Technician (Communication Information Systems)(Reserve)	POET(CIS)(RES)	Petty Officer	ET(CIS)1(RES)
Leading Engineering Technician (Communication Engineering Systems)(Reserve)	LET(CIS)(RES)	Leading Hand	ET(CIS)1(RES)
Engineering Technician (Communication Information Systems)1(Reserve)	ET(CIS)1(RES)	Able Rate	N/A
Engineering Technician (Communication Information Systems)2(Reserve)	ET(CIS)2(RES)	Able Rate	N/A
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		
AIR ENGINEERING BRANCH			
Air Engineering Technician – AET – Direct Entry and former Junior Rate AEMs			
Warrant Officer Class 1 (Reserve)	WO1(AET)(RES)	Warrant Officer	AET1(RES) (see Note)
Warrant Officer Class 2 (Reserve)	WO2(AET)(RES)	Warrant Officer	AET1(RES) (see Note)
Chief Petty Officer Air Engineering Technician (Reserve)	CPOAET(RES)	Chief Petty Officer	AET1(RES)
Petty Officer Air Engineering Technician (Reserve)	POAET(RES)	Petty Officer	AET1(RES)
Leading Air Engineering Technician (Reserve)	LAET(RES)	Leading Hand	AET1(RES)
Air Engineering Technician 1 (Reserve)	AET1(RES)	Able Rate	N/A
Air Engineering Technician 2 (Reserve)	AET2(RES)	Able Rate	N/A
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
Air Engineering Artificer –AEA – Ex Artificer			
Warrant Officer Class 1 (Reserve)	WO1(AET)(RES)	Warrant Officer 1	AET1(RES) (see Note)
Warrant Officer Class 2 (Reserve)	WO2(AET)(RES)	Warrant Officer 2	AET1(RES) (see Note)
Chief Petty Officer Air Engineering Artificer/Technician (Reserve)	CPOAEA/AET(RES)	Chief Petty Officer	AET1(RES)
Petty Officer Air Engineering Artificer/Technician (Reserve)	POAEA/AET(RES)	Petty Officer	AET1(RES)
Leading Air Engineering Artificer/Technician (Reserve)	LAEA/AET(RES)	Leading Hand	AET1(RES)
Air Engineering Artificer Apprentice (Reserve)	AEA/APP(RES)	Able Rate	N/A
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		
Air Engineering Mechanic – AEM			
Warrant Officer Class 1 (Reserve)	WO1(AEM)(RES)	Warrant Officer 1	AET1(RES) (see Note 2)
Chief Petty Officer Air Engineering Mechanic (Reserve)	CPOAEM(RES)	Chief Petty Officer	AET1(RES)
Petty Officer Air Engineering Mechanic (Reserve)	POAEM(RES)	Petty Officer	AET1(RES)
	Notes: *1. With the exception of WO1, the appropriate (AV), (M), (L) or (R) suffix should be added to the rate designator.* *2. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
WARFARE BRANCH			
Maritime Trade Operations (Reserves) – MTO(RES)			
Warrant Officer Class 1 (Reserve)	WO1(MTO)(RES)	Warrant Officer 1	AB(MTO)1(RES) (see Note)
Chief Petty Officer (Maritime Trade Operations)(Reserve)	CPO(MTO)(RES)	Chief Petty Officer	AB1(MTO)(RES)
Petty Officer (Maritime Trade Operations)(Reserve)	PO(MTO)(RES)	Petty Officer	AB1(MTO)(RES)
Leading Seaman (Maritime Trade Operations)(Reserve)	LS(MTO)(RES)	Leading Hand	AB(MTO)1(RES)
Able Seaman (Maritime Trade Operations)1(Reserve)	AB(MTO)1(RES)	Able Rate	N/A
Able Seaman (Maritime Trade Operations)2)(Reserve)	AB(MTO)2(RES)	Able Rate	N/A
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		
Seaman (Reserves) – SEA(RES)			
Warrant Officer Class 1 (Reserve)	WO1(SEA)(RES)	Warrant Officer	AB(SEA)1(RES) (see Note)
Chief Petty Officer (Seaman)(Reserve)	CPO(SEA)(RES)	Chief Petty Officer	AB(SEA)1(RES)
Petty Officer (Seaman)(Reserve)	PO(SEA)(RES)	Petty Officer	AB(SEA)1(RES)
Leading Seaman (Seaman)(Reserve)	LS(SEA)(RES)	Leading Hand	AB(SEA)1(RES)
Able Seaman (Seaman)1(Reserve)	AB(SEA)1(RES)	Able Rate	N/A
Able Seaman (Seaman)2(Reserve)	AB(SEA)2(RES)	Able Rate	N/A
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830.*		

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
Mine Warfare (Reserves) – MW(RES)			
Warrant Officer Class 1 (Reserve)	WO1(MW)(RES)	Warrant Officer 1	AB(MW)1(RES) (see Note)
Chief Petty Officer (Mine Warfare)(Reserve)	CPO(MW)(RES)	Chief Petty Officer	AB(MW)1(RES)
Petty Officer (Mine Warfare)(Reserve)	PO(MW)(RES)	Petty Officer	AB(MW)1(RES)
Leading Seaman (Mine Warfare)(Reserve)	LS(MW)(RES)	Leading Hand	AB(MW)1(RES)
Able Seaman (Mine Warfare)1(Reserve)	AB(MW)1(RES)	Able Rate	N/A
Able Seaman (Mine Warfare)2(Reserve)	AB(MW)2(RES)	Able Rate	N/A
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		
Cyber (Reserves) – Cyber(RES)			
Warrant Officer Class 1 (Reserve)	WO1(Cyber)(RES)	Warrant Officer 1	AB(Cyber)1(RES) (see Note)
Chief Petty Officer (Cyber)(Reserve)	CPO(Cyber)(RES)	Chief Petty Officer	AB(Cyber)1(RES)
Petty Officer (Cyber)(Reserve)	PO(Cyber)(RES)	Petty Officer	AB(Cyber)1(RES)
Leading Seaman (Cyber)(Reserve)	LS(Cyber)(RES)	Leading Hand	AB(Cyber)1(RES)
Able Seaman (Cyber)1(Reserve)	AB(Cyber)1(RES)	Able Rate	N/A
Able Seaman (Cyber)2(Reserve)	AB(Cyber)2(RES)	Able Rate	N/A
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
Intelligence (Reserve) – (INT)(RES)			
Warrant Officer Class 1 (Reserve)	WO1(INT)(RES)	Warrant Officer 1	AB(INT)1(RES) (see Note)
Chief Petty Officer (Intelligence)(Reserve)	CPO(INT)(RES)	Chief Petty Officer	AB(INT)1(RES)
Petty Officer (Intelligence)(Reserve)	PO(INT)(RES)	Petty Officer	AB(INT)1(RES)
Leading Seaman (Intelligence)(Reserve)	LS(INT)(RES)	Leading Hand	AB(INT)1(RES)
Able Seaman (Intelligence)1(Reserve)	AB(INT)1(RES)	Able Rate	N/A
Able Seaman (Intelligence)2(Reserve)	AB(INT)2(RES)	Able Rate	N/A
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		
Information Operations (Reserve) – INFO OPS(RES)			
Warrant Officer Class 1 (Reserve)	WO1(INFO OPS)(RES)	Warrant Officer 1	AB(INFO OPS)1(RES) (see Note)
Chief Petty Officer (Information Operations)(Reserve)	CPO(INFO OPS)(RES)	Chief Petty Officer	AB(INFO OPS)1(RES)
Petty Officer (Information Operations)(Reserve)	PO(INFO OPS)(RES)	Petty Officer	AB(INFO OPS)1(RES)
Leading Seaman (Information Operations)(Reserve)	LS(INFO OPS)(RES)	Leading Hand	AB(INFO OPS)1(RES)
Able Seaman (Information Operations)1(Reserve)	AB(INFO OPS)1(RES)	Able Rate	N/A
Able Seaman (Information Operations)2(Reserve)	AB(INFO OPS)2(RES)	Able Rate	N/A
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
Media Operations (Reserve) – Media(RES)			
Warrant Officer Class 1	WO1(MEDIA)(RES)	Warrant Officer 1	AB in source spec.
	Notes: *1. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).* *2. Providing the source branch exists in the RNR, if not to be referred to NPT(Res) for a decision on a suitable branch.*		
Media Operations Photographer (Reserve) – PHOT(RES)			
Warrant Officer Class 1 (Reserve)	WO1(PHOT)(RES)	Warrant Officer	AB in source spec. (see Notes)
Chief Petty Officer (Photographer)(Reserve)	CPO(PHOT)(RES)	Chief Petty Officer	AB in source spec. (see Note 2)
Petty Officer (Photographer)(Reserve)	PO(PHOT)(RES)	Petty Officer	AB in source spec. (see Note 2)
Leading Seaman (Photographer)(Reserve)	LS(PHOT)(RES)	Leading Hand	AB in source spec. (see Note 2)
	Notes: *1. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).* *2. Providing the source branch exists in the RNR, if not to be referred to NPT(Res) for a decision on a suitable branch.*		

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
Hydrography and Meteorology (Reserve)– HM(RES)			
Warrant Officer Class 1 (Reserve)	WO1(HM)(RES)	Warrant Officer 1	AB(HM)1(RES) (see Note)
Chief Petty Officer (HM)(Reserve)	CPO(HM)(RES)	Chief Petty Officer	AB(HM)1(RES)
Petty Officer (HM)(Reserve)	PO(HM)(RES)	Petty Officer	AB(HM)1(RES)
Leading Seaman (HM)(Reserve)	LS(HM)(RES)	Leading Hand	AB(HM)1(RES)
Able Seaman (HM)1(Reserve)	AB(HM)1(RES)	Able Rate	N/A
Able Seaman (HM)2(Reserve)	AB(HM)2(RES)	Able Rate	N/A
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		
Diver (Reserve)– D(RES)			
Warrant Officer Class 1 (Reserve)	WO1(D)(RES)	Warrant Officer 1	AB(D)1(RES) (see Notes)
Chief Petty Officer (D)(Reserve)	CPO(D)(RES)	Chief Petty Officer	AB(D)1(RES) (see Note 2)
Petty Officer (D)(Reserve)	PO(D)(RES)	Petty Officer	AB(D)1(RES) (see Note 2)
Leading Seaman (D)(Reserve)	LS(D)(RES)	Leading Hand	AB(D)1(RES) (see Note 2)
Able Seaman (D)1(Reserve)	AB(D)1(RES)	Able Rate	N/A
Able Seaman (D)2(Reserve)	AB(D)2(RES)	Able Rate	N/A
	Notes: *1. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).* *2. Sideways Entry will revert to Able Rate in source specialisation providing the source branch exists in the RNR, if not to be referred to NPT(Res) for a decision on a suitable branch.*		

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
Physical Training (Reserve) – PT(RES)			
Warrant Officer Class 1 (Reserve)	WO1(PT)(RES)	Warrant Officer 1	AB1 in source spec (see Notes)
Chief Petty Officer Physical Trainer (Reserve)	CPOPT(RES)	Chief Petty Officer	AB1 in source spec (see Note 2)
Petty Officer Physical Trainer (Reserve)	POPT(RES)	Petty Officer	AB1 in source spec (see Note 2)
Leading Physical Trainer (Reserve)	LPT(RES)	Leading Hand	AB1 in source spec (see Note 2)
	Notes: *1. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).* *2. Providing the source branch exists in the RNR, if not to be referred to NPT(Res) for a decision on a suitable branch.*		
Communications Technician (Reserve) - CT(RES)			
Warrant Officer Class 1 (Reserve)	WO1(CT)(RES)	Warrant Officer 1	ABCT(RES) (see Note)
Chief Petty Officer Communications Technician (Reserve)	CPOCT(RES)	Chief Petty Officer	ABCT(RES)
Petty Officer Communications Technician (Reserve)	POCT(RES)	Petty Officer	ABCT(RES)
Leading Seaman Communications Technician (Reserve)	LSCT(RES)	Leading Hand	ABCT(RES)
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
FLEET AIR ARM			
Aircraft Handler (Reserve) – AH(RES)			
Warrant Officer Class 1 (Reserve)	WO1(AH)(RES)	Warrant Officer 1	NA(AH)1(RES) (see Note)
Chief Petty Officer Airman (Aircraft Handler)(Reserve)	CPOA(AH)(RES)	Chief Petty Officer	NA(AH)1(RES)
Petty Officer Airman (Aircraft Handler)(Reserve)	POA(AH)(RES)	Petty Officer	NA(AH)1(RES)
Leading Airman (Aircraft Handler)(Reserve)	LA(AH)(RES)	Leading Hand	NA(AH)1(RES)
Naval Airman (Aircraft Handler)1(Reserve)	NA(AH)1(RES)	Able Rate	N/A
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		
Naval Airman Meteorology & Oceanography (Reserve) – METOC(RES)			
Warrant Officer Class 1 (Reserve)	WO1(METOC)(RES)	Warrant Officer 1	NA(AH)1(RES) (see Notes)
Chief Petty Officer Airman (METOC)(Reserve)	CPOA(METOC)(RES)	Chief Petty Officer	NA(AH)1(RES) (see Note 2)
Petty Officer Airman (METOC)(Reserve)	POA(METOC)(RES)	Petty Officer	NA(AH)1(RES) (see Note 2)
Leading Airman (METOC)(Reserve)	LA(METOC)(RES)	Leading Hand	NA(AH)1(RES) (see Note 2)
Naval Airman (METOC)1(Reserve)	NA(METOC)1(RES)	Able Rate	N/A
	Notes: *1. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).* *2. Either NA(METOC)1 or AB1 in source specialisation (if transferee); providing the source branch exists in the RNR, if not to be referred to NPT(Res) for a decision on a suitable branch.*		

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
Aircrewman (Reserve) – ACMN(RES)			
Warrant Officer Class 1	WO1(ACMN)(RES)	Warrant Officer 1	AB1 in source spec (see Notes)
Chief Petty Officer Aircrewman (Reserve)	CPOACMN(RES)	Chief Petty Officer	AB1 in source spec (see Note 2)
Petty Officer Aircrewman (Reserve)	POACMN(RES)	Petty Officer	AB1 in source spec (see Note 2)
Leading Aircrewman (Reserve)	LACMN(RES)	Leading Hand	AB1 in source spec (see Note 2)

Notes:

1. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).

2. Providing the source branch exists in the RNR, if not to be referred to NPT(Res) for a decision on a suitable branch.

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
Aircraft Controller (Reserve) – AC(RES)			
Warrant Officer 1 (Reserve)	WO1(AC)(RES)	Warrant Officer 1	NA(AC)1(RES) (see Notes)
Chief Petty Officer Aircraft Controller (Reserve)	CPOAC(RES)	Chief Petty Officer	NA(AC)1(RES) (see Note 2)
Petty Officer Aircraft Controller (Reserve)	POAC(RES)	Petty Officer	NA(AC)1(RES) (see Note 2)
Leading Aircraft Controller (Reserve)	LAC(RES)	Leading Hand	NA(AC)1(RES) (see Note 2)
Naval Airman Aircraft Controller 1 (Reserve)	NA(AC)1(RES)	Able Rat	NA(AC)1(RES) (see Note 2)
	Notes: *1. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).* *2. Either NA(AC)1 or AB1 in source specialisation (if transferee); Providing the source branch exists in the RNR, if not to be referred to NPT(Res) for a decision on a suitable branch.*		
Naval Airman Survival Equipment (Reserve) – SE(RES)			
Warrant Officer Class 1 (Reserve)	WO1(SE)(RES)	Warrant Officer 1	NA(SE)1(RES) (see Note)
Chief Petty Officer Airman (Survival Equipment)(Reserve)	CPOA(SE)(RES)	Chief Petty Officer	NA(SE)1(RES)
Petty Officer Airman (Survival Equipment)(Reserve)	POA(SE)(RES)	Petty Officer	NA(SE)1(RES)
Leading Airman (Survival Equipment)(Reserve)	LA(SE)(RES)	Leading Hand	NA(SE)1(RES)
Naval Airman (Survival Equipment)1(Reserve)	NA(SE)1(RES)	Able Rate	NA(SE)1(RES)
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
LOGISTICS BRANCH			
Logistician Supply Chain (Reserve) – LOG (SC)(RES)			
Warrant Officer Logistician (Supply Chain)(Reserve)	WO1SC(RES)	Warrant Officer 1	SC1(RES) (see Note)
Chief Petty Officer Logistician (Supply Chain)(Reserve)	CPOSC(RES)	Chief Petty Officer	SC1(RES)
Petty Officer Logistician (Supply Chain)(Reserve)	POSC(RES)	Petty Officer	SC1(RES)
Leading Logistician (Supply Chain)(Reserve)	LSC(RES)	Leading Hand	SC1(RES)
Logistician (Supply Chain)1(Reserve)	SC1(RES)	Able Rate	N/A
Logistician (Supply Chain)2(Reserve)	SC2(RES)	Able Rate	N/A
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		
Logistician Catering Services (Reserve) – LOG (CS)(RES)			
Warrant Officer Logistician (Catering Services)(Reserve)	WO1CS(RES)	Warrant Officer 1	CH1(RES) (see Note)
Chief Petty Officer Logistician (Catering Services)(Reserve)	CPOCS(RES)	Chief Petty Officer	CH1(RES)
Petty Officer Logistician (Catering Services)(Reserve)	POCS(RES)	Petty Officer	CH1(RES)
Leading Logistician (Chef)(Reserve)	LCH(RES)	Leading Hand	CH1(RES)
Logistician (Chef)1(Reserve)	CH1(RES)	Able Rate	CH1(RES)
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
MEDICAL BRANCH			
Medical Technician (Reserve) – MT(RES)			
Warrant Officer Class 1 (Reserve)	WO1MT(RES)	Warrant Officer 1	MT(RES) (see Note)
Warrant Officer Class 2 (Reserve)	WO2MT(RES)	Warrant Officer 2	MT(RES) (see Note)
Chief Petty Officer Medical Technician (Reserve)	CPOMT(RES)	Chief Petty Officer	MT(RES)
Petty Officer Medical Technician (Reserve)	POMT(RES)	Petty Officer	MT(RES)
Leading Medical Technician (Reserve)	LMT(RES)	Leading Hand	MT(RES)
Medical Technician (Reserve)	MT(RES)	Able Rate	N/A
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		
Queen Alexandra's Royal Naval Nursing Service (QARNNS). Naval Nurse (Reserve) – NN(RES)			
Warrant Officer Class 1 (Reserve)	WO1(NN)(RES)	Warrant Officer 1	NN(RES) (see Note)
Chief Petty Officer Naval Nurse (Reserve)	CPONN(RES)	Chief Petty Officer	NN(RES)
Petty Officer Naval Nurse (Reserve)	PONN(RES)	Petty Officer	NN(RES)
Leading Naval Nurse (Reserve)	LNN(RES)	Leading Hand	NN(RES)
Naval Nurse (Reserve)	NN(RES)	Able Rate	N/A
	Note. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*		

Rate	Abbreviation	Relative Rate	Lowest Rate to which person may be disrated or reverted
Royal Navy Reserve (RNR) New Entrant Instructor (Reserve – NEI(RES)			
Warrant Officer Class 1 (Reserve)	WO1(NEI)(RES)	Warrant Officer 1	AB1 in source spec
Chief Petty Officer New Entrant Instructor (Reserve)	CPONEI(RES)	Chief Petty Officer	AB1 in source spec
Petty Officer New Entrant Instructor (Reserve)	PONEI(RES)	Petty Officer	AB1 in source spec
Leading New Entrant Instructor (Reserve)	LNEI(RES)	Leading Hand	AB1 in source spec

Notes:

1. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).

2. Sideways entry may revert to Able Rate in source specialisation.

3. See BRd 3(1) Para 7002 and Para 7006.

CHAPTER 66

OFFICER PROMOTIONS

(Sponsor: NAVY PEOPLE-OProms BSE)

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CHAPTER 66

OFFICER PROMOTIONS

SECTION 1

INTRODUCTION

6601. The Promotion System

The officer promotion system is controlled centrally, relies on objective reporting over an individual's career to allow consideration for progressive promotion, and has many safeguards. A promotion system is necessary to ensure that:

a. Personnel of the appropriate quality are assigned to positions of responsibility.

b. High-quality recruits to the Royal Navy are attracted and retained.

c. A fair chance of promotion in the Service is given, and is seen as being given, to those concerned.

d. Medical personnel are to refer to JSP 755 Part 2 Vol 2 - Unified Career Management (UCM) harmonised TACOS. Personnel in-Service or undergoing Phase 1 or 2 training on 1 Jan 24 will remain on sS legacy TACOS. Personnel promoted post 1 Jan 24 will transfer to harmonised UCM TACOS. Promotion for medical personnel on sS TACOS will be subject to the most beneficial between harmonised UCM or legacy e.g. personnel will enter promotion zone at the earlier of the two timings and exit the promotion zone at the latest of the two dates.

6602. Promotion Types

In the initial stages of an officer's career, automatic, non-selective, substantive promotion is used to ensure proper remuneration tied to rank and length of service or seniority in the rank. Selective substantive promotion is used thereafter as responsibilities increase. The selection process is formal, objective and thorough.

6603. Non-substantive Promotion

Non-substantive promotion is available to Career Managers as a short-term palliative to meet a Service requirement that cannot be satisfied by substantive means. There are two types of non-substantive promotion, as briefly outlined below.

a. **Acting Higher Rank (AHR).** AHR may be used to fulfil short-term Service requirements which cannot be met by those who already hold the substantive rank or for those who have been selected for it competitively and are required to serve in the AHR until the effective date of substantive promotion (see Para 6621). Officers awarded the AHR receive the pay of the higher rank but do not accrue seniority in the higher rank.

b. **Local Rank.** Local Rank may be granted occasionally for representational or traditional purposes. Local rank may be higher or lower than substantive rank and pay remains at the substantive rank level.

6604. Substantive Promotion

There are two types of substantive promotion:

a. **Selective.** Selective promotions are competitive within each branch at each rank.

b. **Non-Selective.** Non-selective promotions are automatic, based on seniority in the rank and/or time in service, and satisfactory performance (see Section 3, starting at Para 6627).

SECTION 2

SELECTIVE PROMOTION

6605. Introduction

The common principles covering the selection process for all promotions are detailed below. Specific instructions for selective promotion to Flag, General, 1 Star and Captain/Colonel rank, the selection of Chaplain of the Fleet and Principal Chaplains can be found in Chapter 64.

6606. Promotion Eligibility

a. Officers who have received a positive recommendation for promotion in their current substantive rank will be considered for promotion provided that their terminal date is after the effective date of promotion (see Para 6621)[1]. This does not apply to those on extensions of service on their current commissions

b. **RM Officers Only.** In addition, eligible RM officers must meet the following criteria to be considered eligible for OF2 to OF3 selective promotion:

(1) Naval Analysis Course (NAC).

(2) Captain's Warfare Course (CWC) (DE officers only).

(3) Junior Officer Leadership Programme 2 (DE officers only).

(4) Military Analysis (B) or UKSF Officers' Week (not RMBS officers).

(5) Walcheren Essay (not RMBS officers).

(6) Director of Music Qualification (RMBS officers only).

c. Eligible officers who are temporarily physically or medically unfit, or awaiting Court Martial or other disciplinary proceedings will be considered by Selection Boards. If selected, their promotion may be deferred or cancelled depending upon the outcome of the prevailing circumstances (see Para 6623).

d. As an exception to the rule in sub para c, RM Officers are required to have a valid RM Fitness Test (RMFT) pass recorded in JPA (or hold an approved permanent waiver or a temporary operational/medical extension or waiver) at the Common Reporting Date to be eligible for RM promotion boards and again at the CPD to enable substantive promotion.

e. Officers whose applications for Early Termination have been approved by their Career Manager will remain eligible for consideration for selective promotion providing that they are still serving on the day after that on which the Board sits. If selected, promotion will be subject to withdrawal of the request for Early Termination (see Para 6623).

[1] For promotion to OF4 and OF5 this is the earliest possible date of substantive promotion i.e. 1 Jul of the year of the board.

f. Eligibility for promotion to Maritime Reserve (MR) OF5 would normally include the requirement to have completed an assignment as Commanding Officer/Head of Branch and a senior management assignment.

g. For RNR officers, the relevant Training Matrix must have been completed and a Certificate of Professional Qualification submitted to the MR Promotions Office prior to the day the promotion board convenes (see Chapter 101).

h. Captains RMR (DE and SCCO) must also have completed the following:

(1) Military Analysis (MA) B;

(2) Amphibious Warfare Course (AmphWarC) (once reinstated);

(3) Naval Analysis Course (NAC);

(4) Walcheren Essay.

6607. Promotion Requirement

a. Promotion Boards are required to select suitable officers for promotion primarily based on merit (see Para 6508) subject to the defined numerical, profession and discipline, and, for promotion to OF5 and above, Career Fields (CFs) set annually for each rank and profession.

b. A Smoothed Promotion to Requirement (SPR) is used to provide a means of reacting swiftly to the predominantly short-notice changes to the workforce requirement for each rank. Promotion targets, in the form of Maximum Authorised Numbers (MAuN), are based on the Planning Liability (see Para 0304), and fluctuations are smoothed over a rolling 3-5 year period. The aim is to give some predictability and to maintain as steady a flow as possible into the higher ranks.

c. Board members are informed of the MAuN by profession, discipline and, where required, Career Field. Promotion Boards, however, are not obliged to select the number authorised if there are insufficient candidates demonstrating the required merit. Where there are additional mandated profession/discipline, structural and/or reserved rights requirements, selections are required to be made on merit from the list of A-graded candidates only (see Para 6611).

6608. Spare

6609. Spare

6610. Spare

6611. Promotion Categories

The following are used in conjunction with the definition of 'merit' (see Para 6508) during the promotion selection process:

a. **A.** Officers who, in comparison with others of their rank and profession or Career Field, display merit for selection at this board and are ready in all respects for substantive promotion.

b. **B+.** Officers who, in comparison with others of their rank and profession or Career Field, do not merit selection at this board but are considered promising candidates, who stand every possibility, based on current reporting, of being assessed A at the next board.

c. **B.** Officers who, in comparison with others of their rank and profession or Career Field, do not merit selection at this board but have sufficient evidence to indicate they will be considered as promising candidates in due course.

d. **C.** Officers who, in comparison with others of their rank and profession or Career Field, do not merit selection at this board and have insufficient evidence to indicate when they will be considered as promising candidates.

6612. Promotion Guidelines

Officers are considered for promotion based on their whole record and Selection Boards are not bound to accept the recommendation of a current reporting officer. If an eligible candidate lacks a positive recommendation for promotion in the most recent OJAR, the board may select that officer if they feel that other considerations outweigh that recommendation.

6613. Convictions for Offences and Censures

a. **Discrimination.** The fact that an officer has been convicted of an offence or awarded censure is recorded in their Official Record until they are 'spent' in accordance with the Rehabilitation of Offenders Act 1974 (ROA74) (as amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012) and MOD policy. Board members are required not to discriminate unlawfully against candidates, in accordance with MOD Diversity and Inclusion policy (see Chapter 30).

b. **Offences.** Sentences passed by Service and civilian courts are subject to statutory and MOD-directed rehabilitation periods. The general purpose of the ROA74 (as amended) and MOD policy is to enable all but the most serious criminal offenders to put their criminal record behind them after a specified time. Convictions by civilian courts, courts martial and, in some cases summary trials, are recorded in promotion files, as are the dates on which they will be spent. Once spent, references to offences are expunged from the Official Record by the Officer Promotions Section.

c. **Censures.** Censures may be awarded either as a Naval Penalty following conviction by a civilian court or by Higher Authorities in circumstances which do not warrant criminal or disciplinary proceedings or sanctions. They are recorded in promotion files together with the dates on which they will be spent. Censures awarded as a Naval Penalty will be spent after the statutory or MOD-directed rehabilitation period has elapsed. Other censures will be spent after five years or earlier if so, directed by the Higher Authority awarding the censure. Once spent, references to censures are expunged from the Official Record and archived files by the Promotions Section.

d. **Diversity and Inclusion.** Board members are also required to give due consideration and weight to comments within appraisal reports that indicate any failings in an officer's attitude towards the principles and practices of diversity and inclusion (see Chapter 30).

6614. Promotion Documentation

Selection Boards will be provided with the digital Official Record for each candidate, containing all OJARs and extant censures. A Profile Sheet accompanies every Official Record, providing a summary of the assignment history, assessments and recommendations.

6615. Promotion Selection Process

a. For promotions to OF3/4/5, a single Annual Promotion Board is convened for each profession or career field. Board members independently read each Official Record and grade the candidate's potential for promotion. The board then convenes in session to discuss and collectively agree the assessment of each candidate. Having considered the detailed promotion requirement (see Para 6607), the board selects the required number of candidates from those graded A.

b. **Pre-Board Review (PBR).** For promotions to OF3/4/5 a PBR of all eligible candidates is carried out, the purpose of which is to reduce the reading load. PBRs are carried out by the Promotions Section Board Secretaries to ensure that APB members' reading is focussed on the most compelling candidates, a three-list process is conducted during the PBR.

(1) List 1 is defined as candidates who display merit for selection at this board and are read by all board members.

(2) List 2 candidates will be awarded a grade B. Each board member audits a third of List 2 candidates and will call forward for collective reading and discussion the files of those they consider are displaying merit for selection at this board.

(3) List 3 candidates will be awarded a grade C. Each board member audits a third of List 3 candidates and will call forward for collective reading and discussion the files of those they consider are displaying merit for selection at this board.

6616. Promotion Board Members

a. Promotion Boards are convened to select officers for promotion to OF3/4 and consist of three members, one of whom is a non-profession (independent) member. The board chair will be two ranks above the rank being considered, with the profession and independent board members, one rank above the rank being considered. The board will have a mix of male and female members.

b. For promotion to OF5, the APB will comprise an OF6 chair, who holds the relevant CF KSEB, and two OF6 (one of whom may be a Senior Civil Servant) board members. The board will have a mix of male and female members.

c. Hd Proms is responsible for assigning board members and this is done in accordance with instructions approved by the Navy Board. The requirements for each rank and profession are specific and it is also Hd Prom's duty to make sure the spread of expertise is such that each discipline is adequately represented and, where possible, members are assigned from diverse backgrounds.

6617. Promotion Board Advisers

The appropriate Profession / Career Field Career Manager will act as the Board Adviser. Their role is to provide any additional guidance to the board that has not been covered in the detailed promotion requirement (see Para 6607); relevant assigning factors such as continuity of reporting; further advice on reserved rights issues and the career management perspective.

6618. Promotion Board Records

On completion of all promotion boards, the Board Secretary will prepare the SCIO generated score signing sheet, containing the details of every eligible candidate with their score, for approval by the Chair.

6619. Data Protection Act (DPA) and Selective Promotion Boards

The data contained in the historical record of the Board and any other information generated during the Board process as it affects an individual is disclosable under the DPA, but only after the announcement of the promotion selections has been made. Given that the Board's decision is a corporate one and that minutes of the proceedings are not taken, it follows that individual board members' votes and personal notes may not be truly representative of the final outcome. It is for this reason that Board Members must destroy all records and data they hold outside SCIO on completion of the Board (see also Para 0109 and Annex 1C - DPA).

6620. Promulgation

a. All eligible candidates will be notified of board outcomes via SCIO/MyNavy at 1000 on the Monday following a promotion board.

b. Additionally, Unit COs/Notifying Officers will receive an automated email from SCIO every Monday at 0800 with details of those officers[2] who have been successful and unsuccessful at a promotion board in the previous week. This will allow the Chain of Command to discharge their normal leadership and management responsibilities before the full notification on the Workforce Appraisals and Career Progression Team SharePoint site.

c. Selections for substantive promotion to Commander RNR, Lieutenant Colonel RMR, Captain RN, Colonel, Commodore and Brigadier are announced via the webpage on the last Thursday of each month and released to the media at the same time once the individual and selected senior officers have been informed. Promotions to Flag and General rank are released to the media once the individual and selected senior officers have been informed. All selective promotions are confirmed in the London Gazette.

6621. Effective Dates of Promotion

Annual selective promotions will be effective as follows:

a. To OF3 (including Maritime Reserves) - on 1 Oct of the year following the selection notification.

b. To OF4 (excluding Maritime Reserves):

(1) On 30 Jun of the year following the selection notification.

or

(2) When assigned to a qualifying OF4 assignment[3] in the period between selection notification and 30 Jun of the following year; subject to the following conditions:

(a) Officers selected for promotion who are already properly established in a qualifying OF4 assignment will be substantively promoted on 1 Jul providing there are no short-term plans to relieve them.

(b) Where an OF3 selectee is assigned to a qualifying OF4 post before 1 Jul in the year of notification, they will do so in the Acting Higher Rank until 1 Jul; this time may count towards the minimum 3 months criteria for an OF4 qualifying assignment.

(3) When assigned to psc(j) Accredited Staff Training (including any associated language training) in the period between selection notification and 30 Jun of the following year, but no earlier than 1 Jul in the year of the board.

[2] Excluding those selected to a 'pool' for promotion to Commander RNR, Lt Colonel RMR. Captain RN/RNR, Colonel RM/RMR.
[3] An established post in JPA where the preferred rank is OF4, the post is not rank ranged or a designated Margin post and the assignment is for a minimum of 3 months.

c. To OF4 Maritime Reserves:

(1) To satisfy the unpredictable nature of the OF4 requirements in the RNR/RMR, and to ensure that the potential for promotion of all eligible candidates is properly recognised, Promotion Boards consider the eligible OF3 populations and produce a 'pool' of selected candidates. Hd CM, advised by CMR, will utilise this list to run suitable candidates for appointments that need to be filled in the forthcoming year. The lists generated by the Promotion Boards, which will not be published, will be valid from 1 Jul of the year of the Board to 30 Jun of the year following the Board.

(2) Officers selected for the 'pool' by the Promotion Board are not guaranteed promotion. Depending on the requirement and type of appointment, promotion is only guaranteed following final confirmation of appointment in the higher rank. Furthermore, for those competing against other Service or civilian candidates, promotion to substantive rank will be conditional on winning the post. Officers short-listed, who are not selected for promotion by 30 Jun of the year following the Board, will be reconsidered by the next Board providing they remain eligible.

d. To OF5 (including Maritime Reserves) - on taking up a qualifying assignment in the higher rank. Further details in Chapter 64 Section 3.

e. To OF4/5/6 in Medical, Dental, Medical Services and QARNNS professions and Maritime Reserves – on taking up an assignment in the higher rank.

6622. Provisional Selection

The procedure for provisional selection and promotion to Commander and Lieutenant Commander (and RM equivalents) is designed to increase efficiency by allowing properly planned assignments. This aim will normally be met by timing the assignments of provisionally selected officers to posts complemented for the higher rank to take effect as closely as possible to the due day for confirmation of their promotion. Should circumstances arise that make it necessary to assign an officer to a post complemented for the higher rank before confirmation of the promotion, the granting of AHR will be decided by Dir P&T/NavSec at the time the assignment is made and will not depend on representations being made by the officer or any administrative authority.

6623. Confirmation of Selective Promotion

Confirmation of selective promotion is subject to continued eligibility on the effective date of promotion. Officers selected must:

a. Continue to be recommended for promotion[4].

b. Have not requested Early Termination[6].

[4] This will be assumed unless an appraisal has been finalised with a NO recommendation after the selection process. In these circumstances the candidate will be deselected at CPD or, for promotion to OF4 and OF5, the latest possible date of substantive promotion i.e. 30 Jun of the year after the board, unless an OJAR with a positive recommendation is subsequently finalised.
[6] An individual with an extant application for premature release on the effective promotion date will automatically be presumed to have refused promotion and will be deselected (see Para 6624).

c. Be medically fit for promotion (see Para 6626).

d. **RM Officers Only**. Hold a valid RMFT pass on the effective date of promotion or be in possession of an approved waiver (see Para 6606).

e. Not be awaiting Court Martial or other disciplinary proceedings. Confirmation of promotion in each case will be dependent on the outcome of that process.

6624. Candidates Refusing Promotion

Officers who, following selection for promotion, refuse such promotion will be deselected. Similarly, any officer not wishing to be presented to a promotion selection board may withdraw at their own request. Requests to refuse promotion or withdraw from a promotion selection board must be made in writing to the appropriate Branch Promotion Board Secretary, via the relevant Career Manager, prior to the common promotion date (if refusing promotion) or the promotion selection board (if withdrawing from the process). Officers will be considered at the next annual promotion selection board following refusal or withdrawal providing that they continue to meet the eligibility criteria.

6625. Career Intermissions and Unpaid Leave

Officers on career intermissions and unpaid leave will continue to be considered for promotion. RNR officers on List 6 are not eligible for promotion.

6626. Medical Fitness

Officers who are medically downgraded, and those who are likely to be categorized as permanently unfit for sea service or be restricted otherwise medically in the future, will normally remain eligible for selective and non-selective promotion. The following principles apply:

a. **Personnel with a Permanently Reduced JMES.** All individuals who have been awarded a permanently reduced JMES code by RNMBOS or by ROHC will be assessed by the RNMEB for their suitability for promotion as part of their determination in retaining an individual in service. This determination will take into account age, past experience, seniority, the nature and extent of the medical limitations, and types of assignment for which the individual might be required to undertake in the current rank and higher ranks if selected for promotion or due for advancement. By default the assessment will assume that retention in service will also include the potential for service at the next higher rank/rate. If the RNMEB is unable to offer continued employment in a higher rank then the individual will be deemed medically unfit for promotion.

b. **Personnel with a Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP or Consultant Occupational Physician.

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for promotion.

(2) Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous RNMEB determination (see para 6628 sub para b above).

(3) Where an individual is pregnant and has the JMES code of E6, their fitness for promotion should be assessed in light of their previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then they should be considered fit for promotion. If they were previously in a permanently reduced JMES, they should be assessed as per their previous RNMEB determination (see para 6628 sub para b above).

(4) If temporarily downgraded prior to the pregnancy then an assessment must be made as to the likelihood of being upgraded within 12 months of a return from maternity leave and if it is likely, then the individual should be deemed fit for promotion. If it is considered not likely, then the individual will need to be referred to RNMBOS for a permanent medical category to be awarded and their eligibility is to be determined by RNMEB.

(5) Where it is likely that the individual will need a permanently reduced JMES, the Medical Officer should deem the individual unfit for promotion subject to the subsequent RNMBOS/ROHC and RNMEB recommendations. If the individual is subsequently given a permanently reduced JMES by the RNMBOS or ROHC and the RNMEB determines fitness for promotion, then seniority and pay should be back-dated to the original date of intended promotion.

(6) Any doubtful case is to be referred to the RNMEB.

SECTION 3

NON-SELECTIVE PROMOTION

6627. Introduction

The timing of non-selective promotion is decided by seniority, service or completion of training. Full details of pay are contained in JSP 754 and training in BR 8374.

6628. Conditions

Non-selective substantive promotion is subject to eligibility criteria and the following additional conditions:

a. Recommended for promotion. Commanding Officers are to consider very carefully the performance of all Midshipmen and Sub Lieutenants (and equivalents) with a view to their suitability for non-selective promotion to. A positive recommendation will be assumed unless an OJAR has been finalised with a NO recommendation before the effective date of promotion.

b. Have not requested Early Termination[8].

c. Not under Admiralty Board Warning (Character and Leadership) (see Para 6639) or Admiralty Board Warning (Professional) (see Para 6640)..

d. Not on Quarterly Report (see Para 6645)..

e. Be medically fit for promotion (see Para 6626).

f. **RM Officers Only**. Hold a valid RMFT pass on the effective date of promotion or in possession of an approved waiver (see Para 6606).

g. Not awaiting Court Martial or other disciplinary proceedings. Confirmation of promotion in each case will be dependent on the outcome of that process.

h. For the Maritime Reserves, successful completion of mandated training (Training Matrices) see Chapter 101.

6629. Notice of Promotions Due

a. A rolling two-month warning notice of anticipated non-selective promotions is published by the Officer Promotions Section monthly on the Workforce Appraisals and Career Progression Team DefNet webpage.

b. Commanding Officers of affected officers are to contact the Officer Promotions Section and appropriate Career Manager, at least 10 days before the effective date if an officer does not meet the prescribed conditions above.

[8] If an officer withdraws their Notice after the effective promotion date, and that withdrawal is approved by the Career Manager, they will be promoted with effect of the date of application.

c. BRNC (SO3 Training) is to advise the Officer Promotions Section of officers listed on the warning notice who have yet to complete INT(O) (see Para 6637).

d. Loss of seniority for delays in initial training may also be relevant (see Para 6637).

6630. Notice of Promotions Made

The notice of promotion will be sent to the London Gazette for insertion after the effective promotion date.

6631. Promotion up to Lieutenant RN[9] - Direct Entry Warfare, Engineer, Logistics and Medical Services Officers

Regardless of an individual's age or educational qualifications held on entry, all Direct Entry Warfare, Engineer, Logistics and Medical Services officers will join BRNC Dartmouth as an Officer Cadet and promote to Midshipman on successful completion of Initial Naval Training (Officers) (INT(O)). On completion of 12 months' service from their date of entry, officers who have successfully completed INT(O) will be promoted to Sub Lieutenant. Individuals who fail to complete INT(O) within a year of joining the RN should refer to Para 6637 for the rules relating to backdated awards of pay and seniority. Thereafter, officers will be eligible for promotion to the rank of Lieutenant on attaining 30 months' seniority as a Sub Lieutenant. Promotion beyond the rank of Lieutenant is by selection.

6632. Promotion up to Captain RM[10] - Direct Entry Royal Marines Officers

Regardless of an individual's age or educational qualifications held on entry, all Direct Entry RM officers join CTCRM Lympstone as a Second Lieutenant and will remain in the rank until successful completion of the RM officer initial training course, at which point they will be promoted to Lieutenant RM with seniority backdated to 12 months from their date of entry (see Para 6637 for the rules relating to backdated awards of pay and seniority for RM officers who fail to complete their initial training on time). Thereafter, RM officers will be eligible for promotion to the rank of Captain RM on attaining 30 months' seniority as a Lieutenant RM. Promotion beyond the rank of Captain RM is by selection.

6633. Promotion to Lieutenant RN/Captain RM[11] - Upper Yardman (UY)/Corps Commission(CC)/Senior Upper Yardman (SUY)/Senior Corps Commission(SCC)/Warrant Officer Commissioning Scheme (WO1CS) Candidates

Since the introduction of ROES, the seniority levels and promotion timescales for UY/CC and SUY/SCC individuals based on their previous experience have been revised. An individual is not considered eligible to be a UY until they are on the trained strength. While it is possible for an individual to be selected as an Officer while under Phase 1 or Phase 2 Training, they would be considered to be a Direct Entry officer. The seniority levels on commissioning through the UY/ SUY, CC/ SCC schemes and the WO1CS, are detailed in Tables 66-3 and 66-4.

[9] Post 1 Sep 13
[10] Post 1 Sep 13
[11] Post 1 May 18

Table 66-1. Royal Navy.

Reckonable service after achieving GTS	RN rank/seniority on entry (X, E, L and MS)	Indicative Time to promotion to Lieutenant
Under Trained Strength	Midshipman (considered direct entrant)	42 months
UY Ratings with under 2 years	Sub Lieutenant	30 months
UY Ratings below WO1 with over 2 years	Sub Lieutenant with 12 months seniority	18 months
SUY Ratings below WO1	Sub Lieutenant with 12 months seniority and on promotion to Lieutenant awarded an additional 6 month's seniority	18 months
SUY WO1s	Sub Lieutenant with 18 months seniority and on promotion to Lieutenant awarded an additional year of seniority	12 months
CWOs/ SUY(WO)s (between 1 May 18 and 30 Nov 20)	Lieutenant with 1 year of seniority	N/A
WO1CS (post 1 Dec 20)	Lieutenant with 1 year of seniority	N/A
SCWO (post 1 Dec 20)	Lieutenant with 3 years of seniority	N/A

Table 66-2. Royal Marines.

Reckonable service after achieving GTS	RM rank on entry.	RM Rank on Completion YO Training.	Indicative time to promote to Captain .
CC Officer	2nd Lieutenant	Lieutenant (back dated to 12 months from joining date)	26 months from passing out
SCC Ratings below WO1 with over 2 years	Lieutenant with 6 months' seniority and on promotion to Captain awarded an additional year of seniority	N/A	24 months from commissioning.
SCC WO1s	Lieutenant with 18 months' seniority and on promotion to Captain awarded an additional year of seniority	N/A	12 months from commissioning.
CWOs/ SUY(WO)s (between 1 May 18 and 30 Nov 20)	Lieutenant with 1 year of seniority	N/A	
Corps RSMs and WO1CS(post 1 Dec 20)	Captain with 1 year of seniority	N/A	N/A
SCWO (post 1 Dec 20)	Captain with 3 years of seniority	N/A	N/A

6634. Medical and Dental Officers

a. **Rank on Entry.** Rank on entry for a Medical or Dental officer is laid down in Chapter 48.

b. **Non-Selective Promotion.**

(1) Non-selective promotion to Surgeon Lieutenant is automatic on date of full registration with the GMC.

(2) Non-selective promotion to Surgeon Lieutenant (D) is automatic on date of successful completion of 1-year VDP training.

(3) Non-selective promotion to Surgeon Lieutenant Commander/Surgeon Lieutenant Commander (D) is in accordance with UKStratCom HQ SOI 06-21 UCM Healthcare and Medical Terms of Service, Annex B, Appendix B2 Promotion criteria for Medical Officers, Appendix C2 Promotion criteria for Dental Officers[12]

c. Promotion beyond the rank of Surgeon Lieutenant Commander/Surgeon Lieutenant Commander (D) is by selection.

d. **Additional Seniority.** For Medical, Dental and QARNNS Officers joining the RN post 1 Jan 24, refer to individual Specialisation Annexes with JSP 755 Part 2 Vol 2

6635. Queen Alexandra's Royal Naval Nursing Service Officers

a. **Rank on Entry.** Rank on entry for QARNNS officers is laid down in Chapter 48.

b. **Non-Selective Promotion.** Promotion to Lieutenant is automatic on attaining four years' seniority in the rank of Sub Lieutenant. Thereafter, promotion is by selection.

c. **Additional Seniority.** Additional seniority may be awarded for previous medical experience. Eligibility for this award is laid down in Chapter 48.

6636. Maritime Reserve Officers

a. **RNR.** On passing the AIB, and subject to final selection by the Commander Maritime Reserves (CMR), RNR officer candidates and Upper Yardmen will be promoted to the rank of Midshipman but will not wear rank insignia and will be addressed as Officer Cadets until completion of initial training at BRNC (Phase 1A Training). Promotion thereafter will be subject to the conditions of promotion (See Para 6628) and the following:

[12] file:///C:/Users/thurgooda681/OneDriveCloudTemp/MNT1FYJS/SOI_06-21_UCM_Medical_TACOS_v1_4_Jul%2025.pdf

(1) Midshipmen will be promoted to Sub Lieutenant on achieving 12 months seniority and successful completion of Fleet Board at the end of Phase 1B Training.

(2) Promotion from Sub Lieutenant to Lieutenant is subject to successful completion of branch-specific training, achieving CPQ for Lt in branch and on attaining a minimum of 3 years' seniority as a Sub Lieutenant.

b. **RMR.**

(1) **Promotion to Lieutenant RMR (OF1).** On completion of one year as a Second Lieutenant. To be eligible the officer concerned must have successfully completed the following courses:

(a) For Officers with No Previous Commissioned Service and Direct Entry Reserve Officers: as laid down in Para 10154.

(b) For Officers with Previous Commissioned Service: as determined by the RMR Officer Transfer Board.

(2) **Promotion to Captain RMR (OF2).** On completion of 30 months seniority as a Lieutenant. To be eligible the officer concerned must have successfully completed the following courses:

(a) Military Knowledge - Junior Officer's Tactical Awareness Course (MK JOTAC);

(b) JOTAC - minimum of 'core' block weeks 2-3.

(3) **Promotion to Captain RMR (SCCO) (OF2).** On completion of 24 months seniority as a Lieutenant. To be eligible the officer concerned must have successfully completed a minimum of two weeks on the RM Regular Senior Corps Commission Course.

6637. Delays in Initial Training - Impact on Promotion Progression[13]

a. **RN Officers.**

(1) **Phase 1 Training.** RN officers who fail to complete their Phase 1 Training (INT(O)) within 12 months of joining the Service will not be promoted to Sub Lieutenant at this point. Instead, they will be promoted once BRNC have advised the Officer Promotions Section that the training is successfully completed, subject to the conditions in para 6628. At this point, officers will be entitled to apply for backdated pay and seniority to a date 12 months from entry if their failure to complete the training on time is deemed to be attributable to the Service or is for non-Service reasons outside their control e.g. medical, welfare or compassionate. Requests for redress should be forwarded through the CO to the Officer Terms of Service Manager who, in turn, will consult BRNC and the Officer Promotions Section. All cases will be considered on their individual merits.

(2) **Phase 2 Training.** As above, time lost by RN officers during Phase 2 Training because of Service reasons or non-Service reasons outside their control e.g. medical, welfare or compassionate reasons, will not normally result in an adjustment to an individual's seniority. Seniority adjustments may be applied to RN officers for back-classing, examination failure, repeated elements of professional training or warning during Phase 2 training (see Para 6639). These adjustments are notified by Officer Terms of Service Manager (see Para 5741), and will affect an officer's promotion (i.e. the additional period will not count for seniority purposes) and also impact on pay if applied to the IBD.

b. **RM Officers.** RM officers who fail to complete their initial training at CTCRM on time will be eligible to apply through their CO to the Officer Terms of Service Manager for backdated pay and seniority (to the 12 month point from entry) if the delay in completing the training is deemed to be attributable to the Service or is for non-Service reasons outside the individual's control. All cases will be considered on their individual merits.

6638. Seniority Adjustments Following Branch/Specialisation Transfer

a. Rates of pay are linked to rank and IBD. As such, any adjustments made to an officer's seniority on transfer may also affect pay if applied to the IBD[14].

b. If an officer transfers from one branch/specialisation/profession to another, their seniority may be adjusted, delaying promotion to Lieutenant RN. Officers who have already attained the rank of Lieutenant RN may have their seniority adjusted[15]. See Chapter 51 for further information.

[13] **Post 1 Sep 13.**
[14] See JSP 754
[15] This applies equally to the trained strength and the untrained strength.

6639. Training Warnings

a. Officers under training will not be promoted on their due date if they are under Phase 1 (Tier 3) or Phase 2 (Admiralty Board level) Warning (see Para 5740).

b. Officers who are removed from Admiralty Board Warning (Command & Leadership) (ABW(C&L)) due to an improvement in their performance will be promoted with effect from, and with seniority of, the date of the Commanding Officer's recommendation for removal from ABW(C&L) Warning if this is later than the non-selective date.

c. Officers who are due non-selective promotion whilst on Admiralty Board Warning (Professional) (ABW(P)) will have their promotion deferred until removal from warning, at which point any seniority adjustment will be calculated by the Officer Terms of Service Manager and applied to the rank held at the time of warning. The non-selective promotion date can then be recalculated, and the Officer will promote, so long as they remain otherwise eligible (see Para 6628)

6640. Quarterly Report

Officers due for non-selective promotion will not be promoted on their due date if they are under Quarterly Report (or Command Report for the Maritime Reserve). Officers who are removed from Quarterly Report due to an improvement in their performance will be promoted with effect from, and with seniority of, the date of the Commanding Officer's recommendation for removal from Quarterly Report if this is later than the non-selective date. See also Chapter 57.

SECTION 4

ACTING RANK ASSIGNMENTS

6641. Introduction

The following regulations cover the award of acting higher rank (AHR) to officers, as distinct from the award of substitution pay (see JSP 754 Chapter 2 Section 7 for full details). They do not apply to Acting Lieutenants who have not been confirmed in rank because they have not acquired the necessary qualifications, or to Acting Sub Lieutenants. In general, the AHR is appropriate when an officer is assigned to perform the full duties of a post at a higher rank because no officer of the required substantive rank and branch is available to do so. This may occur in a period of personnel shortage or when a holder of an assignment dies or is placed in a reduced medical category which will prevent the performance of the full duties of the post for a minimum of three months. Award of the AHR attracts the pay of the higher rank but does not accrue seniority in the higher rank. Substitution pay may be appropriate if an officer is required to perform the duties of a higher rank, normally without being assigned to the post, for a minimum of 21 consecutive days and for periods up to 6 months, and for extensions beyond six months). Relative rank and order of command regulations for AHR officers are shown in BRd 2.

6642. Assigning Notice

Assignments at normal notice in the AHR will be decided by the Career Management Authority before publication.

6643. Local Assignments and Transfer

The senior officer present in an area has authority to fill vacant posts immediately for Service reasons, keeping the Dir P&T/NavSec informed. If the granting of AHR is involved in filling an urgent vacant post, Dir P&T/NavSec's prior approval is required, unless the officer is due substantive promotion within three months.

6644. Selection Criteria for Granting Acting Higher Rank

a. In making selections for AHR, Career Managers should maintain similar principles to those which apply in the case of officers selected for promotion i.e. they should be prepared to accept a degree of assigning inconvenience to ensure that a worthy candidate can take up the assignment. The selection of officers for appointment in the rank of Acting Captain, Acting Commander and Acting Lieutenant Commander (other than those already provisionally selected for promotion) should normally be made from officers who have a high probability of achieving substantive promotion to the next higher rank during the AHR appointment. Over zone officers who narrowly missed promotion to Lieutenant Commander and Commander should be considered only where there is a particular service requirement to which that officer brings the necessary skills. Normally the Career Manager should nominate a minimum of two potential candidates to the appropriate SO1 Career Manager. A note is to be made in the PF of an unsuccessful candidate to provide an audit trail and record the AHR selection process. Occasions will arise when only one suitable candidate can be found to fill a particular specialist post.

b. It is most important that DDPD's approval for AHR is obtained when the best candidate to fill an important post at AHR satisfies the approval criteria at Para 6650 sub para c but does not completely satisfy the AHR selection criteria in Para 6650 sub para a above.

c. AHR may only be granted if all of the following conditions are met:

(1) The post is complemented for the higher rank without alternative. Where the complement allows for alternative ranks, the acting assignment will be in the lowest rank allowed.

(2) No suitable officer of the correct substantive rank is available. 'Suitable' is defined as complying with the Rank/List/Spec/Sub-Spec criteria in the relevant JPA Position and meeting the terms of Para 6652 below.

(3) The period of tenure is expected to exceed 3 months (this rule need not apply when an officer is due substantive promotion within this time).

(4) The officer concerned must be capable of undertaking satisfactorily the full range of tasks of the post to be filled.

(5) The relevant SO1 Branch Manager and SO1 SWPO's advice and approval has been obtained in writing except:

(a) Where an officer has been provisionally selected for promotion to the next higher rank.

(b) When the period of AHR is less than one year prior to automatic promotion due to preserved rights from previous commissions.

It should be noted that advice may depend upon a comparison of the liability and the strength for the category concerned in the period for which AHR is proposed. As a general rule, those graded A, but not selected at the last Board, are highly likely to be promoted next Board and therefore are unlikely to impact the MAuN. Those who are graded B and below are not likely to be promoted next time and therefore this will have a negative effect on the MAuN for the following year. The Naval Personnel Team may still choose to accept a reduction in the MAuN to grant AHR, particularly if the individual has a unique competence. Where agreement cannot be reached between the Career Manager and the Branch Manager, Hd CM, Hd WFP&T will adjudicate.

(6) Suitability for promotion on the most recent Appraisal Report must have been assessed as 'Yes' or higher. AHR will only be granted one step above the substantive rank held.

6645. Acting Higher Rank - Level of Approval

Final approval of AHR is given as follows:

a. **Acting Commodore.** Approval is given solely by the 1SL. When it is deemed necessary to employ a Captain as an Acting Commodore, NA will engage with Hd CM, Hd WFP&T and Dir P&T/NavSec prior to seeking formal approval from 1SL.

b. **Acting Captain.** Approval is given solely by the 1SL. When it is deemed necessary to employ a Commander as an Acting Captain, NA will engage with Hd CM, Hd WFP&T and Dir P&T/NavSec prior to seeking formal approval from 1SL.

c. **Acting Lieutenant, Acting Lieutenant Commander and Acting Commander.** AHR approval is normally given by the relevant SO1 Career Manager providing that the various criteria in Para 6650 sub para c above are met. Should a case fail to satisfy the AHR selection criteria, approval is to be given by Hd CM.

6646. Acting Higher Rank - Procedures to be followed by the Career Manager

a. **When Appropriate.**

(1) When it is intended to assign an officer to a post which is complemented for higher rank without alternative, consideration should always be given to the need to grant AHR. The case should be tested against the principles and criteria identified in the preceding paragraphs. If, having carried out this test, it is considered that AHR is justified, the structural agreement of a Branch Manager and the approval of the relevant authority (see Para 6650 sub para b) are to be sought before the appointment is made. Force majeure should be avoided. For officers already in post (see Para 6658), the agreement is to be sought before the award of AHR is confirmed.

(2) Proposals for award of AHR are to be submitted on the proforma at Annex 66A. The proforma is to be passed via the relevant desk officers for agreement and advice; if agreed at that level, the form is then to be attached to the officer's personal file and passed to the approving authority (see Para 6651). Completed proforma are to be retained with the relevant personal files. A note is to be made in the P/File of an unsuccessful candidate to generate an audit trail and record the AHR selection process.

b. **When Not Appropriate.**

(1) Experience has shown that much correspondence is generated in cases where AHR is considered to be inappropriate. It is important, therefore, that these cases are well documented in the relevant officers' personal files; the position should be made clear (in writing) to both the officer concerned and their Commanding Officer.

(2) In certain cases it may be justifiable to appoint an officer to a post complemented for higher rank (without alternative) and not grant AHR; for example:

(a) When it is for less than 3 months.

(b) When there is clear evidence that the complement is to be downgraded or rank ranged to a lower rank in the near future (Career Managers should ask Commanding Officers to initiate EAF/WAS action to change the Unit Establishment List whenever their knowledge of the post indicates that a lower rank alternative would be suitable).

(3) There will be cases where AHR cannot be granted due to the criteria in Para 6650 sub para c not having been met in full. For example, there is a suitable officer of the correct rank available but the Commanding Officer is not prepared to accept the individual or the only officer available does not have the necessary knowledge or experience to carry out all of the duties involved (i.e. they are not qualified) and it would be inappropriate to give the individual AHR. In these cases, Career Managers are to proceed carefully, having consulted Hd CM, with one of the following options:

(a) Inform the Commanding Officer that the post will have to be gapped (in which case the Commanding Officer may be able to consider the use of substitution pay for an officer within the unit filling another of the complemented posts (see Para 6652 b sub para (4) below)).

(b) Offer to appoint an officer of lower rank as a Temporary Augmentee to undertake part of the duties of the higher rank but leaving the higher rank post empty. In any such case, the Commanding Officer is to be reminded of the need produce a revised set of TORs to give the officer only those tasks which are appropriate to the individual's knowledge or experience. The officer is to be informed in writing of the reason why AHR has not been granted and the Assignment Order is to indicate specifically that AHR will not be granted. A copy of the Appointment Order is to be retained in the officer's personal file. When assigned as a temporary augmentee, neither AHR nor substitution pay are appropriate.

(c) If the Commanding Officer indicates that they will amend the Unit Establishment List to downgrade the post to a lower rank or to allow for the lower rank as an alternative, written evidence of this should be provided before an assignment is issued. The downgrading must be fair and realistic; an officer should not be disadvantaged thereby, and they must not be asked to undertake duties which are beyond their rank or experience. The Commanding Officer would be expected to review the position's Terms of Reference and Job Description. The officer is to be informed in writing of the reason why AHR has not been granted and the Appointment Order is to indicate specifically that AHR will not be granted.

(4) It will be clear that officers are not to be put in the position of having to fill a post without holding the appropriate rank. Career Managers are to ensure that the Nomination correspondence to the Commanding Officer explains the situation and states clearly that AHR will not be granted. A copy of this is to be filed in the officer's personal file.

6647. Acting Higher Rank in Common Appointments

Although the same criteria apply to AHR for Common Appointments (CAPPS) as for other positions, Hd WFP&T will not be willing to agree to the award of AHR unless the availability of qualified officers from all relevant specialisations has been carefully checked. Career Managers planning to nominate an officer who would require AHR to meet the rank criterion of a common appointment must discuss the subject thoroughly with SO1 CMCF DEL and SO1 SWPO in advance of the CAPPS committee's consideration of the position.

6648. Upgrading of Post to a Higher Rank

a. If a position is upgraded to a higher rank without alternative and it is intended that the same officer should continue to hold this position until a substantive relief can be assigned, consideration should be given to granting the AHR to the present holder, providing the period exceeds three months due to the needs of assigning notice. If, however, it is considered that the present holder is not suitable to carry out the higher rank duties and it is intended to relieve the individual on this count, AHR is not to be granted. In the latter example, the officer should be re-appointed no later than three months after the post is upgraded even if it means the post being gapped.

b. If, however, the present holder is due substantive promotion to the higher rank, and is judged competent to carry out the higher rank duties without further training, and it is intended that the individual remains in post on this account, AHR will be granted at the discretion of the Dir P&T/NavSec.

6649. Downgrading of Post to a Lower Rank

If a post which is held by an officer granted AHR is downgraded to a lower rank, the officer will be reassigned in the substantive lower rank from the effective date of the revision to the Unit Establishment List.

6650. Sickness while Holding the Acting Higher Rank

An officer who is medically unfit for duty for reasons beyond their own control while holding AHR may continue to hold the rank for a maximum of four months from the date of being downgraded. An officer who remains medically unfit after four months will be reverted automatically to substantive rank. When fit for duty and if not given an immediate effective assignment, the officer will be eligible to resume the former AHR and pay for any periods of courses, passage, leave etc. to which they would have been entitled. Where medical unfitness is for reasons within the officer's own control, the AHR is relinquished from the date of ceasing duty in the assignment.

6651. Relinquishment

Officers retain AHR until reassigned in the lower rank, or until review by Dir P&T/NavSec if an officer receives an adverse report or is placed on Quarterly Report. JSP 754 contains full details of the circumstances and dates covering the relinquishment of an AHR.

6652. Pay

The regulations for pay for AHR, for successive assignments in the AHR, and SUPA may be found in JSP 754 Chapter 2 Section 7. Substitution Pay (SUPA) is neither a CM retention tool nor a substitute for AHR. SUPA is not an entitlement, but may be paid to an officer who is required temporarily to undertake the full range of duties and responsibilities of a post established for an officer or civil servant of a rank/grade higher than their own which is vacant. It follows that an individual shall not be assigned on a full-time basis into a position and claim SUPA for fulfilling the duties of that position. SUPA can be utilised by the employer when an individual from elsewhere in the organisation conducts all the duties to cover a gapped position in the higher rank.

6653. Provisional Selection

The procedure for provisional selection and promotion to Commander and Lieutenant Commander (and equivalents) is designed to increase efficiency by allowing properly planned assignments. This aim will normally be met by timing the assignments of provisionally selected officers to posts complemented for the higher rank to take effect as closely as possible to the due day for confirmation of their promotion. Should circumstances arise that make it necessary to assign an officer to a post complemented for the higher rank before confirmation of the promotion, the grant of AHR will be decided by Dir P&T/NavSec at the time the assignment is made, and will not depend on representations being made by the officer or any administrative authority.

6654. Local Higher Rank

a. On occasion, particularly when working with foreign nations or external organisations, which do not recognise or do not understand the capabilities of RN officers of junior rank, it may be appropriate to grant Local Higher Rank (LHR). This would be particularly apposite if the officer concerned was required to deal extensively with the Armed Forces of countries where officers of broadly the same equivalent rank to British officers were markedly different in terms of prestige, capability or authority. LHR would be similarly apposite when a RN officer was required to work extensively with predominantly civilian organisations with little previous familiarity with the Armed Forces. Accordingly, in circumstances where an officer of the appropriate rank is filling a position (and AHR or substitution pay is not payable), it is possible to grant LHR, provided that the following conditions are satisfied:

(1) LHR is considered by the local commander to be essential to enable those external authorities with which the officer is required to deal in the course of their duties to understand and appreciate the status and capability of the officer concerned. It is envisaged that the external authorities will normally be civilian organisations or non-British military organisations with limited previous contact with the RN. LHR may be granted for the whole or part of an assignment.

(2) LHR is no more than one step above the substantive or Acting Higher rank of the officer concerned.

(3) In exceptional cases, Dir P&T/NavSec may authorise LHR two steps above the substantive rank of the officer concerned, or one step above any held.

(4) The application is approved at the appropriate level:

(a) For OF5 and OF6, application should be made in writing to NA, who will pass it via Dir P&T/NavSec to 1SL, who has authority to approve.

(b) For OF4 and below, application should be made in writing to the respective SO1 Career Manager, who has authority to approve.

b. All applications should deal with the points above, including the duration for which it is required. Officers who are granted LHR will be entitled to wear the uniform of the local rank granted. They will be entitled to the pay, allowances and general service conditions only of their substantive rank (or AHR). LHR will not attract any pension enhancement or confer any other benefit, save that an officer will be entitled to the same uniform grants as those given AHR for the purposes of striping up (and down). LHR will not incur any return of service liability.

c. LHR ceases on the day after the requirement for it lapses, or the day after a post holder ceases to hold the assignment for which it was granted.

d. Employing officers should be careful to note the difference between AHR and LHR. AHR applies where the post is complemented for an officer of a higher rank because the duties are such that an officer of higher rank should carry them out, but no officer of the correct substantive rank is available. In these circumstances, because the officer is carrying out the duties of a higher-ranking officer, it is right that they should receive the financial rewards which accompany AHR. In contrast, LHR may apply in the following circumstances:

(1) An officer is required to fill a position established for a higher rank but is ineligible for AHR (Paid), as outlined in Para 6650. In this instance, the individual may be awarded LHR until such a time that LHR is no longer required, the position is vacated, or the individual becomes eligible for AHR (Paid).

(2) Where the duties of the post can be carried out by an officer of the rank for which the post is complemented, but it is necessary to give the post holder a higher rank so that their status and abilities will be more clearly understood by those with whom they have dealings in the course of their duties.

e. For the purposes of appraisal, officers holding LHR should be assessed in their substantive rank.

6655. Local Lower Rank

Occasionally, for reasons of tradition, certain command posts will be filled by an officer of a higher substantive rank, who will wear the uniform of and be addressed as an officer of lower rank. Local Lower Rank (LLR) will be authorised by Dir P&T/NavSec. Officers holding LLR will take precedence according to their seniority in their substantive rank. Otherwise LLR will be held under the same conditions as LHR. In particular, such officers will be paid and assessed in their substantive rank.

6656. Resettlement and Terminal Leave

a. An officer leaving the Service involuntarily for reasons other than misconduct, e.g. being retired on age grounds or being made compulsorily redundant, continues to hold AHR during the period of Graduated Resettlement Time and Terminal Leave (see JSP 754).

b. An officer vacating an assignment on submitting their notice relinquishes AHR on the date of ceasing duty in that assignment. Officers will not be eligible for AHR whilst on Terminal Leave.

6657. Honorary Rank on Retirement

a. An officer who has held Acting Higher Rank (AHR) may, on retirement, be awarded that rank in an honorary capacity at the Dir P&T/NavSec's discretion provided they have held the AHR for a minimum period of two years immediately prior to retirement. An officer, who has held AHR, wishing to apply for the award of honorary rank must do so in writing to Navy People-HQ SO1 Protocol, requesting the use of the title of the higher rank. SO1 Protocol on behalf of the Dir P&T/NavSec may approve or decline the request. Any contentious cases or cases falling outside of policy will be forwarded to the Dir P&T/NavSec for a decision.

b. An officer who has held Local Higher Rank (LHR) may, on retirement, be awarded that rank in an honorary capacity at the Dir P&T/NavSec's discretion provided they have held the LHR for a minimum period of two years immediately prior to retirement. An officer, who has held LHR, wishing to apply for the awards of honorary rank must do so in writing to Navy People-HQ SO1 Protocol, requesting the use of the title of the higher rank. SO1 Protocol will refer all LHR applications to the Dir P&T/NavSec for a decision.

c. A Reserve officer may also apply for Honorary rank on retirement under the same policy and qualification periods as a and b above but is to apply in writing to Navy People-CM CAPPS RES SO1. Any contentious cases, cases falling outside of policy and all LHR applications will be forwarded to the Dir P&T/NavSec for a decision.

d. The award of honorary rank will entitle the officer to use the title of the higher rank in civilian life and to wear the uniform of that rank on occasions of ceremony. It does not give entitlement to the higher rank if they are required to return to Regular or Reserve service for any reason. All applications for retention of Honorary Rank at OF5 and above will also be subject to 1SL's approval.

ANNEX 66A

ACTING HIGHER RANK - APPLICATION FORM

Form 66A - Application for Next Higher Rank (FORMS)

CHAPTER 67

RATINGS POLICY - SELECTIVE PROMOTION

(Sponsor: NAVY PEOPLE-PROMS Dep Hd)

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CHAPTER 67

RATINGS POLICY - SELECTIVE PROMOTION

SECTION 1

BACKGROUND

6701. Background to Selective Promotion

a. In the non-technician, Engineering Technician and (from 1 Nov 06), Communications Technician specialisations, ratings join the Service in their basic branch designators (BD), whatever their age, and progress through the rate/rank structure from Able Rating to Warrant Officer 1 (WO1) in accordance with the qualifications dictated by individual specialisation requirements shown in Chapter 74 to Chapter 94.

b. From 1 Jan 24, medical personnel[1] are to refer to JSP 755 Part 2 Vol 2 – Unified Career Management (UCM) harmonised TACOS. Relevant to all medical personnel joining after 1 Jan 24. Personnel in-Service or undergoing Phase 1 or 2 training on 1 Jan 24 will remain on sS legacy TACOS. Personnel promoted post 1 Jan 24 will transfer to harmonised UCM TACOS. Promotion for medical personnel on sS TACOS will be subject to the most beneficial between harmonised UCM or legacy e.g. personnel will enter promotion zone at the earlier of the two timings and exit the promotion zone at the latest of the two dates.

c. Due to the training and attainment of qualifications required early in a rating's career, there is a need to differentiate between those qualified in their specialist area to conduct the full range of specialist and technical duties of the Able Rate and those still under training. Accordingly, the expertise of Able Ratings is recognised by use of the basic and trained BD, such as AB(WS)2 and AB(WS)1. Throughout this Chapter, 'BD2' and 'BD1' are used respectively. Able Ratings should be addressed as ET, Diver etc. as appropriate. In the remaining technician specialisations, only promotion to the rank of WO1 is by selection. Advancement to AB1, and to rates up to and including CPO in the case of Medical Technicians and legacy Communications Technicians, is time and qualification based. Further information can be found in Chapter 68.

[1] Medical Assistants remain subject to sS requirements shown in Chapter 87.

d. Promotion is based on the concept of ‘select-train-promote’, achieved by Selection Boards selecting qualified ratings to be assigned to professional and/or leadership courses in the intervening period prior to a Common Promotion Date (CPD):

(1) For promotion up to and including Petty Officer level, there can be up to 3 Boards per year (31 Mar, 31 Jul and 30 Nov), depending on individual branch/specialisation requirements, with the CPD falling 12 months after the Board Date. Successful completion of the Leading Rates’ Leadership Course (LRLC) and Senior Rates’ Leadership Course (SRLC) (including the reduced syllabus courses run for ratings who are not Medically Fully Deployable is mandatory for promotion to LH and PO respectively.

(2) For promotion to CPO, ratings are selected for promotion on a CPD of the next 31 Mar but one, e.g. the 2025PO-CPO Board will select individuals for promotion on CPD 31 Mar 27.

Promotion to WO1 will be on a Promotion Date (PD) that is the start date of a WO1 qualifying assignment during the promotion year (1 Apr – 31 Mar following the board).

e. Notwithstanding the receipt of an Assignment Order, actual attendance on training courses prior to the CPD will be subject to Service requirements. All fully qualified individuals will be confirmed in the higher rate on their nominated CPD, however, on successful completion of the training, ratings will become eligible to fill an established post in the higher rate on an acting basis. Individuals who are not able to complete the training by their CPD will be treated in accordance with the rules set out in Para 6714.

SECTION 2

PRE-SELECTION BOARD ISSUES

6702. Preparation for Selection Boards - Promotion Authority

Head of Royal Navy Promotions (Hd Proms) provides the Secretary for all Selection Boards and maintains Promotion Dossiers. The latter will be maintained for all personnel on the trained strength of the RN and will form the basis for consideration by Selection Boards. Dossiers will be raised on receipt of an individual's first Appraisal Report and will contain Appraisal Reports along with copies of professional and leadership course reports, as applicable. The same dossiers will also be used by Engagement Stage 3 (ES3) Boards where ratings are eligible for such consideration.

6703. Eligibility for Selective Promotion

a. The eligibility criteria shown below are common throughout the Ratings Corps, however, individual branch/specialisation Chapters (74-94) may include additional requirements or contain further clarification. Should conflict exist between this Chapter and regulations in other Chapters of Part 8, the information in this Chapter is to take precedence.

b. It is an individual rating's responsibility to ensure that JPA correctly reflects all competences achieved by their Common Reporting Date (CRD) or Streamlined Eligibility Date (SED). Individuals are advised to check the relevant branch flowcharts at Chapters 74-94 or contact the Ratings' Promotion Section for advice. Divisional Officers are to conduct routine checks accordingly. Ratings must satisfy the following criteria and will not be presented to Promotion Selection Boards if JPA records do not reflect attainment of the qualifications/competencies where applicable:

(1) **Professional Knowledge.** Must have passed a Provisional Examination (PE) (or equivalent) for the higher rate, where applicable.

(2) **Promotion Recommendation.** To be considered for promotion, ratings must have received a 'Yes' or higher recommendation for promotion 1 Rank Up in their current substantive rate. In those branches where streamlined promotion is adopted, the SEDs of 31 Jan, 30 Apr and 30 Sep in any year will apply – see also Para 6703 sub para c. If a streamlined promotion candidate has been awarded a positive recommendation for promotion (as above) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be considered at the termly selection board.

(3) **Leadership Training.** To be considered for promotion, candidates must have successfully completed the relevant Leadership Course for their current rate. For example, a rating must have completed a LRLC to be considered for PO and an SRLC to be considered for CPO. Details should be recorded on JPA as competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|' and 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|' or similar.

(4) **Notice.** To be considered for promotion, candidates who have submitted their Notice to leave must still be serving on the day after the relevant Promotion Board sits.

(5) **Engagement.**

(a) **Promotion up to CPO**. To be considered for promotion, candidates must be serving on an Engagement Stage 1 or 2, Full Career or Open Engagement (OE1), or an Engagement Stage 3, Extended Career or Second Open Engagement (2OE) that expires after the CPD in question. For example, to be considered by the Jul 25 Board (selecting for 31 Jul 26, individuals must be serving on an ES1/ES2/FC/OE1 or ES3/EC/2OE that is due to expire on or after 1 Aug 26.

(b) **Promotion to WO2**. Recognising that selection for promotion to WO2 may bring a tailored offer of ES3, to be eligible for selection, personnel must be serving on ES2/FC/OE1 or ES3/EC/2OE that expires after 1 Apr of the year of the board. Where the engagement expiry date is before the Common Promotion Date (CPD), the Service Person must be age 59 years or younger at the CPD for them to be eligible for further ES3, and promotion will be subject to accepting the ES3 offer.

(c) **Promotion to WO1**. To be eligible for selection, personnel must be serving on ES2/FC/OE1 or ES3/EC/2OE that expires after 1 Apr of the year of the board.

(6) **Specialist/Long Training.** To be considered for promotion, candidates must not have started training for Communications Technician, Medical Technician, Naval Nurse, Dental Hygienist or a sideways entry specialisation. POs who have commenced technician training courses, or the course to become a Naval Nurse, are not considered for promotion to CPO in their source specialisation. POs selected for promotion who are candidates for such training, will be given the option of refusing promotion in order to await their respective training. If a PO, who has refused promotion, is subsequently removed from a technician training course, the facts are to be reported to the NAVY PEOPLE-PROMS Dep Hd for a decision about the rating's future promotion.

(7) **Role Performance Statement (RPS) Check.** Under streamlined promotion, the RPS Check is a part practical, part oral procedural test to check that minimum baseline standards are being maintained by ABs and LHs. Ratings are required to undertake an RPS Check at some point each year and to remain in-date on an annual basis. With the introduction of SJAR, two new 'Annual RPS Check' competencies have been created on JPA, namely 'CMS Annual RPS Check AB1(Navy)' and 'CMS Annual RPS Check LH(Navy)', each with a Pass, Waiver or Fail category and End Date. For ABs and LHs in the Engineering and Medical branches, the appropriate JPA 'Annual RPS Check' field must be entered on JPA by unit HR personnel, followed by subsequent CRDs and SEDs as required in the branch instructions. For branches that require a 'one-off RPS Check', the appropriate JPA competence that gives them that 'one-off RPS check' will continue to be applied.

(8) **Other Criteria.** To be considered for promotion, candidates must comply with any other pre-selection criteria contained in the individual specialisation flow diagrams for that rate by the CRD or SED.

c. **JPA Records.** As the Ratings' Promotion Section will only present to Selection Boards those individuals who are eligible according to JPA, Reporting/Divisional Officers and individuals must input promotion eligibility data on JPA by the individual's CRD and, where streamlined promotion is in force, at the latest by the appropriate SED of 31 Jan, 30 Apr or 30 Sep.

d. When establishing and verifying eligibility for consideration by promotion Selection Boards, the Ratings' Promotion Section will react only to data input on JPA by CRDs and SEDs. The relevant branch Chapters detail the specific JPA data entries to be made, primarily in the JPA competences area, when an individual achieves a particular promotion eligibility requirement. If the relevant JPA fields are not correctly completed, eligible ratings risk not being presented to the Board. In some instances, the JPA competences area offers more than one competence for essentially the same course and/or qualification. This is often simply a consequence of titles changing over the years.

e. In this event, the Ratings' Promotion Section will conduct an eligibility search for all JPA competences that relate to a particular course or qualification. There is, therefore, no need for ratings to make arrangements to replace their existing JPA competence with the current one.

Table 67-1. Naval Ratings - Report Dates and Board Seasons

Rate/Rank	Common Reporting Date	Promotion Selection Board Window (for next rank)
Able Rating	30 November	March, July and November
Leading Hand	31 January	March, July and November
Petty Officer	31 March	September - October
Chief Petty Officer	30 September	February - March
Warrant Officer 2	30 September	February – March
Warrant Officer 1	31 July	N/A
Junior Rating ES3	As above	September – November
Senior Rating ES3	As above	February – March

6704. Eligibility for Promotion in Source Specialisation Whilst on a Specialist/Long Training Course

a. Selection Boards will not consider ratings undergoing specialist training to be a Communications Technician, Medical Technician, Naval Nurse, Dental Hygienist or any other that necessitates a change in arm or specialisation (including those that are sideways entry). Ratings who have commenced the UY(E) University of Portsmouth Degree training course will not be considered.

b. Volunteers for specialist training will continue to be considered for promotion in their source specialisation. If they are selected and pass the requisite professional and leadership courses before starting their specialist training, they will be promoted to the higher rate (on an acting basis) if employed in a position that requires the higher rate and/or will be confirmed on the CPD (if reached before commencing their specialist training). If, on the day that an individual starts a specialist training course they have not yet obtained the qualifications needed for promotion, however (or they are qualified but have not reached the CPD), they will:

(1) If selected for promotion in their source specialisation, forfeit their selection and will not be considered further for the duration of the course.

(2) If not selected for promotion in their source specialisation, not be considered for promotion in their source specialisation for the duration of the course.

c. If, having elected to start a specialist training course instead of awaiting promotion, an individual subsequently opts to leave the course or fails it, the facts are to be reported to NAVY PEOPLE-PROMS Dep Hd for a decision about the rating's future promotion. Each case will be considered on its merits, however, the defining principles will be as follows:

(1) If an individual opts out of or fails the course prior to the CPD for which selected, the promotion should stand. Promotion to the higher rate (and therefore seniority) will count from the CPD if all the required criteria have been met.

(2) If opting out or failing outside the timeframe, the promotion should be forfeited, and the rating reconsidered at the next Board if eligible in all respects for the higher rate.

d. **Artificer Candidates.** Rules for former Artificer Candidates undertaking the Artificer Qualifying Course are archived in BR 1066 Change 19 (available via application to NPGO).

6705. Selection by Board

a. Selection by Board is the normal process for identifying individuals who are suitable for further training/promotion. Selection Boards will be convened by Hd Proms, in accordance with the table below - a standard Board having a Chairperson and two members.. Composition of Boards is as shown in the table below which shows the minimum rank for each Board position.

Table 67-2. Board Composition.

Promotion	Chairperson	Members
AB1-LH	Lt Cdr	Lt/WO1/WO2/CPO
LH-PO	Lt Cdr	Lt/WO1/WO2
PO-CPO	Cdr/Lt Cdr	Lt Cdr/Lt/WO1/WO2
CPO-WO2-WO1	Captain	Cdr/Lt Cdr

The Chairperson will usually be the senior member on the Board. One member will be drawn from the relevant branch/specialisation, with the other drawn from a different specialisation. The board will have a mix of male and female members.

b. In order to meet unexpected shortfalls arising after the Board has convened, a limited number of reserve selections may also be made at the same time as the main selections.

c. Observers (at CPO level and above) are welcomed at these Boards in order to gain a wider appreciation of the process. A maximum of two individuals is permitted.

SECTION 3

POST-SELECTION BOARD ISSUES

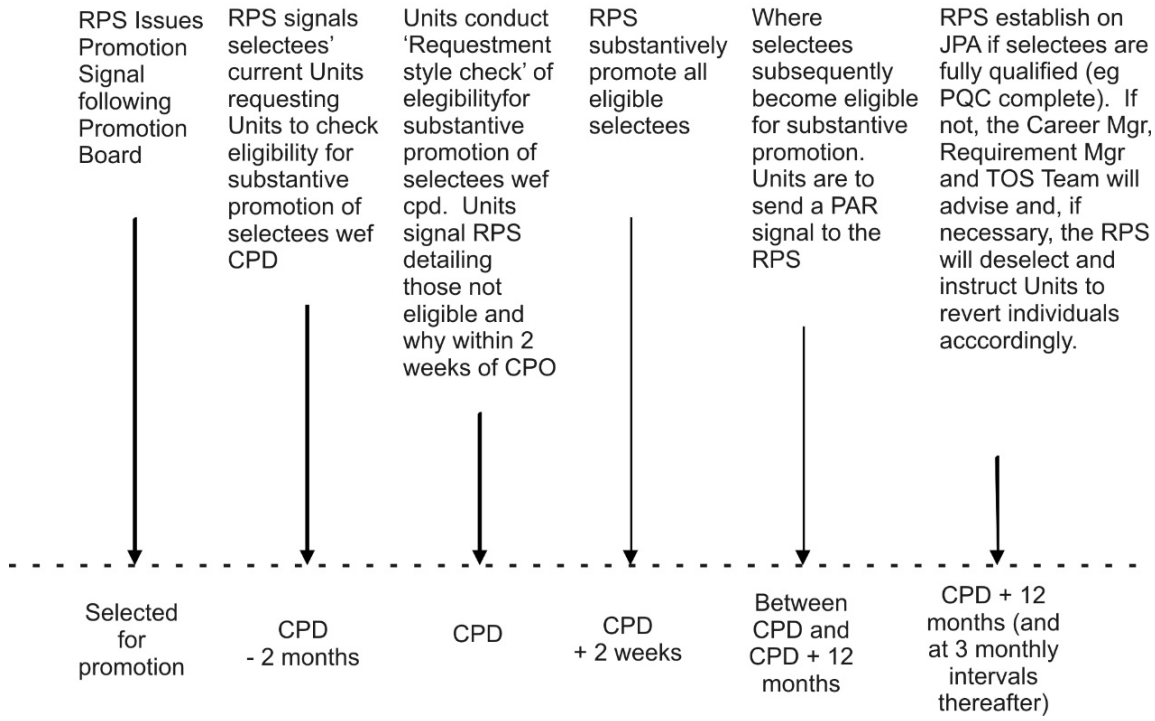
6706. Promulgation of Names of Successful Candidates

a. The names of successful candidates will be promulgated, alphabetically, shortly after each Selection Board. When an individual is selected for promotion, they are to be interviewed by their Divisional Officer within 28 days of the publication of the promotion notification. On completion of the divisional interview, individuals accepting promotion should complete the proforma at Appendix 1 to Annex A. Career Managers will select individuals for PQC attendance in merit order. The timing of PQC attendance will allow for both the service need and personal preference/factors, but individuals will be required to accept and formally acknowledge their selection. Career Managers will update CRM notes within JPA after PQC negotiation. Should an individual not accept any of the PQC dates offered, then this will constitute a refusal of promotion. The Promotion Process flow diagram at Annex A will assist the DO in navigating the promotion process. Wherever possible, CMs aims to assign successful candidates to appropriate leadership and professional courses in the period up to the CPD and then, as soon as possible afterwards, into a post in the higher rate. CMs will endeavour to assign all ratings to relevant courses on an opportunity basis but the needs of the Service remain paramount. Every effort will be made by CMs to link a professional and leadership course (where necessary) as a training package. Whilst allocation to a Professional Qualifying Course (PQC) will normally be undertaken automatically by the CM, attendance on a leadership course is, by its nature, more volatile and successful candidates should be encouraged to state their availability or preference via JPA. This further identifies that arrangement of suitable training is the common responsibility of the CM, the selectee and their CO.

b. The selections are intended to meet the expected vacancies arising during the period leading up to the CPD. To meet unexpected shortfalls, a limited number of Reserve selections will be made but will not be announced unless subsequently called forward. Reserves who are not called forward will be considered for re-selection at the subsequent Boards if still eligible for promotion; any previous reserve selection will be lost. If a sudden vacancy occurs prior to the CPD and after the Board for the next CPD has already convened, such a vacancy will necessarily be filled, temporarily, by use of the acting higher rate.

6707. Promotion Authorisation Request Procedure

a. The Promotion Authorisation Request (PAR) process for ratings selected for promotion to LH and above is summarised below:



b. Two months prior to the CPD, the Ratings' Promotion Section will signal units to verify the eligibility of ratings selected for substantive promotion on that CPD. It is important that units conduct normal 'Requestmen style' checks (see sub para (1) to sub para (11)), including obtaining the CO's approval, on all selected ratings. Units are then required to inform the Ratings' Promotion Section, by signal, within 2 weeks of the CPD, of any rating that does not meet the requirements listed at sub para (1) to sub para (11). Furthermore, action in accordance with Para 6711 should be commenced if the reason for the withholding of promotion is considered applicable. Where the rating subsequently becomes eligible for substantive promotion between that date and the nominated CPD+12 months and meets the requirements listed at sub para (1) to sub para (11), the rating's unit at the time is to signal the Ratings' Promotion Section accordingly using the PAR format. Individuals will be eligible for promotion to the higher rate if they:

(1) Are professionally qualified.

(2) Are educationally qualified.

(3) Have completed the required Service Qualification.

(4) Have been declared medically fit (pregnancy does not debar female ratings from promotion or advancement).

(5) Have more than SIX months service following a Career Check.

(6) Have the experience and personal attributes required.

(7) Have passed leadership training.

(8) Have the power to command subordinates.

(9) Are recommended as suitable to carry out the duties of the higher rate.

(10) Meet particular branch/specialisation requirements e.g. sea service.

c. At CPD+2 weeks, if no negative communication has been received, the Ratings' Promotion Section will substantively promote those qualified and eligible with effect from their CPD and will update JPA records accordingly.

6708. Duties and Responsibilities of the Higher Rate

a. The explanation of duties and responsibilities of the higher rate occurs either at the Royal Naval Leadership Academy HMS COLLINGWOOD, as part of the Leadership Course, or at the School conducting the PQC (whichever comes last).

b. The CO (or Head of Department) may wish to remind newly promoted ratings of the duties and responsibilities of their new rate. The opportunity to do this could be when they pay their joining call on the CO/Head of Department.

c. Prior to assuming the next rate, all personnel have a responsibility to ensure they meet the normal promotion criteria (see Para 6707).

d. **Certificate of Promotion.** Leading Hand, Petty Officer and Chief Petty Officer Certificates of Promotion are managed by the Command Warrant Officers and are available for duplication from the Navy Command Executive Team (NCXT) Web Site. For units unable to access the RN Web, hard copies are available from: The Command Warrant Officers, Leach Building, Whale Island, Portsmouth, PO2 8BY.

e. COs may use their discretion when arranging the occasion for presentation, but are to ensure that these certificates are presented in a timely fashion and manner which appropriately reflects the individual's achievements through their selection for promotion, and provides inspiration to others.

6709. Promotion to Warrant Officer

a. Candidates selected for promotion to WO will be offered ES3, only when required, to enable them to complete 5 years' service in their new substantive rank or to age 60 (whichever is the sooner). Any offer of ES3 for promotion will be calculated from PD for promotion to WO1, and from CPD for promotion to WO2. Where a WO2 selected for promotion to WO1 has an engagement expiry date before the PD, Career Managers can use Extensions of Service to extend them to the PD. Any offer of extended service is conditional on a rating accepting promotion to WO, and the extension will be removed if promotion is subsequently refused. There is no requirement for ratings to re-engage on an ES3 as a condition of promotion, except where the current engagement expires before the CPD or PD. This includes RM other ranks with a RN specialisation (e.g. Catering Services, Aircrew (CDO) and Medical Assistant (CDO)).

b. After all WO Selection Boards have finished sitting, the procedure will be as follows:

(1) Commanding Officers should e-mail RN Ratings Promotions Office Audit Manager (NAVY PEOPLE-Proms Audit Mgr) of candidate's intention to accept promotion. For CPOs accepting promotion to WO2, the return should also state full name (including all first names) and honours/awards (MBE/OBE etc) to assist in eventual preparation of Warrant Parchment.

(2) Where promotion includes a tailored offer of ES3, personnel will automatically have their contract extended by Proms Audit Section (PAS) unless they reject the offer and advise PAS of their decision by the deadline published in the notification for WO2, or by the PD for selection to WO1.

c. Following acceptance, promotion will be authorised by PAS as follows:

(1) Promotion to WO2: Full eligibility checks will be carried out by PAS prior to the CPD. Any fully qualified selectee assigned to WO2 position before the CPD will normally be granted acting (paid) rank iaw the Assignment Order.

(2) Promotion to WO1: The WO1 selection boards will deliver a 'bank' of selected candidates and Career Managers will match individuals to jobs during the promotion year, which runs from 1 Apr following the board, until 31 Mar the following year. Career Managers will notify PAS of intended assignments and PAS will promote fully qualified selectees on a Promotion Date (PD) that is the start date of a WO1 qualifying assignment. Those who have not been assigned, will be promoted at the end of the promotion year on 31 Mar. Where a fully qualified selectee takes up a qualifying assignment before the beginning of the promotion year (1 Apr), they will normally be granted acting (paid) rank iaw the Assignment Order

6710. Withholding of Promotion after Selection

a. If, after a rating's name has appeared on a promotion list, a CO considers that, they are no longer recommended and that promotion should be withheld, the following procedures are to be followed:

(1) An Appraisal Report (Special Circumstances) is to be raised on JPA giving reasons for recommending that a rating's promotion should be withheld. Simultaneously, a letter outlining the circumstances and confirming the raising of the appraisal is to be sent to the Navy Command Headquarters Casework Cell, copy to the Ratings' Promotion Section.

(2) The Casework Cell will approve the recommendation (or not, as appropriate), informing the Ratings' Promotion Section of the decision.

(3) If the recommendation to withhold promotion is approved, the rating's selection will remain in abeyance and direction may be given by the Navy Command Headquarters for the vacancy created to be filled from the reserve list.

(4) A rating, whose promotion has been withheld, may be recommended for promotion by the CO at any time within 6 months of the date on which the withholding of promotion was approved, or of the effective date of the Promotion Order, whichever is the earlier. This requires approval by Navy Command Headquarters.

(5) If the recommendation in Para 6711 a sub para (4) is approved, the effective date of promotion will be the date of the CO's recommendation or the CPD, whichever is later.

(6) If, six months after the date of the approval to withhold promotion or the CPD, the CO is still not prepared to recommend the rating's promotion, the selection for promotion will be cancelled.

(7) When a rating, whose promotion has been withheld, is subsequently recommended for promotion or when promotion is finally refused, a further Appraisal Report is to be rendered. This will be extracted by the Ratings' Promotion Section for inclusion in the rating's promotion dossier.

b. An individual will not be eligible for substantive promotion until the CO subsequently recommends the individual for such promotion. If eventually recommended and if eligible in all other respects, the individual will be substantively promoted and entitled to seniority and pay from the date of the CO's recommendation for promotion. If, however, 6 months after the date of the approval to withhold promotion or the CPD, the CO is still not prepared to recommend the rating's promotion, the selection for promotion will be cancelled. Accordingly, the Ratings' Promotion Section will deselect the rating.

6711. Candidates Refusing Promotion

a. Promotion refusal will be permitted at any stage, but the process must involve both the Command and the Career Manager to ensure the removal of any bias in this critical decision making process. Refusal on welfare, medical or compassionate grounds (as assessed by the unit CO), may not constitute a removal of promotion in its entirety, but should afford an individual the option to defer promotion for 12 months. If an individual wishes to deselect themselves they are to be interviewed by their Divisional Officer and respective CM[2], using the proforma at Appendix 2 to Annex A, before final approval for de-selection by their Commanding Officer. Completed proforma are to be forwarded to the appropriate CM and NAVY PEOPLE-Proms Audit Mgr. The interview process is to ensure an individual understands the full impact their decision has on their career and promotion eligibility, as well as seeking to identify options to encourage the promotion.

[2] As a minimum this should be conducted by telephone.

b. Ratings/Other Ranks who, following selection for promotion, refuse such promotion (including a refusal to attend the necessary training courses) will be deselected. Ratings/Other Ranks will automatically be removed from the next annual promotion selection board following promotion refusal. Ratings/Other Ranks who belong to branches which convene more than one promotion selection board per year will automatically be removed from the next two promotion boards following de-selection. However, where there has been a change in circumstances and a Rating/Other Rank considers themselves ready to accept future promotion, application can be made through their CoC to the Ratings' Promotion Section, who can authorise presentation at future promotion boards. In the case of notice givers, approval would be subject to withdrawal of that notice.

c. Ratings, selected for promotion, who are candidates for long training courses (see Para 6704), are to be given the option of refusing promotion in order to await technician training. In the event of a rating, who has refused promotion, subsequently being removed from these courses, the facts are to be reported to SO1 Ratings' Promotions for a decision on the individual's future promotion.

d. If an individual declines promotion to WO after accepting the promotion under the procedure in Para 6709, the CO is to inform the Ratings' Promotion Section.

e. If an individual who has submitted their Notice to leave the Service is selected for promotion, it will be conditional on the individual choosing to withdraw their Notice and that withdrawal being approved by the Career Manager.

f. If an individual submits their Notice for premature release (including applications to leave at an optional exit point) during the period between their selection for promotion and being confirmed in rate, they will automatically be presumed to have refused promotion and their selection will be cancelled. If an individual is fully qualified and is carrying out the duties of the higher rate on an acting basis, invariably, they will be allowed to retain the acting higher rate until leaving the Service providing that they continue to fill the higher rate position.

6712. Promotion Whilst on Unpaid Leave or a Career Intermission

a. Qualified ratings who, whilst fully eligible for consideration, commence unpaid leave or a career break before or during the time a Selection Board convenes, will remain eligible for selection. If unpaid leave is anticipated for more than 3 months (a Career Intermission), a Special Report is to be raised unless a routine report has been submitted within the last 3 months (to ensure completeness of reporting).

b. Time spent on unpaid leave or a Career Intermission does not count for promotion purposes. A rating's seniority in the rate will be post-dated by an amount equal to the time spent away. The adjusted seniority date is to be confirmed on JPA after the rating's return from unpaid leave or a Career Intermission.

c. If a rating is selected for WO2 or WO1 during a period of unpaid leave or career Intermission, the Ratings' Promotion Section will write to the candidate to obtain a Statement of Acceptance/Intent on return from unpaid leave. This statement will be held until confirmed on JPA within 2 weeks of the rating's return to duty. If the unpaid leave or Career Intermission starts during the year after selection and extends beyond the CPD, the effective date for promotion and seniority will be the date of return subject to normal regulations.

SECTION 4

FACTORS IMPACTING UPON THE TIMING OF PROMOTION

6713. Ratings Selected for Promotion Since CPD 31 Mar 09

a. **Fully Qualified for the Higher Rate.** Ratings who, according to JPA, have completed the mandated career (also referred to as professional) and leadership training (if required), and are eligible for promotion in all other respects will be substantively promoted on their nominated CPD by the Ratings' Promotion Section. Individuals who qualify fully for the higher rate in advance of their nominated CPD will continue to have the opportunity of filling a position in the higher rate on an acting basis prior to their formal promotion. Such time will not count for promotion seniority purposes. For guidance in relation to those ratings who are not fully qualified for the higher rate on their CPD, refer to the rest of this paragraph.

b. **Not Fully Qualified for Promotion on CPD but Completed a Leadership Course - Entitlement to Confirmation in Higher Rate from CPD.** Ratings who, according to JPA, have completed leadership training but not completed career training by their nominated CPD due to **Service reasons**, being defined as:

(1) Operational Reasons - exigencies of the Service including the short-notice deployment of a ship to an operational theatre and military aid to the civil authorities.

(2) Workforce Constraints - for example, where a ship/unit cannot release an individual to attend a training course due to workforce shortages.

(3) The Service's inability to provide the training required in time e.g. due to a lack of available places or delays in attending or completing a training course arising from the restructuring of the professional training pipeline.

or as a result of **pregnancy and Maternity Leave** (as defined in JSP 760) will, if qualified and eligible for promotion in all other respects, be promoted by the Ratings' Promotion Section on the CPD (see Para 6707 for details of the Promotion Authorisation Request (PAR) procedure to be adopted).

c. **Not Fully Qualified for Promotion on CPD but Completed a Leadership Course - Non-entitlement to Confirmation in Higher Rate from CPD.** Ratings who, according to JPA, have completed leadership training but not completed career training by their nominated CPD due to:

(1) Non-Service Reasons Outwith an Individual's Control, defined as:

(a) Being withdrawn prior to or during a training course on compassionate or welfare grounds.

(b) Being placed in a reduced medical category as a result of injuries sustained:

(i) In preparation for or during a Leadership Course.

(ii) Whilst participating in representative sport.

(iii) Whilst on duty.

(c) Being placed in a reduced medical category as a result of illness.

will not qualify for substantive promotion on the CPD. Such ratings will, however, if completing the outstanding training within 12 months of their CPD, be substantively promoted on the day after completing their training, if eligible for promotion in all other respects, and be entitled to promotion (pay and seniority) backdated to their CPD. On qualifying fully, a PAR signal (see Para 6707) should be sent to the Ratings' Promotion Section by the rating's unit (via the CO) seeking JPA action to reflect the higher rate and to apply the award of backdated promotion.

(2) Non-Service Reasons Within an Individual's Control, defined as:

(a) A period of approved unpaid leave

(b) An approved career break

(c) If being back-classed for academic reasons or having failed a professional course, they are given another chance

(d) If, having been denied promotion on their CPD for service reasons listed at Para 6713 b sub para (1), they fail to complete the first course(s) to which assigned after the CPD (assuming that they are given every opportunity to complete the course and their failure does not lead to deselection) but complete the course(s) at the second attempt within the 12 months allowed

(e) Being subject to a Career Check

(f) Removal from a Professional or Leadership Course on grounds of misconduct or for other disciplinary reasons; the outright failure of, or refusal to attend, such courses; failure of a Leadership Course twice for commitment/attitude/preparation (CAP) reasons.

will **not** qualify for substantive promotion on the CPD. Such ratings will however, if completing the outstanding training within 12 months of their nominated CPD, be substantively promoted, if eligible for promotion in all other respects on the day after becoming fully qualified for promotion. Such individuals will not, however, be entitled to promotion backdated to the CPD. On qualifying fully, a PAR signal (see Para 6707) should be sent to the Ratings' Promotion Section by the rating's unit (via the CO) seeking JPA action to reflect the higher rate.

d. **Not Fully Qualified for Promotion on CPD and Not Completed Leadership Course**

(1) **Pregnancy or Maternity Leave.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of pregnancy or maternity leave will be entitled to receive the acting higher rate from their CPD. A PAR signal should be sent by the rating's unit, via the CO, to the Career Manager or Career Management Cell (as appropriate) for action, copy to the Ratings' Promotion Section. If, after their CPD, leadership training is completed prior to career training, the rating will, if eligible for promotion in all other respects, be substantively promoted and be entitled to pay and seniority backdated to their CPD.

(2) **Service Reasons.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of Service reasons (as defined at Para 6713 sub para b) will not qualify for substantive promotion or the acting higher rate on the CPD. Such ratings will, however, on completion of the outstanding training within 12 months of their CPD, be eligible for substantive promotion if eligible for promotion in all other respects and be entitled to apply to the Ratings' Promotion Section for backdated promotion to their CPD. Where, after the CPD, leadership training is completed prior to career training, the individual will, if eligible for promotion in all other respects, be eligible for substantive promotion and be entitled to backdated promotion to their CPD.

(3) **Non-Service Reasons Outwith an Individual's Control.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of non-Service reasons outwith their control (as defined at Para 6713 c sub para (1)) will not qualify for substantive promotion or the acting higher rate on the CPD. Such ratings will, however, if completing the outstanding training within 12 months of their CPD, be substantively promoted if eligible for promotion in all other respects and be entitled to backdated promotion to their CPD. Where, after the CPD, leadership training is completed prior to career training, the individual will, if eligible for promotion in all other respects, be substantively promoted and be entitled to backdated promotion to their CPD.

(4) **Non-Service Reasons Within an Individual's Control.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of non-Service reasons within their control (as defined at Para 6713 c sub para (2)) will not qualify for substantive promotion or the acting higher rate on the CPD. Such ratings will, however, if completing all the outstanding training within 12 months of their CPD, be substantively promoted if eligible for promotion in all other respects and be entitled to pay and seniority in the higher rate from the day after becoming fully qualified for promotion. Where, after the CPD, leadership training is completed prior to career training, the individual will, if eligible for promotion in all other respects, be substantively promoted and entitled to seniority from the day after becoming qualified for promotion.

(5) If, having failed to complete the mandated career or leadership training, or both, by their CPD, a rating qualifies fully within 12 months of the CPD, PAR signal action (see Para 6707) should be taken by units to reflect the higher rate and to award backdated promotion where appropriate.

e. **Failure to Complete the Required Training within 12 months of CPD.** Ratings who:

(1) Were substantively promoted on their CPD but had not completed the required professional training due to Service reasons or pregnancy/maternity leave (see Para 6713 sub para b).

(2) Had completed their leadership training by their CPD but were unable to complete the required professional training for non-Service reasons, as shown at Para 6713 c sub para (1) and sub para (2)).

(3) Had not completed a leadership or professional course, or both, by their CPD (Para 6713 sub para d).

must complete any outstanding training within 12 months of their CPD or be reverted (where applicable) and deselected on the instruction of the Ratings' Promotion Section. The Ratings' Promotion Section may, however, where requested by an individual's chain of command, delay the taking of such action for a further six months if it is clear that the mandated training has not been completed for Service reasons (Para 6713 sub para b) or non-Service reasons outwith an individual's control (Para 6713 c sub para (1)) and it is anticipated that the outstanding training will be completed within the discretionary period. In addition to this, a further six months may, exceptionally, be granted where pregnancy and maternity leave have prevented the completion of training; when calculating training time, periods when an individual is pregnant or on maternity leave are discounted. NAVY PEOPLE-PROMS Dep Hd may authorise a six-month extension for ratings selected for POET(ME/MESM), POET(WE/WESM), LET(ME/WE), LET(MESM/WESM) and LAET(M/AV) if their attendance on the Professional Qualifying Course has been delayed for Service reasons. In every case, ratings who complete the outstanding training within the extra time awarded will be entitled to have their promotion backdated to the CPD for which selected. Appropriate PAR signal action (see Para 6707) should be taken to inform the Ratings' Promotion Section.

UNDER NO CIRCUMSTANCES WILL RATINGS BE PROMOTED TO THE HIGHER RATE IF THEY HAVE NOT COMPLETED A LEADERSHIP COURSE.

(Rules relating to the promotion of ratings selected for CPDs before 31 Mar 09 are archived in BR1066 Change 19).

6714. Medical Fitness

Ratings/ORs who are medically downgraded, and those who are likely to be categorized as permanently unfit for sea service or be restricted otherwise medically in the future, will normally remain eligible for selective and non-selective promotion. The following principles apply:

a. **Personnel with a Permanent JMES.** All individuals who have been awarded a permanently reduced JMES code by RNMBOS or by ROHC will be assessed by the RNMEB for their suitability for promotion as part of their determination in retaining an individual in service. This determination will take into account age, past experience, seniority, the nature and extent of the medical limitations, and types of assignment for which the individual might be required to undertake in the current rank and higher ranks if selected for promotion or due for advancement. By default, the assessment will assume that retention in service will also include the potential for service at the next higher rank/rate. If the RNMEB is unable to offer continued employment in a higher rank or rate, then the individual will be deemed medically unfit for promotion.

b. **Personnel with a Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP or Consultant Occupational Physician.

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for promotion.

(2) Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous RNMEB determination (see Para 6714 sub para b above).

(3) Where a Service woman is pregnant and has the JMES code of E6, her fitness for promotion should be assessed in light of her previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then she should be considered fit for promotion. If she was previously in a permanently reduced JMES, she should be assessed as per her previous RNMEB determination (see Para 6714 sub para b above). If temporarily downgraded prior to the pregnancy then an assessment must be made as to the likelihood of being upgraded within 12 months of a return from maternity leave and, if it is likely, then the individual should be deemed fit for promotion. If it is deemed not likely, then the individual will need to be referred to RNMBOS for a permanent medical category to be given and their eligibility to be determined by RNMEB.

(4) Where it is likely that the individual will need a permanently reduced JMES, the Medical Officer should deem the individual unfit for promotion subject to the subsequent RNMBOS/ROHC and RNMEB recommendations. If the individual is subsequently given a permanently reduced JMES by the RNMBOS or ROHC and the RNMEB determines fitness for promotion, then seniority and pay should be back-dated to the original date of intended promotion.

(5) Any case where doubt arises is to be referred to the RNMEB.

6715. Educational Qualifications

It is the Rating's responsibility to ensure that they are educationally qualified in accordance with Para 9615 and that JPA correctly reflects the achieved competency prior to the award of substantive promotion. Ratings are to satisfy the Education For Promotion (EFP) requirements on the Common Promotion Date for which selected

a. A rating is fully qualified (passed appropriate leadership and career course) for the higher rate and is considered ready for promotion on the CPD for which selected.

(1) If an individual is EFP qualified, they will be promoted by the Ratings' Promotion Section with effect from CPD. If this does not apply, however, the CO is to give the rating three months from the CPD in which to become EFP qualified, but with the warning that de-selection is a possibility if this deadline is not achieved.

(2) If the rating becomes EFP qualified in the time permitted, the CO is to decide whether to backdate their promotion to the CPD. This judgement is to be based on the individual's previous efforts to gain the requisite educational qualifications and, if agreed, the promotion is to be backdated accordingly. If not, the individual is to be promoted, post CPD, on the day after becoming EFP qualified if still eligible in all other respects.

(3) If the rating fails to gain the necessary educational qualifications in the time permitted, the CO is to determine whether there are any mitigating circumstances (e.g. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to three months. Beyond this, cases should be referred to NAVY PEOPLE-PROMS Dep Hd for consideration. If an extension is agreed and the rating gains the qualifications in time, the CO is to decide whether to backdate the promotion to the CPD. If agreed, the rating's promotion is to be backdated accordingly; if not, the individual is to be promoted on the day following qualification. If there are considered to be no mitigating circumstances for a rating's failure to become EFP qualified in the 3 months (or longer) allowed, the CO should recommend their deselection to the Ratings' Promotion Section.

b. A rating is eligible (passed appropriate leadership course but not career courses) for the higher rate and is considered ready for promotion on the CPD for which selected.

(1) The CO is to give the rating three months from the CPD in which to become EFP, but with the warning that deselection is a possibility if this deadline is not achieved.

(2) If the rating becomes EFP qualified in the time permitted, the CO is to decide whether to backdate their promotion to the CPD. This judgement is to be based on the individual's previous efforts to gain the requisite educational qualifications and, if agreed, the promotion is to be backdated accordingly. If not, the individual is to be promoted, post CPD, on the day after becoming EFP qualified if still eligible in all other respects.

(3) If the rating fails to gain the necessary educational qualifications in the time permitted, the CO is to determine whether there are any mitigating circumstances (e.g. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to three months. Beyond this, cases should be referred to NAVY PEOPLE-PROMS Dep Hd for consideration. If an extension is agreed and the rating gains the qualifications in time, the CO is to decide whether to backdate the promotion to the CPD. If agreed, the rating's promotion is to be backdated accordingly; if not, the individual is to be promoted on the day following qualification. If there are considered to be no mitigating circumstances for a rating's failure to become EFP qualified in the 3 months (or longer) allowed, the CO should recommend their deselection to the Ratings' Promotion Section.

c. A rating is not qualified for the higher rate on the CPD for which selected (e.g. not passed leadership and/or professional training), and attains the required qualifications within 12 months of the CPD and is considered eligible for backdated promotion.

(1) If, on qualifying fully for the next higher rate, a rating is EFP qualified they are to be promoted by the CO with an effective date of promotion backdated to the CPD for which selected. If this does not apply, however, the CO is to give the rating three months from the date of qualifying for the higher rate in which to become EFP, but with the warning that deselection is a possibility if this deadline is not achieved.

(2) If the rating becomes EFP qualified in the time permitted, the CO is to decide whether to backdate their promotion to the CPD. This judgement is to be based on the individual's previous efforts to gain the requisite educational qualifications and, if agreed, the promotion is to be backdated accordingly. If not, the individual is to be promoted, post CPD, on the day after becoming EFP qualified if still eligible in all other respects.

(3) If the rating fails to gain the necessary educational qualifications in the time permitted, the CO is to determine whether there are any mitigating circumstances (e.g. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to three months. Beyond this, cases should be referred to NAVY PEOPLE-PROMS Dep Hd for consideration. If an extension is agreed and the rating gains the qualifications in time, the CO is to decide whether to backdate the promotion to the CPD. If agreed, the rating's promotion is to be backdated accordingly; if not, the individual is to be promoted on the day following qualification. If there are considered to be no mitigating circumstances for a rating's failure to become EFP qualified in the 3 months (or longer) allowed, the CO should recommend their deselection to the Ratings' Promotion Section.

6716. Disciplinary Matters

a. **Career Check.** Where a Career Check is a qualification for promotion, a minimum of six months must have elapsed since a rating's last Career Check on the due date.

b. Following reversion, the Career Check requirement for eligibility to be considered at the next Selection Board is a minimum of six months (Para 7007 refers).

c. Following disrating from a substantive or acting rate, the Career Check requirement is extended to a minimum of 12 months before a rating may be re-advanced (Para 7002 refers).

d. **Suspended Sentence.** Ratings under suspended sentence who require the requisite Career Check for promotion may, if recommended, be promoted on the date they would normally be eligible.

e. **Disrating or Revision.** If, after having been selected for promotion, ratings are disrated or reverted before their actual promotion to the confirmed rate has taken place, their selection for promotion will be forfeited. After re-promotion or re-advancement, they may subsequently become eligible for selection again.

f. **Recording of Convictions for Offences and Censures on Promotion Files.** Records of convictions by Service and civilian courts, together with details of sentences or Naval Penalties awarded, are to be retained on promotion files until they are 'spent' in accordance with the Rehabilitation of Offenders Act 1974 and MOD Policy. Once 'spent', all reference to these offences is to be expunged from promotion files by the Ratings' Promotion Section.

6717. Loss of Entitlement to Promotion - Reversion and Deselection

a. Promotion will not be an issue in the following cases where, instead, ratings will be reverted (if applicable) and deselected:

(1) If outright failing a professional or leadership course, in accordance with Para 6912 sub-para a.

(2) If removed from, or withdrawn prior to, a professional or leadership course due to misconduct or other disciplinary reasons.

(3) If a second attempt of a professional or leadership course authorised in accordance with Para 6912 sub para c is subsequently failed.

(4) If refusing to attend a professional or leadership course.

(5) If submitting Notice to leave the Service after being selected for promotion.

(6) If failing to complete a course(s) within 12 months of the CPD or cancelling/being withdrawn from a professional or leadership course within 2 months of the start date (unless due to medical or operational reasons).

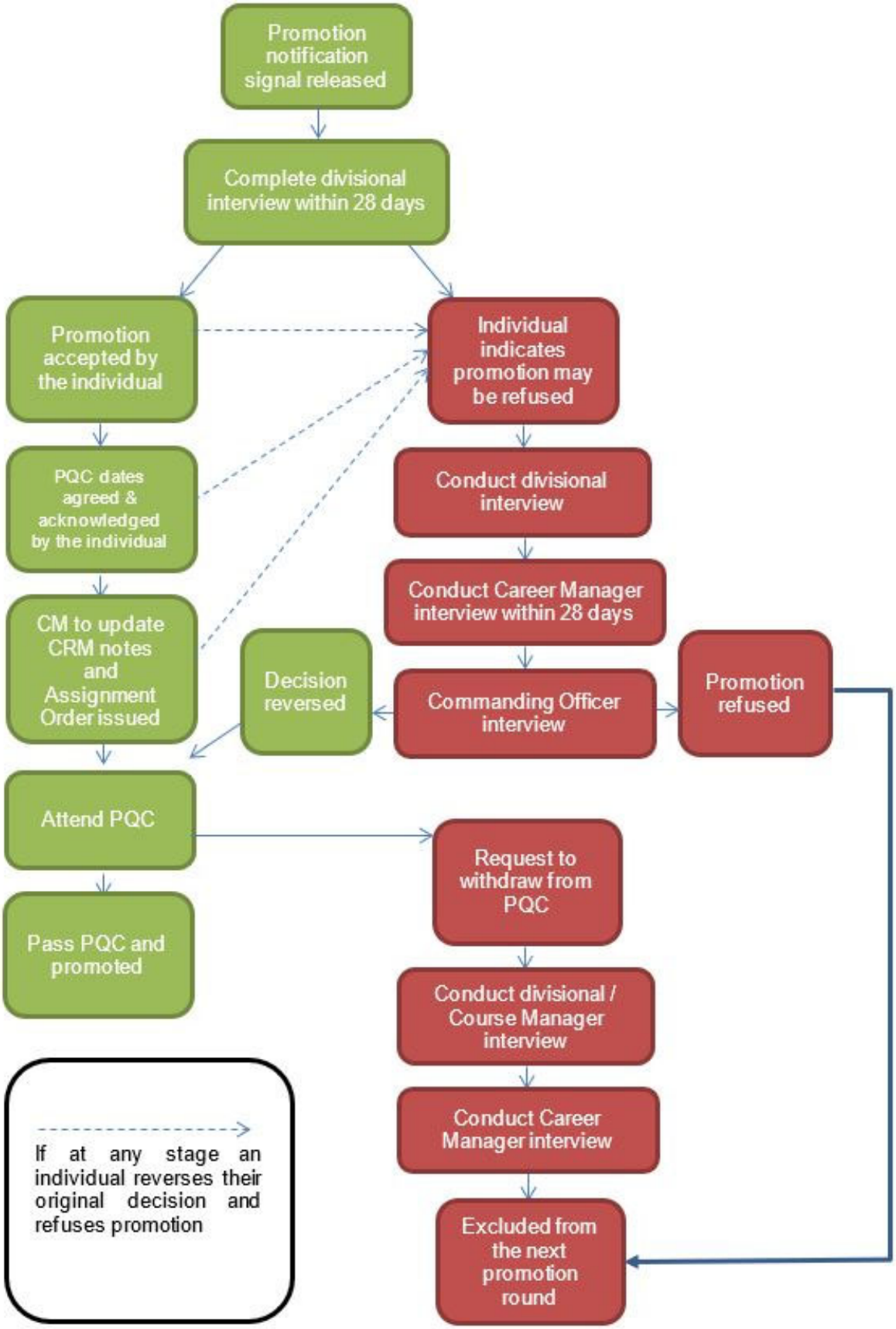
b. **Authority Requirements for Reversion.** The principles regarding the authority required to approve reversion at Para 7003 sub para f are unchanged and apply if a rating is to be reverted following signalled instruction from the Ratings' Promotion Section or because the CO considers the rating unable to perform their duties adequately. However, Para 7003 sub para f has been amended to permit COs of Lieutenant Commander rank and above to revert, without recourse to higher authority, ratings who hold substantive rank but who have not yet completed 12 months in the rank since the completion of professional training.

c. **Deselection - Appeals.** If, after a rating has been deselected, it is found that there are mitigating reasons, Service or otherwise, that may have precluded deselection a case may be made, in writing, through COs to NAVY PEOPLE-PROMS Dep Hd who may, in exceptional cases and following consultation with the Branch Manager, authorise the re-instatement of the selection, with or without penalties.

d. **Complaints Procedure.** Ratings who are reverted and/or deselected may exercise their right to make a formal Service Complaint in accordance with JSP 831.

ANNEX 67A

PROMOTION PROCESS - AIDE-MEMOIRE



APPENDIX 1 TO ANNEX 67A

ACCEPTANCE OF PROMOTION

1. This pro-forma is to be used by Divisional Officers (DOs) to interview all those who have been selected for promotion. Interviews must be conducted within 28 days of the promotion notification release date.

2. The information provided will be recorded in the individual's JPA by their Career Manager (CM) in the JPA notes section as evidence that a rating is either accepting the nomination for promotion, or wishes to self-deselect from the promotion process and not proceed onto PQC.

3. If an individual has removed themselves from any part of the selection/promotion process, then this form is to be emailed to NAVY PEOPLE-Proms Audit Mgr and their respective CM.

The Divisional Officer is to contact the respective CM to ascertain PQC availability and expected course dates within 28 days of the promotion notification release.

Once the interview is complete and this appendix completed, it should be sent to the individual's CM, an emailed copy will suffice in place of the hard copy original.

PQC start date (to be provided by CM):

I accept my promotion and have been formally notified of my PQC date and have no interfering factors that would prevent my attendance:

Name: ..... Service No.: .....

Ratings Signature: ..... Date: .....

Divisional Officer's Signature: ..... Date: .....

PCAP Notes:

Date entered on to JPA in CRM notes by CM: ……..

APPENDIX 2 TO ANNEX 67A

DE-SELECTION FROM PROMOTION

1. This proforma is for personnel who, following Divisional interview within 28 days of the promotion notification, wish to decline promotion. The questions below ensure that both the unit and individual are aware of the consequences and set the background for the subsequent CM interview.

2. Those refusing promotion must book a CM interview (CI) within the subsequent 28 day period. The CI will provide an individual with additional advice and options that should be considered prior to seeking final approval from an individual's Commanding Officer.

3. To ensure PQCs run at the maximum possible capacity, those that refuse promotion within 90 days of PQC commencement may be moved at short notice to enable the reserve candidate, or suitable replacement, to be activated.

Name: ……. Service No: …….

1. What are your reasons for refusing promotion?

2. Is there anything that might encourage you to reconsider this decision?

3. My Divisional Officer has informed me of the potential impact of this decision, and I have read BRd3(1) Art 6712.

Divisional Interview conducted on …… Signature……..

4. CM report (a brief description of the CI outcomes)

Date report entered on to JPA ……

CM Name:…… Signature:…….....Date:……

Commanding Officer's Notes:

Commanding Officer's Signature: …….. Date: ……

CHAPTER 68

RATINGS POLICY - NON-SELECTIVE PROMOTION (ADVANCEMENT)

(Sponsor: NAVY PEOPLE-PROMS Dep Hd)

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CHAPTER 68

RATINGS POLICY - NON-SELECTIVE PROMOTION (ADVANCEMENT)

6801. Background to Non-selective Promotion

a. Currently, the following groups of ratings are subject to non-selective promotion:

(1) Ratings advanced to Able Rating BD1.

(2) Ratings up to Leading Hand in the Aircraft Control Specialisation, MA(SM) and QARNNS and up to Chief Petty Officer (CPO) in the Engineering Technician (ex-Artificers), Medical Technician and Communications Technician[1] (direct entrants pre-1 Nov 06 and sideways entrants pre-1 Sep 07) specialisations.

(3) Ratings up to Chief Petty Officer in the Engineering Technician specialisations who are Fast Track Ratings.

(4) Ratings advanced to Leading Hand or Petty Officer who are part of the Accelerated Apprentice (AA) scheme.

(5) Ratings advanced to Leading Hand and/or Petty Officer who are part of the Undergraduate Apprenticeship Scheme (UGAS).

b. The above ratings will be advanced in rate, having served the requisite time period, not requested Early Termination[2], and fulfilled any other requirements as laid down in Chapter 74 to Chapter 90 (also see Chapter 69 Para 6914-a5). For ratings with legacy rights to time-based advancement, completion of the Senior Rates' Leadership Course (SRLC) remains a requirement for advancement to CPO.

6802. Inability to Satisfy Criteria for Advancement to Leading Hand and Above by Due Date

a. On attaining the qualifications needed for advancement to AB1, units are to signal a Promotion Authorisation Request (PAR) on behalf of ratings to the parent ACOS(P&T) Career Management Cell (CMC)/Ratings Career Manager such that the substantive rate can be input on JPA.

[1] Now named Cryptologic Technicians.
[2] If a rating withdraws their Notice after the effective date of promotion, and that withdrawal is approved by the Career Manager, they will be advanced with effect from the date of the application.

b. Medical Technicians, Cryptologic Technicians or Engineering Fast Track Ratings who are unable to obtain the mandated qualifications (including professional and/or leadership) in branch Chapters for advancement to Leading Hand and above by their due date by time (i.e. having satisfied the service qualification) may, subject to the rules below, be entitled to receive the acting higher rate (and/or subsequent backdated advancement) on completion of the service qualification period (adjusted to take account of any accelerated advancement), providing they have not submitted a request for Early Termination. Additionally, Engineering Fast Track Ratings who have completed Leadership Course (LC) by due date may be advanced substantively in line with their Select, Train and Promote peers.

(1) If Service reasons, defined as:

(a) Operational reasons – exigencies of the Service including the short notice deployment of a ship to an operational theatre and military aid to the civil authorities.

(b) Manning constraints – for example, where a ship/unit cannot release an individual to attend a training course due to workforce shortages.

(c) The Service's inability to provide the training required in time e.g. due to a lack of available places or delays in attending or completing a training course arising from the restructuring of the professional training pipeline are deemed to be the cause, or if the failure to qualify is attributable to pregnancy or maternity/paternity/adoption leave (as defined in JSP 760), individuals will be entitled to receive the acting higher rate with effect from their due date by time, subject to agreement by the appropriate authority (see Para 6802 sub para c).

(2) If non-Service reasons out with an individual's control, defined as:

(a) Being withdrawn prior to or during a training course on compassionate or welfare grounds.

(b) Being placed in a reduced medical category as a result of injuries sustained:

i. In preparation for or during a Leadership Course.

ii. In preparation for or during a Royal Navy Fitness Test.

iii. Whilst participating in representative sport.

iv. Whilst on duty.

(c) Being placed in a reduced medical category as a result of illness are deemed to be the cause, individuals will not qualify for advancement on their due date by time. Such ratings will, however, if completing the outstanding training within 12 months of their due date, be advanced on completing the training (if eligible in all other respects) and be entitled to receive backdated advancement (pay and seniority) from their due date, subject to agreement by the appropriate authority (see Para 6802 sub para c).

(3) If non-Service reasons within an individual's control, such as:

(a) An approved period of unpaid leave.

(b) An approved career break.

(c) Being back-classed for academic reasons or having failed a Professional Course, they are given another chance.

(d) Being subject to a Career Check.

(e) Removal from a Professional or Leadership Course on grounds of misconduct or for other disciplinary reasons; the outright failure of, or refusal to attend, such courses; failure of a Leadership Course twice for commitment/attitude/preparation (CAP) reasons are deemed to be the cause, individuals will not qualify for backdated advancement to their due date by time. Such ratings will instead be advanced when fully qualified for promotion, subject to satisfying all other advancement criteria set out in the appropriate Chapters (see also Para 6802 sub para c).

c. **Authority to Advance.**

(1) **Advancement to Leading Hand and Petty Officer.** For advancement to LH and PO, Commanding Officers (COs) are empowered to decide whether a rating qualifies for the award of the acting higher rate in accordance with the criteria set out at Para 6802 sub para b. If a rating is considered to warrant the acting higher rate and is eligible in all other respects, a PAR signal is to be sent to the rating's Career Manager or CMC (as appropriate), copy to the Ratings' Promotion Section, asking for appropriate JPA action to be taken to reflect the award of the acting higher rate. The acting higher rate will be for a maximum of 12 months, after which time, if they have failed to attain the outstanding qualification(s) ratings will, exceptional reasons apart (see Para 6803 sub para a, for action to be taken), relinquish the rate. Individuals who qualify fully for the higher rate during the 12 month period, whether awarded the acting higher rate or not, are to be confirmed immediately if meeting all other advancement criteria; in such cases, COs are to send a PAR signal to the Ratings' Promotion Section, copy to the Rating's Career Manager/CMC, seeking JPA action to reflect the higher rate and to apply the award of backdated advancement if appropriate. In addition, the acting higher rate may be relinquished if professional, disciplinary or CAP reasons apply.

(2) **Advancement to Chief Petty Officer.** Authority for awarding the acting higher rate lies with the Ratings' Terms of Service Team (NAVY PEOPLE-PSP EMP TOS OR). Cases involving the time-based advancement of ratings to CPO must be referred, in the first instance, in writing to the Ratings' Terms of Service Manager. On receipt of approval, if appropriate, COs are to submit a PAR signal to the rating's Career Manager, copy to the Ratings' Promotion Section, asking for appropriate JPA action to be taken to reflect the award of the acting higher rate. The acting higher rate will be for a maximum of 12 months, after which time, if they have failed to attain the outstanding qualifications (e.g. completion of Task Book; Leadership Course) ratings will, exceptional reasons apart (see Para 6803 sub para a), relinquish the rate. The acting higher rate may also be relinquished if professional, disciplinary or CAP reasons apply. Every effort is to be made to enable ratings to qualify fully at the earliest date. Individuals who qualify for the higher rate during the 12-month period will be confirmed immediately - COs are to send a PAR signal to the Ratings' Promotion Section, copy to the rating's Career Manager/CMC, seeking JPA action to reflect the higher rate.

(3) On completing outstanding training within 12 months of the due date, applications for backdated advancement, if appropriate, should be submitted through COs to the Ratings' Terms of Service Manager and should contain evidence of a rating's efforts to qualify by their due date by time. Cases will be considered on their individual merits and, where warranted, backdated advancement will be approved. In such cases, COs are to send a PAR signal to the Ratings' Promotion Section, copy to the rating's Career Manager/CMC, seeking JPA action to reflect the higher rate. Retrospective action, however, will not be permitted if, through their actions (see Para 6802 sub para b (3)), ratings are clearly responsible for their failure to satisfy the advancement criteria, either by the due date or in the succeeding 12 months. Such individuals will be advanced, instead, on the day that they eventually qualify for the higher rate.

d. For AA trainees, refer to the AA Warnings and Failure Policy detailed at Annex 68K.

6803. Inability to Satisfy Criteria for Advancement to Leading Hand and Above by Due Date + 12 months

a. Ratings who fail to qualify fully within 12 months of their due date by time for advancement will typically lose any entitlement to backdated advancement when they finally become eligible for confirmation in the higher rate. If, however, 12 months after their due date, a rating believes that their continued failure to meet the criteria is attributable to Service reasons (Para 6802.b sub para (1)) or non-Service reasons outside their control (Para 6802.b sub para (2)), they may apply through their CO to the Ratings' Terms of Service Manager for an extension of the retrospective advancement qualification period and retention of the acting higher rate if applicable. The Terms of Service Team may award extensions of up to 6 months at a time. Applications should be accompanied by a copy of the individual's Full Service Documents. Individuals who qualify fully within the extra time, if granted, will be entitled to pay and seniority backdated to their due date by time.

This redress, however, will not be available to those ratings who fail to complete the training within the extended period, have an application for an extension rejected or are not entitled to an extension at all (e.g. if they are directly responsible for the time taken to satisfy the criteria). In these cases, ratings will be advanced on, and have seniority of, the day on which they finally qualify for the higher rate.

b. When a rating finally completes the outstanding training, COs are to send a PAR signal to the Ratings' Promotions Section, copied to the appropriate Career Manager, on their behalf seeking JPA action to reflect the higher rate and the award of backdated advancement only if prior approval has been granted by the Terms of Service Team.

6804. Medical Fitness

Ratings/ORs who are medically downgraded, and those who are likely to be categorized as permanently unfit for sea service or be restricted otherwise medically in the future, will normally remain eligible for selective and non-selective promotion. The following principles apply:

a. **Personnel with a Permanent JMES.** All individuals who have been awarded a permanently reduced JMES code by RNMBOS or by ROHC will be assessed by the RNMEB for their suitability for promotion as part of their determination in retaining an individual in service. This determination will take into account age, past experience, seniority, the nature and extent of the medical limitations, and types of assignment for which the individual might be required to undertake in the current rank and higher ranks if selected for promotion or due for advancement. By default, the assessment will assume that retention in service will also include the potential for service at the next higher rank/rate. If the RNMEB is unable to offer continued employment in a higher rank or rate, then the individual will be deemed medically unfit for promotion.

b. **Personnel with a Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP or Consultant Occupational Physician.

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for promotion.

(2) Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous RNMEB determination (see Para 6804 sub para b above).

(3) Where an individual is pregnant and has the JMES code of E6, their fitness for promotion should be assessed in light of their previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then they should be considered fit for promotion.

If the individual was previously in a permanently reduced JMES, they should be assessed as per their previous NSMEB determination (see Para 6804 sub para b above). If temporarily downgraded prior to the pregnancy then an assessment must be made as to the likelihood of being upgraded within 12 months of a return from maternity leave and if it is likely, then the individual should be deemed fit for promotion. If it is not deemed likely, then the individual will need to be referred to NSMBOS for a permanent medical category to be awarded and their eligibility is to be determined by NSMEB.

(4) Where it is likely that the individual will need a permanently reduced JMES, the Medical Officer should deem the individual unfit for promotion subject to the subsequent RNMBOS/ROHC and NSMEB recommendations. If the individual is subsequently given a permanently reduced JMES by the RNMBOS or ROHC and the RNMEB determines fitness for promotion, then seniority and pay should be back-dated to the original date of intended promotion.

(5) Any case of doubt is to be referred to the RNMEB.

6805. Disciplinary Matters

a. **Career Check.** Where time from a Career Check is a qualification for advancement, 6 months must have elapsed since a rating's last Career Check immediately prior to the due date.

b. Following reversion, the Career Check requirement for eligibility to be considered at the next Selection Board is a minimum of 6 months (Para 7007 refers). Similarly, there is a minimum of 6 months Career Check requirement for re-advancement.

c. Following disrating from a substantive or acting rate, the Career Check requirement is extended to a minimum of 12 months before a rating may be re-advanced (Para 7002 refers) except where Para 6915 sub para l applies for the granting of the acting higher rate.

d. **Suspended Sentence.** Ratings under suspended sentence of detention who require the requisite Career Check for advancement may, if recommended, be advanced on the date they would normally be eligible.

6806. Engineer General Service Branch Fast Track Scheme

a. The intent to introduce a Fast Track (FT) scheme under Faraday was announced in 2013. In order to cover the intervening period prior to introduction of the FT, an Interim Fast Track (IFT) scheme was introduced. IFT is covered in more detail at Annex 68E and IFT will continue to operate for those EGS ratings currently on the scheme and will remain subject to the extant IFT terms and conditions. The introduction of a FT scheme is an important element of the EGS Branch career pipeline, managing the talent of suitable individuals by selecting those ratings who are sufficiently motivated and demonstrate the necessary standards of leadership, engineering and academic ability.

The FT scheme gives EGS ratings the opportunity to accelerate their progression and be advanced based on time and qualification, affording individuals an accelerated advancement route. Selection will be via a three-stage process with three entry points: initially at ET to LET, then at LET to POET and finally at POET to CPOET[3]. This takes account of individuals who develop at differing rates and gives a flexible career path to ensure that career progression through training and employment is better matched to the abilities of our technicians.

b. **Selection.**

(1) Individuals on the FT scheme will be subject to non-selective promotion through time and qualification, based on an advancement 'Due Date' calculated from when an individual joined the FT scheme. A selection process will be conducted prior to an individual being accepted for entry onto the FT scheme.

(a) **ET to LET.** The first selection opportunity will be on completion of Phase 2 Training (ET CC). This will provide the opportunity for the individual to demonstrate that they have the necessary academic ability and leadership potential to succeed on the FT scheme, and are capable of operating as a competent Leading Hand in a short timeframe. If selected, an individual will remain on the FT scheme until completion of their LET QC and LRLC. An ET selected in Phase 2 Training (ET CC) will be awarded a Due Date for advancement to LET of 24 months from the Fast Track Start Date (FTSD). The FTSDs given below for an ET in Phase 2 are determined by the stage of the training year they have reached when they are selected for the FT scheme, and will be used in the subsequent calculation for future Due Date:

i. Individuals who are selected from Phase 2 Training between 1 Apr and 31 Jul will be awarded a FTSD of the 31 Jul.

ii. Individuals who are selected from Phase 2 Training between 1 Aug and 30 Nov will be awarded a FTSD of the 30 Nov.

iii. Individuals who are selected from Phase 2 Training between 1 Dec and 31 Mar will be awarded a FTSD of the 31 Mar.

(When selected to be recorded on JPA as 'ProfessionalIFast Track LETINavyI'.)

(b) **LET to POET.** An individual who possesses the necessary academic ability and leadership skills to succeed on the FT scheme and be capable of operating as a competent Petty Officer in a short timeframe. The second selection opportunity will be on completion of Phase 3 Training (LET QC); this selection point will consider individuals who are currently on the FT scheme to LET and any individual who has demonstrated the necessary academic ability and leadership skills during their ET sea-time and/or while on LET QC.

An ET/LET selected in Phase 3 Training (LET QC) will retain the seniority date as a LET, with a Due Date for advancement to POET of 24 months from their Fast Track Start Date. (When selected to be recorded on JPA as 'ProfessionalIFast Track POETINavyI'.)

(c) **POET to CPOET.** An individual who possesses the necessary academic ability and leadership skills to succeed on the FT scheme, and be capable of operating as a competent Chief Petty Officer in a short timeframe.

(d) The selection opportunity will be on completion of POET QC; this selection point will consider individuals who are currently on the FT scheme to POET and any individual who has demonstrated the necessary academic ability and leadership skills during their LET sea time and/or while on POET QC. A LET/POET selected to the FT scheme will be awarded a Due Date for advancement to CPOET of 36 months from their FTSD. The FTSD will be determined by the point at which they are selected and will be used in the subsequent calculation for future Due Date. (When selected to be recorded on JPA as 'ProfessionalIFast Track CPOETINavyI'.)

(2) The pre-selection process will be co-ordinated by the Accelerated Technician Authority, ATA, and will seek to establish a candidate's qualifications, technical ability, potential and suitability for FT. In order to determine an individual's suitability based on aspirations, maturity, communication skills and potential to cope with the training and employment necessary in the FT Scheme's compressed timescale, the process for Phase 2 selection for FT to LET will be based on an individual's training and experience to date and include a FT Selection Interview (FTSI), and an academic examination. Candidates who are successful will then be presented to the termly FT Selection Board (FTSB), which will select individuals onto the FT scheme.

(3) The service eligibility criteria required to be considered either as a FT to LET, FT to POET or FT to CPOET is detailed within the Advancement Flowcharts at Para 6806 sub para h. The key academic and CLM requirements to be taken into consideration during the pre-selection process are as follows:

Table 68-1. Key Selection Criteria

Engineering General Service (except CIS Specialist)		
Selection Point	**Key Selection Criteria**	**Applicability**
FT Phase 1 During ET CC	1. Educational Qualifications - Maths and English GCSE Grade 4/C and above or equivalent. ET(CIS)Spec only: English, Computer Science GCSE Grade 4/C above or equivalent and vocational qualification. 2. Completed FT academic assessment. 3. Above average score or training school equivalent during Phase 2 Module Assessments. 4. Potential for Command, Leadership and Management in the next higher rate. 5. Passed Pre-Selection Interview. 6. Recommended from Phase 2 Training to be a FT to LET. ET(CIS) Spec only - Recommend from Phase 2 Training to be FT to LET (DO, CARTU C/IS).	All ET2s who volunteer for FT during Phase 2 Training.
FT Phase 2 During LET QC	1. Educational Qualifications - Maths and English GCSE Grade 4/C and above or equivalent 2. Above average score or training school equivalent during Phase 3 Module Assessments. 3. Potential for Command, Leadership and Management in the next higher rate, including RNLA assessment. 4. Recommended from Phase 3 Training to be a FT to POET and/or recommended from sea. 5. Passed Pre-Selection Interview.	All LETs who volunteer for FT during LET QC Training or have a FT positive recommend from sea for FT to POET.
FT Phase 3 During POET QC	1. Educational Qualifications - Maths and English GCSE Grade 4/C and above or equivalent 2. Above average score or training school equivalent during POET QC Module Assessments. 3. Potential for Command, Leadership and Management in the next higher rate, including RNLA assessment. 4. Recommended from POET QC Training to be a FT to CPOET and/or recommended from sea. 5. Passed Pre-Selection Interview.	All POETs who volunteer for FT during POET QC Training or have a FT positive recommend from sea for FT to CPOET.

c. **Fast Track Recommendation From Sea.** The Head of Department is to take into consideration whether the individual has demonstrated suitable levels of competence during their routine employment and that their performance merits a recommendation as a potential FT POET or CPOET candidate. The recommendation is to be recorded on JPA as 'ProfessionalIFast Track POET RecommendINavyI' or 'ProfessionalIFast Track CPOET RecommendINavyI', with supporting comments included by the 1 and 2 RO in their next SJAR. The FT sea recommendation from the SJAR will form a part of the selection process for POET or CPOET FT and should include comments against the following attributes:

(1) Engineering Aptitude (not applicable to CIS Specialist).

(2) Technical Competence.

(3) Professional effectiveness and initiative.

(4) Work ethic and capacity to complete sea competence elements within compressed time scales.

(5) Any demonstrated academic ability to cope with an accelerated career progression.

(6) Potential to be a senior rating; reliability; power of communication; potential for CLM in the Next Higher Rank (NHR), and at POET and CPOET rates; confidence to take on additional challenges and the ability to think on a level above the peer group.

(7) Management Aptitude.

(8) For CIS Specialist: Demonstrated academic ability to cope with an accelerated career progression, including WE CPOETQC (comprising technical elements) and employment as a CIS Head of Group.

d. **Transfer to Fast Track - Minimum Assignment Notice.** The FT scheme accelerates individuals through the advancement system and may require shorter than the minimum assignment notice. All individuals on the FT scheme will be required to volunteer to waive their minimum assigning notice period for courses and employment associated with their advancement. This will be acknowledged by successful candidates when they sign the Part A of the Certificate of Understanding; accepting the terms of service of FT scheme, including waiving their rights to promotion under the selective promotion route and to the full assignment notice period. Should an individual be removed from the FT scheme then Part B of the Certificate of Understanding will be used in transferring individuals back onto the standard selective promotion route and the normal assignment notice period. The Certificate of Understanding can be found at Annex 68B and signed copies will be retained by both the ATA and the individual.

e. **Attending a QC.**

(1) The planning and enrolling of individuals onto a QC will be completed by the ATA in liaison with the relevant Career Management Cell (CMC) or Career Management (CM). In general, FT personnel will be provisionally allocated a QC start date at, or shortly after, completing their current QC. Attendance on a QC will be dependent upon the completion of all of the relevant advancement criteria detailed in Flowcharts at Para 6807sub para h. Frequent liaison between the employing ship and the ATA will ensure that Training Schools, CMs, CMCs and employing ships are able to plan effective movement of FT personnel.

(2) Given the nominal LET and POET QC start dates, mandatory pre-course learning is to be commenced no later than on achieving 8 months' sea service for an FT ET and 14 months sea service for an FT LET. This will allow sufficient time to complete pre-course learning prior to attending the respective QC. The mandatory pre-course learning is detailed in BR 2000(3)(1) Chapter 4 ME and BR 2000(4)(1) Chapter 3 WE (pre-course learning is not applicable to CIS Specialists).

f. **Streaming.**

(1) FT ETs will be streamed earlier than individuals who are not on the FT scheme, by submitting a preference on JPA.

(2) MEGS FT ETs should, where possible, achieve sea employment in all Groups (ML/EL) should be achieved prior to submitting Streaming Preference on JPA. After 6 months' sea service, an individual will be allocated a stream by the ATA in consultation with Ships' Staff. Once streamed, employment on board, where possible, is to be within the allocated stream. This will enable the FT individual to gain as much experience as possible whilst in the compressed sea employment prior to being assigned to LET QC.

(3) WEGS FT ETs will be streamed on selection for Fast Track to LET.

g. **Advancement Flowcharts.** The flowcharts can be found in Annex 75E.

h. **Leadership Training.**

(1) All FT personnel are to complete LRLC or SRLC, as appropriate, as part of their NHR. Preparation for and completion of these courses is essential and although the responsibility rests firmly with the individual to be fully prepared, it is to be supplemented with appropriate coaching and mentoring by their Head of Department.

(2) There may be occasions where a FT individual is at their Due Date for advancement by time, but has not completed their QC so will not meet the advancement criteria. In consultation with the ATA, an application for the Acting Higher Rate (AHR) will be considered against the 'Inability to Satisfy Criteria for Advancement' (see Para 6802 and Para 6803).

i. **Fast Track Failure Policy and De-Selection from Scheme.** Once selected, an individual will remain on the FT scheme unless their progress, performance or standards are deemed insufficient or they voluntarily choose to remove themselves. Where an individual has not been able to maintain FT accelerated training delivery, they will be de-selected from the FT scheme, revert back to the standard selective promotion route, and continue training and employment as necessary to meet the service requirement. The FT scheme failure and de-selection policy is detailed at Annex 68D.

j. **SJAR Reporting Requirements.**

(1) Annual SJARs remain a mandatory requirement for all FT individuals and should comment on their current performance, CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether or not an individual continues to maintain a recommendation for the FT scheme and, if appropriate, the individual's potential for the next FT stage. The SJAR must contain evidence to support these recommendations.

(2) Recommendations from sea for FT candidature for ETs & LETs should be considered for all personnel who have demonstrated the technical ability and CLM attributes at the NHR.

k. **Accelerated Technician Authority.** The ATA will manage all of the accelerated schemes on behalf of the Profession Managers (PM). They will be based within HMS SULTAN and HMS COLLINGWOOD and will be responsible for all accelerated activities, to include the following: selection, organisation and management of the Accelerated Scheme ratings career planning and tracking accelerated scheme activities; all associated JPA activities; management of failure within and removal from accelerated schemes. They will also receive and manage training returns from sea units.

l. **Phase 2 Training Selections - ET.**

(1) The FT Scheme is available for ET trainees during Phase 2 Training where an individual who wishes to be considered or is recommended by their Divisional Officer will be put forward as a candidate.

(2) The ATA will manage all selection interviews; Table 68-2 provides an overview of the processes required to ensure only suitable candidates are presented. This will apply to ME and WE Phase 2 courses and will be refined within each training establishment to ensure that interviews are available regularly in order that all ETs have the opportunity to be considered for selection.

(3) The selection process relies on those candidates who are identified, or volunteer themselves, being suitably informed and mentored by the ATA and their Divisional Staff in preparation for all aspects of the selection process and individuals needs to be successful on the FT scheme.

Table 68-2. ET FT Selection Overview

Event	Description
Introduction	• An introductory brief will be presented
Candidate Identification	• Potential FT ratings identified by DO and/or individual volunteers • Academic workbook issued - detail of maths exam to be taken before Selection Board (not applicable to CIS Specialist FT) • Interview with DO • List of potential FT candidates forwarded to ATA
Candidate Examinations	• Candidates undertake academic assessment (not applicable to CIS Specialist FT) • Candidates receive interview brief from DO/ATA
Fast Track Selection Interview	• Candidates sit interview – up to 1 hour • Candidates informed of result of interview
Fast Track Selection Board	• Successful candidates will be transferred to the FT scheme and career managed separately under Advancement promotion regulations • Successful candidates complete transfer paperwork

m. **Phase 3 Training Selections - LETQC.**

(1) The FT Scheme will be open to trainees during LETQC where an individual who wishes to be considered, and is recommended by their Divisional Officer, will be put forward as a candidate.

(2) Those ET1s who were identified as potential FT candidates during sea employment and received a JPA recommendation from their previous unit will automatically be considered providing they have maintained this recommendation during the early part of LETQC. The ATA and Training Officer will advise any candidate who has previously been recommended, but does not now meet the criteria to be presented to the panel.

Table 68-7. LETQC FT Selection Overview

Event	Description
Introduction	• An introductory FT brief will be presented
Candidate Identification	• FT recommendation from sea • Potential FT ratings volunteer or identified by DO • Interview with DO • List of potential FT candidates forwarded to ATA
Fast Track Selection Interview	• Successful candidates will be transferred to the FT and career managed separately under Advancement promotion regulations

n. **Selection Announcements.** Announcements of successful candidates will be made when all candidates have completed their respective interviews and boards. Successful candidates will be transferred to the FT scheme. The ATA at HMS SULTAN/HMS COLLINGWOOD will also add a Fast Track competence 'Professional | Fast Track LET | Navy', 'Professional | Fast Track POET | Navy' or 'Professional | Fast Track CPOET | Navy' as appropriate to successful candidates JPA records.

o. **FT ET Employment Guidance.**

(1) Due to the short time at sea, there will be a necessity for FT ETs to join and be released from units at a greater frequency than normal assignment cycles. To minimise disruption, this will be managed by both the relevant CM or CMC and the Unit management.

(2) All FT ETs will be employed in specific billets alongside their selective counterparts, but due to FT ETs undertaking shorter sea assignments they must gain a wide experience of different Sections and Streams in a shorter period. FT ETs should be placed into specific billets which have less impact on OC by the frequent movements incurred. Consideration will be given to how many FT ETs are employed within a Group, Department or Unit; especially when the unit may have a programme that requires a certain amount of stability or personnel and level of OC.

(3) Unit HODs and training Co-ordinators are to ensure that adequate employment and training opportunities are afforded the FT individual to meet their necessary training achievements. FT ETs will be expected to carry out the same role as non-FT ETs however the scheme will expose individuals to higher level of responsibility at an earlier career point, which will require a degree of mentoring from unit staff. With the LET fulfilling positions as either a Deputy or Section Head and POET fulfilling positions of a Section Head, consideration will be taken by the ATA to manage any potential impact on a Ships' operational capability when assigning a FT LET and POET to, and from, a platform.

(4) Where a ship's programme changes or a FT individual cannot be suitably employed (such as ships in Upkeep) and the individual will be unable to achieve their advancement criteria, Ship's Staff are to liaise with the ATA to discuss alternative employment options.

(5) The ATA will actively track, manage and, where necessary, advise units on FT training. Any unit unable to facilitate the necessary training is to contact the ATA at the earliest point.

p. **Fast Track Progress Review Process.**

(1) The ATA will maintain a spreadsheet detailing exactly at which point an individual is on the scheme, their next training target and progress towards it.

(2) Within the first week of arrival at a unit, FT personnel are to meet with the department Training Coordinator to discuss and agree timescales for achievement of advancement pre-requisites. These agreed dates are then to be recorded as Personal Objectives in JPA and copied to the relevant ATA representative.

(3) Thereafter, Training Coordinators are to conduct monthly progress reviews with each FT technician during which training progress, forthcoming deadlines and possible programme risks are to be discussed. Due to the exigencies of operational programmes, the assessment of an individual's progress will, to a certain extent, remain subjective at unit level however the formal review process will allow the opportunity to refine and record training deadlines accordingly and feedback to the ATA. The proforma at Annex 68K captures the full progress review process. It is recommended that completed proformas are copied to the ATA frequently as part of continual liaison but as a minimum must be submitted as follows:

(a) No less than every two months.

(b) On the issue, escalation or removal of any FT progress warning.

q. **Fast Track Progress Warnings.**

(1) The process for warning an individual of potential removal from the FT Scheme is discrete from the RN's standard formal warning routine for ratings on the trained strength since it relates solely to either:

(a) Failure to meet required training timelines for FT advancement.

(b) Failure to retain Command recommendation for advancement on the scheme.

(2) Due to the compressed timescales necessitated by this advancement scheme, the duration between warning review and possible escalation is equally compressed to typically no more than one month and comprises two tiers: Level 1 DO's Warning and Level 2 HOD's Warning. A flowchart of the FT warnings process is detailed at Annex 68L. In all cases, units are recommended to liaise with the ATA to ensure fleet-wide consistency for management of training risk within the scheme.

(3) Should an individual move assignments whilst on FT warning the despatching unit is to write to the new unit to hand over the Warning.

(4) In recognition of the need for timely action within this advancement pipeline, the FT Progress Warnings process does not require the raising of supporting appraisal reports, instead the proforma at Annex 68M is to be utilised.

(5) Removal from the Fast Track Scheme should not be interpreted as professional inadequacy since there may be many reasons why an individual is not able to sustain the required progress against the perceived potential assessed in the Training Schools. Removal from FT will lead to individuals being subject to the standard Select, Train and Promote process.

r. **Career Management.**

(1) Career management of FT individuals will be conducted by the ATA (for EGS) and relevant CMs or CMCs (for other branches) following guidance in BRd 3(1) and BR 2000 series to ensure correct and appropriate employment is sought to facilitate the necessary FT training. The ATA (EGS) will be responsible for overseeing all aspects of the training and advancement for their respective cadre.

(2) ATAs will work to ensure there is minimal delay between assigning from course to sea, and sea to course.

(3) When considering assignments in response to any PE-OPDEF or Squad Trawl, CMs must highlight any FT ratings in order that the training implementations can be considered. FT ratings should still be considered for employment under these circumstances, provided that the impacts to training are minimised or mitigated by changes to career achievement points and dates agreed with the ATA.

(4) Where an individual, whether for Service or Non-Service reasons, does not meet the timeline or criteria to return to the next higher rate qualifying course, then the place will be allocated to another FT rating or selectively promoted rating as directed by ATA. Where this occurs for Service Reasons, such as a unit being unable to release the individual due to operational requirements, then the FT rating will not be disadvantaged and will be booked on the next available course and any impact on achieving advancement will be recognised using AHR or remuneration through back pay.

6807. Engineering Submarine Branch Fast Track Schemes

For information on ESM FT schemes see Ch 73 Para 7301 and 7302.

6808. Probationary Leading Hands

a. The rank of Probationary Leading Hand (P/LHs, commonly known as PLETs) is applicable to those recruited under the AA Scheme and Royal Navy Under-Graduate Apprenticeship Scheme (UGAS).

b. All members of these schemes will join the RN as LHs but, to reflect their status as Untrained Strength (UTS), will initially be known as 'Probationary Leading Hands'. To differentiate them visually from trained LHs they will wear a white flash on their rank slides and a curved white upper sleeve flash on their No. 1 uniform and overalls.

c. The following criteria are applicable to P/LHs:

(1) P/LHs cannot exercise military command or issue lawful orders as a LH until they are confirmed in that rate. Nonetheless, any opportunities to experience leadership roles during training should be exploited.

(2) **Phase 1 & 2 Training.** During Phase 1 & 2 Training, establishments are to manage AA and UGAS personnel as they would any other Phase 1 or 2 trainees.

(3) **GS Sea Training.** After Enabling Course, EGS Accelerated Apprentice trainees will start a period of training at sea. During this stage, they will not receive the privileges of a LH. Whether embedded as a small group, or as individuals, they remain UTS and require the supervision and care suitable to that status.

(4) **Phase 3 Training Courses.** P/LHs will remain UTS while on Phase 3 courses. They can therefore only keep establishment and unit duties in a 'shadow' role, however this should not preclude them from double-banking LH duties to obtain experience and exposure. They are also subject to the AA warnings and failure policy see Annex 68K. Notwithstanding these distinctions, P/LHs on Phase 3 courses will be administered in the same way as their GTS ET and LH colleagues.

(5) **Standards of Conduct and Behaviour.** Exemplary conduct, behaviour, performance and dress is expected of P/LHs at all times. This should be reinforced at each stage of training by briefings from local staff and the AA/UGAS management teams. P/LHs may also need to undertake complementary or repeat instruction outside of core working hours. Such requirements will be at the discretion of the local management chain.

Note. *The UGAS scheme for ESM is detailed in Chapter 73.*

6809. Accelerated Apprentice (AA) Scheme

a. The AA scheme has been developed to appeal to the growing population of school leavers with Level 3 STEM qualifications (A-levels and vocational). It provides a route to exploit the potential of these individuals by expediting through-flow to LAET/POET (MEGS and WEGS) by means of a 2-year training programme. It will also add a route of entry which will be attractive to school leavers holding Engineering and Science Level 3 qualifications and is expected to contribute to the recruitment of improved talent to the RN engineering cadre. The scheme provides a bespoke training pipeline for AA personnel which accounts for their already achieved Level 3 qualifications. Once training is completed and the individual becomes a Gain to the Trained Strength (GTS), they leave the AA scheme and are treated as a standard LAET/POET(ME / WE).

b. The scheme is under DDPD governed via the NSEPB, chaired by DDPD. At Hd level, the scheme is owned by Hd BM, who delegates policy authority to the respective Branch Managers (EGS, ESM and AE). For the EGS and ESM cadres, the scheme is managed by personnel formed as an Accelerated Technician Authority (ATA), while for AE it is the Accelerated Apprentice Air Engineering Recording Authority (AA AE RA) (see Note 1). For further information on AA(SM) scheme see Ch 73 Para 7304.

c. On joining HMS RALEIGH for New Entry Training, AA recruits will be Probationary Leading Hands (P/LH). They will remain P/LHs until completion of the AA pipeline (see Note 2). Guidance on management of P/LHs can be found at Para 6808.

d. **Selection.** Due to both the accelerated nature and limited places available on the AA scheme, the recruitment process is bespoke and selective. AA candidates are recruited into their specific branch as AE, MEGS, WEGS or ESM (see Note 3). There are 2 AA intakes per year for MEGS, WEGS (2x ET(WE and 2x ET(CIS Spec) and AE, and 4 intakes per year for ESM.

(1) Recruitment of AA candidates is the responsibility of R&A. During this process the performance of candidates will be collated and recorded by the R&A Accelerated Engineer Coordinator (AEC).

(2) R&A AEC will present candidates' performance at the Final Selection Board (FSB). This will be attended by the R&A AEC, AA AE RA/ATA of the Branch and a member of the Branch Management team (OR8 or above) and will be presented with detailed feedback and thus make the final selection. To allow candidates to prepare to join the RN, the FSB is to be convened at the end of the recruiting cycle, approximately two months prior to the AA entry. The FSB also provides an opportunity between R&A and the Branch Management to review and improve the selection criteria and process.

e. For more information refer to Chapters 73 / 74 / 75 / 76 respectively for SM / MEGS / WEGS / AE specific guidance.

6810. Undergraduate Apprenticeship Scheme (UGAS)

For information on ESM UGAS scheme see Ch 73 Para 7305.

6811. MEGS and WEGS Direct Entry Technician Scheme (DET)

a. The (DET) scheme is an example of a Lateral Entry (LE) route that focuses specifically on the recruitment of Suitably Qualified and Experienced Personnel (SQEP) from industry to shortage categories in the Royal Navy. Presently, the scheme is open only for entry into the MEGS/WEGS cadres; achieving trained strength entry at the level of Petty Officer Technician (Marine/Weapons Engineering) (POET(ME/WE)).

b. On joining for New Entry Training, DET recruits will be Probationary Petty Officers. They advance to substantive POET at a defined point in their training pipeline (See Chapter 74 Annex 74G).

c. Once PAR has been raised to Substantive PO, Career Manager to "End Date" AA Competency.

ANNEX 68A

TERMS OF REFERENCE FOR ENGINEERING GENERAL SERVICE ACCELERATED TECHNICIAN AUTHORITY (MEGS AND WEGS)

1. Preamble

a. Career Management is about assigning the right people, with the right skill-sets, to the right job, at the right time, carefully balancing the needs of the Service and the development of the individual in support of operations, whilst maintaining MC of OC.

b. With the introduction of a number of Accelerated Technician (AT) schemes, and in order to deliver success in the schemes, an increased degree of Career Management and oversight of personnel is required.

c. The Accelerated Technician Authority (ATA) positions are OR7 posts within WFPT based in HMS SULTAN and HMS COLLINGWOOD and are responsible for supporting BM ENG SO2 in the management and oversight of the EGS ratings on an Advancement Scheme (including, but not limited to, Fast Track (FT), Advanced Apprenticeship (AA), and Direct Entry Technician (DET)).

2. Purposes

a. **Primary Purpose.** To act as a focal point for the stakeholder community on all aspects relating to the various EGS Advancement Schemes.

b. **Secondary Purposes.**

(1) The monitoring and recording of the progress of all EGS individuals on an AT scheme.

(2) Directing and supporting accelerated career scheme activities and requirements within training schools as required.

(3) To monitor AA recruitment through liaison with the CNR Accelerated Engineer Coordinator and select the candidates for the scheme as a member of the Final Selection Board (FSB).

(4) Liaising with CMCs and UPOs to ensure assignment action and UPO administration (pay, advancement, engagement status etc.) are enabled to meet the requirements of various AT schemes.

(5) Acting as a focal point for mentoring and championing the EGS members and potential members of the various AT schemes from application, recruitment and new entry through to specialist training and first complement assignment.

(6) Provide a source of advice and information for potential recruits to the scheme.

3. Accountability

ATAs are accountable to BM OR ENG SO2 for the following:

a. The selection of Fast Track ratings within the EGS Branch.

b. The management of EGS ratings on Advancement Schemes.

c. Contributing to Engineering Branch development as part of wider Naval personnel development and strategy[1].

4. Authority

ATAs are authorised to carry out the following:

a. Represent another member of the ATA Team as delegated.

b. Liaise with authorities across the MOD and Commands and elsewhere in pursuance of their purposes.

c. Sign correspondence on matters within their purpose, keeping superiors informed.

d. Represent BM ENG SO2 as required on matters relating to the Advancement Schemes.

5. Tasks

The principal tasks undertaken by ATAs are as follows:

a. **Coordinate and Attend the FSB.** The FSB will be convened roughly 2 months prior to the intake entry date to INT to select the top applicants for the scheme. The board will be convened by the ATA who is to contact BM WO1/2 to provide a board chair. CNR AEC will present the AA applicants to the board.

b. **Monitoring and Recording the Progress of all Accelerated Technicians.** The ATA will maintain a record of all individuals' progress towards achieving all training requirements for advancement prior to their AT Advancement Date/Due Date. The ATA will monitor an individual's progress towards their pre-advancement requirements[2], providing the ATA with confidence that all AT advancement requirements will be achieved on time. Analysis of candidate performance should be undertaken to develop future entry requirements for the scheme, in order that this information can be used to review entry criteria and weightings.

c. **Unit Training Co-ordinator Support.** The ATA will provide support to unit Training Co-ordinators in order to effectively support AT personnel whilst employed at sea.

d. **AT Focal Point.** The ATA team will be the focal point for all AT enquires, **supporting** Divisional Staff, Training School Staff and Career Managers in the effective management of all AT personnel.

[1] CNEO strategy which includes the personnel pillar, sits within the ES Division.
[2] As detailed in BRd 3(1) Chapter 68.

e. **Fast Track (FT) Selection Process.** The ATA will be responsible for the co-ordination of the FT Phase 1 (ET – LET), Phase 2 (LET – POET) and Phase 3 (POET-CPOET) selection process. This will include organising all FT activities, such as briefing Qualifying Course, as well as supporting the interview and selection board process under the Maximise Authorised Numbers (MAuN) as set by the Branch Management team for the particular cadre.

f. **Accelerated Scheme Transfer.** The ATA managers are to assist in the Identification and management of personnel worthy of transfer onto any of the Accelerated schemes. This is to be managed on a case-by-case basis via the appropriate Branch Manager.

6. Competencies

In general, the post holder is to be a CPO Engineering Technician of the appropriate Branch.

ANNEX 68B

CERTIFICATES OF UNDERSTANDING - TRANSFER TO OR REMOVAL FROM THE ENGINEERING GENERAL SERVICE FAST TRACK SCHEME

PART A - TRANSFER TO THE ENGINEERING GENERAL SERVICE FAST TRACK SCHEME

Being subject to: Advancement by time (in accordance with BRd 3(1) Chapter 68) and possible changes in minimum notice for assignment to sea and shore.

Part 1 - Individual's Details

Full Name (in Capitals)	Service No.	Rate

Selection Point	Date of Selection	Fast Track Start Date/LET Seniority Date	Remarks

Part 2 - Individual's Declaration[1]

I understand that during my time on the EGS Fast Track scheme:

a. I will be subject to advancement by time (as detailed in BRd 3(1) Paras 6807/6808 and Chapters 74/75*) rather than selective promotion and, therefore, I will not be considered at any Selection Boards for Promotion.

b. I may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in BRd 3(1) Chapter 59 Section 11.

Signed: ..... Date: .....

Part 3 - Accelerated Technician Authority[2]

The above named rating has been transferred to the EGS Fast Track scheme and will be subject to advancement by time, with the following awarded due date for the next higher rate:

Advancement To	Date Due Advancement
LET / POET / CPOET*	

* delete as appropriate

Signed: ..... Rate/Rank: .....

Name (in capitals): ..... Date: .....

[1] A copy of the Certificate of Understanding Part A is to be retained by the individual.
[2] The Certificate of Understanding Part A is to be retained by the ATA for a period of 3 years after the individual leaves the FT scheme.

PART B - REMOVAL FROM THE ENGINEERING GENERAL SERVICE FAST TRACK SCHEME

Part 1 - Individual's Details

Full Name (in Capitals)	Service No.	Rate

The Above Named Rating has been removed from the EGS Fast Track scheme and will no longer be subject to time-based advancement.

The following seniority date has been determined by the Fast Track Authority and will be recorded in JPA:

Rate	Seniority Date

Part 2 - Individual's Declaration[3]

I understand that on removal from the Fast Track scheme I will:

a. Return to being subject to selective promotion as detailed in BRd 3(1) Chapter 67 and Chapter 74/75*.

b. Be liable to be assigned to sea or shore units as detailed in BRd 3(1) Chapter 59 Section 11.

* delete as appropriate

Signed: ..... Date: .....

Part 3 - Accelerated Technician Authority[4]

The Above Named Rating has been transferred to the Selective promotion scheme and will be subject to promotion by Selection from the following date:

Date: .....

[3] A copy of the Certificate of Understanding Part B is to be given to the individual.
[4] The Certificate of Understanding Part B is to be retained by the ATA for a period of 3 years after the individual leaves the FT scheme.

The following actions have been completed;

- the individual has been fully briefed on implications of removal from Fast Track and has been advised of any ROS associated to the Qualifying Courses that have been completed;
- all Fast Track competences have been removed from JPA; and
- the Individual's Seniority Date has been agreed with the FTA and recorded in JPA.

Signed: ..... Rate/Rank: .....

Name: ..... Date: .....

ANNEX 68C

FAST TRACK (WEGS AND MEGS) SELECTION INTERVIEW GUIDE

1. The Fast Track Selection Interview (FTSI) will take the following format:

a. **Board Introduction:** The FTSI president will introduce the board members and outline the requirements of the board.

b. **Self Introduction:** Candidates will be asked to give a short brief on their personal history and career to date.

c. **Training and Career Development:** Candidates should be able to demonstrate outline knowledge of the LET/POET Qualifying Courses and an understanding of ET career stream development and promotional prospects. Candidates will also be expected to demonstrate awareness of the role of LET and POET.

d. **System and General Technical Knowledge:** Candidates will be expected to demonstrate a good knowledge of basic systems that are taught during Phase 2, using diagrams if appropriate. They must be able to demonstrate an aptitude and understanding of basic engineering principles in both mechanical and electrical disciplines.

f. **General Awareness:** Candidates will be expected to have an understanding of the organisational structure of ME or WE departments from ET through to command level. Additionally, they must have an appreciation of the Royal Navy in terms of current and future equipment, platforms and operations.

2. Examiners' Guidance

Hints and guidance given to FTSB examiners regarding the standards they should be delivering/expecting:

a. Guidance for all candidates.

b. Ability to communicate orally and in writing.

c. Able to discuss various issues in a clear and logical manner.

d. Good standard of mathematics, broadly equating to GCSE Grade C or above.

3. Questions should be based, where appropriate, around scenarios the individuals would be likely to encounter on board. Use of diagrammatic explanations is acceptable. Allowances should be made for Phase 2s who may lack on board experience and may not use the correct terminology.

4. WEGS Fast Track Interview Proforma

Name & Rate		Course No	
Official Number		Date of Interview	
Age & Date Entered RN	Age Now - Joined -	QEPO on JPA	Yes / No
President		Board Member	

1. Training & Career Development - *FT Candidates should be able to demonstrate/show*: Understanding of FT and non-FT timelines and qualifications up to and including WOET(WE). What are the Leadership and Management differences between LH and PO? Do they know role of LH as LHOM and its relation to the Divisional organisation? **CIS Specific** – Understand the role of the RIC of communications at sea.	
	/10
2. Weapon Engineering Department - *FT Candidates should be able to demonstrate/show:* WE Department Family Tree from CO down and the roles, main tasks Do they have a basic Understanding of board planning, e.g. weekly planning cycle, maintenance planning etc? Understanding the terms Operational Notice, Notice for Sea and the Operational Effect. Understanding of Explosive Handling and Explosives Organisation. What is the Duty watch organisation and responsibilities? **CIS Specific** - Explain the communication services to be maintained by Ships at sea, understand the requirements for a communications intentions signal (including timeframes) and define OPCALL as well as understand the reporting chain for CIS problems at State 1,2, & 3. ***What level of detail is the candidate able to articulate? Has effort been made to expand on QC knowledge?***	
	/10

3. General Technical Knowledge - *FT Candidates should be able to demonstrate/show*: Knowledge of weapon systems and their Operational Capabilities Knowledge of internal and external communications, their capabilities and primary uses. Action Information Organisation (i.e.. How weapon and sensor systems interact on board including the Combat System Highway) Understanding the SHIPHAZ Procedures LOTO procedures and Preps for Sea routines **CIS Specific** – Demonstrate knowledge of computer networks and System networking. Knowledge of Communication Plans, Strategic, Tactical and Distress communication circuits. Explain IS systems in use onboard RN Vessels (e.g. DII/LC2) and what the systems are utilised for. Understand Basic fault finding of Communications Circuits. Knowledge of reversionary modes available to CIS systems. ***What level of detail is the candidate able to articulate? Has effort been made to expand on QC knowledge?***	
	/10
4. General Naval Knowledge - *FT Candidates should be able to demonstrate/show:* Types of vessel used in the RN and primary roles. Areas of tasking undertaken by the RN. Future platforms. ***Is the candidate's information current? Is it evident effort been made to do research?***	
	/10
5. Motivation - *FT Candidates should be able to communicate:* Why do you want to go fast track? Why do you feel you should be given the opportunity to proceed through your career at an accelerated rate ahead of your peers?	
	/10
Overall Performance on the Board: ***Use of correct engineering terminology, effective communication skills, military bearing, how they conduct themselves etc.***	
Result : ***V STRONG/STRONG/SATISFACTORY/FAIL/Demonstrates Potential for LET/POET***	**/50**
Signed: **Board President**	

5. MEGS Fast Track Interview Proforma

Name & Rate		Course No	
Official Number		Date of PSI	
Age & Date Entered RN	Age Now – Joined –	QELH on JPA	Yes/No
Education Qualifications	(*List qualifications and grades*)		
Next Assignment	(*If Known*)		
President		Board Member	

1. Training & Career Development:
Detailed understanding of FT and non-FT timelines and qualifications up to and including WOET(ME) – e.g. timescales to PE, Operator Tickets, CDJ completion etc. Candidates should know the CLM and OC delivery difference between LH and PO. Do they know the length of each career course, pre-requisites for promotion, authorisation levels at each rank, BR references, Engineering Training Squadrons etc?

V STRONG/STRONG/SAT/POOR/V POOR

2. Engineering Department/Support:
Ability to draw ME Department Family Tree from CO down and talk about roles of all individuals in the tree, detailing main tasks and interaction with other departments. Do they have an understanding how onboard planning is conducted, e.g. weekly planning cycle, maintenance planning, FTSP planning/support etc?

V STRONG/STRONG/SAT/POOR/V POOR

4. Mathematics/Problem Solving:
Engineering Mathematics, test ability to problem solve and apply sound engineering logic/judgement to arrive at sensible answers, e.g. a compartment of length A, width B and depth C is filling with sea water at a rate of ∂m3 per/hour. Given sea water density of 1029kg/m3 how deep will the water be after X seconds and how much will this volume of water weigh? If water was added for a further 25% of the total time (X + 0.25X seconds) how much deeper will the water be and how much extras will it weigh?

V STRONG/STRONG/SAT/POOR/V POOR

5. General Technical Knowledge:
Reflection on material delivered during ETICC, e.g. basic fridge cycle and symptoms of various failures, gas-flow through a GT, ICE construction, safety, roundsmanship principles. Do they have a good understanding of system operation in and out of trade, correct use of engineering terms and symbols?

V STRONG/STRONG/SAT/POOR/V POOR

6. MEGS & General Naval Knowledge: Types of vessel used in the RN and primary roles. Propulsion and weapon systems fitted; areas of tasking undertaken by the RN. Future platforms. Do they know role of LH as LHOM and with regard to Divisional organisation? **V STRONG/STRONG/SAT/POOR/V POOR**
Overall Performance on the Board: ***Use of correct engineering terminology, effective communication skills, military bearing, how they conduct themselves etc.***
Result : ***V STRONG/STRONG/SATISFACTORY/FAIL/Demonstrates Potential for LET/POET***

Signed: **Board President**	

ANNEX 68D

FAST TRACK SCHEME (EGS) - TERMS OF SERVICE AND FAILURE POLICY

1. Fast Track Terms of Service

a. The FT affords significant opportunity in terms of career progression at an earlier stage and that FT personnel will perform at a higher than average level of competence in all aspects of training and employment prior to achieving their next higher rate. The scheme is dependent on both the individual and the unit's organisation to maintain progress towards the next higher rate and to ensure this occurs the scheme will be externally assured, managed under revised terms of service and clearly defined failure policy.

b. Lack of progress within the scheme has the potential to prevent the achievement of the nominated Due Date and, therefore, it will be expected that FT personnel will be appropriately supported. The individual will be placed on warning in a timely manner to support recovery and indicate not only the failure, but the potential impact to the due date achievement. At all times an FT individual must maintain a positive recommend to remain on the scheme and for the next advancement. Any repeated training failure, CLM or NGT warnings or attitudinal problems will, in all probability, result in removal from the FT scheme.

c. Personnel selected FT during Phase 2 Training who remain on the scheme (subject to completing all eligibility criteria) will be advanced to LET. Further selection for FT to POET will be dependent upon both performances on the LET QC and recommendation to remain FT. The FT selection board during Phase 3 Training will consider all those who retain the FT recommendation from Phase 2 Training and, also, those who have a recommendation from sea (recorded on JPA as 'Professional I Fast Track POET Recommend I Navy'). Selection for FT to CPOET will be dependent on performance on the POET QC, recommendation for FT, Service History and requirement. The FT selection board during POET QC will consider all those who have a recommendation from sea (recorded on JPA as 'Professional I Fast Track CPOET Recommend I Navy'.

d. To ensure all FT personnel are fully aware of the changes to their Terms of Service on selection to the FT scheme (including, being advanced in lieu of selective promotion), individuals will sign a Certificate of Understanding (Part A). When signing, they confirm that they understand that, whilst on the FT scheme, they will not be considered at Selective Promotion Boards and also there may be occasions where the minimum time for assignment to sea and shore may not be achieved. On leaving the FT scheme, a Certificate of Understanding (Part B) will be completed and signed by the individual reversing the process, with an individual returning to Selective Promotion and minimal notice for future assignments.

e. FT will incur the same Training Return of Service (TRoS) associated with CC and QC, see Para 5304 and Table 53-C. The TRoS obligation is incurred from the start date of the course and will be applied, subject to Service needs irrespective of the final course outcome. Although TRoS is incurred from the start of the course, the actual return of service will start on completion of LETQC, POETQC or CPOETQC respectively. This will be the case for all FT personnel; individuals who are withdrawn from training, for whatever reason, or who effectively withdraw themselves from training, will have a period of TRoS applied. As a rule, this period will be determined by the FTA; taking into consideration the amount of course completed and any other mitigating factors.

2. FT Scheme Failure Policy

a. The failure policy is to be followed for all FT personnel and is aimed at ensuring individuals remain focussed on meeting the required of the FT scheme. Where it is evident that agreed targets will not be achieved, FT personnel are to be placed on warning in a timely manner to re-focus the individual and also highlight to the ATA the potential delay in the individual's progression.

b. There may be extenuating circumstances, both Service and Non Service reasons, see Para 6802 which may prolong an individual's time within the training pipeline. Delays may have an effect on the ability to meet progression to LET, POET or CPOET within the expected time and in all circumstances the ATA should be informed at the earliest point.

c. The names of ratings that, for reasons of misconduct, incompetence or lack of diligence, cannot be advanced within the set timescales are to be reported to ATA at the earliest opportunity with a recommendation on whether to be retained or removed from the FT scheme. Ship's or Training School staff are to seek the advice of the ATA and CM EGS JR WO1 during any escalation of warnings preceding the individual's due date for advancement.

3. Automatic Removal from the FT Scheme

The following occasions will be considered as reason for automatic removal from FT:

a. Submission of Early Termination request.

b. Not being recommended for advancement.

c. Failure of Leadership Course (LRLC or SRLC), see Para 7.

d. Discipline resulting in Disrating or Career Check.

e. Career Break.

4. De-Selection from the FT Scheme

a. Once selected, an individual will remain on the FT scheme unless they;

(1) Submit formal request to be removed from the scheme to ATA.

(2) Fail to complete professional qualifications/requirements at sea within the prescribed timescales.

(3) Demonstrates professional and/or performance-related reasons for unsuitability.

(4) Are removed from the scheme following escalation of warnings for other professional, CLM or NGT reasons.

(5) Selected for UY/SUY(E) Scheme (if failing on this scheme acceptance back onto the FT scheme will be on a case-by-case basis as determined by the relevant BM SO2).

b. On submission of a request for Early Termination an individual will be de-selected from the FT scheme. Unit Staff and Career Managers are to ensure they liaise with the ATA prior to accepting any notice to ensure that the individual is fully briefed on all aspects associated with removal from FT and serving notice, such as TRoS and being employed at sea during the notice period.

c. When being de-selected from the FT scheme the ATA will ensure the following actions are completed and appropriate details are recorded on the Certificate of Understanding (Part B):

(1) Individual is to be fully briefed on all aspects of removal and future promotion will be by Selection.

(2) An SJAR or Insert Slip raised detailing reasons for the de-selection.

(3) FT Certificate of Understanding (Part B), to be completed by the ATA.

(4) ATA to remove the JPA FT competence.

(5) Individual’s seniority date to be agreed with CM and recorded on JPA.

5. Volunteer for Removal from the FT Scheme

a. At any stage of the scheme an individual can volunteer to be removed from FT and revert to selective promotion. The process is detailed below and all individuals should be fully advised of the changes to their career progression when transferred back to the selective promotion route. It is recommended this is carried out by the unit HOD or CM.

b. The request by an individual for removal from the FT scheme is to be forwarded to the relevant CM for review and consideration. The CM will provide career advice to the individual including any TRoS requirement in relation to any training courses that have been completed. The process to be followed is indicated below;

(1) The FT ET is to submit a formal request detailing the explanation why they wish to be removed from the FT Scheme.

(2) If the request for removal is associated with submission of Early Termination the ATA will liaise with the CM before advising the HOD on future employment plans.

(3) If at sea in a complement billet, the ET or LET is expected to remain in that position.

(4) If the request for removal is not associated with an Early Termination but occurs on LETQC or POETQC the individual will continue on the course as subject to selective promotion. All cases will be treated individually and be approved by the relevant CM.

c. Individuals removed from the FT will be career managed by their appropriate CMC and be employed according to the Needs of the Service.

6. Failure within Professional Qualifying Courses

a. FT personnel who fail on ET CC, LETQC or POETQC will be managed by the Training Schools QC Failure Policy. All FT individuals are to be considered by the Training School for removal from the FT Scheme on achieving Tier 2 (WE)[1] and Level 2 (ME)[2] Warnings.

b. Back Class for FT personnel is only to be considered for exceptional reasons outside of any professional training failure. Where back class is necessary then the individual case will be reviewed by the Training School, ATA and CM to assess the impacts to the individuals training. Where a FT individual is being back classed then following liaison with the FTA/ATA the Training School will review the circumstances of the back classing and consider on a case-by-case basis if the individual is to remain on the FT scheme.

c. Where FT personnel fail or miss course module(s) then the Training School policy is to be followed in reprogramming modules. Where a module(s) has been missed for Service or Non-Service reasons then the ATA is to be notified in all cases. Whether an individual remains on the FT scheme will be reviewed on a case by case basis, with the final decision being made between the Training School, CM and the FTA/ATA.

[1] HMS COLLINGWOOD FOAP(T) PCD-1304
[2] HMS SULTAN TSOP3 :3:3

7. Failure of Leadership Courses

a. As Fast Track ratings it is expected that all FT personnel will allocate sufficient time and preparation to pass the necessary leadership courses that are the standard for the rank which they have been recommended.

b. Those FT personnel who fail to pass LRLC or SRLC may be de-selected from the FT scheme for not meeting the standard of leadership expected at their rank. In exceptional cases and where there is sufficient mitigation and a recommend to return to leadership course by Royal Navy Leadership Academy (RNLA) Staff a de-selection from the FT scheme waiver may be considered. This must be approved by the FTA/ATA.

c. On removal from the FT scheme following failure at LRLC or SRLC the individual will be transferred to the selective promotion route at their current rank (i.e. on failing LRLC the rating will remain as an ET1). The individual must then seek promotion by selection and will be planned to attend leadership only after further selection for the next higher rate.

8. Fast Track Scheme Rules Regarding Failure

The details given in Table 68D-1 provide reasons for failure and the associated actions to be taken. All instances will be reviewed on a case-by-case basis by the training School in consultation with the relevant CM. Where an individual is removed from the FT scheme, the ATA will complete all relevant actions for the removal of the individual from the FT scheme.

Table 68D-1. Fast Track Scheme Rules Regarding Failure

Training Point	Reason for Failure	Actions to be completed on Removal from Fast Track (Note 10)
Phase 2 Training ETICC	NGT Failure (See Para 5750) Below 75% average score or training school equivalent during Phase 2 Module Assessments not achieved (Note 1) Back Classed (Note 2) Failure of academic Module(s)	Transferred to Selective Promotion Continue in Phase 2 training (Note 3) Future assignment by CMC
Sea Employment as ET2 and ET1	Competence as a ET not achieved within 9 months sea service. Removal of FT Recommend (Note 9) Not complete AB to LH CBRNDC Taskbook	Transferred to Selective Promotion Remain at sea as ET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)
LRLC	Failure of LRLC (See Para 6903)	Transferred to Selective Promotion Not to proceed to LETQC Assigned back to CMC and sea as ET1 (Note 7)

(Continued)

Table 68D-1. Fast Track Scheme Rules Regarding Failure (Continued)

Training Point	Reason for Failure	Actions to be completed on Removal from Fast Track (Note 10)
Phase 3 Training LETQC	NGT Failure (See Para 5750) Below 75% average score or training school equivalent during Phase 3 Module Assessments not achieved (Note 1) Back Classed (Note 2) Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Assigned back to CMC as ET1 (Note 8)
Sea Employment as LET	Competence as a LET not achieved within 15 months sea service. Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Remain at sea as LET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)
SRLC	Failure on SRLC (See Para 6903) Pre course documentation in-complete for SRLC (Note 6)	Transferred to Selective Promotion Not to proceed to POETQC Assigned back to CMC as a LET (Note 7)
POETQC	NGT Failure (See Para 5750) Below 75% average score or training school equivalent during Phase 4 Module Assessments (Note 1) Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Assigned back to CMC as a LET (Note 8)
Sea Employment as POET	Competence as a POET not achieved within 18 months sea service. Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Remain at sea as POET Warning levels to be adjusted (Note 4) Assigned by CM (Note 5)
CPOET QC	NGT Failure (See Para 5750) Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Assigned back to CM as a POET (Note 10)

Notes:

1. FT personnel are expected to demonstrate the higher levels of competence at all times. Failure to sustain this level or failure of any re-sit examination will be reviewed by the Training School, ATA and relevant CM on a case by case basis and may result in removal from the FT scheme but not necessarily from the qualifying course.

2. Where it is deemed necessary, but only in exceptional circumstances, a FT may be back classed. When back classed the individuals seniority and due dates may be adjusted accordingly as directed by the relevant CM and ATA/FTA.

3. An individual shall continue in Phase 2 Training following failure at the discretion of the Training Officer.

4. Where warning levels have been issued due to an individual failing to achieve their planned progress on the FT scheme these warnings are to be reviewed upon removal from the FT scheme and transfer to Selective promotion and removed as appropriate. Where a warning is deemed necessary within the selective promotion also then it is to remain. Full clarification from the relevant CM and ATA/FTA should be sought by units.

5. On removal from the FT scheme and transfer to Selective promotion whilst serving at sea the relevant CM or CMC is to ensure the individual remains in post unless the warning level dictates otherwise. The individual's seniority will remain that of any previous Due Date and it will be necessary to adjust all future availability dates.

6. Where an individual has failed to prepare for a leadership course which is assessed as being due to Non-Service Reasons within an individual's control, the individual is to be removed from the FT scheme.

7. On failure at LRLC or SRLC and following removal from FT Scheme it is to be recognised that the individual will have completed less time at sea than those on selective promotion. It is therefore expected that these individuals will be assigned back to sea at the earliest opportunity by the relevant CM or CMC.

8. It is assumed that the failure occurs before any due date for advancement to NHR and by not completing QC the individual is therefore not eligible for advancement. All cases will be dealt with on an individual basis by the ATA/FTA and the relevant CM.

(Continued)

Notes (Continued):

9. Where an individual is selected for FT, but subsequently does not perform to the required standards on the higher qualifying course their Divisional Officer (ET CC or QC), HOD (Employment) or Training Officer (LETQC, POETQC and CPOETQC) may make a recommendation for the individual to be removed from the FT scheme to the ATA/FTA and relevant CM.

10. On failure and removal from FT the ATA/FTA will complete all necessary actions and will also liaise with relevant CM or CMC regarding future employment and assignments. Where necessary the CMWO1 will advise on individual cases.

ANNEX 68E

INTERIM FAST TRACK SCHEME

1. The EGS IFT scheme was introduced in advance of the Steady State FT scheme and provided an opportunity for the current strength ETs and LETs to have an accelerated route to POET. Capacity within legacy POET Enabling Training, followed by the POET Qualifying Course (QC) has been utilised to provide the appropriate higher level training before a period at sea to consolidate and acquire experience.

2. With the development and introduction of the Individual Competency Framework (ICF) designed QCs, the legacy training courses are being replaced and the Enabling Training for the IFT scheme removed from the Training Programme. As a result of this, the training pipeline is being amended for those who have been selected for IFT, but have been unable to be assigned or successfully complete the POET Enabling Training. These IFT personnel are being locally managed by the ATA and assigned to a revised training package that utilises LET and POET QC.

3. To remove any confusion between the Interim and Steady State FT schemes where possible the Terms of Service and Failure Policy have been aligned. During the development of the Steady State FT scheme the current IFT policy was reviewed and updated.

4. The policy laid down is applicable to personnel who were selected onto the Interim Fast Track prior to 1 Oct 15. Unlike Steady State FT, where there is a two stage selection process, personnel who are currently on the IFT scheme retain the rights of their due date for advancement up to POET, provided that they are eligible in all respects for advancement.

5. Management of IFT Personnel

A higher degree of external management and oversight of IFT is required to ensure personnel maintain the required standards and maximise the opportunities for sea experience between training courses. The Steady State FT scheme has introduced a CM EGS JR WO1, and an ATA, which will be based in HMS SULTAN and HMS COLLINGWOOD. The CM EGS JR WO1 and relevant ATA are also the focal point for all issues relating to IFT personnel. As the Fast Track Authority (FTA), the ATA will also provide the requisite assurance to Profession Managers of progress of all personnel within the IFT scheme.

6. Transfer to Interim Fast Track – Minimum Assignment Notice

The IFT scheme accelerates individuals to POET and may require shorter than the minimum assignment notice. All individuals on the IFT scheme may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in Chapter 59 Section 11. This will be acknowledged by individuals when they sign the Certificate of Understanding (Part A); accepting the Terms of Service detailed for IFT, including waiving their rights to promotion under the selective promotion route and accepting that they may be assigned at less than the normal assignment notice period. Should an individual be removed from the IFT scheme then the Certificate of Understanding (Part B) will be used in transferring individuals back onto the standard selective promotion route and the normal assignment notice period. The Certificate of Understanding for IFT personnel can be found at Annex 68F and signed copies will be retained by both the ATA and the individual.

7. Interim Fast Track Training Returns

The ATA will maintain a record of progress towards achieving the training requirements detailed in the flowcharts. Ship's Staff will assist with this process by submitting a Training Return to the ATA either 3 monthly or when key milestones are reached/missed. All IFT personnel will be expected to proactively manage and own their training and present a training plan to the unit Training Co-ordinator detailing when they believe they will achieve the required next higher rate eligibility criteria. An individual's Training Plan should be reviewed and used to set SJAR Personal Objectives, aligned with the information contained on a unit's Training Return.

8. IFT Flow Charts

ENGINEERING TECHNICIAN (MARINE AND WEAPON ENGINEERING) - INTERIM FAST TRACK ADVANCEMENT FLOWCHART FOR INDIVIDUALS WHO HAVE COMPLETED POET ENABLING TRAINING AND POET QC.

The following rules apply to personnel who have been selected for the Interim Fast Track scheme and have completed POET Enabling Training and POET Qualifying Course.

LEADING ENGINEERING TECHNICIAN
Awarded an Advancement Due Date to POET of 24 months from the LET Seniority Date

Criteria for Advancement to POET (Interim Fast Track)

a. Successful completion of POET Qualifying Course recorded on JPA as ME|POET ME Qualifying Course (ME284)|Navy| or WE|POET(WE) Career (WE315)|Navy|. (Note 2)(3)(4)(6).

b. Hold Professional Qualifications SOC and MEOOW2C to be completed within 18 months' sea service; recorded on JPA as 'Professional Switchboard Operating certificate DB33)|Navy' and 'Professional Marine Engineer Officer Of The Watch 2 Certificate (MEOOW2C)|Navy' (Applicable to ET(ME) personnel only).

c. Completed OJT and Passed OPS Assessment for LET. Recorded on JPA as 'Professional|OPS for LET(ME) DQ40|Navy' or 'Professional|OPS for LET(WE) DQ40|Navy|'. (8).

d. Completed SRLC. Recorded on JPA as 'Miscellaneous|Senior Rates Leadership Course|Navy|' (Para 6909). (5)

e. In date for RNFT or hold approved waiver on date due advancement (Para 6806), recorded on JPA as 'CMS|Fitness Test|Navy|'. (1).

f. 18 months' sea service as a LET.

g. At least 6 months since last Career Check (if any) on date due advancement.

h. Recommended for advancement to POET on Appraisal Report. (7).

Advanced to
PETTY OFFICER ENGINEERING TECHNICIAN (Note 5, Note 7)
Transfer to Selective Promotion Flowchart for ICF ET and back to selective promotion rules in Chapter 67

Notes:

*1. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate due date for advancement. See Para 6806 for the required JPA competence.*

2. Suitability of individuals to retake failed elements of the QC, or the requirement to be back classed, or remain on the IFT scheme, will be determined by the Commanding Officer of the relevant Training School. A repeat failure of part/all of the course will result in the individual being deselected from IFT, however, they will remain on the QC, but not on the IFT scheme (normal QC failure rules apply). Suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.

*3. **Unsuitable Candidates.** Where, during the period of the QC, candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by the Commanding Officer of the relevant Training School. In such cases, individuals will be deselected from IFT and the QC and will continue to serve in their current rate. They will transfer from IFT back to Selective Promotion as the eligibility route for future selection.*

4. Failure to complete Professional and/or Leadership Course. Refer to Para 6803 for rules on the impact on a rating's advancement if they fail to complete LET/POET QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of service reasons (outwith own control) or non-service reasons (within own control).

5. All IFT personnel shall complete SRLC, as appropriate, as part of their next higher rate. Preparation for and completion of these courses is essential and, although the responsibility rests firmly with the individual to be fully prepared, is to be supplemented with appropriate coaching and mentoring by their Head of Department. There may be occasions where an IFT individual is at their Due Date for advancement by time but has not completed their QC so will not meet the advancement criteria. In consultation with the ATA, an application for the Acting Higher Rate will be considered against the 'Inability to Satisfy Criteria for Advancement' as detailed in Para 6803.

(Continued)

Notes: (Continued)

*6. **Refusal to Complete POET QC.** Individuals who refuse to undertake the QC will be deselected from the IFT scheme, continue to serve in their current rate, and transfer back to Selective Promotion.*

7. If for any reason an LET does not achieve the eligibility criteria and subsequent recommendation for advancement, a review will be undertaken by the CM EGS JR WO1 on a case by case basis for suitability to remain on the IFT scheme. Individuals who are removed from IFT will transfer back to the Selective Promotion rules.

8. If the OPS Assessment is passed by a rating who is already qualified for advancement by service, then the seniority date for advancement will be the examination date.

9. ENGINEERING TECHNICIAN (MARINE AND WEAPON ENGINEERING) - INTERIM FAST TRACK ADVANCEMENT FLOWCHART

The following rules apply to personnel who have not completed POET Enabling Training and POET Qualifying Course.

ENGINEERING TECHNICIAN 2

Engineering Technician 1 - Pre-Advancement Requirements

a. Completed RALEIGH – Phase 1 Training.

b. Completed Phase 2 Training. (1)(2).

c. To be EFP in accordance with Para 9638 and recorded on JPA as ’Educational|RN/RM QEPO/Sgt|Navy|’.

d. Display required proficiency in accordance with competencies as laid down in the ICF as ET2, authorised by HOD. To be recorded on JPA as ‘Professional|Engineering Technician (Engineering) (GS)|Navy|ET1 Sea 1’. To be completed within 4 months sea service (applicable to ICF trained ET(ME) personnel only). (3)(4).

e. Completed Task Book for ET(ME) 2 OC (MEMOC Harbour), recorded on JPA as ‘Professiona|Achieved MEMOC (Harbour) (DQ50)|Navy’ (Applicable to legacy trained ET(ME) personnel only). (2).

f. Completed OJT TB and OPS Assessment as an ET(WE)(CIS), authorised by the HOD. Recorded on JPA as ‘Professional|OPS for AB(CIS)(QQ50)|Navy|’. To be completed within 12 months’ sea service (ET(WE)(CIS) only). (2).

g. Completed ET(WE) Task Book Section 2A. To be completed within 4 months sea service (ET(WE) only). (2).

h. At least 6 months since last Career Check (if any) on date due advancement.

i. Recommended for advancement to ET1 by HOD. Promotion Authorisation Request (PAR) forwarded to Flotilla parent Career Management Cell (CMC).

Advanced to
ENGINEERING TECHNICIAN 1

Leading Engineering Technician – Pre-Advancement Requirements

a. CBRNDC TB to be completed and recorded on JPA as 'Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy|'. (3).

b. Serving on an ES1/FC/OE1 that expires after the nominated Due Date for Advancement.

c. Display required proficiency in accordance with competencies as laid down in the ICF as ET 1, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician (GS)|Navy', with a Proficiency Level of 'ET1 Sea 2'. To be completed within 12 months' sea service as an ET (Applicable to ICF trained ET(ME) personnel only). (4).

d. Completed Task Book for ET(ME)1 OC (MEMOC Sea-going) recorded on JPA as 'Professiona|Achieved MEMOC (Full) (DD44)|Navy' within 12 months' sea service as an ET (Applicable to legacy trained ET(ME) personnel only) (2).

e. Streaming Preferences submitted and showing on JPA. (5).

f. Completed ET(ME or WE or CIS) OJT Task Book and OPS Assessment, recorded on JPA as 'Professional|OPS for ET(ME) DQ40|Navy' or 'Professional|OPS for ET(WE) DQ40|Navy|' or 'Professional|OPS for AB(CIS)(QQ50)|Navy|'. To be completed within 12 months' sea service (Applicable to legacy trained ET personnel only). .

g. Completed COMMS202 Career Course, recorded on JPA as Comms|AB(CIS)1/AB(CISSM)1 Career (Comms 202)|Navy| (Applicable to Ex-CIS personnel only). (7).

h. A minimum of 12 months sea service as an ET.

i. LRLC completed and recorded as JPA competency 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|' (Para 6909). (10).

j. Passed LET QC by nominated Due Date; recorded on JPA as ‘ME|LET(ME) Career (ME 151)|Navy’ or ‘WE|LET(WE) Weapons Career (WE 211)|Navy’ or ‘WE|LET(WE) Sensors Career (WE 212)|Navy’ or ‘WE|LET(WE) CIS Career (WE 213)|Navy’. (6)(8)(9)(14).

k. Recommended for advancement on Appraisal Report at Due Date. (11)(14)(15).

l. At least 6 months since last Career Check (if any) on date due for Advancement (if later).

Advanced to
LEADING ENGINEERING TECHNICIAN

Petty Officer Engineering Technician – Pre Advancement Requirements

a. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date for Advancement.

b. To be EFP in accordance with Para 9638 and recorded on JPA as ’Educational|RN/RM QEPO/Sgt|Navy|’.

c. Hold Professional Qualifications SOC and MEOOW2C to be completed within 12 months’ sea service; recorded on JPA as ‘Professional|Switchboard Operating certificate (DB33)|Navy’ and 'Professional|Marine Engineer Officer Of The Watch 2 Certificate (MEOOW2C)|Navy'. To be completed within 12 months’ sea service (Applicable to all LET(ME) personnel only).

d. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as LET, authorised by HOD. This is to be recorded under ‘Professional|Engineering Technician(Engineering)(GS)|Navy|LET Sea’. To be completed within 18 months’ sea service (Applicable to ICF trained personnel only). (12)(13).

e. Completed LET(ME or WE or CIS) OJT Task Book and OPS Assessment, recorded on JPA as ‘Professional|OPS for LET(ME) DQ40|Navy’ or ‘Professional|OPS for LET(WE)|Navy|’ or ‘Professional|OPS for LS(CIS) QQ40|Navy|’ (Applicable to all legacy trained LET personnel only). .

f. 18 months’ sea service as an LET.

g. SRLC completed and recorded as JPA competency ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103|Navy|’ (Para 6909). (10).

h. Passed POET QC by nominated Due Date; recorded on JPA as ME|POET(ME) Career (ME153)|Navy' or 'WE|POET(WE) Weapons/Sensors POET(WESM) Career (WE 317)|Navy' or 'WE|POET(WE) CIS Career (WE 318)|Navy'. (6)(8)(9)(14).

i. Recommended for advancement on Appraisal Report at Due Date. (11)(14)(15).

j. At least 6 months since last Career Check (if any) on due date for Advancement (if later).

Advanced to
PETTY OFFICER ENGINEERING TECHNICIAN
Transfer to Selective Promotion Flowchart for ICF ET and back to selective promotion rules in BRd 3 Chapter 67

Notes:

1. On completion of ET(CC) where an ICF course has been undertaken a Career Development Journal (CDJ) will be issued. An individual who completes an OPS course will be issued the OJT Task Book.

2. ET(ME) personnel who commenced their ET(ME) career course prior to Jan 15 are to have completed and been awarded the following legacy OPS competencies for the eligibility criteria for advancement to ET 1 and LET:

a. Advancement to ET(ME)1 - Completed Task Book for ET(ME) 2 OC (MEMOC Harbour), recorded on JPA as 'Professiona|Achieved MEMOC (Harbour) (DQ50)|Navy'.

b. Advancement to LET(ME) - Completed Task Book for ET(ME)1 OC (MEMOC Sea-going) recorded on JPA as 'Professiona|Achieved MEMOC (Full) (DD44)|Navy' and awarded OPS at ET1 recorded on JPA as 'Professional|OPS for ET(ME) DQ40|Navy'.

3. On completion of the ET2 Career Development Journal (CDJ) mandated tasks and being recommended, ratings will be advanced to ET1 and issued their CBRNDC Task Book.

4. Competence as an ICF trained ET1 is achieved on successful completion of the ICF mandated competencies within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 12 months' sea service as an ET.

(Continued)

Notes: (Continued)

5. IFT ETs will be streamed during their sea training phase, earlier than individuals that are not on the IFT scheme. An individual will be allocated a stream by the ATA in consultation with ships staff after 6 months sea service. Once streamed, employment on board, where possible, is to be within the allocated Stream. This will enable the IFT individual to gain as much experience as possible whilst in the compressed sea employment prior to being assigned to LET QC. This process is not applicable to IFT ET(WE)(CIS) personnel who are streamed on entry into the Service.

6. Pre-course Learning is to be completed in accordance with the policy of the Training School. Where this is not achieved, the suitability of the individual to undertake the course and also remain on the IFT scheme will be determined by the Commanding Officer of the relevant Training School on a case by case basis.

7. Meeting all the promotion criteria as detailed in Para 7508. Engineering Technician (Weapon Engineering) CIS - Entered as Warfare CIS and transferred to WE Branch in April 2015.

8. Suitability of individuals to retake failed elements of the QC, or the requirement to be back classed, or remain on the IFT scheme, will be determined by the Commanding Officer of the relevant Training School. A repeat failure of part/all of the course may result in the individual being deselected from IFT and the QC and continuing to serve in the lower rate. Suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.

*9. **Unsuitable Candidates.** Where, during the period of the Qualifying Course, candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by the Commanding Officer of the relevant Training School. In such cases, individuals will be deselected from Interim Fast Track and an assessment made on their suitability to remain on Qualifying Course. They will transfer from Interim Fast Track back to Selective Promotion as the eligibility route for future selection.*

*10. **Failure to complete Professional and/or Leadership Course.** Refer to Para 6803 for rules on the impact on a rating's advancement if they fail to complete PQC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of service reasons (outwith own control) or non-service reasons (within own control).*

(Continued)

Notes: (Continued)

11. ***Advancement Due Dates.*** *The following Due Dates for Advancement have been applied to individuals selected at the Jan 15 IFT Selection Board and a record of these are held by the Promotions Office and the ATA:*

a. ET 2 under Phase 2 Training at the time of Selection. A Due Date for advancement to LET of 24 months from the date of selection (to include a minimum of 12 months' sea service). A future due date for advancement to POET of 36 months' seniority, including a minimum of 18 months' sea service as an LET.

b. ET 2 at sea / ET 1 Pre-OPS at time of Selection. A Due Date for advancement to LET of 18 months from the date of selection (to include a minimum of 12 months' sea service). A future due date for advancement to POET of 36 months' seniority, including a minimum of 18 months' sea service as an LET.

c. ET 1 at OPS at the time of Selection. A Due Date to LET of 31 Mar 16. A future due date for advancement to POET of 36 months seniority, including a minimum of 18 months' sea service as an LET.

d. ET 1 / LET on LETQC at the time of Selection. These individuals were selected on merit for LET and, if not already promoted; their original CPD is to be used as their Due Date for advancement. A future due date for advancement to POET of 36 months' seniority, including a minimum of 18 months' sea service as an LET.

e. LET Pre-OPS at the time of Selection. A Due Date for advancement to POET of 31 Mar 16.

f. *LET at OPS at the time of Selection. A Due Date for advancement to POET of 6 months from the date of selection.*

12. Competence as an ICF trained LET(ME) is achieved on successful completion of the SOC, MEOOW2 and the ICF mandated competences within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 18 months' sea service as a LET(ME).

13. Competence as an ICF trained LET(WE)/LET(WE)(CIS) is achieved on successful completion of the ICF mandated competences within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 18 months' sea service as a LET.

(Continued)

Notes: (Continued)

14. Refusal to Undertake the QC. If a rating decides to refuse the course, they will be deselected from IFT, continue to serve in their current rate and will transfer to Selective Promotion.

15. If for any reason an ET or LET does not achieve the eligibility criteria and subsequent recommendation for advancement, a review will be undertaken by the CM EGS JR WO1 on a case by case basis for suitability to remain on the IFT scheme. Individuals who are removed from IFT will transfer back to the Selective Promotion rules. Prior to the transfer to selective promotion, a decision will be made by the FTA and CM EGS JR WO1 on the individual's seniority in current rate and suitability for next higher rate training.

10. Career Management

Individuals on the IFT scheme will continue to be assigned by the relevant CMC, but this will be overseen and directed by the CM EGS JR WO1, supported by the relevant ATA.

11. Attending a QC

a. The planning and enrolment of individuals onto a QC will be undertaken by the ATA, in liaison with the CMC. IFT personnel will be provisionally allocated a LET QC start date shortly after completing Phase 2 Training. An IFT LET will be provisionally booked on POET QC 12 months prior to course start. Attendance on both the LET and POET QC will be dependent upon the achievement of all the relevant advancement criteria detailed at Annex 68B. Frequent liaison between the employing ship and the relevant ATA will ensure that Training Schools, CMCs and employing ships can effectively plan the movement of IFT personnel.

b. With a known approximate LET and POET QC start date, the mandatory pre course learning detailed at BR 2000 (3)(1) Chapter 4 and (4)(1) Chapter 4 is to be commenced no later than the point of achieving 8 months' sea service for an ET and 14 months' sea service for an LET. This will allow sufficient time for completion prior to attending the next higher rate Qualifying Course.

c. Pre-course learning completion requirement is not applicable to IFT personnel who have already completed the POET enabling and POET QC as detailed in the Flowcharts.

12. Leadership Training

a. All IFT personnel shall complete LRLC or SRLC, as appropriate, for advancement to the next higher rate. Preparation for and completion of these courses is essential and, although the responsibility rests firmly with the individual to be fully prepared, is to be supplemented with appropriate coaching and mentoring by their Head of Department.

b. There may be occasions where a IFT individual is at their Due Date for advancement by time, but has not completed the pre-requisite LC or QC so will not meet the advancement criteria. In consultation with the ATA a Commanding Officer may award the individual the Acting Higher Rate, see Para 6802 and Para 6803.

13. Employment

a. IFT personnel will be employed in complement billets as designated by CMC. The compression of the training timeline in comparison to their non IFT counterparts is achieved through a shorter time spent at sea. The timeline does not allow for periods of employment ashore and CMCs will be directed to ensure that IFT personnel are suitably assigned to sea positions on completion of their QC.

b. IFT personnel are to be employed within ship in the same manner as their non IFT counterparts and are to perform all duties and tasks expected of their role. In order to achieve their training requirements an IFT individual is required to maintain high personal motivation and dedication, supported by the ship with suitable opportunities. With a number of LET positions being either a Deputy or Section Head, consideration will be taken by the ATA to minimise, where possible, the effects due to assigning an IFT LET to, and from, a ship.

c. Where a ship's programme changes, or an IFT individual cannot be suitably employed (such as ships in Upkeep), and the individual will be unable to achieve their advancement criteria, ship's staff are to liaise with the ATA to discuss alternative employment options.

14. Fast Track Failure Policy and De-Selection from Scheme

Once selected, an individual remains on the IFT scheme (ET to POET), unless their progress, performance or standards are deemed insufficient or they voluntarily remove themselves. Additionally, individuals will be removed from the IFT scheme if selected for the UY(E) scheme. Where an individual has not been able to meet the demands and maintain IFT accelerated training delivery they will be de-selected from the IFT scheme and will revert to the selective promotion regulations. The IFT scheme failure and de-selection policy is detailed at para 17 et seq.

15. SJAR Reporting Requirements

Annual SJARs remain a mandatory requirement for all IFT individuals and should comment on their current performance, CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether or not an individual remains recommended for IFT and, if appropriate, the individual's potential for the next IFT stage. The SJAR must contain evidence to support these recommendations.

16. IFT Terms of Service

a. The IFT affords significant opportunity in terms of career progression at an earlier stage and therefore it is expected that IFT personnel will perform at a higher than average level of competence in all aspects of training and employment prior to achieving their next higher rate. The scheme is dependent on both the individual and the unit's organisation to maintain progress towards the next higher rate and to ensure this occurs the scheme will be externally assured, managed under revised terms of service and clearly defined failure policy.

b. Lack of progress within the scheme has the potential to prevent the achievement of the nominated Due Date and it will be expected that IFT personnel will be appropriately supported, by being placed on warning in a timely manner to support recovery and indicate not only the failure, but the potential impact on the due date achievement. At all times an IFT individual must maintain a positive recommendation to remain on the scheme and for the next advancement. Any repeated training failure, CLM or NGT warnings or attitudinal problems will, in all probability, result in removal from the IFT scheme.

c. To ensure all IFT personnel are fully aware of the changes to their Terms of Service on selection to the IFT scheme (including, being advanced in lieu of selective promotion), individuals will sign a Certificate of Understanding (Part A). In signing, they confirm their understanding that, whilst on the IFT scheme, they will not be considered at Selective Promotion Boards and that there may be occasions where the minimum notice for assignment to sea and shore may not be achieved. On leaving the IFT scheme, a Certificate of Understanding (Part B) will be completed and signed by the individual which reverses the process (i.e. the individual returns to Selective Promotion and minimum notice for future assignments). The IFT Certificate of Understanding is at Annex 68F.

d. IFT will incur the same Training Return of Service (TRoS) associated with CC and QC, see Para 5304 and Table 53-C. The TRoS obligation is incurred from the start date of the course and will be applied, subject to Service needs irrespective of the final course outcome. Although TRoS is incurred from the start of the course, the actual return of service period will start on completion of LETQC or POETQC. This will be the case for all IFT personnel; individuals who are withdrawn from training, for whatever reason, or who effectively withdraw themselves from training, will have a period of TRoS applied. As a rule this period will be determined by the FTA; taking into consideration the amount of course completed and any other mitigating factors.

17. IFT Scheme Failure Policy

a. The failure policy is to be followed for all IFT personnel and is aimed at ensuring individuals remain focussed on meeting the requirements of the IFT scheme. Where it is evident that agreed targets will not be achieved, IFT personnel are to be placed on warning in a timely manner to re-focus the individual and highlight to the ATA the potential delay in the individual's progress.

b. There may be extenuating circumstances, both Service and Non Service reasons, see Para 6802, which may prolong an individual's time within the training pipeline. Delays may have an effect on the ability to meet progression to LET or POET within the expected time and in all circumstances the ATA should be informed at the earliest point.

c. The names of ratings who, for reasons of misconduct, incompetence or lack of diligence, cannot be advanced within the set timescales are to be reported to ATA at the earliest opportunity with a recommendation on whether to retain or remove them from the IFT scheme. Ship's or Training School staff are to seek the advice of the ATA and CM EGS JR WO1 during any escalation of warnings preceding the individual's due date for advancement.

18. Automatic Removal from the IFT Scheme

The following occasions will be considered as reason for automatic removal from IFT:

a. Submission of Early Termination request.

b. Not being recommended for advancement.

c. Failure of Leadership Course (LRLC or SRLC).

d. Discipline resulting in Disrating or Career Check.

e. Career Intermission.

f. Does not continue to attract a positive recommend for IFT.

19. De-Selection from the IFT Scheme

a. Once selected, an individual will remain on the IFT scheme unless they;

(1) Submit formal request to be removed from the scheme to ATA.

(2) Fail to complete professional qualifications/requirements at sea within the prescribed timescales.

(3) Demonstrates professional and/or performance-related reasons for unsuitability.

(4) Are removed from the scheme following escalation of warnings for other professional, CLM or NGT reasons.

(5) Selected for UY(E) Scheme (if failing on this scheme acceptance back onto the IFT scheme will be on a case by case basis as determined by the ATA and FTA).

b. On submission of a request for Early Termination an individual will be de-selected from the IFT scheme. Unit Staff and Career Managers are to ensure they liaise with the ATA prior to accepting any notice to ensure that the individual has been fully briefed on all aspects associated with removal from IFT and serving notice, such as TRoS and being employed at sea during the notice period.

c. On being de-selected from the IFT scheme the ATA will ensure the following actions are completed and appropriate details are recorded on the Certificate of Understanding (Part B):

(1) Individual fully briefed on all aspects of removal and that future promotion will be by Selection.

(2) Special SJAR or Insert Slip raised detailing reasons for de-selection.

(3) IFT Certificate of Understanding (Part B) completed by the ATA.

(4) ATA to remove the JPA IFT competence.

(5) Individual's seniority date to be agreed with CM EGS JR WO1 and recorded on JPA.

20. Volunteer for Removal from the IFT scheme

a. At any stage of the scheme an individual can volunteer to be removed from IFT and revert to selective promotion. The process is detailed below and all individuals should be fully advised of the changes to their career progression when transferring back to the selective promotion route. It is recommended this brief be carried out by the unit HOD or CM EGS JR WO1.

b. The request by an individual for removal from the IFT scheme is to be forwarded to the CM EGS JR WO1 for review and consideration. The CM EGS JR WO1 will provide career advice to the individual, including any TRoS requirement in relation to any training courses that have been completed. The process to be followed is indicated below:

(1) The IFT ET is to submit a formal request detailing why they wish to be removed from the IFT Scheme.

(2) If the request for removal is associated with submission of Early Termination, the ATA will liaise with CMC Career Manager before advising the HOD on future employment plans.

(3) If at sea in a complement billet the ET or LET is expected to remain in that position.

(4) If the request for removal is not associated with an Early Termination, but occurs on LETQC or POETQC, the individual will continue on course but subject to selective promotion. All cases will be treated individually and be approved by the CM EGS JR WO1.

c. Individuals removed from IFT will be career managed by their appropriate CMC and employed according to the Needs of the Service.

21. Failure within Professional Qualifying Courses

a. IFT personnel who fail on ET CC, LETQC or POETQC will be managed by the Training Schools QC Failure Policy. All IFT individuals are to be considered by the Training School for removal from the IFT Scheme on achieving Tier 2 (WE)[1] and Level 2 (ME)[2] Warnings.

b. Back Class for IFT personnel is only to be considered for exceptional reasons outside of any professional training failure. Where back class is necessary then the individual's case will be reviewed by the Training School, ATA and CM EGS JR WO1 to assess the impacts on the individual's training. Where a IFT individual is being back classed then, following liaison with the FTA, the Training School will review the circumstances of the back classing and, on a case by case basis, consider if the individual is to remain on the IFT scheme.

c. Where IFT personnel fail or miss course module(s), then the Training School policy is to be followed in reprogramming them. Where a module(s) has been missed for Service or Non Service reasons then the ATA is to be notified in all cases. Whether an individual remains on the IFT scheme will be reviewed on a case by case basis, with the final decision being made between the Training School, CM EGS JR WO1 and the FTA.

22. Failure of Leadership Courses

a. As Fast Track ratings it is expected that all IFT personnel will allocate sufficient time and preparation to pass the necessary leadership courses that are the standard for the rank which they have been recommended.

b. Those IFT personnel who fail to pass LRLC or SRLC may be de-selected from the IFT scheme for not meeting the standard of leadership expected at their rank. In exceptional cases, and where there is sufficient mitigation and a recommendation to return to leadership course by Royal Navy Leadership Academy (RNLA) Staff, a de-selection from the IFT scheme waiver may be considered. This must be approved by the FTA.

c. On removal from the IFT scheme following failure at LRLC or SRLC, the individual will be transferred to the selective promotion route at their current rank (i.e. on failing LRLC the rating will remain as an ET1). The individual must then seek promotion by selection and will be planned to attend leadership course only after further selection for the next higher rate.

[1] HMS COLLINGWOOD FOAP(T) PCD-1304.
[2] HMS SULTAN TSOP3:3:3.

23. Fast Track Scheme Rules Regarding Failure

The details given in Table 68E-1 provide reasons for failure and the associated actions to be taken. All instances will be reviewed on a case by case basis by the training School in consultation with the CM EGS JR WO1. Where an individual is removed from the IFT scheme, the ATA will complete all relevant actions for the removal of the individual from the IFT scheme.

Table 68E-1. Interim Fast Track Scheme Rules Regarding Failure

Training Point	Reason for Failure	Actions to be completed on removal from Fast Track (Note 10)
Sea Employment as ET2 and ET1	Competence as an ET not achieved within 9 months sea service. Failure of the OPS Assessment (Para 6912) Removal of IFT Recommendation (Note 9) Not completed AB to LH CBRNDC Taskbook	Transferred to Selective Promotion Remain at sea as ET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)
LRLC	Failure of LRLC (Para 6903)	Transferred to Selective Promotion Not to proceed to LETQC Assigned back to CMC and sea as ET1 (Note 7)
Phase 3 Training LETQC	NGT Failure (Para 5750) Below 75% average score or training school equivalent during Phase 3 Module Assessments not achieved (Note 1) Back Classed (Note 2) Removal of IFT Recommendation (Note 9)	Transferred to Selective Promotion Assigned back to CMC as ET1 (Note 8)
Sea Employment as LET	Competence as a LET not achieved within 15 months sea service. Removal of IFT Recommendation (Note 9)	Transferred to Selective Promotion Remain at sea as LET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)
SRLC	Failure on SRLC (Para 6903) Pre course documentation in-complete for SRLC (Note 6)	Transferred to Selective Promotion Not to proceed to POETQC Assigned back to CMC as a LET (Note 7)
POETQC	NGT Failure (Para 5750) Back Classed (Note 2) Removal of IFT Recommendation (Note 9)	Transferred to Selective Promotion Assigned back to CMC as a LET (Note 8)

Notes:

1. IFT personnel are expected to demonstrate the higher levels of competence at all times. Failure to sustain this level or failure of any re-sit examination will be reviewed by the Training School and CM EGS JR WO1 on a case by case basis and may result in removal from the IFT scheme but not necessarily from the qualifying course.

2. Where it is deemed necessary, but only in exceptional circumstances, an IFT rating may be back classed. When back classed, the individual's seniority and due dates may be adjusted accordingly as directed by CM EGS JR WO1 and FTA.

(Continued)

Notes: (Continued):

3. An individual shall continue in Phase 2 Training following failure is at the discretion of the Training Officer.

4. Where warning levels have been issued due to an individual failing to achieve their planned progress on the IFT scheme these warnings are to be reviewed upon their removal from the IFT scheme and transfer to Selective promotion or be removed as appropriate. Where a warning is deemed necessary within the Selective promotion route then it is to remain in place. Full clarification from the CM EGS JR WO1 should be sought by units.

5. On removal from the IFT scheme and transfer to Selective promotion whilst serving at sea, the CMC is to ensure that the individual remains in post unless the warning level dictates otherwise. The individual's seniority will remain that of any previous Due Date and it will be necessary to adjust all future availability dates.

6. Where an individual has failed to prepare for a leadership course which is assessed as being due to Non-Service Reasons within an individual's control, the individual is to be removed from the IFT scheme.

7. On failure at LRLC or SRLC and following removal from IFT Scheme it is to be recognised that the individual will have completed less time at sea than those on Selective promotion. It is therefore expected that these individuals will be assigned back to sea at the earliest opportunity by CMC.

8. It is assumed that the failure occurs before due date for advancement to the next higher rate and therefore, by not completing QC, that the individual is not eligible for advancement. All cases will be dealt with on a case by case basis by the FTA and the CM EGS JR WO1.
9. Where an ET is selected for IFT but subsequently does not perform to the required standards on the higher qualifying course their Divisional Officer (ET CC), HOD (Employment) or Training Officer (LETQC and POETQC) may make a recommendation to the CM EGS JR WO1 for the individual to be removed from the IFT scheme.

10. On failure and removal from IFT the ATA will complete all necessary actions and will also liaise with CMC regarding future employment and assignments. Where necessary, the CM EGS JR WO1 will advise on individual cases.

ANNEX 68F

CERTIFICATES OF UNDERSTANDING - TRANSFER TO, OR REMOVAL FROM THE ENGINEERING GENERAL SERVICE INTERIM FAST TRACK SCHEME

PART A - TRANSFER TO THE ENGINEERING GENERAL SERVICE INTERIM FAST TRACK SCHEME

BEING SUBJECT TO: ADVANCEMENT BY TIME (IN ACCORDANCE WITH BR 3(1) CHAPTER 68) AND POSSIBLE CHANGES IN MINIMUM NOTICE FOR ASSIGNMENT TO SEA AND SHORE

Part 1 - Individual's Details

Full Name (in Capitals)	Service No.	Rate

Date of Selection	Interim Fast Track Start Date	Remarks

Part 2 - Individual's Declaration[1]

I understand that during my time on the EGS Interim Fast Track scheme:

a. I will be subject to advancement by time (as detailed in BR 3(1) Para 6808 and Chapter 74/75*) rather than selective promotion and, therefore, I will not be considered at any Selection Boards for Promotion.

b. I may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in BRd 3(1) Chapter 59 Section 11.

* delete as appropriate

Signed: ..... Date: .....

[1] A copy of the Certificate of Understanding Part A is to be retained by the individual.

Part 3- Accelerated Technician Authority[2]

The above named rating has been transferred to the EGS Interim Fast Track scheme and will be subject to advancement by time, with the following awarded due date for the next higher rate:

Advancement To	Date Due Advancement
POET	

Signed: ..... Rank Rate: .....

Name (In Capitals): ..... Date: .....

[2] The Certificate of Understanding Part A is to be retained by the ATA for a period of 3 years after the individual leaves the Interim FT scheme.

PART B - REMOVAL FROM THE ENGINEERING GENERAL SERVICE INTERIM FAST TRACK SCHEME

Part 1 - Individual's Details

Full Name (in capitals)	Service No.	Rate

The Above Named Rating has been removed from the EGS Interim Fast Track scheme and will no longer be subject to time based advancement.

The following seniority date has been determined by the Fast Track Authority and will be recorded in JPA:

Rate	Seniority Date

Part 2 - Individual's Declaration[3]

I understand that on removal from the Interim Fast Track scheme I:

a. Will return to being subject to selective promotion as detailed in BR 3(1) Chapter 67 and Chapter 74/75*.

b. Will be liable to be assigned to sea or shore units as detailed in BR 3(1) Chapter 59 Section 11.

* delete as appropriate

Signed: ..... Date: .....

Part 3 - Accelerated Technician Authority[4]

The Above Named Rating has been transferred to the Selective promotion scheme and will be subject to promotion by Selection from the following date:

Date: .....

[3] A copy of the Certificate of Understanding Part B is to be given to the individual.
[4] The Certificate of Understanding Part B is to be retained by the ATA for a period of 3 years after the individual leaves the Interim FT scheme.

The following actions have been completed;

a. The individual has been fully briefed on implications of removal from Interim Fast Track and has been advised of any ROS associated to the Qualifying Courses that have been completed.

b. All Interim Fast Track competences have been removed from JPA.

c. The Individual's seniority date has been agreed with the FTA and recorded in JPA.

Signed: ..... Rank/Rate: .....

Name (In Capitals): ..... Date: .....

ANNEX 68G

SPARE

ANNEX 68H

SPARE

ANNEX 68I

EGS FAST TRACK PROGRESS REVIEW PROFORMA

Full Name		**Service No.**	**Rate**
Date of Selection	**Fast Track Start Date**	**Report for Duty Date**	**Due Date for Advancement**

TRAINING MILESTONE TARGETS to be agreed with Dept Training Coordinator and recorded within JPA Personal Objectives within 1 week of joining unit			
ET Sea1 Achievement		ET Sea 2 Achievement	
CDJ Completion		CBRDNC Taskbook Complete	

Review Dates	**Dept Training Coord Comments** to include progress assessment (strengths/weaknesses), CDJ feedback, review of training targets including associated risks or need for rescheduling.	**Training Co-Ord Signature**	**FT Signature**
Month 1 Date:			
Month 2 Date:			
Month 3 Date:			
Month 4 Date:	**ET Sea 1 (ME Harbour/WE Safety Check) due**: *Passed/Progress/Warning issued?*		
Month 5 Date:			
Month 6 Date:			
Month 7 Date:			
Month 8 Date:			
Month 9 Date:	**ET Sea 2 (CDJ Complete/ ME Sea Qualified) due**: *Passed/Progress/Warning issued?*		
Month 10 Date:			

Month 11 Date:			
Month 12	**CBRNDC TB complete due**: ***Progress/Warning issued?***		

Command Recommendation for Advancement	**Professional QC Booked (Contact ATA)**	**AO Raised**
DO:	DEPCO:	DEPCO:

ANNEX 68J

FAST TRACK (EGS) PROGRESS WARNING PROFORMA

Full Name	Service Number	Parent Unit
Training Coordinator	**Divisional Officer**	**HOD**

Date Initial Training COORD's Warning Issued		**Review Date**	
Date Level 1 Divisional Officer's Warning Issued		**Review Date**	
Date Level 2 HOD's Warning Issued		**Review Date**	
Date Unit Recommendation for Removal from Fast Track Scheme sent to ATA		Include this proforma with submission letter	

Details of shortcoming that may result in removal from the Fast Track Advancement Scheme
Remedial Actions Required by next Review

DO/HOD Name		**Date**	
DO/HOD Signature			

I acknowledge that I have been placed on DO/HOD warning/recommended (*delete as appropriate)* for removal from the Fast Track advancement scheme due to the shortcomings detailed above. I understand the remedial actions required by the above stated review date and that failure to achieve the required improvement may result in my removal from the Fast Track scheme.

Signed: ..... Date: .....

ANNEX 68K

ACCELERATED APPRENTICE (EGS) WARNINGS AND FAILURE POLICY

INTRODUCTION

1. The AA procedures will follow Initial Training Warnings (ITW) (see Paras 5747-5751) and mirror standard warning policies in place for the Phase/Lead School. Where variations to the general population of trainees exist, they will do so due to the following:

a. The bespoke courses on the AA pipeline.

b. The infrequency of AA intakes and thus the limited opportunity to back class AA trainees. This means that failure often holds a more serious implication than it would for an AET/ET and this should be taken into consideration. To monitor this, the ATA/AA AE RA are to be informed at the earliest opportunity of escalation to a Level 2 Warning in either professional performance or Naval General Training (NGT).

c. Conducting Phase 3 courses whilst still on the Untrained Strength (UTS).

2. Throughout this document AA trainees will be classified in the following way:

a. Phase 1 until completion of Initial Naval Training (INT).

b. AA MEGS and WEGS Phase 2 trainees until completion of Sea Phase, and Phase 3 trainees thereafter.

c. AA AE trainees as Phase 2 trainees until completion of QMQS, and Phase 3 trainees thereafter.

3. For AA trainees, both professional and NGT warnings[1] may be used in the following circumstances:

a. Professional warnings may be issued if a trainee fails to progress as expected. Reasons may include, but are not limited to:

(1) Failure to meet the academic standards.

(2) Failure to meet expected CDJ / Taskbook progress.

(3) Failure to comply with safety or instructional rules.

[1] Para 5747.

b. NGT warning may be issued if the trainee fails to meet the standards expected of a probationary LET. These may include, but are not limited to, the following:

(1) Failure to demonstrate the correct attitude of an LET.

(2) Disruptive, disobedient or inappropriate behaviour.

(3) Poor punctuality.

(4) Any discipline issues.

4. A brief on the warning process will be given to all AA trainees at the start of Phase 1 Training. Trainees will sign to acknowledge receipt of this briefing.

5. Phase 1 Warnings Policy

AA trainees will fall under the same warnings policy as all trainees during INT. It should be noted that the back classing of AA recruits will be by exception and at the BM's discretion.

6. Phase 2 Warnings Policy

For the duration of this phase the AA trainees are to be managed as per the Lead Schools' warnings policy with the inclusion of the following considerations:

a. **Transfer of Warnings.** Additional considerations are to be made on the following courses:

(1) **Enabling Course.** The Chain of Command will review NGT warnings and reduce them to zero if the trainee has displayed the correct attitude and gained no further warnings related to NGT – this reduction is at the discretion of the Chain of Command in conjunction with the issuing officer. If not enacted, the trainee will carry the NGT warning to the Sea/Field Phase for review after a minimum of one month and a maximum of 3 months.

(2) **Sea/Field Phase.** In case of an AA trainee completing Sea/Field Phase with a Level 1 or Level 2 Warning, the warning will be removed. If a trainee completes Sea/Field Phase with a Level 3 Warning in place, then the ATA/AA AE RA will consider implementing the Phase 2 failure policy. If it is deemed that sufficient progress has been made, the Level 3 Warning will be removed, however if it is deemed that the shortcomings have not been met then the trainee will retain the Level 3 Warning to LETQC/LAETQC, where it will be reviewed after 3 months. Throughout this review period further shortcomings will not increase the warning but will be recorded. All evidence gathered will be used at the review date to either remove the warning, if appropriate, or implement the failure policy.

b. **Task Books.** Formal progress checks are to be conducted to ensure the AA trainees are progressing as expected. Failure to meet these expectations should attract professional training warnings.

7. Phase 3 Warnings Policy

MEGS, WEGS and AE AA trainees are on the UTS until the completion of their Qualifying Course and SRLC (MEGS / WEGS) or LRLC (AE). While UTS, all AA trainees remain subject to the standard Initial Training Warnings (ITW). In all other respects, they are to be managed in the same way as their S-T-P counterparts.

8. Phase 2 AND 3 Warning Reviews

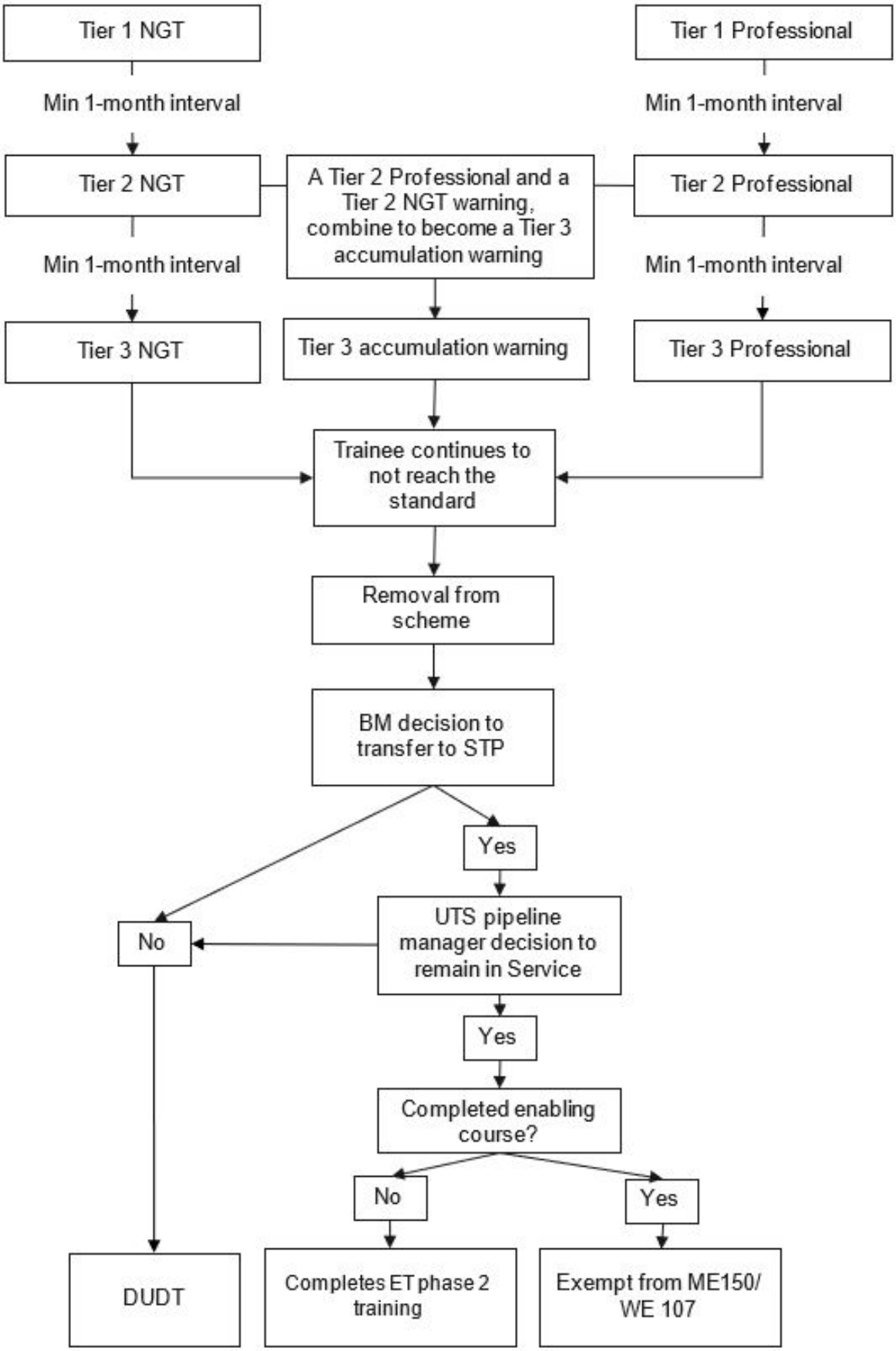
All warnings in Phases 2 and 3 should be reviewed every 1-3 months to ensure they remain valid. Despite this, additional warnings may accrue during the review period. There should, however, be a minimum interval of one month between issuing of warnings of the same type to ensure the trainee has time to address their failings. The reasons for issuing NGT and professional warnings are described in Para 3. The two warning types are discrete and used to address different failures in training. For that reason, at Tier 1, NGT and professional warnings are discrete and have no influence on each other however, in accordance with Chapter 57, if an AA trainee accrues a Tier 2 warning in both categories simultaneously, there is an automatic escalation to an accumulated Tier 3 warning.

9. Removal From AA Scheme Resulting From Warnings

If the AA trainee fails to maintain the required standard whilst on a Tier 3 warning, with authorisation from the Branch Manager (BM), they may be removed from the AA scheme and the actions followed in Para 26. In recognition of the need for timely action within the course, AA warnings do not require the raising of supporting appraisal reports. Instead, the AA/FT progress warning proforma[2] is completed.

[2] CH 68 Annex 68J.

Figure 68K-1. EGS AA Removal from Scheme (Warnings)



10. Removal From AA Scheme Resulting From Excessive Delay In Training

a. To minimise risk and allow the re-allocation of spaces on downstream courses, AA trainees may be removed from their associated scheme. If the trainee is unlikely to fulfil the necessary requirements within an additional 52 weeks of the standard scheme length, the removal may be authorised by the BM. If an AA or FT trainee is expected to meet their required training timeline by an excess of 52 weeks, outside of service reasons, they may be removed from scheme. If the 52-week delay is anticipated, the decision to remove a trainee from the scheme may be made before the 52-week limit has elapsed. The 52 weeks may be an accumulation of time over the training period and need not run consecutively.

b. The 52-week limit may include the inability of a trainee to undertake training due to an MND/MLD medical category or exceptional compassionate case. If the medical category is attributed to a service induced injury, the delay in training does not contribute towards the 52-week limit. For clarification, whether an issue is attributable to the Service, guidance should be sought from JSP 765[3]. The compassionate issue or medical category preventing training may be a combination of MND, MLD and compassionate leave and need not necessarily consist of 52 weeks of a singular type. Under the rules stipulated in JSP 760[4], pregnancy is a protected trait. Any periods of maternity/paternity leave do not count towards the 52 weeks accumulated total.

c. If an AA trainee is removed from the scheme, with authorisation from the BM, the individual may be offered a branch transfer to the Select, Train, Promote (STP) stream. The request is sent by the ATA to the NAVY TRG HQ-PM RATINGS MANAGER (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM) for authorisation[5]. If the transfer is not authorised or the trainee declines the transfer, the result will be DUDT.

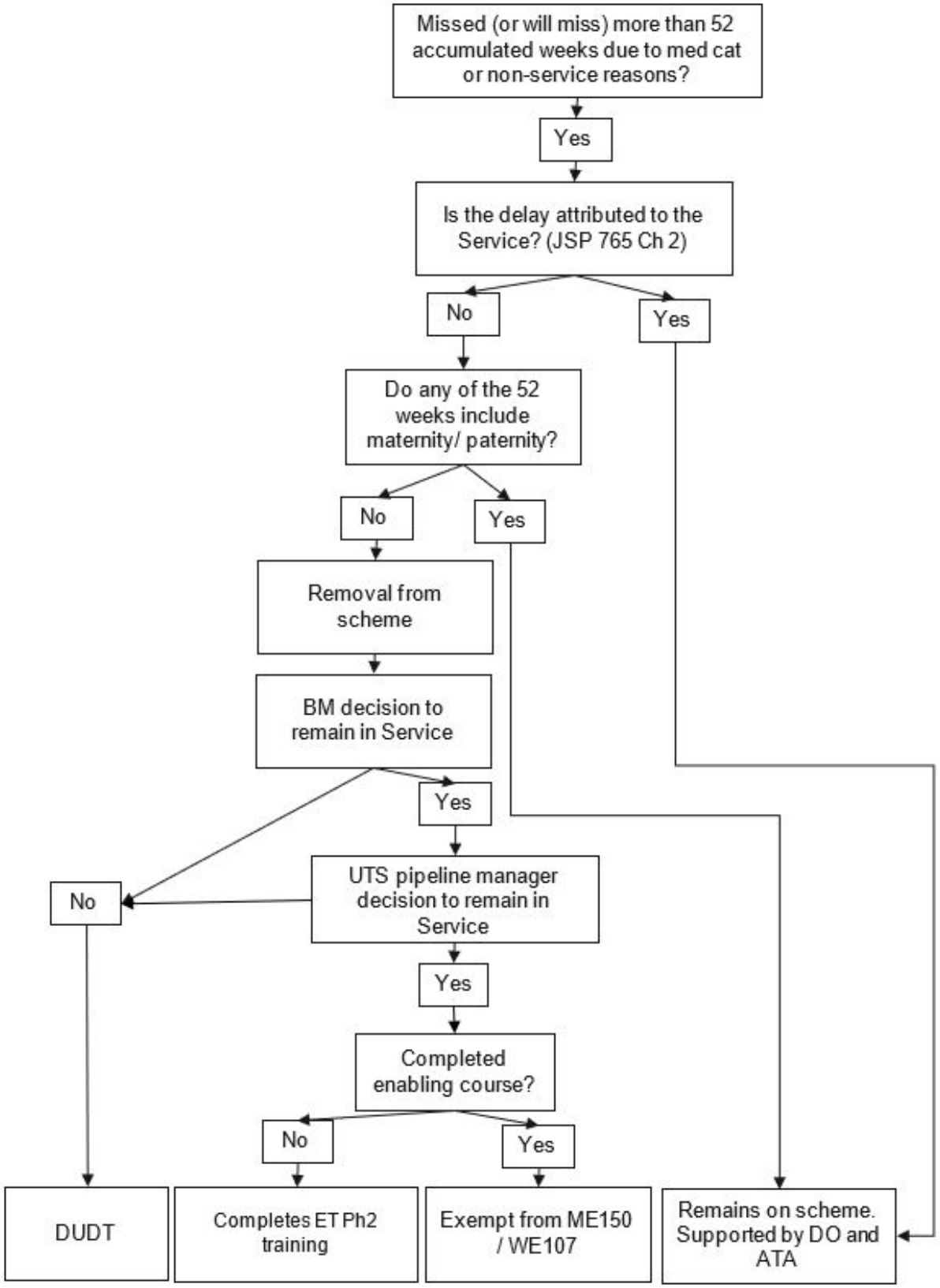
d. Should an AA trainee choose to transfer voluntarily to the STP stream, the standard authorisation process will be followed at Para 5116.

e. Individuals removed from the scheme will be awarded the rate of AB2 and paid at the level of OR-2-3, or LET and paid at the level of OR-4-3 to show consideration of their previous years' service. Any removal from the AA scheme will not affect their opportunity to apply for FT in the future after completion of LETQC. Removal from the AA scheme will prevent any future internal entry into the AA scheme.

f. For EGS: If the individual has successfully completed their AA enabling course, they are able to be employed as an AB2, according to the needs of the service. If a trainee has not completed the enabling course, they will be required to complete their respective Engineering Technician Initial Career Course. For ESM: The individual must have completed either ETICC or LETQC in order to be employed onboard as an AB2.

[3] JSP 765 Ch 2
[4] JSP 760 Ch 24.9
[5] BR3 Ch 5112

Figure 68K-2. EGS AA Removal from Scheme (Excessive Delay in Training) Flowchart



11. Phase 1 Failure Policy

a. AA trainees will be subject to the same failure policy during Phase 1 as all other trainees with the following options available following the recommendation from the Phase 1 staff:

(1) DUDT.

(2) Re-categorise to ET/AET at the BM's discretion.

(3) Branch transfer at the BM's discretion. Individuals have no automatic right to be offered a branch transfer when on the UTS and, although they can request a particular branch, availability will depend on the needs of the Service.

b. **Medical or Welfare Failure to Complete Training.** If, due to medical or welfare reasons, an AA trainee does not complete INT in time for the start of their Phase 2 Training, they are to be managed by the BM/ATA on a case-by-case basis. Options available include the following:

(1) DUDT with the option of re-applying if eligible.

(2) Continue INT when fit and do the full Phase 2 courses but remain AA.

(3) Holdover until the next AA entry.

12. Phase 2 Failure Policy

a. The options as a result of failure on the bespoke elements of the AA pipeline are as follows:

(1) **DUDT.** As all AA trainees will be on the UTS, due to MOD policy for Care of Trainees, administration of DUDT can only be undertaken by the CO or Head of a Training Establishment. As such, any AA trainee on Sea Phase recommended for DUDT must be reassigned back to the relevant Phase 2 Training Authority for DUDT action to be enacted.

(2) **Offer of Branch Transfer.** In the case of any AA facing DUDT, the relevant BM will consider whether the individual is suitable for another branch or specialisation. The trainee's DO must make a firm recommendation before a branch transfer is considered by the BM.

(3) **Offer of Re-Categorisation to AET/ET.** AA trainees do not have the option of being back-classed, owing to the infrequency of AA Enabling Courses (two per annum for GS/AE and four per annum for SM). The Phase 2 Training has been designed to be more condensed than the full Phase 2 Career Course, and as such is more challenging. The BM may therefore deem that an AA trainee who has failed the AA Enabling Course, may be successful on the normal Phase 2 Career Course, and therefore may offer the option to re-categorise as an ET in the relevant branch to complete the relevant AET/ET career courses.

(4) **Retained AA.** Retained by the BM and continue the AA pipeline on risk or offered an extension of their current phase - both options are by exception.

b. **EGS Sea Phase.** By exception, AA trainees may have an extension of the EGS Sea Phase.

c. **Failure due to Medical or Welfare Reasons.** If the AA is deemed capable of recovering the following options will be considered on a case-by-case basis:

(1) Holdover until the next AA entry.

(2) Continuance of training with bespoke management by the ATA/AA AE RA to compensate for lost training.

(3) Offer of Re-Categorise to AET/ET within the same Branch.

d. If, for medical reasons, an AA trainee cannot complete Phase 2 Training and is judged to be incapable of recovering to full medical fitness, the RNMBOS process will be enacted to remove that trainee from training under DUDT procedures.

e. **Able Rates Leadership Course (ARLC).** All AA trainees, with the exception of AA(SM)s, will need to complete ARLC during Phase 2 and in doing so will be subject to Royal Arthur Squadron's warning process. This is a standalone process and, as such, any warnings that may be received while on ARLC will not accumulate with existing training warnings from the AA training pipeline. If an AA trainee is unable to complete ARLC, however, due to either a compassionate or medical issue, this will be handled on a case by case basis, considering the point at which that individual was removed from course and their success up until that point. The AA Trainee's DO will be notified of any shortcomings via the end of course report. In the event of a complete ARLC failure, remedial action will be decided by the BM in conjunction with ARLC staff.

13. Phase 3 Failure Policy

a. If an AA trainee fails a Phase 3 Training course, following normal re-sit opportunities, the ATA/AA AE RA will liaise with the BM and the training establishment to determine a suitable course of action, on a case by case basis. As AA trainees are on the UTS they cannot be 'Returned to Unit' (RTU). The options in Para 19 remain extant but considerations should be made for back classing as these are standard S-T-P courses at the end of the pipeline and thus there is increased flexibility. This will be reviewed by the BM on a case by case basis.

b. If an AA trainee cannot proceed on their current LAET/LET/POETQC due to reasons beyond their control eg. medical downgrading, they are to be locally managed to facilitate the completion of the required modules in as timely a manner as possible. This may result in the trainee being back-classed into the next available Qualifying Course.

14. AA Failure At Leadership Course

a. Whilst attending leadership courses AA trainees are subject to Royal Arthur Squadron's warning process. This is a standalone process and, as such, any warnings that may be received whilst on leadership course will not accumulate with existing training warnings from the AA training pipeline. Time spent in a medical category rendering the trainee unable to attend leadership training, however, will count towards the 52 weeks training delay limit (Para 10).

b. If an AA trainee fails the written assessments and presentation elements of SRLC/LRLC, then further progress on the AA scheme will be at the discretion of the BM. If an AA fails SRLC/LRLC at the end of the final week they will continue with professional training on LAETQC/LET/POETQC but must also retake and re-sit the Week 4 assessment. The period at which that individual will be able to return and complete SRLC/LRLC will be managed by the AA AE RA/ATA, in consultation with RNLA and Phase 3 Qualifying Course lead school. Failure of AA trainees to complete SRLC/LRLC successfully at a 'second' attempt, not arising from medical grounds, will lead to DUDT. For AE, EGS and SM, the transfer of failed AA trainees to the STP stream may be applied, as detailed at Para 26.

15. Removal From AA Scheme

a. If an AA trainee is removed from the scheme, with authorisation from the BM, the individual may be offered a branch transfer into the Select, Train, Promote (STP) stream. The ATA is to send a request to the NAVY PEOPLE-TRG TMG HQ SO2 UTSPM for authorisation[6]. If the transfer is not authorised, or the trainee declines the transfer, the result will be DUDT.

b. Should an AA trainee choose to transfer voluntarily to the STP stream, the standard authorisation process in Para 5116 will be followed.

c. The individual will be awarded the rate of AB2 and paid at the level of OR-2-3 or LET and paid at the level of OR-4-3 , to show consideration of their previous years' service. Any removal from the AA scheme will not affect their opportunity to apply for FT in the future after completion of LETQC. Removal from the AA scheme will prevent any future internal entry into the AA scheme.

d. For EGS: If the individual has successfully completed their AA enabling course, they are able to be employed as an AB2, according to the needs of the service. If a trainee has not completed the enabling course, they will be required to complete their respective Engineering Technician Initial Career Course.

[6] Para 5112.

CHAPTER 69

RATINGS POLICY - GENERAL PROMOTION ISSUES

(Sponsor: NAVY PEOPLE-PROMS Dep Hd)

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ANNEX

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CHAPTER 69

RATINGS POLICY - GENERAL PROMOTION ISSUES

SECTION 1

MANAGEMENT RESPONSIBILITIES

6901. Recommendations for Promotion, Advancement, Examination or Course

The rules for promotion and advancement indicate minimum requirements. The recommendation is an important part of the system and, before making recommendations, Line Managers are to satisfy themselves that:

a. **For Selective Promotion**, ratings have completed all the pre-requisite educational and provisional examinations for their current rate and are ready in all respects to be assigned to qualifying professional and leadership courses in the period prior to the appropriate Common Promotion Date (CPD).

b. **For Non-selective Promotion** (advancement), ratings have the educational and professional qualifications, experience, time served and personal attributes required, including the power to command subordinates appropriate to their rate.

c. **For Examination for Higher Rate**, ratings have made adequate preparation for the examination and that they have, or show promise of, attaining the qualities of command and personality required in the higher rate.

d. **For a Course for the Higher Rate**, ratings' professional knowledge is such as to justify further training and that they have, or show promise of, attaining the qualities of command and personality required in the higher rate.

6902. Commanding Officer's Responsibilities

a. **Responsibility for Submission of Appraisal Report Forms.** The Commanding Officer is responsible for ensuring that Appraisal Reports are completed in accordance with the guidance contained in JSP 757 and finalised on JPA within the prescribed timescale. Wherever possible, alignment should be conducted and the Subject's relative position in the order of merit given in the 2RO's section of the report. An indication of the size of the peer group concerned should also be given.

b. **Standard of Reporting on Ratings.** To ensure that only the right ratings are promoted or advanced to higher rates it is essential that, from the earliest stage in their career, the utmost care is taken when making a report or assessment. Each Commanding Officer is responsible for ensuring that a satisfactory standard of reporting is maintained. Heads of Department should assist in this task and personally check all reports and advise and instruct Divisional and other Reporting Officers as required. Inspecting Officers should always satisfy themselves that a proper standard of reporting is maintained in the units they inspect. The Ratings Promotion Section may advise when a special (or late) report may be more advantageous to a rating, particularly when reporting procedures may suffer through a period of short-term assignments.

c. **Backward Ratings.** Ratings in the categories shown below may be Discharged SHORE on grounds of inadequacy if they cannot be promoted or advanced within a reasonable period because of incompetence or for reasons within their own control. They are to be reported, with recommendations, to the appropriate authority with power to approve Discharge SHORE for consideration of their future. In this context, the length of a reasonable period should be determined by the Commanding Officer having regard to the system of promotion or advancement governing each specialisation, but reports should not normally be delayed beyond the following periods:

(1) **Legacy Artificers.** If not recommended for advancement, 6 months after becoming eligible to be advanced to PO or 12 months after becoming eligible to be advanced to CPO.

(2) **Medical Technicians.** After 2 years as a Leading Medical Technician (unless declined or failed the examination for POMA) or after 3 years as a PO Medical Technician rate (unless declined or failed the examination for CPOMA).

(3) **Medical Assistant (Submarine).** Ratings who fail to complete the MASM1 task book within 12 months post MASM1 course will be referred to MA(SM) Head of Cadre on potential grounds of inadequacy.

(4) **Engineering Technician and Non-technical Specialisations.** After 3 years served as an AB2. The manning situation in some branches and specialisations may require similar criteria for ratings above AB2. These are defined in the appropriate Chapters.

d. **Ratings Detached or Loaned.** Where ratings are detached and an Appraisal Report is due, the Commanding Officer of the parent unit remains responsible for ensuring that all necessary action is taken. This also applies to periods of loan temporary duty and passage. Similarly, action is also to be undertaken where a rating undergoes a short-term assignment within or at the end of a standard reporting period and is expected to return to the original parent unit. In all cases where the detachment is for a period of 2-6 months, a Detachment Insert Slip is to be provided. For periods in excess of six months, a full SJAR is required.

e. **Ratings Belonging to Commonwealth Navies.** Recommendations for Commonwealth ratings are to be rendered in the manner shown at Chapter 73.

6903. Erroneous Promotion or Advancement

a. If it is discovered that a rating has been wrongly promoted or advanced, e.g. because of insufficient qualifications, the following action is to be taken:

If the rating has not become fully qualified and due for promotion or advancement to the rate held by the time the error is discovered, the promotion/advancement is to be cancelled from the date of discovery and a signal sent to the Ratings Promotion Section for corrective action on JPA.

b. Errors that are discovered subsequent to ratings becoming fully qualified and due for promotion or advancement to the current rate are to be reported to the Ratings Promotion Section for corrective action.

c. Increases of pay paid for periods of erroneous promotion or advancement are recoverable in accordance with JSP 754. The Logistics Officer of the ship or establishment is to be consulted in all cases.

d. Time spent in a higher rate in consequence of erroneous promotion or advancement is allowed to count for pension purposes provided that the higher duties and responsibilities were assumed. It does not count towards seniority even when subsequently correctly promoted or advanced. In order, therefore, that the pension entitlement is clearly recorded, both the Ratings Promotion Section and Veterans UK are to be informed in writing.

SECTION 2

MANDATORY REQUIREMENTS FOR PROMOTION OR ADVANCEMENT

6904. Sea Service

a. Where shown as a qualification for promotion or advancement in the various specialisation flow diagrams; guidance on whether a position counts as Sea Service may be found at Para 5908.

b. Such service must be carried out in the actual rate i.e. the rating must have been carrying out the duties of that rate and wearing the appropriate uniform unless otherwise stated in the specialisation Chapter concerned. For information, this does not apply to sea service undertaken in the acting higher rate (on a local acting basis) which counts as sea service only in the lower rate e.g. sea service as an Acting Leading Seaman counts as sea service as an AB Seaman 1.

c. Sea service in any given rate is the sea service undertaken from the date of promotion or advancement to that rate within the current specialisation.

d. Sea service undertaken in the same rate/different specialisation will not normally count towards time in the new specialisation.

6905. Educational Qualifications

Refer to Chapter 96, Para 9615.

6906. Medical Fitness for Promotion - JMES Criteria

Ratings/ORs who are medically downgraded, and those who are likely to be categorized as permanently unfit for sea service or be restricted otherwise medically in the future, will normally remain eligible for selective and non-selective promotion. The following principles apply:

a. **Personnel with a Permanent JMES.** All individuals who have been placed in a permanently reduced JMES code by NSMBOS or by ROHC will be assessed by the RNMEB for their suitability for promotion as part of their determination in retaining an individual in service. This determination will take into account age, past experience, seniority, the nature and extent of the medical limitations, and types of assignment for which the individual might be required to undertake in the current rank and higher ranks if selected for promotion or due for advancement. By default the assessment will assume that retention in service will also include the potential for service at the next higher rank/rate. If the RNMEB is unable to offer continued employment in a higher rank or rate then the individual will be deemed medically unfit for promotion.

b. **Personnel with a Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP or Consultant Occupational Physician.

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for promotion.

(2) Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous NSMEB determination (see Para 6906 sub para a above).

(3) Where a Service woman is pregnant and has the JMES code of E6, her fitness for promotion should be assessed in light of her previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then she should be considered fit for promotion. If she was previously in a permanently reduced JMES, she should be assessed as per her previous RNMEB determination (see Para 6906 sub para a above). If temporarily downgraded prior to the pregnancy then an assessment must be made as to the likelihood of being upgraded within 12 months of a return from maternity leave and if it is likely, then the individual should be deemed fit for promotion. If it is not deemed likely, then the individual will need to be referred to RNMBOS for a permanent medical category to be awarded and their eligibility is to be determined by RNMEB.

(4) Where it is likely that the individual will need a permanently reduced JMES, the Medical Officer should deem the individual unfit for promotion subject to the subsequent RNMBOS/ROHC and RNMEB recommendations. If the individual is subsequently given a permanently reduced JMES by the RNMBOS or ROHC and the RNMEB determines fitness for promotion, then seniority and pay should be back-dated to the original date of intended promotion.

(5) Any case where doubt exists is to be referred to the RNMEB.

SECTION 3

LEADERSHIP TRAINING

6907. Introduction

a. There are currently two career leadership courses for RN ratings (see also Chapter 21 Section 6):

(1) **Leading Rates' Leadership Course (LRLC).** LRLC is a four week course, providing the basic building blocks of leadership training to assist personnel, selected for promotion to LH, in their development and to prepare them for their future roles as superior officers.

(2) **Senior Rates' Leadership Course (SRLC).** SRLC is a four week course, built and tailored for Naval use, which develops an individual's Command, Leadership and Management (CLM) experience, giving a thorough grounding in leadership techniques based on current theory models. These theories are exercised under stressful conditions throughout the course. The SRLC also includes an examinable 'divisional' module, recognising that all senior ratings are expected to play a full part in the divisional system of their unit.

b. Both courses are administered and conducted at the Royal Navy Leadership Academy (RNLA) in HMS COLLINGWOOD. They form part of the Navy's policy on through-career development, ensuring that those entrusted with leadership of our people are properly trained to exercise this responsibility. These skills are vital in contributing to the Moral Component of Operational Capability in the Royal Navy and supplement an individual's skills. As such, the LRLC and SRLC are mandatory requirements under selective promotion and form all or part of the training package for promotion to LH and PO respectively.

c. Under selective promotion, personnel are assigned to the appropriate leadership training by DDPD prior to the CPD (but with the timing of attendance on courses dictated by assignment priorities). Any rating who is unable to attend the first leadership course to which they are assigned is responsible for ensuring that they are re-booked on course and that they complete the training by the CPD. Failure to take this action will result in application of the rules set out at Para 6714 and Para 6802. Cancellation of a course within two months of its commencement for reasons other than operational or medical will be classed as a failure and the appropriate penalties imposed in accordance with Para 6719. If a rating, having been selected for promotion, is considered ready to attend a leadership course at short notice, DDPD should be informed of this fact. As DDPD is only able to assign ratings to courses from among those who become available between assignments, those remaining have to be spared from current assignments. Commanding Officers should note this and endeavour to spare ratings accordingly so that promotion is not affected. All personnel should be aware that it is considered a **joint responsibility of the individual and the Service to ensure timely attendance for leadership course training**.

The RNLA issues an annual RNTM providing detailed instructions covering personal pre-joining preparations, documentation required, joining instructions and an outline of the course content. All personnel attending a leadership course are to familiarise themselves with the content of the extant RNTM on the LRLC and SRLC issued by the RNLA.

d. **Re-entrants or Service Transfers.** Re-entrants, or personnel transferring from the Royal Marines, Army or RAF will have the Leadership training that they completed during their Service considered at the time of entry into the RN, and will be awarded credits as appropriate. Where a qualification is deemed to be a suitable alternative, and there would be little benefit to either the Service or the individual by their completing either LRLC or SRLC, then a waiver will be approved by Hd BM. Any waiver awarded is to be recorded on JPA by BM Coherence WO1.

e. **Attendance on LRLC - Special Rules.** As stated, the successful completion of LRLC is a mandatory pre-promotion requirement for promotion to LH in all specialisations, with the following exceptions:

(1) **Direct Entry Medical Technician/Naval Nurse/Dental Hygienists.** These ratings may be advanced to the Acting Leading Hand on completion of specialist training and be subsequently confirmed on completion of LRLC.

(2) **Sideways Entry Medical Technicians.** Ratings who have completed the LRLC may be advanced to the confirmed rate on completion of their specialist training. Ratings who have not completed LRLC may be advanced to Acting Leading Hand and subsequently be confirmed on completion of LRLC

(3) **Leading Hand Police Candidates.** The LRLC must be completed either prior to the RNPIC or within three months of completion of the RNPIC. A further extension of three months may be approved by the Branch Manager for service/medical/compassionate reasons, keeping PM(Navy) informed. Failure to complete the LRLC within this time frame will result in reversion to source branch or specialisation.

(4) **Leading Physical Trainer Candidates.** The LRLC must be completed either prior to the LPTQC or within three months of completion of the LPTQC. A further extension of three months may be approved by the Branch Manager for service/medical/ compassionate reasons, keeping RNPTS informed. Failure to complete the LRLC within this time frame will result in reversion to source branch or specialisation.

(5) **Leading Aircrewman/Leading (Photographer) Candidates.** The LRLC must be completed either prior to the LACMN/L (Phot) QC or within three months of completion of the LACMN/L (Phot) QC. A further extension of three months may be approved by the Branch Manager for service/medical/ compassionate reasons. Failure to complete the LRLC within this time frame will result in reversion to source branch or specialisation

6908. Legacy Rules - Promotion Without a Leadership Course

Prior to the introduction of selective promotion, ratings could achieve promotion or advancement to the acting higher rate (including Acting CPO) without having to complete leadership training beforehand. Completion of the appropriate course was only required for confirmation in the rate and subsequent consideration for promotion to higher rates. There are some senior ratings at PO level who have yet to complete the SRLC. With many individuals still to undertake the appropriate leadership training, ACOS(PCap) embarked on a programme to assign POs and Acting CPOs to SRLC and Acting LHs to LRLC as places become available. Individuals may assist and facilitate this process by advising ACOS(PCap) of their availability dates for leadership course training. While ratings in the acting higher rate may not be compelled to attend, **refusal to do so (if assigned) will result in their reversion**, although this will not be deemed to be a professional failure. Having been so reverted, however, ratings will then come under selective promotion rules and will have to be selected for promotion before becoming eligible for leadership training and promotion.

SECTION 4

EXAMINATIONS

6909. Types of Examination

a. **Professional Qualifying Examinations (PQEs).** PQEs are examinations taken by ratings to qualify professionally for promotion or advancement and may take the form of a written, practical or oral examination, or any combination of the three. They may be conducted by:

(1) Officers of the Professional School - by correspondence or as otherwise arranged.

(2) Officers or Warrant Officers (WOs) of the Fleet, Squadron or Ship.

(3) A Central Examining Authority.

b. **Provisional Examinations (PEs).** PEs are taken to assess ratings' suitability for promotion to the higher rate and also to determine that they have the potential to qualify on the Professional Qualifying Course (PQC), which is a pre-requisite for promotion. PEs may be written, practical or oral, or any combination of the three, and may be conducted by:

(1) Officers of the Professional School by correspondence, or as arranged.

(2) Officers of the Fleet, Squadron or Ship.

(3) A Central Examining Authority.

Promotion chapters for each specialisation show the point at which individuals are entitled to sit PEs.

c. **Invigilation of Written PQEs and PEs.** Invigilation of a written PQE or PE for the higher rate may be conducted by any officer or rating of CPO status or above as designated by the Examining Board. Under normal circumstances, the invigilator should be at least two rates above the highest level of rating taking the examination.

d. **Local Examinations.** When, due to the exigencies of the service, it is known that it will not be possible to convene an Examining Board as detailed in the appropriate Chapters, within 4 months of the rating's application for examination, a local examination is to be convened. The Board should be constituted from available officers and/or senior ratings, advice being sought from the Professional School if necessary. The period of 4 months is extended to 6 in those cases where examinations are held at 6-monthly intervals.

e. Should the candidates fail the local examination, they may not re-apply for examination earlier than 4 months from the date of failure, with the exception of EGS PE (see Para 6910 sub para k). Should the candidates pass the local examination, they are considered for promotion purposes to have provisionally passed the examination for which they applied and referred to as the 'Date of Passing'. Passing a local examination qualifies ratings for promotion to the next higher rate when otherwise eligible.

f. **Loss of Paperwork.** When candidates have applied for an examination before the last date specified for applications and the application has failed to reach the authorities, or the examination papers have failed to reach the candidates, or the worked papers fail to reach the examining authority in time, or if the candidates are prevented from taking the examination for reasons beyond their control, Lead Schools should apply to the Ratings Promotion Section to ante-date the 'Date of Passing' (providing candidates are successful in the immediately following examination) to the date of the examination which was missed. Where it subsequently proves that a rating has achieved a PE pass before attaining one year's seniority in their current rate, where applicable, the basic date of passing is to be adjusted to the later date. In these cases, the Ratings Promotion Section is to be advised when such action is taken.

g. **Ratings in Small Vessels and Outstations.** Ratings serving in small vessels and outstations should, subject to the exigencies of the Service, be transferred temporarily to their parent base or other large ship/unit in order to have facilities to work towards the necessary examinations to gain the professional qualifications required for the higher rate.

h. **Annual OPS Checks.** Details of branch specific OPS Check requirements are contained in Chapter 74 to Chapter 90. All personnel are expected to remain at OPS while building up experience towards promotion. Maintenance of OPS is to be monitored through an OPS Check process, success in which is a pre-requisite for promotion to LH and PO. Some ratings may not achieve or maintain OPS or, in some cases, not attempt to progress themselves thereafter for any number of reasons. Individual Branch Chapters are to be consulted to determine the action to be taken in these cases.

i. **Engineering Branch Operational Performance Statement Assessments.** Engineering Branch OPS Assessments are conducted in accordance with the timescale detailed in the individual Chapter 74, Chapter 75 and Chapter 76 and the relevant competence recorded on JPA.

6910. Failure of Examinations or OPS Assessments

a. **Outright Failure of PQEs Set by Schools or Examining Authority on a PQC.** Ratings will not be promoted to the higher rate or retain the higher rate (if promoted following completion of leadership training) if not successfully completing the mandated professional and/or leadership courses. Ratings who fail outright or who are removed from the relevant Course at the appropriate School are to suffer the following penalties:

(1) Deselection from the promotion signal.

(2) Reversion from the substantive rate or relinquishment of the acting higher rate (if held) - individuals are to be reverted or lose the acting higher rate from their date of failure.

(3) Removal of a PE pass, entailing a possible loss of pay - the pay Qualification Point will be reinserted.

(4) A requirement to spend a minimum of 12 months in the lower rate and the need to re-qualify, by way of a Commanding Officer's recommendation, for subsequent consideration for promotion to the higher rate.

b. The Commanding Officer of the Training Establishment may defer an individual's removal from course if considered appropriate, pending extra instruction and immediate re-examination within that establishment and subject to negotiation with the rating's parent establishment/ship.

c. Exceptionally, if the Commanding Officer of the Training Establishment considers that the degree of failure does not justify the course failure penalties in paragraph 1, but the rating cannot be retained for further training and immediate re-examination in accordance with Para 6910 sub para b, the following procedures are to be followed:

(1) The automatic penalties of course failure are not to be applied.

(2) The Ratings Promotion Section and the rating's Commanding Officer are to be informed of the additional training required.

(3) The rating is to be assigned back to the training establishment for re-examination at the earliest possible opportunity.

(4) The rating is to be formally warned that a second failure of a course will invoke full penalties.

d. Ratings who fail at this second attempt will be subject to the automatic penalties of course failure from the date of the second failure.

e. If, during the waiting period, the rating's Commanding Officer feels that the rating should no longer be recommended for further training, the penalties of course failure are to be applied from the date the Commanding Officer informs the rating of the decision. Ratings who no longer wish to return for a second attempt are to be treated as a course refusal in accordance with Para 6911.

f. If an individual wishes to withdraw from course they are to be interviewed by either their Divisional Officer prior to course start or Course Officer post course commencement, using the proforma at Annex A. They are also to be interviewed by their CM before final approval for de-selection by the appropriate CM SO2. The interview process is to ensure an individual understands the full impact that their decision has on their career and promotion eligibility, as well as seeking to identify options to encourage the promotion.

g. Any individual who withdraws from PQC will not be considered for promotion at the next board (or next two boards for those branches who convene more than one board per year). Exceptionally, application can be made by an individual's Commanding Officer/Course Officer if there are exceptional reasons for the individual removing themselves from course.

h. **Failure of PEs and PQEs set by Fleet, Squadron, Ship or Central Examining Authority.** Ratings who fail a PE or PQE set by the Officers of the Fleet, Squadron, Ship or Central Examining Authority may be examined at an interval of not less than 4 months or, for Engineering Branches or Logistics Branch Fleet Examinations, as specified by the President of the Board or Head of Navy Logistics Training (HoNLT) and Commanding Officer Food Services Training Wing (CO FSTW), DCLPA Worthy Down, at the time of failure. The earliest date for re-examination is to be noted on the rating's history sheet and on the Application for Examination forms. For EGS candidates, Line Managers and HoDs are encouraged to arrange another PE as soon as mutually appropriate, with a minimum period of one month between attempts. Applications should be made to the unit's CO and Flotilla SMEO/SWEO to resit PE after a minimum of one month has elapsed. The decision on whether or not to approve the request will be formulated depending on the nature of the previous failure and the proposed re-assessment time scales.

i. The reasons for judging ratings to have failed are to be noted on the Application for Examination form and also discussed with the candidates.

j. Ratings failing an examination are eligible for re-examination, as specified above, for the first three attempts. They must then wait one year before being allowed a fourth attempt; further cycles of three attempts are then permitted.

k. **Failure of an OPS Assessment Set by Fleet, Squadron, Ship or Central Examining Authority**. For Engineering Branches, ratings who fail an OPS Assessment set by the Officers of the Fleet, Squadron, Ship or Central Examining Authority may be re-examined at an interval no less than that either specified by the President of the Board at the time of failure or that specified by a Warning Officer, noting the recommended review timescales given in Chapter 57. An unsuccessful OPS check is considered a failure and the warning process for reversion to the appropriate rate should commence. Candidates then have two further attempts. On failure of the third attempt the candidate should be reverted to the previous rate.

6911. Refusal to Take a Professional Qualifying Course or Professional Qualifying Examination for Confirmation

a. Ratings who refuse to take a PQC or PQE required for promotion will be:

(1) Deselected from the promotion signal.

(2) Reverted from the confirmed rate or relinquish the acting higher rate (if held).

b. An individual's refusal, together with the date on which they become eligible again, is to be reported to the Ratings Promotion Section.

c. When there appear to be valid reasons for a refusal, the case is to be reported to the Ratings Promotion Section for a decision as to whether or not they are sufficiently strong to justify exemption from the above automatic penalties.

d. **Withdrawal from Course.** If, on receipt of instructions detailing ratings to attend a course (professional or leadership), a Commanding Officer considers that a rating can no longer be recommended in accordance with Para 6901, they are to be removed from the course and suffer the penalties listed in Para 6910.

e. If, whilst undergoing a course (professional or leadership), the Commodore of the Training Establishment considers that ratings do not merit retention on course they are to be removed and suffer the penalties listed in Para 6910.

f. Ratings removed from a course for misconduct may not be put on course for at least two years and, immediately preceding the second course, must satisfy the career check requirements for promotion and advancement. Withdrawals in accordance with this clause are to be reported by letter to the Ratings Promotion Section.

6912. Application for and Reporting of Examinations for Higher Rate

a. Applications for examination are to be made in duplicate on Forms S442 as required by the various specialisation regulations. Both copies of the relevant Form are to be forwarded to the Administrative Authority or Examining Authority, who will then arrange for the examination to be conducted in accordance with the appropriate specialisation regulations.

b. On successful completion of all parts of the examination, the Examining Authority will enter the results on Forms S442 and forward one copy to the candidate's unit where the required notations are to be made on the rating's Service Documents and the competences are to be added to JPA by unit HR personnel.

c. In the case of failures, the original of the form is to be completed and forwarded to the candidate's ship or establishment for retention with the rating's divisional documentation for future reference.

d. **Local Examination.** When it is known that a formal examination will not be available within four months of the candidate's application being made, application is to be made for a local examination using Forms S442 (in triplicate), as required by the various specialisation regulations. All of the application forms are to be clearly marked 'LOCAL EXAMINATION'. If the application is approved, the Commanding Officer is to convene a Local Examination Board.

e. On successful completion of the local examination, the results are to be entered on the forms and the original forwarded to the Advancement Authority. One copy is to be used for notation purposes in accordance with Para 6912 sub para b and then retained with the rating's Divisional Documents for use by the Board at the formal examination. The third copy is to be handed to the candidate.

f. In the case of failure of the local examination, one copy of the form is to be retained with the rating's divisional documents for future reference, clearly stating the reason for failure. The remaining copies are to be destroyed following the raising of Form C170.

g. **Special Rules.** Where any specialisation has special rules for applications for examination, these are shown in the various specialisation Chapters concerned.

SECTION 5

ACTING HIGHER RATE

6913. Use of the Acting Higher Rate

a. The acting higher rate may be used in the following situations:

(1) By anyone who, having been selected for promotion under Common Promotion Date (CPD) rules, is assigned to a position in the higher rate before the CPD in question and is fully qualified for promotion (including satisfying medical requirements), having completed all mandated training. Under the selective promotion system, ratings that have been selected for promotion will normally be promoted on a CPD. Those who subsequently qualify in all respects for the higher rate following selection, however, may be awarded the acting higher rate if assigned to and then carrying out the duties of a position, complemented for the higher rate, prior to the CPD. The individual may retain the acting higher rate until their CPD providing that they remain assigned to the position and continue to carry out the duties of the higher rate. If the individual ceases to remain assigned to the position or no longer carries out the duties of the higher rate, however, for whatever reason, they must lose the award of the acting higher rate immediately. Such awards are made subject to individuals satisfying all other relevant promotion criteria. With the exception of pregnancy, individuals who have assignments to pre-promotion training cancelled or delayed (e.g. due to operational requirements) will not be entitled to any retrospective promotion awards prior to the CPD for which selected.

(2) By non-artificer/technicians who were promoted to the higher rate before the introduction of selective promotion (however, such individuals are being assigned to leadership training where still outstanding - see Para 6908). There will remain a number of personnel who have been advanced under the previous B13 advancement system who have not yet completed the necessary professional or leadership course for confirmation in their current rate. These personnel will remain in the acting higher rate until such time as the necessary courses are completed. Individuals who, following assignment, fail or refuse to attend leadership course will lose the acting higher rate.

(3) By new entry and sideways entry Naval Nurses on completion of their specialist training. Due to the compressed nature of the training pipeline and the lack of employment as an Able Rating, Direct Entry Naval Nurses (who have not completed LRLC) may be granted the Leading Rate on an acting basis on completion of Phase 1 Training. Direct Entry Dental Hygienists may be advanced to the Acting Leading Rate in accordance with Para 8801. Confirmation in the higher rate will occur on completion of the LRLC.

(4) In exceptional cases, by branch transferees and those joining sideways entry specialisations.

(5) By artificer/technicians who are qualified by time for advancement to the higher rate but have been unable to complete the required professional or leadership training due to the exigencies of the Service.

(6) On a local acting basis (for those not selected for promotion) - see Para 6914.

(7) On an unpaid basis - see Para 6915.

b. Prior to the introduction of CPD, time in the acting higher rate counted towards any time qualification for the next higher rate. The use of the acting higher rate, however, is dependent upon a number of factors which are outside an individual's control. Consequently, to ensure that all individuals selected at the same time for the same CPD are treated in the same manner and are therefore not disadvantaged, only time spent in the confirmed rate will count for advancement/promotion purposes under the CPD scheme.

c. The following procedures for the award of the acting higher rate will apply for those individuals selected and qualified for promotion or those who are due promotion by time and/or qualification:

(1) The Career Manager (CM) or Career Management Cell (CMC) (for squadded ratings) identifies the rating who has been selected for promotion and has completed mandatory training. The CM/CMC will then assign the rating to a higher rate position and change their rank to the acting (paid) rank (as referred to in JPA).

(2) Once assigned and rank changed, the CM/CMC will note the status of the acting (paid) rank in the rank review field. This change in rank will trigger the JPAC who will then alter the pay, allowances and IBD to reflect the higher rank.

6914. Acting Higher Rate (on a Local Acting Basis)

a. The award of the acting higher rate on a local acting basis to ratings capable of performing the duties of a higher rate is a system designed to enable an individual to undertake the duties of a higher rate for a temporary period. Such advancement may be authorised (except to the rank of WO – see Para 6914 sub para o) to make good deficiencies in establishments when the higher rate allowed is:

(1) Not borne and the vacancy is not expected to be filled within 21 days.

(2) When a rating is absent from duty for Service reasons or for sickness and it is not expected that the vacancy will be filled within 21 days.

(3) When a rating is absent from a ship or establishment on compassionate leave which is expected to exceed 21 days.

(4) Not already covered by excess bearing in any higher rate in the same specialisation.

Note. *Where employment in the higher rate consists of general duties e.g. barrack guard, accommodation party etc. and it is considered that the 'same specialisation' rule need not apply, authority may be sought from DDPD to give the award to another rating, best suited to the post, provided that the overall establishment in that rate is not exceeded.*

b. A temporary manning standard does not affect the establishment for this purpose except for ships in which equipment has been placed in the state of care and maintenance. In these circumstances, a decision should be sought from DDPD (who in turn may seek higher authority) regarding the award of an acting higher rate on a local acting basis which is in excess of the temporary manning standard.

c. Careful discrimination is to be exercised in the selection of ratings for the acting higher rate on a local acting basis, particularly in the technical and medical branches. Commanding Officers are free to select any rating for an award of the acting higher rate on a local acting basis in the individual's own specialisation; however the following guidelines are to be adhered to:

(1) The individual must be capable of performing the higher duties as determined by the Commanding Officer.

(2) The individual should have been recommended for promotion 1 Rank Up (Yes, High or Excp) in their last SJAR. Where this is not the case, a SPEC SJAR should be raised recommending the individual for receipt of the Acting Higher Rate and future promotion.

(3) Although not mandatory, prior consideration should be given to ratings who have:

(a) Been selected for promotion.

(b) Passed (or are making good progress towards passing) a PE or alternative.

(c) Completed the relevant Leadership Course for the higher rate (see Para 6914.d sub para (3)) for mitigation where this is not the case). The individual should not have failed a Leadership Course within the last 12 months.

(4) The individual must be medically fit for promotion (see Para 6907).

(5) Commanding Officers have complete discretion as to the standard of conduct which should be required for the award of the acting higher rate on a local acting basis, except after being disrated (see Para 6914 sub para k).

d. **Award Process.** In order to fill a temporary vacancy:

(1) The unit is to identify the position that needs to be filled internally.

(2) The unit identifies a suitable individual who meets the promotion eligibility criteria.

(3) If no suitable Leadership Course qualified rating is available, Commanding Officers can (if required) select someone who has not completed a Leadership Course. In so doing, however, they must include planned action to mitigate the duty of care impact of employing a person at a higher rate who has not completed all the required training; both on behalf of the individual and those who they will lead. If the period of the award is to exceed six months, the award of the acting higher rate on a local acting basis should be reviewed at the six month point to ensure that the individual is performing well in the temporary vacancy. If the latter does not apply, or the individual is failing to lead successfully, consideration should be given to awarding the acting higher rate on a local acting basis to another individual, preferably one who has completed the relevant Leadership Course. Reporting the award of the acting higher rate on a local acting basis (and any change of individual at the six-month review) should be made in accordance with details at Para 6914 d sub para (4)).

(4) The unit raises an 'Acting Promotion Authorisation Request' by signal or electronically (to the CMC for squadded ABs and Leading Hands; the CM for all other ratings). In cases where ratings are awarded the acting higher rate on a local acting basis exceptionally, without having completed a Leadership Course, this must be made clear on the signal/e-mail.

(5) Having identified the gapped position on JPA, the CM/CMC assigns the individual to that position, changes the rank to acting rank and inserts a rank review date. This will ensure the individual has the requisite roles and responsibilities commensurate with the new rank on JPA and, additionally, will trigger the process for the JPAC to change the individual's pay, allowances and IBD to that of the new rank.

e. Awards of the acting higher on a local acting basis rate may be authorised only one step above the substantive rate held in all specialisations.

f. Ratings holding the acting higher rate on a local acting basis are not to be employed on duties of a rate higher than that appropriate to their new position.

g. Ratings holding the acting higher rate on a local acting basis will rank in command with, and have the status and privileges of, equivalent ratings (for further information, see BRd 2 QRRN (Command).

h. **Relinquishment of the Acting Rate.** Once the review date is reached (see Para 6914.d sub para (5)), the CM/CMC will assess the need to continue to fill the position on a temporary basis and, thereby, the retention of the 'acting paid rank' by the rating. It is a unit's responsibility to inform the CM/CMC if circumstances alter and justify a change in the individual's 'acting (paid) rank' status before the rank review date. Once informed by the unit, the CM/CMC will make the necessary adjustments to the rating's rank on JPA. It should be noted that, under JPA, ratings are not reverted when they complete the period of acting higher rate on a local acting basis but relinquish their acting rank (for reversion for unsuitability see Para 6915 sub para (i)). A rating is to relinquish the acting higher rate on a local acting basis as a result of any of the following events:

(1) If the vacancy ceases to exist.

(2) If promoted or advanced to the substantive rate.

(3) If moved to another position following routine unit position rotation, or following a 6 month review (see Para 6914.d sub para (3)).

(4) If reassigned, including leave prior to next assignment.

(5) If placed on a course (whether within the establishment or elsewhere), from which they are expected to return, involving an absence of more than 35 days from the duties for which the acting higher rate on a local acting basis was granted.

(6) If absent through sickness or injury for 28 days from the date of cessation of duty.

(7) If fails, refuses to attend or is withdrawn (unless due to medical or other Service reasons) from a Leadership Course to which they have been assigned.

i. Commanding Officers in the rank of OF3 or above may order reversion from the acting higher rate on a local acting basis for unsuitability at any time (as opposed to relinquishing the acting higher rate on a local acting basis as at Para 6914sub para h)). Commanding Officers below that rank are to obtain the approval of the Navy Command Headquarters Casework Cell.

j. For disciplinary purposes, ratings holding the acting higher rate on a local acting basis will be treated in the same manner as those holding the substantive rate. In particular, ratings may be disrated to their substantive rate or to an appropriate lower rate either by court-martial or summarily, subject to the regulations applicable to the substantive equivalent to the acting rate held. The same consequential effects will apply (see JSP 830 - Manual of Service Law).

k. A rating holding the acting higher rate on a local acting basis, who is disrated in accordance with Para 6914 sub para j, must attain a minimum of one year's Career Check free service before being again granted the acting higher rate on a local acting basis or before being promoted to a higher rate under the rules at Para 6720 and Para 7002. An individual disrated from a confirmed rate must also attain a minimum of one year's Career Check free service before being granted the acting higher rate on a local acting basis. If, exceptionally, there are special reasons for granting the acting rate to an individual in any of these three categories with less than one year's Career Check free service, application is to be made to the Navy Command Headquarters Casework Cell (copy to the Ratings Promotion Section).

l. **Petty Officer (Police) and Master-at-Arms (MAA).** Where a Petty Officer(Police) (PO(P)) is assigned by DDPD to fill a MAA position, the draftee may apply in their current ship/establishment for the granting of the award of Acting MAA rate on a local acting basis without a signalled prompt from the new unit. In recognition of their special policing powers, the individual may be awarded the rate with an effective date of joining the unit or date of taking passage (e.g. in an aircraft) if travelling with other Service personnel. The rating is entitled to wear the uniform of the higher rate from that date. The effective date of relinquishing the higher rate is the day after leaving the establishment position or the date of promotion to substantive MAA, whichever is the earlier. These provisions also apply to ratings that are awarded the rate of Acting PO (Police) on a local acting basis when filling a unit Senior Regulator position.

m. **CPO Coxswain (SM).** POs who are potential branch transferees from another specialisation and are selected and qualified for transfer to CPO Coxswain (SM) but not yet promoted, who are subsequently assigned to a CPO Coxswain (SM) position, may apply in their current unit for the granting of the award of the Acting CPO Coxswain (SM) rate on a local acting basis without a signalled prompt from the new unit. In recognition of their special policing powers, the individual may be awarded the rate on a local acting basis with an effective date of joining the submarine or the date of taking passage (e.g. in an aircraft) if travelling with other Service personnel. Ratings are entitled to wear the uniform of the higher rate from that date. The effective date of relinquishing the higher rate is the day after leaving the establishment position or the date of substantive promotion to CPO, whichever is earlier.

n. **Joint Service Establishments.** Acting rates or ranks under the same conditions as above may also be granted to RN, RAF and Army personnel serving in Joint Service Establishments.

o. **Warrant Officer Rank.** AHR on a local acting basis of WO2 and WO1 will only be considered in exceptional circumstances, where all other options have been exhausted, i.e. activation of reserve candidates and/or supplementary promotion board, or if it is not feasible to do this for operational reasons. Profession Managers must be consulted prior to the award of AHR (on a local acting basis) of WO2 and WO1. Hd CM must give final approval for the award of AHR (on a local acting basis) of WO2, and DDPD for the award of WO1.

6915. Acting Higher Rate (Unpaid) - Addressable Rank

a. Promotion to the acting higher rate (unpaid), commonly known as addressable rank (and referred to on JPA as acting unpaid rank), carries no entitlement to pay, allowances or pension rights of the higher rate and may be given in the following circumstances:

(1) Where it is desired to exceed, temporarily, the authorised establishment for such purposes as special operations and training.

(2) Where it is necessary for attendance on courses or duties with other Services.

(3) Where it is necessary for prestige purposes, or to enable a rating to carry out their duties more effectively.

b. Applications should be submitted to the Career Manager for authorisation, who will make the necessary changes on JPA.

c. **Warrant Officer Rank.** AHR (Unpaid) WO2 and WO1 will only be considered in exceptional circumstances, where all other options have been exhausted. Profession Managers must be consulted prior to the award of AHR (Unpaid) WO2 and WO1. Hd CM must give final approval for the award of AHR (Unpaid) WO2, and DDPD for the award of WO1.

d. **Duties.** Ratings holding the acting higher rate (unpaid) will rank in command with, and have the status and privileges of equivalent ratings (for further information, see BRd 2 QRRN (Command) and BRd 3(1) Part 6 (Uniform Regulations)).

e. **Relinquishment.** The acting higher rate (unpaid) is to be relinquished when:

(1) The assignment for which the acting higher rate (unpaid) was granted is completed, including discharge to leave prior to next assignment.

(2) The course or duties for which the acting higher rate (unpaid) was granted are concluded. This includes removal from course for either professional or disciplinary reasons.

(3) The rating is promoted or advanced to either the substantive or paid acting higher rate.

(4) The rating is medically downgraded and assigned to the medical margin.

(5) The rating is remanded for trial by Court Martial or tried summarily with an offence under AFA 06 unless their Commanding Officer directs otherwise (under AFA 06, an individual is normally to be charged in their substantive rank).

SECTION 6

MISCELLANEOUS

6916. Transfer Between Specialisations - Counting of Time

See Chapter 51 for more information.

6917. Promotion of Senior Upper Yardmen

Details of the scheme for promotion of Senior Upper Yardmen (SUY) are found in Chapter 50. Accelerated advancement to PO or above is sometimes given to selected candidates to enable them to obtain the necessary experience for SUY.

6918. Promotion or Advancement of Recovered Deserters

a. The following qualifications for promotion or advancement, if gained prior to desertion, are not affected by desertion:

(1) Educational qualifications.

(2) Professional and specialist qualifications unless they have been made more stringent while in desertion.

b. **Counting of Former Service.** Time spent as a deserter, prior to re-entry on a ship's books, does not count for advancement, either for the service qualification or for sea service.

c. The period of desertion may not count for promotion or advancement purposes, but time awaiting trial and time in detention or cells imposed on conviction of desertion is allowed.

d. **Removal of 'R' Notation.** On removal of the 'R' notation, the usual conditions of promotion or advancement and re-promotion or re-advancement in the branch/specialisation and rate, to which the ratings concerned are to be reverted, apply. Time spent before desertion is allowed to count for further promotion or advancement or re-promotion or re-advancement but, as stated, the time spent actually in desertion will not be allowed to count. The date of seniority in the rate and the date of passing, if qualified for the higher rate before desertion, should be adjusted accordingly.

e. **Ratings Disrated on Recovery.** Ratings disrated on recovery will be eligible for re-promotion or re-advancement in accordance with Para 7002. After re-promotion or re-advancement, they will be eligible for further promotion or advancement under the normal rules except that their seniority and, if qualified professionally for the higher rate, their basic date of passing will be the date of recovery from desertion (i.e. the date of re-entry on a ship's books) adjusted for time spent in a lower rate, or rates, after recovery.

f. **Ratings not Disrated.** Ratings who are not disrated on recovery may be advanced or promoted under the normal rules for their specialisation. The seniority and, if qualified professionally for the higher rate, the Basic Date of passing will be the date of re-entry on ships' books.

g. **Able Rate.**

(1) Special reports on the fitness for advancement of all recovered deserters of the BD2 (or equivalent) are to be forwarded to the authorities named at Para 6918.g sub para (2) on the date the rating becomes eligible for advancement under the normal rules after deducting the period actually spent in desertion.

(2) Advancement of recovered deserters to BD1 may be authorised by Commander-in-Chief, Senior Officers of Squadrons, the Captain HMS NELSON and Commandant DCEME HMS SULTAN, without reference to the MOD(N).

(3) To be eligible for advancement on completion of the necessary period of qualifying service, a rating must also be considered fit for advancement and recommended for advancement in accordance with Para 6901. If the rating is not recommended, advancement is to be delayed until the Commanding Officer is able to make the required recommendations.

(4) The advancement of ratings who are recommended by their Commanding Officers later than the date on which they are qualified by service is to be made from the date of the recommendation.

(5) Ante-dating to the date on which a rating qualified for advancement by service, or to any other date, is not permitted unless it is clear that the advancement has been overlooked, or that necessary correspondence has been lost, and that it is known that the rating would have been recommended on the date to which it is proposed to ante-date them. If a rating was qualified for advancement before desertion but they were not advanced, through no fault of their own, they may be advanced from their original date of qualifying provided that their record at that time was such that they would have been recommended. Their date of advancement is then to be immediately adjusted to the date of their re-entry on a ship’s books after recovery from desertion. This date is to be re-adjusted in respect of any subsequent desertion.

(6) Any claim, which a recovered deserter may have had to any accelerated advancement, is to be regarded as forfeited by the desertion.

(7) Time in the same branch, prior to desertion, may count towards the service qualification, and where applicable towards the sea service qualification, but a rating who is transferred from one branch to another may, for this purpose, only count 5 weeks’ service in the previous branch.

6919. Advancement of Prisoners of War and Internees

a. **Advancement to AB1.**

(1) AB2s may be advanced to AB1 on the date due by service while prisoners of war or interned. Professional and specialist qualifications are to be waived if ratings have been unable to obtain them due to their capture or internment.

(2) This advancement will not be allowed where it is established that the rating would not have been advanced on due date because of some known inefficiency. In such cases, the rating's advancement is to remain in abeyance.

(3) The advancement of ratings taken prisoner or interned will not be permitted at a date earlier than would have been due previously.

(4) Ratings who were fully qualified for advancement on a date earlier than that on which they were taken prisoner or interned but who were actually advanced may be advanced while prisoners of war or interned with effect from their original date.

b. Internees may be advanced from BD2 to BD1 and have their professional and specialist qualifications waived if ratings have been unable to obtain them during the time of internment. They cannot be waived if it is established that there was some known inefficiency prior to internment.

c. **Advancement to PO (Artificers).** Artificers may be advanced to PO, while prisoners of war or interned, on the date due by service.

d. **Promotion above Able Rate (Non-artificer/Technician) and above PO (Artificer/Technician).**

(1) Promotion beyond the Able Rate (non-artificer/technician) and advancement beyond PO (artificer/technician) will not be permitted while a rating is a prisoner of war or interned, except as provided for in Para 6919.d sub para (8).

(2) Promotion or advancement may be authorised after liberation, in accordance with the following rules, provided that the rating is not discharged from the Service on termination of hospital treatment, or foreign service or prisoners of war leave and returned to normal duty with an unbroken record of service:

(a) All the required qualifications for promotion or advancement (e.g. conduct, service, sea service, professional, specialist and educational) must be fulfilled before the selective promotion or advancement is authorised.

(b) The period of time, since the date of return to duty, taken to complete the necessary qualifications is then to be added to the date of qualification.

(c) Sea going service performed before being taken prisoner or interned will count towards any sea service qualification required.

(3) Eligibility to take examinations for further promotion or advancement, following promotion or advancement achieved in accordance with Para 6919 sub para b, is to be determined as follows:

(a) The date of eligibility to take examinations for further promotion or advancement is to be calculated from the adjusted seniority in rate.

(b) The effective date of passing the examination is to be antedated as in Para 6919.d.(2) sub para (b).

(4) Where a rating was selected before internment, DDPD may authorise promotion to the higher rate. Time-based advancement (e.g. to PO or CPO) may be approved by COs provided that the rating concerned:

(a) Applied to take the examination(s) within a reasonable period of return to duty (excluding prisoner of war leave or foreign service leave).

(b) Passed the examination(s) at the first attempt.

(5) Where a rating is eligible for selective promotion, they will be considered by the first Selection Board, subject to normal selective promotion procedures. This Board may exceptionally recommend to DDPD, for confirmation by Second Sea Lord (2SL), any retrospective promotion that it may feel to be justified.

(6) In cases where no professional qualification is required, further promotion or advancement may be authorised with similar retrospective effect as in Para 6919 sub para a.

(7) **Acting Higher Rate.** The acting higher rate held at the time of capture or internment may be retained during captivity and for a period of 61 days after repatriation or of rejoining Ratings ships whichever is earlier. Ratings will then revert to their confirmed rate.

(8) **Ratings Reported Missing or who Die in Captivity.**

(a) Ratings who are reported missing, and of whom no more is heard, may be advanced from the due date on official presumption of death, provided that the advancement was due prior to the date on which the rating was reported missing.

(b) Ratings who are first reported missing and who are subsequently reported to be prisoners of war or interned will be dealt with in accordance with Para 6919sub paras a-d.

(c) Ratings who are reported missing, of whom it is discovered that they died at a later date, and prisoners of war and internees who die in captivity, will be dealt with as in Para 6919.d.(8) sub para (a), except that the period of service performed subsequent to the date on which they were reported missing, taken prisoner of war, or interned, will be taken into account. They will be promoted or advanced to any rate for which they would have been qualified by service alone prior to the known or calculated date of their death, it being assumed that they would have obtained the necessary professional qualifications within that period.

(d) Any rating who dies in captivity or is presumed to have died in captivity, whose record of service is such that they would have been selected for promotion, is to be considered by a Selection Board for promotion. This Board may recommend to DDPD, for confirmation by 2SL, any retrospective promotion that they may feel to be justified.

6920. Special Forces - Shadow Rank Assessment Board

Badged RN/RMSF ranks (either SBS/SAS) are only entitled to SF pension and Terminal Benefits on becoming Permanent Cadre (PC) at six years SF service. If a rank dies or leaves the service for medical reasons prior to achieving PC, their terminal benefits will be based on their assessed Shadow rank, which is the rank that they could have been expected to achieve had they remained in their previous SQ. The RM Branch Manager can advise on the SRAB procedures.

ANNEX 69A

VOLUNTARY WITHDRAWAL FROM PQC

1. This section is for personnel who voluntarily remove themselves from PQC.

2. The initial interview should be conducted by either the course instructor or the individual's line management. The purpose of the interview is to explore all options and if possible look to reverse the decision.

3. If the decision remains unchanged after the interview is complete, the individual should then be booked for a CM interview before the final decision on voluntary removal is made. Given the gravity of self-withdrawal from course, the final decision must be approved at SO2 level or above.

Name: ..... **Service No:** .....

1. What are your specific reasons for removing yourself from your PQC?

2. Is there anything that might encourage you to reconsider this decision?

3. **Instructor/DO input:**

Instructor/DO Interview conducted on (date): .....

4. CM report (a brief description of the CI outcomes)

CM Name:..... **Signature:**..... **Date:** .....

Date report entered on to JPA: .....

CHAPTER 70

RATINGS POLICY - RE-PROMOTION AFTER DISRATING AND REVERSION

(Sponsor: NAVY PEOPLE-PROMS Dep Hd)

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CHAPTER 70

RATINGS POLICY - RE-PROMOTION AFTER DISRATING AND REVERSION

7001. Disrating - General Rules on Re-promotion after Disrating

a. The following rules regarding the re-promotion of individuals following disrating apply to all ratings (and include the re-instatement of promotion to the WO1 rank that was withheld following Promotion Board selection - for WO1 options, see Para 7002 sub para n). For more specific rules on the disrating of ratings, see JSP 830 (Manual of Service Law).

b. Throughout this Chapter, the term re-promotion has been used generically, however, it is accepted that ratings can be 'advanced' (by time) up to the rate of Chief Petty Officer (CPO) in some technical specialisations.

c. **Authority for Re-promotion.** The policy on re-promotion of ratings who have been disrated, either summarily or by court-martial, rests with the relevant Service (JSP 830 Ch 13 Para 101).

d. **Applications for Re-promotion.** All applications for the re-promotion of ratings who were disrated at Court Martial or Summary Hearing (not those reverted by the Higher Authority as a result of an Administrative Action) are to be submitted for consideration as detailed at Annex 54A. In the case of re-admission to a sideways entry specialisation, applications, giving details of an individual's suitability for re-entry into the sideways entry specialisation, are to be copied to the appropriate authority at Annex 70A who will make a recommendation about the rating's re-entry to that specialisation direct to the Regional Legal Office, NAVY LEGAL-RLO MAILBOX (MULTIUSER) <NAVYLEGAL-RLOMAILBOX@mod.gov.uk> for consideration by the authorised Deciding Officer (see Annex 54A).

e. **Timing of Applications.** Applications may be made up to three months before ratings are due re-promotion if there is a wish to re-promote them from the date that they first become eligible (in accordance with Para 7001 sub para d). All applications should be accompanied by a Special SJAR and a firm recommendation for promotion. In cases where a disrating was by more than one step, each stage of re-promotion requires approval.

7002. Disrating - Eligibility for Consideration for Re-promotion

a. **Career Check Requirement.** For re-promotion to all rates following disrating, a minimum period of 12 months, free of a Career Check, must be served immediately prior to the date of re-promotion e.g. ratings disrated on 1 June cannot be re-promoted before 2 June of the following year. All calculations are made in calendar months.

b. **Timing of the Re-promotion.** The period of 12 months' service without a Career Check, required by Para 7002 sub para a, is a minimum requirement to qualify for re-promotion. A CO is not to re-promote ratings disrated for misconduct unless satisfied that a rating is worthy of the higher rate in all respects and is recommended in accordance with Para 6901.

c. **Re-promotion to the Higher Rate.** Requests for the re-promotion of ratings are to be directly to the confirmed rate in which they were serving before being disrated unless disrated by more than one step (see Para 7002 sub para l). Following re-promotion to the confirmed rate, the first 12 months is to be counted as a probationary period.

d. **Effective Date of Re-promotion.** All cases of re-promotion will be effective from either the minimum 12 months or the date of the CO's recommendation (if approved), whichever is the later.

e. **Ratings not Recommended for Re-promotion Within Two Years of Disrating**. Former Leading Hand (LH), Petty Officer (PO), CPO (non-technicians), WO2 (technicians) and WO1s who are not recommended for re-promotion within two years of the date of disrating (or one year after first becoming eligible for re-promotion to these rates if disrated by more than one step), will be required to go through the full selection process, as appropriate, and will be required to obtain the necessary recommendations on an SJAR.

f. **Professional Qualifications.** Ratings will not be required to re-qualify or qualify in any new professional qualifications which may have been introduced before re-promotion to the previous rate (but see Para 7002 sub para o for ratings in sideways entry specialisations who are disrated to their source specialisation). In cases where the qualifications are Qualification Points for pay, approval for a waiver will be required from the appropriate Branch Manager.

g. **Educational Qualifications.** Ratings will not be required to qualify educationally, even if not so qualified previously, for re-promotion to a rate previously held on a permanent basis.

h. **Medical Fitness.** Ratings who have a medical category below the requirements laid down in BRd 1750A (Handbook of Naval Medical Standards) and Para 6908 are normally ineligible for re-promotion but the concessions of Para 6717 and Para 6805 are applicable to re-promotion as well as to promotion. The provisions of the aforementioned Paras concerning medical examination of ratings below the necessary medical standard are to be applied to ratings who become due and are recommended for re-promotion whilst in that category. The rating's CO is to be informed as required. Re-promotion made in consequence of reaching the required standard may not be dated earlier than the date of reaching that standard.

i. **Antedating of Re-promotion.** Re-promotion after disrating is not to be ante-dated unless the rating concerned was fit in all respects and recommended for such re-promotion on an earlier date, and approval has been unavoidably delayed.

j. **Notification to Promotion/Advancement Authority.** The Ratings Promotion Section is to be notified of all cases of re-promotion (following disrating) as they occur. If the re-promotion has been antedated, a statement of the circumstances is to accompany the notification.

k. **Disrating by More than One Step.** Ratings disrated by more than one step are eligible under these rules for re-promotion by successive steps through the rates previously held but they must serve for a minimum period of 12 months with no career check in each rate before being promoted.

l. **Selection for Promotion to a Higher Rate held prior to Disrating.** In the case of promotion, any selection gained for a higher rate prior to disrating (i.e. where such selection had not resulted in actual substantive promotion) will be deemed forfeit and the individual will be expected to go through the selection process again.

m. **Adjustment of Seniority and Basic Date.** On re-promotion, a rating's seniority is to be adjusted by post-dating the original seniority in the rate by the time served outside that rate. The adjusted seniority date will be recalculated by the Ratings Promotions Section on receipt of a Promotion Authority Request (PAR) signal.

n. **Warrant Officers.** Warrant Officers who have been disrated (either summarily or by court-martial) have the option of being discharged 'Service No Longer Required (SNLR)' rather than being considered for re-promotion in accordance with the rules above.

o. **Ratings disrated to their source specialisation** (see Para 7002 sub para p for the rules following disrating from the Aircrewman specialisation). The re-entry of ratings to sideways entry specialisations, having been disrated to their source specialisation, will be subject to the rules above and additionally:

(1) Where re-instatement into the sideways entry specialisation is not recommended, thereby resulting in individuals having to remain in their source specialisation, any professional qualifications required for promotion within the source specialisation must be obtained before re-promotion can be considered.

(2) Re-instatement into the Coxswain (Submarine) specialisation cannot be considered until the rating has spent one year as a PO in his source specialisation (i.e. one year after re-promotion to PO). Recommendations should be forwarded to the Regional Legal Office, NAVY LEGAL-RLO MAILBOX (MULTIUSER) <NAVYLEGAL-RLOMAILBOX@mod.gov.uk> for consideration by the authorised Deciding Officer (see Annex 54A).

p. **Aircrewman Specialisation.** Aircrew ratings having been disrated to their source specialisation will be subject to the rules above and additionally:

(1) Following a sentence of disrating to the Able Rate, the papers relating to the Summary Trial or Court Martial are to be forwarded to the Navy Command Headquarters to decide whether the offence should carry with it the consequential removal of the rating's flying badge.

(2) If the flying badge is removed, the rating will return to their source specialisation permanently and be subject to the rules for re-promotion within that specialisation.

(3) If it is decided that the rating should retain the flying badge, and that the rating should therefore be suitable for reinstatement into the Aircrewman specialisation at the end of the one year period (subject to normal good conduct etc), during this years' probation, the rating will:

(a) Hold the able rate in their source specialisation.

(b) Be employed in a similar position to a Leading Aircrewman.

(4) At the discretion of the Navy Command Headquarters, such a rating may be eligible for payment of the LH rate of relevant RRP provided the rating continues to be employed on duties similar to those undertaken by a Leading Aircrewman. The payment of the correct rate of RRP is to be in accordance with the rules in JSP 754.

(5) Towards the end of a rating's probationary year, the CO will make the usual recommendation, addressed to Navy Command Headquarters, for re-promotion and re-instatement into the Aircrewman specialisation as an Acting Leading Aircrewman. The Navy Command Headquarters will then confirm the rating's suitability for re-instatement and, subject to the normal re-promotion criteria, will approve both re-promotion and re-instatement at the end of the one year period.

q. **Complaints.** In accordance with JSP 831, individuals retain the right to state a complaint following a decision to withhold their re-promotion following their earlier disrating (or reversion).

7003. Reversion for Unsuitability

a. The regulations below regarding reversion, and re-promotion thereafter, apply to all rates (and include the re-instatement of promotion to the WO rank that was withheld following Promotion Board selection).

b. **Circumstances in which Reversion for Reasons of Unsuitability Should be Used.** Reversion or discharge SHORE for unsuitability (see Para 7003 sub para c and sub para d respectively) is appropriate only when ratings show a lack of knowledge or ability, deteriorating efficiency or appear unsuitable (other than for reasons coverable by disciplinary action).

c. **Ratings who have Fewer than 20 years' Reckonable Service (if Serving on an Engagement Stage 2), 18 years' Reckonable Service (if Serving on a Full Career (FC)) or 22 years' Reckonable Service (if Serving on an Open Engagement (OE)).** LHs and above who are unable to perform their duties adequately through lack of knowledge or ability, or who show themselves to be unsuitable other than for reasons coverable by disciplinary action, are liable to be reverted to a lower rate. When reversion for unsuitability is being considered on professional grounds, the Operational Performance Statement, where it exists, and pre-joining training, where it is applicable, must be considered together or separately, as appropriate, in order to enable an individual's professional performance to be assessed against the objectives that were set for the training previously undertaken. WO1s are to be given the option of being discharged SHORE in their existing rate or reversion.

d. **Ratings who have More than 20 years' Reckonable Service (ES2), 18 years' Reckonable Service (FC) or 22 years' Reckonable Service (OE) and are now Serving on an Engagement Stage 3 (ES3), Extended Career (EC) or Extensions of Original Engagements where applicable).** Where LHs and above (including WO1s), who have completed more than 20/18/22 (ES2/FC/OE1) years' reckonable service, become so inefficient in the discharge of their duties that, if they were still serving on a ES2/FC/OE, the question of their reversion would have to be considered, they are to be warned for discharge SHORE in their existing rate under the procedure in Para 7003 sub para k to sub para o instead of reversion.

e. Reversion for unsuitability is not a punishment and must not be used as a means of dealing with an offence. The character of an offence or offences for which ratings have been punished, however, may be such as to show that they are professionally unsuitable for the rate which they hold.

f. **Authority Required for Reversion.** Personnel authorised to approve applications for reversion (as per s332 of the Armed Forces Act 2006) are detailed in Annex 54A. Approval by these personnel is required for all applications for the reversion of ratings who hold substantive rank. Applications are to be submitted to the Regional Legal Office, NAVY LEGAL-RLO MAILBOX (MULTIUSER) NAVYLEGAL-RLOMAILBOX@mod.gov.uk, in accordance with the general procedure and format for administrative applications detailed at Annex 1E. See Para 6719(b) and Para 6912.

g. **Sideways Entry Specialisations.** Ratings in sideway entry specialisations who are reverted below the lowest rate in their structure must be returned to their source specialisation. Ratings who are unable to perform the duties of the lowest rate to which they can be reverted, however, may be discharged SHORE. Ratings who do not have a source specialisation to which they can be returned, if they are reverted below the lowest rate in their structure, must either be transferred to another category (if a volunteer for sea service) or discharged SHORE. Re-promotion, for those ratings not discharged, will be in accordance with Para 7007.

h. **Reporting on Individuals During Reversion.** Ratings who have been reverted for unsuitability are not to have an annual SJAR raised, however, special SJAR reports should be raised at each six-monthly interval until recommended for re-promotion (maximum four reports).

i. **Suspension of Professional Certificate.** Ratings who clearly show that they are no longer fit to hold a Professional Certificate required for promotion to the rate from which they are being reverted (e.g. a Unit Watchkeeping Certificate), may have this Certificate placed in abeyance while serving in the lower rate.

j. When the character of a proved offence or any serious failure in performance shows that a rating is clearly unsuitable for their rate on professional grounds, or other grounds where disciplinary action would be inappropriate, the case is to be investigated immediately by the CO without recourse to the warning procedure outlined below.

k. **Warnings for Reversion.** When reversion/discharge SHORE (hereafter referred to collectively as reversion) is contemplated, the individual is to be interviewed by their Divisional Officer (DO)/Head of Department (HOD). They are to be informed of their shortcomings and the warnings and reversion procedure is to be explained in detail.

l. The DO/HOD should warn the rating that if no improvement in performance occurs within a specified timescale (i.e. between three and 12 months at the DO/HOD's discretion), the rating will be reported to the CO with a view to reversion. See Para 5756 to Para 5766 for the need for Formal Warning Proforma and Special SJAR actions. Note - if the Overall Performance Grade is recorded as C, incremental pay suspension will be applied to the pay record automatically when the SJAR is finalised.

m. If, after the specified time, the rank's performance has not improved to the satisfaction of the HOD, they should appear before the CO. At this time, the individual is to be allowed to state their case and be offered the assistance of an Officer, who need not necessarily be their Divisional Officer.

n. **Action Required by Commanding Officer.** After investigation of the case, the CO has three options:

(1) Decide that the circumstances do not warrant reversion.

(2) Give the rating a further period of warning.

(3) Make immediate application for the rating's reversion.

o. **Applications for Reversion.** Applications, where appropriate, are to be submitted to the Regional Legal Office, NAVY LEGAL-RLO MAILBOX (MULTIUSER) NAVYLEGAL-RLOMAILBOX@mod.gov.uk for consideration. All applications should be made in accordance with the format and guidance for administrative applications at Annex 1E and must include a Spec SJAR. The Deciding Officer may direct that the rating is to serve a further trial period in the same or another unit, if it is considered that an additional probationary period is justified.

p. **Effective Date of Reversion.** When reversion has been approved, the decision is to be communicated to the rating by the CO. The date of such communication is the effective date of reversion.

q. **Limits of Reversion.** Ratings are not to be to be reduced in their own specialisation below the limits laid down in the Relatives Rates Table (see Annex 65A), nor may they be reduced either actually, or relatively, below the rate in which they first entered the Service.

7004. Reversion at Own Request

a. A rating may request reversion to the immediate lower rate at any time.

b. **Authority for Reversion at Own Request.** Personnel authorised to approve applications for reversion (as per s332 of the Armed Forces Act 2006) are detailed in Annex 54A.

c. **Effective Date of Reversion.** When reversion has been approved, the decision is to be communicated to the rating by the CO. The date of such communication is the effective date of reversion.

d. **Selected for Promotion.** If having been selected for promotion, a rating requests reversion at their own request, the selection for promotion will be forfeited.

e. **Re-promotion to the Higher Rate.** The re-promotion of WO1s, WO2s (technicians), CPO, PO and LH (non-technicians) who are reverted at their own request will be subject to the procedure in Para 7007.

7005. Reversion Due to Failure of Professional Training

The Commodore of the relevant training establishment may authorise immediate reversion when an outright failure of a professional qualifying course, with penalties, occurs. See Para 6719and Para 6911.

7006. Ratings Refusing Promotion

The procedure to be followed following refusal of promotion (after selection) are detailed in Para 6714.

7007. Reversion - Rules on the Re-promotion of Ratings

a. Ratings who have been reverted for unsuitability, or at their own request, are eligible for re-promotion under the general regulations for promotion and the following supplementary orders.

b. Eligibility for consideration for re-promotion is as follows:

(1) **Minimum Period in the Lower Rate.** The minimum period in the lower rate before a recommendation for re-promotion to LH, PO and CPO (non-artificer/technician), WO2 or WO1 may be made is six months.

(2) **Career Check Requirement.** The same rules will apply as for normal cases of promotion under Para 6719 and Para 6806.

(3) **Medical Fitness.** Ratings who have a medical category below the requirements laid down in BR 1750A and Para 6908 are normally ineligible for re-promotion but the concessions of Para 6717 and Para 6805 are applicable to re-promotion as well as to promotion. The provisions of the aforementioned Paras concerning medical examination of ratings below the necessary medical standard are to be applied to ratings that become due and are recommended for re-promotion whilst in that category. The rating's CO is to be informed as required. Re-promotion made in consequence of reaching the required standard may not be dated earlier than the date of reaching that standard.

(4) **Professional Qualifications.** Professional qualifications already obtained will not have to be passed again for re-promotion unless it is known that before reversion ratings were examined professionally as to their fitness to retain their rate and found wanting. Before being re-promoted however, ratings must obtain all the professional qualifications required for the higher rate at the time of re-promotion i.e. they must qualify in any examinations they have not already passed, including any higher grade qualification which has superseded a lower grade one. In addition, where a Professional Certificate has been placed in abeyance under the provisions of Para 7003 sub para i, COs are to ensure that ratings are suitable to hold such a Certificate again when recommending them for re-promotion. Recommendations for the re-promotion of such ratings are to include a statement that they are suitable to hold the Certificate again.

(5) **Educational Qualifications.** Ratings will not be required to qualify educationally, even if not so qualified previously, for re-promotion to a rate previously held on a permanent basis.

c. **Re-promotion to the Higher Rate.** All cases of re-promotion are to be directly to the confirmed rate in which the rating was serving before being reverted unless an individual was reverted by more than one step (see Para 7007 sub para d). The first 12 months following re-promotion to the confirmed rate is to be counted as a probationary period.

d. **Reverted by More than One Step.** Ratings reverted by more than one step are eligible under these rules for re-promotion by successive steps through the rates previously held, but they must serve for a minimum period of six months with no career check in each rate before being re-promoted. In this case the period of six months following re-promotion to the confirmed rate is to be counted as a probationary period.

e. **Recommendations for Re-promotion.** Applications are to be submitted, after a minimum of six months in the immediate lower rate or on first recommendation, whichever is later, the Regional Legal Office, NAVY LEGAL-RLO MAILBOX (MULTIUSER) NAVYLEGAL-RLOMAILBOX@mod.gov.uk, in accordance with the general procedure and format for administrative applications detailed at Annex 1E. Authority for re-promotion is as detailed in Annex 54A.

f. **Ratings not Recommended for Re-promotion Within Two Years of the Date of Reversion.** Ratings not recommended for re-promotion within two years of the date of reversion will be required to go through the full selection process and will be required to obtain the necessary recommendations on SJAR. Normal reporting should then recommence in accordance with JSP757.

g. **Effective Date of Re-promotion.** The effective date of re-promotion to LH, PO, CPO (non-technician), WO2 and WO1 will be the date of the CO's recommendation stated on the relevant SJAR.

h. **Further Promotion.** After ratings have regained the rate from which they were reverted, they will be promoted in accordance with the ordinary rules for promotion laid down in this BR, however, at least one day must be served in the rate to which they are restored

i. **Notification to Advancement Authority.** The Ratings Promotion Section is to be notified of all cases of re-promotion (following reversion) as they occur. If the re-promotion has been antedated, a statement of the circumstances is to accompany the notification.

j. **Counting of Time in Higher Rate.** Time served in the substantive rate before reversion will count for further promotion after that rate has been restored. The rating's seniority is to be adjusted by post-dating the original seniority by the time served in a lower rate.

k. **Ratings Reverted to Source Specialisation.** Ratings reverted to their source specialisation are to enjoy the same prospects of promotion afforded to those reverted in their own specialisation, but they will be required to obtain all professional qualifications necessary for promotion within their source specialisation.

l. Re-instatement to a sideways entry specialisation will not normally be appropriate. If re-instatement is considered to be suitable after taking into account the rating's own wishes Application may be made, by the CO to the Regional Legal Office, NAVY LEGAL-RLO MAILBOX (MULTIUSER) NAVYLEGAL-RLOMAILBOX@mod.gov.uk in accordance with the general procedure and format for administrative applications detailed at Annex 1E. In the case of re-admission to a sideways entry specialisation applications, giving details regarding suitability for re-entry into the sideways entry specialisation, are to be copied to the appropriate authority shown at Annex 70A, who will make a recommendation direct to the Regional Legal Office about the rating's re-entry to that specialisation.

ANNEX 70A

AUTHORITY FOR RE-PROMOTION OR RE-ADVANCEMENT TO A SIDEWAYS ENTRY SPECIALISATION

Specialisation	BR Chapter	Authority
Aircrewman	81	The Commanding Officer, RNAS CULDROSE
Dental Hygienist	88	DDS(TE) Aldershot
Family Services	86	2SL/CNH (DDNPFS)
Meteorology	77	The Commanding Officer, RNAS CULDROSE
Photographer	81	Navy Command HQ/ ACOS(CSAV)
Physical Trainer	82	DNPTS
Service Police	80	Provost Marshal (Navy)
Submarine Coxswain	83	Navy Command HQ

CHAPTER 71

ROYAL NAVY EXECUTIVE SPECIALISATION

(Sponsor: NAVY PEOPLE-WFPT LOGS SO1)

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CHAPTER 71

ROYAL NAVY EXECUTIVE SPECIALISATION

7101. Introduction

Since the successful introduction of the position of Executive Warrant Officer in 2005, the quality of the people who have served in this key role and the operational and moral value of embedding them in units' Command Teams has cemented the view that the Executive function comprises a skill set of its own. However, the difficulty of managing a relatively small Common Appointments (CAPPS) scheme in the context of a significant population has resulted in opportunities being restricted for many Warrant Officers. A standalone cohort is the most effective way to develop this capability.

7102. Employment

Executive roles provide the opportunity for WO1s to develop their managerial, leadership and critical thinking skills within a wrapper of Executive responsibility. Assignments are predominantly encompassed within the afloat Executive Warrant Officer (EWO) and shore Base Warrant Officer (BWO) positions. It is to be expected that a role at sea as an EWO will be undertaken during the first two Exec assignments. Those WO1s with further reach and time to serve could have the opportunity to develop and grow into higher level Tri-Service positions and would compete strongly for the Senior Command Warrant Officer positions[1].

7103. Eligibility Criteria

a. Sideways Entry for existing WO1s:

Requirement	Notes
Substantive in the rank of WO1.	
Received personnel clearance.	IAW BRd 3 Para 5126.
Minimum of 30 months to serve on the point of transfer.	Those WO1 with less than 30 months should seek prior approval to apply from the Exec Specialisation WFPT WO1; if successful an Extension of Service (EoS) will be offered, dependent upon service need.
Medically Fully Deployable (MFD).	Those in a Medically Limited Deployable (MLD) MEDCAT will be considered on a case-by-case basis dependent on their restrictions.
Warrant Officer Staff Course	Management|Warrant Officers Staff Course (RNLA 111)|Navy|

[1] The positions of 2SLWO and FCWO have functional authority over BWO and FCWO / EWO positions respectively.

b. Sideways Entry and promotion for WO2s:

Requirement	Notes
Substantive in the rank of WO2 and recommended for promotion in their annual SJAR.	
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after 1 Apr of the year of the board and able to serve for at least 30 months (until at least 30 Sep, 2 years after the board sits) either on the current engagement or on further ES3.	Personnel will be eligible if they are age 60 years or under on 1 Oct, 2 years after the board sits. Where the current TX date is before 30 Sep, 2 years after the board sits, sideways entry and promotion will be subject to accepting the associated ES3 offer.
Medically Fully Deployable (MFD).	Those in a Medically Limited Deployable (MLD) MEDCAT will be considered on a case-by-case basis dependent on their restrictions.
Foreign and Commonwealth personnel with sole nationality are eligible to apply but must have approval for dual nationality confirmed before transferring to the Executive Specialisation.	
Warrant Officer Staff Course	Management|Warrant Officers Staff Course (RNLA 111)|Navy|

7104. Application Process

a. **WO1 Volunteers.** WO1 Volunteers are to apply through their Chain of Command for personnel clearance[2] from their existing specialisation in accordance with the extant process[3]. Eligible volunteers can apply at any time. Individuals who have previously been granted workforce clearance, but were not successful at the previous transfer board, do not need to re-apply if they are within the 2-year clearance window. However, they are required to email NAVY PEOPLE-WFPM Exec PT RNP PM to register their volunteer status to be considered again at this board.

b. **Royal Marine WO1s.** Royal Marine WO1s are also eligible to transfer into the Executive specialisation and should follow the same process at Para a. However, they must be cognisant that successful selection at the board will result in a transfer out of the mainstream Corps and their future employment and career structure will be determined by the requirements of the RN Executive specialisation and not the Royal Marines.[4]

c. **WO2s (Including RM) and CPOs Selected for WO2.** Eligible WO2s should register their volunteer status with the Exec CM: NAVY PEOPLE-CM OR EXEC WO1 by e-mail. WO2 candidates will also be presented to their own specialisation selection boards, if eligible. If selected at both boards, candidates will have a choice on which career stream (Executive or own specialisation) they would wish to take.

[2] IAW RNTM 01-045/26.
[3] IAW BRd 3 Para 5125.b(1).
[4] Including, but not limited to, all assignments, further Service (EoS & ES3) and eligibility for the WO1 Commissioning Scheme.

d. **Personal Summary.** Once personnel clearance has been approved or candidature registered, all individuals will be required to write a free text summary personal (up to 500 words) that reflects their motivation and interest in pursuing an executive employment career stream as a WO1. This summary will supplement their SJAR in the selection board and affords an opportunity for individuals to directly connect with board members. All personal summaries will be destroyed post board and will not be used for any other purpose. All individuals who have had personnel clearance approved are to submit their personal summaries to the Exec CM.

e. **Notification and Assignments.** Successful individuals will be informed by a Transfer Notification and placed in a pool to await assignment. Once assigned, they formally transferred to the Executive specialisation in JPA[5].

f. **Recommendations.** Individuals will need to be recommended for Exec career stream employment in the potential text in their latest SJAR. In order to assist the board with the selection process, it is important that SJARs be kept up to date with a relevant front page. SJARs should also reflect a broader outlook on the reporting year, capturing occasions where an individual has demonstrated Exec skills, significant drive, confident and clear communication or has responsibility for tasks outside their core trade role. An indication of potential for Senior Command Warrant Officer would also be helpful in identifying those WO1s with genuine reach for those roles.

7105. Notification, Assignment and Promotion

a. Successful individuals will be informed by a Transfer Notification signal and placed in a pool to await assignment. Once assigned, they will be formally transferred to the Executive Specialisation in JPA.

b. WO2– Personnel selected for sideways entry and promotion will be substantively promoted on the date that they are assigned into an OR9 Executive position, subject to fulfilling the following pre-promotion criteria:

Requirement	Notes
At least 6 months since last Career Check (if any) on promotion date	
In date PES or waiver obtained at promotion date	Annotated in JPA as Physical Education|RN Physical Employment Standard 9RNPES)|Navy|
Continue to be recommended for promotion	

c. Selectees for promotion to WO1 will be offered a tailored ES3 if required, to allow a minimum of 5 years' service on promotion or to age 60 (whichever is sooner). Where the current engagement expiry date is before 30 Sep, 2 years following the board, promotion will be subject to accepting the ES3 offer.

7106. Terms of Service

There is no Recruitment and Retention Pay (RRP) specifically aligned with the Executive specialisation, standfast a few roles that are SM specific and would attract

[5] Note that an individual's JPA Main Trade for Pay (MTFP) will remain as their source specialisation, but their JPA Sub Branch Cap Badge (SBCB) will change to Exec.

RRP(SM). Applicants should, therefore, ensure they have a thorough understand the regulations regarding Reserve Band payment of RRP when applying[6].

[6] Selection to transfer to Exec would be seen as a Service need and Reserve Band tapering would ordinarily apply where relevant.

CHAPTER 72

SPARE

CHAPTER 73

ENGINEERING SUBMARINE (ESM) ACCELERATED SCHEMES

(Sponsor: NAVY PEOPLE-WFPM ESM1 ATA)

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CHAPTER 73

ESM ACCELERATED SCHEMES

7301. Engineering Submarine Fast Track ET(ESM) to LET(ESM) Scheme

a. Workforce sustainability within the Engineering Technician (ET) branch structure requires the ability for individuals to progress through their early careers at a rate appropriate to their abilities. The Fast Track (FT) scheme fulfils this function, delivering the joint benefits of quicker delivery to Leading Hand and Petty Officer (Para 7302) of suitable individuals and recognition that these individuals have the ability to progress to demanding employment more quickly. The FT schemes are open ET(MESM)s and ET(WESM)s.

b. **Selection.** Selection for the ET to LET FT scheme will take place towards the end of the MESM or WESM ET specialist training pipeline. Suitable candidates will be identified either by course managers or as volunteers, this will normally be in the form of a FT Recommend during ETICC. Exceptionally, candidates may be selected from sea following a recommendation from their Head of Department (MEO / WEO).

Table 73-1. Key Selection Criteria Engineering Submarine Service

Engineering Submarine Service (MESM and WESM(TWS/SWS/CIS))	
Key Selection Criteria	**Applicability**
1. Educational Qualifications - GCSE Grade A* - C, (9 – 4 for summer examinations 2017 onwards), Functional Skills Level 2 or equivalent qualifications in English Language and mathematics. 2. Above average score or training school equivalent during Phase 2 module assessments, without failure of any module. Averages below 90% will not be considered. 3. Potential for Command, Leadership and Management in the next higher rate. 4. Recommended from Phase 2 Training to be a FT to LET.5. Passed Fast Track Selection Board.	All ET2s who are identified or volunteer for FT during Phase 2 Training or identified at sea.

(1) **Selection During Specialist Training.** As required by the ATA(SM), Fast Track Selection Boards (FTSB) will take place whilst candidates are conducting their ET(WESM) or ET(MESM) training pipeline. Selection boards for ET(MESM)s will normally be towards the end ETICC at the Defence School of Marine Engineering (DSMarE); selection boards for ET(WESM)s will normally be undertaken during the last part of the ET training pipeline as detailed below:

(a) For TWS/CIS: FTSBs will take place during SMQ Course.

(b) For SWS: FTSBs will take place during TTF ET Course.

(2) **Selection from Sea.** Divisional Officers who believe they have a candidate suitable for selection should contact the ATA(SM) at the earliest opportunity. Candidates will require an SJAR (annual or special circumstances) stating the reasons for their suitability for the FT Scheme and LET Training; this must have full endorsement from the platform MEO / WEO. Once received this report will be presented to the next FTSB and the ATA(SM) will arrange a discussion with the candidate and a decision on suitability for the ET-LET FT Scheme will be made. Candidates from sea will then be aligned against other FT candidates and a final decision on acceptance on to the scheme made by the ATA(SM).

(3) **Direct Entry Fast Track.** From January 2025 Direct Entry Fast Track (DEFT) has been introduced across all Engineering branches as a recruitment trial. Suitable recruits will follow the same career route as ET(ESM) personnel who are selected for the in-service FT scheme including the warning and failure policy. Removal from the DEFT scheme will result in reversion to selective promotion and pay scales as per ET (OR2) Engineering Profession seniority.

c. **Due Date and Eligibility for LETQC.** Individuals on the FT scheme will be subject to non-selective promotion. Whilst on a non-selective promotion scheme ratings are not presented to Select, Train, Promote selection boards.

(1) **Selection During Specialist Training.** Candidates selected during specialist training will be awarded the JPA competency ‘SM|Fast Track ET|Navy’ at the end of their ET training pipeline, a candidates Due Date will be 24 months from this point. Fast Track ratings will be assigned to a platform for a 12 - 18-month period before being expected to be ready to proceed to LETQC.

(2) **Selection from Sea.** Candidates from sea will be awarded the JPA competency ‘SM|Fast Track ET|Navy’ upon selection on to the FT scheme, candidates Due Date will be 24 months from this point. Individuals will remain on their platform and expect to proceed to LETQC in approximately 6-9 months, noting that they would have already spent a period of time onboard prior to selection.

(3) **Direct Entry Fast Track.** Due date for advancement to ALET will be 24 months from Gains to Trained Strength (GTS) point. At GTS an additional branch specific FT competency will be added and managed by the ATA(SM), this marks the start of the FT period. Advancement will occur 24 months from this point subject to all other advancement criteria. GTS point for ET(SM) personnel is defined as completion of the Phase 2 training pipeline.

(4) **Requirements prior to LETQC.** During their time onboard, and prior to becoming eligible to proceed to LETQC, ET to LET FT ratings are to complete the following:

(a) FT Task Book – Annex 73D (MESM) or Annex 73E (WESM).

(b) Receive MEO / WEO Recommend in FT Taskbook.

(c) Achieve RPS for ET1.

(d) All ESM ETs are expected to complete the Level 2 Apprenticeship Portfolio and Apprenticeship End Point Assessment prior to LETQC.

d. **Fast Track Selection Board.**

(1) WESM & MESM Fast Track Selection Boards (FTSB) will consist of a minimum of two members and must have a minimum of a Lt / Warrant Officer as the Chair. The other member must be a minimum of Petty Officer ESM.

(2) The FTSB interview will seek to establish a candidate's ability, commitment, and suitability for the Fast Track Scheme. Candidates will be questioned on aspects of their training to date and previous experience to determine suitability based on maturity, communication skills, effective intelligence, potential for further training and leadership responsibility.

(3) The FTSB will be based on the criteria laid down in Annex 73B.

(4) **Successful Candidates.** Successful candidates will be informed by the FTSB Chair or the ATA(SM), this may be a later date and not necessarily at the end of the FTSB. JPA competency (SM|Fast Track ET|Navy|) and associated Due Date will be awarded as detailed in Para 7301c. A Selection Notification detailing Fast Track selections will be produced by the ATA(SM) and uploaded on to the RN Workforce Appraisals website. Individuals are responsible for checking the competency is entered into JPA. FTSB selection records will be held by the ATA SM for 3 Years. Those accepted on to the FT Scheme are required to complete Annex 73A Part A - Certificate of Understanding and return this to the ATA(SM).

e. **Transfer to Fast Track - Minimum Assignment Notice.** The FT scheme accelerates individuals through the advancement system and may require shorter than the minimum assignment notice[1]. All individuals on the FT scheme will be required to volunteer to waive their minimum assigning notice period for courses and employment associated with their advancement. Successful candidates will acknowledge this when they sign the Part A of the Certificate of Understanding, accepting the terms of service of FT scheme, including waiving their rights to promotion under the selective promotion route. Should an individual be removed from the FT scheme then Part B of the Certificate of Understanding will be used in transferring individuals back onto the standard selective promotion route and the normal assignment notice period. The Certificate of Understanding can be found at Annex 73A, signed copies will be retained by both the ATA(SM) and the individual.

[1] Detailed in BRd 3(1) Ch 59 Para 5943c.

f. **Career Management.**

(1) Once selected for Fast Track candidates will be managed by the ATA(SM) and can be expected to be booked on to LETQC approximately 12 - 18 months from joining the platform for their first sea assignment, for those selected from sea this will be approximately 6-9 months. The ATA(SM) will consult with the individual's Departmental Coordinator to monitor progress and agree a suitable start date. Suggested timelines are subject to operational availability of personnel. ATA(SM) will ensure that individuals are assigned to LETQC at an appropriate time, noting the requirements of the Fast Track scheme.

(2) Upon selection to the ESM ET FT scheme, ETs are awarded a Due Date of 24 Months from award of the Fast Track competency. Providing promotion criteria is met, ETs on both the MESM and WESM FT scheme may be advanced to Acting LET on commencement of LETQC (see 6802c), if they are at, or have passed, their Due Date. This is subject to approval by the Accelerated Technician Authority Submarine (ATA(SM)) who will authorise the PAR once all criteria have been met. The acting higher rate may be removed or relinquished for professional, disciplinary or commitment (attitude / preparation) failings. Ratings will be advanced to substantive LET upon successful completion of their full LET training pipeline, including NPSC for MESMs and all specialist equipment courses for WESMs (notes 1, 2 & 3).

(3) ESM FT rating's careers will be managed by NAVY People-WFPT-ATA ESM, in conjunction with their Career Manager, for the period that they remain on a FT scheme.

g. **Streaming.** ET(WESM) TWS ratings will be streamed (Weapons / Sensors) by the WESM Career Manager (CM) prior to or during LETQC. ET(MESM)s will be streamed Mechanical or Electrical by DSMarE course staff, in conjunction with the CM during LETQC. Individuals are to ensure their preference is annotated on JPA.

h. **Professional Development.**

(1) The professional development of MESMs and WESMs will differ due to the nature of the training required. Prior to attending LETQC Fast Track Ratings are to meet the requirements of Para 7301j.

(2) Should the platform training requirements be completed early there is an opportunity for the FT Ratings to be assigned to the SubFlot Engineering Support Group (ESG) to attain the remaining Level 2 Apprenticeship elements. The movement of these ratings will be at the discretion of the Accelerated Technician Authority Submarines (ATA(SM)) in consultation with the platform Workforce & Planning Coordinators, the ESG and Career Managers. In some cases, where a seagoing platform is available in Devonport, the same mechanism will be utilised, but the Submarine Support Group will offer the equivalent support to the ESG.

i. **SJAR Reporting Requirements.** Annual SJARs remain a mandatory requirement for all FT individuals and should comment on their current performance, CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether an individual continues to maintain a recommendation for the FT scheme and, if appropriate, the individual's potential for the next FT stage. The SJAR must contain evidence to support any FT recommendations.

j. **Advancement Criteria.**

(1) Advancement from ET2 to ET1 will be iaw Table 73-2 (MESM) and 73-5 (WESM). Individuals must have met the criteria and have been advanced to ET1 prior to attending LETQC.

(2) Advancement from ET1 to Acting LET will be iaw Table 73-3 (MESM) and 73-6 (WESM).

(3) Advancement to Substantive LET will be iaw Table 73-4 (MESM) and 73-7 (WESM).

k. **Failure to Complete Professional and/or Leadership Course.** If the individual fails to complete QC and/or LRLC before the due date, or within 12 months of the due date because of Service reasons (out with own control) or non-service reasons (within own control) then BRd 3(1) Para 6802 will apply. There may be occasions where a FT individual is at their due date for advancement but has not completed their QC so will not meet the advancement criteria. In consultation with the ATA(SM), an application for the Acting Higher Rate (AHR) will be considered against the 'Inability to Satisfy Criteria for Advancement' - see BRd 3(1) Para 6802 and Para 6803.

l. **Fast Track Failure Policy and De-Selection from Scheme.** FT ratings may be removed from the scheme at any time. Where necessary the warning proforma at Annex 73F is to be used. If removed from the scheme individuals will lose the right to any associated advancement and career progression will be in accordance with Para 7412 (MESM) and Para 7509 WESM). Non-selective promotion will cease, and promotion will be by selection only. FT candidates that fail to meet the criteria below, or successfully complete the qualifying courses, will lose their FT status, remain on, or return to, a platform as an ET1/ET2. Future promotion will be by the normal selection process. Ratings may be removed from the Fast Track scheme under the following circumstances:

(1) FT recommendation is withdrawn by the Commanding Officer or Head of Department.

(2) FT candidate fails to progress as expected (in general this would be where a rating fails / is failing to complete Fast Track Taskbook and achieve MEO / WEO’s recommendation within 18 months of joining platform). The warning proforma at Annex 73F is to be used.

(3) FT candidate fails to meet the standard expected of a potential LET.

(4) FT candidate requests to be removed from the FT Scheme.

(5) FT candidate fails to successfully complete LET training pipeline.

(6) FT candidate submits application for Early Termination.

m. Once the ATA(SM) are informed of an individual who is not performing at the standard required they will consult with the individuals DepCO to determine the appropriate course of action. The FT Progress Warning Proforma at Annex 73F should be used. Liaison between the employing unit and ATA(SM) should be started at the earliest opportunity.

n. Removal from the FT Scheme should not be interpreted as professional inadequacy since there may be many reasons why an individual is not able to sustain the required progress against the perceived potential assessed in the Training School. Removal from FT will lead to individuals returning to the Select, Train and Promote pipeline.

o. Where ratings are removed from the Fast Track scheme Annex 73A Part B will be completed by the individual and the ATA(SM); the candidate is then formally removed from the scheme. ATA(SM) will end-date the FT competency and inform the Career Manager.

p. **Fast Track Progress Warnings.** The process for warning an individual of removal from the FT Scheme, is discrete from the RN's standard formal warning routine for ratings on the trained strength since it relates solely to either:

(1) Failure to meet required training timelines for FT advancement.

(2) Failure to retain Command recommendation for advancement on the scheme.

q. Due to the compressed timescales necessitated by this scheme, the duration between warning review and possible escalation is equally compressed to typically no more than one month and comprises two tiers: Level 1 - DO's Warning and Level 2 - HOD's Warning. In all cases, units are recommended to consult with the ATA(SM) to ensure fleet-wide consistency for management of training risk within the scheme. Should an individual move assignment whilst on FT warning the despatching unit is to write to the new unit to hand over the warning.

r. Recognising the need for timely action within this scheme, the FT Warnings process does not require supporting appraisal reports, instead the proforma at BRd 3(1) Annex 73F is to be used.

ET to LET FAST TRACK ET(MESM) PROMOTION FLOWCHART

Table 73-2 - FAST TRACK ET(MESM)2 to ET(MESM)1 Requirements

Requirement	Competence	Proficiency Level	Notes
Selected for the Fast Track Scheme.	SM|Fast Track ET|Navy|		
Completed Phase 2 Career Course (ETICC).	ME|Engineering Technician (MESM) Initial Career (ME175)|Navy|	Pass	
BSQ qualified	SM|Submarine Service|Navy|	Pass	
At least 6 months since last Career Check (if any) on date due advancement.			
Completed Task Book for ET(MESM)2 (MEMOC A and B).	Professional|Achieved MEMOC(SM) (Parts A and B) (DQ50)|Navy|'		5
Qualified MMSWK and SDWK or SCCWK and DFTWK	Professional|SM Main Machinery Space Watchkeeper (Cat D)|Navy **and** Professional|SM Shut Down Watchkeeper|Navy **or** Professional|SM Control Console Watchkeeper (Cat D)|Navy **and** Professional|SM Shut Down Duty Forward Technical Watchkeeper|Navy	Achieved	6
Recommended for advancement to ET(MESM)1 by HoD.			

Advanced to ET(MESM)1

Table 73-3 - Advancement to Acting LET(MESM)[2]

Requirement	Competence	Proficiency Level	Notes
Completed FT Taskbook at Ch 73 Annex 73D.			
Qualified MMSWK, SDWK, SCCWK and DFTWK	Professional|SM Main Machinery Space Watchkeeper (Cat D)|Navy **and** Professional|SM Shut Down Watchkeeper|Navy **and** Professional|SM Control Console Watchkeeper (Cat D)|Navy **and** Professional|SM Shut Down Duty Forward Technical Watchkeeper|Navy	Achieved	6
MEMOC C complete	Professional|Achieved MEMOC (Full) (DD44)|Navy	Achieved	7
Awarded RPS for ET1	Professional|OPS for ET(MESM)|Navy|		8
To be educationally qualified for promotion (EFP) iaw Para 9614.	Educational|RN/RM English Level 1|Navy **or** Educational|RN/RM English Level 2|Navy **or** Educational|RN/RM English Proxy A*- C|Navy|Navy| **and** Educational|RN/RM Mathematics Proxy A*- C|Navy| **or** Educational|RN/RM Mathematics Level 1|Navy **or** Educational|RN/RM Mathematics Level 2|Navy	As achieved	
Recommended for advancement to LET by HoD.			
At or passed ET-LET Fast Track Due Date (JPA FT Competence date plus 2 years)	SM|Fast Track ET|Navy|		
Commenced LET(MESM)QC – ME176.			

Advanced to Acting LET(MESM)

[2] Where eligible and iaw Detailed in BRd 3(1) Ch 68 Para 6802

Table 73-4 - Advancement to Substantive LET(MESM)

Requirement	Competence	Proficiency Level	Notes
Completed Leading Rates' Leadership Course (LRLC) .	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy	Pass	4
Completed LET(MESM)QC.	'ME|LET(MESM) Career (ME176)|Navy|'	Pass	2,4
Completed NPSC.	NPSC(V)- Nuclear Propulsion Systems Course (V Class) (ME301V) **or** NPSC(A)- Nuclear Propulsion Systems Course (A Class) (ME301A)	Pass	2,4
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Advanced to LET(MESM)

Thereafter promotion will be in accordance with ET(MESM) regulations at Para 7412.

ET to LET FAST TRACK ET(WESM) (TWS)(SWS)(CIS) FLOWCHART

Table 73-5 - FAST TRACK ET(WESM)2 to ET(WESM)1 Requirements

Requirement	Competence	Proficiency Level	Notes
Selected for the Fast Track Scheme.	SM|Fast Track ET|Navy|		
Completed Phase 2 ET(WESM) Career Course. On completion ratings issued ET(WESM) Taskbook.	'WE|ET(WE)/ET(WESM) Career (WE 107)|Navy|'	Pass	
Completed Part 2B ET(WESM) Career Course.	SM|ET(WESM)(TWS) Career (UW441AJN)|Navy| **or** SM|ET(WESM)(CIS) Career (UP172QJN)|Navy| **or** SM|(SW101) SWS MCCTECH|Navy|	Pass	
BSQ qualified	SM|Submarine Service|Navy|	Pass	
At least 6 months since last Career Check (if any) on date due advancement.			
Completed Taskbook Section 2A (including ET 2 Safety Check Assessment).		Pass	
Recommended for advancement to ET(WESM)1 by HoD.			

Advanced to ET(WESM)1

Table 73-6 - Advancement to Acting LET(WESM)[3]

Requirement	Competence	Proficiency Level	Notes
Completed FT Taskbook at Chap 73 Annex 73E.			
Awarded RPS for ET1.	'Professional|OPS for ET (WESM)|Navy'.		
To be educationally qualified for promotion (EFP) iaw Para 9614.	Educational|RN/RM English Level 1|Navy **or** Educational|RN/RM English Level 2|Navy **or** Educational|RN/RM English Proxy A*- C|Navy|Navy| **and** Educational|RN/RM Mathematics Proxy A*- C|Navy| **or** Educational|RN/RM Mathematics Level 1|Navy **or** Educational|RN/RM Mathematics Level 2|Navy	As achieved	
Recommended for advancement to LET by HoD			
At or passed ET-LET Fast Track Due Date (JPA FT Competence date plus 2 years)	SM|Fast Track ET|Navy|		
Commenced LET(WESM)QC – WE214X			

Advanced to Acting LET(WESM)

[3] Where eligible and iaw Detailed in BRd 3(1) Ch 68 Para 6802.

Table 73-7 - Advancement to Substantive LET(WESM)

Requirement	Competence	Proficiency Level	Notes
Completed Leading Rates' Leadership Course (LRLC).	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy	Pass	4
Completed LET(WESM)QC.	'WE|LET(WESM) Career Course(WE214)|Navy|'	Pass	1,3,4
Completed Post LETQC Specialist training at RNSMS / ATF / TTF.			1,4
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Advanced to LET (WESM)

Thereafter promotion will be in accordance with ET(WESM) regulations at Para 7509.

Notes:

1. *WESMs on the ET-LET Fast Track scheme will be advanced to Substantive LET on completion of LETQC, TWS/CIS training package at RNSMS / ATF or SWS on completion of LET Supervisor Course at TTF.*

2. *MESMs on the ET-LET Fast Track scheme will be advanced to Substantive LET on successful completion of LETQC and NPSC.*

3. *For ratings on the ET-LET Fast Track scheme LETQC pipeline includes NPSC for MESM and TWS, CIS, SWS career courses for WESM.*

4. *Failure to Complete Professional and/or Leadership Course. Refer to BR3 6803 for rules on the impact on a rating's advancement if rating fails to complete QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of Service reasons (out with own control) or non-service reasons (within own control).*

5. *The ET(MESM) Task Book (MEMOC) will be issued on completion of Part 2 training (ET(MESM) career course).*

6. *Ratings on the MESM ET-LET Fast Track scheme must fully qualify in all Cat D positions. Every effort by line management should be made to provide a balance of experience in both Fwd and Aft roles.*

7. *It is accepted that due to programme and time constraints not every element of the MEMOC C tasks may be achieved. The MEO must ensure that best endeavours have been made and every opportunity to achieve training is taken. Annex 73D refers.*

8. *RPS is to be conducted once qualified in all positions. Whilst the RPS is not coupled to the L2 EPA, both must be completed prior to commencing LETQC.*

7302. Engineering Submarine Fast Track LET(ESM) to POET(ESM) Scheme

a. **Background.** The Engineering Submarines (ESM) Fast Track (FT) and Accelerated Apprentice (AA) schemes (AA) already offer an accelerated career path to LET. There remains a requirement to continue accelerating a portion of LETs in a shorter period to meet the ESM POET requirement. To enable the best candidates the opportunity to apply, all ESM LETs will be eligible for the LET – POET Fast Track scheme, regardless of their previous career path. This includes Select Train Promote (STP), ET-LET Fast Track & those on the AA(SM) scheme. Candidates will follow an accelerated pipeline from LET to POET, serving approximately 18 months in a sea role as an LET. Personnel will be managed by the ATA(SM).

b. **Career Details and Extraction Points.** Individuals on the scheme will be subject to non-selective promotion to PO through time and qualification, based on an advancement 'Due Date' calculated from when an individual joined the scheme. A selection process will be conducted prior to an individual being accepted for entry onto the scheme, this is detailed in the paragraphs below. Any ESM LET who demonstrates the necessary academic ability, technical understanding, and appropriate leadership skills to support an accelerated route to Petty Officer will be considered. The selection opportunity will be during Phase 3 Training[4] and any subsequent specialist courses[5]. A Sea Recommend will also be acceptable which will be considered alongside performance during LET training. An ET/LET selected in Phase 3 Training (LETQC or subsequent specialist training) will retain their seniority date as an LET, with a Due Date for advancement to POET of 24 months from their Fast Track Start Date; this will be recorded as the JPA competency 'Professional|Fast Track POET|Navy|'.

c. **Selection Criteria.** Selection onto the LET to POET FT scheme will be merit based, supported by the individual's ability to complete the academic elements successfully, while demonstrating the leadership skills and potential required to be an effective POET. The pre-selection process will be co-ordinated by the Accelerated Technician Authority SM (ATA(SM)) and will seek to establish a candidate's qualifications, technical ability, potential and suitability for FT. To determine suitability, the process will review an individual's training, academic progress, and experience, as well as their aspirations, maturity, communication skills, engineering acumen and their potential to cope with the training and employment necessary in the FT scheme's compressed timescale. Candidates who are deemed suitable will then be presented to the FT Selection Boards (FTSB) conducted at least termly, which will select individuals for the FT scheme.

Table 73-8 - Selection Criteria LET – POET ESM FT Scheme

MESM and WESM(TWS/SWS/CIS)		
Selection Point	**Selection Criteria**	**Applicability**
LETQC / Post LETQC Specialist Courses or At Sea post LETQC	1. Educational Qualifications - GCSE Grade A* - C, (9 – 4 for summer examinations 2017 onwards), Functional Skills Level 2 or equivalent qualifications in English Language and mathematics.[6] 2. Recommended from Phase 3 Training, or from Sea. 3. Potential for Command, Leadership and Management as a Petty Officer. 4. Passed Selection Assessment with Divisional Officer.	All those on, or have completed, LETQC (MESM or WESM).

[4] Leading Engineering Technician Qualifying Course (LETQC) for WESM and Nuclear Propulsion Systems Course (NPSC) for MESM
[5] LET courses at RNSMS, TTF, ACTS or DSMarE.
[6] See BRd 3(1) Ch96 Para 9614.

d. **Selection.** Selection for the LET to POET FT scheme will take place towards the end of the MESM or WESM LET specialist training pipeline. Suitable candidates will be identified either by course managers or as volunteers. Exceptionally, candidates may be selected from sea following a recommendation from their Head of Department.

(1) **Selection During Training.** FTSBs for WESMs will normally take place towards the end of specialist PJTs in RNSMS or TTF. FTSBs for MESMs will normally take place termly on completion of NPSC (ME301). The selection process will be managed by the ATA(SM).

(2) **Selection from Sea.** Divisional Officers who believe they have a candidate suitable for selection should contact the ATA(SM) at the earliest opportunity. Candidates will require an SJAR (annual or special circumstances depending upon the timing) stating the reasons for their suitability for the FT Scheme and POET Training; this must have full endorsement from the platform MEO / WEO who must take into consideration whether the individual has demonstrated suitable levels of competence during their employment and if their performance during any qualifying boards merits a recommendation as a potential FT POET candidate. Once received, this report, along with previous SJARs and course reports, will be presented to the next FTSB and a decision on suitability for the LET-POET FT Scheme will be made. SJARS should include reference to the following attributes:

(a) Engineering aptitude.

(b) Technical Competence.

(c) Work ethic and capacity to complete sea competency elements within compressed time scales.

(d) Professional effectiveness and initiative.

(e) Any demonstrated academic ability to cope with an accelerated career progression.

(f) Potential to be a senior rating: reliability; power of communication; potential for CLM in the POET rate.

(g) Confidence to take on additional challenges and the ability to think on a level above the peer group.

(h) Management aptitude.

e. **Due Date and Eligibility for POETQC.** Individuals on the FT scheme will be subject to non-selective promotion. Whilst on a non-selective promotion scheme ratings are not presented to Select, Train, Promote selection boards. This is acknowledged by FT Certificate of Understanding Annex 73A.

(1) **Candidates from Training.** Candidates selected during specialist training will be awarded the JPA competency 'Professional|Fast Track POET|Navy|' at the end of their LET training pipeline[7]. A candidates Due Date will be 24 months from this point. Fast Track ratings will be assigned to a platform for an 18-month period before being expected to be ready to proceed to POETQC. During their time onboard a platform, and prior to becoming eligible to proceed to POETQC, LET to POET FT ratings are to complete the requirements detailed in Table 73-9 (WESM) and 73-10 (MESM).

(2) **Candidates from Sea.** Candidates from sea will be awarded the JPA competency 'Professional|Fast Track POET|Navy|' upon selection on to the FT scheme, candidates Due Date will be 24 months from this point. Individuals will remain on their platform and expect to proceed to POETQC in approximately 9-15 months, noting that they would have already spent a period of time onboard prior to selection. During their time onboard a platform, and prior to becoming eligible to proceed to POETQC, LET to POET FT ratings are to complete the requirements detailed in Table 73-9 (WESM) and 73-10 (MESM).

f. **Fast Track (LET to PO) Selection Board.**

(1) Fast Track Selection Boards (FTSB) are convened by the ATA(SM). The FTSB will consist of three members and must have a Lt Cdr from the candidate's specialisation as the chair. The other members will be at least the rank of Lt and/or WO1/WO2 including one from the Branch Management Office. The FTSB for LET to POET will take the format of a STP selection board: candidates will not be present, and the board members will review recent SJARs alongside professional course examination results.

(2) **Successful Candidates.** Successful candidates will be informed by the FTSB Chair or the ATA(SM), the JPA competency 'Professional|Fast Track POET|Navy|' will be awarded by the ATA(SM). A Selection Notification detailing Fast Track selections will be produced by the ATA(SM) and uploaded on to the RN Workforce Appraisals website. Individuals are responsible for checking the competency is entered into JPA. FTSB selection records will be held by the ATA SM for 3 Years. Those accepted on to the FT Scheme are required to complete Annex 73A Part A - Certificate of Understanding and return this to the ATA(SM).

[7] LETQC, NPSC ME301 (MESMs only) and all required Specialist Equipment courses (WESMs only).

g. **Transfer to Fast Track - Minimum Assignment Notice.** The FT scheme accelerates individuals through the advancement system and may require shorter than the minimum assignment notice. All individuals on the FT scheme will be required to volunteer to waive their minimum assigning notice period for courses and employment associated with their advancement. This will be acknowledged by successful candidates when they sign the Part A of the Certificate of Understanding, accepting the terms of service of FT scheme, including waiving their rights to promotion under the selective promotion route and to the full assignment notice period. Should an individual be removed from the FT scheme then Part B of the Certificate of Understanding will be used in transferring individuals back onto the standard selective promotion route and the normal assignment notice period. The Certificate of Understanding can be found at Annex 73A, signed copies will be retained by both the ATA(SM) and the individual.

h. **Career Management.** The planning and enrolling of individuals onto a Qualifying Course (QC) will be completed by the ATA(SM) in liaison with the relevant Career Manager (CM). In general, FT personnel will be provisionally allocated a future POETQC start date at, or shortly after completing their current LETQC, giving 18 months at sea. Attendance on a QC will be dependent upon the completion of all the relevant criteria detailed in Table 73-9 (WESM) or Table 73-10 (MESM). Frequent liaison between the employing submarine and the ATA(SM) will ensure that Training Schools, CMs and employing submarines can plan effective movement of FT personnel.

i. Where, during POETQC, FT candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by the Commanding Officer of the relevant Training School. In such cases, individuals will be deselected from FT and the QC. SP will continue to serve in their current substantive rate and transfer back to Selective Promotion as the eligibility route for future promotion.

j. Individuals who refuse to undertake the QC will be deselected from FT, continue to serve in their current substantive rate, transferring back to Selective Promotion.

k. **Professional Development.**

(1) Those on the Fast Track LET – POET scheme will be assigned to a sea going platform for a nominal 18 months from completion of their LETQC and associated professional / equipment courses.

(2) During this time, they are to complete all the requirements of Table 73-9 (WESM) or Table 73-10 (MESM), prior to attending POETQC.

(3) All LETs, including those on the FT Schemes, are expected to complete the Level 3 Apprenticeship, including completion of the Apprenticeship Portfolio and End Point Assessment.

l. **SJAR Reporting Requirements.** Annual SJARs remain a mandatory requirement for all FT individuals and should comment on their current performance, CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether an individual continues to maintain a recommendation for the FT scheme.

m. **Advancement Criteria.**

(1) Pre-POETQC requirements are detailed in Table 73-9 (WESM) and 73-10 (MESM).

(2) Advancement to Acting Petty Officer (where eligible) will be iaw Table 73-11.

(3) Advancement to Substantive Petty Officer will be iaw Table 73-12

n. **Failure to Complete Professional and/or Leadership Course.** If the individual fails to complete QC and/or SRLC before the due date, or within 12 months of the due date because of Service reasons (out with own control) or non-service reasons (within own control) then BRd 3(1) Para 6802 will apply. There may be occasions where a FT individual is at their due date for advancement but has not completed their QC so will not meet the advancement criteria. In consultation with the ATA(SM), an application for the Acting Higher Rate (AHR) will be considered against the 'Inability to Satisfy Criteria for Advancement' - see BRd 3(1) Para 6802 and Para 6803.

o. **Fast Track Failure Policy and De-Selection from Scheme.** FT ratings may be removed from the scheme at any time. Where necessary the warning proforma at Annex 73F is to be used. If removed from the scheme individuals will lose the right to any associated advancement and career progression will be in accordance with Para 7412 (MESM) and Para 7509 WESM). Non-selective promotion will cease, and promotion will be by selection only. FT candidates that fail to meet the criteria and successfully complete the qualifying courses will lose their FT status and return to a submarine as an LET. Future promotion will be by the normal selection process. Ratings may be removed from the Fast Track scheme under the following circumstances:

(1) FT recommendation is removed by the Commanding Officer or Head of Department.

(2) FT candidate fails to progress as expected.

(3) FT candidate fails to meet the standard expected of a potential POET.

(4) FT candidate requests to return to the Select Train Promote population.

(5) FT candidate fails to successfully complete POET training pipeline[8].

(6) FT candidate submits application for Early Termination.

[8] POETQC pipeline includes NPOC for MESM and TWS, CIS, SWS career courses for WESM.

p. Once selected, an individual will remain on the LET-POET FT scheme unless their progress, performance or standards are deemed insufficient, or they voluntarily choose to remove themselves. Where an individual has not been able to maintain FT accelerated training progress, they will be de-selected from the FT scheme, revert to the standard selective promotion route, and continue training and employment as necessary to meet the Service requirement.

q. Once the ATA(SM) are informed of an individual who is not performing at the standard required they will consult with the individuals DepCO to determine the appropriate course of action. The FT Progress Warning Proforma at Annex 73F should be used. Liaison between the employing unit and ATA(SM) should be started at the earliest opportunity.

r. Removal from the FT Scheme should not be interpreted as professional inadequacy since there may be many reasons why an individual is not able to sustain the required progress against the perceived potential assessed in the Training School. Removal from FT will lead to individuals being subject to the standard Select, Train, and Promote process.

s. Where Ratings are removed from the Fast Track scheme Annex 73A Part B will be completed by the individual and the ATA(SM); the candidate is then formally removed from the scheme, the ATA(SM) will end-date the FT competency and inform the Career Manager.

t. **Fast Track Progress Warnings.** The process for warning an individual of potential removal from the FT Scheme is discrete from the RN's standard formal warning routine for ratings on the trained strength since it relates solely to either:

(1) Failure to meet required training timelines for FT advancement.

(2) Failure to retain Command recommendation for advancement on the scheme.

u. Due to the compressed timescales necessitated by this scheme, the duration between warning review and possible escalation is equally compressed to typically no more than one month and comprises two tiers: Level 1 - DO's Warning and Level 2 - HOD's Warning. In all cases, units are recommended to consult with the ATA(SM) to ensure fleet-wide consistency for management of training risk within the scheme. Should an individual move assignment whilst on FT warning the despatching unit is to write to the new unit to hand over the warning.

v. Recognising the need for timely action within this scheme, the FT Warnings process does not require supporting appraisal reports, instead the proforma at BRd (3) Annex 73F is to be used.

Table 73-9 - WESM Pre POETQC Requirements

Requirement	Competence	Proficiency Level	Notes
Completed LET(WESM) Taskbook			2
L3 Apprenticeship complete		As achieved	4
Awarded RPS for LET(WESM)	Professional|OPS for LET(WESM) DQ40|Navy.	As achieved	
SWS Ratings Passed Ship Qualification Board	SM|(SW1201) SWS MCC Supervisor Ship Qualification Board|Navy| **or** SM|(SW1202) SWS MC Supervisor Ship Qualification Board|Navy| **or** SM|(SW1203) SWS Navigation Supervisor Ship Qualification Board|Navy|		
TWS Ratings Qualified as Duty Fwd Technical Supervisor / Duty TWS Supervisor or Qualified SCC Operator	Professional|SM Shut Down Duty Forward Technical Supervisor|Navy| **or** SM|V/T/A Class Panel Qualified|Navy| **or** Professional|SM Control Console Operator|Navy|		

Table 73-10 - MESM Pre POETQC Requirements

Requirement	Competence	Proficiency Level	Notes
Completed LET(MESM) Taskbook.			2
L3 Apprenticeship complete		As achieved	4
Awarded RPS for LET(MESM)	Professional|OPS for LET(MESM) DQ40|Navy	As achieved	
Qualified as a Category C Watchkeeper	Professional|SM Category 'C' Nuclear Watchkeeper|Navy|		3
Qualified as a Shutdown Supervisor	Professional|SM Shut Down Supervisor|Navy|		3
Qualified as Duty Fwd Technical Supervisor	Professional|SM Shut Down Duty Forward Technical Supervisor|Navy|		3
Qualified SCC Operator	SM|V/T/A Class Panel Qualified|Navy| or Professional|SM Control Console Operator|Navy|		3

Table 73-11 - Acting POET(MESM/WESM) Advancement Criteria[9]

Requirement	Competence	Proficiency Level	Notes
Completed LET(MESM/WESM) Taskbook			2
Awarded OPS for LET(MESM/WESM)	Professional|OPS for LET(MESM/WESM) DQ40|Navy		
To be educationally qualified for promotion (EFP) iaw Para 9614.	Educational|RN/RM English Level 2|Navy **or** Educational|RN/RM English Proxy A*- C|Navy|Navy| **and** Educational|RN/RM Mathematics Level 2|Navy **or** Educational|RN/RM Mathematics Proxy A*- C|Navy|	As achieved	
Recommended for advancement to POET by HOD.			
At or passed LET-POET Fast Track Due Date (competence date plus 2 years)	Professional|Fast Track POET|Navy|		
Commenced POET(MESM/WESM)QC.	POET(MESM)QC: ME264 **or** POET(WE)(W,S,SM,CIS) Career: WE316|Navy|		

Advanced to Acting POET(MESM) or (WESM)

[9] Where eligible and iaw Detailed in BRd 3(1) Ch 68 Para 6802

Table 73-12 - Substantive POET(MESM/WESM) Advancement Criteria

Requirement	Competence	Proficiency Level	Notes
Completed POET (WESM) or (MESM) Qualifying Course (QC)	WE|POET(WE) (W S SM CIS) Career (WE316)|Navy| **or** ME|POET(MESM) Qualifying Course (ME264)Navy|	Pass	1
(MESM Only) Completed Nuclear Propulsion Operators Course (ME304)	'ME|NPOC(V) - Nuclear Propulsion Operations Course (V Class) (ME304V)|Navy|' **or** 'ME|NPOC(A) - Nuclear Propulsion Operations Course (A Class) (ME304A)|Navy|'	As achieved	
Completed Senior Rates Leadership Course (SRLC)	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		1
Recommended for advancement to POET			
At least 6 months since last Career Check (if any) on date due advancement			
To be educationally qualified for promotion (EFP) in accordance with BR3 Para 9614 and recorded on JPA	Educational|RN/RM English Level 2|Navy| **or** Educational|RN/RM English Proxy A*-C|Navy|Navy| **and** Educational|RN/RM Mathematics Level 2|Navy| **or** Educational|RN/RM Mathematics Proxy A*- C|Navy|		

Advanced to POET (MESM) or (WESM)

Notes:

1. *Failure to Complete Professional and/or Leadership Course. Refer to BRd (3) 6803 for rules on the impact on a rating's advancement if rating fails to complete QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of Service reasons (out with own control) or non-service reasons (within own control).*

2. *The LET(MESM) (L) or (M) and LET(WESM) taskbook will be issued on completion of LETQC.*

3. *Ratings on the MESM LET-POET Fast Track scheme must fully qualify Fwd and Aft. Every effort by line management should be made to provide a balance of experience in both roles.*

4. *RPS is to be conducted once qualified in all positions. Whilst the RPS is not coupled to the L3 EPA, both must be completed prior to commencing POETQC.*

7303. Probationary Leading Hands

The rank of Probationary Leading Hand (P/LHs, commonly known as PLETs) is applicable to those recruited under the AA(SM) Scheme and Royal Navy Under-Graduate Apprenticeship Scheme (UGAS). Further details regarding the employment of P/LHs can be found in Ch 68 Para 6808.

7304. Accelerated Apprentice(Submarines) (AA(SM)) Scheme Overview

a. The AA scheme has been developed to appeal to the growing population of school leavers with Level 3 STEM qualifications (A-levels and vocational). It provides a route to exploit the potential of these individuals by expediting through-flow to LET by means of an approximately 2-year training programme. It will also add a route of entry which will be attractive to school leavers holding Engineering and Science Level 3 qualifications and is expected to contribute to the recruitment of improved talent to the RN engineering cadre. The scheme provides a bespoke training pipeline for AA personnel which accounts for their already achieved Level 3 qualifications. Once training is completed and the individual becomes a Gain to the Trained Strength (GTS), they leave the AA scheme and are treated as a standard LET.

b. On completion of the LETQC pipeline (LETQC and sub-specialisation training) once at GTS, the Minimum Time to Serve (MTS) will start, where AA(SM)s must deliver 30 months of service before they may submit their request for early termination[10] (42 months total). The RoS for LETQC (24 months) will commence at the same time and working out of the liability will run concurrently.

[10] Detailed in BRd 3(1) Ch 53 Para 5302.

c. The scheme is under DDPD governed via the NSEPB, chaired by DDPD. At Hd level, the scheme is owned by Hd BM, who delegates policy authority to the respective Branch Managers (EGS, ESM and AE). For the ESM cadre the scheme is managed by the Accelerated Technician Authority (ATA(SM)).

d. On joining HMS RALEIGH for New Entry Training, AA recruits will be Probationary Leading Hands (P/LH). They will remain P/LHs until completion of the AA pipeline (see Note 1). Guidance on management of P/LHs can be found at Ch 68 Para 6808.

e. **Selection.** Due to both the accelerated nature and limited places available on the AA scheme, the recruitment process is bespoke and selective. As of January 2025 AAs are recruited by profession, being streamed into a branch during week 7 of Phase 1 training. Recruitment of AA candidates is the responsibility of Recruit and Attract (RA). During this process, the performance of candidates will be collated and recorded by the RA Accelerated Engineer Coordinator (AEC).

f. **Branch Transfer to AA(SM).** AA(SM) remains a new-to-service scheme and positions should be filled with direct entry recruits. If this requirement cannot be fulfilled with new recruits and dependent on the needs of the service, Branch Managers may elect to accept branch transfer requests into the scheme. These branch transfers should be considered for an individual when there has been an oversight or missed opportunity at the recruitment stage and not to give a second chance at application to the scheme.

g. Potential branch transfers should be identified as early as possible during Phase 1 or Phase 2 training but must be accepted prior to the end of Phase 2 training.

h. Divisional staff of the recruit should check the schemes academic requirements are met[11]. Once content, or if further guidance is required, copies of education certificates should be sent to UTS Ratings Training Pipeline Manager (NAVY PEOPLE-TRG TMG HQ UTSPM RTG). Once confirmed academic requirements are met, an Untrained Strength (UTS) branch transfer request[12] should be made by the Divisional staff.

i. Upon receipt of branch transfer request, UTS Ratings Training Pipeline Manager will contact ATA(SM) to arrange a branch transfer interview. The purpose of this interview is to assess the candidate's suitability to the scheme. A flowchart to aid branch transfer process can be found at Annex 73Q.

j. The following criteria will be reviewed and assessed during branch transfer process / interview. An interview guide can be found at Annex 73Q:

(1) Course reports (if applicable)

(2) Academic and vocational achievements

[11]

[12] Detailed in BRd 3(1) Ch 51 Section 2

(3) Engineering acumen

(4) Knowledge of the scheme

(5) Leadership potential

k. Successful candidates will be informed by the ATA(SM), who will consult with UTS Rating Training Pipeline Manager to complete the transfer. The transfer will happen on the first day of joining the AA(SM) training pipeline. At this point, the recruit will assume the rate of Probationary Leading Engineering Technician (PLET) and contracts will be updated to reflect.

l. **Professional Development Phase (PDP).** The PDP organisation is part of the Submarine Support Group (SSG) located in HMNB Devonport. PDP commences on successful completion of Submarine Qualification (SMQ) Dry training and finishes when the AA(SM) cohort commence their specific LETQC. AA(SM) personnel are considered Phase 3 trainees on completion of SMQ(Dry). The nominal time spent in PDP is between three and six months.

m. PDP is designed to develop the AA(SM) to a position where they are ready to attend LETQC, noting a lack of experience. Practical training is undertaken on an opportunity basis, as platform programmes allow. PDP staff should endeavour to achieve the following.

(1) PDP staff will support AA(SM) personnel to engage with the SM community, via access to platforms in Devonport. This will aid integration whilst on LETQC.

(2) In addition to formalised engineering training whilst at PDP (ME180), students will be afforded the opportunity to engage with engineering tasks on platforms over a range of specialisations.

(3) Formalised Leadership training in the form of ARLC and DLC will be delivered whilst at PDP. In addition, staff will mentor AA(SM) personnel in preparing for LRLC and their role of LET.

n. PDP will include the following courses.

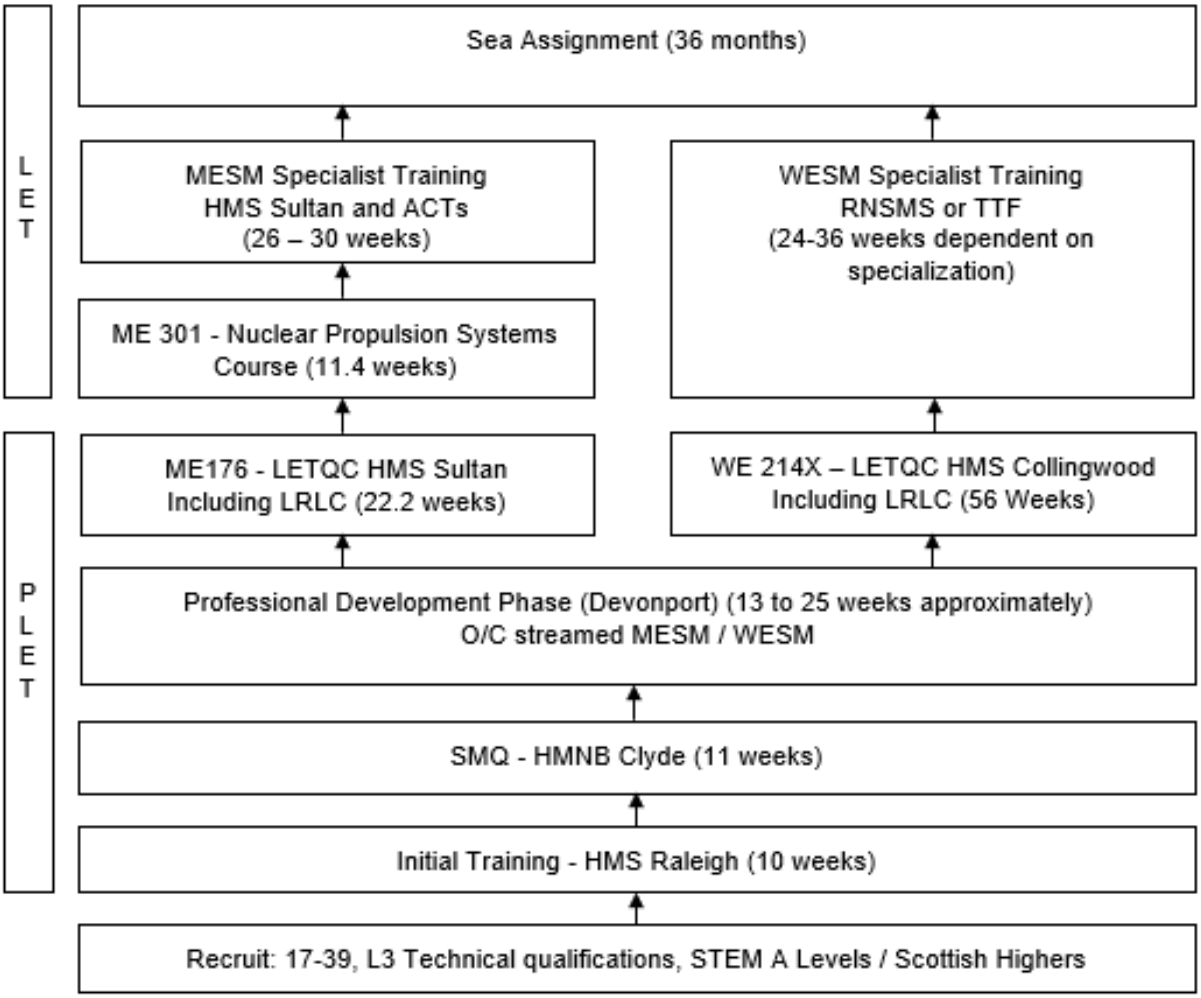
(1) Able Rates Leadership Course (ARLC)

(2) AA(SM) Enabling Course - ME 180

(3) Developing Leadership Course (DLC) – RNLA 200

o. Fig 73-1 displays the AA(SM) career on a page.

Figure 73-1



p. **Advancement Flowcharts.** The following rules apply to personnel recruited to the AA scheme.

AA(SM) Advancement Criteria

Entry to HMS RALEIGH (See Note 3)

PLET AA(SM) to LET(MESM) / (WESM)

Table 73-13 - Leading Engineer Technician AA (Submarine) Advancement Requirements

Requirement	Competence	Proficiency Level	Notes
Complete Phase 1 New Entry Training.			
Complete SMQ(Dry).			
Complete RNLA 200 Developing Leader Course.	'Miscellaneous|Developing Leadership (RNLA 200)|Navy|'		
Complete ME 180 Enabling Course.	'SM|SM Accelerated Apprentice Enabling Course (ME180)|Navy|'	Pass	
Passed LETQC.	'ME|LET(MESM) Career (ME176)|Navy|' **or** 'WE|LET(WESM) Career Course(WE214X)|Navy|' '	Pass	
Passed required LET specialist training courses.			6, 7
Complete Leading Rates' Leadership Course (LRLC).	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy	Pass	
Recommended for advancement.			

Advanced to LET (WESM)/(MESM) (See note 5).

Notes:

1. *Details of branch specific pipelines can be found as Annexes to this chapter.*

2. *ESM candidates are streamed MESM or WESM following SMQ(Dry).*

3. *The eligibility criteria to be recruited as an AA include that they join educationally qualified for promotion (EFP) to LET in accordance with Para 9614. Appropriate competences should be recorded on JPA. At recruitment. A professional competency should be issued: Professional\|Advanced Apprenticeship\|Navy\|*

4. *On successful completion of the AA pipeline the individual will become a Gain to the Trained Strength and advanced to Leading Engineer Technician. They will then transfer to either the Selective Promotion Flowchart or, if selected, to the Fast Track POET Flowchart. Advanced Apprenticeship JPA competency should then be removed by CM to facilitate for Select/Train/Promote eligibility IAW para 5.*

5. *AA(SM) reach GTS as detailed in Para 7306. ATA(SM) will monitor as AA(SM) ratings reach their GTS point and will inform the UTS Pipeline Manager.*

(Continued)

Notes: (Continued)

6. *Common MESM specialist training ME301 Nuclear Propulsion Systems Course. MESM specialist courses for ME(L) streams are ME256 Propulsion Electrical Maintainer Course and ME 301 L modules. For ME(M) streams specialist courses are ME257 Propulsion Mechanical Maintainer Course and ME 258/259 M modules.*

7. *WESM specialist training courses include all equipment specific Pre-Joining Training Courses(PJTs) at RNSMS / TTF / ATF.*

7305. Undergraduate Apprenticeship Scheme (UGAS)

a. UGAS is an ESM specific scheme designed to accelerate recruits along the MESM or WESM career pipelines to POET. Details of the scheme can be found in Annex 73H and Annex 73I. UGAS ceased recruiting in 2021; however personnel remain in-service on the scheme.

b. On joining HMS RALEIGH for New Entry Training, UGAS recruits will be Probationary Leading Hands (P/LH). They advance to substantive LET and to POET at defined points in their training pipeline.

c. UGAS ratings will reach GTS as detailed in Para 7306.

d. CPOET Pre-Selection Requirements remain the same as for Select Train Promote ratings, however UGAS POETs must have achieved a minimum of 36 months in post as a substantive POET and are on ES2/FC before being eligible for selection to CPO.

e. UGAS personnel will be eligible for selection for transfer to ES2 at the point where an offer of an undergraduate place at the University of Portsmouth (UoP) is received. To be eligible for selection for ES2 personnel must have achieved the following

(1) At Role Performance Standard (RPS) for POET.

(2) Received an Overall Performance Grade (OPG) of B or higher on their most recent SJAR.

(3) Have a supporting comment in the 2RO recommendations for further service.

Personnel that have achieved these criteria but are still in their sea delivery phase (i.e. not yet due to commence their university phase) may request to transfer ES2 early to allow them to receive Retention Payment 1 (RP1) due to the associated Return of Service. Personnel wishing early transfer to ES2 should contact the ATA(SM)

7306. UGAS and AA(SM) Gains to Trained Strength (GTS) Point

The GTS point for each specific stream is on completion of the modules detailed below.

Table 73-14 - UGAS(MESM) and AA(SM) MESM GTS point

ME 'L'	ME 'M'
SMQ (Dry)	SMQ (Dry)
Leading Rates Leadership Course	Leading Rates Leadership Course
ME176 LET Qualifying Course	ME176 LET Qualifying Course
ME256 Propulsion Electrical Maintainer Course	ME257 Propulsion Mechanical Maintainer Course
Nuclear Propulsion Systems Course (NPSC 301) Common Modules	Nuclear Propulsion Systems Course (NPSC 301) Common Modules
ME301 L Class specific Modules	ME 258 / 259 M Class specific modules

Table 73-15 - UGAS(WESM) and AA(SM) WESM GTS point

WESM (Including WESM CIS)
SMQ (Dry)
Leading Rates Leadership Course
WE 214X LET Qualifying Course
LET Professional training based at the RNSMS/TTF

7307. Undergraduate Apprentice Scheme (UGAS) (WESM) - Promotion Regulations

a. The following rules apply to both 'In-Service' and 'New-to-Service' UGAS(WESM) ratings.

b. Further details of UGAS(WESM) are contained in the Annexes to this chapter:

Annex 73H - UGAS WESM Overview

Annex 73J - UGAS WESM CONOPS

Annex 73L - UGAS Example Tailored Career Agreement

Annex 73M - UGAS WESM Pipeline

Annex 73O - UGAS University Phase

c. New to Service UGAS(WESM) ratings join the Service as Probationary LETs, Para 7303 refers, and are advanced as detailed in Tables 73-16 to 73-18. In-Service UGAS(WESM) ratings entered the scheme at the appropriate point in their career and are advanced as detailed in Tables 73-17 and 73-18.

d. The UGAS scheme ceased recruiting personnel in 2021.

PLET(WESM) to LET(WESM)

Table 73-16. UGAS LET(WESM) Substantiation Criteria

Requirement	Competence	Proficiency Level	Notes
To be educationally qualified for promotion (EFP)[13].	'Educational|RN/RM English Level 1|Navy|' **or** 'Educational|RN/RM English Level 2|Navy|' **or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **and** 'Educational|RN/RM Mathematics Proxy A*-C|Navy|' **or** 'Educational|RN/RM Mathematics Level 1|Navy|' **or** 'Educational|RN/RM Mathematics Level 2|Navy|'		
Completed Leading Rates' Leadership Course (LRLC)	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'		
Completed LET(WESM) QC	WE|LET(WESM) Career Course(WE214)|Navy|		1
At least six months since last Career Check (if any) on date due advancement			
Recommendation for advancement to LET(WESM).			

Advanced to LET (WESM)

[13] Detailed in BRd 3(1) Ch 96 Para 9614.

LET(WESM) to POET (WESM)

Table 73-17. Advancement to Acting POET (Note 2)

Requirement	Competence	Proficiency Level	Notes
Passed POET (WESM) Qualifying Course (QC)	WE|POET(WE) (W S SM CIS) Career (WE 316)|Navy|	Pass	1
Completed Senior Rates' Leadership Course (SRLC)	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'		
At least six months since last Career Check (if any) on date due advancement			
Recommendation for advancement to Acting POET(WESM).			

Advanced to Acting POET (WESM)

Table 73-18. Advancement to Substantive POET(WESM)

Requirement	Competence	Proficiency Level	Notes
Passed POET (WESM) Qualifying Course (QC)	WE|POET(WE) (W S SM CIS) Career (WE 316)|Navy|	Pass	1
Completed Senior Rates' Leadership Course (SRLC)	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'		1
Recommended for advancement to POET.			
Completed post QC specialist training			
At least 6 months since last Career Check (if any) on date due advancement.			
SWS Ratings Passed Ship Qualification Board	SM|(SW1201) SWS MCC Supervisor Ship Qualification Board|Navy| **or** SM|(SW1202) SWS MC Supervisor Ship Qualification Board|Navy| **or** SM|(SW1203) SWS Navigation Supervisor Ship Qualification Board|Navy|		
TWS Ratings **Qualified as Duty Fwd Technical Supervisor / Duty TWS Supervisor** **or** **Qualified SCC Operator**	Professional|SM Shut Down Duty Forward Technical Supervisor|Navy| **or** SM|V/T/A Class Panel Qualified|Navy| **or** Professional|SM Control Console Operator|Navy|		
To be educationally qualified for promotion (EFP)[14].	'Educational|RN/RM English Level 2|Navy|' **or** Educational|RN/RM English Proxy A*- C|Navy|Navy|' **and** 'Education|RN/RM Mathematics Level 2|Navy|' **or** Educational|RN/RM Mathematics Proxy A*- C|Navy|'		

Advanced to POET (WESM)

[14] Detailed in BRd 3(1) Ch 96 Para 9614.

e. Thereafter promotion will be in accordance with ET(WESM) regulations at Para 7509 for those UGAS ratings who choose to remain as a rating.

Notes:

1. Failures and Removal. *Failure of any one of the UGAS (WESM) pipeline courses or training targets will be dealt with in accordance with the UGAS (WESM) Failure Criteria laid down in the scheme CONOPS which can include removal from the scheme. On removal from the scheme, ratings are transferred to an appropriate point in the standard ET (WESM) pipeline. They will then only be eligible for promotion to LET or POET on selection in accordance with Para 7509 and will have no further opportunity to be considered for UGAS (WESM).*

2. UGAS Advancement Regulations. *UGAS ratings are* ***only*** *eligible for advancement to Acting POET (i.e. are not entitled to substantive promotion) prior to qualifying as a POET watchkeeper. Where previously qualified, e.g. during LET training time, this qualification must be retaken/refreshed to the satisfaction of the HoD.*

7308. Undergraduate Apprentice Scheme (UGAS) (MESM) - Promotion Regulations

a. The following rules apply to In-Service and New-to-Service candidates who enter the Service under UGAS (MESM).

b. Further details of UGAS (MESM) are contained in the Annexes to this chapter:

Annex 73I - UGAS MESM Overview

Annex 73K - UGAS MESM CONOPS

Annex 73L - UGAS Example Tailored Career Agreement

Annex 73N - UGAS MESM Pipeline

Annex 73O - UGAS University Phase

c. New to Service UGAS(MESM) ratings join the Service as PLETs, Para 7303 refers, and are advanced as detailed in Tables 73-19 to 73-21. In-Service UGAS (MESM) ratings entered the scheme at the appropriate point in their career and are advanced as detailed in Tables 73-20 and 73-21.

d. The UGAS scheme ceased recruiting in 2021.

PLET(MESM) to LET(MESM)

Table 73-19. UGAS LET(MESM) Substantiation Criteria

Requirement	Competence	Proficiency Level	Notes
To be educationally qualified for promotion (EFP)[15].	'Educational|RN/RM English Level 1|Navy|' **or** 'Educational|RN/RM English Level 2|Navy|' **or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **and** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|' **or** 'Educational|RN/RM Mathematics Level 1|Navy|' **or** 'Educational|RN/RM Mathematics Level 2|Navy|'		
Completed Leading Rates' Leadership Course (LRLC).	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'		
Completed LET(MESM) QC	ME|LET(MESM) Career (ME176)|Navy|		1
At least 6 months since last Career Check (if any) on date due advancement.			
Passed LET Propulsion Electrical Maintainer's Course or LET Propulsion Mechanical Maintainer's Course.	ME|LET(MESM) Propulsion Electrical Maintainer (ME256)|Navy| **or** ME|LET(MESM) Propulsion Mechanical Maintainer (ME257)|Navy|		1
Recommended for advancement to LET(MESM).			
Started ME301 Nuclear Propulsion Systems Course.			

Advanced to LET(MESM)

[15] Detailed in BRd 3(1) Ch 96 Para 9614.

LET(MESM) to POET (MESM)

Table 73-20. Advancement to Acting POET

Requirement	Competence	Proficiency Level	Notes
Passed POET (MESM) Qualifying Course (QC)	'ME|POET(MESM) Qualifying Course (ME264)|Navy|'	Pass	
Completed Senior Rates' Leadership Course (SRLC) [16]	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'	Pass	
Started Nuclear Propulsion Operator's Course (NPOC),			
At least 6 months since last Career Check (if any) on date due advancement.			
Recommended for advancement to Acting POET(MESM).			

Advanced to Acting POET (MESM)

[16] SRLC will normally be completed as part of POET(MESM) QC.

Table 73-21. Advancement to Substantive POET(MESM)

Requirement	Competence	Proficiency Level	Notes
Recommended for advancement to POET.			
Complete POET (MESM) Qualifying Course (QC)	'ME|POET(MESM) Qualifying Course (ME264)|Navy|'		
Completed Nuclear Propulsion Operator's Course (NPOC).	ME|NPOC(V) - Nuclear Propulsion Operator (V Class) (ME304Y(V))|Navy| or ME|NPOC(A) - Nuclear Propulsion Operator (A Class) (ME304Y(A))|Navy| or ME|NPOC(T) - Nuclear Propulsion Operator (T Class) (ME304Y(T))|Navy|		1
Completed Senior Rates' Leadership Course (SRLC)	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'		
At least 6 months since last Career Check (if any) on date due advancement.			
Qualified and served at least 6 months as a Category C Watchkeeper.	Professional|SM Category 'C' Nuclear Watchkeeper|Navy|		3
Qualified and served at least 3 months as a Shutdown Supervisor.	Professional|SM Shut Down Supervisor|Navy|		3
Qualified Category B Watchkeeper.	Professional|SM Category 'B' Nuclear Watchkeeper|Navy|		
To be educationally qualified for promotion (EFP) in accordance with Para 9614.	'Educational|RN/RM English Level 2|Navy|' Or 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' & 'Educational|RN/RM Mathematics Level 2|Navy|' Or 'Educational|RN/RM Mathematics Proxy A*- C|Navy|'		

Advanced to POET (MESM)

e. Thereafter promotion will be in accordance with ET(MESM) regulations at Para 7412.

Note:

1. Failures and Removal. *Failure of any one of the UGAS(MESM) pipeline courses or training targets will be dealt with in accordance with the UGAS(MESM) Failure Criteria laid down in the scheme CONOPS which can include removal from the scheme. On removal from the scheme, ratings are transferred to an appropriate point in the standard ET(MESM) pipeline. They will then only be eligible for promotion to LET or POET on selection in accordance with Para 7412 and will have no further opportunity to be considered for UGAS(MESM).*

2. UGAS Advancement Regulations. UGAS personnel are **only** eligible for advancement to Acting POET (i.e. are not entitled to substantive promotion) prior to qualifying as a POET watchkeeper.

3. Watchkeeping Experience Requirement. NRPA 3-4 Section 2 details the minimum Category C watchkeeper and Shutdown Supervisor experience requirement prior to Category B watchkeeper qualification. Any outstanding experience days from full qualification as a Category C watchkeeper (including Live Plant Drills) or Shutdown Supervisor qualification (including successful MRT initial qualification assessment) must be achieved prior to permitting Category B watchkeeper qualification. ATA(SM) monitor the experienced days accrued and will advise receiving units of any outstanding requirement. Any RNUGAS members outstanding Live Plant Drills for their Category C watchkeeping position should be confirmed with SUBFLOT/NRPA prior to enabling Category B qualification and watchkeeping.

ANNEX 73A

CERTIFICATES OF UNDERSTANDING - TRANSFER TO, OR REMOVAL FROM THE ENGINEERING SUBMARINE SERVICE FAST TRACK SCHEME

PART A - TRANSFER TO THE ENGINEERING SUBMARINE SERVICE FAST TRACK SCHEME

Being subject to: Advancement by time (in accordance with BRd 3(1) Chapter 68) and possible changes in minimum notice for assignment to sea and shore.

Part 1 - Individual's Details

Full Name (in Capitals)	Service No.	Rate

Selection Point	Date of Selection	Fast Track Start Date/LET Seniority Date	Remarks

Part 2 - Individual's Declaration[1]

I understand that during my time on the ESM Fast Track scheme:

a. I will be subject to advancement by time as detailed in BRd 3(1) Para 7301/7302 rather than selective promotion and, therefore, I will not be considered at any Selection Boards for Promotion.

b. I may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in BRd 3(1) Chapter 59 Section 11.

Signed: ..... Date: .....

Part 3 - Accelerated Technician Authority[2]

The above-named rating has been transferred to the ESM Fast Track scheme and will be subject to advancement by time, with the following awarded due date for the next higher rate:

Advancement To	Date Due Advancement
LET / POET*	

* Delete as appropriate

Signed: ..... Rate/Rank: .....

Name (in capitals): ..... Date: .....

[1] A copy of the Certificate of Understanding Part A is to be retained by the individual.
[2] The Certificate of Understanding Part A is to be retained by the ATA for a period of 3 years after the individual leaves the FT scheme.

PART B - REMOVAL FROM THE ENGINEERING SUBMARINE SERVICE FAST TRACK SCHEME

Part 1 - Individual's Details

Full Name (in Capitals)	Service No.	Rate

The Above-Named Rating has been removed from the ESM Fast Track scheme and will no longer be subject to time-based advancement.

The following seniority date has been determined by the ATA(SM) and will be recorded in JPA:

Rate	Seniority Date

Part 2 - Individual's Declaration[3]

I understand that on removal from the Fast Track scheme I will:

a. Return to being subject to selective promotion as detailed in BRd 3(1) Chapter 67 and Chapter 74/75*.

b. Be liable to be assigned to sea or shore units as detailed in BRd 3(1) Chapter 59 Section 11.

* Delete as appropriate

Signed: ..... Date: .....

Part 3 - Accelerated Technician Authority[4]

The Above-Named Rating has been transferred to the Selective promotion scheme and will be subject to promotion by Selection from the following date:

Date: .....

[3] A copy of the Certificate of Understanding Part B is to be given to the individual.
[4] The Certificate of Understanding Part B is to be retained by the ATA for a period of 3 years after the individual leaves the FT scheme.

The following actions have been completed;

- the individual has been fully briefed on implications of removal from Fast Track and has been advised of any ROS associated to the Qualifying Courses that have been completed.

- all Fast Track competences have been removed from JPA; and

- the Individual's Seniority Date has been agreed with the FTA and recorded in JPA.

Signed: ..... Rate/Rank: .....

Name: ..... Date: .....

ANNEX 73B

FAST TRACK (ESM) SELECTION INTERVIEW GUIDE

1. The Fast Track Selection Interview (FTSI) will take the following format:

a. **Board Introduction:** The FTSI president will introduce the board members and outline the requirements of the board.

b. **Self-Introduction:** Candidates will be asked to give a short brief on their personal history and career to date.

c. **Training and Career Development:** Candidates should be able to demonstrate outline knowledge of the LET/POET Qualifying Courses and an understanding of ET career stream development and promotional prospects. Candidates will also be expected to demonstrate awareness of the role of LET and POET.

d. **System and General Technical Knowledge:** Candidates will be expected to demonstrate a good knowledge of basic systems that are taught during Phase 2, using diagrams if appropriate. They must be able to demonstrate an aptitude and understanding of basic engineering principles in both mechanical and electrical disciplines.

f. **General Awareness:** Candidates will be expected to have an understanding of the organisational structure of MESM or WESM departments from ET through to command level. Additionally, they must have an appreciation of the Royal Navy in terms of current and future equipment, platforms and operations.

2. Examiners' Guidance

Hints and guidance given to FTSI examiners regarding the standards they should be delivering/expecting:

a. Guidance for all candidates.

b. Ability to communicate orally and in writing.

c. Able to discuss various issues in a clear and logical manner.

d. Good standard of mathematics, broadly equating to GCSE Grade C or above.

3. Questions should be based, where appropriate, around scenarios the individuals would be likely to encounter on board. Use of diagrammatic explanations is acceptable. Allowances should be made for Phase 2s who may lack on board experience and may not use the correct terminology.

4. WESM ET to LET Fast Track Interview Proforma

Name & Rate		**Course No**	
Official Number		**Date of Interview**	
Date Joined RN		**QEPO on JPA**	
Board President		**Board Member**	

1. Training & Career Development. *FT Candidates should be able to demonstrate/show:*

- Understanding of FT and non-FT promotion timelines and qualifications.
- What are the Leadership and Management differences between AB, LH and PO?
- What is in the FT taskbook?

Comments:	/5

2. General Technical Knowledge. *FT Candidates should be able to demonstrate/show:*

General systems overview, including basic knowledge of:

- SM Weapon systems and their Operational Capabilities.
- Knowledge of internal and external communications, their capabilities and primary uses.
- Combat System (i.e. how Sensors, Combat System and Weapon systems interact).
- *****SWS System – General Overview.

Comments:	/5

3. General Submarine Knowledge. *FT Candidates should be able to demonstrate/show:*

- Types of S/M used by the RN and their primary roles.
- Future platforms.
- How does a S/M dive, surface and manoeuver?
- Your role on board alongside and at sea.

Describe your watchkeeping role and any other responsibilities:

- Alongside.
- At sea.

Comments:	/5

4. Weapon Engineering Department. *FT Candidates should be able to demonstrate/show:* • Basic knowledge of TWS / *****SWS systems and sections. • WE Department Family Tree. • Where will they sit in the WE Department once Fast Tracked to LET?	
Comments:	/5
5. Motivation and Leadership. *FT Candidates should be able to communicate:* • Why do you want to be a Fast Track? • Why do you feel you should be given the opportunity to proceed through your career at an accelerated rate ahead of your peers? • What experience do you have of leadership / management / being in charge of others?	
Comments:	/5
6. Overall Performance on the Board: Using an online source ask 1 engineering logic or mechanical reasoning problem. Including (but not limited to): • Preparation, use of correct engineering terminology, effective communication skills, military bearing, general conduct, etc.	
Comments:	/5

Result: V STRONG / STRONG / SATISFACTORY / FAIL			/30
Comments:			
Board President	Name:	Signed:	Date:

Selected for FT Scheme	Yes / No
Date of FT Scheme Selection	

*SWS Personnel Only

5. MESM ET to LET Fast Track Interview Proforma

Name & Rate		**Course No**	
Official Number		**Date of Interview**	
Date Joined RN		**QEPO on JPA**	
Board President		**Board Member**	

1. Training & Career Development. *FT Candidates should be able to demonstrate/show:*

- Understanding of FT and non-FT promotion timelines and qualifications, including all Taskbooks required to progress.
- What are the Leadership and Management differences between AB, LH and PO, and where do they fit into the MESM department family tree?
- What is your role onboard alongside and at sea?

Comments:	/5

2. Technical Knowledge. *FT Candidates should be able to demonstrate/show:*
General systems overview, including basic knowledge of:

- SM Primary systems and their functions.
- SM Secondary and Propulsion systems and their functions.
- SM Ship systems and their functions.
- Basic Engineering theory – Fridge cycle / electrical theory / ICE / HPAC, etc.

Comments:	/5

3. General Submarine Knowledge. *FT Candidates should be able to demonstrate/show:*

- Types of S/M used by the RN and their primary roles.
- Future platforms.
- How does a S/M dive, surface and manoeuver?

Comments:	/5

4. Engineering Aptitude. Ask 1

Using an online source ask 1 engineering logic or mechanical reasoning problem.

Comments:	/5

5. Motivation and Leadership. *FT Candidates should be able to communicate:* What is the role of an LET(MESM)? • Why do you want to be a Fast Track? • Why do you feel you should be given the opportunity to proceed through your career at an accelerated rate ahead of your peers? • What experience do you have of leadership / management / being in charge of others?	
Comments:	/5
6. Overall Performance on the Board: Including (but not limited to): • Preparation, use of correct engineering terminology, effective communication skills, military bearing, general conduct, etc.	
Comments:	/5

Result: V STRONG / STRONG / SATISFACTORY / FAIL	/30

Comments:			
Board President	Name:	Signed:	Date:

Selected for FT Scheme	Yes / No
Date of FT Scheme Selection	

ANNEX 73C

FAST TRACK SCHEME (ESM) - TERMS OF SERVICE AND FAILURE POLICY

1. Fast Track Terms of Service

a. The FT affords significant opportunity in terms of career progression at an earlier stage and that FT personnel will perform at a higher-than-average level of competence in all aspects of training and employment prior to achieving their next higher rate. The scheme is dependent on both the individual and the unit's organisation to maintain progress towards the next higher rate and to ensure this occurs the scheme will be externally assured, managed under revised terms of service and clearly defined failure policy.

b. Lack of progress within the scheme has the potential to prevent the achievement of the nominated Due Date and, therefore, it will be expected that FT personnel will be appropriately supported. The individual will be placed on warning in a timely manner to support recovery and indicate not only the failure, but the potential impact to the due date achievement. At all times a FT individual must maintain a positive recommend to remain on the scheme and for the next advancement. Any repeated training failure, CLM or NGT warnings or attitudinal problems will, in all probability, result in removal from the FT scheme.

c. Personnel selected FT during Phase 2 Training who remain on the scheme (subject to completing all eligibility criteria) will be advanced to LET. Further selection for FT to POET will be dependent upon both performances on the LET QC and recommendation to remain FT. The FT to POET scheme selection board will consider all those recommended from LETQC.

d. To ensure all FT personnel are fully aware of the changes to their Terms of Service on selection to the FT scheme (including, being advanced in lieu of selective promotion), individuals will sign a Certificate of Understanding (Part A). When signing, they confirm that they understand that, whilst on the FT scheme, they will not be considered at Selective Promotion Boards and also there may be occasions where the minimum time for assignment to sea and shore may not be achieved. On removal from the FT scheme, a Certificate of Understanding (Part B) will be completed and signed by the individual reversing the process, with an individual returning to Selective Promotion and minimal notice for future assignments.

e. FT Ratings will incur the same Training Return of Service (RoS) associated with QC, see Para 5304 and Table 53C. The RoS obligation is incurred from the start date of the course and will be applied, subject to Service needs irrespective of the final course outcome. Although RoS is incurred from the start of the course, the actual return of service will start on completion of LETQC or POETQC respectively. This will be the case for all FT personnel; individuals who are withdrawn from training, for whatever reason, or who effectively withdraw themselves from training, will have a period of RoS applied. As a rule, this period will be determined by the BM; taking into consideration the amount of course completed and any other mitigating factors.

2. FT Scheme Failure Policy

a. The failure policy is to be followed for all FT personnel and is aimed at ensuring individuals remain focussed on meeting the required of the FT scheme. Where it is evident that agreed targets will not be achieved, FT personnel are to be placed on warning in a timely manner to re-focus the individual and also highlight to the ATA the potential delay in the individual's progression.

b. There may be extenuating circumstances, both Service and Non-Service reasons, (see Para 6802) which may prolong an individual's time within the training pipeline. Delays may have an effect on the ability to meet progression to LET or POET within the expected time and in all circumstances the ATA should be informed at the earliest point.

c. The names of ratings that, for reasons of misconduct, incompetence, or lack of diligence, cannot be advanced within the set timescales are to be reported to ATA at the earliest opportunity with a recommendation on whether to be retained or removed from the FT scheme. SM or Training School staff are to seek the advice of the ATA during any escalation of warnings preceding the individual's due date for advancement.

3. Automatic Removal from the FT Scheme

The following occasions will be considered as reason for automatic removal from FT:

a. Submission of early termination request.

b. Not recommended for advancement.

c. Failure of Leadership Course (LRLC or SRLC), see Para 7.

d. Discipline resulting in disrating or career check.

e. Career break.

4. De-Selection from the FT Scheme

a. Once selected, an individual will remain on the FT scheme unless they:

(1) Submit formal request to be removed from the scheme to ATA.

(2) Fail to complete professional qualifications/requirements at sea within the prescribed timescales.

(3) Demonstrate professional and/or performance-related reasons for unsuitability.

(4) Are removed from the scheme following escalation of warnings for other professional, CLM or NGT reasons.

(5) Selected for UY/SUY Scheme (if failing on this scheme acceptance back onto the FT scheme will be on a case-by-case basis as determined by the relevant PM SO2).

b. On submission of a request for early termination an individual will be de-selected from the FT scheme. Unit Staff and Career Managers are to ensure they liaise with the ATA prior to accepting any notice to ensure that the individual is fully briefed on all aspects associated with removal from FT and serving notice, such as RoS and being employed at sea during the notice period.

c. When being de-selected from the FT scheme the ATA will ensure the following actions are completed and appropriate details are recorded on the Certificate of Understanding (Part B):

(1) Individual is to be fully briefed on all aspects of removal and future promotion will be by Selection.

(2) FT Certificate of Understanding (Part B), to be completed by the individual and ATA.

(3) ATA to remove the JPA FT competence.

(4) Individual's seniority date to be agreed with CM and recorded on JPA.

5. Volunteer for Removal from the FT Scheme

a. At any stage of the scheme an individual can volunteer to be removed from FT and revert to selective promotion. The process is detailed below, and all individuals should be fully advised of the changes to their career progression when transferred back to the selective promotion route. It is recommended this is carried out by the unit HOD or CM.

b. The request by an individual for removal from the FT scheme is to be forwarded to the ATA for review and consideration. The CM / ATA will provide career advice to the individual including any RoS requirement in relation to any training courses that have been completed. The process to be followed is indicated below.

(1) The FT Rating is to submit a formal request detailing the explanation why they wish to be removed from the FT Scheme.

(2) If the request for removal is associated with submission of Early Termination the ATA will liaise with the CM before advising the Rating and Line Manager on future employment plans.

(3) Where a request for removal is not associated with an Early Termination but occurs on LETQC or POETQC, cases will be treated individually and be subject to approval by the relevant BM.

c. Individuals removed from the FT will be career managed by their appropriate CM and be employed according to the needs of the Service.

6. Failure within Professional Qualifying Courses

a. FT personnel who fail during Phase 2, LETQC or POETQC will be managed by the Training Schools QC Failure Policy. All FT individuals are to be considered by the Training School for removal from the FT Scheme on achieving Tier 2 / Level 2 Warning.

b. Back class for FT personnel is only to be considered for exceptional reasons outside of any professional training failure. Where back class is necessary then the individual case will be reviewed by the Training School, ATA and CM to assess the impacts to the individuals training. Where a FT individual is being back classed then following liaison with the ATA the Training School will review the circumstances of the back classing and consider on a case-by-case basis if the individual is to remain on the FT scheme.

c. Where FT personnel fail or miss course module(s) then the Training School policy is to be followed in reprogramming modules. Where a module(s) has been missed then the ATA is to be notified in all cases. Whether an individual remains on the FT scheme will be reviewed on a case-by-case basis, with the final decision being made between the Training School, CM and the ATA.

7. Failure of Leadership Courses

a. As Fast Track ratings it is expected that all FT personnel will allocate sufficient time and preparation to pass the necessary leadership courses that are the standard for the rank for which they have been recommended.

b. Those FT personnel who fail to pass LRLC or SRLC may be de-selected from the FT scheme for not meeting the standard of leadership expected at their rank. In exceptional cases and where there is sufficient mitigation and a recommend to return to leadership course by Royal Navy Leadership Academy (RNLA) Staff a de-selection from the FT scheme waiver may be considered. This must be approved by the ATA.

c. On removal from the FT scheme following failure at LRLC or SRLC the individual will be transferred to the selective promotion route at their current rank (i.e. on failing LRLC the rating will remain as an ET1). The individual must then seek promotion by selection and will be planned to attend leadership only after further selection for the next higher rate.

8. Fast Track Scheme Rules Regarding Failure

The details given in Table 73C-1 provide reasons for failure and the associated actions to be taken. All instances will be reviewed on a case-by-case basis by the training School in consultation with the ATA. Where an individual is removed from the FT scheme, the ATA will complete all relevant actions for the removal of the individual from the FT scheme.

Table 73C-1. Fast Track Scheme Rules Regarding Failure

Training Point	Reason for Failure	Actions to be completed on Removal from Fast Track (Note 10)
Phase 2 Training	NGT Failure (See Para 5750) Below 90% ETICC and 85% SMQ average score or training school equivalent during Phase 2 Module Assessments not achieved (Note 1) Back Classed (Note 2) Failure of academic Module(s)	Transferred to Selective Promotion Continue in Phase 2 training (Note 3) Future assignment by CMC
Sea Employment as ET2 and ET1	Competence as an ET not achieved within 9 months sea service. Removal of FT Recommend (Note 9) Not complete MESM / WESM Taskbook	Transferred to Selective Promotion Remain at sea as ET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)
LRLC	Failure of LRLC (See Para 6908)	Transferred to Selective Promotion Not to proceed to LETQC Assigned back to CMC and sea as ET1 (Note 7)
Phase 3 Training LETQC	NGT Failure (See Chap 57) Below 75% average score, or training school equivalent during Module Assessments not achieved (Note 1) Back Classed (Note 2) Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Assigned back to CMC as ET1 (Note 8)
Sea Employment as LET	Competence as a LET not achieved within 18 months sea service. Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Remain at sea as LET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)
SRLC	Failure on SRLC (See Para 6908) Pre course documentation in-complete for SRLC (Note 6)	Transferred to Selective Promotion Not to proceed to POETQC Assigned back to CMC as a LET (Note 7)
POETQC	NGT Failure (See Chap 57) Below 75% average score, or training school equivalent during Module Assessments (Note 1) Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Assigned back to CMC as a LET (Note 8)

Notes:

1. FT personnel are expected to demonstrate the higher levels of competence at all times. Failure to sustain this level or failure of any re-sit examination will be reviewed by the Training School, ATA and relevant CM on a case-by-case basis and may result in removal from the FT scheme but not necessarily from the qualifying course. In-service selection to the FT scheme requires a course academic average not below 90% throughout ETICC. The SMQ course average must not be below 80% to avoid training school warning, however it is expected for FT personnel to achieve over 85% to maintain FT status.

2. Where it is deemed necessary, but only in exceptional circumstances, a FT may be back classed. When back classed the individual's seniority and due dates may be adjusted accordingly as directed by the relevant CM and ATA.

3. An individual shall continue in Phase 2 Training following failure at the discretion of the Training Officer.

4. Where warning levels have been issued due to an individual failing to achieve their planned progress on the FT scheme these warnings are to be reviewed upon removal from the FT scheme and transfer to Selective promotion and removed as appropriate. Where a warning is deemed necessary within the selective promotion also then it is to remain. Full clarification from the relevant CM and ATA should be sought by units.

5. On removal from the FT scheme and transfer to Selective promotion whilst serving at sea the relevant CM or CMC is to ensure the individual remains in post unless the warning level dictates otherwise. The individual's seniority will remain that of any previous Due Date and it will be necessary to adjust all future availability dates.

6. Where an individual has failed to prepare for a leadership course which is assessed as being due to Non-Service Reasons within an individual's control, the individual is to be removed from the FT scheme.

7. On failure at LRLC or SRLC and following removal from FT Scheme it is to be recognised that the individual will have completed less time at sea than those on selective promotion. It is therefore expected that these individuals will be assigned back to sea at the earliest opportunity by the relevant CM or CMC.

8. It is assumed that the failure occurs before any due date for advancement to NHR and by not completing QC the individual is therefore not eligible for advancement. All cases will be dealt with on an individual basis by the ATA and the relevant CM.

(Continued)

Notes: (Continued):

9. Where an individual is selected for FT, but subsequently does not perform to the required standards on the higher qualifying course their Divisional Officer (ET CC or QC), HOD (Employment) or Training Officer (LETQC, POETQC) may make a recommendation for the individual to be removed from the FT scheme to the ATA and relevant CM.

10. On failure and removal from FT the ATA will complete all necessary actions and will also liaise with relevant CM or CMC regarding future employment and assignments. Where necessary the CMWO1 will advise on individual cases.

ANNEX 73D

ET(MESM) FAST TRACK TASKBOOK

Part 1 - Individual's Details

Full Name (in Capitals)	Service No.	Rate

MEMOC Task No	Requirement	MEMOC Pg No	Name (Training Co-ordinator)	Signature	Date
NA	Qualify SMQ/BSQ	NA			
MEMOC PARTS A & B:					
NA	Qualify and keep a minimum of 20 watches as MMSWk	NA			
NA	Qualify and keep a minimum of 15 duties as SDWk	NA			
1.3	Conduct rounds as an on-watch ET(MESM)	3.3			
1.4	Conduct daily and weekly Safety Checks	3.4			
1.5	Operate machinery during machinery breakdown drills	3.5			
2.1	Conduct electrical maintenance	4.3			
2.2	Conduct mechanical maintenance	4.6			
2.3	Operate the Maintenance Management System	4.11			
5.1	Participate in bulk liquids embarkation	5.3			
7.8	Rig and derig shore supply services	5.8			
7.10	Carry out Whole Ship evolutions	5.9			
8.1	Act as a member of the NBC organisation	5.10			

MEMOC PART C[1]:					
2.4	Assist with Primary mechanical system maintenance	4.11			
2.5	Assist with Primary electrical system maintenance	4.12			
2.6	Assist with basic fault diagnostics and maintenance of Secondary mechanical systems	4.13			
2.7	Assist with basic fault diagnostics and maintenance of Secondary electrical systems	4.14			

ET(MESM) RPS Check			
Requirement	**Name (TC)**	**Signature**	**Date**
Achieve RPS			

Level 2 Apprenticeship in Engineering[2]			
Requirement	**Name (TC)**	**Signature**	**Date**
Complete Apprenticeship Portfolio			
Achieve Gateway			
Complete End Point Assessment			

Part 2 - Declaration

The tasks listed above have been successfully completed[3]. The FT candidate has demonstrated the following:

a. Gained sufficient experience to progress on to the LETQC.

b. Continues to demonstrate the potential to perform satisfactorily as an LET(MESM) following further training.

c. Is recommended to attend LETQC.

Signed (MEO): ..... Rank: .....

Name (in capitals): ..... Date: .....

[1] JPA competences for MEMOC(Full) and OPS ET(MESM) to be awarded.
[2] IAW Apprenticeship Portfolio, Maritime Electrical/Mechanical (ETME)
[3] It is accepted that due to programme and time constraints not every element of the MEMOC C tasks may be achieved. The MEO must ensure that best endeavours have been made and every opportunity to achieve training is taken.

ANNEX 73E

ET(WESM) FAST TRACK TASKBOOK

Part 1 - Individual's Details

Full Name (in Capitals)	Service No.	Rate

All					
		Training Coordinator			
Task No	**Requirement**	**Target Date**	**Name**	**Signature**	**Date**
A1	Qualify SMQ / BSQ				
Level 2 Apprenticeship in Engineering[1]					
A2	Complete Apprenticeship Portfolio				
A3	Achieve Gateway				
A4	Complete End Point Assessment				

SWS					
		Training Coordinator			
Task	**Requirement**	**Target Date**	**Name**	**Signature**	**Date**
S1	Complete Part 1 Section 1 of Taskbook (Whole Ship Tasks)				
S2	Complete Part 1 Section 2 of Taskbook (SWS Mandatory Watchkeeping Tasks)				
S3	Complete Part 1 either Section 3 or 4 of Taskbook (Navigation or Launcher) and Section 5 (Fire Control)				
S4	Qualify as MCC Technician and either MC or Nav Technician -and keep a minimum of 20 watches.				
S5	Pass RPS Check (JPA competence 'OPS at ET(WESM)' to be awarded)				

[1] IAW Apprenticeship Portfolio, Maritime Mechanical & Electrical Mechanic (Level 2) (WESM)

TWS					
			Training Coordinator		
Task	**Requirement**	**Target Date**	**Name**	**Signature**	**Date**
T1	Complete Section 2 Part 1 of Taskbook (Whole Ship Tasks)				
T2	Complete Section 2 - Part 2 Tasks 1 – 13				
T3	Complete ET2 Safety Check				
T4	Complete Section 2 - Part 3 Tasks 14-33				
T5	Qualify as Fwd Staff / Duty Fwd Tech JR and keep a minimum of 20 watches/duties.				
T6	Pass RPS Check (JPA competence 'OPS at ET(WESM)' to be awarded)				

CIS					
			Training Coordinator		
Task	**Requirement**	**Target Date**	**Name**	**Signature**	**Date**
C1	Complete Section 2 Part 1 of Taskbook (Whole Ship Tasks)				
C2	Complete Section 2 Part 2 of Taskbook Complete Task 1 – 12				
C3	Complete ET2 Safety Check				
C4	Complete Section 2 - Part 3 Tasks 14-39				
C5	Qualify as Fwd Staff / Duty Fwd Tech JR and keep a minimum of 10 watches / duties.				
C6	Pass RPS Check (JPA competence 'OPS at ET(WESM)' to be awarded)				

Part 2 - Progress Review

Review Dates	**Dept Training Coord Comments** to include Progress assessment (strengths/weaknesses), Taskbook feedback, Review of training targets including associated risks or need for rescheduling.	**Training Co-Ord Signature**	**Rating Signature**
Month 1 Date:			
Month 2 Date:			
Month 3 Date:			
Month 4 Date:			
Month 5 Date:			
Month 6 Date:			
Month 7 Date:			
Month 8 Date:			
Month 9 Date:			
Month 10 Date:			
Month 11 Date:			
Month 12 Date:			
Month 13 Date:			
Month 14 Date:			
Month 15 Date:			
Month 16 Date:			

Part 3 - Declaration

The tasks listed above have been successfully completed and the JPA competence ‘OPS at ET(WESM)’ has been awarded. The FT candidate has demonstrated the following:

a. Gained sufficient experience to progress on to the LETQC.

b. Continues to demonstrate the potential to perform satisfactorily as an LET(WESM) following further training.

c. Is recommended to attend LETQC.

Signed (WEO): ..... Rank: .....

Name (in capitals): ..... Date: .....

ANNEX 73F

FAST TRACK (ESM) WARNING PROFORMA

Full Name	Service Number	Parent Unit
Training Coordinator	**Divisional Officer**	**HOD**

Date Initial Training Coordinator's Warning Issued		**Review Date**	
Date Level 1 Divisional Officer's Warning Issued		**Review Date**	
Date Level 2 HOD's Warning Issued		**Review Date**	
Date Unit Recommendation for Removal from Fast Track Scheme sent to ATA(SM)		Include this proforma with submission letter / email.	

Details of shortcoming that may result in removal from the Fast Track Advancement Scheme
Remedial Actions Required by next Review

TC/DO/HOD Name		**Date**	
TC/DO/HOD Signature			

I acknowledge that I have been placed on TC/DO/HOD warning/recommended (*delete as appropriate)* for removal from the Fast Track advancement scheme due to the shortcomings detailed above. I understand the remedial actions required by the above stated review date and that failure to achieve the required improvement may result in my removal from the Fast Track scheme.

Signed: ..... Date: .....

ANNEX 73G

ACCELERATED APPRENTICE (SM) WARNINGS AND FAILURE POLICY

INTRODUCTION

1. The AA(SM) procedures will follow Initial Training Warnings (ITW) (see Paras 5747-5751) and mirror standard warning policies in place for the Phase/Lead School. Where variations to the general population of trainees exist, they will do so due to the following:

a. The bespoke courses on the AA(SM) pipeline.

b. The infrequency of AA(SM) intakes and thus the limited opportunity to back class AA(SM) trainees. This means that failure often holds a more serious implication than it would for an ET and this should be taken into consideration. To monitor this, the ATA(SM) are to be informed at the earliest opportunity of warnings issued for either professional performance or Naval General Training (NGT).

c. Conducting Phase 3 courses whilst still on the Untrained Strength (UTS).

2. Throughout this document AA(SM) trainees will be classified in the following way:

a. Phase 1 until completion of Initial Naval Training (INT).

b. AA(SM) are Phase 2 trainees until completion of SMQ (Dry) and ME 180 and are Phase 3 trainees thereafter.

3. For AA(SM) trainees, both professional and NGT warnings[1] may be used in the following circumstances:

a. Professional warnings may be issued if a trainee fails to progress as expected. Reasons may include, but are not limited to:

(1) Failure to meet the academic standards.

(2) Failure to meet expected progress.

(3) Failure to comply with safety or instructional rules.

b. NGT warning may be issued if the trainee fails to meet the standards expected of a probationary LET. These may include, but are not limited to, the following:

(1) Failure to demonstrate the correct attitude of an LET.

(2) Disruptive, disobedient or inappropriate behaviour.

(3) Poor punctuality.

(4) Any discipline issues.

[1] Para 5747.

4. Phase 1 Warnings Policy

AA(SM) trainees will fall under the same warnings policy as all trainees during INT. It should be noted that the back classing of AA(SM) recruits will be by exception and at the BM's discretion.

5. Phase 2 Warnings Policy

For the duration of this phase the AA(SM) trainees are to be managed as per the Lead Schools' warnings policy with the inclusion of the following considerations:

a. **Transfer of Warnings.** Additional considerations are to be made on the following courses:

(1) **Enabling Course.** The Chain of Command will review NGT warnings and reduce them to zero if the trainee has displayed the correct attitude and gained no further warnings related to NGT – this reduction is at the discretion of the Chain of Command in conjunction with the issuing officer. If not enacted, the trainee will carry the NGT warning to the next phase for review after a minimum of one month and a maximum of 3 months.

(2) **SM Shore Phase.** In case of an AA(SM) trainee completing SM Shore Phase with a Level 1 or Level 2 Warning, the warning will be removed. If a trainee completes SM Shore Phase with a Level 3 Warning in place, then the ATA(SM) will consider implementing the Phase 2/3 failure policy. If it is deemed that sufficient progress has been made, the Level 3 Warning will be removed, however if it is deemed that the shortcomings have not been met then the trainee will retain the Level 3 Warning to LETQC, where it will be reviewed after 3 months. Throughout this review period further shortcomings will not increase the warning but will be recorded. All evidence gathered will be used at the review date to either remove the warning, if appropriate, or implement the failure policy.

b. Formal progress checks are to be conducted to ensure the AA(SM) trainees are progressing as expected. Failure to meet these expectations should attract professional training warnings.

6. Phase 3 Warnings Policy

AA(SM) trainees are UTS until completion of their specialist maintainer courses, following LETQC and LRLC (whereas their Select-Train-Promote counterparts are GTS). While UTS, all AA(SM) trainees remain subject to the standard Initial Training Warnings (ITW). In all other respects, they are to be managed in the same way as their S-T-P counterparts.

7. Phase 2 and 3 Warning Reviews

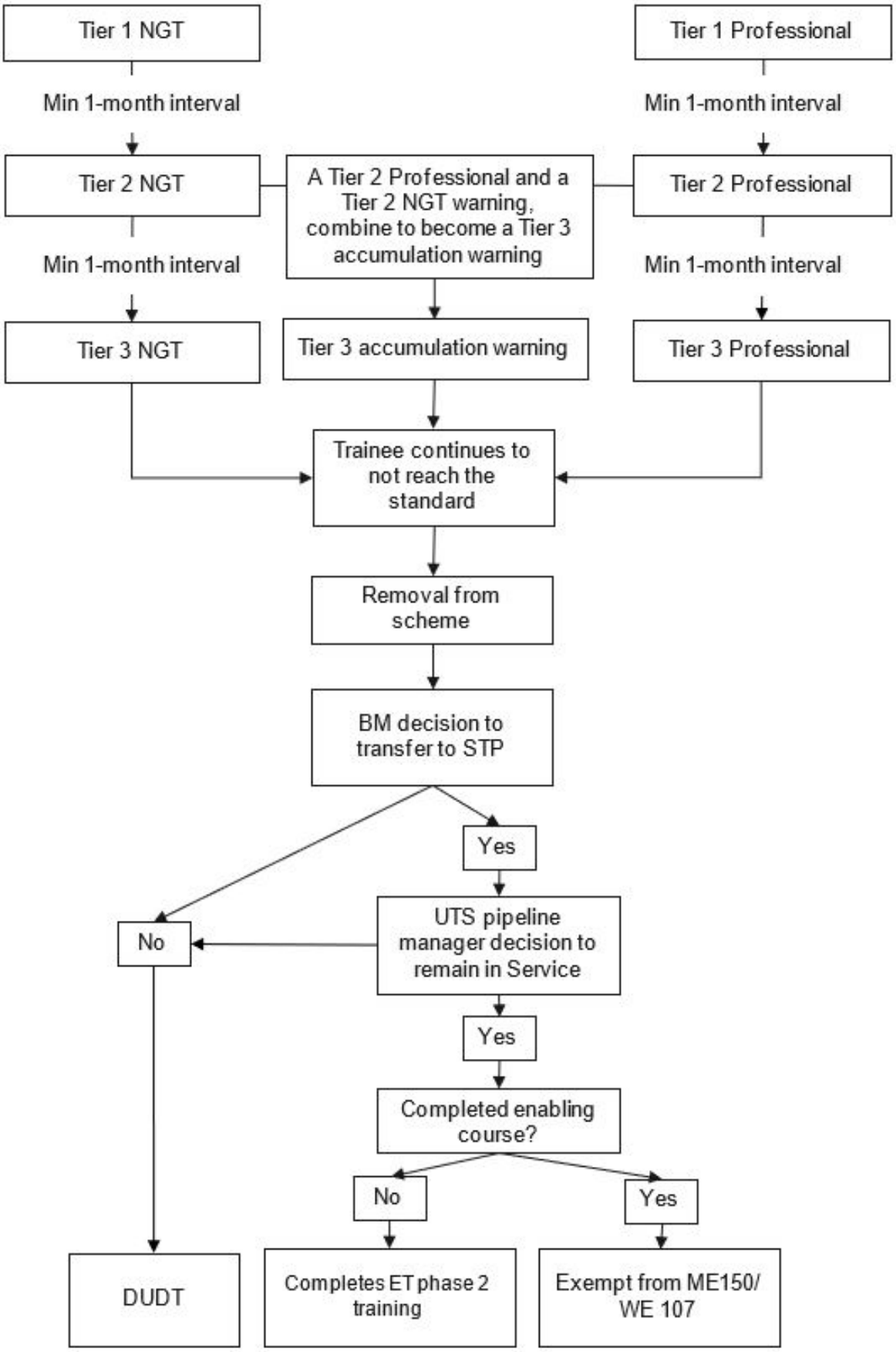
All warnings in Phases 2 and 3 should be reviewed every 1-3 months to ensure they remain valid. Despite this, additional warnings may accrue during the review period. There should, however, be a minimum interval of one month between issuing of warnings of the same type to ensure the trainee has time to address their failings. The reasons for issuing NGT and professional warnings are described in Para 3. The two warning types are discrete and used to address different failures in training. For that reason, at Tier 1, NGT and professional warnings are discrete and have no influence on each other however, in accordance with Chapter 57, if an AA(SM) trainee accrues a Tier 2 warning in both categories simultaneously, there is an automatic escalation to an accumulated Tier 3 warning. For AA(SM)s for each warning issued or escalated the ATA(SM) is to be notified. For AA(SM)s the warning proforma in Ch57 Annex D is to be used, this will be backed up by the ATA(SM) using the ATA(SM) warning proforma at Annex 73P.

8. Removal From AA Scheme Resulting From Warnings

If the AA(SM) trainee fails to maintain the required standard whilst on a Tier 3 warning, with authorisation from the Branch Manager (BM), they may be removed from the AA(SM) scheme and the actions followed in Para 14. In recognition of the need for timely action within the course, AA warnings do not require the raising of supporting appraisal reports. Instead, the AA(SM) progress warning proforma[2] is completed.

[2] CH 73 Annex 73P.

Figure 73G-1. AA(SM) Removal from Scheme (Warnings)



9. Removal From AA(SM) Scheme Resulting From Excessive Delay In Training

a. To minimise risk and allow the re-allocation of spaces on downstream courses, AA(SM) trainees may be removed from their associated scheme. If the trainee is unlikely to fulfil the necessary requirements within an additional 52 weeks of the standard scheme length, the removal may be authorised by the BM. If an AA(SM) trainee is expected to meet their required training timeline by an excess of 52 weeks, outside of service reasons, they may be removed from scheme. If the 52-week delay is anticipated, the decision to remove a trainee from the scheme may be made before the 52-week limit has elapsed. The 52 weeks may be an accumulation of time over the training period and need not run consecutively.

b. The 52-week limit may include the inability of a trainee to undertake training due to an MND/MLD medical category or exceptional compassionate case. If the medical category is attributed to a service induced injury, the delay in training does not contribute towards the 52-week limit. For clarification, whether an issue is attributable to the Service, guidance should be sought from JSP 765[3]. The compassionate issue or medical category preventing training may be a combination of MND, MLD and compassionate leave and need not necessarily consist of 52 weeks of a singular type. Under the rules stipulated in JSP 760[4], pregnancy is a protected trait. Any periods of maternity/paternity leave do not count towards the 52 weeks accumulated total.

c. If an AA(SM) trainee is removed from the scheme, with authorisation from the BM, the individual may be offered a branch transfer to the Select, Train, Promote (STP) stream. The request is sent by the ATA(SM) to the NAVY TRG HQ-PM RATINGS MANAGER (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM) for authorisation[5]. If the transfer is not authorised or the trainee declines the transfer, the result will be DUDT.

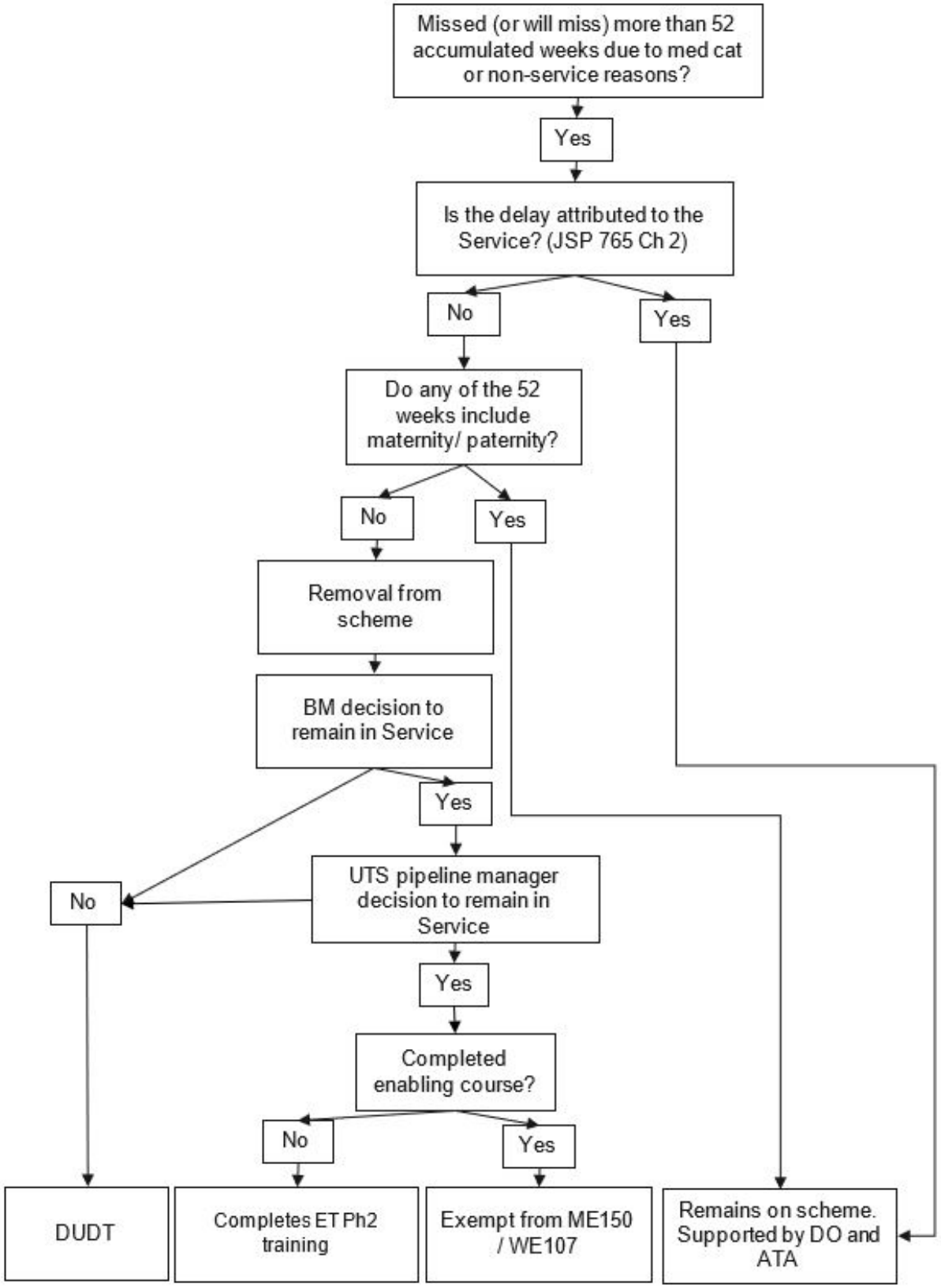
d. Should an AA(SM) trainee choose to transfer voluntarily to the STP stream, the standard authorisation process will be followed at Para 5116.

e. Individuals removed from the scheme will be awarded the rate of AB2 and paid at the level appropriate to their time in service, to show consideration of their previous years' service. Any removal from the AA(SM) scheme will not affect their opportunity to apply for FT in the future after completion of LETQC. Removal from the AA(SM) scheme will prevent any future internal entry into the AA scheme.

f. Individuals removed from AA(SM) scheme must have completed either ETICC or LETQC in order to be employed onboard as an ET2 MESM / WESM.

[3] JSP 765 Ch 2
[4] JSP 760 Ch 24.9
[5] BR3 Ch 5112

Figure 73G-2. AA(SM) Removal from Scheme (Excessive Delay in Training) Flowchart



10. Phase 1 Failure Policy

a. AA(SM) trainees will be subject to the same failure policy during Phase 1 as all other trainees with the following options available following the recommendation from the Phase 1 staff:

(1) DUDT.

(2) Re-categorise to ET at the BM's discretion.

(3) Branch transfer at the BM's discretion. Individuals have no automatic right to be offered a branch transfer when on the UTS and, although they can request a particular branch, availability will depend on the needs of the Service.

b. **Medical or Welfare Failure to Complete Training.** If, due to medical or welfare reasons, an AA(SM) trainee does not complete INT in time for the start of their Phase 2 Training, they are to be managed by the BM/ATA on a case-by-case basis. Options available include the following:

(1) DUDT with the option of re-applying if eligible.

(2) Continue INT when fit and do the full Phase 2 courses but remain AA(SM).

(3) Holdover until the next AA(SM) entry.

11. Phase 2 Failure Policy

a. The options as a result of failure on the bespoke elements of the AA(SM) pipeline are as follows:

(1) **DUDT.** As all AA(SM) trainees will be on the UTS, due to MOD policy for Care of Trainees, administration of DUDT can only be undertaken by the CO or Head of a Training Establishment.

(2) **Offer of Branch Transfer.** In the case of any AA(SM) facing DUDT, the relevant BM will consider whether the individual is suitable for another branch or specialisation. The trainee's DO must make a firm recommendation before a branch transfer is considered by the BM.

(3) **Retained AA(SM).** Retained by the BM and continue the AA(SM) pipeline on risk or offered an extension of their current phase - both options are by exception.

b. **Failure due to Medical or Welfare Reasons.** If the AA(SM) is deemed capable of recovering the following options will be considered on a case-by-case basis:

(1) Holdover until the next AA(SM) entry.

(2) Continuance of training with bespoke management by the ATA(SM) to compensate for lost training.

(3) Offer of Re-Categorise to ET within the ESM Branch.

c. If, for medical reasons, an AA(SM) trainee cannot complete Phase 2 Training and is judged to be incapable of recovering to full medical fitness, the RNMBOS process will be enacted to remove that trainee from training under DUDT procedures.

d. **Developing Leaders Course (DLC).** All AA(SM) trainees will complete DLC prior to LETQC. The AA(SM) Trainee's DO will be notified of any shortcomings. In the event of a complete failure, remedial action will be decided by the ATA(SM) in conjunction with DLC staff.

12. Phase 3 Failure Policy

a. If an AA(SM) trainee fails a Phase 3 Training course, following normal re-sit opportunities, the ATA(SM) will liaise with the BM and the training establishment to determine a suitable course of action, on a case-by-case basis. As AA(SM) trainees are on the UTS they cannot be 'Returned to Unit' (RTU). The options in Para 14 remain extant but considerations should be made for back classing as these are standard S-T-P courses at the end of the pipeline and thus there is increased flexibility. This will be reviewed by the BM on a case-by-case basis.

b. If an AA(SM) trainee cannot proceed on their current LETQC due to reasons beyond their control e.g. medical downgrading, they are to be locally managed to facilitate the completion of the required modules in as timely a manner as possible. This may result in the trainee being back-classed into the next available Qualifying Course.

13. AA Failure At Leadership Course

a. Whilst attending leadership courses AA(SM) trainees are subject to Royal Arthur Squadron's warning process. This is a standalone process and, as such, any warnings that may be received whilst on leadership course will not accumulate with existing training warnings from the AA(SM) training pipeline. Time spent in a medical category rendering the trainee unable to attend leadership training, however, will count towards the 52 weeks training delay limit (Para 9).

b. If an AA trainee fails the written assessments and presentation elements of LRLC, then further progress on the AA(SM) scheme will be at the discretion of the BM. If an AA(SM) fails LRLC at the end of the final week they will continue with professional training on LETQC but must also retake and re-sit the Week 4 assessment. The period at which that individual will be able to return and complete LRLC will be managed by the ATA(SM), in consultation with RNLA and Phase 3 Qualifying Course lead school. Failure of AA(SM) trainees to complete LRLC successfully at a 'second' attempt, not arising from medical grounds, will lead to DUDT. The transfer of failed AA(SM) trainees to the STP stream may be applied, as detailed at Para 14.

14. Removal From AA(SM) Scheme

a. If an AA(SM) trainee is removed from the scheme, with authorisation from the BM, the individual may be offered a branch transfer into the Select, Train, Promote (STP) stream. The ATA(SM) is to send a request to the NAVY PEOPLE-TRG TMG HQ SO2 UTSPM for authorisation[6]. If the transfer is not authorised, or the trainee declines the transfer, the result will be DUDT.

b. Should an AA(SM) trainee choose to transfer voluntarily to the STP stream, the standard authorisation process in Para 5116 will be followed.

c. The individual will be awarded the rate of AB2 and paid at the level appropriate to their time in service. Any removal from the AA scheme will not affect their opportunity to apply for FT in the future after completion of LETQC.

d. Individuals removed from AA(SM) scheme must have completed either ETICC or LETQC in order to be employed onboard as an ET2 MESM / WESM.

[6] Para 5116.

ANNEX 73H

UNDERGRADUATE APPRENTICESHIP SCHEME WEAPON ENGINEER (SUBMARINES) (UGAS WESM) - OVERVIEW

1. The Undergraduate Apprenticeship Scheme (UGAS) aims to significantly accelerate the advancement of appropriately able and specifically recruited ET candidates to qualify and serve as POET Operator and Maintainers in submarines. During Phase 2 training the scheme streams candidates as either as Marine Engineer (Submarines) technicians under UGAS(MESM) or Weapon Engineer (Submarines) technicians under UGAS(WESM).

2. UGAS has two different categories of membership, 'New-to-Service' and 'In-Service.' The scheme is primarily designed to attract New-to-Service personnel although it has invited applications from In-Service candidates. Opportunities for In-Service personnel to apply are promulgated by RNTM when In-Service places become available.

3. UGAS(WESM) involves a commitment of approximately 8½ years from New-to-Service candidates which can be summarised as follows:

a. Approximately 4 years of Initial Training, SMQ, LET(WESM) and POET(WESM) career/specialist courses. It also includes some sea experience as a qualified LET(WESM).

b. Approximately 3½ years sea-service, which must include a minimum of 3 years qualified service as a POET(WESM).

c. One-year in-service BEng(Hons) Engineering Degree at the University of Portsmouth.

4. At the end of the scheme candidates have the following options:

a. Request to transfer to the standard ET career pipeline and continue progression with the ET(WESM) cadre.

b. If an AIB pass has been achieved during the engagement and they are selected, join BRNC as a prospective WESM Engineer Officer.

c. Leave the Service in accordance with the Tailored Career Contract. Note that the BEng degree does not attract a Return of Service for UGAS candidates.

5. Candidates are required to inform the ATA(SM) of their end of scheme option prior to the start of their University degree, as described in Annex 73O.

6. Recruitment of UGAS(WESM) Candidates

a. Candidates join as ESM and are streamed MESM or WESM during Phase 2 training.

b. New-to-Service members join the Service on a Tailored Career Agreement (Example at Annex 73L).

c. The UGAS scheme ceased recruiting personnel in 2021.

7. Assignment of UGAS(WESM) Personnel

a. UGAS(WESM) candidates are assigned by the same career management authorities that assign Select Train Promote (STP) personnel, although the ATA(SM) will liaise with CMs to advise on scheme requirements. UGAS(WESM) career pipelines are provided below, with further details in Annex 73M, which can be used to inform assignment decisions.

b. UGAS(WESM) personnel complete the career pipeline as below.

c. Prior to LETQC, UGAS(WESM) personnel will indicate their preference to the ATA(SM) and on JPA in the normal manner and are streamed TWS Weapons, TWS Sensors, CIS or SWS by the Career Manager to suit the needs of the Service.

Table 73H-1. UGAS(WESM) Career Pipeline

	Course No	Title	Establishment
1	-	Phase 1 Training	HMS RALEIGH
2	-	SMQ	HMNB Clyde/Devonport as appropriate
3	-	Submarine Support Group (including RNLA 200 - Developing Leaders Course and ME 180 – UGAS Enabling Course)	HMNB Devonport (RNLA / HMS SULTAN)
4	WE214X	Leading Engineering Technician (WESM) Qualifying Course LET(WESM)QC	HMS COLLINGWOOD
5	RNLA 102	Leading Rates Leadership Course	RNLA
6	-	Specialist Training - TWS Weapons, Sensors, CIS or SWS Launcher, Fire Control Supervisor Course as required	RNSMS / ATF / TTF
7	-	Sea Training Phase to qualify BSQ and LET(WESM) watchkeeper (approx 12 months)	Submarine
8	WE316	Petty Officer Engineering Technician (WESM) Qualifying Course POET(WESM)QC	HMS COLLINGWOOD
9	RNLA 103	Senior Rates Leadership Course	RNLA
10	-	Specialist training as required for next Sea Assignment	RNSMS / ATF / TTF
11	-	Sea Delivery Phase to qualify and serve as a POET(WESM) (approx 42 months including min 36 months as qualified POET(WESM))	Submarine
12	-	Portsmouth University Top Up Degree Course	Portsmouth University

8. Monitoring and Management of UGAS(WESM) Candidates

a. The Accelerated Technician Authority(SM) (ATA(SM)) will monitor the progress of UGAS(WESM) candidates through liaison with Divisional Officers, CMs and Line Managers. UGAS(WESM) candidates remain subject to the normal warning procedures regarding lack of progress. However, DOs/LMs should contact the ATA(SM) if a scheme candidate becomes subject to such procedures as additional UGAS actions may be required.

b. UGAS(WESM) candidates are accelerated to POET upon qualification as a POET(WESM) watchkeeper (see Para7307). It is incumbent upon Divisional Officers/Line Managers to provide scheme candidates with appropriate mentoring and to ensure candidates undertake a wide range of development opportunities which support their ultimate aim of becoming Senior Ratings.

c. In the event that a DO/LM has concerns regarding a candidate's continued suitability for UGAS(WESM), they should contact the ATA(SM) as soon as is practicable to agree an appropriate course of action.

d. The ATA(SM) manages the scheme to the requirements of the Navy People WESM Workforce Planner. The ATA(SM) are responsible for the scheme's Concept of Operations including its terms and conditions and Units/DOs/LMs should contact the ATA(SM) for specific advice about the scheme as the need arises.

9. UGAS Warning System

a. In addition to the conventional warning procedure contained within Chapter 57, UGAS Engineering Technicians (ETs) also become subject to the UGAS Warning System once they have completed Phase 1 training, until the end of their involvement in the scheme. This warning system is designed to explain the process and consequences that might arise should an individual continue to fail to meet the high professional and personal standards expected of a UGAS candidate. It ensures that the candidate's shortfalls and recovery requirements are clearly identified, understood and acknowledged by the individual, while allowing a reasonable period of time to allow the required improvement.

b. DOs, training providers and line managers of UGAS ratings should inform the ATA(SM) of any concerns with individual's performance and any instance where a standard training/professional warning has been issued. The ATA(SM) will determine if additional UGAS associated action is required.

c. In order to de-risk the scheme and allow re-allocation of spaces on downstream courses, the UGAS Warning System allows removal of candidates if they are unlikely to achieve POET in a timely manner, for either technical/academic or CLM failings.

d. UGAS warnings follow a 3-tier structure (Verbal, Written and Final) and are issued and recorded by the ATA(SM) utilising the UGAS Warning Proforma at Annex73P. UGAS Final Warnings can, in accordance with the tailored career agreement, result in a rating's removal from the scheme. If warranted, the ATA(SM) may issue higher level warnings without first issuing any lower tier warnings. Appeals against warnings are considered by the Navy People WESM Workforce Planner.

e. **Issue of Verbal Warning.** If a UGAS candidate's performance fails to meet UGAS standard the ATA(SM) may initiate a formal review of the candidate's performance. This may result in a Verbal Warning to the candidate which will detail the problem(s); the proposed solution; the timescale for review; the future process; and the likely consequences, where improvement is not forthcoming.

f. **Verbal Warning Review.** The usual period of review for a Verbal Warning is 3 months. At the end of the review period, the ATA(SM) will again formally review the candidate's performance to determine if the requisite improvement has been made. The ATA(SM) will either remove the Verbal Warning from the candidate's UGAS record or escalate the warning to a Written Warning. In exceptional circumstances, the ATA(SM) may extend the review period for the Verbal Warning. Further failings in a candidate's performance may also warrant escalation to an immediate Written Warning.

g. **Issue of Written Warning.** If escalation is required, the ATA(SM) will issue a Written Warning to the candidate which will reiterate the on-going problem; the proposed solution; the timescale for review; the future process and the likely consequences if improvement is not forthcoming. The narrative will substantiate the escalation of the UGAS warning by elaborating on the Subject's prevailing weaknesses and/or unsatisfactory professional effectiveness. The candidate is to certify in writing that they understand why the UGAS Warning has been escalated and the advice given. The Written Warning will be retained by the ATA(SM) and the rating's DO, along with a copy provided to the candidate.

h. **Written Warning Review.** The usual period of review for a Written Warning shall be 3 months. At the end of the review period, the ATA(SM) will again formally review the candidate's performance to determine if the requisite improvement has been made. The ATA(SM) will either remove the Written Warning from the candidate's UGAS record or escalate the warning to a Final Warning. In exceptional circumstances, the ATA(SM) may extend the review period for the Written Warning. Further failings in a candidate's performance may also warrant escalation to a Final Warning.

i. **Issue of Final Warning.** If further escalation is required, the ATA(SM) will issue a Final Warning to the candidate which will reiterate and the on-going problem; the proposed solution; the timescale for review; the future process and the likely consequences, if improvement is not forthcoming. The narrative will substantiate the escalation of the UGAS warning by elaborating on the Subject's prevailing weaknesses and/or unsatisfactory professional effectiveness. The candidate is to certify in writing that they understand why the UGAS Warning has been escalated and the advice given. The Final Warning will be retained by the ATA(SM) and the rating's DO, along with a copy provided to the candidate.

j. **Final Warning Review.** The usual period of review for a Final Warning is3 months. At the end of the review period, the ATA(SM) will again formally review the candidate's performance to determine if the requisite improvement has been made. The ATA(SM) will either:

(1) Remove the Final Warning from the candidate's UGAS record.

(2) Retain the Final Warning and re-issue it to the candidate informing them of the extension to the Final Warning, giving reason for the decision and the date on which the review of the Final Warning will be made.

(3) Remove the candidate from the UGAS scheme in accordance with the candidate's Tailored Agreement.

10. Contact details for the ATA(SM) are:

ATA(SM)
Accelerated Technician Authority (SM)
Neptune Admin Building
HMNB Faslane
G84 8HL

Email: NAVY PEOPLE-WFPT ATA ESM

ANNEX 73I

UNDERGRADUATE APPRENTICESHIP SCHEME MARINE ENGINEER (SUBMARINE) UGAS(MESM) OVERVIEW

1. The Undergraduate Apprenticeship Scheme (UGAS) aims to significantly accelerate the advancement of appropriately able and specifically recruited ET candidates to qualify and serve as POET Operator and Maintainers on submarines. During Phase 2 training, the scheme will stream candidates as either Marine Engineer (Submarine) technicians under UGAS(MESM) or Weapon Engineer (Submarine) technicians under UGAS(WESM).

2. UGAS has two different categories of membership, 'New-to-Service' and 'In-Service.' The scheme is primarily designed to attract New-to-Service personnel, although it has invited applications from In-Service candidates. Opportunities for In-Service personnel to apply are promulgated by RNTM when In-Service places become available.

3. UGAS(MESM) involves a commitment of approximately 8½ years from New-to-Service candidates which can be summarised as follows:

a. Approximately 4 years of Initial Training, SMQ, LET(MESM) and POET(MESM) career/specialist courses. It also includes some sea experience as a qualified LET(MESM), ie. qualified Category C Watchkeeper and Shutdown Supervisor.

b. Approximately 3½ years sea-service, which must include a minimum of 3 years qualified service as a POET(MESM), i.e. qualified Category B Watchkeeper.

c. One-year in-service BEng(Hons) Engineering Degree at the University of Portsmouth.

4. At the end of the scheme, candidates have the following options:

a. Request to transfer to the standard ET career pipeline and continue progression with the ET(MESM) cadre.

b. If an AIB pass has been achieved during the engagement and they are selected, join BRNC as a prospective MESM Engineer Officer.

c. Leave the Service in accordance with the Tailored Career Contract. Note the BEng degree does not incur a Return of Service for UGAS candidates.

5. Candidates are required to inform the ATA(SM) of their end of scheme option prior to the start of their University degree, as described in Annex 73O.

6. Recruitment of UGAS(MESM) Candidates

a. Candidates join as ESM and are streamed MESM or WESM during Phase 2 training.

b. New-to-Service members join the Service on a Tailored Career Agreement (Example at Annex 73L).

c. The UGAS scheme ceased recruiting personnel in 2021.

7. Assignment of UGAS(MESM) Personnel

a. UGAS(MESM) personnel are assigned by the same career management authorities that assign Select Train Promote (STP) personnel, although the ATA(SM) will liaise with CMs to advise on scheme requirements. Examples of UGAS(MESM) career pipelines are provided below, with further details in Annex 73N, which can be used to inform assignment decisions.

b. All UGAS(MESM) personnel complete the initial career pipeline before specialising as Mechanical or Electrical specialisms.

c. During LETQC, UGAS(MESM) personnel will indicate their preference on JPA in the normal manner and are streamed Electrical or Mechanical by the Career Manager to suit the needs of the Service and then follow the associated career pipeline below.

Table 73I-1. UGAS(MESM) Common Initial Career Pipeline

	Course No	Title	Establishment
1	-	Phase 1 Training	HMS RALEIGH
2	-	SMQ	HMNB Clyde/Devonport as appropriate
3	-	Submarine Support Group (Including RNLA Developing Leaders Course and ME 180 UGAS Enabling Course)	HMNB Devonport/RNLA/HMS SULTAN
4	ME176	Leading Engineering Technician (MESM) Qualifying Course LET(MESM)QC	HMS SULTAN
5	RNLA 102	Leading Rates Leadership Course	RNLA

Table 73I-2. Electrical Stream Candidates

	Course No	Title	Establishment
6	ME256	Leading Engineering Technician (MESM) Propulsion Electrical Maintainer	HMS SULTAN
7	ME301 A/V	Nuclear Propulsion Systems Course (NPSC) – Astute/Vanguard Class	HMS SULTAN
8	ME301 L A/V	Nuclear Propulsion Systems Course - Vanguard/Astute Class Electrical Modules	HMS SULTAN
9	-	Sea Training Phase to qualify BSQ, Cat D, SDWKR, Cat C and MRSDS (approx 12 months).	Submarine
10	ME264	Petty Officer Engineering Technician (MESM) Qualifying Course POET(MESM)QC	HMS SULTAN
11	RNLA 103	Senior Rates Leadership Course	RNLA
12	ME267 A	Petty Officer Engineering Technician (MESM) – Foundation Degree Elective Course (Electrical)	HMS SULTAN
13	ME265 ME33L ME440A	Petty Officer Engineering Technician (MESM) – Advanced Propulsion Electrical Maintainer + APD/CAMS	HMS SULTAN
14	ME304Y A/V	Nuclear Propulsion Operators Course (NPOC) Astute/Vanguard Class	HMS SULTAN
15	ME303 A5V	Primary Instrumentation Course (Vanguard/Astute RC&I Update)	HMS SULTAN
16	-	Sea Delivery Phase to qualify and serve as a Cat B (approx 42 months including min 36 months qualified as a Cat B)	Submarine
17	-	Portsmouth University Top Up Degree Course	Portsmouth University

Table 73I-3. Mechanical Stream Candidates

	Course No	Title	Establishment
6	ME256	Leading Engineering Technician (MESM) Propulsion Mechanical Maintainer	HMS SULTAN
7	ME301 A/V	Nuclear Propulsion Systems Course (NPSC) – Astute/Vanguard Class	HMS SULTAN
8	ME258 or 259	Mechanical Craft Training - Fitting and Turning (258) or Pipework and Welding (259)	HMS SULTAN
9	-	Sea Training Phase to qualify BSQ, Cat D, SDWKR, Cat C and MRSDS (approx 12 months).	Submarine
10	ME264	Petty Officer Engineering Technician (MESM) Qualifying Course POET(MESM)QC	HMS SULTAN
11	RNLA 103	Senior Rates Leadership Course	RNLA
12	ME267 B	Petty Officer Engineering Technician (MESM) – Foundation Degree Elective Course (Mechanical)	HMS SULTAN
13	ME266	Petty Officer Engineering Technician (MESM) – Advanced Propulsion Mechanical Maintainer	HMS SULTAN
14	ME309 A1/A9	Adquals (Diesels and Refrigeration)	HMS SULTAN
15	ME304Y A/V	Nuclear Propulsion Operators Course (NPOC) Astute/Vanguard Class	HMS SULTAN
16	-	Sea Delivery Phase to qualify and serve as a Cat B (approx 42 months including min 36 months qualified as a Cat B))	Submarine
17	-	Portsmouth University Top Up Degree Course	Portsmouth University

8. Monitoring and Management of UGAS(MESM) Candidates

a. The Accelerated Technician Authority(SM) (ATA(SM)) will monitor the progress of UGAS(MESM) candidates through liaison with Divisional Officers, CMs and Line Managers. UGAS(MESM) candidates remain subject to the normal warning procedures regarding lack of progress. However, DOs/LMs should contact the ATA(SM) if a scheme candidate becomes subject to such procedures, as additional UGAS actions may be required.

b. UGAS(MESM) candidates are accelerated to POET upon qualification as a Category B Watchkeeper (see Para 7308). It is incumbent upon Divisional Officers/Line Managers to provide scheme candidates with appropriate mentoring and to ensure candidates undertake a wide range development opportunities which support their ultimate aim of becoming Senior Ratings.

c. In the event that a DO/LM has concerns regarding a candidate's continued suitability for UGAS(MESM), they should contact the ATA(SM) as soon as is practicable to agree an appropriate course of action.

d. The ATA(SM) manage the scheme to the requirements of the Navy People MESM Workforce Planner. The ATA(SM) are responsible for the scheme's Concept of Operations, including its terms and conditions and Units/DOs/LMs should contact the ATA(SM) for specific advice about the scheme as the need arises.

9. UGAS Warning System

a. In addition to the conventional warning procedure contained within Chapter 57, UGAS Engineering Technicians (ETs) also become subject to the UGAS Warning System once they complete Phase 1 training, until the end of their involvement in the scheme. This warning system is designed to explain the process and consequences that might arise should an individual continue to fail to meet the high professional and personal standards expected of a UGAS candidate. It ensures that the candidate's shortfalls and recovery requirements are clearly identified, understood and acknowledged by the individual, while allowing an appropriate period of time to allow the required improvement.

b. DOs, training providers and line managers of UGAS ratings are to inform ATA(SM) of any concerns with individual's performance and any instance where a standard training/professional warning has been issued. The ATA(SM) will determine if additional UGAS associated action is required.

c. In order to de-risk the scheme and allow re-allocation of spaces on downstream courses, the UGAS Warning System allows removal of candidates who are deemed unsuitable if they are unlikely to achieve POET in a timely manner, for either technical/academic or CLM failings.

d. UGAS warnings follow a 3-tier structure (Verbal, Written and Final) and are issued and recorded by the ATA(SM) utilising the UGAS Warning Proforma at Annex 73P. UGAS Final Warnings can, in accordance with the tailored career agreement, result in a candidate's removal from the scheme. If warranted, the ATA(SM) may issue higher level warnings without first issuing any lower tier warnings. Appeals against warnings are considered by the Navy People MESM Workforce Planner.

e. **Issue of Verbal Warning.** If a UGAS candidate's performance fails to meet UGAS standard the ATA(SM) may initiate a formal review of the candidate's performance. This may result in a Verbal Warning to the candidate which will detail the problem(s); the proposed solution; the timescale for review; the future process; and the likely consequences where improvement is not forthcoming.

f. **Verbal Warning Review.** The usual period of review for a Verbal Warning is 3 months. At the end of the review period, the ATA(SM) will formally review the candidate's performance to determine if the requisite improvement has been made. The ATA(SM) will either remove the Verbal Warning from the candidate's UGAS record or escalate the warning to a Written Warning. In exceptional circumstances, the ATA(SM) may extend the review period for the Verbal Warning. Further failings in a candidate's performance may also warrant escalation to an immediate Written Warning.

g. **Issue of Written Warning.** If escalation is required, the ATA(SM) will issue a Written Warning to the candidate which will reiterate the on-going problem; the proposed solution; the timescale for review; the future process and the likely consequences if improvement is not forthcoming. The narrative will substantiate the escalation of the UGAS warning by elaborating on the Subject's prevailing weaknesses and/or unsatisfactory professional effectiveness. The candidate is to certify in writing that they understand why the UGAS Warning has been escalated and the advice given. The Written Warning will be retained by the ATA(SM) and a copy provided to the candidate.

h. **Written Warning Review.** The usual period of review for a Written Warning shall be 3 months. At the end of the review period, the ATA(SM) will again formally review the candidate's performance to determine if the requisite improvement has been made. The ATA(SM) will either remove the Written Warning or escalate the warning to a Final Warning. In exceptional circumstances, the ATA(SM) may extend the review period for the Written Warning. Further failings in a candidate's performance may also warrant escalation to a Final Warning.

i. **Issue of Final Warning.** If further escalation is required, the ATA(SM) will issue a Final Warning to the candidate which will reiterate the on-going problem; the proposed solution; the timescale for review; the future process and the likely consequences if improvement is not forthcoming. The narrative will substantiate the escalation of the UGAS warning by elaborating on the Subject's prevailing weaknesses and/or unsatisfactory professional effectiveness. The candidate is to certify in writing that they understand why the UGAS Warning has been escalated and the advice given. The Final Warning will be retained by the ATA(SM) and a copy provided to the candidate.

j. **Final Warning Review.** The usual period of review is 3 months. At the end of the review period, the ATA(SM) will again formally review the candidate's performance to determine if the requisite improvement has been made. The ATA(SM) will either:

(1) Remove the Final Warning from the candidate's UGAS record.

(2) Retain the Final Warning and re-issue it to the candidate informing them of the extension to the Final Warning, giving reason for the decision and the date on which the review of the Final Warning will be made.

(3) Remove the candidate from the UGAS scheme in accordance with the candidate's Tailored Agreement.

10. Contact details for the ATA(SM) are:

ATA(SM)
Accelerated Technician Authority (SM)
Neptune Admin Building
HMNB Faslane
G84 8HL

Email: NAVY PEOPLE-WFPT ATA ESM

ANNEX 73J

UNDERGRADUATE APPRENTICESHIP SCHEME WEAPON ENGINEER (SUBMARINES) (UGAS WESM) - CONOPS

1. Intent

a. The intent of UGAS (WESM) is to mitigate shortfalls of WESM Maintainers at Petty Officer level. It will achieve this by taking very able New-to-Service candidates, with high academic achievement, and accelerate them along the WESM ET career path by undertaking the following 6 phases as follows:

(1) **Initial Training Phase.** Scheme will conduct Phase 1 new entry training at HMS RALEIGH as probationary LETs (see Para 7303) and will then be assigned to the Submarine Qualification (SMQ) organisation to complete general submarine training, some of which may be in an operational submarine. This could[1] lead to the award of Submarine Badge (Dolphins). During, or shortly after, SMQ candidates will be streamed MESM or WESM. On successful completion of SMQ(Dry) (including Firefighting and submarine escape training) candidates will be awarded the appropriate engineering branch badge and 'HM Submarines' cap tally. At this point they will be designated as Phase 3 trainees, although they will remain on the Untrained Strength. This phase will take approximately 6 months in total, including an engineering safety course at HMS SULTAN and a Developing Leadership course at HMS COLLINGWOOD.

(2) **First Shore Training Phase.** Scheme members streamed WESM will then be assigned to HMS Collingwood to attend:

(a) WE213 or WE 214X LETQC (HMS Collingwood).

(b) RNLA 102 Leading Rates' Leadership Course (LRLC).

(c) Specialist training at RNSMS or the Trident Training Facility or ATF.

This phase of training will take approximately 2 years. Subject to satisfying service and eligibility criteria, candidates will substantiated as LET at the end of the LET training pipeline (i.e. LETQC, LRLC and WESM specialist training). On successful completion of the LETQC and Apprenticeship tasks and associated portfolio during the Sea Training Phase, they will be awarded a Level 3 Advanced Apprenticeship in Engineering. On successful completion of the whole LET training pipeline they will join the trained strength (GTS) iaw Para 7306.

[1] As a minimum, new to service UGAS candidates are required to complete SMQ (Dry) prior to LETQC.

(3) **Sea Training Phase.** UGAS (WESMs) will then be assigned to an operational submarine to achieve or re-affirm their submarine qualification (BSQ) and to qualify in either a TWS or SWS LET WESM watchkeeping position (dependent on specialisation). They must be carefully managed in order to conduct maintenance and repair tasks under supervision; gaining experience in operations, maintenance, section management and repair. This 'journeyman' phase of their career should take no more than 12 months. Unforeseen changes to submarine programmes or personal circumstances could extend this period.

(4) **Second Shore Training Phase.** After their sea training phase, candidates will return to HMS COLLINGWOOD to attend the WE 316 Petty Officer Engineering Technician Qualifying Course (POETQC), the Senior Rates' Leadership Course (SRLC) and further specialist training as required. This phase will last approximately 28 weeks, during which candidates will complete the Engineering Foundation Degree. At the end of this phase UGAS ratings will become eligible for advancement to Acting POET, which is successful completion of both POETQC (WE316) and SRLC, iaw the advancement criteria detailed in Para 7307.

(5) **Sea Delivery Phase.** Scheme members will be assigned to an operational submarine to conduct onboard training to qualify as WE Watchkeeping Supervisor (Duty Forward Technically Supervisor (SSN TWS)/Duty TWS Supervisor (SSBN TWS)/SCC Panel Operator/Duty SWS Supervisor). Once qualified and subject to eligibility criteria detailed in Table 73-18, they will be advanced to a substantiated Petty Officer Engineering Technician. Service as a Section Head will be at the discretion of the Weapon Engineer Officer but UGAS (WESM) candidates are expected to achieve Section Head within one year of becoming a substantive POET. This phase of their career will last approximately 38-42 months but must include a minimum of 36 months qualified as a POET during which they must achieve OPS. At the end of this phase they will complete or be deemed to have completed any RoS outstanding for LET and POET QCs.

(6) **University Degree Phase.** The exact timing of the end of the sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified POET WESM; any leave outstanding and the pre-requisites[2] required before candidates start[3] the 3rd year of the University of Portsmouth/Upper Yardman (Engineer) degree course to top up their Foundation Degree to BEng(Hons). Whilst reading for their degree, candidates will remain serving in the RN. There is no RoS for attaining the BEng. In the January prior to starting at the University of Portsmouth, UGAS personnel will be required to indicate to the ATA(SM) which of the paths at Para b below they will choose upon the posting of their degree results.

[2] Bridging modules are a pre-requisite for the UGAS degree scheme and typically start in July..
[3] Academic year starts in September.

b. **Options Upon Completion of the Scheme.** On completion of their one year of university study, New-to-Service UGAS (WESM) members[4] will have the following 3 choices:

(1) Transfer to the standard ET career pipeline where further progression will be subject to the normal rules for promotion.

(2) If an AIB pass has been achieved and they have been selected, join BRNC as a prospective WESM Engineer Officer. It is recommended that all reporting requirements for selection to UY/SUY are completed prior to assignment from Sea Delivery phase.

(3) Leave the Service in accordance with the Tailored Career Agreement.

c. The UGAS (WESM) is therefore a minimum[5] 8.5-year engagement which is planned to generate a POET WESM watchkeeper/maintainer approximately 3.5 years from entry to complete a minimum of 36 months qualified service as a TWS/SWS Senior Rate. The duration of their sea assignment is variable to allow scheme members to serve a minimum of 36 months qualified before departure from their submarine to match the September start to the academic year and pre-degree bridging modules.

d. This scheme will not replace the ET WESM Fast Track/restructured ET pipeline, but should be seen as running in parallel and may be continued or stopped as required; as of Summer 2021 recruitment for UGAS personnel ceased. It is therefore NOT an immediate solution to the POET WESM shortage but allows greater future WESM flexibility and adaption for future submarine requirements.

e. It is envisaged that the cohort of UGAS(WESM) will be small (18 to qualify as either TWS or SWS POETs per year as required by WE Branch Management) and therefore it does not set a precedent for the way all submariners are recruited, managed or employed. Nevertheless, there are areas where these individuals will need to be treated differently from the standard Service entrants and they will need to be carefully, and on occasion preferentially managed, as they progress along the scheme's pipeline.

[4] In Service UGAS members will remain on the standard ET career pipeline where further progression will be subject to the normal rules for promotion.
[5] This is a minimum because it is not possible to align exact qualification and training times, sea draft duration and Portsmouth University Degree start dates at this range.

f. During the University Degree Phase, UTS Drummond Divisional/Reporting Officers do not have sufficient knowledge of any UGAS members to appropriately support new applications for UY/SUY. UGAS members applying for a UY/SUY career are strongly advised to complete their application and administration, including the Admiralty Interview Board during the Sea Delivery Phase. Applications should be submitted in the 2nd or 3rd year of the Sea Delivery Phase where candidates may gain the requisite SJAR recommendation and CO Insert Slip with their HOD and CO supporting the recommendation. Any UY/SUY applications made early in the Sea Delivery Phase may result in FSB selection/extraction during the Tailored Career, which will risk completion of the Sea Delivery Phase and eligibility to enrol onto the UGAS in-service degree. Any applications made during the University Degree Phase may be deferred until the applicant returns to a role where sponsors have sufficient professional knowledge to support the UY/SUY application. All UY/SUY applicants are advised to engage with their DO, UY/SUY sponsor and the Recording Authority for further guidance.

2. Recruitment

a. The scheme targets recruitment from a demographic of high achievers with proven academic ability. Potential candidates will be drawn from civilian personnel who already hold a minimum of level 3+ STEM qualifications (e.g. A Levels, BTech, HNC/D NVQ level 3). Although candidates will be badged as ETs, and mixed with conventional ETs during training, the scheme will be separate from the current ET system and candidates will need to be managed by the ATA(SM) in conjunction with the CMs.

b. The following premise underpins the scheme. A high quality[6] candidate is recruited to an approximate 8½ year engagement[7] with the offer of paid training and education that delivers an in-service engineering degree at the end of the scheme. The candidate's remuneration and reward rises rapidly to a significant figure at the 6-year point and continues during their final year on the scheme where they complete the UY degree at Portsmouth University. During the scheme this quality individual could attend an AIB to widen the available options open to them upon graduation.

c. The important factor is that the choice belongs to the individual; this is a recruiting lure. In return, the Service expects significant application from the individual during shore and sea training followed by approximately 4 years sea service, of which 3 years will be as a qualified PO(ET)WESM.

d. **Entry Requirements.** UGAS entry requirements are as follows:

(1) Age on entry of 18 - 34 years.

(2) Be a British Citizen and not hold dual nationality.

(3) Score 90 or more on the Recruit Test (not on CNR website).

[6] Aged 18-34, 3 A levels (Math, science, other), RT score >= 90 other equivalent L3 STEM qualification.
[7] Such short-term engagements suit the expectation of Gen Z (future recruiting demographic) A Vision for a Future Model of Manning Submarines Adm Mathias dated Mar 15.

(4) Hold the following qualifications (equivalent qualifications are acceptable and UGAS applications can be made before exam results are known):

(a) 5 x GCSE at grade 9 – 4(A*- C) including Maths, English and at least one science based subject.

(b) Level 3 qualifications achieving a minimum of 48 UCAS points derived from Science, Technology, Engineering and Maths subjects.

(c) Equivalent Level 3 or higher STEM qualifications (BTEC, HNC, etc.) are also acceptable. Full details are included in the UGAS CONOPS held by the ATA(SM).

3. Terms and Conditions of Service

a. **New to Service Candidates.** The approximate 8½ year engagement is non-NEM compliant, but candidates will be engaged using a Tailored Career Agreement (example at Annex 75C). However, SM programmes, training delays and the exigencies of Service life may delay progress along the UGAS(WESM) career pipeline. Therefore, it may be necessary to extend their Tailored Career Agreement to allow sufficient time for candidates to obtain the minimum 36 months qualified sea service and align the end of this to the start of the degree phase[8]. This is a function of the UGAS Scheme Manager / ATA(SM).

b. **In-Service Candidates.** In Service candidates who have been selected onto the scheme they will be required to progress their training. Internal candidates should complete their initial career course and then attend SMQ. Any opportunities to consolidate ET initial career training should be taken prior to their assignment to LETQC (i.e.. similar to Fast Track). Internal candidates will remain on their extant engagement (EC, ES1) but will also be issued with a signed agreement (Annex 73L) outlining their agreed progress through the scheme.

c. All candidates will be given a competence marker (UGAS) on their JPA record to denote their membership of the scheme.

d. UGAS(WESM) candidates are badged as ETs and are trained alongside normal ETs and FTs.

e. **Failures.** Failures or voluntary withdrawals during training are required to complete any RoS incurred during training and will be offered progression along the normal ET route. The only exception is for new-to-service candidates who withdraw from the scheme before qualification as a LET(WESM). These individuals must be considered on an individual basis. It may be in the interests of the Service to waiver the RoS requirement and allow them to leave the Service.

f. Substantive UGAS LETs will not be considered at the next annual promotion selection boards following removal from the scheme but will be presented to promotion selection boards thereafter providing that they continue to meet the eligibility criteria.

[8] In exceptional circumstances, candidates may be offered an opportunity to extend their engagement by 1 year to complete their training/sea assignments and attend Portsmouth University 1 year later than originally planned.

4. Training

a. The UGAS scheme attempts to utilise existing courses within HMS COLLINGWOOD / RNSMS / ATF / TTF and avoid the need to develop new courses or re-sequence the existing training plan. There is a requirement, however, to conduct some electrical safety testing training to ensure all new-to-service candidates can safely attend the practical modules of LETQC and subsequent specialist training. The training route is detailed at Annex 73M.

b. SMQ is a valuable qualification that will set an SM context before commencing specialist shore training and education. This is a de-risking activity that gives candidates a first exposure to submarines before the Service invests significant elements of shore training in them[9].

5. Employment Onboard

a. Despite having received maintainer education and training, UGAS (WESM) experience levels will be low when they qualify as POET WESMs. Therefore, given their limited experience profile as a maintainer, each operational SSN crew will be expected to sustain no more than two UGAS (WESM) individuals (of different sub-specialisms) or three for SSBNs (2 TWS and 1 SWS) per year. Candidates will need to be carefully managed on and across platforms in order to maximise their experience profile and opportunity to learn. With the WEO's approval, they can operate as a section head[10]. At this point the submarine may then be able to tolerate another UGAS (WESM) member. While constrained in its numbers, the scheme will alleviate forecast gapping at sea and bring relief to POET WESM alongside watch bills. These individuals will be able to perform operations and maintenance, but are not able to immediately act as a Section Head or mature diagnostician.

b. Experience will need to be built up in the first year onboard as a POET, however the quality of the individual supports the case for rapid learning abilities, whilst allowing for later selection as Upper Yardman or promotion to Warrant Officer.

6. Management of the Scheme

a. The UGAS Scheme Manager function is undertaken by the ATA(SM). Administration includes:

(1) Liaison and communication inform the actions of CNR / R&A staff, Career Managers, SubFlot and training deliverers et al to ensure flow along this novel career pipeline is as effective and efficient as possible.

(2) The ATA(SM) is required to carry out the following functions:

(a) Communicate, encourage and mentor candidates and, where necessary, interview them during recruiting and training.

[9] Note qualifying SMQ(Wet)/BSQ is not compulsory prior to starting LETQC.
[10] Full POET maintainer status will be gained on WEO recommendation for and appointment as a Section Head.

(b) Liaise with training providers and CM to expedite rapid progress of candidates through training and education and ensure advancement.

(c) Liaise with CM to ensure appropriate first drafts as LETs to maximise their 12 month sea training phase.

(d) If necessary, manage any extension of their Tailored Career Agreement to allow sufficient time to obtain the minimum 36 months qualified sea service and align the end of this to the start of the degree phase[11].

(e) Maintain overview of resource implications e.g. UY scheme cost, SUL and MWS capacity, margin during training and UY degree.

(3) The RoS for the in-service degree is to be waivered and this agreement is written into the Tailored Career Agreement for new-to-service candidates and the UGAS(WESM) agreement for in-service candidates.

(4) The Foundation Degree (FD) awarded during POET QC is a fundamental aspect of the UGAS entry path and is not to be diluted to an apprenticeship.

b. **Interviews.** UGAS applicants will undergo an interview to determine suitability for the scheme which will be conducted by the ATA(SM) or CNR / R&A staff.

[11] In exceptional circumstances, candidates may be offered an opportunity to extend their engagement by 1 year to complete their training/sea assignments and attend Portsmouth University 1 year later than originally planned.

ANNEX 73K

UNDERGRADUATE APPRENTICESHIP SCHEME MARINE ENGINEER (SUBMARINE), UGAS(MESM) - CONOPS

1. Introduction

a. The intent of the UGAS(MESM) is to mitigate shortfalls of RPOs/MCDOs/ METOWs[1] and submarine electrical and mechanical maintainers at Petty Officer level. It will achieve this by taking very able new-to-service candidates, with high academic achievement, and accelerate them along the MESM ET career path in 6 phases, as follows:

(1) **Initial Training Phase.** Scheme members will conduct Phase 1 new entry training at HMS RALEIGH as probationary LETs (see Para 7303) and will then be assigned to the Submarine Qualification (SMQ) organisation to complete general submarine training, some of which may be in an operational submarine. This could[2] lead to the award of the Submarine Badge (Dolphins). During, or shortly after, SMQ candidates will be streamed MESM or WESM. On successful completion of SMQ(Dry) (including Firefighting and submarine escape training), candidates will be awarded the 'HM Submarines' cap tally. At this point they will be designated as Phase 3 trainees although they will remain on the Untrained Strength. This phase will take approximately 6 months in total, including an engineering safety course at HMS SULTAN and a Developing Leadership course at HMS COLLINGWOOD.

(2) **First Shore Training Phase.** Scheme members streamed MESM will then then be assigned to HMS SULTAN to attend:

(a) ME176 Leading Engineering Technician's (LET) Qualification Course for MESMs (LETQC(MESM)).

(b) ME256 LET Propulsion Electrical Maintainer Course or ME257 LET Propulsion Mechanical Maintainer Course (dependent upon streaming during ME176).

(c) RNLA102 Leading Rates' Leadership Course (LRLC).

(d) ME301 Nuclear Propulsion Systems Course (NPSC).

(e) Appropriate Craft/Adqual courses[3]/FAST courses.

[1] Reactor Panel Operator/Main Control Desk Operator/Marine Engineering Technician of the Watch.
[2] As a minimum new to service UGAS candidates are required to complete SMQ (Dry) prior to LETQC.
[3] E.g. ME258 or ME259 Mechanical Craft courses or ME301L Electrical maintainer training.

This phase of training will take approximately 15 months. Subject to satisfying service and eligibility criteria, candidates will be substantiated as Leading Engineering Technician at the start of NPSC. On successful completion of the LETQC and Apprenticeship tasks and associated portfolio during the Sea Training Phase, they will be awarded a Level 3 Advanced Apprenticeship in Engineering. On successful completion of the whole LET training pipeline they will join the trained strength (GTS) iaw Para 7306.

(3) **Sea Training Phase.** UGAS (MESMs) will be assigned to a SM tagged position in an operational submarine to achieve or re-affirm their submarine qualification (BSQ), or re-qualify BSQ if already achieved at the initial training phase. They must then qualify as:

(a) Category D Watchkeeper.

(b) Category C EPO/SCPO/MMSS[4].

(c) Manoeuvring Room Shut Down Supervisor.

Once qualified, they will be eligible for full (not reserve) RRP(SM) and Category C (RRP(NP)). If they fail to achieve these requirements they will not be eligible for the pay until the milestones are achieved in the sea delivery phase. They will be carefully managed in order to conduct maintenance and repair tasks under supervision, gaining experience in operations, maintenance, section management and repair. ***This 'journeyman' phase of their career path should take no more than 12 months to meet POETQC course start dates and includes a minimum 6 months qualified as a Category C Watchkeeper and 3 months qualified as a Manoeuvring Room Shut Down Supervisor. If operational circumstances prohibit these being achieved, they can be deferred until the start of the post POETQC sea delivery phase. If this deferral is to be enacted, the ATA(SM) is responsible for recording the qualification dates and journeyman's time achieved within each position to ensure the shortfall is captured and 'worked out' at the start of the sea delivery phase, prior to the Category B qualification being awarded. Pre-Promotion requirements to POET remain iaw Para 7308.***

(4) **Second Shore Training Phase.** After their sea training phase, candidates will return to HMS SULTAN to attend:

(a) ME264 Petty Officer Engineering Technician Qualifying Course (POET(MESM)QC)[5].

(b) ME265 POET Advanced Propulsion Electrical Maintainer Course or ME266 POET Advanced Propulsion Mechanical Maintainer Course.

(c) ME304 Nuclear Propulsion Operators Course (NPOC).

(d) Senior Rates Leadership Course (SRLC).

[4] Electrical Panel Operator/Systems Control Panel Operator/Main Machinery Space Supervisor.
[5] This course is due to be replaced by the Project Faraday POETQC(SM) – course ME178.

(e) ME267 Foundation Degree module.

(f) ME303/436 POET pipeline courses.

(g) Appropriate Adqual courses[6].

Completion of these courses will conclude shore-based training on the UGAS and this phase will last approximately 15 months. During this phase, they will complete the Engineering Foundation Degree. Towards the end of this phase UGAS ratings will become eligible for advancement to Acting POET as detailed in Para 7308.

(5) **Sea Delivery Phase.** Scheme members will be assigned to an operational submarine in order to conduct onboard training to qualify as a Category B Watchkeeper (RPO/MCDO/METOW) and electrical or mechanical systems maintainer, shutdown supervisor and deputy section head. Upon qualification as a Category B Watchkeeper, and subject to the promotion eligibility criteria within Para 7308, they will be advanced to Petty Officer Engineering Technician. **If the individual has a residual Cat C/MRSDS shortfall carried over from the Sea Training Phase, this must be achieved prior to the Category B qualification being awarded**. Service as a Section Head will be at the discretion of the Marine Engineering Officer but UGAS(MESM) candidates are expected to achieve Section Head within one year of qualifying as a Category B Watchkeeper. This phase of their career will last approximately 38-44 months but must include a minimum of 36 months' qualified Category B service during which they must achieve OPS. At the end of this phase they will complete or be deemed to have completed any RoS outstanding for LET and POET QCs.

(6) **University Degree Phase.** The exact timing of the end of the sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified Category B operator; any leave outstanding and the pre-requisites[7] required before candidates start[8] the 3rd year of the University of Portsmouth/Upper Yardman (Engineer) degree course to top up the Foundation Degree to BEng(Hons). Whilst reading for their degree, candidates will remain serving members of the RN. There is no RoS for attaining the BEng. In the January prior to starting at the University of Portsmouth, UGAS personnel will be required to indicate to the RN career management authorities which of the paths at Para b below they will choose upon the posting of their degree results.

b. **Options Upon Completion of the Scheme.** On completion of their one year of university study, New-to-Service UGAS(MESM) members will have the following 3 choices:

(1) Transfer to the standard ET career pipeline where further progression will be subject to the normal rules for promotion.

[6] e.g. ME303 courses – Diesel Maintainer, Primary Instrumentation Maintainer, Refrigeration and ACP Maintainer.
[7] Bridging modules are a pre-requisite for the UGAS degree scheme and typically start in July.
[8] Academic year starts in September.

(2) If an AIB pass has been achieved and they have been selected, join BRNC as a prospective MESM Engineer Officer. It is recommended that all reporting requirements for selection to UY/SUY are completed prior to assignment from Sea Delivery phase.

(3) Leave the Service in accordance with the Tailored Career Contract.

c. UGAS(MESM) is therefore a minimum[9] 8.5-year engagement which is planned to generate a MESM POET Cat B Watchkeeper/maintainer approximately 3.5 years from entry to complete a minimum of 36 months qualified service as a RPO/MCDO or METOW. The duration of their sea assignment is variable to allow scheme members to serve a minimum of 36 months qualified before departure from their submarine to match the September start to the academic year and pre-degree mathematics bridging modules.

d. This scheme has not replaced the ET MESM Fast Track/restructured ET pipeline, but should be seen as running in parallel and could be continued or stopped as required as of Summer 2021 recruitment for UGAS personnel ceased. It is therefore NOT an immediate solution to the Cat B operator shortage but allows greater future MESM flexibility and adaption to successor submarine requirements.

e. It is envisaged that the cohort of UGAS(MESM) will be small (e.g. 12 M and 12 L to qualify as a Cat B per year) and therefore it does not set a precedent for the way all submariners are recruited, managed or employed. Nevertheless, there are areas where these individuals will need to be treated differently from standard Service entrants and they will need to be carefully, and on occasion preferentially, managed as they progress along the scheme's pipeline.

f. During the University Degree Phase, UTS Drummond Divisional/Reporting Officers do not have sufficient knowledge of any UGAS members to appropriately support new applications for UY/SUY. UGAS members applying for a UY/SUY career are strongly advised to complete their application and administration, including the Admiralty Interview Board during the Sea Delivery Phase. Applications should be submitted in the 2nd or 3rd year of the Sea Delivery Phase where candidates may gain the requisite SJAR recommendation and CO Insert Slip with their HOD and CO supporting the recommendation. Any UY/SUY applications made early in the Sea Delivery Phase may result in FSB selection/extraction during the Tailored Career, which will risk completion of the Sea Delivery Phase and eligibility to enrol onto the UGAS in-service degree. Any applications made during the University Degree Phase may be deferred until the applicant returns to a role where sponsors have sufficient professional knowledge to support the UY/SUY application. All UY/SUY applicants are advised to engage with their DO, UY/SUY sponsor and the Recording Authority for further guidance.

[9] This is a minimum because it is not possible to align exact qualification and training times, sea draft duration and Portsmouth University Degree start dates at this range.

2. Recruitment

a. The scheme targets recruitment from a demographic of high achievers with proven academic ability. Potential candidates will be drawn from civilian personnel who already hold a minimum of level 3+ STEM qualifications (eg. A Levels, BTech, HNC/D NVQ level 3. Although candidates are badged as ETs, and mixed with conventional ETs during training, the scheme is separate from the current ET system and candidates are managed by the ATA(SM) in conjunction with the CMs.

b. The following premise underpins the scheme. A high quality[10] candidate is recruited to an approximate 8½ year engagement[11] with the offer of paid nuclear training and education that delivers an in-service engineering degree at the end of the scheme. The candidate's remuneration and reward rises rapidly to a significant figure at the 6-year point and continues during their final year on the scheme where they complete the UY degree at Portsmouth University. During the scheme this quality individual could attend an AIB to widen the available options open to them upon graduation.

c. The important factor is that the choice belongs to the individual; this is a recruiting lure. In return, the Service expects significant application from the individual during shore and sea training followed by approximately 4 years sea service, of which 3 years will be as a qualified RPO/MCDO or METOW.

d. **Entry Requirements.** UGAS(MESM) entry requirements are as follows:

(1) Age on entry of 18 – 34 years.

(2) Be a British Citizen and not hold dual nationality.

(3) Score 90 or more on the Recruit Test (not on CNR website).

(4) Hold the following qualifications (equivalent qualifications are acceptable and UGAS(MESM) applications can be made before exam results are known):

(a) 5x GCSE at grade 9 – 4 (A*-C), including Maths, English and at least one science-based subject.

(b) Level 3 qualifications achieving a minimum of 48 UCAS points derived from Science, Technology, Engineering and Maths subjects.

(c) Equivalent Level 3 or higher STEM qualifications (BTEC, HNC etc) are also acceptable. Full details are included in the UGAS CONOPS held by the ATA(SM).

[10] Aged 18-34, 3 A levels (Math, science, other), RT score >= 90 other equivalent L3 STEM qualification.
[11] Such short-term engagements suit the expectation of Gen Z (future recruiting demographic) A Vision for a Future Model of Manning Submarines Adm Mathias dated Mar 15.

3. Terms and Conditions of Service

a. **New To Service Candidates.** The approximate 8½ year engagement is non-NEM compliant, but candidates will be engaged using a tailored career agreement (example at Annex 74C). Submarine programmes, training delays and the exigencies of Service life, however, may delay progress along the UGAS(MESM) career pipeline. Therefore, it may be necessary to extend the Tailored Career Agreement to allow sufficient time for candidates to obtain the minimum 36 months qualified sea service and align the end of this to the start of the degree phase[12]. This is a function of the UGAS(MESM) Manager / ATA(SM).

b. **In-Service Candidates.** In Service candidates who have been selected onto the scheme, will be required to progress their training. Internal candidates should complete their initial career course and then attend SMQ. Any opportunities to consolidate ET initial career training should be taken prior to their assignment to LETQC (ie. similar to Fast Track). Internal candidates will remain on their extant engagement (EC, ES1) but will also be issued with a signed agreement (Annex 73L) outlining their agreed progress through the scheme.

c. All candidates will be given a competence marker (UGAS) on their JPA record to denote their membership of the scheme.

d. UGAS(MESM) candidates are badged as probationary LETs and are trained alongside normal ETs and FTs.

e. **Failures.** Failures or voluntary withdrawals during training are required to complete any RoS incurred during training and will be offered progression along the normal ET route. The only exception is for new-to-service candidates who withdraw from the scheme before qualification as a Category C Watchkeeper. These individuals will be considered on an individual basis as they can only serve their RoS as a Cat D but will not have attended ETICC. Dependent upon where they are in the UGAS(MESM) training pipeline, candidates may not be able to serve as a Category D Watchkeeper unless they complete ETICC. It may be in the interests of the Service to waiver the RoS requirement and allow them to leave the Royal Navy.

f. Substantive UGAS LETs will not be considered at the next annual promotion selection boards following removal from the scheme, but will be presented to promotion selection boards thereafter providing that they continue to meet the eligibility criteria.

4. Training

a. The UGAS scheme attempts to utilise existing courses within DSMarE and avoid the need to develop new courses or re-sequence the existing training plan. There is a requirement, however, to conduct some engineering safety training, to ensure all new-to-service candidates can safely attend the practical modules of LETQC and subsequent specialist training. The training route is at Annex 73N.

[12] In certain circumstances, candidates may be offered an opportunity to extend their engagement by 1 year to complete their training/sea assignments and attend Portsmouth University 1 year later than originally planned.

b. SMQ(Dry) is a valuable qualification that will set an SM context before commencing specialist shore training and education. It is a de-risking activity that gives candidates a first exposure to submarines before the Service invests significant elements of shore training in them[13].

5. Employment Onboard

a. Despite having received maintainer education and training, UGAS(MESM) experience levels will be low when they qualify as a Category B Watchkeeper. Therefore, given their limited experience profile as a maintainer, each operational crew will be expected to sustain only one UGAS(MESM) individual per watchkeeper union[14] per year. Candidates will need to be carefully managed on and across platforms in order to maximise their experience profile and opportunity to learn. With the MEO's approval, they can operate as a section head[15]. At this point, the submarine may be able to tolerate another UGAS(MESM) member. While constrained in its numbers, the scheme will alleviate forecast gapping at sea and bring relief to Shut Down Supervisor and Category B alongside watch bills. UGAS(MESM) individuals will be able to perform operations and maintenance, but are not able to immediately act as a Section Head or mature diagnostician.

b. Experience will need to be built in the first year onboard as a POET, however the quality of the individual supports the case for rapid learning abilities, whilst allowing for later selection as Upper Yardman or Nuclear Supervisory Rating (Category A2).

6. Management of the Scheme

a. The UGAS Scheme Manager function is undertaken by the ATA(SM). Administration includes:

(1) Liaison and communication inform the actions of CNR / R&A staff, Career Managers, SubFlot and training deliverers et al to ensure flow along this novel career pipeline is as effective and efficient as possible.

(2) The ATA(SM) is required to carry out the following functions:

(a) Communicate, encourage and mentor candidates and, where necessary, interview them during recruiting and training.

(b) Liaise with training providers and CM to expedite rapid progress of candidates through training and education and ensure advancement.

(c) Liaise with CM to ensure appropriate first drafts as LETs to maximise their 12-month sea training phase.

[13] Note qualifying SMQ(Wet)/BSQ is not compulsory prior to starting LETQC.
[14] i.e. 1 x RPO/MCDO AND 1x METOW per year.
[15] Full POET maintainer status will be gained on MEO recommendation for and appointment as a Section Head.

(d) If necessary, manage any extension of their Tailored Career Agreement to allow sufficient time to obtain the minimum 36 months qualified sea service and align the end of this to the start of the degree phase[16].

(e) Maintain overview of resource implications e.g. UY scheme cost, SUL & MWS capacity, margin during training and UY degree.

(3) The RoS for the in-service degree is to be waivered and this agreement is written into the Tailored Career Agreement for new-to-service candidates and the UGAS(MESM) agreement for in-service candidates.

(4) The Foundation Degree (FD) awarded during POETQC needs to be protected from reviews and any aspirations to steer training towards a higher apprenticeship that would see the FD negated.

b. **Interviews.** UGAS applicants will undergo an interview to determine suitability for the scheme, which will be conducted by the ATA(SM) or CNR / R&A staff.

[16] In exceptional circumstances, candidates may be offered an opportunity to extend their engagement by 1 year to complete their training/sea assignments and attend Portsmouth University 1 year later than originally planned.

ANNEX 73L

EXAMPLE UGAS TAILORED CAREER AGREEMENT (NEW TO SERVICE CANDIDATES)

Note. *This form is to be read in conjunction with its associated S3049 UGAS (DATE) -Notice/Attestation Form for entry/re-entry into or continuation in the Naval Service to serve on a TAILORED CAREER For The RN Undergraduate Apprenticeship Scheme - RN UGAS.*

OFFER OF A TAILORED CAREER TO:

NAME: .....

GENERAL TERMS AND CONDITIONS FOR NEW ENTRANTS OR RE-ENTRANTS JOINING THE ROYAL NAVY'S UNDERGRADUATE APPRENTICESHIP SCHEME - (RN UGAS)

It should be noted that:

Any offer made is dependent upon you meeting the required medical/fitness standards and security clearance/nationality status requirements for entry.

This letter outlines the main terms and conditions which will apply. You will also be subject to the terms and conditions in other publications and should note that terms and conditions are liable to change. Significant changes will usually be published through internal briefs and temporary memoranda, but Joint and single service references are amended regularly and you may not specifically be made aware of those which affect you. You will be treated in accordance with the terms and conditions extant at the relevant time and should ensure you remain up to date on policy which affects you. If in doubt, make enquiry through your Divisional line management.

1. Date of Entry

You will join HMS RALEIGH on ***(DATE)*** in order to undertake Phase 1 Training as a member of the Royal Navy's Undergraduate Apprenticeship Scheme (here after known as UGAS).

2. Career

a. You will initially enter on a Tailored Career (TC) of 8½ years. At this range it is expected that you will start your degree in *(DATE)*[1], with your service expected to end on *(DATE)* (after the posting of your graduation results from the University of Portsmouth/Upper Yardman (Engineer) degree course). The length of the TC may need to be altered, however, due to the uncertainties of submarine operations (which can delay sea training), the exact timing of training courses starting more than 3 years in the future, your own abilities, unforeseen changes in your personal circumstances and the need to align the end of your sea service with the start of the university academic year. This could require that your TC is marginally shortened or extended. Any such extension will be agreed with you as a normal aspect of managing a TC.

[1] This could occur in the preceding academic year.

b. UGAS is designed to accelerate individuals through the RN's general engineering and submarine training and education programme in approximately 4 years, in order to serve as a **qualified** Petty Officer Engineering Technician for a minimum of 36 months in either the ET(MESM) or ET(WESM) sub specialisation. Qualified POET service is defined as either:

(1) ET(MESM): Category B Nuclear Watchkeeper (Reactor Panel Operator[2]/Main Control Desk Operator[3], or Marine Engineering Technician of the Watch[4],[5]), or

(2) ET(WESM): Qualified Tactical Weapon System or Strategic Weapon System Maintainer & watchkeeper.

During the first part of your service you will be streamed by the RN as either UGAS(MESM) or UGAS(WESM) to serve in the ET(MESM) or ET(WESM) sub specialisations respectively. Once streamed, you will have no right to transfer to the other sub specialisation. If you choose to stay in the RN at the end of UGAS, you still will not have a right to transfer to another specialisation.

c. At the end of the Scheme, you will have a choice of:

(1) Requesting to continue in the RN as an ET(MESM) or ET(WESM) on an Engagement Stage 2 which will extend your career to 20 years' service or age 40, whichever is later.

(2) Entering the Officer Corps as a MESM or WESM sub-specialist on the Upper Yardman or Senior Upper Yardman schemes (dependent upon age), subject to passing the Admiralty Interview Board[6] (AIB) and being selected.

(3) Leaving the RN with a BEng (Hons) degree and substantial Nuclear Engineering experience which will provide you with an exceptional basis to move into a civilian career, particularly if you pursue opportunities in the wider MOD and UK Nuclear and Submarine Enterprise.

You will be required to inform your Career Manager which of these options you intend to follow at least 12 months before the end of your TC. This will allow RN career management decisions and arrangements to be made.

3. Rate, Seniority and Pay

You will enter the Royal Navy in the rank of probationary Leading Hand with a seniority of *(DATE)* and will be referred to as Leading Engineering Technician MESM. Your Incremental Basic Date will be *(DATE)* and your pay will be OR4-1 Supp 3[7].

[2] ASTUTE Class.
[3] VANGUARD Class.
[4] VANGUARD Class.
[5] ASTUTE Class.
[6] The AIB is normally sat prior to the start of the Upper Yardman Degree Course.
[7] For details of pay related matters refer to JSP 754.

4. Discipline

You will be subject to normal disciplinary regulations in accordance with the Armed Forces Act 2006 and any disciplinary action which would normally result in reversion or dis-rating may cause the termination of your TC. You will also be subject to compulsory drug testing in accordance with current policy.

5. Deployability

Although you will have the same worldwide deployment liability as a regular Service Person, as a member of the UGAS, you have been recruited specifically for service in submarines.

6. Statutory Discharge and Notice Period

a. On entry to the RN, if you are a new recruit with no former RN service, you will have a statutory right to give 14 days' notice of your wish to leave within your first 6 months of service, providing that you have completed a minimum of four weeks' service (excluding any leave periods or time forfeited). Thereafter, your on-going training and education will attract a return of service (RoS) to reflect the RN's significant investment in ensuring that you are able to serve as a **qualified** POET(MESM) or POET(WESM) for a minimum of 3 years before you start your BEng degree. The current RoS for training courses that form part of the UGAS training pipeline are detailed at Para 12. Your ability to usefully serve a RoS is dependent upon how far you have progressed along the UGAS pipeline such that you are able to qualify to serve as a technician in a submarine. Therefore and at the discretion of the Branch Manager your RoS may be waivered.

b. When not subject to a RoS, you will be eligible to submit 12 months' notice of your wish to leave the Royal Navy; however, if you take this option, you will be removed from the UGAS and placed at an appropriate point in the standard Engineering Technician (MESM or WESM as appropriate) career pipeline to serve out the outstanding period. This is also dependent upon how far you have progressed along the UGAS pipeline, however, such that you are able to qualify to serve as a technician on a submarine; therefore and at the discretion of the Branch Manager, your 12 months' notice may be waived.

7. Transfer to another Branch or Specialisation

There will be no opportunity to transfer to another branch or specialisation whilst you are on the Scheme unless it is in the interests of the service.

8. Entry to the Officer Corps

If you pass an Admiralty Interview Board (AIB) whilst on the scheme and are subsequently selected for the Officer Corps, you will not be allowed to enter BRNC until you have completed the sea delivery phase as a qualified POET(MESM) or POET(WESM). It should be noted that Upper Yardman (Engineer) officers similarly cannot join BRNC until successfully completing the BEng degree course at the University of Portsmouth.

9. Advancement

Subject to meeting your training targets and the mandated advancement criteria set out in this letter, including passing an annual Royal Naval Fitness Test, you will become eligible for consideration for accelerated advancement to the rates of substantive Leading Engineering Technician and Petty Officer Technician during your time on the UGAS. Thereafter, your advancement will be in accordance with the standard promotion criteria[8] detailed in BRd 3(1) Part 8, with selection based on merit, qualification, recommendation and requirement. In addition, you may be eligible for promotion to the acting higher rate on a local acting basis if there is a Service need eg. a vacancy at the higher rate within your role/organisation.

10. Transfer to a Longer Career or Extension to your Tailored Career

a. If your training is delayed such that you are unable to complete your sea delivery phase and university phase within this TC the following rules apply:

(1) If your training is delayed for Service reasons (eg. due to submarine programmes), an appropriate extension to your TC will be offered. If you elect to refuse an extension, you will lose your entitlement to attend university if you fail to complete the sea delivery phase.

(2) If your training is delayed due to personal reasons, an extension of service may be offered. If an extension is not offered or if an extension offer is refused, you will lose your entitlement to attend university if you fail to complete the sea delivery phase.

b. You will not be eligible to transfer to another Engagement Stage or be considered for an Extended Career until you have completed your sea delivery phase. At this point, subject to satisfactory service, you can request to transfer to an ES2 in order to extend your service to be able to complete a total of 20 years or serve until age 40 (whichever is the later). Thereafter, further extensions of service or transfers to longer engagements may be offered if there is a Service requirement. Service on a TC is permitted up to the day before an individual's 55th birthday or up to 11 years' service in total and is totally dependent on the needs of the Service.

[8] For example, CO's recommendation, in-date RN Fitness Test, passed appropriate training courses.

11. UGAS – Outline Career Description

a. Your training and career pipeline will be as follows:

(1) **Initial Training Phase (Common). You** will complete Phase 1 new entry training at HMS RALEIGH (indicative salary £31,100)[9] and will then be assigned to the Submarine Qualification (SMQ) organisation to complete general submarine training, some of which will be on an operational submarine. Subject to service opportunities (eg. submarine availability), you may qualify as a submariner and gain your Submarine Dolphins during this phase. This phase of your training will take approximately 6 months in total, (indicative salary will be £31,100). Part way through this phase you will be streamed UGAS(MESM) or UGAS(WESM), and you will also attend an engineering safety course at HMS SULTAN and a developing leadership course at HMS COLLINGWOOD.

(2) If you are streamed UGAS(MESM), on completion of the Initial Training Phase:

(a) **First Shore Training Phase.** You will then be assigned to HMS SULTAN to complete any enabling training required before attending the Leading Engineering Technician's (LET) Qualification Course for submariners (ME 176 LETQC(SM)), ME257 Mechanical or ME256 LET Propulsion Electrical Maintainer, the Leading Rates Leadership Course (LRLC), and ME301 Nuclear Propulsion Systems Course (NPSC) and appropriate Craft and Adqual courses[10]. This phase of training will take approximately 15 months. You will be advanced to the rate of substantive Leading Engineering Technician at the end of NPSC, subject to satisfying service and eligibility criteria. On successful completion of the LETQC and Apprenticeship tasks completed during the Sea Training Phase, you will be awarded a Level 3 Advanced Apprenticeship in Engineering.

(b) **Sea Training Phase.** You will then be assigned to an operational submarine to qualify or re-affirm your submarine qualification and train and qualify as a Category D Watchkeeper, Category C Electrical Panel and Main Machinery Space Operator and Nuclear Propulsion Plant Shut Down Supervisor. At this point, you will be eligible for submarine pay[11] and Category C nuclear pay[12] (indicative total salary £36,700). On qualifying as a submariner you are also eligible for a £5,000 'Golden Hello'. You will conduct electrical maintenance and repair tasks under supervision; gaining experience in operations, maintenance, section management and repair. This 'journeyman' phase of your career path should take no more than 12 months and must include a minimum 6 months qualified as a Category C Watchkeeper and 3 months qualified as a Shut Down Supervisor. Unforeseen changes to submarine programmes or your own personal circumstances could extend this period.

[9] For details of pay related matters refer to JSP 754.
[10] For example ME258 or ME259 Mechanical Craft courses
[11] RRP(SM).
[12] RRP(NP).

(c) **Second Shore Training Phase.** After your sea training phase you will return to HMS SULTAN to attend the ME264 Petty Officer Engineering Technician Qualifying Course (POETQC), the ME265 POET Advanced Propulsion Electrical Maintainer Course or ME266 POET Advanced Propulsion Mechanical Maintainer Course, the ME304 Nuclear Propulsion Operators Course (NPOC), the Senior Rates Leadership Course (SRLC), the ME267 Foundation Degree module and appropriate specialist training modules[13]. Completion of these courses will conclude your shore-based training on the UGAS(MESM); this phase can last approximately 13 months. During this phase, you will complete your Engineering Foundation Degree.

(d) **Sea Delivery Phase.** You will be assigned to an operational submarine to conduct onboard training to qualify as a Category B Watchkeeper (Reactor Panel Operator/Main Control Desk Operator[14] or ME Technician of the Watch) and electrical or mechanical systems maintainer, shutdown supervisor and deputy section head. Upon qualification as a Category B Watchkeeper, subject to eligibility criteria, you will be considered for advancement to Petty Officer Engineering Technician. Service as a Section Head will be at the discretion of the Marine Engineering Officer but UGAS(MESM) candidates are expected to achieve Section Head status within a year of qualifying as a Category B Watchkeeper. This phase of your career will last approximately 38-44 months but must include a minimum of 36 months' qualified Category B service (indicative salary £42,500 - £48,500 per annum) and will see you complete any RoS outstanding for LET and POET training.

(e) **University Degree Phase.** The exact timing of the end of your sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified Category B operator; any leave you have outstanding and the pre-requisites[15] you need to complete before you start[16] the 3rd year of the University of Portsmouth/Upper Yardman (Engineer) degree course to top up your Foundation Degree to BEng(Hons). Whilst reading for your degree, you will still be serving in the RN and will, therefore, remain subject to the Armed forces Act 2006. There is no RoS for attaining your BEng. Before you start your first term at the University of Portsmouth, you must inform the RN career management authorities which of the paths at Para 2c you will follow upon completion of your final examinations and the posting of your degree results.

[13] For example ME303 courses – Diesel Maintainer, Primary Instrumentation Maintainer, Refrigeration and ACP Maintainer.
[14] Dependent upon class of submarine.
[15] Maths module currently delivered in June is a pre-requisite for the UY degree scheme.
[16] Academic year starts in September.

(3) If you are streamed UGAS(WESM), on completion of the Initial Training Phase:

(a) **First Shore Training Phase.** Lasting approximately 2 years, you will be assigned to HMS COLLINGWOOD to attend the Leading Engineering Technician Qualifying Course (LETQC). Subject to satisfying service and eligibility criteria, you will be advanced to LET(WESM) at the end of specialist maintainer training (either TWS or Strategic Weapon System (SWS)). On successful completion of LETQC and Apprenticeship tasks during the Sea Training Phase, you will be awarded a Level 3 Advanced Apprenticeship in Engineering.

(b) **Sea Training Phase.** You will then be assigned to an operational submarine to re-affirm your submarine qualification and train/qualify in an appropriate WESM watchkeeping position. You will also conduct electrical or mechanical maintenance and repair tasks under supervision, gaining experience in operations, maintenance, section management and repair. This ‘journeyman’ phase of your career path should take no more than 12 months and must include a minimum 6 months qualified.

(c) **Second Shore Training Phase.** After your sea training phase, you will return to HMS COLLINGWOOD to attend the Petty Officer Engineering Technician Qualifying Course (POETQC). You may also attend additional specialist training dependant on WESM Streaming at either the RNSMS or the Trident Training Facility. Completion of these courses will conclude your shore-based training for UGAS (WESM). This phase will last approximately 40 weeks, during which time you will complete your Foundation Engineering Degree.

(d) **Sea Delivery Phase.** This phase of your career will last a minimum of 36 months qualified as a POET (WESM) maintainer in either the TWS or SWS sub departments, during which time you will be assigned to an operational submarine to conduct onboard training to qualify within your specialisation and working towards Deputy Section Head. Upon qualification as TWS Senior Rate or Ship board for SWS personnel, subject to eligibility criteria, you will be considered for advancement to POET. Service as a Section Head will be at the discretion of the Weapon Engineering Officer but UGAS (WESM) candidates are expected to achieve Section Head within one year of qualifying.

(e) **University Degree Phase.** The exact timing of the end of your sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified POET (WESM) maintainer; any leave you have outstanding and the pre-requisites[17] you need to complete before you start[18] the 3rd year of the University of Portsmouth/Upper Yardman (Engineer) degree course to top up your Foundation Degree to BEng(Hons). Whilst reading for your degree, you will still be serving in the RN and will, therefore, remain subject to the Armed forces Act 2006. There is no RoS for attaining your BEng. Before you start your first term at the University of Portsmouth, you must inform the ATA(SM) which of the paths at Para 2c you will follow upon completion of your final examinations and the posting of your degree results.

b. The UGAS Manager: ATA ESM, Neptune Admin Building, HMS NEPTUNE, HMNB CLYDE, G84 8HL | NAVY PEOPLE-WFPT ATA ESM | should be contacted if you have any queries.

c. **Removal from the Scheme.** Your Career/UGAS Manager may remove you from the UGAS if you fail to meet your training targets in a timely manner or you are deemed unsuitable for further training[19]. In such circumstances, you will be transferred to an appropriate point in the standard ET(ESM) career pipeline and your case will be dealt with in accordance with the normal rules which can include discharge. If you are retained, you will still be subject to the normal notice period or any RoS you have accrued in return for the qualifications achieved and training received. If you become unsuitable for service in submarines, you will be transferred to an appropriate point in the standard ET(ME) career pipeline and your case will be dealt with in accordance with the normal rules which can include branch transfer or discharge. Probationary LETs will be re-rated ET1. Substantive UGAS LETs will not be considered at the next annual promotion selection boards following removal from the scheme but will be presented to promotion selection boards thereafter providing that they continue to meet the eligibility criteria (See Para 67-12).

12. Return of Service for Training

a. The aim of the UGAS is to secure 36 months' **qualified** sea service from individuals as a qualified POET(MESM) or POET(WESM). This requires the RN to make a substantial training and educational investment in you. Certain elements of this training will attract a RoS, as laid out below and, consequentially, you will not be eligible to submit your notice to leave the RN during the course or the associated ROS, with the exception of the last 12 months of any RoS, ie. the last year of a RoS and the 12-month notice period can run concurrently. Your ability to usefully serve a RoS is dependent upon whether you have progressed along the UGAS pipeline far enough to able to qualify to serve as a technician on a submarine; therefore, and at the discretion of the Branch Manager, your RoS/notice period may be waived if you have not progressed sufficiently.

[17] Bridging modules are a pre-requisite for the UY degree scheme.
[18] Academic year starts in September.
[19] Eg. Exam failures and low academic performance.

Table 73L-1. Return of Service for Training

Course	RoS	Comment
UGAS(MESM) LET Qualifying Course (ME176)	24 months	Liability is incurred at the start of LET QC but the RoS starts at the end of the LET pipeline, ie. end of ME301 Nuclear Propulsion Systems Course
UGAS(MESM) POET Qualifying Course:(ME264)	36 months	Liability is incurred at the start of POET QC but the RoS starts at the end of the POET pipeline ie. end of ME304 Nuclear Propulsion Operators Course
UGAS(WESM) LET Qualifying Course: (WE213 / 214X)	24 months	Liability is incurred at the start of LET QC but the RoS starts at the end of the LET pipeline, ie. end of LET(WESM) Specialist Maintainer Training Course
UGAS(WESM) POET Qualifying Course:(WE316)	36 months	Liability is incurred at the start of POET QC but the RoS starts at the end of the POET pipeline ie. end of POET(WESM) Specialist Maintainer Training Course

b. Towards the end of a successful completion of the sea delivery phase, you will be enrolled on the University of Portsmouth degree course, however, the RoS which is typically associated with Upper Yardman (Engineer) (UY(E)) officers undertaking the BEng course is not applicable to UGAS(MESM/WESM) candidates on the basis that it forms an integral part of the UGAS(MESM/WESM) offer. Your entitlement to attend the University of Portsmouth/UY (E) degree course is conditional upon you completing the sea delivery phase (ie. providing a minimum 36 months' sea service as a qualified POET(MESM) or POET(WESM) Watchkeeper).

c. During the University phase, you will continue to be paid your RN salary and enjoy standard Service entitlements common to UY (E) officer candidates at the University of Portsmouth. As a result, you will not be subject to tuition fees or any RoS for the degree that you obtain. Your UGAS commitment will conclude 30 days after your degree results are posted and will be reflected in your TC final end date.

13. Leave Entitlement/Career Intermissions

Entitlement to Annual Leave will be in accordance with JSP 760 Chapter 1, entitlement to Maternity/Paternity/Parental Leave will be in accordance with JSP 760. You will have no entitlement to a Career Intermission on this TC. Should you take Maternity/Paternity/Parental Leave and delay your progress, however, you will require an extension to your TC; noting that attendance upon the university phase is still conditional on completion of the sea delivery phase (ie. a minimum of 36 months' qualified sea service as a qualified POET(MESM) or POET(WESM)).

ANY LEAVE NOT TAKEN BEFORE COMPLETION OF THIS AGREEMENT WILL BE FORFEITED.

14. Appraisal Reporting

Appraisal Reports are to be completed at normal reporting cycles in accordance with JSP 757.

15. Honours and Awards

You will be entitled to receive honours and awards, including campaign medals, as long as you meet the same eligibility criteria as a regular Service Person.

16. Medical/Dental Care

You will be entitled to full medical/dental care.

17. Accommodation

You will be entitled to Service Family Accommodation or Single Living Accommodation, as appropriate.

18. Continuity of Education Allowances (CEA)

You will only be entitled to CEA where you have the same worldwide deployment liability as a regular Service Person and also meet the criteria in JSP 752. You will need to obtain a CEA Eligibility Certificate.

19. Relocation Allowances (DA/RE)

You will only be entitled to relocation allowances where you have the same worldwide deployment liability as a regular Service Person and also meet the criteria in JSP 752.

20. Pension Scheme

If you are a re-entrant then you are advised to contact the JPAC Enquiry Centre at Mail Point 465, Kentigern House, 65 Brown Street, GLASGOW G2 8EX (telephone: 0141 224 3600) prior to accepting these terms for detailed advice on your entitlement to a pension or the impact on your pension if already awarded. In accordance with Treasury rules, those in receipt of an Armed Forces pension are liable to have that pension abated on re-employment in the Forces. Where an individual has taken resettlement commutation and their pension in payment is subject to abatement in whole or in part, a reduction equal to the annual amount of pension commuted will be made from their pension where there is sufficient remaining or partly from pension, partly from pay, where there is insufficient pension remaining. Where the pension is fully abated, the commutation reduction will be taken wholly from pay.

21. Reserve/Recall Liability

For new entrants with no former service, you will have a reserve liability if you complete a minimum of 2 years' service. For those with former service, your reserve liability may be affected, and further details can be found in BR 61 Chapter 2 (Officers) or Chapter 3 (Other Ranks). If you complete 20 years' total qualifying service (previous military service may count towards this) for pension (via a TC extension and/or transfer to another engagement) then that liability will be in the Recall Reserve. See also Details are in BRd 3(1) Part 7 Chapter 54 Section 9 Para 5464 and Annex 54I.

22. Resettlement/GRT/Terminal Leave

Your entitlement to resettlement/GRT/terminal leave is governed by the length of the TC. The normal minimum length of service to qualify for GRT is 6 years unless someone is medically discharged. Your Resettlement entitlement is detailed in JSP 534. Terminal leave entitlement is as set out in JSP 760 and normally comprises one day per month of service up to a maximum of 14 days.

23. Sponsors:

Submarine Engineers' Branch Manager
NAVY PEOPLE-HQ N5 ESM BM SO1
Headquarters, People & Training Directorate
NCHQ Mail Point 1-1
Leach Building
Whale Island
PORTSMOUTH
PO2 8BY

ATA (SM)
NAVY PEOPLE-WFPT ATA ESM
Neptune Admin Building
HMS NEPTUNE
HMNB Clyde
G84 8HL

APPENDIX 1 TO ANNEX 73L

ACCEPTANCE OF TERMS AND CONDITIONS OF SERVICE ON UGAS (ESM) TAILORED CAREER

1. I have read and understood the reference which details the terms and conditions of service applicable to my entry/re-entry in to the Royal Navy on a Tailored Career.

2. I accept/do not accept (delete as appropriate) the Terms and Conditions of Service in accordance with the reference.

Signed: .....

Name: .....

Rank: .....

Date: .....

Once completed, return to:

UGAS Manager/Career Manager
Rm 216 Building
1/150 Murray's Lane,
HMNB Portsmouth
PO1 3NH

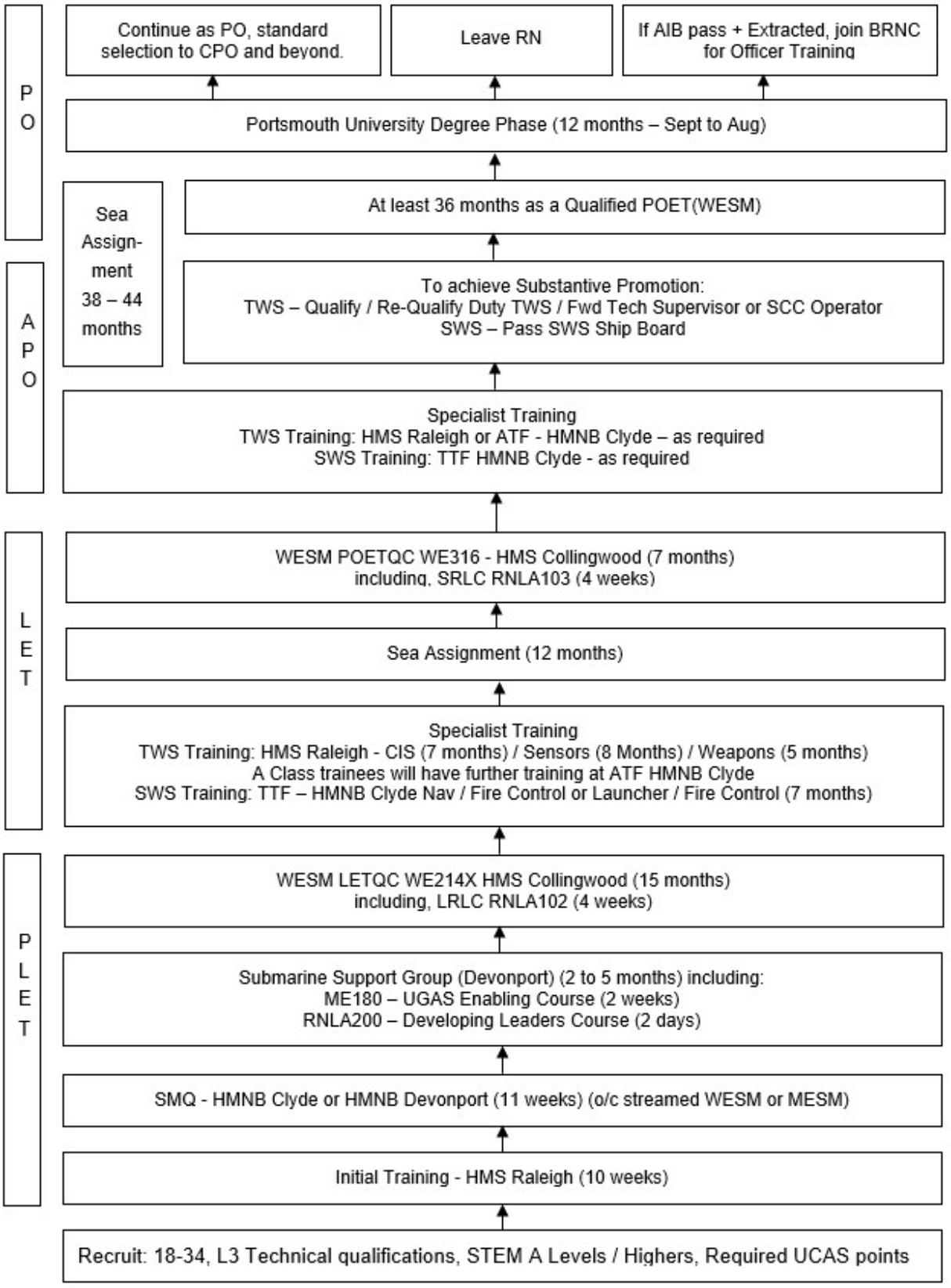
Mil: 9380 28627
BT: 02392 728627

DIIF: NAVY PERS-SSMP9
NavyPersSSMP9@mod.uk

A copy will be lodged with Terms of Service Team Navy Command Headquarters MPG2, West Battery Whale Island Portsmouth PO2 8DX. A copy should be retained by the applicant.

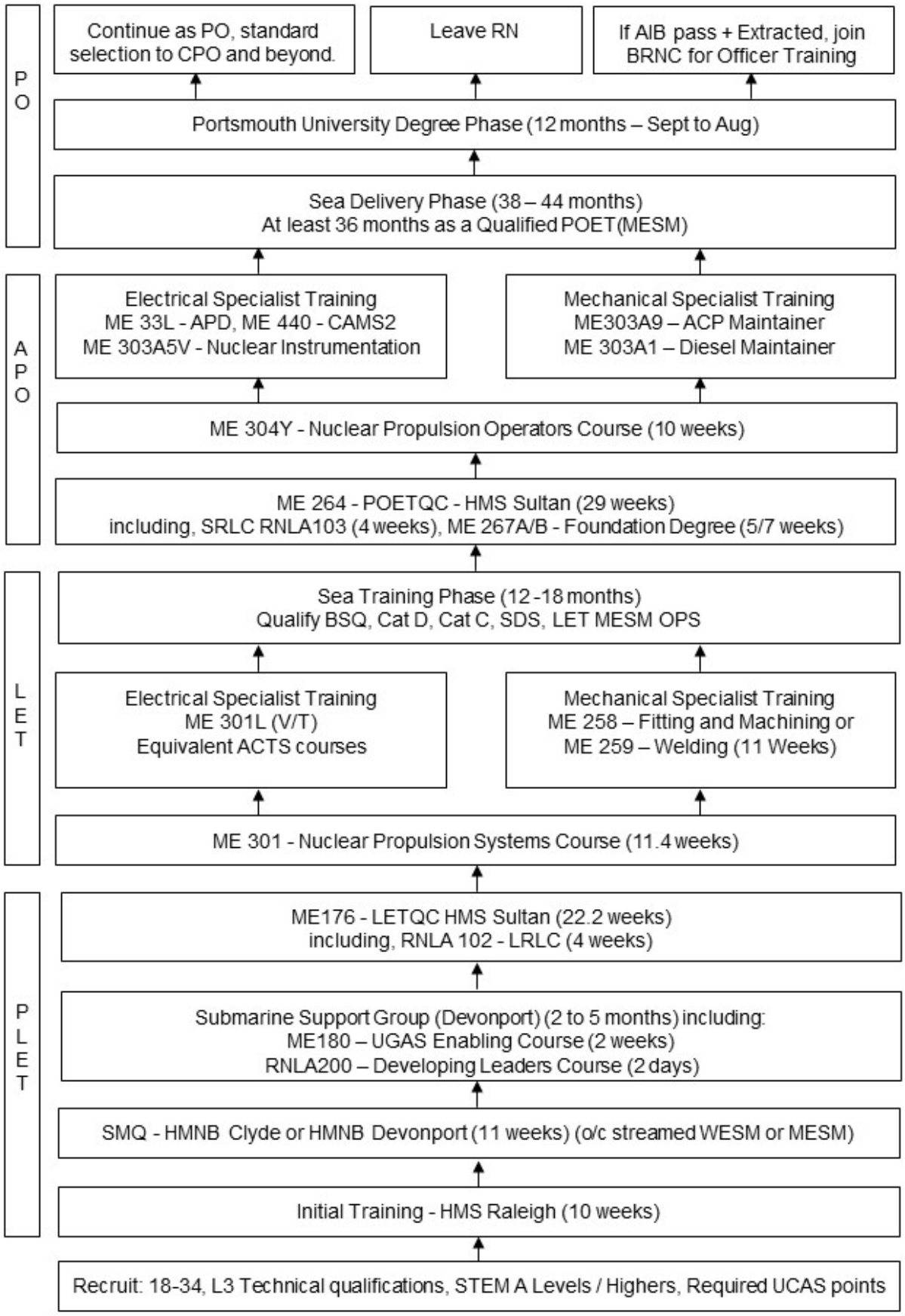
ANNEX 73M

UGAS (WESM) PIPELINE



ANNEX 73N

UGAS(MESM) PIPELINE



ANNEX 73O

UGAS UNIVERSITY PHASE

1. The final phase of the UGAS pipeline involves eligible candidates topping up the Fd Eng gained during POET training to a BEng(Hons) degree. Dependent on a candidate's Tailored Career (TC), the required degree top up course may be provided in-service or by attendance at the University of Portsmouth (UoP).

2. UGAS members applying for a UY/SUY career are strongly advised to complete their application and administration, including the Admiralty Interview Board during the Sea Delivery Phase. Applications should be submitted in the 2nd or 3rd year of the Sea Delivery Phase where candidates may gain the requisite SJAR recommendation and CO Insert Slip with their HOD and CO supporting the recommendation.

3. New-to Service UGAS members will follow the process detailed below for preparation and enrolment onto the University Degree Phase (UDP), for commencement in September of each academic year.

Timing	Action
On commencement of delivery period as a qualified PO	a. ATA(SM), icw UGAS POET, is to liaise with BM/CM to determine and set the TC end date. UGAS membership ceases 30 days after the candidate's degree result is published. The TC end date should be set at a later date that will accommodate candidates opting to leave the RN at the end of UGAS. It must allow sufficient service to cover outstanding GRT entitlement (iaw JSP534) and terminal leave. At the end date candidates opting to remain in the RN will be transferred to the appropriate ES engagement.
From Jan of year 'XX'	b. ATA(SM) directs Career Manager to assign UGAS POET to BRNC (Universities) from mid-July onward of the commencement of the UDP.(exact date varies) allowing time to complete the UTS Drummond joining routine, UoP orientation and the pre-degree bridging modules (exact dates of joining and modules set by UoP). c. ATA(SM) passes details of UGAS POETs attending UoP to BRNC(Universities), MESM and WESM Recording Authority (for info) and UoP Technology Admissions Office (see contact details at Para 5). d. UGAS members will be sent a pre-university questionnaire to inform ATA(SM) of accommodation requirements, contact details and intentions following the completion of the University Degree Phase: (1) Request to remain as an Engineering Technician – ATA(SM) will start considering suitable candidates for transfer to an ES2 engagement from January. Successful candidates of the UGAS ES2 Selection Board will be informed by the ATA(SM) via their HOD (~end of April). (2) Enter BRNC as an Engineering Officer . Successful UY/SUY candidates that have been extracted following FSB may commission on completion of the UDP. (3) Leave the RN - ATA(SM)/CM will have set Tailored Career termination date 30 days following completion of the UDP.

Feb - Mar 'XX' onwards	e. Assignment orders issued. UGAS POETs arrange their accommodation in SLA, SFA or other. f. Eligible UGAS POETs are provided the link for online enrolment to the appropriate degree course by the ATA(SM). Individuals are responsible for the application. The line manager contact details provided on enrolment for MESM and WESM UGAS members is to be the relevant Recording Authority.
Jun - Sep 'XX'	g. Join BRNC(Universities), UTS Drummond as directed in Assignment Order and attend bridging modules. h. Proceed on leave as directed by BRNC(Universities) (as applicable)
Sep 'XX'	i. Commence degree course
Jun 'XX+1'	j. Complete degree course. k. UoP post degree course results.
Jul 'XX+1'	l. UGAS membership ceases 30 days after UoP post degree results. m. For candidates remaining in the RN, assignment as directed by CM
30 Aug XX+1	n. Tx date (as determined for UGAS candidates opting to leave the RN.

Note. *Funding for UGAS candidates to attend UoP is provided under NCHQ Funding Line G47 NGA003.*

4. Points of Contact:

BRNC(University)	NAVY TRG BRNC-DDSON	
UoP Engineering Facilities Finance	paulinestewart@port.ac.uk	02392 842353
UoP Tuition Fee Dept		02392 845259
UoP Technology Admissions - Technology	admissions@port.ac.uk raquel.falcon@port.ac.uk	02392 845566

5. UGAS candidates attending the UoP are required to complete the university's online application. The following should be noted:

a. Applicants are to use MESM RA or WESMRA contact names as their Line Manager Point of Contact. Current RA contact details will be provided by ATA(SM) via email.

b. ATA(SM) will provide the UoP with a generic reference for all candidates.

c. Do not enter Unique Learner Number or funding details.

d. To satisfy the requirement to submit evidence of recognised prior learning, UGAS candidates should upload their foundation degree certificates under section upload documents/educational certificates.

6. Any UGAS candidate failing the degree scheme will not attract any right or opportunity to repeat at Service expense. This includes candidates remaining in the RN at the end of the scheme who will not have any right to repeat at service expense.

7. SJAR Reporting. Whilst at UoP, personnel will receive an authorised gap in reporting as line management will not have sufficient knowledge to formulate a comprehensive appraisal report.

8. UY / SUY Selection Reporting Requirement. During the University Degree Phase, UTS Drummond Divisional/Reporting Officers do not have sufficient knowledge of any UGAS members to appropriately support new applications for UY/SUY. UGAS members applying for a UY/SUY career are strongly advised to complete their application and administration, including the Admiralty Interview Board during the Sea Delivery Phase. Applications should be submitted in the 2nd or 3rd year of the Sea Delivery Phase where candidates may gain the requisite SJAR recommendation and CO Insert Slip with their HOD and CO supporting the recommendation. Any UY/SUY applications made early in the Sea Delivery Phase may result in FSB selection/extraction during the Tailored Career, which will risk completion of the Sea Delivery Phase and eligibility to enrol onto the UGAS in-service degree. Any applications made during the University Degree Phase may be deferred until the applicant returns to a role where sponsors have sufficient professional knowledge to support the UY/SUY application. All UY/SUY applicants are advised to engage with their DO, UY/SUY sponsor and the Recording Authority for further guidance.

Notes:

1. *Candidates are required to achieve the minimum qualified service before starting the University Phase. BR3(1) Ch73 Para 7307, Annexes 73J WESM CONOPS and 73K MESM CONOPS refer.*

2. *Eligibility to enrol onto the University Degree Phase is clearly defined. ATA(SM) will confirm the eligibility of candidates prior to enrolment.*

3. *There is no return of service associated with the degree course.*

4. *UoP run one degree top-up course per year, starting in September.*

OFFICIAL-SENSITIVE PERSONAL (when complete)

ANNEX 73P

ATA(SM) UGAS & AA(SM) WARNING PROFORMA

DETAILS OF FORMAL ATA(SM) WARNING				
RANK/RATE	**SURNAME**	**INITIALS**	**SERVICE NUMBER**	**UNIT**

TYPE OF WARNING:	NGT: ☐ PROFESSIONAL: ☐		
LEVEL OF WARNING:	VERBAL: ☐ WRITTEN: ☐ FINAL: ☐ Warning retained: ☐		
DATE OF WARNING:		**DATE OF REVIEW:**	

REASON FOR WARNING:

REQUIRED IMPROVEMENT BY REVIEW DATE:

PROCESS AND POSSIBLE CONSEQUENCES OF FAILING TO IMPROVE BY REVIEW DATE:

ATA(SM) WARNING OFFICER DETAILS:
I have issued this formal warning which shall be presented by the local issuing officer as detailed below. Name: ..... Signed: ..... Date: .....

LOCAL ISSUING OFFICER DETAILS:
I have today formally warned the Subject Rating. Name: ..... Signed: ..... Date: .....

DECLARATION BY SERVICE PERSON UNDER WARNING:
I understand the nature and consequences of the warning detailed above and acknowledge the advice given and the possible consequences if I fail to improve by the review date. Name: ..... Signed: ..... Date: .....

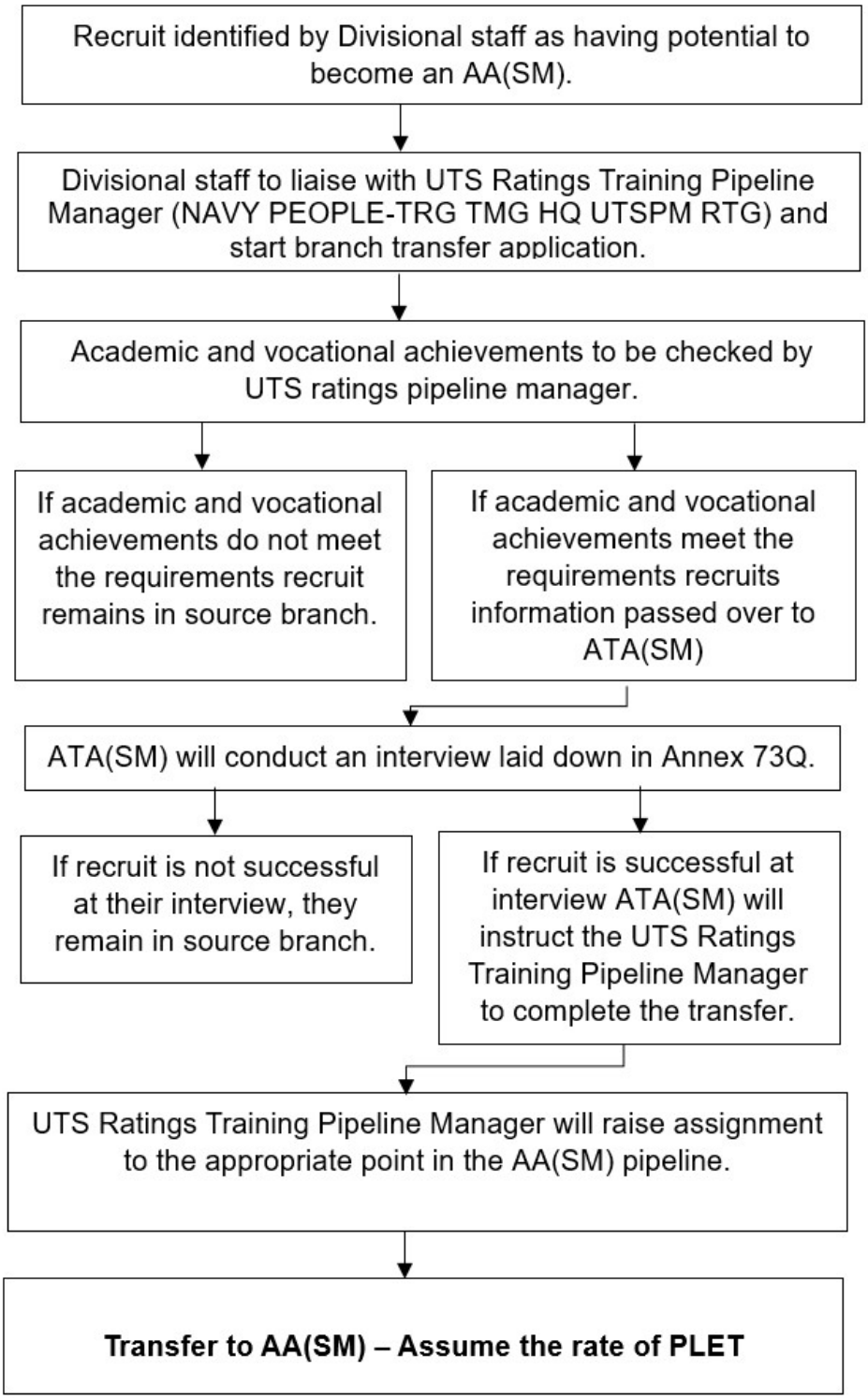
Copies retained by: Rating under warning; Rating's DO; ATA(SM).

ANNEX 73Q

AA(SM) BRANCH TRANSFER AIDE MEMOIR AND INTERVIEW GUIDE

1. The flow chart below should be used by line management of personnel considering branch transfer application to AA(SM). Full details are found in Para 7304.

Figure 73Q-1. Branch Transfer Application Flowchart



2. The AA(SM) Selection Interview will take the following format:

a. **Introduction:** The interviewer will outline the requirements of the board.

b. **Candidate Introduction:** Candidates will be asked to give a brief on their background, interests and career to date.

c. **Training and Career Development:** Candidates should be able to demonstrate awareness of the LET and POET role.

d. **General Technical Knowledge:** Candidates will be expected to demonstrate a good knowledge of basic engineering systems, using diagrams if appropriate. They must be able to demonstrate an aptitude and understanding of basic engineering principles in both mechanical and electrical disciplines.

f. **General Awareness:** Candidates will be expected have an appreciation of the Royal Navy in terms of current and future platforms.

3. Questions should be based, where appropriate, around scenarios the individuals would likely have encountered before entering the RN. Use of diagrammatic explanations is acceptable. Allowances should be made for lack of board / interview experience.

4. AA(SM) Branch Transfer Interview Proforma

Name & Rate		**Course No**	
Official Number		**Date of Interview**	
Date Joined RN		**QEPO on JPA**	
Interview Conducted by			

1. Training & Career Development. AA(SM) *Candidates should be able to demonstrate/show:* • Understanding of AA(SM) promotion timelines and qualifications. • What are the Leadership and Management differences between AB, LH and PO?	
Comments:	/5
2. General Technical Knowledge. AA(SM) *Candidates should be able to demonstrate/show:* • General Technical knowledge, including basic knowledge of: • Basic Engineering theory – Fridge cycle / Electrical theory / ICE / HPAC	
Comments:	/5
3. General Submarine Knowledge. *AA(SM) Candidates should be able to demonstrate/show:* • Types of S/M used by the RN and their primary roles. • Future platforms.	
Comments:	/5
4. Motivation and Leadership. AA(SM) *Candidates should be able to communicate:* • Why do you want to become an AA(SM)? • Why do you feel you should be given the opportunity to proceed through your career at an accelerated rate ahead of your peers? • What experience do you have of leadership / management / being in charge of others?	
Comments:	/5

5. Overall Performance on the Board:	
Comments:	/5

Result: V STRONG / STRONG / SATISFACTORY / FAIL		/25
Comments:		
Interviewer Name:	Signed:	Date:

Selected for AA(SM) Scheme	Yes / No
Date of AA(SM) Scheme Selection	
Date of Email sent to UTS Pipeline Manager	

CHAPTER 74

ENGINEERING PROFESSION - MARINE ENGINEERING

*(Sponsors: NAVY PEOPLE-WFPT ENG MEGS SO2 – GS
NAVY PEOPLE-WFPT ENG MESM SO2 – SM)*

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CHAPTER 74

ENGINEERING PROFESSION - MARINE ENGINEERING

7401. Recommendations

Officers making recommendations for ratings' advancement, promotion, examination or courses, are to pay due regard to the conditions set out in Para 6901 and Para 6902 sub para d.

7402. Marine Engineering Examinations in the Fleet

a. All ME Professional Qualifying Certificate and Examinations are to be conducted in accordance with BR 2000(3)(1) and Chapter 69 Section 4.

b. For refusal to take a Professional Qualifying Course or mandatory examinations, see Para 6912.

7403. Return from Submarine Service to General Service

a. Ratings returning to General Service will retain their existing rate, seniority and, where appropriate, base Service Qualification (SQ). They will be required to gain/endorse the watch-keeping qualifications commensurate with their rate, in accordance with BR 2000 (3)(1) Article 0214.

b. Where ratings have been disrated/reverted prior to transfer, re-advancement will be in accordance with the rules in Chapter 70. Ratings will also be required to pass the relevant General Service career courses on re-advancement.

7404. Titles and Origins of Marine Engineering Ratings

a. The ME sub-branch comprises of Mechanics and Engineering Technicians. A full history of branch composition, including description of Marine Engineering Artificers, is available in BRd 2000(3)(1) Ch.6.

b. **Marine Engineering Mechanics.** Individuals comprise the following:

(1) Mechanics who entered after 1 Apr 94 but commenced Part II training before 6 Sep 98 were designated MEM and received common electrical and mechanical training during MEM2CC/ MEM1CC/ MEMCC. They were designated (M) or (L) prior to LMEMQC on which they received specialist mechanical and electrical training. They have a full Marine Engineering operator capability. Submarine Service Mechanics were also designated (M) or (L) prior to LMEMQC on which they received specialist mechanical or electrical training. They have a full Marine Engineering operator capability.

(2) All Mechanics who commenced Part II training after 6 Sep 98 are designated MEM and receive common electrical and mechanical training during MEICC. Submarine Service Mechanics are designated (M) or (L) prior to LMEMQC, on which they receive specialist mechanical or electrical training. They have a full Marine Engineering operator capability.

(3) General Service Mechanics who were designated MEM or MEM(L) and completed the common LMEMQC after 1 Sep 99 are designated LMEM. They have no SQ and have common electro-mechanical training and full operator capability.

c. **Engineering Technician (ET).** From April 2006, the ME sub-branch new entry consists of two ET sub-specialisations: Marine Engineering and Marine Engineering Submarine (MESM). All ETs receive common electrical and mechanical training during their ETICC. ET(MESM)s are designated either (M) or (L) whilst on LET(MESM) QC and receive specialist mechanical or electrical training. They have a full ME operator capability.

d. **Marine Engineering General Service Operating Model.** From September 2024, ET(ME) qualifying courses for NHR were structured to offer Engineer and Technician stream training. ET(ME)s are designated either ML1, EL, ML3 or Technician prior to conducting LET(ME) and POET(ME) QCs. ET(ME)s designated as ML1, EL or ML3 will receive specialist mechanical or electrical training.

(1) **Technician Training.** provides for a more watchkeeping and maintenance focused role. Training courses at METG are less academically challenging and aim to promote watchkeeping, maintenance, and general engineering principles.

(2) **Engineer Training.** provides for a more specialist role. Training courses at METG are academically challenging with individuals delivering at sea in roles akin to the traditional Deputy Section Head, Section Head and Group Head roles. They are considered as Subject Matter Experts (SMEs) for ME systems and equipment and specialise, as per already established streams, ML1, EL and ML3.

(3) **Stream Transfer.** opportunities are available to stream transfer, and this allows individuals to self-determine at what stage they may consider themselves ready to undertake specific roles. Transfer between Engineer and Technician roles is via a Streaming Transfer Board (STB) which is conducted termly by Branch. Individuals must ensure their stream preference is recorded correctly as per para 7406.b to be considered at an STB. Stream transfer is only available for LET-CPOET inclusive, they must be 12 months substantive in rank and will be subject to any RoS associated with specific training following transfer. The option to transfer between Engineer and Technician roles will cease on selection and acceptance of WO2 promotion. Stream transfer is also possible via promotion to the next higher rank, but the respective Pre-Selection Requirements must be satisfied to be considered for promotion.

(4) **MEGS FT, AA and MCC Schemes.** personnel selected for training on these schemes will train to deliver in an Engineer role. Completion of the scheme then places the individual on to STP with promotion iaw para 7406.

7405. Non-advancement and Re-advancement

a. Ratings who, for reasons of misconduct, incompetence or want of diligence, cannot be advanced or promoted within a reasonable period are to be reported to the Administrative Authority (Annex 54A) so that further retention in the Service can be considered. In cases which are subject to parliamentary correspondence or enquiry, or if the case involves security matters, recommendations are to be forwarded to the Navy Command Headquarters Casework Cell, through the appropriate Administrative Authority (Annex 54A), accompanied by all relevant Service Documents (including Appraisal Reports). The length of a reasonable period in this context must be determined by a rating's Commanding Officer, having regard to the system of advancement or promotion governing each branch/specialisation. Recommendation should not normally be delayed beyond completion of the following:

(1) ET(ME)2 - ET(ME) Harbour Watchkeeping Qualification not completed in first six months of sea service.

(2) ET(MESM)2 - MEMOC - MEMOC Parts A and B not completed in first 15 months of sea service.

(3) ET(ME)1 - ET(ME) Sea Watchkeeping Qualification on completing 12 months' sea service as an ET(ME)1.

(4) ET(MESM)1 - Full MEMOC Taskbook and RPS Assessment not passed on completing 15 months sea service as an ET(MESM)1.

b. Attention is drawn to Chapter 57 with respect to the formal warning of ratings.

c. **Re-advancement/promotion.** All ratings' re-advancement or re-promotion following disrating or reversion will be in accordance with Chapter 70. In general, re-advancement or promotion is time based and does not require re-qualification. Those seeking promotion, or requiring two years or more to regain their previous rate, will need to re-qualify in accordance with the regulations given below.

7406. Engineering Technician (Marine Engineering) - Promotion Regulations for Individual Competency Framework (ICF) Trained Ratings

a. The following rules apply to personnel who entered the RN as an Engineering Technician (Marine Engineer) and completed an Engineering Technician Initial Career Course (ETICC) on or after **23 Jan 15** and ET(ME) personnel who have completed an Individual Competence Framework (ICF) designed next higher rate Qualifying Course (QC).

b. **Streaming Preference**. The Streaming Preference is to be recorded on JPA as follows:

(1) Log on to JPA Self Service.

(2) Select – **My Career**.

(3) Select - **Employee Preferences** and in the First **'Comments'** box enters either:

(a) ML1, or

(b) EL, or

(c) ML3, or

(d) Tech

(4) Click Apply.

(5) The 1RO is to provide supporting evidence in the individual's SJAR of suitability for a streaming preference.

(6) Do Not enter the streaming preference in any other field, for example Job 1st Preference box, as SCIO will not pull the preference through to the promotions board.

7407. MEGS/MESM Fast Track Scheme

The Fast Track (FT) scheme will afford individuals an accelerated advancement route. Selection will be via a two-stage process with two available entry points; initially at ET and subsequently at LET. This takes account of individuals who develop at differing rates and gives a flexible career path to ensure that career progression through training and employment is better matched to the abilities of technicians. For full details on the ESM FT scheme, see Chapter 73.

7408. MEGS/MESM Accelerated Apprenticeship Scheme

a. **MEGS(AA):** MEGS Accelerated Apprentices (AA) join HMS RALEIGH as a Probationary Leading Hand (see Para 6809) until they become a Gain to the Trained Strength (GTS) as a POET on completion of a bespoke training pipeline (see Annex 74C). Further detail on the AA(GS) scheme may be found at Para 6810. The AA(GS) Warnings and Failure policy is laid down at Annex 68K.

b. **MESM(AA):** The first intake for ESM AA joined HMS RALEIGH in Nov 18; The MESM AA pipeline followed that of the UGAS but finished on completion of the First Shore Training Phase (see Annex 73K). Further detail on the AA(SM) scheme may be found at Ch73 Para 7304. The AA(SM) Warnings and Failure policy is laid down at Annex 73G.

7409. MEGS Maritime College Cadetship Scheme

The Maritime College Cadetship (MCC) scheme uses a combination of civilian college training and training at sea on an RN platform to expeditiously qualify a POET. This is followed by SRLC alongside their Select-Train-Promote (S-T-P) counterparts. Further detail on the MCC scheme may be found at Annex 74F.

7410. Marine Engineering Mechanics (Submarines)

a. All personnel who remain within the legacy Marine Engineering Mechanic specialisation and have not undertaken conversion training to the ET(MESM) specialisation must meet the same pre-selection and pre-promotion requirements as detailed within Annex 74B.

b. In order to meet the requirements of Nuclear Safety Management Arrangements[1] for the watchkeeping qualifications needed to meet the pre-selection criteria for the next higher rate, additional training may be required. If an individual wishes to undertake this additional training, then this will be arranged in consultation between the individual, their Career Manager and the MESM Branch Manager. On selection for the next higher rate any additional training requirements to convert them to the ET(MESM) branch will be completed with the specialisation transition occurring on the individual's CPD (subject to all pre-promotion criteria being met).

c. There is no longer a service requirement for promotion within the Marine Engineering Mechanic specialisation and all personnel must transfer to the ET(MESM) branch on promotion to the next higher rate.

[1] NRPA 3-4 'Training and Qualification of Naval Nuclear Propulsion Plant Operators and Shore Based Personnel.

ANNEX 74A

ENGINEERING TECHNICIAN (MARINE ENGINEERING) PROMOTION TABLES

1. Engineering Technician (Marine Engineering) - Promotion Regulations for Non-ICF Trained Ratings April 2006 to 22 January 2015

These personnel are considered to be Engineer trained at their substantive rank. Further promotion is iaw the promotion tables below.

2. Engineering Technician (Marine Engineering) - Promotion Regulations for Marine Engineering Mechanic Trained Ratings

Legacy trained Marine Engineering Mechanics (MEMs) are considered to be Technician trained at their substantive rank. Further promotion is iaw the promotion tables below.

ET(ME)2 to ET(ME)1

Table 74A-1. Advancement from ET(ME)2 to ET (ME)1

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 Training.			
At least 6 months since last Career Check (if any) on date due advancement.			
Completed ET(ME) Initial Career Course (ETICC).	ME|Engineering Technician (ME) Initial Career (ME150)|Navy|		
Display required proficiency in accordance with competencies as laid down in the ICF as ET(ME)2, authorised by HOD.	Professional| Engineering Technician (GS)|Navy'	'ET1 Sea 1'	1
Complete Mandated CDJ tasks (ETOW2 – To be completed within 6 months sea service).			
Recommended for advancement to ET(ME)1 by CO. Promotion Authorisation Request (PAR) forwarded to Flotilla Career Management Cell (CMC).			

Advanced to - ET(ME)1

ET(ME)1 to LET(ME)

Table 74A-2. Pre-Selection Requirements for LET(ME) Technician at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as an ET(ME)1	'Professional| Engineering Technician (GS)|Navy'	'ET1 Sea 2'	2, 3
Completed 12 months Sea service.	CMS|12 Months Sea Time AB|Navy'		
Passed Sea Watch Keeping Qualification.	Professional|ET1 Sea Watchkeeping Qualified| Navy		
Serving on an ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD) [1].			
Recommended for promotion on appraisal report at Selection Eligibility Date (SED).			4

Table 74A-3. Pre-Promotion Requirements for LET(ME) Technician

Requirement	Competency	Proficiency Level	Notes
Completed Leading Rates' Leadership Course (LRLC) by nominated CPD.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy		5
Passed LET (ME) Qualifying Course[2] (QC) training by nominated CPD +12 months.	ME|LET (MEGS) Common QC:(ME151T)|Navy|		5 - 11
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) iaw Para 9615.	Educational|RN/RM English Level 1|Navy **Or** Educational|RN/RM English Level 2|Navy **Or** Educational|RN/RM English Proxy A*- C|Navy|Navy| **And** Educational|RN/RM Mathematics Proxy A*- C|Navy| **Or** Educational|RN/RM Mathematics Level 1|Navy **Or** Educational|RN/RM Mathematics Level 2|Navy		

Promoted to - Leading Engineering Technician (Marine Engineering)

LET(ME) to POET (ME)

Table 74A-4. Pre-Selection Requirements for POET(ME) Technician at CRD

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as an LET(ME) Technician.	'Professional| Technician(GS)Navy|'	LET Sea	2
Hold an MEOOW2 qualification.	'Professional|Marine Engineer Officer Of The Watch 2 Certificate (MEOOW2C)|Navy'		
Hold a Switchboard Operator's Certificate.	'Professional|Switchboard Operating Certificate (DB33)|Navy'		
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.			
Recommended for promotion on appraisal report at SED.			4
Completed 12 months Sea service.	CMS|12 Months Sea Time LH|Navy'		

Table 74A-5. Pre-Promotion Requirements for POET(ME) Technician

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course (SRLC) by nominated CPD.	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy		5
Passed POET (ME) Qualifying Course[3] (QC) training by nominated CPD +12 months.	ME|POET (MEGS) Common Qualifying course (ME153T)|Navy|	Pass	5 - 11
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) iaw Para 9615.	Educational|RN/RM English Level 2|Navy **Or** Educational|RN/RM English Proxy A*- C|Navy|Navy| **&** Educational|RN/RM Mathematics Level 2|Navy **Or** Educational|RN/RM Mathematics Proxy A*- C|Navy|		

Promoted to - Petty Officer Engineering Technician (Marine Engineering)

POET(ME) to CPOET (ME)

Table 74A-6. Pre-Selection Requirements for Chief Petty Officer (ME) Technician at CRD

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as an POET(ME) Technician.	'Professional|Technician(GS)| Navy|'.	POET Sea	2
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[4].			
Hold an MEOOW2 qualification.	'Professional|Marine Engineer Officer Of The Watch 2 Certificate (MEOOW2C)|Navy'		
Hold an MEOOW1 qualification.	'Professional|Marine Engineer Officer Of The Watch Certificate (MEOOWC)|Navy'		
Recommended for promotion on appraisal report at SED.			4
Completed 12 months Sea service.	CMS|12 Months Sea Time PO|Navy'		

Table 74A-7. Pre-Promotion Requirements for CPOET(ME) Technician

Requirement	Competency	Proficiency Level	Notes
Passed CPOET (ME) Qualifying Course (QC) by nominated CPD +12 months.	ME|CPOET (MEGS) QC: ME155|Navy|	Pass	5 - 11
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Promoted to - Chief Petty Officer Engineering Technician (Marine Engineering)

CPOET(ME) to WO2ET (ME)

Table 74A-8. Pre-Selection Requirements for Warrant Officer Second Class (ME) Technician at CRD

Requirement	Competency	Proficiency Level	Notes
Serving on FC/OE1 or EC/2OE or ES2/ES3 which expires after the CPD[6].			
Recommended for Promotion on Appraisal Report at Common Reporting Date.			4
Completed 12 months Sea service.	CMS|12 Months Sea Time CPO|Navy'		

Table 74A-9. Pre-Promotion Requirements for WO2ET (ME) Technician

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
Educationally Qualified in accordance with Para 9615.			

Promoted to - Warrant Officer Second Class Engineering Technician (Marine Engineering)

WO2ET(ME) to WO1ET(ME)

Table 74A-10. Pre-Selection Requirements for Warrant Officer First Class (ME) Technician at CRD

Requirement	Competency	Proficiency Level	Notes
Serving on FC/OE1 or EC/2OE or ES2/ES3 which expires after the CPD[7].			
To be a substantive WO2 at Common Reporting Date			
Recommended for Promotion on Appraisal Report at Common Reporting Date.			4

Table 74A-11. Pre-Promotion Requirements for WO1ET (ME) Technician

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
Educationally Qualified for promotion in accordance with Para 9615.			

Promoted to - Warrant Officer First Class Engineering Technician (Marine Engineering)

Notes:

1. Failure to Achieve the Eligibility Criteria for Advancement from ET(ME)2 to ET(ME)1. *For an ET(ME) 2 who is not achieving the eligibility criteria and, therefore, the subsequent recommendation for advancement, see rules at Article 7405.*

2. CDJ Competence/ICF Framework. *Display required proficiency in current rate. In accordance with competences laid down in the ICF Competency Matrix and the ICF Competency Levels; achieved within the sea employment space, evidenced within the individual's CDJ, authorised by HOD.*

3. Competent ET(ME)1s who are assigned to an operational ship with a different equipment fit to that in which the competence was gained. *Competent ET(ME)1s who are assigned to an operational ship with a different equipment fit to that in which the competence was gained must be endorsed by the MEO within 6 months' sea service (BR 2000(3)(1) Article 0214).*

4. Recommendation for Promotion. *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation. For promotion up to the rate of PO, Streamlined Eligibility Dates (SED) of 31 Mar, 31 Jul and 30 Nov in any year will apply. If a streamlined promotion candidate has been awarded a positive recommendation for promotion (as above) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be placed before the Promotion Board.*

5. Failure to Complete Professional and/or Leadership Course. *Reference should be made to Para 6714 and 6703 b sub para 4 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (out with own control) or non-service reasons (within own control).*

6. Pre-course Learning. *Pre-course learning is to be completed in accordance with the policy of the relevant Training School. Where this is not achieved, the suitability of the individual to undertake the course will be determined on a case-by-case basis by the Commanding Officer HMS SULTAN.*

(Continued)

Notes: (Continued)

7. The suitability of individuals to retake failed elements of the QC or the requirement to be back classed. *The suitability of individuals to retake failed elements of the QC or be back classed will be determined by the Commanding Officer HMS SULTAN. A repeat failure of part/all the course may result in the individual being deselected, continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.*

8. Unsuitable Candidates. *Where, during the period of the Qualifying Course, candidates are found to be unsuitable for promotion to the next higher rate, they may be withdrawn from training by the Commanding Officer HMS SULTAN. In such cases, individuals will be deselected and will continue to serve in the lower rate. They will be eligible for future selection in normal course.*

9. Personnel who do not have sufficient length of service remaining to meet the requirement of any Return of Service (RoS) attached to a Qualifying Course (QC). *Personnel must agree on Form S61(Para 5304 sub para f) to serve any extension of service (EoS) that may be required to cover the length of the course and associated ROS. Acceptance of the EOS will be required prior to commencement of the relevant QC.*

10. Refusal to Undertake the QC. *If successful ratings decide to refuse the course, they will be deselected and continue to serve in their current rate.*

11. Qualifying Courses Failures. *For rules regarding failure, see Para 6912.*

12. Route to Engineer LET / POET / CPOET from Technician Promotion Table. *Personnel can move across to the Engineer Promotion Table but must be aware of any additional training requirement. Transfers will be considered by the Streaming Transfer Board.*

ENGINEERING TECHNICIAN (MARINE ENGINEERING) ENGINEER PROMOTION TABLE

ET(ME)2 to ET(ME)1

Table 74A-12. Advancement from ET(ME)2 to ET (ME)1

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 Training.			
At least 6 months since last Career Check (if any) on date due advancement.			
Completed ET(ME) Initial Career Course (ETICC).	ME|Engineering Technician (ME) Initial Career (ME150)|Navy|		
Display required proficiency in accordance with competencies as laid down in the ICF as ET(ME)2, authorised by HOD.	Professional| Engineering Technician (GS)|Navy'	'ET1 Sea 1'	1
Complete Mandated CDJ tasks (ETOW2 – To be completed within 6 months sea service).			
Recommended for advancement to ET(ME)1 by CO. Promotion Authorisation Request (PAR) forwarded to Flotilla Career Management Cell (CMC).			

Advanced to - ET(ME)1

ET(ME)1 to LET(ME)

Table 74A-13. Pre-Selection Requirements for LET(ME) Engineer at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as an ET(ME)1	'Professional| Engineering Technician (GS)|Navy'	'ET1 Sea 2'	2, 3
Completed 12 months Sea service.	CMS|12 Months Sea Time AB|Navy'		
Passed Sea Watch Keeping Qualification.	Professional|ET1 Sea Watchkeeping Qualified| Navy		
Serving on an ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD) [1].			
Recommended for promotion on appraisal report at Selection Eligibility Date (SED).			4

Table 74A-14. Pre-Promotion Requirements for LET(ME) Engineer

Requirement	Competency	Proficiency Level	Notes
Completed Leading Rates' Leadership Course (LRLC) by nominated CPD.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy		5
Passed LET (ME) Qualifying Courses[2] (QC) inc Streamed and craft package training by nominated CPD +12 months.	ME|LET (MEGS) Common QC:(ME151T)|Navy| ME|LET (MEGS) Engineer QC:(ME151E)|Navy| Plus: **M1 Power and Propulsion:** ME|LET(MEGS) Power and Propulsion QC: ME151A|Navy| **&** ME|LET(MEGS) QC - Fitting and Machining (ME293)|Navy| **Or** **M2 Controls and Distribution:** ME|LET(MEGS) Controls and Distribution QC: ME151B|Navy| **Or** **M3 Ships Services:** ME|LET(MEGS) Ships Services QC: ME151C|Navy| **&** ME|LET (MEGS) QC Welding and Pipework (ME294)|Navy|		5 - 11
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) iaw Para 9615.	Educational|RN/RM English Level 1|Navy **Or** Educational|RN/RM English Level 2|Navy **Or** Educational|RN/RM English Proxy A*- C|Navy|Navy| **And**		

	Educational|RN/RM Mathematics Proxy A*-C|Navy| **Or** Educational|RN/RM Mathematics Level 1|Navy **Or** Educational|RN/RM Mathematics Level 2|Navy		

Promoted to - Leading Engineering Technician (Marine Engineering) (ML or EL)

LET(ME) to POET (ME)

Table 74A-15. Pre-Selection Requirements for POET(ME) Engineer at CRD

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as an LET(ME) Engineer.	'Professional| Engineering(GS)|Navy|'	LET Sea	2
Hold a Switchboard Operator's Certificate.	'Professional|Switchboard Operating Certificate (DB33)|Navy'		
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.			
Recommended for promotion on appraisal report at SED.			4
Completed 12 months Sea service.	CMS|12 Months Sea Time LH|Navy'		

Table 74A-16. Pre-Promotion Requirements for POET(ME) Engineer

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course (SRLC) by nominated CPD.	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy		5
Passed POET (ME) Qualifying Courses[3] (QC) inc Streamed training by nominated CPD +12 months.	ME|POET (MEGS) Common Qualifying Course (ME153T)|Navy| ME|POET (MEGS) Engineer Qualifying Course (ME153E)|Navy| Plus, one of the following: **M1 Power and Propulsion:** ME|POET(MEGS) Power and Propulsion QC: ME153A|Navy| **Or** **M2 Controls and Distribution:** ME|POET(MEGS) Controls and Distribution QC: ME153B|Navy| **Or** **M3 Ships Services:** ME|POET(MEGS) Ships Services QC: ME153C|Navy|	Pass	5 - 11

(Continued)

Table 74A-16. Pre-Promotion Requirements for POET(ME) Engineer (Continued)

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) iaw Para 9615.	Educational|RN/RM English Level 2|Navy **Or** Educational|RN/RM English Proxy A*- C|Navy|Navy| **&** Educational|RN/RM Mathematics Level 2|Navy **Or** Educational|RN/RM Mathematics Proxy A*- C|Navy|		

Promoted to - Petty Officer Engineering Technician (Marine Engineering) (ML or EL)

POET(ME) to CPOET (ME)

Table 74A-17. Pre-Selection Requirements for Chief Petty Officer (ME) Engineer at CRD

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as an POET(ME) Engineer.	'Professional|Engineering (GS)| Navy|'.	POET Sea	2
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[4].			
Recommended for promotion on appraisal report at SED.			4
Completed 12 months Sea service.	CMS|12 Months Sea Time PO|Navy'		

Table 74A-18. Pre-Promotion Requirements for CPOET(ME) Engineer

Requirement	Competency	Proficiency Level	Notes
Passed CPOET (ME) Qualifying Course (QC) by nominated CPD +12 months.	ME|CPOET (MEGS) QC: ME155|Navy|	Pass	5 - 11
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Promoted to - Chief Petty Officer Engineering Technician (Marine Engineering) (ML or EL)

CPOET(ME) to WO2ET (ME)

Table 74A-19. Pre-Selection Requirements for Warrant Officer Second Class (ME) Engineer at CRD

Requirement	Competency	Proficiency Level	Notes
Serving on FC/OE1 or EC/2OE or ES2/ES3 which expires after the CPD[6].			
Recommended for Promotion on Appraisal Report at Common Reporting Date.			4
Completed 12 months Sea service.	CMS|12 Months Sea Time CPO|Navy'		

Table 74A-20. Pre-Promotion Requirements for WO2ET (ME) Engineer

Requirement	Competency	Proficiency Level	Notes
Passed WO2 ET (ME) Qualifying Course (QC) by nominated CPD +12 months.	Professional|Marine Engineer Warrant Officer Charge Qualification (WOCQ(ME))|Navy		5 - 11
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
Educationally Qualified in accordance with Para 9615.			

Promoted to - Warrant Officer Second Class Engineering Technician (Marine Engineering)

WO2ET(ME) to WO1ET(ME)

Table 74A-21. Pre-Selection Requirements for Warrant Officer First Class (ME) Engineer at CRD

Requirement	Competency	Proficiency Level	Notes
Serving on FC/OE1 or EC/2OE or ES2/ES3 which expires after the CPD[7].			
To be a substantive WO2 at Common Reporting Date.			
Recommended for Promotion on Appraisal Report at Common Reporting Date.			4

Table 74A-22. Pre-Promotion Requirements for WO1ET (ME) Engineer

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
Educationally Qualified for promotion in accordance with Para 9615.			

Promoted to - Warrant Officer First Class Engineering Technician (Marine Engineering)

Notes:

1. *Failure to Achieve the Eligibility Criteria for Advancement from ET(ME)2 to ET(ME)1. For an ET(ME) 2 who is not achieving the eligibility criteria and, therefore, the subsequent recommendation for advancement, see rules at Article 7405.*

2. ***CDJ Competence/ICF Framework.*** *Display required proficiency in current rate. In accordance with competences laid down in the ICF Competency Matrix11 and the ICF Competency Levels12; achieved within the sea employment space, evidenced within the individual's CDJ, authorised by HOD.*

3. *Competent ET(ME)1s who are assigned to an operational ship with a different equipment fit to that in which the competence was gained. Competent ET(ME)1s who are assigned to an operational ship with a different equipment fit to that in which the competence was gained must be endorsed by the MEO within 6 months' sea service (BR 2000(3)(1) Article 0214).*

4. ***Recommendation for Promotion.*** *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation. For promotion up to the rate of PO, Streamlined Eligibility Dates (SED) of 31 Mar, 31 Jul and 30 Nov in any year will apply. If a streamlined promotion candidate has been awarded a positive recommendation for promotion (as above) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be placed before the Promotion Board.*

5. ***Failure to Complete Professional and/or Leadership Course.*** *Reference should be made to Para 6714 and 6703 b sub para 4 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (out with own control) or non-service reasons (within own control).*

6. ***Pre-course Learning.*** *Pre-course learning is to be completed in accordance with the policy of the relevant Training School. Where this is not achieved, the suitability of the individual to undertake the course will be determined on a case-by-case basis by the Commanding Officer HMS SULTAN.*

(Continued)

Notes: (Continued)

7. *The suitability of individuals to retake failed elements of the QC or the requirement to be back classed. The suitability of individuals to retake failed elements of the QC or be back classed will be determined by the Commanding Officer HMS SULTAN. A repeat failure of part/all the course may result in the individual being deselected, continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.*

8. ***Unsuitable Candidates.*** *Where, during the period of the Qualifying Course, candidates are found to be unsuitable for promotion to the next higher rate, they may be withdrawn from training by the Commanding Officer HMS SULTAN. In such cases, individuals will be deselected and will continue to serve in the lower rate. They will be eligible for future selection in normal course.*

9. *Personnel who do not have sufficient length of service remaining to meet the requirement of any Return of Service (RoS) attached to a Qualifying Course (QC). Personnel must agree on Form S61(Para 5304 sub para f) to serve any extension of service (EoS) that may be required to cover the length of the course and associated ROS. Acceptance of the EOS will be required prior to commencement of the relevant QC.*

10. ***Refusal to Undertake the QC.*** *If successful ratings decide to refuse the course, they will be deselected and continue to serve in their current rate.*

11. ***Qualifying Courses Failures.*** *For rules regarding failure, see Para 6912.*

12. *Route to Technician LET / POET / CPOET from Engineer Promotion Table. Personnel can move across to the Technician Promotion Table but must be aware of the requirement for watchkeeping qualifications. Transfers will be considered by the Streaming Transfer Board.*

ANNEX 74B

ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE) PROMOTION TABLES

1. Engineering Technician (Marine Engineering Submarine) - Entry from April 2006 - Promotion Tables

The following rules apply to New Entry personnel who entered the Service from April 2006 and legacy Mechanics post higher rate or enabling QCs, who transferred to ET as part of the Branch Development process.

ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE) PROMOTION TABLES

ET(MESM)2 to ET(MESM)1

Table 74B-1 ET(MESM)2 to ET(MESM)1 Requirements

Requirement	Competence	Proficiency Level	Notes
Completed Part 1 New Entry Training and Part 2 Career Course (ETICC). On completion rating issued ETME Task book.	ME|Engineering Technician (MESM) Initial Career (ME175)|Navy|	Pass	1, 19
Completed SMQ(Wet) - Qualified Submariner.	SM|Submarine Service|Navy|	Pass	
At least 6 months since last Career Check (if any) on date due advancement.			
Completed Task Book for ET(MESM)2 (MEMOC A and B).	'Professional|Achieved MEMOC(SM) (Parts A and B) (DQ50)|Navy|'		2 – 3, 19
Recommended for advancement to ET(ME)1 by CO.			3

Advanced to ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE) FIRST CLASS

ET(MESM)1 to LET(MESM)

Table 74B-2. Pre-Selection Requirements for LET(MESM) at Selection Eligibility Date (SED)

Requirement	Competence	Proficiency Level	Notes
Pass RPS ET1 MESM assessment.	'Professional|RPS for ET(MESM)|Navy'	Pass	4, 5, 19
Streaming Preference recorded on JPA as ML or EL.			
Serving on an ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD) (Para 6703 b sub para 6).			
Recommended for promotion on appraisal report at Selection Eligibility Date (SED) (Para 6703 b sub para 3).		Yes or higher	

Table 74B-3. Pre-Promotion Requirements for LET(MESM)

Requirement	Competence	Proficiency Level	Notes
Minimum 24 months length of service remaining post career course to complete attached Return of Service (RoS).			11
Completed Leading Rates' Leadership Course (LRLC) by nominated CPD.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy	Pass	13, 18
Completed LET(MESM)QC by nominated CPD +12 months.	'ME|LET(MESM) Career (ME176)|Navy|'	Pass	7 – 8, 13, 18
Completed NPSC by nominated CPD+12 months	'ME|NPSC(V) - Nuclear Propulsion Systems Course (V Class) (ME301V)|Navy|' **or** 'ME|NPSC(T) - Nuclear Propulsion Systems Course (T Class) (ME301T)|Navy|' **or** 'ME|NPSC(A) - Nuclear Propulsion Systems Course (A Class) (ME301A)|Navy|'	Pass	7 – 8, 13, 18
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Promoted to –LEADING ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)

Table 74B-4 Pre-Selection Requirements for POET(MESM)

Requirement	Competence	Proficiency Level	Notes
Completed LET(MESM) Task Book.			9
If employed in an Aft ME position, to hold the Professional Qualifying Certificate Cat C Watch Keeper (EPO/SCPO **or** MMSS) **and** Manoeuvring Room Shut Down Supervisor (MRSDS). Qualification to be achieved within 12 Months Sea Service.	'Professional|SM Category 'C' Nuclear Watchkeeper|Navy|' **and** 'Professional|SM Shut Down Supervisor|Navy|'	Pass	
If employed in a Ship System position, to hold the Professional Qualifying Certificate Submarine Control Console Operator (SCCOP) **and** Duty Fwd Tech Supervisor (DFTS). Qualification to be achieved within 12 Months' Sea Service.	'Professional|SM Control Console Operator|Navy|' **and** 'Professional|SM Shut Down Duty Forward Technical Supervisor|Navy|'	Pass	
Recommended for promotion on appraisal report at Selection Eligibility Date (SED). Para 6703 b sub para 3.		Yes or higher	
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. Para 6703 b sub para 6.			

Table 74B-5. Pre-Promotion Requirements for POET(MESM)

Requirement	Competence	Proficiency Level	Notes
Minimum 36 months length of service remaining post career course to complete attached Return of Service (RoS).			11
SCCOP, DFTS, Cat C and MRSDS all to be achieved. Those qualified Aft must qualify Fwd and vice versa. **(All must be achieved prior to attendance on POETQC).**	'Professional|SM Control Console Operator|Navy|' **and** 'Professional|SM Shut Down Duty Forward Technical Supervisor|Navy|' **and** 'Professional|SM Category 'C' Nuclear Watchkeeper|Navy|' **and** 'Professional|SM Shut Down Supervisor|Navy|'	Pass	
Pass RPS LET(MESM) assessment. **(Must be achieved prior to attendance on POETQC).**	'Professional|RPS for LET(MESM) DQ40|Navy'	Pass	10
Completed Senior Rates' Leadership Course (SRLC) by nominated CPD+12 months.	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy'	Pass	13, 18

(Continued)

Table 74B-6. Pre-Promotion Requirements for POET(MESM) (Continued)

Requirement	Competence	Proficiency Level	Notes
Completed POET(MESM)QC by nominated CPD +12 months.	'ME|POET(MESM) Qualifying Course (ME264)|Navy|'	Pass	7 - 8, 13, 18
Completed NPOC by nominated CPD+12 months	'ME|NPOC(V) - Nuclear Propulsion Operations Course (V Class) (ME304V)|Navy|' **or** 'ME|NPOC(T) - Nuclear Propulsion Operations Course (T Class) (ME304T)|Navy|' **or** 'ME|NPOC(A) - Nuclear Propulsion Operations Course (A Class) (ME304A)|Navy|'	Pass	7 - 8, 13, 18
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) iaw Para 9615.	'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Level 2|Navy|' **Or** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|'	As achieved	

Promoted to – PETTY ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)

POET(MESM) to CPOET(MESM)

Table 74B-7. Pre-Selection Requirements for Chief Petty Officer (MESM) at CRD/SED

Requirement	Competence	Proficiency Level	Notes
Completed Post Course Study Guide.			9
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. Para 6703 b sub para 6.			
Minimum of 3 years seniority as a PO, 12 months prior to the CPD. Para 6703 b sub para 2.			

(Continued)

Table 74B-8. Pre-Selection Requirements for Chief Petty Officer (MESM) at CRD/SED (Continued)

Requirement	Competence	Proficiency Level	Notes
Hold Professional Qualifying Certificate Double Cat B Watch Keeper. To be qualified as NRPO/NMCDO **and** NMETOW. Must have 6 months experience in one in addition to being qualified in both.	'Professional|SM Reactor Panel Operator/Main Control Desk Operator (Cat B)|Navy|' **and** 'Professional|SM Marine Engineering Technician of the Watch (Cat B)|Navy|'	Pass	
Completed 12 months Sea service as POET(MESM).	'CMS|12 Months Sea Time PO|Navy|'		16
Pass POET(MESM) RPS Assessment.	'Professional|RPS for POET(MESM) DQ31|Navy'	Pass	12
Recommended for promotion on appraisal report at CRD. Para 6703 b sub para 3.		Yes or higher	

Table 74B-9. Pre-Promotion Requirements for CPOET(MESM)

Requirement	Competence	Proficiency Level	Notes
Minimum 36 months length of service remaining post NPSupC to complete attached Return of Service (RoS).			11
Completed NPSupC by nominated CPD+12 months	'ME|NPSupC(V) - Nuclear Propulsion Supervisor Course (V Class) (ME305V)|Navy|' **or** 'ME|NPSupC(T) - Nuclear Propulsion Supervisor Course (T Class) (ME305T)|Navy|' **or** 'ME|NPSupC(A) - Nuclear Propulsion Supervisor Course (A Class) (ME305A)|Navy|'	Pass	13 - 14
Hold Professional Qualifying Certificate Cat A2 Watch Keeper by nominated CPD+12 months.	'Professional|SM Category 'A2' Nuclear Watchkeeper|Navy|'	Pass	15
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Promoted to – CHIEF PETTY ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)

CPOET(MESM) to WO2ET(MESM)

Table 74B-10. Pre-Selection Requirements for WO2ET(MESM) at CRD/SED

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. Para 6703 b sub para 6.			
Minimum of 3 years seniority as CPOET(MESM) 12 months prior to the CPD. Para 6703 b sub para 2.			
Hold Professional Qualifying Certificate Cat A2 Watch Keeper by CPD+12 months.	'Professional|SM Category 'A2' Nuclear Watchkeeper|Navy|'	Pass	15
Recommended for promotion on appraisal report at SED. Para 6703 b sub para 3.		Yes or higher	

Table 74B-11. Pre-Promotion Requirements for WO2ET(MESM)

Requirement	Competence	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) in accordance with Para 9615.		As achieved	

Promoted to – WARRANT OFFICER SECOND CLASS ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)

WO2ET(MESM) to WO1ET(MESM)

Table 74B-12. Pre-Selection Requirements for WO1ET(MESM) at CRD/SED

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. Para 6703 b sub para 6.			
To be a substantive WO2, or selected for WO2 but have yet to reach their CPD. Will be eligible for consideration regardless of the seniority held in their rate.			
Recommended for promotion on appraisal report at SED. Para 6703 b sub para 3.		Yes or higher	

Table 74B-13. Pre-Promotion Requirements for WO1ET(MESM)

Requirement	Competence	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) in accordance with Para 9615.		As achieved	

Promoted to - WARRANT OFFICER FIRST CLASS ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)

Notes:

1. *All new entrants are rated Engineering Technician (Marine Engineering Submarine) 2 (ET(MESM)2) on entry.*

2. *The ET(MESM) Task Book (MEMOC) will be issued on completion of Part 2 training (ET(MESM) career course).*

3. *On completion of ET(MESM) Task Book (Parts A and B), and on being recommended, ratings will be advanced to ET(MESM)1. Failure to complete ET(MESM) Task Book parts A and B within 15 months sea service should result in individuals being placed on warnings for discharge shore in accordance with Chapter 54 Section 7, unless extenuating circumstances exist.*

4. *Full MEMOC C is no longer required prior to undertaking RPS Assessment for ET(MESM). Prior to undertaking RPS Assessment for ET(MESM) the candidate must have completed: MEMOC(SM) Parts A and B Taskbook (tasks 2.1 to 2.3 and 4 to 8) and either:*

Any Cat D at sea watchkeeping position and Shutdown Watchkeeper

or

Submarine Control Console Junior Rate and Submarine Control Console Watchkeeper.

The Assessment is to be constituted in accordance with BR 2000(3) series (oral aspects only). Failure to achieve RPS (competence in the current rate) at ET1 within 18 months sea service as an ET(MESM)1 should result in individuals being placed on warnings for discharge shore in accordance with Chapter 54 Section 7, unless extenuating circumstances exist. Full MEMOC C must be completed prior to assignment to LET(MESM) QC.

(Continued)

Notes: (Continued)

5. *ET(MESM)1s who have been awarded a RPS and who are assigned to an operational submarine with different equipment fit to that in which the OC was gained need to re-qualify in the part of the ship to which they are assigned. Ratings who fail to gain this endorsement will lose the ET(MESM)1 RPS qualification and suffer any corresponding pay effects in accordance with JSP 754.*

6. *Selection Boards will be convened up to 3 times a year and the results of successful candidates announced on completion. Career Management will assign selected personnel to Qualifying Courses (QC) based on normal assignment principles and course capacity.*

7. *The suitability of individuals to retake failed elements of the QC, or to be back classed, will be determined by DSMarE. A repeat failure of part/all of the course will result in the individual being deselected; continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and dependent on performance as reported in the annual SJAR.*

8. *Personnel selected for LET(MESM) QC will be streamed for either mechanical or electrical training, by a Selection Board whilst on the QC, with the following factors taken into consideration:*

a. ***Aptitude.*** *The Selection Board will have access to the ratings' technical and academic performance on their Part II training phase and performance whilst on the Common elements of the LET(MESM) QC will be considered.*

b. ***Commanding Officer's Recommendation.*** *Commanding Officers will be required to make a recommendation for sub-specialisation based on current performance and previous reports. Implicit in this requirement will be the need for Divisional Officers to comment, where appropriate, on a rating's aptitude for sub-specialisation training and employment in their SJAR.*

c. ***Personal Preference.*** *Ratings will be required to state their preference for sub-specialisation. The needs of the Service are paramount, however, and selection of first preference sub-specialisation cannot be guaranteed.*

d. ***Service Requirement.*** *The ESM Branch Manager will advise the Selection Board of streaming requirements.*

After selection, ratings will complete the appropriate training as part of their training pipeline. Ratings who do not wish to accept their nominated stream will be considered to have refused the higher rate QC and will remain at the lower rate.

(Continued)

Notes (Continued):

9. *The Task Books/Study Guides associated with the higher rate training pipeline are to be completed within 12 months' sea service after the QC.*

10. *The RPS Assessment for LET(MESM) will be constituted in accordance with BR 2000(3) series (oral aspects only). The date of the RPS award for the LET(MESM) will be the date of completion of the RPS Assessment having already passed the professional operator qualifications (SCCOP, DFTS, Cat C and shut down supervisor qualification). RPS is to be achieved within 30 months' sea service and prior to attending POET(MESM)QC.*

11. *Personnel who do not have sufficient length of service remaining to meet the requirement of the Return of Service (RoS) attached to the LETQC, POETQC or NPSupC may be offered an Extension of Service (EoS). Acceptance of the EoS will be required prior to start of LETQC, POETQC or NPSupC. Failure to accept an EoS will lead to the candidate being automatically de-selected.*

12. *The RPS Assessment for POET(MESM) will be constituted in accordance with BR 2000 (3) series (oral aspects only). The date of the RPS award for the POET(MESM) will be the date of completion of the RPS Assessment having already passed the professional operator qualification (Double Cat B Watch Keeper). RPS is to be to be achieved within 30 months' sea service).*

The following is applicable only to ex-mechanics (all rates) transferring to ET(MESM):

13. ***Refusal.*** *As is customary in a selection process, successful ratings will have the opportunity of refusing the course. Those doing so will be deselected and continue to serve in the lower rate.*

14. ***Unsuitable Candidates.*** *Where, during the course of the NPSupC, candidates are found to be unsuitable for promotion to CPOET, they may be withdrawn from training by DSMarE. In such cases, individuals will be deselected and will continue to serve as POETs. They will be eligible for future selection in normal course.*

15. ***Award of Submarine Service Marine Engineering Charge Certificate.*** *The Submarine Service Marine Engineering Charge Certificate will be awarded on successful completion of the NCOW training.*

16. *Completed 12 months sea service in current rank, JPA competence recorded iaw Para 5908.*

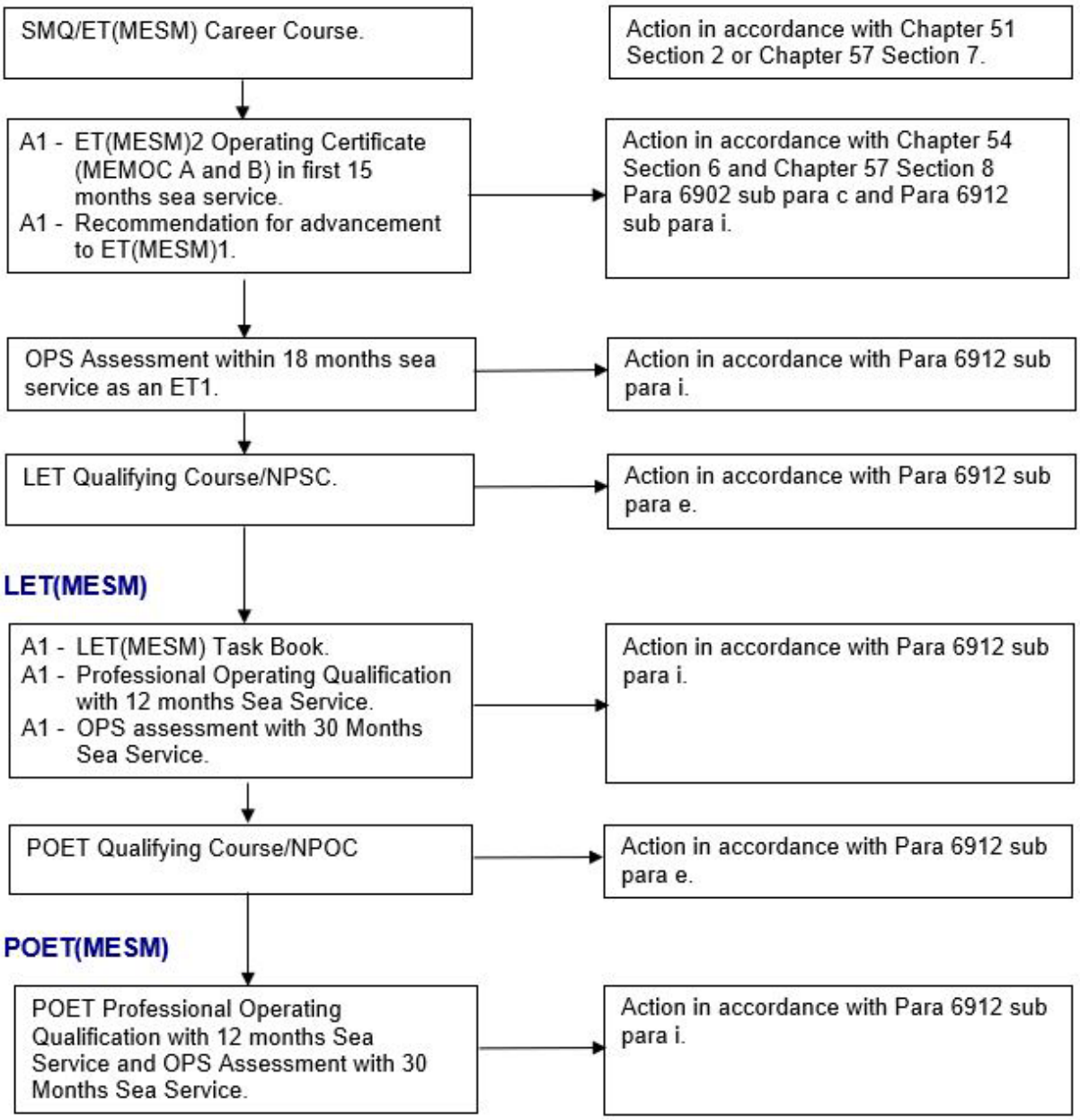
(Continued)

Notes (Continued):

17. Failure to complete Professional and/or Leadership Course. *Refer to Para 6714 for rules on the impact on a rating's promotion if they fail to complete QC and/or LRLC/SRLC before CPD+12 months as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).*

18. ***ET(MESM) – Rules Regarding Failure.*** *See Figure 74-1.*

Figure 74B-1. ET(MESM) – Rules Regarding Failure



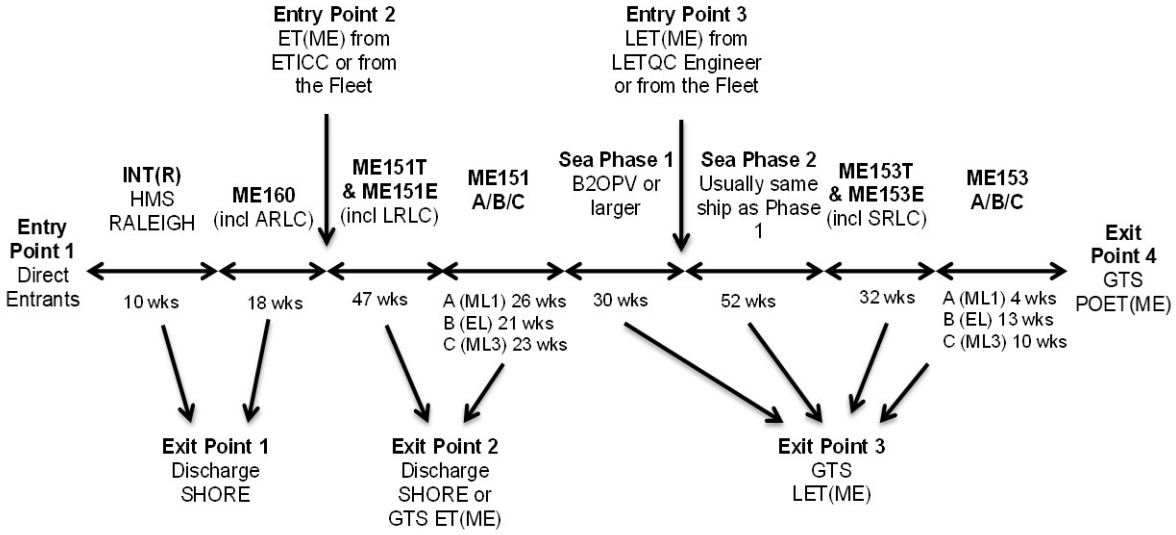
ANNEX 74C

MEGS ACCELERATED APPRENTICE (AA) SCHEME PIPELINE

1. Introduction

The aim of the MEGS AA scheme is to expeditiously qualify a POET from point of entry. Following Initial Naval Training (INT) the AA MEGS pipeline consists of a bespoke Enabling Course followed by LETQC, LRLC and Sea Phases developing both a maritime system knowledge and Naval ethos. This is followed by POETQC and SRLC alongside their Select-Train-Promote (S-T-P) counterparts.

Figure 74C-1. Pipeline Schematic



2. Pipeline Description

The majority of the scheme will be filled using direct entry candidates however extra capacity in the scheme can be filled by in service candidates.

a. **Entry Point 1.** This entry point applies for direct entrants to HMS Raleigh. They will be placed on OR4-1 Supp 3 pay spine upon the day of joining, consistent with other AA schemes. They join as Probationary LET (P/LET).

b. **Entry Point 2.** This entry point applies to ET(ME)s who have completed or are near completion of ETICC. It involves initiating candidates into the scheme at the beginning of LETQC, promoting to PLET, and transitioning to the OR4-1 Supp 3 pay spine on day one of LETQC.

c. **Entry Point 3.** This entry point will be for substantive LET(ME)s who have completed both the LETQC and the associated stream training. Candidates will enter the scheme at the beginning of Sea Phase 2 and will remain as per their original stream.

d. The training pipeline for the MEGS AA will include streaming training (ML1, EL or ML3). The pipeline also includes an 18-month sea training phase to facilitate completion of the LET Engineer CDJ, attainment of SOC and MEOOW2 qualification.

e. Trainees will undertake the sea phases individually or in small groups, shared across all surface ships B2OPV and larger, and will be borne as additional (non-liability) personnel with no specific section responsibility. The ultimate aim of the sea training phase is to obtain the qualifications described above. MEOs are free to employ these trainees as they see fit in order to achieve these aims, further the professional development of the trainees and benefit the hosting ME Department.

f. Trainees will wear Leading Hand rank slides with white flashes to denote their PLET status, however they will not wear these white flashes during the sea training phase or thereafter. This reflects the fact that LETs undergoing sea training on the AA scheme will have successfully completed LETQC and LRLC.

g. All trainees on this pipeline, regardless of entry point, are considered as untrained strength until completion of the relevant ME153 streaming course and as such will be subject to the appraisals and warnings procedures surrounding ratings on the untrained strength. Their career management throughout the training pipeline sits with the MEGS ATA CM, located in HMS Sultan.

ANNEX 74D

MEGS DIRECT ENTRY TECHNICIAN (DET) SCHEME

1. Introduction. The Royal Navy's Direct Entry Technician (DET) scheme is an example of a Lateral Entry (LE) route that focuses specifically on the recruitment of Suitably Qualified and Experienced Personnel (SQEP) from industry into shortage categories in the Royal Navy. Presently, the scheme is open only for entry into the MEGS cadre; achieving trained strength entry at the level of Petty Officer Technician (Marine Engineering) (POET(ME)).

2. Background Intent. By attracting the right civilian technicians into the Royal Navy, the DET scheme aims to exploit the previous training and experience of the lateral entrant in order to expedite their delivery of engineering competence[1] at the SR level; whilst supplementing routine methods to develop equivalent expertise via the standard Select, Train, Promote route and EGS advancement schemes[2]. The scheme demands a bespoke training package for all DET personnel that accounts for their personal blend of prior qualifications and experience. Ultimately the DET pipeline will generate qualified POET(ME) personnel within approximately 2 years of joining the Royal Navy.

3. DET Entry Standards. Alongside RT score, age and security criteria, the Statement of Requirement (SOR) for educational entry standards to the DET scheme are:

a. Level 4 qualification (HNC equivalent) in an engineering discipline.

b. Minimum of 3 years of experience in an engineering related position.

c. Supervisory experience including responsibility for line managing a minimum of 2 subordinate technicians.

d. Level 2 in English and Maths.

4. Recruitment

a. Recruitment to the DET scheme is being conducted through traditional marketing and attraction of candidates byRecruit and Attract (R&A). The RN Career website[3] has been operational with DET since Jul 15. Furthermore, all Armed Forces Careers Offices (AFCOs) are fully aware of the DET scheme[4] and are actively filtering any potential DET candidates into the scheme.

b. Assessment of entry requirement eligibility, defined in the entry Statement of Requirement, will be managed through the AFCO organisation with additional support from the R&A appointed DET Programme Manager. The main difference for the DET recruit phase is the requirement to pass a Selection Board, convened at the DET Assessment Centre.

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[1] Operate, Maintain, Diagnose and Repair (OMDR) iaw with the Engineering General Service (EGS) Individual Competence Framework (ICF).
[2] Namely Accelerated Apprentice (AA) and Fast Track (FT).
[3] As a result of marketing feedback, the RN Careers website identifies DET as Direct Entry Petty Officer Technician (DEPOT) to clarify the exact rate that individuals will enter the Royal Navy.
[4] RI 23/17 Direct Entry Petty Officer Technicians Recruiting Process Recruiting Instruction dated 30 Jun 17.

c. Upon initial contact by a potential candidate, AFCOs/TPUK agents are to inform the DET Programme Manager who will conduct a preliminary assessment of basic eligibility and suitability against the entry SOR. There will be an initial telephone interview and CV assessment conducted between the potential candidate and the DET Programme Manager to assess whether their engineering qualifications, technical and supervisory experience meet the DET scheme expectations. This interview will also clarify for the candidate the exact TACOS and recruiting and training process. If successful at this interview the candidate will be referred to an AFCO for management. The AFCO will conduct a Recruit Test and standard recruiting interview; if successful at this stage attendance is arranged at the DET Assessment Centre.

d. The DET Assessment Centre has been designed against the competency set required of a POET(ME). It currently operates at the Admiralty Interview Board (AIB) centre and consists of:

(1) **Practical Leadership Tasks (PLTs).** The PLTs used are the same as conducted for officer candidates.

(2) **Written Technical Scenario.** The written technical scenario provides an engineer challenge for which the candidates must submit a written response. This assesses the candidate's communication, technical and management skills.

(3) **Oral Technical Scenarios.** Oral technical scenarios are conducted by a panel of WO1ET(ME)s and explore the candidate's communication, technical and management skills in a relevant and dynamic engineering scenario.

(4) **Interview.** The interview is conducted by the AIB staff and explores the individual's motivation, character, leadership and communication skills.

e. The DET Assessment Centre will operate on a termly periodicity, subject to demand.

f. If successful at the DET Assessment, the LE candidate will be subject to standard medical, fitness and security checks and attendance on a Pre-Royal Navy Course (Ratings) (PRNC(R)), before finally receiving a Tailored Career Offer to join the Royal Navy.

5. DET Terms and Conditions of Service. DET candidates enter the Royal Navy on a bespoke Tailored Career (TC) which has been developed to recognise their qualifications and experience gained in the civilian sector. These TACOS have been designed to make the offer attractive to recruit individuals whilst ensuring that current POETs are not disadvantaged. The key tenets of DET initial TACOS include:

a. A tailored career of 11 years length of service with an automatic offer to transfer to ES2 on completion of their probationary period.

b. Joining the Royal Navy as a probationary POET(ME) on IL1[5] with seniority of their joining date. During their probationary period DETs are identifiable by white flashes in addition to their epaulettes.

c. Achievement of 'Trained Strength' status and removal of the probationary rank occurs on successful completion of sea phase training requirements, SRLC and tailored ME153 series specialisation training.

d. Being subject to a Training Return of Service (TRoS) of 30 months from the achievement of Trained Strength status.

e. Having joined the Trained Strength and transferred to ES2, further promotion opportunities and regulations being governed by extant ET(ME) regulations.

6. DET Training Pipeline. The DET training pipeline incorporates 6 elements as per Figure 75B-1 and detailed further below. The ATA retains whole pipeline oversight once a DET enters Phase 1 Training.

Figure 74D-1. DET Training Pipeline Schematic

a. **Phase 1 RN Initial Training**[6]. At HMS Raleigh (10 weeks), in accordance with standard Royal Navy entrance.

b. **Waterfront Work Experience Phase.** After successful completion of Phase 1 Training, DET personnel will be employed within Engineering Delivery Groups at the waterfronts[7] in order to gain early insights into RN Engineering practices. Individuals will be mentored by an experienced POET and have opportunities to work within ships and workshops. This phase is intended to be tailored to the individual's needs and previous experiences in order to enable them to adjust to RN culture, working practices and gain a better understanding of the role they will perform as a POET before embarking on further training[8,9].

[5] DETs will not join on Initial Rates of Pay but will commence their pay Level OR6-1(Yr1) in Trade Supplement 3. Unless previous service in the Armed Forces has been conducted in which case a tailored pay scale will be developed.
[6] Unless previous service in the Armed Forces has been conducted, in which case a tailored initial training period will be considered.
[7] This is currently operating at MSU Portsmouth but is intended that, where appropriate to the individual, it could be at Devonport.
[8] The work experience phase may be before or after ME 161 course, dependent on course timings.
[9] At any time during their training pipeline it is assumed that DET personnel may be similarly employed within EDGs whilst awaiting courses or sea training positions. The duration of these periods will vary, dependent on course timings, but it is hoped that each individual will get between 3 and 8 weeks of this type of work experience before their Sea Training Phase.

c. **Phase 2 ME161 DET Enabling Course.** Technical training at HMS SULTAN; focussed on safety, engineering management, administration and mandatory training modules from LET QC and POET QC as detailed in Table 74D-1. Any further content within ME161 will vary, dependent upon the individual's qualifications and experience prior to joining the RN.

Table 74D-1. ME161 Minimum Training Elements

Subject	Content	Duration
Safety	Engineering Safety and Environmental Compliance	34 Periods
Engineering Management	UMMS	32 Periods
Administration	Engineering Administration	32 Periods
Mechanical Maintenance MDR Refrigeration	Category 3 and 4 FGAS qualification (common to ME151)	45 Periods
BSSC	Basic Sea Survival Course	1 week
LRLC	Leading Rates Command Course	4 weeks
Stability	LET Stability (common to ME151)	6 periods
CBRNDC 29	LET(ME) CBRNDC Acquaint	1 day
T23/T45 simulator	SCC Familiarisation	2 days

d. **Sea Training Phase (typically not to exceed 12 months[10]).** Utilising the ET and LET Career Development Journals, this phase will culminate in the completion of Marine Engineering Officer of the Watch 2 (MEOOW2) certificate. The Accelerated Training Authority (ATA) will liaise with the Career Manager (CM) to identify the most appropriate unit to support DET training. Wherever possible, this should be DD/FF to ensure the adequate level of training, supervision and experience can be gained[11]. During the DET Sea Training Phase the DET are to achieve the milestones listed in Table 74D-2 within targeted timelines.

Table 74D-2. DET Sea Phase Training Milestones

Milestone	Comments	Deadline for first attempt
ET(ME) Career development Journal (CDJ)	*For guidance only*[12]	N/A
Switchboard Operators Certificate (SOC)	Mandatory	6 Months
CBRNDC Taskbook	Mandatory	6 Months
LET ME CDJ	Mandatory	9 Months
MEOOW2	Mandatory	12 Months

e. **Senior Rates' Leadership Course (SRLC).** The SRLC will be undertaken in accordance with standard pipeline criteria.

[10] The duration of the phase will vary as a result of candidate's previous experience and the ship's programme.
[11] **During this training DETs will be in training margin positions and not fulfilling a complement role.**
[12] ETME CDJ to be used to create baseline system and equipment knowledge.

f. **ME153 Series Professional Stream Training.** In order to refine technical skillset and satisfy the baseline entry standard for equipment and platform PJTs, each DET will be required to undertake the Stream course of their respective specialisation. On successful completion of this stream training the DET will achieve Trained Strength status and will be awarded the rank of substantive POET(ME).

7. DET Sea Training Progress Review Process

a. Within the first week of arrival in their seagoing unit, DET personnel are to meet with the Department Training Coordinator to discuss and agree timescales for achievement of training targets.

b. Thereafter, Training Coordinators are to conduct monthly progress reviews where forthcoming deadlines and possible programme risks are to be discussed. Due to the exigencies of operational programmes the assessment of an individual's progress will, to a certain extent, remain subjective at unit level however this formal review process will allow the opportunity to refine and record training deadlines accordingly and feedback to the ATA:

(1) Monthly.

(2) Following the issue, escalation or removal of any warning.

c. The DET is expected to have achieved all training milestones within 12 months[9] of joining the sea phase training unit. A Progress Review Proforma to be used to plan and measure the progress of the DET's training is at pages 6-7 of this Annex.

d. **Warning for Failure.** The process for warning a DET for removal from the DET scheme and ultimately termination of their TC contract is iaw current UTS warning process for ratings Deemed Unsuitable During Training (DUDT)[13]. Noting the bespoke nature of each DET's training pipeline and the criticality of the sea phase, SS are to liaise with the ATA and BM for advice at every stage of this warnings process. In particular, a tailored approach will be required for agreement of review timescales and possible remedial recovery options.

8. Technical Streaming prior to joining the Trained Strength

a. Subsequent streaming into MEGS technical specialisations[14], including the nature of the tailored stream package[15], will be based on the needs of the Service, the previous experience of the DET, and their personal preference.

b. It is the responsibility of the individual to ensure that they record[16] their stream preference within 3 months of joining their sea training phase unit. Thereafter, 9 months into the sea phase the nature of the associated tailored streaming package is to be confirmed by the ATA; this will in turn confirm the DET's planned GTS date.

[13] BRd 3(1) Chap 57 Para 5748 – 5751.
[14] M1 Power and Propulsion(ML), M2 controls and Distribution (EL), M3 Ship Services (ML).
[15] Each DET will be required to complete the respective ME153 stream course in full or in part depending on prior qualification and experience.
[16] JPA Self Service – Employee, Armed Forces/Extra Information Types/Employee Preferences – Job 1st Preference.

EGS DET PROGRESS REVIEW PROFORMA

FULL NAME		SERVICE No.	RATE
DATE OF SELECTION	**START DATE**	**REPORT FOR DUTY DATE**	**COMPLETION OF SEA TRAINING PHASE**
TRAINING MILESTONE TARGETS to be agreed with Dept Training Coordinator and recorded within JPA Personal Objectives within 1 week of joining unit			
LET CDJ		MEOOW2	
CBRNDC TASKBOOK			
SWITCHBOARD OPERATOR CERTIFICATE			

Review Dates	**Dept Training Coord Comments** to include progress assessment (strengths/weaknesses), CDJ feedback, review of training targets including associated risks or need for rescheduling.	Training Co-Ord Signature	DET Signature
Month 1 Date:			
Month 2 Date:			
Month 3 Date:			

(Continued)

EGS DET PROGRESS REVIEW PROFORMA (Continued)

End Month 3	***Confirm Streaming Preference Recorded in JPA? (Action: DET)***		
Month 4 Date:			
Month 5 Date:			
Month 6 Date:			
Month 7 Date:			
Month 8 Date:			
Month 9 Date:			
End Month 3	***Tailored Stream Training Package details confirmed? (Action: ATA)***		
Month 10 Date:			
Month 11 Date:			
Month 12 Date:			

MEOOW2 Passed	**SRLC BOOKED (Contact ATA)**	**AO Raised**
DEPCO:	DEPCO:	DEPCO:

ANNEX 75E

MEGS FAST TRACK (FT) – NON-SELECTIVE PROMOTION (ADVANCEMENT)

Engineering Technician 1 (Fast Track) – Pre-Advancement Requirements

General Service ET ME		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Completed Phase 1 Training. 2. Completed ET(ME) Career Course (ETICC), recorded on JPA as ME|Engineering Technician (ME) Initial Career (ME150|Navy|. 3. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as ET, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician (GS)|Navy', with a Proficiency Level of 'ET1 Sea 1'. To be completed within 4 months' sea service. (See Notes 2 and 11. 4. At least 6 months since last Career Check (if any) on date due advancement. 5. Recommended for advancement to ET1 by HOD. Promotion Authorisation Request (PAR) forwarded to Flotilla parent Career Management Cell (CMC).	

Advanced to
ENGINEERING TECHNICIAN 1st Class

Leading Engineering Technician (Fast Track) – Pre-Advancement Requirements

General Service LET ME		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Completed CBRNDC TB within 12 months of joining unit and recorded on JPA as 'Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy|' (See Note 2). 2. Serving on a ES1/FC/OE1 that expires after the nominated Due Date for Advancement. 3. Educationally qualified for promotion (EFP) in accordance with Para 9615 and recorded on JPA as 'Educational|RN/RM QELH/Cpl|Navy|'. 4. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as ET 1, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician (GS)|Navy', with a Proficiency Level of 'ET1 Sea 2'. To be completed within 9 months' sea service as an ET (See Note 11). 5. Streaming Preference submitted and showing on JPA (See Note 4). 6. 24 months' seniority from Fast Track Start Date, including a minimum of 9 months' sea service as an ET recorded on JPA as 'CMS|Fast Track ET 9 Month Sea Time|Navy'. 7. Recommended for advancement on Appraisal Report at Due Date (See Note 11). 8. Completed Leading Rates' Leadership Course (LRLC); recorded on JPA as 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|' (Para 6909) (See Note 8). 9. Passed LET(ME) Qualifying Course (QC) by nominated Due Date; recorded on JPA as 'ME|LET (MEGS) Common QC:(ME151T)|Navy|' and 'ME|LET (MEGS) Engineer QC:(ME151E)|Navy|' Plus: M1 Power and Propulsion: 'ME|LET(MEGS) Power and Propulsion QC: ME151A|Navy|' & 'ME|LET(MEGS) QC - Fitting and Machining (ME293)|Navy|' Or M2 Controls and Distribution: 'ME|LET(MEGS) Controls and Distribution QC: ME151B|Navy|' Or M3 Ships Services: 'ME|LET(MEGS) Ships Services QC: ME151C|Navy|' & 'ME|LET (MEGS) QC Welding and Pipework (ME294)|Navy|' (See Notes 5, 6, 7, 8, 10 and 11). 10. At least 6 months since last Career Check (if any) on date due for Advancement (if later).	

Advanced to

LEADING ENGINEERING TECHNICIAN - not selected for Fast Track to POET

If not selected for Fast Track to POET, Transfer back to Selective Promotion Flowchart for ICF ET and selective promotion rules in Chapter 67

Advanced to
LEADING ENGINEERING TECHNICIAN – selected for Fast Track to POET
If selected at Fast Track Selection Board for POET, awarded an Advancement Due Date to POET of 24 months from the LET Seniority Date (See Note 1)

Petty Officer Engineering Technician (Fast Track) – Pre-Advancement Requirements

General Service POET ME		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date for Advancement. 2. Educationally Qualified for Promotion (EFP) in accordance with Para 9613 and recorded on JPA as 'Educational|RN/RM QEPO/Sgt|Navy|'. 3. Completed Professional Qualifications SOC and MEOOW2C within 12 months' sea service; recorded as JPA competency 'Professional|Switchboard Operating certificate (DB33)|Navy' and 'Professional|Marine Engineer Officer of the Watch 2 Certificate (MEOOW2C)|Navy' (See Note 9). 4. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as a LET, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician (GS)|Navy|' with a Proficiency Level of 'LET Sea'. To be completed within 15 months' sea service as a LET (See Note 9). 5. 24 months' seniority including a minimum of 18 months' sea service as a LET recorded on JPA as 'CMS|Fast Track LET 18 Month Sea Time|Navy'. 6. Recommended for advancement on Appraisal Report at Due Date (See Note 11). 7. Completed Senior Rates' Leadership Course (SRLC); recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103|Navy|' (Para 6909) (See Note 8). 8. Passed POET(ME) Qualifying Course (QC) by nominated Due Date; recorded on JPA as 'ME|POET (MEGS) Common Qualifying Course (ME153T)|Navy|' and 'ME|POET (MEGS) Engineer Qualifying Course (ME153E)|Navy|' Plus, one of the following: M1 Power and Propulsion: 'ME|POET(MEGS) Power and Propulsion QC: ME153A|Navy|' Or M2 Controls and Distribution: 'ME|POET(MEGS) Controls and Distribution QC: ME153B|Navy|' Or M3 Ships Services: 'ME|POET(MEGS) Ships Services QC: ME153C|Navy|' (See Notes 5, 6, 7, 8, 10 and 11).	

	9. At least 6 months since last Career Check (if any) on due date for Advancement (if later). 10. Recommendation for further Fast Track scheme should be highlighted within body of report.	

Advanced to
PETTY OFFICER ENGINEERING TECHNICIAN - not selected for Fast Track to CPOET
If not selected for Fast Track to CPOET, Transfer back to Selective Promotion Flowchart for ICF ET and selective promotion rules in BRd 3 Chapter 67

Advanced to
PETTY OFFICER ENGINEERING TECHNICIAN – selected for Fast Track to CPOET
If selected at Fast Track Selection Board for POET, awarded an Advancement Due Date to POET of 36 months from their FTSD (1)

Chief Petty Officer Engineering Technician (Fast Track) – Pre-Advancement Requirements

General Service CPOET ME		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date for Advancement. 2. Educationally Qualified for Promotion (EFP) in accordance with Para 9613 and recorded on JPA as 'Educational|RN/RM QEPO/Sgt|Navy|'. 3. Professional Qualifications MEOOW1 Certificate to be completed within 12 months' sea service; recorded as JPA competency 'Professional|Marine Engineer Officer Of The Watch Certificate (MEOOWC)|Navy' (See Note 12). 4. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as a POET, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician(GS)|Navy|' with a Proficiency Level of 'POET'. To be completed within 18 months of joining unit (See Note 12). 5. A minimum of 24 months' sea service as a POET recorded on JPA as 'CMS|Fast Track POET 24 Month Sea Time|Navy'. 6. Recommended for advancement on Appraisal Report at Due Date (See Note 11). 7. Passed CPOET(ME) QC by nominated Due Date; recorded on JPA as 'ME|CPOET(ME) Career (ME155E)|Navy' (See Noes 5, 6, 7, 8, 10 and 11). 8. At least 6 months since last Career Check (if any) on due date for Advancement (if later).	

Advanced to

CHIEF PETTY OFFICER ENGINEERING TECHNICIAN

Transfer to Selective Promotion Flowchart for ICF ET and back to selective promotion rules in BRd 3(1) Ch 67

Notes:

1. FT Selection Panels and Boards will be co-ordinated by the ATA within each training school and will be convened throughout each term. ETs selected during Phase 2 Training will be awarded an appropriate Fast Track Start Date of 31 Mar, 31 Jul or 30 Nov. The date due advancement by time to LET, subject to meeting the eligibility criteria will be 24 months from this date. Selection for FT from LET to POET will be selection by a termly Selection Board, with a date due advancement to POET, subject to meeting the eligibility criteria of 24 months from the seniority date as a LET. Selection for FT from POET to CPOET will be selection by a termly Selection Board, with a date due advancement to CPOET, subject to meeting the eligibility criteria, of 36 months from their FTSD that is determined by the point at which they are selected and will be used in the subsequent calculation for future Due Date.

2. On completion of the ET2 Career Development Journal (CDJ) mandated tasks and being recommended, ratings will be advanced to ET1 and issued their CBRN DC Task Book.

3. Competence as an ET1 is achieved on successful completion of the ICF mandated competencies within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 9 months' sea service as an ET.

4. Stream Preference is to be recorded on JPA as follows:

a. Log on to JPA Self Service.

*b. Select – **My Career**.*

*c. Select - **Employee Preferences** and in the First **'Comments'** box enters either:*

(1) ML1

or

(2) EL

or

(3) ML3

d. Click Apply.

5. Pre-course learning is to be completed no later than on completion

of 8 months' sea service.

6. Suitability of individuals to retake failed elements of the QC, or the requirement to be back classed, or remain as a Fast Track, will be determined by the Commanding Officer of the relevant Training School in consultation with EGS Branch Managers. A repeat failure of part/all of the course will result in the individual being deselected from FT, however, will remain on the QC, but not on the Fast Track scheme (normal QC failure rules apply). Suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.

*7. **Unsuitable Candidates.** Where, during the period of the Qualifying Course, candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by the Commanding Officer of the relevant Training School. In such cases, individuals will be deselected from Fast Track and the Qualifying Course and will continue to serve in their current rate. They will transfer from Fast Track back to Selective Promotion as the eligibility route for future selection.*

*8. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6803 for rules on the impact on a rating's advancement if they fail to complete QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of service reasons (outwith own control) or non-service reasons (within own control).*

9. Competence as an LET(ME) is achieved on successful completion of the SOC, MEOOW2 within 12 months and the ICF mandated competencies within the sea employment space, evidenced in the individual's CDJ within 15 months' sea service as a LET.

*10. **Refusal to Undertake QC.** Individuals who refuse to undertake the QC will be deselected from Fast Track, continue to serve in their current rate and transfer back to Selective Promotion.*

11. If for any reason an ET, LET or POET does not achieve the eligibility criteria and subsequent recommendation for advancement, a review will be undertaken by the Fast Track Manager on a case by case basis of suitability to remain as a Fast Track. Individuals who are removed from FT will transfer back to the Selective Promotion rules.

12. Competence as a POET(ME) is achieved on successful completion of the MEOOW1 within 12 months and the ICF mandated competencies within the sea employment space, evidenced within the individual's CDJ within 18 months' sea service as a POET

ANNEX 74F

MEGS MARITIME COLLEGE CADETSHIP (MCC) SCHEME PIPELINE

1. Introduction. The Merchant Navy use regional Maritime Colleges to deliver Level 5 academic qualifications in Marine Engineering. These cadetship programmes follow the MCA's approved programme MSN 1857, leading to the award of a Reg III/1 (unlimited power) Engineering Officer of the Watch (EOOW) Certificate of Competency (CoC). The aim of the MEGS MCC scheme is to expeditiously qualify a POET from ET level using a combination of civilian college training and training at sea on a RN platform. This is followed by SRLC alongside their Select-Train-Promote (S-T-P) counterparts.

Figure 74F-1. Cadetship Timeline

Phase	Location	Duration (approximate)
1	Maritime College	30 weeks
2	Sea	25 weeks
3	Maritime College	35 weeks
4	Sea	21 weeks
5	Maritime College	29 weeks
6	ME161 (DET course)	6 weeks
7	PJT training (including SRLC)	10 weeks

2. Timeline Description. There are subtle variations in course syllabus across the maritime colleges, but the cadetships will generally comprise of the modules listed below.

Phase	Academics	Short Courses
1	NC Shipping and Maritime Operations (SQA)	• Personal Survival Techniques (PST) • Personal Safety and Social Responsibility (PSSR) • Proficiency in Elementary First Aid • Basic Fire prevention and Fighting (with tanker endorsement) • Entry into Enclosed Spaces • Abrasive Wheels • Programme Induction • MCA Workshop Skills (Part 1) • Industrial Experience (Part 1) • Engine Room ready (Part 1)
2	MNTB training record book Distance learning maths course Merchant Navy work based learning	Note: Cadets will also need to progress with the LET CDJ for Engineer
3	L4 Marine Engineering	• Proficiency in Medical First Aid • MCA Workshop Skills (Part 2) • Industrial Experience (Part 2) • Engine Room ready (Part 2)
4	MNTB training record book	Note: Cadets will need to complete the LET CDJ for Engineer prior to returning to college for Phase 5

5	L5 Marine Engineering year 2 EOOW preparation course (COGC)	• Advanced Fire Fighting • High Voltage (Operational) • Human Element Leadership and Management (Operational) • Final exams

3. Trainee Status.

a. To match other AA schemes, MCC candidates will be advanced to Probationary LET (PLET) on their course start date and will be transferred to the OR4-1 Supp 3 pay spine. Trainees will be subject to a 36 month Return of Service from completion of the ME161 course. Promotion to POET will be on completion of SRLC.

b. Trainees will be required to wear RNPCS (Rig 22) along with LH rank slides and white flashes to denote their PLET status. Trainees will be streamed ML1/EL/ML3. Subsequent promotion to CPO will be on merit, with pre-selection eligibility aligned to their peer group.

c. During the college phases, trainees are to align with the college's leave schedules and must submit their leave requests via JPA. Whilst under training, they will be accommodated within RN-funded student accommodation on the College Campus and entitled to Food and Incidental Allowance.

d. Trainees will undertake the sea phases individually or in small groups, shared across all surface ships B2OPV and larger, and will be borne as additional (non-liability) personnel with no specific section responsibility. The ultimate aim of the sea training phase is to obtain the qualifications described above. MEOs are free to employ these trainees as they see fit in order to achieve these aims, further the professional development of the trainees and benefit the hosting ME Department.

e. All trainees on the MCC scheme are subject to the appraisals and warnings procedures surrounding ratings on the trained strength, along with METG training warnings associated with Phase 3 trainees. Their career management throughout the training pipeline sits with the MEGS ATA CM, located in METG.

4. RN Engagement. To ensure sustained engagement with Royal Navy life during their college experience, MCC cadets are mandated to regularly interact with the local RNR. These interactions are designed to immerse candidates in activities that advance their CLM development, while concurrently supporting routine operations and reinforce their RN engagement. Additionally, cadets may have the opportunity to contribute to broader community engagement initiatives, such as Armed Forces Day, Remembrance parades etc. They will also benefit from access to gym facilities and MODNET, thereby strengthening their connection to the RN and enriching their comprehensive training experience.

ANNEX 74G

GENERAL SERVICE – CAREER ON A PAGE

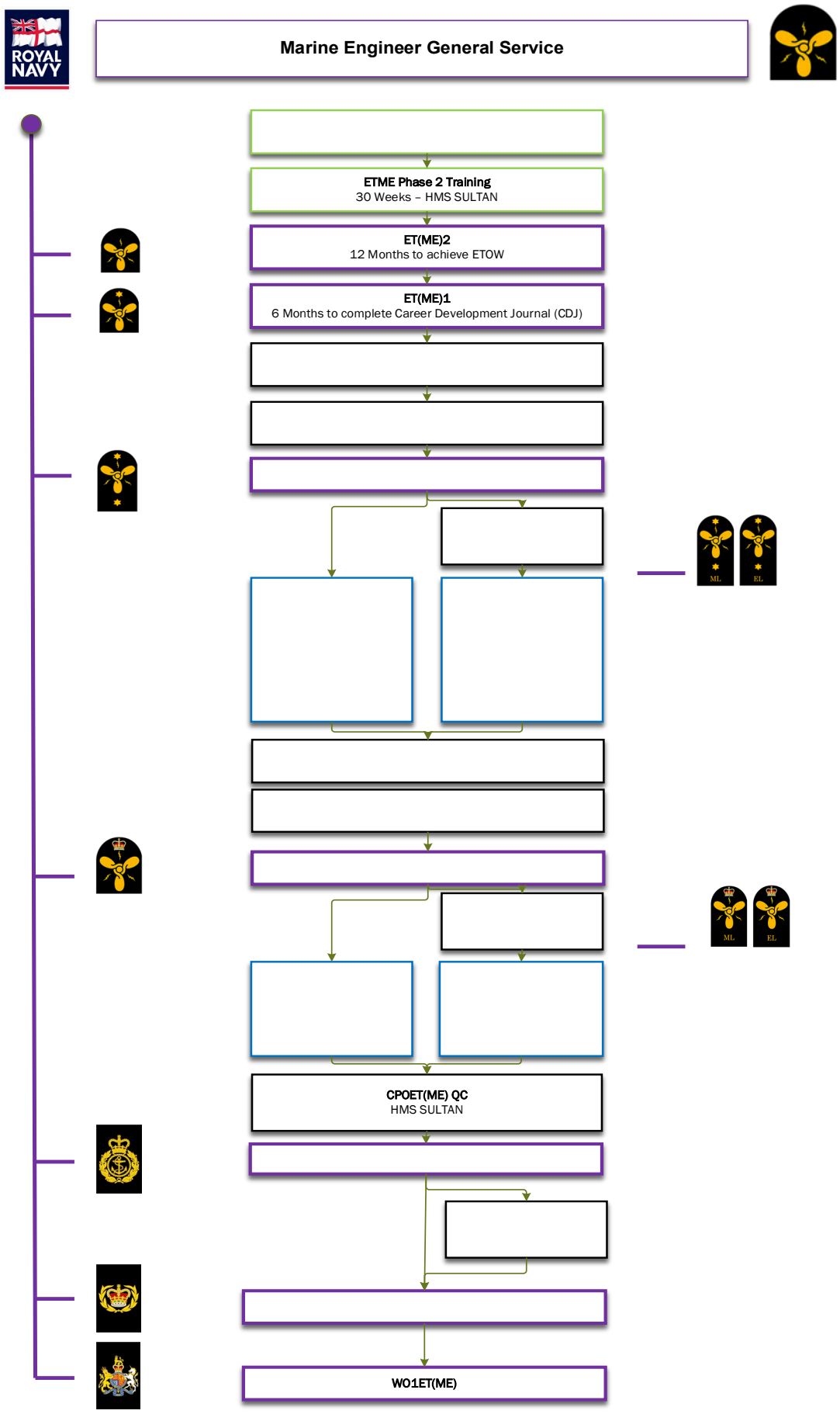
1. General Service - Career on a Page

a. The purpose of the Career on a Page is to provide a quick look at possible career progression to enable informed decisions to be made. Master documents should always be consulted to ensure that the latest information is available.

b. Ratings are advised to liaise with their Reporting Officer regarding any decisions concerning their careers prior to contacting the Career Manager.

c. Ratings seeking promotion to the Officer Corps can do so via the Upper Yardman (UY) or Senior Upper Yardman (SUY) schemes, details of which may be found in Chapter 50.

Figure 74G-1. Marine Engineering (GS) Branch - Career on a Page



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ANNEX 74H

SUBMARINE SERVICE – CAREER ON A PAGE

1. Submarine Service - Career on a Page

a. The purpose of the Career on a Page is to provide a quick look at possible career progression to enable informed decisions to be made. Timelines are indicative averages and are always subject to change. Master documents should always be consulted to ensure that the latest information is available.

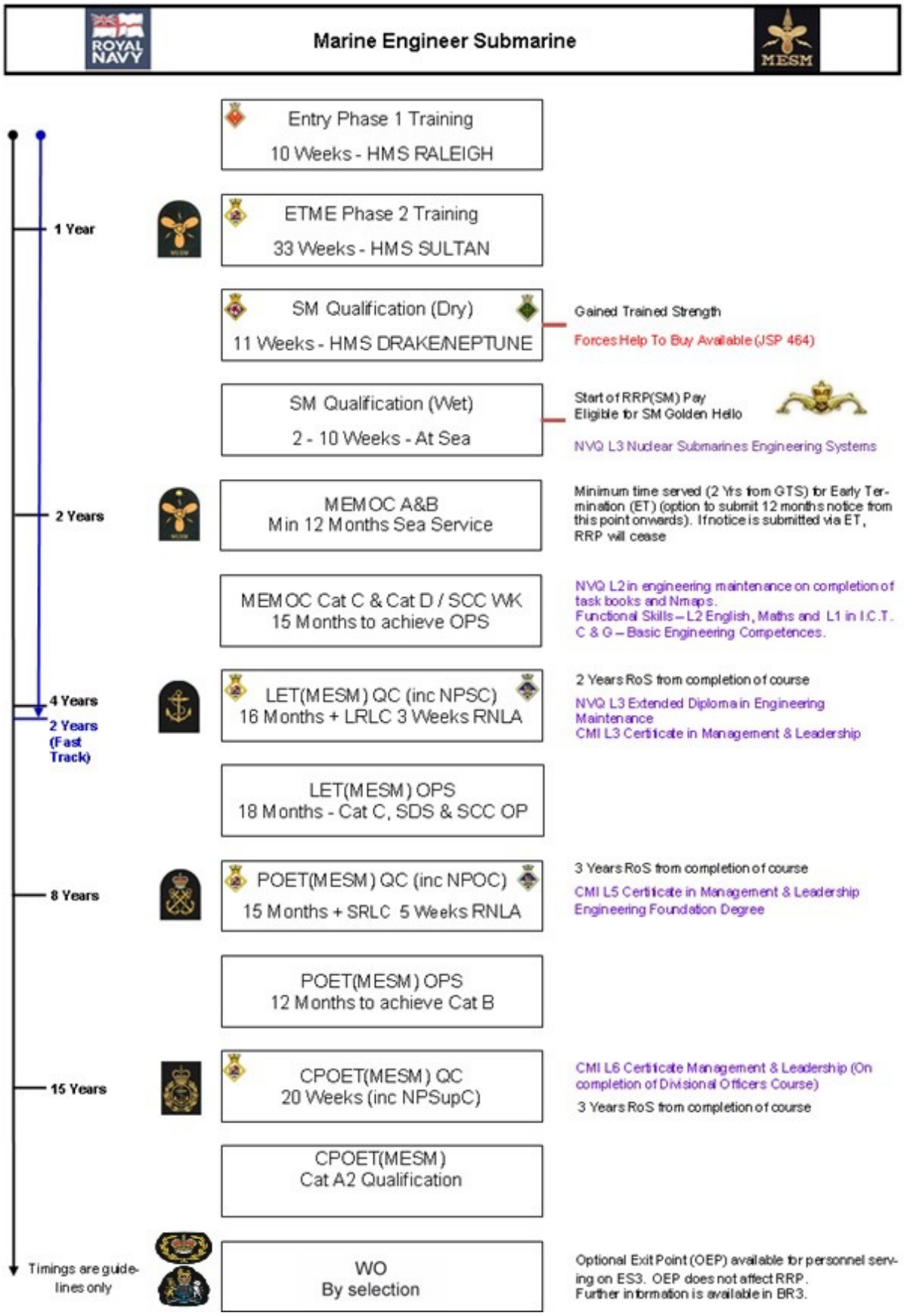
b. Ratings are advised to liaise with their Reporting Officer regarding any decisions concerning their careers prior to contacting the Branch or Career Manager. Career Managers are located in HMNB Clyde.

c. Information pertaining to Ratings training pipeline is contained within the Marine Engineering branch (SM) Career on a Page. Information relating to allowances and benefits available during a career are referenced in the Table below.

d. Ratings seeking promotion to the Officer Corps can do so via the Upper Yardman (UY) or Senior Upper Yardman (SUY) schemes, details of which may be found in Chapter 50.

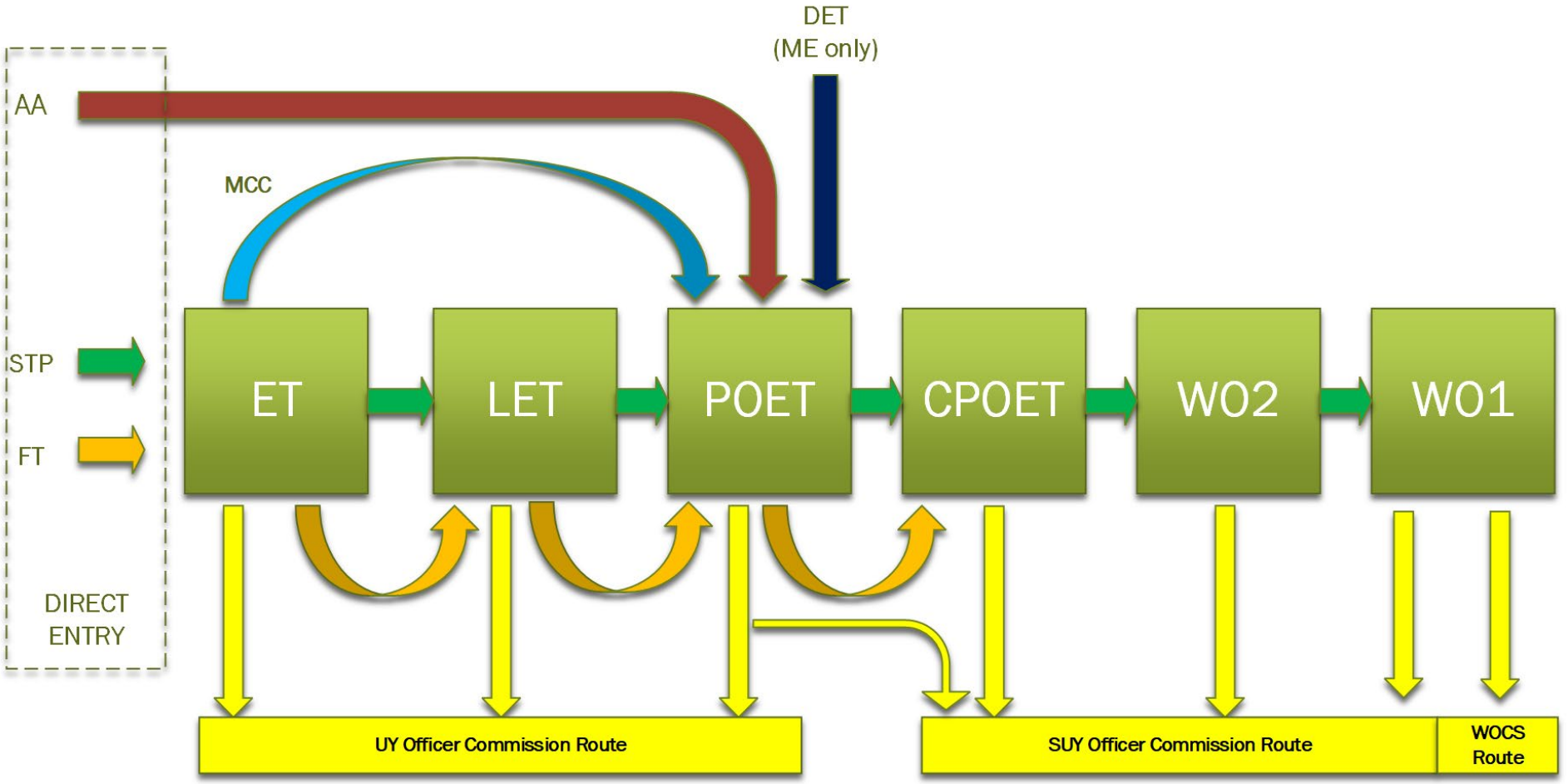
e. **Optional Exit Points.** Ratings in receipt of RRP(SM) may be eligible to submit an Optional Exit Point application which will enable them to leave the service at an earlier point than their current Termination Date, without any loss of RRP; full details may be found in Annex 54K.

Figure 74H-1. Marine Engineering (SM) Branch - Career on a Page



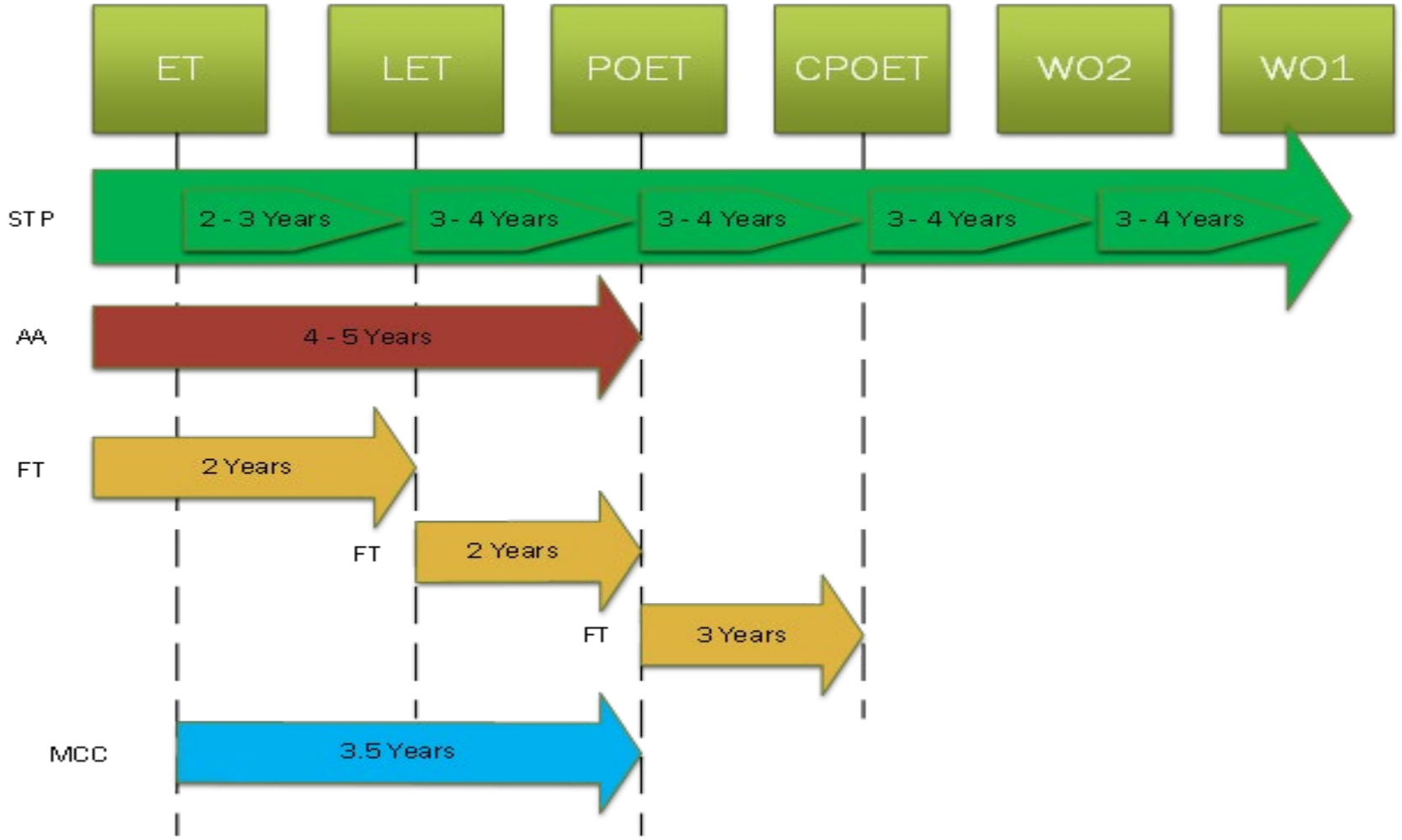
ANNEX 74I

MEGS TRAINING PIPELINES



ANNEX 74J

MEGS TRAINING TIMELINES



CHAPTER 75

ENGINEERING PROFESSION - WEAPON ENGINEERING GENERAL SERVICE (WEGS) AND WEAPON ENGINEERING SUBMARINES (WESM)

(Co-Sponsors: Navy People-WFPM WEGS PM SO2 – GS
Navy People-WFPM WESM PM SO2– SM)

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CHAPTER 75

WEAPON ENGINEERING GENERAL SERVICE (WEGS) & WEAPON ENGINEERING SUBMARINE SERVICE (WESM)

SECTION 1

WEGS SPECIALISATION MANAGEMENT AND PROMOTIONS

7501. Introduction

a. This chapter covers the promotion requirements for the Weapon Engineering General Service specialisation (WEGS).

b. WEGS is responsible for the workforce management and promotion requirements for Officers and Ratings within the WE, Weapons (W), Sensors (S), Communications Information Technician (CIS) and Communications Information Systems Specialist (ET(CIS) Spec) areas of employment.

(1) EGS SharePoint[1] contains useful information for Apprentices and Divisional Officers on Career Development Journals, it also includes details of the latest workforce information and points of contact for the WEGS Profession Management (PM) team.

(2) Apprentices and Divisional Officers should refer to appropriate publications prior to contacting WEGS PMs, guidance at para g.

c. **WEGS Specialisation Terminology.** The following terminology is to be used when referring to the EGS Discipline and WEGS Specialisation:

(1) **Discipline.** Engineering General Service (EGS)

(2) **Specialisation.** Weapon Engineering (WE)

(3) **Department.** Weapon Engineering Department

(4) **Streams.** Weapons, Sensors, CIS Technician & CIS Specialists

d. **Contacts.** WEGS Profession Managers (PMs)and the Training Requirements Authority (TRA) manage the planning and training requirements, including setting the Gained Trained Strength (GTS), promotion numbers, Maximum Authorised Number (MAuN), Extended Service (ES) and Specialisation transfers to meet the RN requirements.

e. Also responsible for developing sustainable career pathways for our workforce and acting as TRA, setting individual training requirements such as Role Performance Statements (RPS) and working with training providers to set training course volumes.

[1] Navy - Profession Management Engineering General Service (PM EGS) - Home (sharepoint.com) (https://modgovuk.sharepoint.com/teams/50020/SitePages/Home.aspx)

f. WEGS personnel should consult the publications referenced and their Divisional Line Management prior to consulting the Specialisation team, contact details as follows:

Table 75-1. WEGS Specialisation Team Members

Rank	Global Address List Email	Role
Cdr	Navy People-WFPM EGS PM SO1	EGS Discipline Manager
Lt Cdr	Navy People-WFPM WEGS PM SO2	Profession Manager
Lt	Navy People-WFPM WEGS TRA SO3	Training Requirements Authority
WO1WE	Navy People-WFPM WEGS PM WO	Profession Manager
WO2WE	Navy People-WFPM CIS PM WO	Profession Manager

g. **Reference Publications.** This chapter should be read in conjunction with the following reference publications:

Table 75-2. WE Publications

Publication	Title
BR300	Weapon Engineering Manual (Surface Ships)
BRd 2000(4)(1)	Weapon Engineering Training and Examinations - General Instructions
BRd 2000(4)(2)	Weapon Engineering Training and Examinations - Weapon Engineering Training Courses
BRd 2000(4)(3)	Weapon Engineering Training and Examinations - General Service and Submarine Examinations

7502. Weapon Engineering Examinations and Assessments in the RN

a. This Article should be read in conjunction with Chap 69 and BRd 2000(4)(1) and 2000(4)(3) (Weapon Engineering Training and Examinations). Every effort is to be made to arrange examinations or assessments (where appropriate) as frequently as possible and without delay to ensure that the advancement or promotion prospects of ratings are not prejudiced.

b. Reporting Officers making recommendations for ratings' advancement, promotion, examination or courses are to pay due regard to the conditions given in Para 6901.

c. The requirement to pass a PE has been removed for all ranks between ET to WO, simplifying promotion eligibility criteria and reducing the number of professional hurdles an individual must overcome to be eligible for selection. All other pre-promotion criteria remain extant.

d. Examining Boards, Local Examinations and assessments are to be oral only and are to cover appropriate syllabus as laid down in BRd 2000(4). Additional oral questions can be used to probe the candidate's knowledge of their own unit.

e. Throughout the assessments, due regard is to be paid to the training, background, experience and present employment of individual candidates. Discretion is to be exercised in areas of the syllabus in which no formal training was given and in which little or no experience may have been gained. Assessors are reminded that individuals are being assessed in their current rank.

f. The Basic Date for advancement purposes is the date of passing the oral assessment, Candidates are to be either passed or failed; no marks are to be awarded.

g. The successful result of the assessment is to be entered on JPA; Competences are to be added by Unit HR personnel.

h. To ensure that ratings are competent at the current rate held, Engineering Technician Assessments (Safety Check, CDJ, HoDs Assurance) must be completed in accordance with the timescales stated in table 75-3. On successful completion of assessments, competencies are to be recorded on JPA by Unit HR personnel. If not achieved within the time scales stated above, then professional warnings should be applied, unless mitigating circumstances exist.

Table 75-3. WEGS ET Career Progression Timeline

Training milestone	Target dates (Fm joining unit)	JPA Competency Awarded
Safety Oral Board	To be achieved within 6 months	Professional | Engineering Technician (GS) | Navy | ET1 Sea 1
CBRNDC Taskbook	To be complete within 6	CBRN|Completed CBRNDC Task Book (All rank/rates)
CDJ	To be achieved by within 18 months	No Competency Awarded
HOD Assurance Board	To be achieved within 18 months	Professional | Engineering Technician (GS) | Navy | ET1 Sea 2

i. For refusal to take a Professional Qualifying Course, see Para 6911 for automatic penalties.

j. Achievement of all assessments are to be recorded on JPA for ET/LET/POET etc. It is the individual's responsibility to check JPA and verify that their records have been amended correctly.

7503. Convening and Composition of Examining/Assessment Boards

a. Examining Boards may be convened by Flotillas and by Commanding Officers of ships complemented with an officer of the WE sub-specialisation of Commander's rank. Examining Boards, where the President of the Board may be a Lieutenant Commander or Lieutenant, may also be convened by Commanding Officers of ships where the WE Officer is of Lieutenant Commander or Lieutenant's rank.

b. **Composition of Examining/Assessment Boards.** Boards are to comprise officers and/or senior ratings of the WE sub-specialisation or officers of other Engineering sub-specialisations serving in WE assignments. Details of the minimum requirement for the composition of the Examining Boards for each rate are contained in BRd 2000(4)(1) Chapter 2[2].

7504. WEGS Promotion Table Guidance

a. Annexes 75A-75D contains the promotion tables for all WEGS pathways.

b. Legacy personnel who have not completed a ICF WEGS Career Course, will remain on their legacy pathway (Annexes 75B-75D) until selection for promotion and completion of a ICF based CC, where they will then join the Annex 75A pathway.

c. Legacy personnel with a bespoke Terms And Conditions Of Service (TACOS) should indicate their aspiration to be added to the promotions board, however, must be aware that a new TACOS may be issued upon promotion. This should be discussed with the Specialisation Managers in advance.

d. Personnel who have Service transferred (RM/ARMY/RAF to RN) will follow the Annex 75A pathway upon entry to the RN. Substantive rank will be awarded on completion of the bespoke re-entry offer pre-requisites as laid down by the Specialisation Manager and joining the Gained Trained Strength (GTS).

[2] https://ndh.web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_2000_4/BRd_2000_4_1/brd_2000_4_1.pdf

SECTION 2

WEGS ACCELERATED TRAINING AUTHORITY (ATA) / FAST TRACK / MARITIME COLLEGE CADETSHIP

7505. WEGS Fast Track Scheme

The Fast Track (FT) scheme will afford individuals an accelerated advancement route. Selection will be via a two-stage process with multiple entry points available; at ET, LET and POET (GS only). This takes account of individuals who develop at differing rates and gives a flexible career path to ensure that career progression through training and employment is better matched to the abilities of technicians. For full details on the FT scheme see Annex 75E and Chapter 68[3]

7506. WEGS Accelerated Apprentice Scheme

WEGS Accelerated Apprentices (AA) join HMS RALEIGH as Probationary Leading Hands until they become 'Gains to the Trained Strength' (GTS) as LETs, on completion of a 2-year bespoke training pipeline. This scheme has now been extended to the PLETs training pipeline meaning they would GTS at POET over the course of 3.5 years. Once GTS, the AA will be subject to the normal selection process of a LET/POET. Full details of the Accelerated Apprentice Scheme can be found at Annex 75F with the pipeline information below. The AA Warnings and Failure policy is laid down at Annex 75F and Chapter 68[4].

7507. WEGS Maritime College Cadetship Scheme

The Maritime College Cadetship (MCC) is a trial scheme and uses a combination of civilian college training and training at sea on an RN platform to expeditiously qualify a POET. This is followed by SRLC alongside their Select-Train-Promote (S-T-P) counterparts. Further detail on the MCC scheme may be found at Annex 75G.

ATA / FT / MCC Contact

Navy People-WFPM WEGS ATA Coord
HMS Collingwood,
Newgate Lane,
Fareham.
PO14 1AS

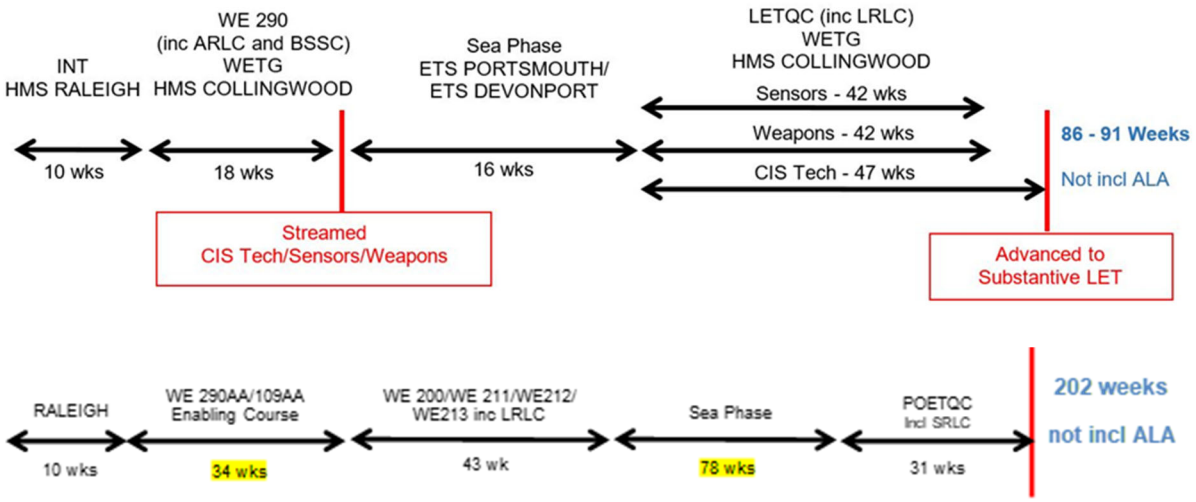
GAL: Navy People-WFPM WEGS ATA Coord

7508. Accelerated Apprentice (AA) WEGS Pipeline

The aim of the AA WEGS scheme is to expeditiously qualify a POET from point of entry. Following Initial Naval Training (INT) the AA WEGS pipeline consists of a bespoke Enabling Course, including a Streaming Selection into LETQC and LRLC. On completion of a short PJT package the PLETs will conduct an 18-month Sea Phase developing both a maritime system knowledge and Naval ethos. This is followed by POETQC and SRLC alongside their counterparts on the non-accelerated pipeline The aim of the AA WEGS scheme is to qualify a POET within three and a half years of entry.

[3] BRd3(1) Ch68 para 6806 - Engineer General Service Branch Fast Track Scheme
[4] BRd3(1) Ch68 para 6809 - Accelerated Apprentice (AA) Scheme

Figure 75-1. Pipeline Schematic



7509. Pipeline Description

a. **Initial Training (INT).** The AA recruits undergo the same training as their ET counterparts and should be treated in the same manner. They will join as Probationary LET (P/LET).

b. **WE 290/109AA Enabling Courses.** WE 290/109AA develops system knowledge in preparation for LETQC and ensures AA WEGS trainees are safe to train in a technical environment.

c. **Streaming.** AA trainees will indicate their preference during their enabling course and will be streamed by ATA WEGS in consultation with WEGS PM WO1. This is not applicable to AA ET(CIS) ratings having conducted the WE 109AA CC as they're already streamed at entry.

d. **LETQC.** LETQC is the standard streamed course undertaken alongside their STP counterparts.

e. **LRLC.** LRLC is the standard 4-week course following successful completion all training.

f. **Sea Phase.** Trainees will then then be assigned to a ship for 18 months to:

(1) Consolidate the knowledge and skills learnt on WE 290/109AA/LETQC and become familiar with naval culture and experience living at sea.

(2) Complete an AA WEGS CDJ and successfully complete the HOD Assurance.

(3) Complete the CBRNDC Task Book.

g. **POETQC.** POETQC is the standard course taken alongside their STP counterparts.

h. **SRLC.** SRLC is the standard course taken alongside their STP counterparts.

i. **Return of Service (RoS).** RoS is iaw with para 5302 for Initial Training. RoS for POETQC will run concurrently.

SECTION 3

WESM SPECIALISATION MANAGEMENT AND PROMOTIONS

7510. Recommendations.

Officers making recommendations for ratings' advancement, promotion, examination or courses are to pay due regard to the conditions given in Chapter 69.

7511. WESM Examinations and Assessments in the Fleet

a. This Article should be read in conjunction with Chapter 69 Section 4 and the BRd 2000(4) series. Every effort is to be made to arrange examinations as frequently as possible and without delay to ensure that the advancement or promotion prospects of ratings are not prejudiced.

b. Applications for Provisional Examinations (PE) are to be made on Forms S442 in accordance with Chapter 69.

c. If officers of the appropriate rank and specialisation required for an Examining Board are not available (see Para 7511 and Para 7512), application should be made to the Administrative Authority for suitable arrangements to be made. Alternatively, when it is known that it will not be possible to convene a Board within four months of a rating's application for examination, the examination may be conducted by the officers of the rating's own ship under the rules for Local Examinations laid down in Chapter 69.

d. Examining Boards and Local Examinations are to be oral only examination and are to cover appropriate syllabus as laid down in BRd 2000(4). Additional oral questions are to be used to probe the candidate's knowledge of their own unit.

e. Throughout the examinations, due regard is to be paid to the training, background, experience and present employment of individual candidates. Discretion is to be exercised in areas of the syllabus in which no formal training was given and in which little or no experience may have been gained.

f. The basic date for advancement purposes is the date due by seniority or if later, the date of passing the oral examination, less any accelerated advancement awarded. Candidates are to be either passed or failed; no marks are to be awarded.

g. The successful result of the PE is to be entered on Form S442 and on JPA; the former being signed by all members of the Board, the latter by the President of the Board. The type of examination, 'Professional Qualifying', 'Provisional' or 'Local' is always to be clearly indicated on Form S442 and the completed form dealt with in accordance with Chapter 69. Competences are to be added by Unit HR personnel.

h. Engineering Technician Operational Performance Statement (OPS) Assessments must be completed in accordance with BRd 2000(4)(1). On successful completion of the OPS Assessment form, competencies are to be added by Unit HR personnel. If not achieved within the time scales stated above, then professional warnings should be applied, unless mitigating circumstances exist.

i. In the event of failure of examinations/assessments, see Chapter 69.

j. For refusal to take a Professional Qualifying Course or Examination, see Chapter 69 for automatic penalties.

7512. Composition of Examining/Assessment Boards.

Boards are to comprise officers and/or senior ratings of the WESM sub-specialisation or officers of other Engineering sub-specialisations serving in WESM assignments. Details of the minimum requirement for the composition of the Examining Boards for each rate are contained within BRd 2000(4).

7513. Local Examinations

a. Local examinations are to be convened in accordance with Chapter 69 and conducted in accordance with Para 7511.

b. Local Examination Boards are to comprise:

(1) **President.** An officer of the WESM sub-specialisation.

(2) **Member.** An officer of the WESM sub-specialisation (not under training) or a WO ET of the same specialist qualification or specialisation as the candidate.

(3) **Member.** Highest rate borne of the same specialist qualification and stream as the candidate.

c. All members of the Board may be from the candidate's own ship.

Figure 75-2. ET (WESM) - Rules Regarding Failure

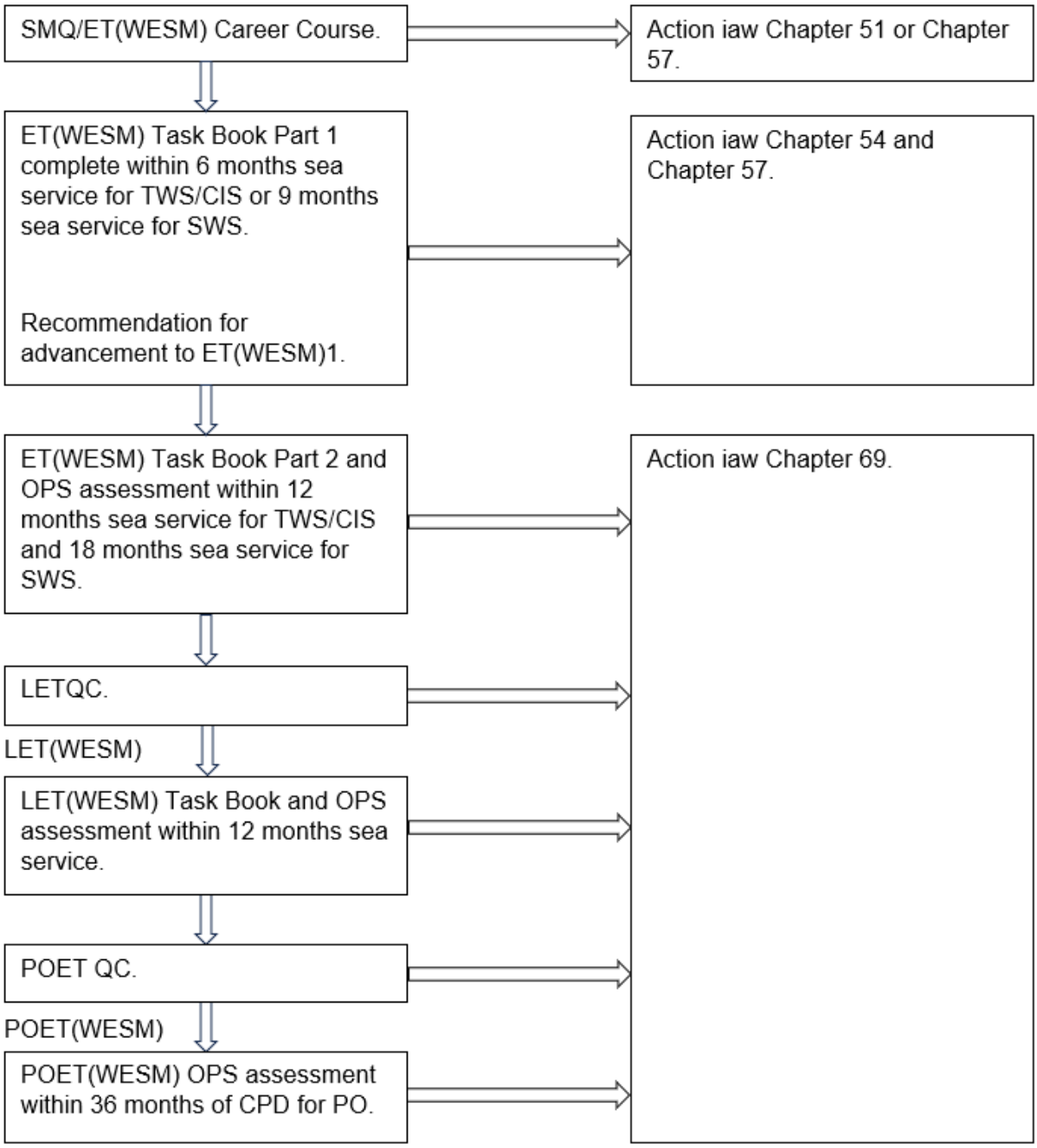


Table 75-1. WESM Branch - Branch Managers, Career Managers and General Information

Branch Manager (WESM)	Career Manager (WESM) (Senior Rate)	Career Manager (WESM) (Junior Rate)
NAVY PEOPLE-WFPT ENG WESM SO2	NAVY PEOPLE-CM SM WO1WESM	NAVY PEOPLE-CMF SWS CIS JR and NAVY PEOPLE-CM F TWS JR
Career and Promotion References BRd 2000(4) series		
General Information		
BRd 1900: Submarine Instructions JSP 419: Adventurous Training in the UK Armed Forces JSP 464: Tri-Service Accommodation Regulations (Forces Help to Buy Scheme) JSP 752: Tri-Service Regulations for Expenses and Allowances JSP 754: Tri-Service Regulations for Pay JSP 760: Tri-Service Regulations for Leave and Other Types of Absences JSP 765: MOD Compensation Schemes Statement of Policy JSP 905: Armed Forces Pension Scheme 2015 and Early Departure Payments Scheme 2015 Additional information: www.gov.uk/armed-forces-pension-calculator www.ticketsfortroops.org.uk www.defencediscountservice.co.uk		

ANNEX 75A

WEGS PROMOTION TABLES

1. Guidance

a. This annex contains the promotion tables for personnel who entered the RN as an:

Engineering Technician (Weapon Engineering),

or

Engineering Technician (Communication Information Systems)

b. These personnel will have one of the following competencies:

(1) WE|ET(WE)/ET(WESM) Career (WE 107)|Navy|

(2) WE|ET(WE)CIS Career (WE 108)|Navy|

(3) WE|ET(CIS) CIS CAREER COURSE (WE109)|Navy|

c. WE107 ET(WE) career course personnel will be streamed at selection to LET. Line Managers are to ensure that ET(WE)s indicate within their JPA front page comments box, their full streaming preferences in the individuals preferred order. The only approved streaming choices are:

(1) ‘My first preference is: CIS(Tech) / Sensors / Weapons’*

(2) ‘My second preference is: CIS(Tech) / Sensors / Weapons’*

(3) ‘My third preference is: CIS(Tech) / Sensors / Weapons’*

(* Delete as appropriate)

d. All preference fields must be completed and duplication is not permitted. For example, CIS(T) cannot be entered for all three preferences. Duplicate entries will be treated as no preference, and individuals will be streamed at the discretion of the board.

e. WE108 ET(WE)(CIS) career course personnel will be streamed at selection to LET. Line Managers are to ensure that ET(WE)(CIS)s indicate within their JPA front page comments box, which is their preferred stream, the only approved stream choices are:

(1) My first preference is: CIS TECHNICIAN / CIS SPECIALIST

(2) My second preference is: CIS TECHNICIAN / CIS SPECIALIST

f. WE109 ET(CIS) career course personnel are streamed upon entry and are therefore, not required to indicate streaming preference.

g. Streaming of eligible WEGS personnel is conducted during the promotion selection boards for ET to LET only, Reporting Officers should add a comment on suitability for a recommended stream within SPs SJAR. WEGS personnel are to be aware that streaming preference may not always be offered, this could be for many factors such as Service needs. After selection to LET, WEGS personnel will no longer be required to indicate their preference on JPA as streaming has already been conducted.

h. RN eligibility and entry standards can be found within BRd 3(1) Ch7.

2. Refusing Promotion on Streaming Basis for WEGS Personnel Only

Extant policy remains applicable for individuals who decline promotion when offered their first streaming preference[1].Individuals who decline promotion when offered their second, third or fourth streaming preference will be presented to the next board; however, it should be noted previous non-preference streaming will have no bearing on streaming decisions at future boards. The Service runs a merit-based system for promotions and streaming will be conducted in line with the order of merit, i.e. the strongest performing candidates have the highest chance of getting their first preference.

3. 12 Month Sea Competency Policy Amend for EGS (WEGS) Personnel.

EGS personnel who have completed the required qualifying (and, where applicable, leadership) courses and are then assigned to a substantive Higher Rate role prior to CPD ***will*** start counting sea time from the date they take up that role. This reflects the experience they are gaining at the higher rate.

[1] BRd3(1) Ch 67 Para 6711 – Candidates Refusing Promotion

WEGS ET2 to ET1 (All streams)

Table 75A-1. ET2 to ET1 Requirements

Requirement	Competency	Proficiency Level	Notes
Completed - Phase 1 New Entry Training.			2
Completed ET(WE), ET(CIS) or ET(WE)(CIS) Career Course.	'WE|ET(WE)/ET(WESM) Career (WE 107)|Navy|' **Or** 'WE|ET(CIS) CIS CAREER COURSE (WE109)|Navy|' **Or** 'WE|ET(WE)CIS Career (WE 108)|Navy|'		3
Display required proficiency as an ET(WE)2, ET(CIS)2 or ET(WE)(CIS)2. To be completed within 6 months sea service.	'Professional| Engineering Technician (GS)|Navy|'	'ET1 Sea 1'	1
At least 6 months since last Career Check (if any) on date due advancement.			
Recommended for advancement to ET(WE)1, ET(CIS)1, or ET(WE)(CIS)1 by CO. Promotion Authorisation Request (PAR) forwarded to parent Career Management Cell (CMC).			

Advanced to – ET1

ET1 to LET (All Streams)

Table 75A-2. Pre-Selection Requirements for LET (all streams) at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as an ET(WE)1, ET(CIS)1 or ET(WE)(CIS)1, To be completed within 18 months sea service as an ET.	'Professional| Engineering Technician (GS)|Navy|'	'ET1 Sea 2'	1, 4
Completed 12 months Sea service.	'CMSI12 Months Sea Time ABlNavyl'		4
Streaming Preference recorded on JPA.			5
Serving on a ES1/ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[3].			
Recommended for promotion on appraisal report at Selection Eligibility Date (SED)[2].			

[3] Para 6703 b sub para 6.
[2] Para 6703 b sub para 6, 7.

Table 75A-3. Pre-Promotion Requirements for LET (all streams)

Requirement	Competency	Proficiency Level	Notes
Completed Leading Rates Leadership Course (LRLC) by nominated CPD+12 months.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'		8
Passed LET(WE) or LET(CIS) Qualifying Course (QC) by nominated CPD+12 months.	'WE|LET(WE) Weapons Career (WE 211)|Navy|' **Or** 'WE|LET(WE) Sensors Career (WE 212)|Navy|' **Or** 'WE|LET(WE) CIS Career (WE 213)|Navy|' **Or** 'WE|LET(CIS) CIS Career Course (WE200)|Navy|'		7 - 14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
Complete pre-course learning[3].b			10
To be educationally qualified for promotion (EFP) [4].	'Educational|RN/RM English Level 1|Navy|' **Or** 'Educational|RN/RM English Level 2|Navy| **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|' **Or** 'Educational|RN/RM Mathematics Level 1|Navy|' **Or** 'Educational|RN/RM Mathematics Level 2|Navy|'		

Promoted to - Leading Weapon Engineering Technician (Weapon Engineering) or Leading Engineering Technician (Communication Information Systems)

[3] BR 2000(4)(1) Issue Dec 2015 Annex 4J.
[4] Para 9615 a sub Para 5.

WEGS LET to POET (All Streams)

Table 75A-4. Pre-Selection Requirements for POET (all streams) at CRD

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as an LET(WE). To be completed within 18 months sea service as an LET.	'Professional| Engineering Technician(GS)|Navy|'	LET Sea	1
Serving on an ES2/ FC/ OE1 or ES3/ EC/ 2OE that expires after the nominated CPD[5].			
Recommended for promotion on appraisal report at SED[6].			
Completed 12 months Sea service.	'CMSI12 Months Sea Time LHlNavyl'		4

Table 75A-5. Pre-Promotion Requirements for POET (All Streams)

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates' Leadership Course (SRLC) by nominated CPD.	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'		8
Passed POET(WE) or POET(CIS) PQC by nominated CPD+12 Months.	'WE|POET(WE) (W, S,SM,CIS) Career (WE 316)|Navy|' **Or** 'WE|POET(CIS) CIS Career Course (WE305)|Navy|'	Pass	7 - 14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[7].	• 'Educational|RN/RM English Level 2|Navy|' **Or** • 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** • Educational|RN/RM Mathematics Level 2|Navy| **Or** • Educational|RN/RM Mathematics Proxy A*- C|Navy|		
Complete pre-course learning[8].			10

Promoted to - Petty Officer Weapon Engineering Technician (Weapon Engineering) or Petty Officer Engineering Technician (Communication Information Systems)

[5] Para 6703 b Sub Para 6.
[6] Para 6703 b sub para 3.
[7] Para 9615.
[8] https://www.dle.mod.uk/enrol/index.php?id=15875.

WEGS POET to CPOET (All Streams)

Table 75A-6. POET(WE) or POET(CIS) to CPOET (WE) or CPOET(CIS) - Pre-Selection Requirements for Chief Petty Officer (WE) or (CIS) at CRD

Requirement	Competency	Proficiency Level	Notes
Display required proficiency as a POET(WE) or POET(CIS). To be completed within 18 months sea service as an POET.	'Professional| Engineering Technician(GS)| Navy|'	POET Sea	1 (Evidenced in CDJ against ICF)
Serving on FC/OE1 or EC/2OE or ES1/ES2/ES3 which expires after the CPD (BRd3, Para 6703 b sub para 6.)			
Recommended for Promotion on Appraisal Report at SED (BRd3, Para 6703 b sub para 3, 9.)			
Completed 12 months Sea service (Includes all positions tagged Sea)	'CMSI12 Months Sea Time POINavy|'		

Table 75A-7. Pre-Promotion Requirements for CPOET (All Streams)

Requirement	Competency	Proficiency Level	Notes
Passed CPO ET(WE) QC	WE|CPOET(WE) Career Course (WE 320)|Navy|	Pass	7-14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
EFP in accordance with BRd 3, Para 9634.			

Promoted to - Chief Petty Officer Weapon Engineering Technician (Weapon Engineering) or Chief Petty Officer Engineering Technician (Communication Information Systems)

WEGS CPOET to WO2ET (All Streams)

Table 75A-8. Pre-Selection Requirements for Warrant Officer Second Class (WE) at CRD

Requirement	Competency	Proficiency Level	Notes
Serving on FC/OE1 or EC/2OE or ES1/ES2/ES3 which expires after the CPD (BRd3, Para 6703 b sub para 6.)			
Recommended for Promotion on Appraisal Report at SED (BRd3, Para 6703 b sub para 3, 9.)			
Completed 12 months Sea service (Includes all positions tagged Sea)	'CMSI12 Months Sea Time CPOINavyI'		

Table 75A-9. Pre-Promotion Requirements for WO2ET(WE)

Requirement	Competency	Proficiency Level	Notes
Passed WO ET(WE) QC by nominated CPD+12 Months	'WE|WO Qualifying Course (WE 535)|Navy|'	Pass	7-14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
EFP in accordance with BRd3, Para 96134.			

Promoted to - Warrant Officer Second Class Engineering Technician (Weapon Engineering) or Warrant Officer Second Class Engineering Technician (Communication Information Systems)

WEGS WO2ET to WO1ET

Table 75A-10. Pre-Selection Requirements for Warrant Officer First Class (WE) at CRD

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE which expires after the CPD[9].			
Substantive WO2s, and those selected for WO2 but have yet to reach their CPD, will be eligible for consideration regardless of the seniority held in their rate[10].			
Recommended for Promotion on Appraisal Report at CRD[11].			

Table 75A-11. Pre-Promotion Requirements for WO1ET(WE)

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
Educationally Qualified for promotion in accordance with Para 9634.[12].			

Promoted to - Warrant Officer First Class Engineering Technician (Weapon Engineering) or Warrant Officer First Class Engineering Technician (Communication Information Systems)

[9] Para 6703 b sub para 6.
[10] Para 6703 b sub para 2.
[11] Para 6703 b sub para 3, 9.
[12] Para 9615.

Notes:

1. CDJ Competence/ICF Framework. *Display required proficiency in current rate. In accordance with competences laid down in the ICF Competency Matrix[13] and the ICF Competency Levels[14]; achieved within the sea employment space, evidenced within the individuals CDJ with mandatory completion, subsequently assessed and authorised by the HOD.*

2. New Entrants. *All new entrants are rated Engineering Technician (Weapon Engineering) (ET(WE)2), Engineering Technician (Weapon Engineering) (Communications and Information Systems) (ET(WE)(CIS)2)[15] or Engineering Technician (Communication Information Systems) ET(CIS)2[16] on joining Phase 1 New Entry Training.*

3. Phase 2 Training. *There are currently two streams upon joining Weapon Engineering General Service. These are Engineering Technician (Weapon Engineering) (ET(WE)) who stream on selection to LET to either Weapons, Sensors or CIS Tech and Engineering Technician (Communication Information Systems) (ET(CIS)) who single stream on joining Phase 1. The last combined ETWE(CIS)2 career course completed 6 Aug 20 with the New ET(CIS)2 career course having commenced 18 May 20.*

4. Potential Fast Track Candidates. *Assessments and recommendations from sea for potential FT candidates at ET Level are to have shown the potential to operate at the technical ability and expected CLM attributes of that of a POET. Recommend should be made on last SJAR prior to attending LET course, hence recommendation is for FT as an LET to POET.*

Potential FT candidates at LET level are to have shown the potential to operate at the technical ability and expected CLM attributes of that of a CPOET. Recommend should be made on last SJAR prior to attending POET course, hence recommended for FT as a POET to CPOET.

The recommendation is to be recorded on JPA with supporting comments included by the 1 and 2 RO in their next SJAR, competence details as follows:

*ET LEVEL - Professional|Fast Track POET Recommend|Navy **
*LET LEVEL - Professional|Fast Track CPOET Recommend|Navy| ***

**Recommend on last SJAR prior to LET course, hence recommended for FT between LET to POET*
*** Recommend on last SJAR prior to LET course, hence* recommended *for FT between POET to CPOET*

(Continued)

[13] ICF Matrix V5.4 - https://modgovuk.sharepoint.com/:x:/r/sites/defnet/Navy/_layouts/15/WopiFrame2.aspx?sourcedoc=%7bf5be280d-362f-44d0-b36f-11b71ceda32c%7d
[14] EGS ICF Competence Levels - https://modgovuk.sharepoint.com/sites/defnet/navy/Docs11/20161116.1/20140327-EGS%20ICF%20Competence%20Levels.pdf
[15] ET(CIS) single stream commenced Phase 1 - 5 May 19 and the last ET(WE)(CIS)2 WE108 course completed 6 Aug 20. (WE109 1903-1904 was made up of Single Stream ET(CIS).
[16] The first ET(CIS)2 WE109 course commenced 18 May 20.

Notes (Continued):

5. Individual Stream Preference. *The Individual's Streaming Preference is to be recorded on JPA within the section My Career, Employee Preferences, Comments, first box, IAW Para 1(c) above.*

ET(CIS) Specialist Ratings who conducted the WE109 Career Course are single streamed upon entry from 1 May 2019, therefore no streaming preference is required.

Divisional Officers - The 1RO is to provide supporting evidence of suitability for the stream in the individual's SJAR.

Streaming – Ratings and Divisional Officers are to be aware that individual streaming preference will be made IAW needs of service.

6. Recommendation for Promotion. *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation. For promotion up to the rate of PO, Streamlined Eligibility Dates (SED) in any year will apply[17]. If a streamlined promotion candidate has been awarded a positive recommendation for promotion (as above) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be placed before the Promotion Board.*

7. Selection Boards. *Selection Boards will be convened up to 3 times a year and the results of successful candidates announced on completion. CM will endeavour to assign selected personnel to Qualifying Courses (QC) depending on course and individual availability (OC).*

8. Failure to Complete Professional and/or Leadership Course. *Refer to Para 6714 and 6703 b sub para 4 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (out with own control) or non-service reasons (within own control).*

(Continued)

[17] BRd3(1) Para 6703b – Streamlined Eligibility Dates

Notes (Continued):

9. *Personnel who do not have sufficient length of service remaining to meet the requirement of any Return of Service (RoS) attached to a Qualifying Course (QC). Personnel must agree to an extension of service (EoS) that may be required to cover the length of the course and associated ROS on Form S61 (Para 5304 sub para f). Acceptance of the EoS will be required prior to commencement of the relevant QC.*

10. Pre-course Learning. *Pre-course learning is to be completed in accordance with the policy of the relevant Training School. Where this is not achieved, the suitability of the individual to undertake the course will be determined on a case-by-case basis by the Commanding Officer HMS COLLINGWOOD (not applicable to CIS Specialists).*

11. The suitability of individuals to retake failed elements of the QC or the requirement to be back-classed. *The suitability of individuals to retake failed elements of the QC or the requirement to be back-classed will be determined by the Commanding Officer HMS COLLINGWOOD. A repeat failure of part/all of the course may result in the individual being deselected; continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.*

12. Unsuitable Candidates. *Where, during the period of the Qualifying Course, candidates are found to be unsuitable for promotion to the next higher rate, they may be withdrawn from training by the Commanding Officer HMS COLLINGWOOD. In such cases, individuals will be deselected and will continue to serve in the lower rate. They will be eligible for future selection in normal course.*

13. Qualifying Courses Failures. *For rules regarding failure, see Para 6912.*

14. Refusal to Undertake the QC. *If successful ratings decide to refuse the course, they will be deselected and continue to serve in their current rate.*

ANNEX 75B

WEGS LEGACY ET(WE) PROMOTION TABLES

1. Engineering Technician (Weapon Engineering) - Legacy

a. The following rules apply to personnel who have not been trained via a Project Faraday/Mountbatten course.

b. Personnel will transfer to the WEGS career pathway detailed at Annex A on completion of a modern career course.

ET(WE)2 to ET(WE)1 - Legacy

Table 75B-1. ET(WE)2 to (ETWE)1 Requirements

Requirement	Competence	Proficiency Level	Notes
Completed Part 1 New Entry Training and Part 2 ET(WE) Career Course. On completion ratings issued ET(WE) Taskbook.			1
At least 6 months since last Career Check (if any) on date due advancement.			
Completed Task Book Section 2A (including ET 2 Safety Check Assessment).			
Recommended for advancement to ET(WE)1 by HOD.			

Advanced to - ET(WE)1

ET(WE)1 to LET(WE) - Legacy

Table 75B-2. Pre-Selection Requirements for LET(WE) at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

Requirement	Competence	Proficiency Level	Notes
Completed Task Book section 2B.			
Completed 12 months Sea service	'CMSI12 Months Sea Time ABINavyI'		
Operational Performance Statement (RPS) as an ET(WE)1 - Awarded on successful completion of both the Task Book Section 2B and the formal RPS Assessment (within 36 months from completion of Phase 2 training). The Assessment is to be constituted in accordance with the guidance from the BR 2000 Series	'Professional|RPS for ET(WE) DQ40|Navy|'		2
Streaming Preferences submitted and showing on JPA.			3
Serving on an ES1/ FC/ OE1 that expires after the nominated Common Promotion Date (CPD)[1].			
Recommended for promotion on appraisal report at Selection Eligibility Date (SED)[2].			

[1] Para 6703 b sub para 6.
[2] Para 6703 b sub para 3.

Table 75B-3. Pre-Promotion Requirements for LET(WE)

Requirement	Competence	Proficiency Level	Notes
Completed Leading Rates' Leadership Course (LRLC) by nominated CPD.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'		4
Completed LET(WE) QC by nominated CPD +12 months.			5 - 8
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[3].	'Educational|RN/RM English Level 1|Navy|' **Or** 'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|' **Or** 'Educational|RN/RM Mathematics Level 1|Navy|' **Or** 'Educational|RN/RM Mathematics Level 2|Navy|'		

Promoted to - LEADING ENGINEERING TECHNICIAN (WEAPON ENGINEERING)

LET(WE) to POET (WE) - Legacy

Table 75B-4. Pre-Selection Requirements for POET(WE) at CRD

Requirement	Competence	Proficiency Level	Notes
Completed LET(WE) Task book.			
Awarded RPS at LET. The RPS Assessment for LET(WE) will be constituted in accordance with the guidance from the BR 2000 Series	'Professional|RPS for LET(WE) DQ40|Navy|'		
Recommended for promotion on Appraisal Report at SED[4].			
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[5].			
Completed 12 months Sea service.	'CMSI12 Months Sea Time LH|Navy|'		

[3] Para 9615.
[4] Para 6703 b sub para 3.
[5] Para 6703 b sub para 6.

Table 75B-5. Pre-Promotion Requirements for POET(WE)

Requirement	Competence	Proficiency Level	Notes
Completed Senior Rates' Leadership Course (SRLC) by nominated CPD +12 months.	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'		4
Passed POET (WE) Qualifying Course (QC) inc Streamed training by nominated CPD +12 months.		Pass	5 - 8
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[6].	'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Level 2|Navy|' **Or** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|'		

Promoted to - PETTY OFFICER ENGINEERING TECHNICIAN (WEAPON ENGINEERING)

POET(WE) to CPOET (WE) – Legacy

Table 75B-6. Pre-Selection Requirements for Chief Petty Officer (WE) at CRD

Requirement	Competence	Proficiency Level	Notes
Completed Post Course Study Guide.			6
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[7].			
12 months Sea Service as a POET(WE).	'CMS|12 Months Sea Time PO|Navy|'		
Pass RPS Assessment. The RPS Assessment for POET(WE) will be constituted in accordance with Para 7503.	'Professional| RPS for POET(WE) DQ40|Navy|'		
Recommended for promotion on appraisal report at CRD[8].			

[6] Para 9615.
[7] Para 6703 b sub para 6.
[8] Para 6703 b sub para 3.

Table 75B-7. Pre-Promotion Requirements for CPOET(WE)

Requirement	Competence	Proficiency Level	Notes
Passed CPOET (WE) Qualifying Course (QC) by nominated CPD +12 months.	'WE|CPOET (WE) Career (WE320)|Navy|'	Pass	5 – 8
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Promoted to – CHIEF PETTY OFFICER ENGINEERING TECHNICIAN (WEAPON ENGINEERING)

CPOET(WE) to WO2ET(WE) – Legacy

Table 75B-8. Pre-Selection Requirements for Warrant Officer Second Class (WE) at CRD

Requirement	Competency	Proficiency Level	Notes
FOR CPOWEMs ONLY - contact Proms Section and Profession Manager to request they are presented to the next WO2ET Selection Board. This should also feature in page 1 of the SJAR ahead of the CRD.			14 - 15
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. (BRd3, Para 6703 b sub para 6.)			
Recommended for promotion on Appraisal Report at CRD. (BRd3, Para 6703 b sub para 3, 9.)			
Completed 12 months Sea service. (Includes all positions tagged Sea)	'CMSl12 Months Sea Time CPOlNavyl'		

Table 75B-9. Pre-Promotion Requirements for WO2ET(WE)

Requirement	Competency	Proficiency Level	Notes
Passed CPOET Career Course ahead of WOQC	'WE|CPOET(WE) Qualifying Course (WE 320)|Navy|'	Pass	16
Passed WO ET(WE) QC by nominated CPD+12 Months	'WE|WO Qualifying Course (WE 535)|Navy|'	Pass	5-13
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) in accordance with BRd3, Para 9615.			

Promoted to - WARRANT OFFICER SECOND CLASS ENGINEERING TECHNICIAN (WEAPON ENGINEERING)

WO2ET(WE) to WO1ET(WE) - Legacy

Table 75B-10. Pre-Selection Requirements for Warrant Officer First Class (WE) at CRD

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[9].			
Substantive WO2s, and those selected for WO2 but have yet to reach their CPD, will be eligible for consideration regardless of the seniority held in their rate.[10].			
Recommended for promotion on Appraisal Report at CRD[11].			

Table 75B-11. Pre-Promotion Requirements for WO1ET(WE)

Requirement	Competence	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[12].			

Promoted to - WARRANT OFFICER FIRST CLASS ENGINEERING TECHNICIAN (WEAPON ENGINEERING)

[9] Para 6703 b sub para 6.
[10] Para 6703 b sub para 2.
[11] Para 6703 b sub para 3.
[12] Para 9615.

Notes:

1. ***New Entrants.*** *All new entrants are rated Engineering Technician (Weapon Engineering) (ET(WE)2) on joining Phase 1 Initial New Entry Training..*

2. ***Role Performance Statement (RPS) as an ET(WE)1.*** *Awarded on successful completion of both the Task Book Section 2B and the formal RPS Assessment (within 36 months from completion of Phase 2 training). The Assessment is to be constituted in accordance with the guidance from the BR 2000 Series.*

3. ***Individual Stream Preference.*** *The Individual's Streaming Preference is to be recorded on JPA within the section My Career, Employee Preferences, Comments, first box, as laid down in Annex 75A para 1c.*

Divisional Officers - The 1RO is to provide supporting evidence of suitability for the stream in the individual's SJAR.

Streaming – Ratings and Divisional Officers are to be aware that individual streaming preference will be made IAW needs of service.

4. ***Failure to Complete Professional and/or Leadership Course.*** *Refer to Para 6714 and 6703 b sub para 4 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control). For rules regarding failure, see Para 6912 sub para f.*

5. ***Personnel who do not have sufficient length of service remaining to meet the requirement of any Return of Service (RoS) attached to a Qualifying Course (QC).*** *Personnel must agree to any extension of service (EoS) that may be required to cover the length of the course and associated ROS on Form S61 (Para 5304 sub para f). Acceptance of the EoS will be required prior to commencement of the relevant QC.*

6. ***Pre-course Learning.*** *Pre-course learning is to be completed in accordance with the policy of the relevant Training School. Where this is not achieved, the suitability of the individual to undertake the course will be determined on a case-by-case basis by the Commanding Officer HMS COLLINGWOOD.*

7. ***Selection Boards.*** *Selection Boards will be convened up to 3 times a year and the results of successful candidates announced on completion. CM will endeavour to assign selected personnel to Qualifying Courses (QC) depending on course and individual availability (OC)..*

(Continued)

Notes (Continued):

8. The suitability of individuals to retake failed elements of the QC or to be re-classed. *The suitability of individuals to retake failed elements of the QC or to be re-classed will be determined by the OC WETG HMS COLLINGWOOD. A repeat failure of part/all of the course will result in the individual being deselected, continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.*

9. Selection Boards. *Selection Boards will select CPOET(WE)s to be assigned to the WOQC in the following training year. Shortly after each Selection Board has completed sitting, a signal originated by the Ratings' Promotions Section will promulgate the names of successful candidates in alphabetical order. DDPD will endeavour to assign all ratings to WO1QC on an opportunity basis, but the needs of the Service remain paramount.*

10. Refusal. *As is customary in a selection process, successful ratings will have the opportunity of refusing the course. Those doing so will be deselected and continue to serve in their current rate.*

11. Failure. *If a candidate fails the WOQC, their suitability to retake the course or elements therein will be considered by the Commanding Officer HMS COLLINGWOOD. A repeat failure of all/part of the course will result in deselection and the rating continuing to serve as a CPOET(WE). Suitability for future WOQC will be through the selection process and will be dependent on the rating's performance as reported by SJAR.*

12. Unsuitable Candidates. *Whilst on the WOQC, if candidates are found to be unsuitable for promotion to WO2ET(WE), they may be withdrawn from training by the Commanding Officer HMS COLLINGWOOD; they will be deselected, continue to serve as CPOET(WE)s and will be eligible for future selection in normal course.*

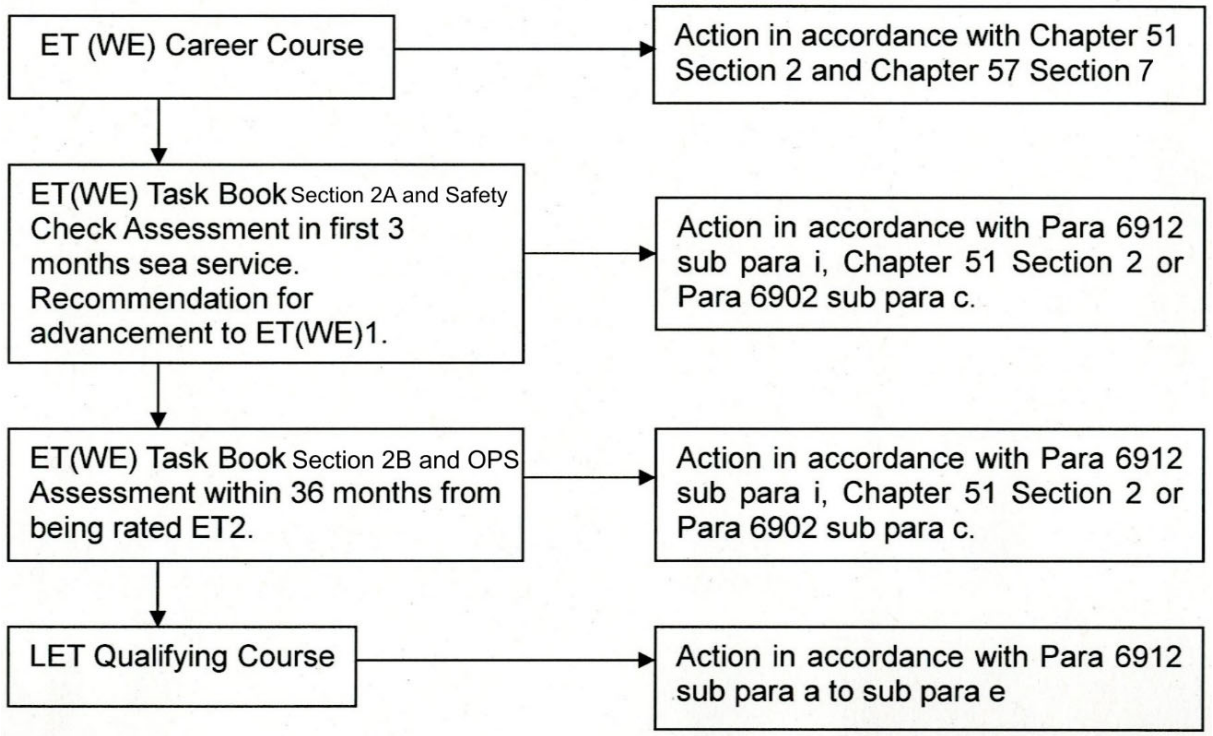
13. EFP Requirement for WO1. *The EFP requirement for consideration for selection for WO1 will not apply to any WO2ET(WE) GS who has been promoted to Warrant Officer under previous EFP regulations. Although EFP will not apply to any WO2 on previous EFP regulations, this will affect eligibility for selection on WOCB in that the criterion is not met.*

14. ***CPOWEM.*** Individuals wishing to be presented to the WO2 selection board must request this in writing/email to Proms and the relevant PM SO2.

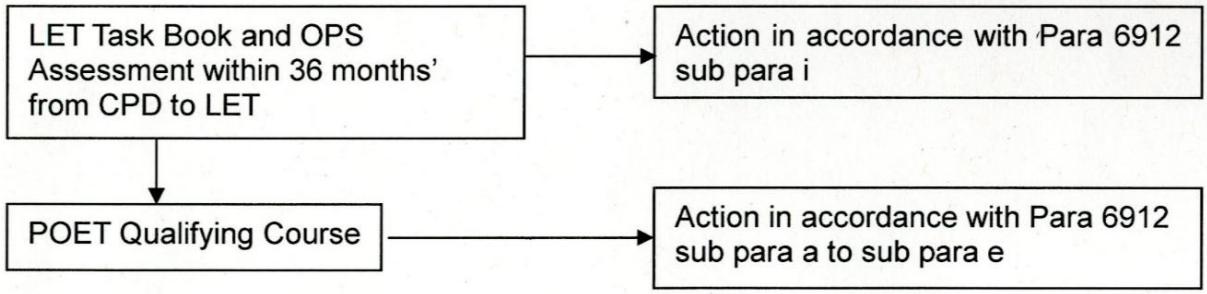
15. This should be completed before the CPO CRD with supporting words in the SJAR

16. Must be completed prior to WOQC (WE 535).

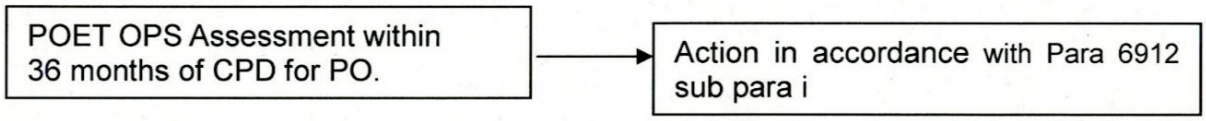
Figure 75B-1. ET (WE) - Rules Regarding Failure



LET (WE)



POET (WE)



ANNEX 75C

WEGS LEGACY WEM PROMOTION TABLES

1. Legacy Rules - Senior Rate Weapon Engineering Mechanics - Adult Entry (Final Entry November 1992) - Promotion Flowchart

PETTY OFFICER WEAPON ENGINEERING MECHANIC (O) or (R)

Chief Petty Officer WEM - Pre-Selection Requirements

a. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[1].

b. Recommended for promotion on Appraisal Report at CRD.

Chief Petty Officer WEM – Pre-Promotion Requirements

c. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER WEAPON ENGINEERING MECHANIC (O) or (R)

Warrant Officer 2 WEM - Pre-Selection Requirements

a. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

b. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 2 WEM - Pre-Promotion Requirements

c. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

d. Educationally qualified for promotion (EFP) in accordance with Para 9636.

[1] Para 6703 b sub para 7.

e. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competence recorded on JPA.

Promoted to
WARRANT OFFICER 2 WEAPON ENGINEERING MECHANIC

Warrant Officer 1 WEM - Pre-Selection Requirements

a. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

b. Recommended for promotion on Appraisal Report at CRD.

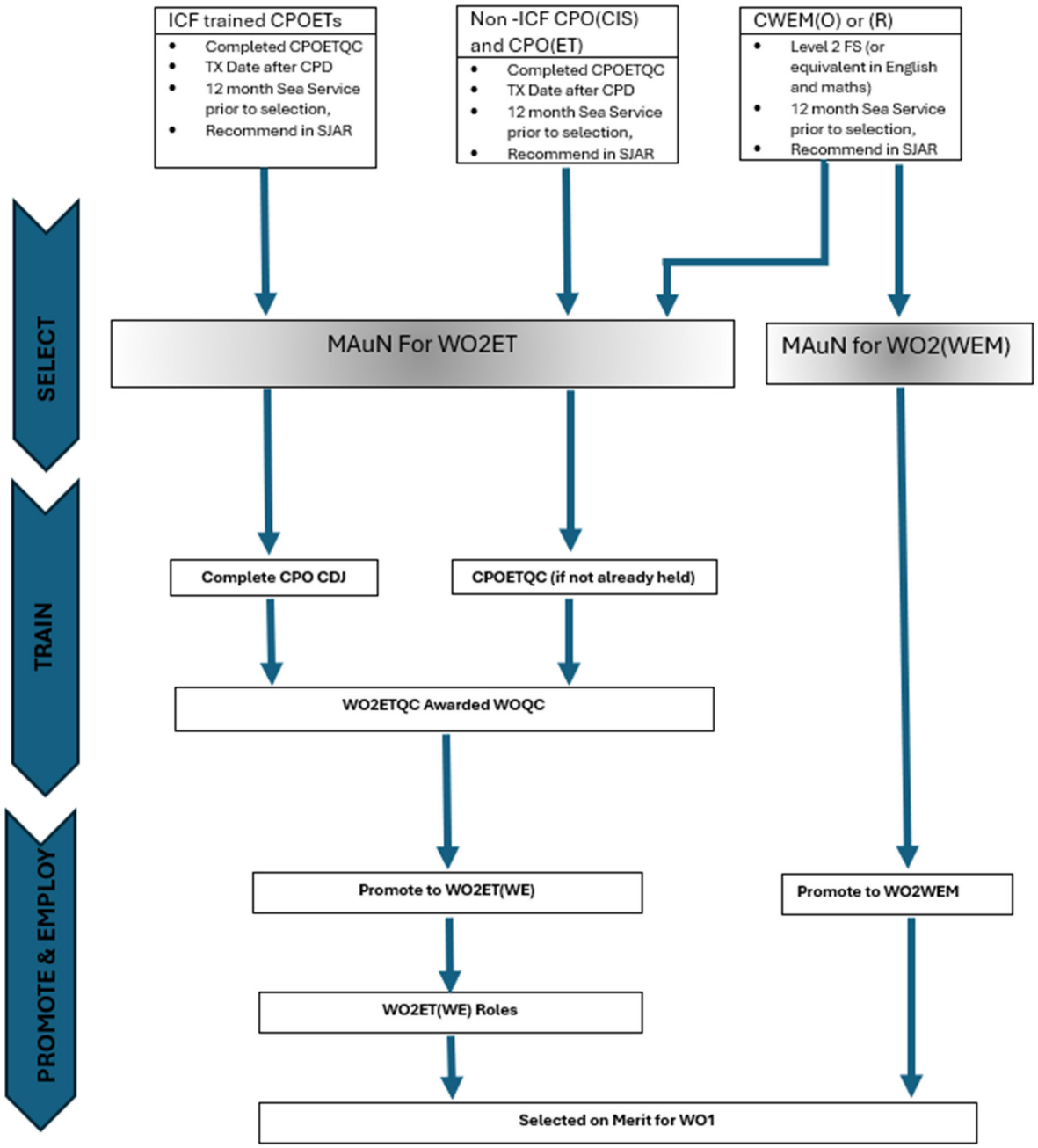
Warrant Officer 1 WEM - Pre-Promotion Requirements

c. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

d. Educationally qualified for promotion (EFP) in accordance with Para 9615. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competence recorded on JPA.

Promoted to
WARRANT OFFICER 1 WEAPON ENGINEERING MECHANIC

Figure 75C-1. WEGS CPOET(WE), CPO(WEM), CPOET(CIS) ROUTES TO WARRANT OFFICER 1



ANNEX 75D

WEGS LEGACY WARFARE ET(CIS) PROMOTION TABLES

1. Engineering Technician (CIS Specialist) Entered as Warfare CIS and transferred to WE Branch in April 2015

ET(CIS)2 to ET(CIS)1 - Legacy

Table 75D-1. ET(CIS)2 to ET(CIS)1 Requirements

Requirement	Competence	Proficiency Level	Notes
Completed Part 1 New Entry Training.			
Completed MWS - ET(WE)(CIS) Generic Professional Qualifying Course (PQC).			
At least 6 months since last Career Check (if any) on date due advancement.			
Completed OJT TB - at RPS as ET(WE)(CIS), authorised by HOD[1]. (Para 7703 sub para a and sub-para b).	'Professional|RPS for AB (CIS)(QQ50)|Navy|'		
Recommended for advancement to ET(CIS)1 by HOD.			

Advanced to - ET(CIS)1

[1] Para 7703 sub -a and sub para b.

ET(CIS)1 to LET(CIS) - Legacy

Table 75D–2. Pre-Selection Requirements for LET(CIS) at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

Requirement	Competence	Proficiency Level	Notes
Complete ET(CIS)1 Career Course (pre-requisite for LH PQC).	'Comms AB(CIS)1/AB(CISSM)1 Career Course Navy|' or 'WARFARE AB(CIS) TEM Navy|'		1
Completed 12 months Sea service.	'CMSl12 Months Sea Time ABlNavyl'		
Achieve full RPS as an ET(CIS)1.	'Professional|RPS for AB(CIS)1 LQ50|Navy|'		1
Serving on an ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD)[2].			
Recommended for promotion on appraisal report at Selection Eligibility Date (SED)[3].			

[2] Para 6703 b sub-para 6.
[3] Para 6703 b sub para 3.

Table 75D-3. Pre-Promotion Requirements for LET(CIS)

Requirement	Competence	Proficiency Level	Notes
Completed Leading Rates' Leadership Course (LRLC) by nominated CPD.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'		2
Completed LH PQC by nominated CPD +12 months.	'Comms|LS(CIS) Career (COMMS 206)|Navy|'		3 - 7
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[4].	'Educational|RN/RM English Level 1|Navy| **Or** 'Educational|RN/RM English Level 2|Navy| **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy| **&** 'Educational|RN/RM Mathematics Proxy A*- C|Navy| **Or** 'Educational|RN/RM Mathematics Level 1|Navy| **Or** 'Educational|RN/RM Mathematics Level 2|Navy|		

Promoted to - LEADING ENGINEERING TECHNICIAN (CIS)

[4] Para 9615.

LET(CIS) to POET (CIS) - Legacy

Table 75D-4. Pre-Selection Requirements for POET(CIS) at CRD

Requirement	Competence	Proficiency Level	Notes
Completed generic OJT TB and TEM OJT TB.			
Achieve RPS as LH[5].	'Professional|RPS for LS(CIS) QQ40|Navy|'		8
Recommended for promotion on Appraisal Report at SED[6].			
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[7].			
12 Months' sea service (excluding Squad time ashore where applicable) since passing LH PQC at CPD[8].	'CMSI12 Months Sea Time LH|Navy|'		

[5] Para 7703 sub-para a and sub-para b.
[6] Para 6703 b sub-para 4.
[7] Para 6703 b sub-para 6.
[8] Para 7704 sub-para d.

Table 75D-5. Pre-Promotion Requirements for POET(CIS)

Requirement	Competence	Proficiency Level	Notes
Completed Senior Rates' Leadership Course (SRLC) by nominated CPD +12 months[9].	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'		2
Passed POET (WE) Qualifying Course (QC) inc Streamed training by nominated CPD +12 months[10].	'Comms|PO(CIS) Career (Comms 205)|Navy|'	Pass	3 – 7
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[11].	'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Level 2|Navy|' **Or** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|'		

Promoted to – PETTY OFFICER ENGINEERING TECHNICIAN (CIS)

[9] Para 7703 sub para g and h.
[10] Para 7703 sub para g and h.
[11] Para 9615.

POET(CIS) to CPOET (CIS) - Legacy

Table 75D-6. Pre-Selection Requirements for Chief Petty Officer Engineering Technician (CIS) at CRD

Requirement	Competence	Proficiency Level	Notes
Complete PO's Professional Certification Record.			9
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[12].			
12 months Sea Service as a PO[13].	CMS|12 Months Sea Time PO|Navy|		
Achieved RPS as a PO.	'Professional| RPS for POET(WE) LQ30|Navy|'		8
Recommended for promotion on appraisal report at CRD[14].			

Table 75D-7. Pre-Promotion Requirements for CPOET(CIS)

Requirement	Competence	Proficiency Level	Notes
Passed CPOET (WE) Qualifying Course (QC) by nominated CPD +12 months.	WE|CPOET (WE) Career (WE320)|Navy|	Pass	3 - 7, 14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Promoted to - CHIEF PETTY OFFICER ENGINEERING TECHNICIAN (WE) CIS

[12] Para 6703 b sub para 6.
[13] Para 7704 sub para d.
[14] Para 6703 b sub para 4.

CPOET(CIS) to WO2ET - Legacy

Table 75D-8. Pre-Selection Requirements for Warrant Officer Second Class (ET) at CRD

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[15].			
Recommended for promotion on Appraisal Report at CRD[16].			

Table 75D-9. Pre-Promotion Requirements for WO2ET(WE)

Requirement	Competence	Proficiency Level	Notes
Complete WOET (WE) QC by nominated CPD+12 months.	'WE|WO Qualifying Course (WE 535)|Navy|'	Pass	3 - 7, 11 - 14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[17].			

Promoted to - WARRANT OFFICER SECOND CLASS ENGINEERING TECHNICIAN

[15] Para 6703 b sub para 6.
[16] Para 6703 b sub para 3.
[17] Para 9615.

WO2ET(WE) to WO1ET(WE) - Legacy

Table 75D-10. Pre-Selection Requirements for Warrant Officer First Class (ET) at CRD

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD[18].			
Substantive WO2s, and those selected for WO2 but have yet to reach their CPD, will be eligible for consideration regardless of the seniority held in their rate[19]			
Recommended for promotion on Appraisal Report at CRD[20].			

Table 75D-11. Pre-Promotion Requirements for WO1ET(WE)

Requirement	Competence	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP)[21].			

Promoted to - WARRANT OFFICER FIRST CLASS ENGINEERING TECHNICIAN

[18] Para 6703 b sub para 6.
[19] Para 6703 b sub para 2.
[20] Para 6703 b sub para 3.
[21] Para 9615.

Notes:

1. ***ET(WE)(CIS)1 Career Course.*** *The final Comms\|AB(CIS)1/AB(CISSM)1 Career (Comms 202)\|Navy\|Career Course took place in Q1 18 and all remaining ET1 CIS Specialist now hold the competence. At this point training moved to ICF with ET(WE)(CIS) completing WE\|ET(WE)CIS Career (WE 108)\|Navy\|.*

2. ***Failure to Complete Professional and/or Leadership Course.*** *Refer to Para 6714 and 6703 b sub para 4 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/ SRLC before CPD or within 12 months of CPD due to service reasons, non-service reasons (outwith own control) or non-service reasons (within own control). For rules regarding failure, see Para 6912 sub para f.*

3. ***Personnel who do not have sufficient length of service remaining to meet the requirement of any Return of Service (RoS) attached to a Qualifying Course (QC).*** *Personnel must agree to any extension of service (EoS) that may be required to cover the length of the course and associated ROS on Form S61 (Para 5304 sub para f). Acceptance of the EoS will be required prior to commencement of the relevant QC.*

4. ***Pre-course Learning.*** *Pre-course Learning is to be completed in accordance with the policy of the relevant Training School. Where this is not achieved, the suitability of the individual to undertake the course will be determined on a case-by-case basis by the Commanding Officer HMS COLLINGWOOD.*

5. ***Failure.*** *If a candidate fails the QC, their suitability to retake the course, or elements therein, will be considered by the Commanding Officer HMS COLLINGWOOD. A repeat failure of all/part of the course will result in deselection and the rating continuing to serve in the lower rate. Suitability for future QC will be through the selection process and will be dependent on the rating's performance as reported by SJAR.*

6. ***Selection Boards.*** *Selection Boards will be convened up to 3 times a year and the results of successful candidates announced on completion. CM will endeavour to assign selected personnel to Qualifying Courses (QC) depending on course and individual availability (OC).*

7. ***The suitability of individuals to retake failed elements of the QC or to be re-classed.*** *The suitability of individuals to retake failed elements of the QC or to be re-classed will be determined by the OC WETG HMS COLLINGWOOD. A repeat failure of part/all of the course will result in the individual being deselected, continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.*

8. ***Annual RPS Check.*** *Annual RPS must be completed and recorded on JPA prior to attending LET(CIS)/POET(CIS) Spec QC. 'NCT\|Annual RPS Check\|Navy\|'.*

(Continued)

Notes (Continued):

9. ***Professional Certification Record.*** *On completion of PO PQC, individuals will be issued a Professional Certification Record. This record is to be completed within 12 months of joining first sea going Unit as a PO. Once completed, the following competence is to be awarded by the Unit HR Admin: 'Professional|RPS for PO LQ30|Navy|'.*

10. ***Selection Boards.*** *Selection Boards will select CPOET(CIS) to be assigned to the WOQC in the following training year. Shortly after each Selection Board has completed sitting, a signal originated by the Ratings' Promotions Section will promulgate the names of successful candidates in alphabetical order. DDPD will endeavour to assign all ratings to WOQC on an opportunity basis, but the needs of the Service remain paramount.*

11. ***Refusal.*** *As is customary in a selection process, successful ratings will have the opportunity of refusing the course. Those doing so will be deselected and continue to serve in their current rate.*

12. ***Failure.*** *If a candidate fails the WOQC, their suitability to retake the course or elements therein will be considered by the Commanding Officer HMS COLLINGWOOD. A repeat failure of all/part of the course will result in deselection and the rating continuing to serve as a CPOET(CIS). Suitability for future WOQC will be through the selection process and will be dependent on the rating's performance as reported by SJAR.*

13. ***Unsuitable Candidates.*** *Whilst on the WOQC, if candidates are found to be unsuitable for promotion to WO2ET(WE), they may be withdrawn from training by the Commanding Officer HMS COLLINGWOOD; they will be deselected, continue to serve as CPOET(CIS)s and will be eligible for future selection in normal course.*

14. ***CPO and WO QCs.*** *On selection to CPOET, legacy CIS SRs are required to complete both CPO (WE 320) and WO (WE 535) Career Courses. On completion they will transfer to the ICF Promotion Tables[22]. All those selected on or after the 2021 selection signal will be required to complete CPOET CC, with follow-on sea assignment[23]. Any CPOET(CIS) prior to this date will continue to follow legacy promotion requirements within these tables.*

[22] Para 7505.
[23] 12 months Sea competency required iaw Table 75-8.

ANNEX 75E

WEAPON ENGINEER GENERAL SERVICE (WEGS) FAST TRACK (FT) SCHEME PROMOTION TABLES

1. WEGS Fast Track

a. Generic Fast Track Policy can be found in BRd 3(1) Chapter 68.

b. **Advancement Flowcharts.** The following rules apply to personnel selected for the EGS Fast Track scheme from Sep 15.

Table 75E-1. Engineering Technician 1 (Fast Track)

Pre-Advancement Requirements

General Service ETWE		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Completed Phase 1 Training. 2. Completed ET(WE) or ET(CIS) Career Course (ET CC), recorded on JPA as 'WE|ET(WE)Career (WE 107)|Navy' or 'WE|ET(WE)CIS Career (WE 108)|Navy' or 'WE|ET(CIS) Career Course (WE109)|Navy|'. WE109 Course replaced WE108 5 May 20 for WEGS ET(CIS). 3. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as ET, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician (GS)|Navy', with a Proficiency Level of 'ET1 Sea 1'. To be completed within 4 months' sea service. (2)(11). 4. At least 6 months since last Career Check (if any) on date due advancement. 5. Recommended for advancement to ET1 by HOD. Promotion Authorisation Request (PAR) forwarded to Flotilla parent Career Management Cell (CMC).	

Advanced to

ENGINEERING TECHNICIAN 1st Class

Table 75E-2. Leading Engineering Technician (Fast Track)

Pre-Advancement Requirements

General Service LET WE		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Completed CBRNDC TB within 6months of joining unit and recorded on JPA as 'Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy|'. 2. Serving on a ES1/FC/OE1 that expires after the nominated Due Date for Advancement. 3. Educationally qualified for promotion (EFP) in accordance with Para 9634 and recorded on JPA as 'Educational|RN/RM QELH/Cpl|Navy|'. 4. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as ET 1, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician (GS)|Navy', with a Proficiency Level of 'ET1 Sea 2'. To be completed within 9 months' sea service as an ET, (11). 5. Streaming Preference submitted and showing on JPA (Note Not applicable for CIS Spec) 6. 24 months' seniority from Fast Track Start Date, including a minimum of 9 months' sea service as an ET recorded on JPA as 'CMS|Fast Track ET 9 Month Sea Time|NAVY'. 7. Recommended for advancement on Appraisal Report at Due Date (11). 8. Completed Leading Rates' Leadership Course (LRLC); recorded on JPA as 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|' (Para 6909) (8). 9. Passed LET(WE) Qualifying Course (QC) by nominated Due Date; recorded on JPA as 'WE|LET(WE) Weapons Career (WE 211)|Navy' or 'WE|LET(WE) Sensors Career (WE 212)|Navy' or 'WE|LET(WE) CIS Career (WE 213)|Navy' (5), (6), (7), (8), (10), (11). 10. At least 6 months since last Career Check (if any) on date due for Advancement (if later).	

Advanced to

LEADING ENGINEERING TECHNICIAN - not selected for Fast Track to POET

If not selected for Fast Track to POET, Transfer back to Selective Promotion Flowchart for ICF ET and selective promotion rules in Chapter 67

Advanced to

LEADING ENGINEERING TECHNICIAN – selected for Fast Track to POET

If selected at Fast Track Selection Board for POET, awarded an Advancement Due Date to POET of 24 months from the LET Seniority Date (Note 1)

Table 75E-3. Petty Officer Engineering Technician (Fast Track)

Pre-Advancement Requirements

General Service POET WE		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date for Advancement. 2. Educationally Qualified for Promotion (EFP) in accordance with Para 9613 and recorded on JPA as 'Educational|RN/RM QEPO/Sgt|Navy|'. 3. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as a LET, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician (GS)|Navy|' with a Proficiency Level of 'LET Sea'. To be completed within 15 months' sea service as a LET , (9). 4. 24 months' seniority including a minimum of 18 months' sea service as a LET recorded on JPA as 'CMS|Fast Track LET 18 Month Sea Time|NAVY'. 5. Recommended for advancement on Appraisal Report at Due Date (11). 6. Completed Senior Rates' Leadership Course (SRLC); recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103|Navy|' (Para 6909) (8). 7. Passed POET QC by nominated Due Date; recorded on JPA (5), (6), (7), (8), (10), (11). 8. At least 6 months since last Career Check (if any) on due date for Advancement (if later). 9. Recommendation for further Fast Track scheme should be highlighted within body of report text from SEA embarkation phase where GTS.	

Advanced to

PETTY OFFICER ENGINEERING TECHNICIAN - not selected for Fast Track to CPOET

If not selected for Fast Track to CPOET, Transfer back to Selective Promotion Flowchart for ICF ET and selective promotion rules in BRd 3 Chapter 67

Advanced to

PETTY OFFICER ENGINEERING TECHNICIAN – selected for Fast Track to CPOET

If selected at Fast Track Selection Board for POET, awarded an Advancement Due Date to POET of 36 months from their FTSD (1)

Table 75E-4. Chief Petty Officer Engineering Technician (Fast Track)

Pre-Advancement Requirements

General Service CPOET WE		
Selection Point	**Key Advancement Criteria**	**Applicability**
	1. Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date for Advancement. 2. Educationally Qualified for Promotion (EFP) in accordance with Para 9634 and recorded on JPA as 'Educational|RN/RM QEPO/Sgt|Navy|'. 3. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as a POET, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician(GS)|Navy| with a Proficiency Level of 'POET'. To be completed within 18 months of joining unit (12). 4. A minimum of 24 months' sea service as a POET recorded on JPA as 'CMS|Fast Track POET 24 Month Sea Time|NAVY'. 5. Recommended for advancement on Appraisal Report at Due Date (11). 6. Passed CPOET(WE) QC by nominated Due Date; recorded on JPA as 'WE|CPO(WE) Career (WE 320)|Navy' (6), (7), (8), (10). 7. At least 6 months since last Career Check (if any) on due date for Advancement (if later).	

Advanced to

CHIEF PETTY OFFICER ENGINEERING TECHNICIAN

Transfer to Selective Promotion Flowchart for ICF ET and back to selective promotion rules in BRd 3 Ch 67

Notes:

1. FT Selection Panels and Boards will be co-ordinated by the ATA within the training school and will be convened throughout each term. ETs selected during Phase 2 Training will be awarded an appropriate Fast Track Start Date of 31 Mar, 31 Jul or 30 Nov. The date due advancement by time to LET, subject to meeting the eligibility criteria will be 24 months from this date. Selection for FT from LET to POET will be selection by a termly Selection Board, with a date due advancement to POET, subject to meeting the eligibility criteria of 24 months from the seniority date as a LET. Selection for FT from POET to CPOET will be selection by a termly Selection Board, with a date due advancement to CPOET, subject to meeting the eligibility criteria, of 36 months from their FTSD that is determined by the point at which they are selected and will be used in the subsequent calculation for future Due Date.

2. On completion of the ET2 Career Development Journal (CDJ) mandated tasks and being recommended, ratings will be advanced to ET1 and issued their CBRNDC Task Book.

3. Competence as an ET1 is achieved on successful completion of the ICF mandated competencies within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 9 months' sea service as an ET.

4. Stream Preference of either ET(WE) CIS Tech, CIS Spec or S or W, as appropriate is to be submitted into JPA, within the section Personal Preference Comments 1.

5. Pre-course learning is to be completed no later than on completion of 8 months' sea service.

6. Suitability of individuals to retake failed elements of the QC, or the requirement to be back classed, or remain as a Fast Track, will be determined by the Commanding Officer of the Training School in consultation with WEGS Profession Managers. A repeat failure of part/all of the course will result in the individual being deselected from FT, however, will remain on the QC, but not on the Fast Track scheme (normal QC failure rules apply). Suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.

*7. **Unsuitable Candidates.** Where, during the period of the Qualifying Course, candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by the Commanding Officer of the Training School. In such cases, individuals will be deselected from Fast Track and the Qualifying Course and will continue to serve in their current rate. They will transfer from Fast Track back to Selective Promotion as the eligibility route for future selection.*

(Continued)

Notes: (Continued)

8. ***Failure to Complete Professional and/or Leadership Course.*** *Refer to Para 6803 for rules on the impact on a rating's advancement if they fail to complete QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of service reasons (outwith own control) or non-service reasons (within own control).*

9. Competence as an LET(WE)/LET(WE)(CIS)/LET(CIS) is achieved on successful completion of the ICF mandated competencies within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 15 months' sea service as a LET.

10. ***Refusal to Undertake QC.*** *Individuals who refuse to undertake the QC will be deselected from Fast Track, continue to serve in their current rate and transfer back to Selective Promotion.*

11. If for any reason an ET, LET or POET does not achieve the eligibility criteria and subsequent recommendation for advancement, a review will be undertaken by the ATA on a case by case basis of suitability to remain as a Fast Track. Individuals who are removed from FT will transfer back to the Selective Promotion rules.

12. Competence as a POET(WE)/POET(WE)(CIS)/POET(CIS) is achieved on successful completion of the ICF mandated competences within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 18 months' sea service as a POET.

ANNEX 75F

WEAPON ENGINEER GENERAL SERVICE (WEGS) ACCELERATED APPRENTICE (AA) SCHEME GUIDANCE

1. WEGS AA Scheme

Generic Accelerated Apprentice Policy can be found in BR3 Ch 68.

2. Recruitment

a. **Entry Point 1.** It is envisaged that Direct Entry candidates will supply the majority, but where capacity allows, there will be opportunities for in-service candidates to apply.

b. Service personnel who meet the entry standards are eligible to apply to join the AA scheme at one of two entry points, depending on their career progress to date:

c. **Entry Point 2.** This entry point applies to ET(WE)s who have completed or are near completion of ETICC. It involves initiating candidates into the scheme at the beginning of LETQC, promoting to PLET, and transitioning to the OR4-1 Supp 3 pay spine on day one of LETQC.

d. **Entry Point 3.** This entry point will be for substantive LET(WE)s who have completed both the LETQC and the associated stream training. Candidates will enter the scheme at the Sea Phase[1] and will remain as per their original stream.

3. Application Process

a. It should be noted that in-service entry onto the AA scheme will be based on the needs of the Service, with selection boards taking place termly with maximum authorised numbers (MAuN) set by the WEGS BM WO.

b. Functional Skills Level 2 (or equivalent) in Maths and English is the entry standard applicable to all in-service candidates.

c. The following criteria will be reviewed during selection boards:

(1) SJARs (definition of merit).

(2) Career course academic grades.

(3) Academic and vocational qualifications.

[1] With the exception of LETs from the legacy AA scheme who do not yet hold ET Sea 1 and ET Sea 2 competencies – these candidates, if selected for this scheme, will join the training pipeline at the start of Sea Phase.

d. Interested candidates are to have a recommendation from their Divisional Officer/Line Manager and should apply to the WEGS ATA CM using the form at Appendix 1. A personal statement of no more than 500 words, detailing why the candidate believes they are suited to this accelerated scheme, is to be included with the application form, along with copies of any relevant academic or vocational qualifications. Application forms will only be valid for one selection board.

e. Candidates for Entry Point 2 will likely have insufficient evidence to allow the board to identify merit for the scheme. Candidates will therefore be required to sit an oral board at HMS Collingwood (or via MS Teams, if required) before consideration at the termly selection board.

f. Successful candidates will be required to sign a certificate of understanding which details the return of service[2], entitlement to advancement, and consequences of exiting the scheme via the predetermined exit points. Administration of this process will be overseen by the WEGS ATA CM.

4. Trainee Status

a. Trainees will wear Leading Hand rank slides with white flashes to denote their PLET status, however they will not wear these white flashes during the sea training phase or thereafter. This reflects the fact that LETs undergoing sea training on the revised AA scheme will have successfully completed both LETQC and LRLC.

b. Trainees joining the AA pipeline at Entry Points 2 and 3, who are already selected for LET, will remain in the sub-specialisation to which they were streamed at the point of selection.

c. All trainees on this pipeline, regardless of entry point, are considered as untrained strength and as such will be subject to the appraisals and warnings procedures surrounding ratings on WETG training[3]. Their career management throughout the training pipeline sits with the WEGS ATA CM, located in HMS Collingwood.

5. Scheme Exit Points

a. The following exit points from the AA scheme are available to personnel who are unable to successfully complete the training pipeline in full:

(1) **Exit Point 1.** Trainees unable to complete either Phase 1 (INT(R)) or Phase 2 (WE290AA/WE109AA) training will be subject to Discharge SHORE[4].

[2] Three years upon completion of the respective WE streaming course.
[3] BRd 3(1) Ch.57 Section 7.
[4] Usually Discharge SHORE (deemed unsuitable during training (DUDT)) will be the most suitable mechanism.

(2) **Exit Point 2.** Trainees unable to complete LETQC (including streaming courses) will have two options available to them:

(a) Discharge SHORE[5].

(b) Removal from the AA scheme and placed on STP. Reverted to ET(WE)[6] and considered GTS at this point.

(3) **Exit Point 3.** Trainees unable to achieve all milestones within the time allocated for the sea training phase, or complete POETQC (including streaming courses), will be considered GTS at LET(WE) and removed from the AA scheme.

b. Sea Training Returns and an End of Tour SJAR are to be completed, with Sea Training Returns submitted to the WEGS ATA CM iaw Appendix 2. The WEGS ATA CM should be consulted at all stages of the warning process, or whenever in any doubt.

c. Advancement Flowcharts.

LEADING ENGINEER TECHNICIAN AA (GENERAL SERVICE) FLOWCHART

Entry to HMS RALEIGH (See Note 1)

PROBATIONARY LEADING ENGINEER TECHNICIAN (WEGS)

Leading Engineer Technician AA (General Service) Advancement Criteria

a. Compete Phase 1 New Entry Training.

b. Complete WE290/WE109AA Enabling Course.

c. Undertake Basic Sea Survival Course and Able Rates Leadership Course, dockyard, platform and organisation visits to assist in stream decision.

d. Streaming preference submitted (2).

e. Complete respective LETQC depending on Stream preference.

f. Completed Leading Rates' Leadership Course (LRLC), recorded on JPA as 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'**.**

g. Generic PJT package to assist in employability during sea phase.

h. Undertake AA Sea Time (~18 months) as UTS PLET completing CDJ, CBRNDC TB.

[5] Discharge SHORE will only be available to trainees who entered the scheme via Entry Point 1.
[6] It should be noted that reversion from PLET to ET will incur a reduction in pay.

i. Recommended for advancement.

j. Complete respective POETQC.

k. Complete Senior Rates' Leadership Course (SRLC), recorded on JPA as 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'.

l. At least 6 months since last Career Check (if any) on date due advancement.

m. Once PAR has been raised to substantive POET, ATA to End Date 'AA competency'. Rating becomes GTS. (3)

Advanced to
PETTY OFFICER ENGINEER TECHNICIAN
(WEAPON ENGINEERING GENERAL SERVICE)

Notes:

1. *The eligibility criteria to be recruited as an AA include that they join educationally qualified for promotion (EFP) to LET in accordance with Para 9615. Appropriate competences should be recorded on JPA. At recruitment AA professional competency should be issued:*

Professional|Advanced Apprenticeship|Navy|

2. *Stream Preference of either CIS Spec / CIS Tech / SENS or WPNS, as appropriate, is to be recorded on JPA, within the section Personal Preference Comments 1.*

3. *On successful completion of the AA pipeline the individual will become a Gain to the Trained Strength and advanced to Petty Officer Engineer Technician. They will then transfer to either the Selective Promotion Flowchart or, if selected, to the Fast Track CPOET Flowchart. Advanced Apprenticeship JPA competency should then be removed by CM to facilitate for Select/Train/Promote eligibility.*

APPENDIX 1 TO ANNEX 75F

ACCELERATED APPRENTICE (AA) SCHEME SEA TRAINING RETURN

To be updated every second month and sent to: Navy People-WFPM WEGS ATA Coord.

FULL NAME		**SERVICE No.**	**RATE**
DATE OF EMBARKATION	**NOMINAL FAD**	**DUE DATE FOR ADVANCEMENT TO PO**	
TRAINING MILESTONE TARGETS to be agreed with Dept Training Coordinator and recorded within JPA Personal Objectives within 1 week of joining unit			
Safety Check		CBRDNC Task-book Completion	
PLET CDJ Completion		HOD Assurance Check	

Review Dates	**Dept Training Coord Comments** to include progress assessment (strengths/weaknesses), CDJ feedback, review of training targets including associated risks or need for rescheduling.	**Training Co-Ord Signature**	**WEGS ATA CM Signature**
Month 2	**Safety Check due** ***Passed/Progressing/Warning issued?***		
Month 4			
Month 6	**CBRNDC Task book due** ***Passed/Progressing/Warning issued?***		
Month 8	**CDJ** ***Completed/Progressing/Warning issued?***		
	CDJ		

Month 10	*Completed/Progressing/Warning issued?*		
Month 12	**HOD Assurance Check** *Passed/Progressing/Warning issued?*		
Month 14			
Month 16			
Month 18	**POETQC Booked (Contact WEGS ATA CM)**		
Command Recommendation for Advancement	DEPCO:	**AO Raised**	
		DEPCO:	

ANNEX 75G

WEGS MARITIME COLLEGE CADETSHIP (MCC) SCHEME PIPELINE

1. Introduction

a. The aim of the WEGS MCC scheme is to expeditiously qualify a POET from ET level using a combination of civilian college training and training at sea on a RN platform. This is followed by SRLC alongside their Select-Train-Promote (S-T-P) counterparts.

b. Following the initial success of the Marine Engineering Glasgow Maritime College Cadetship pilot introduced in 2023, funding has been approved for a comparable WE scheme in Edinburgh College for up to 3 cadets. The WEGS College Cadetship scheme commenced in Jan 25 for the first candidates.

c. The Computer Networking HND[1] is a 2-year residential course which incorporates the industry-recognised CISCO CCNA (CISCO CERTIFIED NETWORK ASSOCIATE) curriculum.

2. College Cadetship

The WEGS MCC scheme will deliver SQEP WEGS OR6 to the frontline in approximately 3.5 years. Selection of in-service candidates will be based on merit through a process outlined in paras 6-8. An indicative timeline of the cadetship is at Table 75G-1.

Figure 75G-1. Cadetship Timeline

Phase(s)	Location	Duration (approximate)
1-4	Maritime College	104 weeks (Inc ALA)
5	HMS Collingwood	TBC (Stream Dependant)
6	Sea Period as PLET	TBC(6-12 mnths)
7	Technical/PJT training (including SRLC)	TBC (3-6 mnths)

3. Timeline Description

There are subtle variations in course syllabus across the maritime colleges, but the cadetships will generally comprise of the modules listed below.

[1] HND is a Level 5 qualification in England and Wales, equivalent to the Foundation Degree awarded on completion of POQC; the HND course is intended to be taken in lieu of LETQC and POQC.

Figure 75G-2. Timeline Description

Phase	Location	Short Courses
1A, B and C	Edinburgh College	• Multiuser Operating Systems • Project Management for IT • Networking Technology • Computing: Networking • Developing Software: Introduction • Computer Systems Fundamentals • Troubleshooting Computing Problems • Team Working in Computing • Computing: PC Hardware and OS Essentials • Professionalism and Ethics in Computing • Computing: Graded Unit 1 • Network Security Concepts • Ethical Hacking
2	HMS Collingwood/RN Establishment	Note: to progress with CDJ and attend RN Courses
3A, B and C	Edinburgh College	• Routing Technology • Switching Technology • Internetworking Technology • Managing a Web Server • Server Administration • Client Operating Systems • Computing: Networking: Graded Unit 2 • Data Security • Digital Forensics
4	HMS Collingwood/RN Establishment	Note: to progress with CDJ and attend RN Courses.
5	HMS Collingwood	• Technical top up courses • BSSC/ISSC
6	Sea Phase	Marinisation/Consolidation
7	HMS Collingwood	• SRLC • PJT's • CDJ Issue • Technical top up courses • Rated POET

4. Application

Service personnel that possess or are expected to attain the competencies below by 1 Nov 24 may apply to be considered for selection for the WECC scheme:

a. Educational qualifications[2]:

(1) Five GCSEs including Mathematics, English Language and either Physics or Chemistry or Dual Science at grade 4/C

or

(2) 9-4 Scottish equivalent.

b. WE 107/109 (no module failures).

c. Not currently subject to any professional warnings or ongoing disciplinary investigation.

d. Interested candidates should apply to the WEGS Accelerated Training Authority (ATA) using the form at Annex 75H. A personal statement of no more than 500 words, detailing why the candidate believes they are suited to this accelerated scheme, is to be included with the application form, along with copies of any relevant academic or vocational qualifications.

e. **All applications must be received no later than 1st Nov 24.** This will allow successful applicants to be assigned by their Career Manager to an appropriate position under the WEGS ATA CM.

5. Interview

Following a pre-interview selection, based on the quality and content of the completed application forms, candidates will be invited for interview with WEGS PM SO2 and WEGS PM WO. Interviews will take place in person in Portsmouth, however virtual interviews may be arranged as required.

6. Successful Applicants

Successful applicants will be required to conduct pre-course learning prior to college start date. This documentation will be provided by course tutors via WE ATA CM.

7. Trainee Status

a. To match other AA schemes, successful candidates will be advanced to Probationary LET (PLET) on their course start date and will be transferred to the OR4-1 Supp 3 pay spine. Trainees will be promoted to POET on successful completion of SRLC and will be subject to a 36 month return of service from completion of training.

[2] Personnel with combinations of vocational and academic qualifications will be considered on a case-by-case basis through consultation with WEGS PM WO.

b. During Phases 2, 4 and beyond, Trainees will be required to wear RNPCS (Rig 22) along with LH rank slides and white flashes to denote their PLET status.

c. During the college phases, trainees are to wear smart, civilian attire and are to align with the college's leave schedules. They must submit their leave requests via JPA. Whilst under training in Edinburgh, they will be accommodated in RN-funded student accommodation on the College Campus and entitled to Food and Incidental Allowance[3].

d. All trainees on this pipeline, regardless of entry point, will be subject to the appraisals and warnings procedures surrounding ratings on the trained strength[4], along with WETG training warnings associated with Phase 3 trainees[5]. Their career management and divisional care throughout the training pipeline sits with the WEGS ATA CM, located in HMS Collingwood.

8. RN Engagement

To maintain strong engagement with the Service throughout their college experience, candidates are required to periodically visit a nearby Royal Navy establishment (WE ATA CM to facilitate). During these visits, they will have the opportunity to utilise gym facilities and gain access to MODNET, fostering a deeper connection with the Service and enhancing their overall training experience.

[3] JSP 752 Ch.5 Section 5 – Food and Incidentals Allowance.
[4] BRd 3(1) Ch.57 Section 8.

ANNEX 75H

FT, AA AND MCC ACCELERATED SCHEMES APPLICATION FORM

Email to Navy People WFPM WEGS ATA Coord once complete

Applicant			
Forename (Preferred name)		Surname	
Service Number		Rank/Title	
Mobile contact number		Streaming preference	
MOD Email		External Email	

Divisional Officer/Reporting Officer			
Rank/Title		Surname	
Service Number		MOD Email	
Work contact number		Mobile contact number	

I am interested in the following scheme/s:

FT ☐ AA ☐ MCC ☐

Preferred College (if applicable): .....

Qualifying criteria check:

Academic Qualifications relevant to scheme/s Y/N

Personal statement attached (no more than 500 words). Y/N

Details of additional academic / vocational qualifications (certificates to be attached):
……
……
……

Divisional Officer/Reporting Officer's comments:

I have checked the above rating's qualifications and endorse that the individual is eligible to transfer to a non-selective promotion scheme. I agree that the individual may be released to attend interview if required.

Signed: **Date:**

Rank: **Name:**

Unit: **Appointment:**

ANNEX 75I

WEAPON ENGINEERING SUBMARINES (WESM) PROMOTION TABLES

WESM TWS/SWS/CIS

Note: Historic competencies for a small percentage of individuals may not align with the following table. In outlier circumstances personnel should defer to CM or PM for advice.

1. ET(WESM)2 to ET(WESM)1

Table 75I-1. ET(WESM)2 to (ETWESM)1 Requirements

Requirement	Competence	Profession	Notes
Completed Part 1 New Entry Training and Part 2A ET(WESM) Career Course.	WE|ET(WE)/ET(WESM) Career (WE 107)|Navy|' **or** 'WE|ET(WE)CIS Career (WE 108)|Navy|'	All	1, 2
Completed Part 2B ET(WESM) Career Course.	SM|ET(WESM)(TWS) Career (UW441AJN)|Navy|	TWS	
Completed Part 2B ET(WESM) Career Course.	SM|ETWESM(CIS) Career (UP172QJN)|Navy|	CIS (Dual Trained)	13
Completed Part 2B ET(WESM) Career Course.	SM|SWS (VAN) LCHRTECH Course Qualified|Navy| **or** SM|SWS (VAN) FCTECH Course Qualified|Navy| **or** SM|SWS (VAN) NAVTECH Course Qualified|Navy|	SWS	
–BSQ qualified Submariner.	SM|Submarine Service|Navy	All	
At least 6 months since last Career Check (if any) on date due advancement.		All	
Completed Task Book Section 2A (including ET 2 Safety Check Assessment).		All	4
Recommended for advancement to ET(WESM)1 by HOD.		All	4

Advanced to - ET (WESM)1

2. ET(WESM)1 to LET(WESM)

Table 75I-2. Pre-Selection Requirements for LET(WESM) at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

Requirement	Competence	Profession	Notes
Streaming Preferences submitted and showing on JPA.		TWS	3
Serving on an ES1/ FC/ OE1 that expires after the nominated Common Promotion Date (CPD).See Chapter 67		All	
Recommended for promotion on appraisal report at Selection Eligibility Date (SED). See Chapter 67.		All	

Table 75I-3. Pre-Promotion Requirements for LET (WESM)

Requirement	Competence	Profession	Notes
Pass ET(WESM) OPS Assessment. **Must be achieved prior to attendance on LETQC.**	'Professional|OPS for ET(WESM)|Navy|'	All	6
Minimum 24 months length of service remaining post technical training to complete attached Return of Service (RoS).		All	7, 12
Completed Leading Rates' Leadership Course (LRLC) by nominated CPD.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'	All	10
Completed LET(WESM) QC by nominated CPD +12 months.	WE|LET(WESM) Career Course(WE214X)|Navy|	All	7 – 10, 12
Completed LET(CISSM) QC by nominated CPD +12 months.	'SM|LS(CISSM) Career (UP174QJN)|Navy|'	CIS	7 – 10, 12, 10, 13
In date Annual RPS Check. Must be completed prior to attendance on LETQC.	'CMS|Annual RPS Check AB1|Navy|'	CIS	13, 14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).		All	
To be educationally qualified for promotion (EFP) in accordance with Chapter 96.	'Educational|RN/RM English Level 1|Navy|' **Or** 'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|' **Or** 'Educational|RN/RM Mathematics Level 1|Navy|' **Or** 'Educational|RN/RM Mathematics Level 2|Navy|'	All	

Promoted to - LET (WESM)

3. LET(WESM) to POET (WESM)

Table 75I-4. Pre-Selection Requirements for POET (WESM) at CRD

Requirement	Competence	Profession	Notes
Completed LET(WESM) Task book.		All	
Pass LET(WESM) OPS Assessment.	'Professional|OPS for LET(WESM)|Navy|'	All	5 – 6, 15
Recommended for promotion on Appraisal Report at SED. See Chapter 67.		All	
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. See Chapter 67.		All	

Table 75I-5. Pre-Promotion Requirements for POET (WESM)

Requirement	Competence	Profession	Notes
Minimum 36 months length of service remaining post professional career course to complete attached Return of Service (RoS).		All	7, 12
Completed Senior Rates' Leadership Course (SRLC) by nominated CPD +12 months.	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'	All	10
Passed POET (WESM) Qualifying Course (QC) by nominated CPD +12 months.	WE|POET(WE) (W S SM CIS) Career (WE 316)|Navy|	All	6 – 10, 12
Passed POET(CISSM)QC by nominated CPD +12 months.	'SM|PO(CISSM) Career (UP175QSN)|Navy|'	CIS	6 – 8, 10, 12, 13
In date Annual RPS Check. Must be completed prior to attendance on POETQC.	'CMS|Annual RPS Check LH|Navy|'	CIS	13, 14
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).		All	
To be educationally qualified for promotion (EFP) in accordance with See Chapter 96.	'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Level 2|Navy|' **Or** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|'	All	

Promoted to - POET (WESM)

4. POET (WESM) to CPOET (WESM)

Table 75I-6. Pre-Selection Requirements for CPOET (WESM) at CRD

Requirement	Competence	Profession	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. See Chapter 67.		All	
Completed 12 months Sea Service as a POET(WESM).	'CMS|12 Months Sea Time PO|Navy|'	All	11
Pass POET (WESM) OPS Assessment.	'Professional|OPS for POET(WESM)|Navy|'	All	5 – 6, 15
Recommended for promotion on appraisal report at CRD. Chapter 67.		All	

Table 75I-7. Pre-Promotion Requirements for CPOET (WESM)

Requirement	Competence	Profession	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).		All	

Promoted to - CPOET (WESM)

5. CPOET (WESM) to WO2ET (WESM)

Table 75I-8. Pre-Selection Requirements for WO2ET (WESM) at CRD

Requirement	Competence	Profession	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. Chapter 67.		All	
Recommended for promotion on Appraisal Report at CRD. Chapter 67.		All	

Table 75I-9. Pre-Promotion Requirements for WO2ET (WESM)

Requirement	Competence	Profession	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).		All	
To be educationally qualified for promotion (EFP) in accordance with Chapter 96.		All	

Promoted to – WO2ET (WESM)

6. WO2ET (WESM) to WO1ET (WESM)

Table 75I-10. Pre-Selection Requirements for WO1ET (WESM) at CRD

Requirement	Competence	Profession	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. Chapter 67.		All	
Recommended for promotion on Appraisal Report at CRD. Chapter 67.		All	

Table 75I-11. Pre-Promotion Requirements for WO1ET (WESM)

Requirement	Competence	Profession	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).		All	
To be educationally qualified for promotion (EFP). in accordance with Chapter 96.		All	

Promoted to – WO1ET (WESM)

Notes:

1. *All new entrants are rated Engineering Technician (Weapon Engineering Submarine) 2 (ET(WESM)2) on entry. Individuals are streamed TWS, CIS or SWS during phase one training.*

2. *Phase 2 training is completed at various training establishments. All ET(WESM)s will undertake the Submarine Escape Rescue Abandonment and Survivability (SMERAS), Firefighting (CBRNDC12 SM) and Submarine Qualification (SMQ).*

3. *On advancement to ET(WESM)1, ET(WESM) TWS individuals are to submit their WESM preferences on JPA in the Employees Preference, Comments by stating 'WESM TWS Preference: Sensors or Weapons'*

4. *On completion of ET(WESM) Task Book Part 2 and Safety Check and on being recommended, ratings will be advanced to ET(WESM)1.*

5. *OPS assessments are to be constituted in accordance with BR 2000(4) (oral aspects only).*

6. *Rules regarding failure and lack of progress (see Chapter 75).*

7. *Personnel who do not have sufficient length of service remaining to meet the requirement of the Return of Service attached to the LETQC or POETQC may be offered an extension of service (EoS). Acceptance of the EoS will be required prior to being loaded onto QC. Failure to accept an EoS will lead to the candidate being automatically de-selected.*

8. *Selection Boards will be convened up to 3 times a year and the results of successful candidates announced on completion. CM will endeavour to assign selected personnel to Qualifying Courses (QC) as soon as reasonably practicable.*

(Continued)

Notes (Continued):

9. *The suitability of individuals to retake failed elements of the QC, or to be back classed, will be determined by the OC WETG HMS COLLINGWOOD. A repeat failure of part/all of the course will result in the individual being deselected, continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.*

10. Failure to Complete Professional and/or Leadership Course. *Refer to Chapter 67 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith control) or non-service reasons (within control).*

11. *Completed 12 months sea service in current rank, JPA competence recorded iaw Chapter 59.*

12. Refusal. *As is customary in a selection process, successful ratings will have the opportunity of refusing the course. Those doing so will be deselected and continue to serve in the lower rate. Personnel who start QC and have signed for the RoS will be held to the full duration of that RoS even if they remove themselves from QC at any point.*

13. *Single side engineers under the WESM CIS trade are not required to complete UP 172, UP 174 or UP 175 (CISSM Career courses) at any rate to meet promotion requirements. Furthermore, dual trained WESM CIS are required to undertake annual RPS examinations.*

14. CIS Dual Trained - Annual RPS Check.

a. All personnel are expected to remain at RPS while building up experience towards promotion. Lead Schools will define and regulate the standards required to pass an Annual RPS Check and will promulgate them to Fleet Units. Guidance on the process of conducting RPS checks is given in BR 1984.

b. The RPS examination forms part of the annual RPS Check and is valid for 12 months from the date of the examination. The examination is to be conducted at the RPT Facility in Faslane. Ratings assigned or loaned to units outside of these geographical locations are to contact the RPT Facility Faslane to request authorisation to conduct an 'outstation RPS examination'.

15. Additional requirements to achieving OPS for dual trained WESM CIS. *Dual trained personnel should refer to the additional requirements within BRd 2000(4)(3) in achieving OPS for their specific rate.*

Note. *The following rules apply to personnel who entered the RN as a Warfare CIS Specialist and transferred to the Weapon Engineering Branch on 1 Apr 15 and those streamed CISSM. No remaining legacy personnel exist in the rate of ET(CISSM)2.*

7. ET (CISSM)1 to LET (CISSM)

Table 75I-12. Pre-Selection Requirements for LET (CISSM) at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

Requirement	Competence	Proficiency Level	Notes
Serving on an ES1/ FC/ OE1 that expires after the nominated Common Promotion Date (CPD). See Chapter 67.			
Recommended for promotion on appraisal report at Selection Eligibility Date (SED). See Chapter 67.			

Table 75I-13. Pre-Promotion Requirements for LET (CISSM)

Requirement	Competence	Proficiency Level	Notes
Pass ET(CISSM) OPS Assessment. **Must be completed prior to attendance on LETQC.**	'Professional|OPS for AB(CISSM)(QQ50)|Navy|'		
In date Annual RPS Check. **Must be completed prior to attendance on LETQC.**	'CMS|Annual RPS Check AB1|Navy|'		1
Completed Leading Rates' Leadership Course (LRLC) by nominated CPD+12 months.	'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'		4
Completed LET(CISSM) QC by nominated CPD +12 months.	'SM|LS(CISSM) Career (UP174QJN)|Navy|'		4
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) in accordance with Chapter 96.	'Educational|RN/RM English Level 1|Navy|' **Or** 'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|' **Or** 'Educational|RN/RM Mathematics Level 1|Navy|' **Or** 'Educational|RN/RM Mathematics Level 2|Navy|'		

Promoted to - LET (CISSM)

8. LET (CISSM) to POET (CISSM)

Table 75I-14. Pre-Selection Requirements for POET (CISSM) at CRD

Requirement	Competence	Proficiency Level	Notes
Completed LET(CISSM) Task book.			
Pass LET(CISSM) OPS Assessment.	'Professional|OPS for LS(CISSM) QQ40|Navy|'		
Recommended for promotion on Appraisal Report at SED. See Chapter 67.			
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. See Chapter 67.			

Table 75I-15. Pre-Promotion Requirements for POET (CISSM)

Requirement	Competence	Proficiency Level	Notes
12 months sea service as LET(CISSM).	'CMS|12 Months Sea Time LH|Navy|'		3
In date Annual RPS Check. **Must be completed prior to attendance on POETQC.**	'CMS|Annual RPS Check LH|Navy|'		1
Completed Senior Rates' Leadership Course (SRLC) by nominated CPD +12 months.	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'		4
Passed POET(CISSM)QC by nominated CPD +12 months.	'SM|PO(CISSM) Career (UP175QSN)|Navy|'		4
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) in accordance with Chapter 96.	'Educational|RN/RM English Level 2|Navy|' **Or** 'Educational|RN/RM English Proxy A*- C|Navy|Navy|' **&** 'Educational|RN/RM Mathematics Level 2|Navy|' **Or** 'Educational|RN/RM Mathematics Proxy A*- C|Navy|'		

Promoted to - POET (CISSM)

9. POET(CISSM) to CPOET (CISSM)

Table 75I-16. Pre-Selection Requirements for CPOET (CISSM) at CRD

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. See Chapter 67.			
Completed PO CISSM Professional Certification Record.			2
Pass POET(CISSM) OPS Assessment.	'Professional|OPS for PO(CISSM) AQ30|Navy|'		1
Recommended for promotion on appraisal report at CRD. See Chapter 67.			

Table 75I-17. Pre-Promotion Requirements for CPOET (CISSM)

Requirement	Competence	Proficiency Level	Notes
12 months Sea Service as a POET(CISSM).	'CMS|12 Months Sea Time PO|Navy|'		3
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			

Promoted to - CPOET (CISSM)

10. CPOET (CISSM) to WO2ET (CISSM)

Table 75I-18. Pre-Selection Requirements for WO2ET (CISSM) at CRD

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. See Chapter 67.			
Recommended for promotion on Appraisal Report at CRD. See Chapter 67.			

Table 75I-19. Pre-Promotion Requirements for WO2ET (CISSM)

Requirement	Competence	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) in accordance with Chapter 96.			

Promoted to – WO2ET (CISSM)

11. WO2ET (CISSM) to WO1ET (CISSM)

Table 75I-20. Pre-Selection Requirements for WO1ET (CISSM) at CRD

Requirement	Competence	Proficiency Level	Notes
Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. See Chapter 67.			
Recommended for promotion on Appraisal Report at CRD. See Chapter 67.			

Table 75I-21. Pre-Promotion Requirements for WO1ET (CISSM)

Requirement	Competence	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
To be educationally qualified for promotion (EFP) in accordance with Chapter 96.			

Promoted to – WO1ET (CISSM)

Notes:

1. CISSM Branch Training - Annual RPS Check.

a. All personnel are expected to remain at RPS while building up experience towards promotion. Lead Schools will define and regulate the standards required to pass an Annual RPS Check and will promulgate them to Fleet Units. Guidance on the process of conducting RPS checks is given in BR 1984.

b. The RPS examination forms part of the annual RPS Check and is valid for 12 months from the date of the examination. The examination is to be conducted at the RPT Facility in Faslane. Ratings assigned or loaned to units outside of these geographical locations are to contact the RPT Facility Faslane to request authorisation to conduct an 'outstation RPS examination'.

2. Professional Certification Record. *On completion of PO PQC, individuals will be issued a Professional Certification Record. This record is to be completed within 12 months of joining first sea going Unit as a PO. Once completed the competence 'Professional|OPS for PO(CISSM) |Navy|' is to be awarded by the Unit HR Admin.*

3. *Completed 12 months sea service in current rank, JPA competence recorded iaw Chapter 59.*

4. Failure to Complete Professional and/or Leadership Course. *Refer to Chapter 67 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith control) or non-service reasons (within control).*

CHAPTER 76

ENGINEERING PROFESSION - AIR ENGINEER SPECIALISATION - AIR ENGINEERING AND SURVIVAL EQUIPMENT TECHNICIANS

(Sponsor: NAVY PEOPLE-WFPM ENG AE SO1)

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CHAPTER 76

ENGINEERING PROFESSION - AIR ENGINEER SPECIALISATION - AIR ENGINEERING AND SURVIVAL EQUIPMENT TECHNICIANS

7601. FAA Engineering Specialisation - General Terminology

a. The Air Engineering (AE) sub-specialisation rating structure comprises technician, artificer and mechanic streams. Ratings are titled ‘Air Engineering Technician’, ‘Air Engineering Artificer’ or ‘Air Engineering Mechanic’ as appropriate and, from promotion to Leading Hand (LH) up to and including Chief Petty Officer (CPO), will specialise in one of the following trades:

Mechanical	(M)
Avionics	(Av)

b. In recognition of the wider managerial role of the Warrant Officer, AE trade categories are not retained above the rate of Chief Petty Officer.

c. The Survival Equipment (SE) sub-specialisation rating structure comprises a technician stream only. Ratings are titled ‘Survival Equipment Technician’.

7602. Fast Track Scheme for Accelerated Advancement to the Rate of Leading Air Engineering Technician and Petty Officer Air Engineering Technician

a. The Fast Track (FT) scheme consists of a sequence of training, experience and rigorous continuous assessment culminating in advancement to LAET and/or POAET on a combined time and merit basis. The FT route provides early attendance on the LAET and/or POAET Qualifying Courses (QC) with a reduced time spent at AET and LAET for ratings to gain experience on a Squadron. Individuals who successfully complete the LAET FT scheme will not be automatically selected for POAET FT and must be re-selected and pass further assessment to continue on the scheme.

b. Selection for the FT Scheme is carried out by the FT Selection Board (FTSB), chaired by NAVY PEOPLE-WFPM ENG AE SO1, selecting FT ratings three times each calendar year, dependent on the Service requirement. Such selections will be made from a pool of candidates who have already successfully passed a FT Assessment Board (FTAB) post AET QC or LAET QC. Detailed regulations for the FT scheme are contained in the Manual of Naval Air Engineering Training (MNAET). There is also a Field Nomination (FN) route for the LAET FT scheme detailed within the MNAET Chapter 1.3.

7603. Air Engineering Accelerated Apprentice Scheme for Direct Entry as a Probationary Leading Hand

a. Air Engineering Accelerated Apprentices (AE AA) join HMS RALEIGH as Probationary Leading Hands (see Para 6809) until they become a Gain to the Trained Strength (GTS) as an LAET on completion of a 2 year bespoke training pipeline (see Annex 76C). Once GTS, the AE AA will be subject to the normal selection process of a LAET.

b. In order to maintain oversight of the scheme, NAVY PEOPLE-CM OR ENG AE2 monitors the number of AE AA students in the training pipeline and coordinates their attendance on courses.

c. Further detail on the AA scheme can be found at Para 6810. The AA Warnings and Failure policy is laid down at Annex 68N.

7604. Spare

7605. Recommendations for Promotion and Advancement - General

All recommendations for promotion and advancement are to be made with due regard to the conditions in Para 6901.

7606. Certificate of Competence to Supervise Aircraft Maintenance / Survival Equipment Maintenance

Achievement of the Certificate of Competence to Supervise Aircraft Maintenance (CCSAM) and Certificate of Competence to Supervise Survival Equipment Maintenance (CCSSEM) represents the final stages in the training and assessment process to reach the Role Performance Statement (RPS) for the LAET and LSET in terms of duties and tasks. Full details of the award of CCSAM and CCSSEM are set out in the MNAET.

7607. Aircraft Certificate of Competence

The Aircraft Certificate of Competence (ACC) is awarded on successful completion of CPOAET QC and CPOAET Workplace Training (WT) and represents the final stage in the training and assessment process to reach the RPS for the CPOAET in terms of duties and tasks. Full details, including the Enabling Objectives for the award of ACC, are set out in the MNAET.

ANNEX 76A

AIR ENGINEERING TECHNICIANS – PROMOTION FLOWCHART AND FAILURE POLICY

1. Air Engineering Technicians - Promotion Flowchart

AET 2

AE Technician 1 - Advancement Criteria

a. Complete Phase 1 New Entry Training (see Note 1).

b. For branch transfers, a minimum of Level 1 Functional Skills in English and Mathematics, and attainment of the relevant DAA scores as for AET entry.

c. Complete AET QC (Phase 2A Training) (see Note 2).

d. Complete AET WT (Phase 2B Training), and award of QM and QS (see Notes 3,4 and 5).

e. Twelve months' seniority as an AET2.

f. Recommended for advancement.

g. At least 6 months since last Career Check (if any) on date due advancement.

Advanced to
AET 1 (see Note 6)

Leading AE Technician - Pre-Selection Requirements

a. Minimum of 18 months' seniority as AET1 12 months prior to the Common Promotion Date (CPD) (Para 6703 b sub para (2)).

b. Serving on a ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (6)).

c. 2RO recommendation for promotion on Appraisal Report at CRD (see Note 13).

d. Issued the Pre-LAET QC Training Performance Record Task Book. Recorded as JPA competence 'Professional |Task Book Issued (AV) – AET (SK50)|Navy' or 'Professional |Task Book Issued (M) For AET (TE80)|Navy'

Leading AE Technician – Pre-Promotion Requirements

a. Completed Pre-LAET QC Training Performance Record Task Book (see Note 5). Recorded as JPA competence ‘Professional |Task Book Completed (AV) – AET (SK53)|Navy’ or ‘Professional |Task Book Completed (M) For AET (TE83)|Navy’

b. Passed LAET QC by nominated CPD+12 months (see Notes 4c, 8, 9 &16).

c. Completed Leading Rates’ Leadership Course (LRLC) and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|’ (16).

a.

d. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

e. Educationally qualified for promotion (EFP) in accordance with Para 9615. Achieved Level 1 Functional Skills (or equivalent) in English and Mathematics at Common Promotion Date (CPD) and appropriate competences recorded on JPA.

Promoted to
LAET (M) or (AV)

Petty Officer AET- Pre-Selection Requirements

a. Hold Certificate of Competence to Supervise Aircraft Maintenance (CCSAM) and recorded as JPA competence ‘FAA|Certificate Of Competency-Supervise A/C Maint|Navy|’ or ‘Professional|Certificate Of Competence For LAEM/LAET (TQ40)|Navy|’ (Para 7606) (see Note 10).

b. Minimum of 2 years’ seniority as a LAET 12 months prior to the CPD.

c. 2RO recommendation for promotion on Appraisal Report at CRD.

d. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

e. Not serving on a Navy Tailored Career.

f. Not serving on an Extension of Service.

Petty Officer AET- Pre-Promotion Requirements

a. Completed LAET WT Task Book((see Note 9).

b. Completed POAET QC by nominated CPD+12 months (see Notes 11 and 16).

c. Completed Senior Rates Leadership Course (SRLC) and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|' (see Note15).

b.

d. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

e. EFP in accordance with Para 9615. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at CPD and appropriate competences recorded on JPA.

Promoted to **PETTY OFFICER AET (see Note 12)**

Chief Petty Officer AE Technician - Pre-Selection Requirements

a. Minimum of 3 years' seniority as a POAET 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Not serving on a Navy Tailored Career.

d. Not serving on an Extension of Service.

e. Completed Senior Rates' Leadership Course (SRLC) by nominated CRD and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'.

f. 2RO recommendation for promotion on Appraisal Report at CRD.

Chief Petty Officer AE Technician - Pre-Promotion Requirements

a. Completed CPOAET QC by nominated CPD+12 months (see Note 15).

c.

b. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to **CHIEF PETTY OFFICER AET**

Warrant Officer 2 AE Technician – Pre-Selection Requirements

a. Minimum of 3 years' seniority in the rate 12 months prior to CPD.

b. Hold Aircraft Certificate of Competence (ACC) (Para 7607). Recorded as JPA competence 'FAA|ACC Aircraft Certificate of Competence|Navy|'.

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. 2RO recommendation for promotion at CRD.

e. Not serving on a Navy Tailored Career.

f. Not serving on an Extension of Service.

Warrant Officer 2 AE Technician - Pre-Promotion Requirements

a. For CPOAETs, completed WO2AETQC by nominated CPD+12 months (see Note16).

d.

b. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
WARRANT OFFICER 2 AET

Warrant Officer 1 AE Technician - Pre-Selection Requirements

a. No minimum seniority requirements for a serving WO2AET.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. 2RO recommendation for promotion at CRD.

d. Not serving on a Navy Tailored Career.

e. Not serving on an Extension of Service.

Warrant Officer 1 AE Technician - Pre-Promotion Requirements

e.

a. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to **WARRANT OFFICER 1 AET**

Notes:

1. New entrants join the Air Engineering (AE) specialisation as an Able Rating (AET2) with a seniority of date of entry. They undergo Phase 1 Training before being assigned to the Royal Navy Air Engineering and Survival School (RNAESS) for the Air Engineering Technician Qualifying Course (AET QC) (also known as Phase 2A training).

2. Selection for the Fast Track scheme may occur during AET QC (Phase 2A) or LAET QC training. Regulations governing those selected to the Fast Track are detailed separately at Para 7602 and Annex 76B.

3. Following training at RNAESS, ratings are assigned to an Air Station for AET Workplace Training (AET WT) (also known as Phase 2B Training). During this period, ratings are required to become 'Qualified to Maintain' (QM) and 'Qualified to Sign' (QS). Regulations regarding the award of QM and QS are contained in the MNAET.

4. ***Trade Categorisation.***

a. A completed Trade Preference Card (TPC) is to be submitted within 6 months of successful completion of AET WT (award of QM/QS), but not prior to advancement to AET1. The TPC template can be found in the MNAET; it must be signed by an Air Engineer Officer (AEO)/Senior Maintenance Rating (or other Services equivalent) and submitted to the Administration Office of the Engineering Training School that provided the individual's AET WT. ETSs are to co-ordinate returns, forwarding completed TPCs to the AE Trade Categorisation Authority at RNAESS. ETSs are to manage the administration of TPC submission and hasten overdue categorisations. AE trade categorisation will be carried out on a monthly basis and the AE Ratings Career Manager (RCMAE) will be informed of the trading decision for each rating. The submission of a TPC ensures that ratings may nominate the trade of their choice, however, the requirements of the Service will remain the overriding factor. Ratings will not be allowed to change their trade preference unless authorised by the AE Branch Manager; where an individual seeks re-categorisation they are to request to do so in writing to the Trade Categorisation Authority.

b. Trade categorisation of AETs does not prevent their employment outside that trade category. Ratings will adopt their new trade category title on promotion to LAET.

c. Ratings who have successfully completed LAET QC are eligible to wear the appropriate (M) or (AV) one star trade badge.

(Continued)

Notes (Continued):

5. ***Pre-LAET QC Training Performance Record Task Book.***

a. A traded Training Performance Record Task Book (TPR) will be issued as soon as the AET is notified of their trade categorisation. Completion of a traded TPR is not a requirement for selection to LAET but it is a prerequisite for attendance at Qualifying Course. TPRs will be prepared by RNAESS and issued by the local Engineering Training School or equivalent.

b. Completion of the TPR is the responsibility of the individual. Sufficient opportunity should exist for a rating to complete the task book within the constraints of normal assignment. It would reasonably be expected that ratings could complete the TPR on most Units within a 9 month period following its issue. For those ratings assigned to a non-Squadron position following their AET WT consolidation period, employing Units should, where practicable, maximise opportunities for TPR completion. Where this proves not to be feasible, the Unit/rating is to engage with the RCMAE to identify a suitable follow on assignment to enable TPR completion on the next Unit. Only in exceptional circumstances will RCMAE consider assigning ratings outside of normal processes in order that a TPR may be completed.

c. Once issued, TPRs are to be retained by the individual rating. Divisional Officers are to carry out routine checks on the progress of ratings in completing their TPR and are to complete the TPR Task Book Monitoring Form (TMF).

d. Completed TPRs are to be presented to the local Engineering Training School or equivalent for a JPA TPR completion competence to be added. The TPR Completion Certificate should then be dispatched to RNAESS. Loss of a TPR before it is fully completed will prejudice a rating's prospects for promotion to LAET since completion is a prerequisite for attendance at.

e. Completion of a TPR is a mandatory requirement for attendance at the LAET QC. In exceptional circumstances RNAESS will consider individual cases where TPR completion has not been possible. Reporting instructions are included in the TPR.

6. On advancement to AET1, ratings are eligible to wear one star on their (AE) specialisation badge.

7. ***Preparation for Promotion.*** *Preparation for promotion to LAET is the responsibility of the individual. Ratings should maximise the opportunities to achieve the necessary experience and educational qualifications and, in particular, must achieve a good knowledge of the work in their designated trade category.*

(Continued)

Notes (Continued):

8. A return of service for training applies to LAETs on completion of the Certificate of Competence to Supervise Aircraft Maintenance (CCSAM) Board (Chapter 53 refers).

*9. **LAET WT Task Book.***

a. A LAET WT TB shall be issued to all ratings on completion of LAET and represents those tasks to be completed to meet the Operational Performance Statement for a LAET. Completion of the TB is the responsibility of the individual and is a mandatory requirement prior to attempting the Certificate of Competence to Supervise Aircraft Maintenance (CCSAM) Board.

b. Line Management shall make sure that the completion of the LAET WT tasks is positively encouraged and actively managed within their units. To this end, LAETs undertaking CCSAM Training are not to be employed in ancillary or non-technical roles to the extent that the completion of the LAET WT tasks is prejudiced.

c. Once issued, TBs shall be retained by the individual rating until successful completion of CCSAM and then returned to RNAESS. The date that the TB is issued and completed should also be recorded on JPA as a competence.

d. Individuals who have been selected for promotion shall make sure that the Task Book completion competence ('Professional|Task Book completed (M)-LAET(SJ52)|Navy|' or 'Professional|Task Book completed (Av)-LAET(SJ51)|Navy|') is recorded on JPA prior to attendance at POAET QC.

10. Ratings who have successfully completed LAETQC, Leading Rates Leadership Course and hold CCSAM are eligible to wear 2 stars on their trade badge.

*11. **Pre-POAET QC Academic Preparation Material***

a. Preparation material for is available on the Defence Learning Environment for personnel selected for promotion to POAET. The material is a summary of the subjects which have been taught on LAETQC and acts as a refresher to ensure personnel are at the appropriate standard to start the POAET QC.

b. Whilst completion of this material is not mandatory, due to the short nature of the POAET QC there will be little opportunity for those who fall behind to catch up. Individuals are strongly recommended, therefore, to complete this refresher training to avoid the risk of being back classed or deselected.

c. A Return of Service for training applies to POAETs on completion of POAET QC (Chapter 53 refers).

(Continued)

Notes (Continued):

12. Trade badges shall be worn in accordance with Chapter 39.

*13. **Recommendation.** Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.*

*14. **Spare***

*15. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6719 for rules on the impact on a rating's promotion if they fail to complete Professional Qualifying Course and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).*

16. ***EFP requirement for WO1.** It is considered that WO2AETs have been promoted to Warrant Officer under previous EFP regulations and, as such, there is no further EFP requirement for consideration for selection for WO1.*

2. Air Engineering Technicians - Rules Regarding Failure

The action to be taken when an AET fails training or an examination is shown below:

Table 76-1. AET Failure Policy

Failure Point	Failure Action
AET2	
Phase 1 Training	Consider back classing and re-examine. Consider branch change or Discharge SHORE (Chapter 54).
Phase 2a Training AET QC	Repeated failures. Consider branch transfer or Discharge SHORE (Chapter 54).
Phase 2b Training AET WT	Tiered warnings in accordance with the MNAET and Chapter 57
AET1	
LAET QC	Tiered warnings in accordance with MNAET. Consider back classing and re-examine.
LRLC	Not to be promoted. Refer to Chapter 69.
LAET	
CCSAM	Tiered warnings in accordance with MNAET Consider reversion (see Note)
POAET QC	Tiered warnings in accordance with MNAET. Not to be promoted. Consider back classing and re-examine.
SRLC	Not to be promoted. Refer to Chapter 69.

Failure Point	Failure Action
POAET CPOAET QC	 Tiered warnings in accordance with MNAET. Not to be promoted. Consider back classing and re-examine.
CPOAET ACC WO2AET QC	 Tiered warnings in accordance with MNAET Consider reversion to POAET Tiered warnings in accordance with MNAET. Not to be promoted. Consider re-examination.

Note. *For those that joined under the Accelerated Apprentice scheme there is not the option for reversion as they have not held the rate of AET. As such, the options following failure are either Discharge SHORE or transfer to AET at the PM's discretion.*

ANNEX 76B

AIR ENGINEERING TECHNICIANS FAST TRACK SCHEME – QUALIFICATIONS FOR SELECTION AND SUBSEQUENT ADVANCEMENT

1. Air Engineering Technician Fast Track Scheme - Qualifications for Selection and Subsequent Advancement

On selection to the FT Scheme from (AET QC Training) by the Fast Track Selection Board (before or after advancement to AET1) (see Note 1).

AET 1

Leading AET - Advancement Criteria (Fast Track)

a. Minimum of 9 months' experience in a Squadron or Flight.

b. Educationally qualified for promotion (EFP) in accordance with Para 9615. Achieved minimum NAMET 5:5 or Level 1 Functional Skills (or equivalent) in English and Mathematics before selection to Fast Track Scheme and appropriate competences recorded on JPA (see Note 2).

c. Completed Pre-LAET QC Training Performance Record Task Book.

d. Recommended for advancement (see Note 3).

e. Minimum of 18 months' seniority as AET1.

f. Passed LAET QC without attracting any academic or disciplinary warnings and maintaining above average course results (see Note 4).

g. Completed Leading Rates' Leadership Course and recorded as JPA competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'.

h. Assignment Order issued by RCMAE (see Note 5).

i. At least 6 months since last Career Check (if any) on date due advancement.

j. Rating returns to the Select-Train-Promote pipeline once substantively promoted LAET unless selected for POAET FT (see Note 1).

Advanced to
LAET (M) or (AV)

k. Subsequent promotion as per normal intake in the AET stream (Annex 76A).

l. On selection to the POAET FT Scheme from LAET QC by the FTSB (post CCSAM) (see Note 1).

POAET - Advancement Criteria (Fast Track)

a. Complete LAET WT Task Book.

b. Awarded the Certificate of Competence to Supervise Aircraft Maintenance (CCSAM) inside the stipulated timeline (within 6 months WT consolidation not including aircraft specific TEMs as defined in Para 7606 and the MNAET Para 2.2.4).

c. Minimum of 24 months' experience in a Squadron or Flight complement position, post award of CCSAM.

d. EFP in accordance with Para 9615. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics before attendance at POAET QC and appropriate competences recorded on JPA.

e. Minimum of 18 months' seniority as LAET.

f. Recommended for advancement.

g. Passed POAET QC (4).

h. Completed Senior Rates' Leadership Course and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'.

a.

i. At least 6 months since last Career Check (if any) on date due advancement.

Advanced to
PETTY OFFICER AE TECHNICIAN

j. Subsequent promotion is as per normal intake in the AET stream (Annex 76A).

Notes:

1. *The rules for selection to the Fast Track (FT) scheme and associated administrative arrangements are detailed in the MNAET.*

2. *Ratings will not normally be allowed to join the FT scheme unless they meet the educational requirements for promotion to LH. FT ratings will need to meet the educational requirements for promotion to before the end of LAETQC to continue on the scheme as LAETs, as will those wishing to join the Scheme at this point. No ratings will be assigned to POAET QC who do not meet the educational requirements for promotion to.*

3. *Failure to achieve the criteria stipulated for FT or to continue to demonstrate the potential for higher managerial and leadership responsibilities and for further technician training will result in removal from the FT scheme (7602). SJARs are to include a positive reference with regard to continued retention of FT status. Where the unit Level J no longer supports the rating's retention on the FT scheme, the individual is to be given a formal warning and, if no improvement is seen, should be removed from the FT scheme (informing the AE PM and AE FT Recording Authority as appropriate).*

4. *RCMAE will normally assign FT ratings to the first available LAET QC or POAET QC dependent on meeting the criteria above, continuing FT status, course availability and the needs of the Service.*

5. *FT ratings do not have a Common Promotion Date (CPD) so a 'Due Date' is used in place of CPD, this is to provide equality across all those on the FT scheme by allowing for the availability of Leadership Courses. A 'Due Date' of 4 weeks from QC completion will be calculated by RCMAE when a Promotion Authority Request is raised by the rating's parent Unit.*

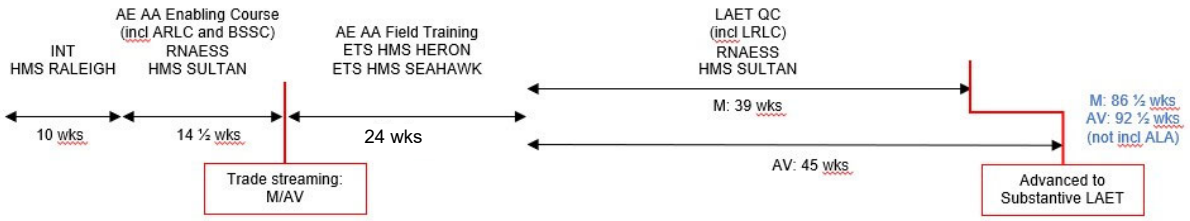
ANNEX 76C

ACCELERATED APPRENTICE (AA) AE SCHEME PIPELINE

1. Introduction

The aim of the AA AE scheme is to qualify a LAET within two years of entry. Following Initial Naval Training (INT), the AA pipeline consists of 2 bespoke technical training courses. These are principally a compression of Phase 2 for the AET pipeline, covering the same milestones but with a bespoke Task Book during AA AE Field Training at a Typed Air Station. This is followed by LAET Qualifying Course (LAETQC) and Leading Rates' Leadership Course (LRLC) alongside their AET counterparts. Further detail can be found in the Manual of Naval Air Engineering Training.

Figure 76C-1. Pipeline Schematic



2. Pipeline Description

a. **INT.** The AA recruits undergo the same training as their AET counterparts and should be treated in the same manner. They join as Probationary LAET (P/LAET).

b. **AE AA Enabling Course.** AE AA is a compressed version of the AETQC where the AA trainees develop their system knowledge and learn how to operate in the air environment safely. This will also include Able Rates' Leadership Course (ARLC) and Basic Sea Survival Course (BSSC). At the end of this time their trade preference card will be submitted to NAVY PEOPLE-CM OR ENG AE2 who will stream them as Mechanical (M) or Avionic (Av) in consultation with AE PM WO1.

c. **AE AA Field Training.** AE AA Field Training provides exposure to a squadron environment and an aircraft type. They will be expected to complete their AA Field Phase Task Book, which is based upon the standard Ph2B AET task book, with some additional CLM elements.

(1) The first 19 weeks is a compressed version of Phase 2b of the AET pipeline which culminates in achieving the Qualified to Sign (QS) and Qualified to Maintain (QM) competences.

(2) The following five and a half weeks are spent undertaking the LAET development section of the Task Book where the focus is understanding the role of a supervisor in addition to other CLM tasks.

d. **LAETQC.** LAETQC is the standard traded course alongside their Select-Train-Promote (STP) counterparts. AAs may be selected for the FT Scheme during this phase.

e. **LRLC**. LRLC is the standard 4-week course.

f. **Return of Service (RoS).** Candidates will be considered as Gains to the Trained Strength (GTS) on completion of INT(R), LRLC, LAETQC and subsequent streamed training. MTS will start from this point IAW para 5302 with personnel initially working towards their Certificate of Competence.

3. Accelerated Apprentice Scheme - Air Engineering- Advancement Flow Chart

New Entry Training (1).

PROBATIONARY LAET

Leading AET - Advancement Criteria (see Note 2)

a. Completed Phase 1 New Entry Training.

b. Completed AA AE Enabling Course.

c. Completed Basic Sea Survival Course and Able Rates Leadership Course.

d. Completed Field Phase including award of QM and QS and completion of AA Field Phase Task Book.

e. A completed Trade Preference Card (TPC) is submitted.

f. Passed all aspects of LAETQC.

g. Completed Leading Rates' Leadership Course and recorded as JPA competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|

h. Recommended for advancement.

i. At least 6 months since last Career Check (if any) on date due advancement.

Advanced to
LAET (M) or (AV) (see Note 4)

Notes:

1. *The eligibility criteria to be recruited as an AA AE include that candidates join educationally qualified for promotion to LAET in accordance with Para 9615.*

2. *Failure of career or leadership courses by an AA trainee is to be managed in accordance with the AA Warnings and Failure Policy at Annex 68K.*

3. *On successful completion of the AA pipeline, the individual will become a Gain to the Trained Strength and be advanced to Leading Air Engineer Technician. They will then transfer to either the Selective Promotion Flowchart or, if selected, to the Fast Track POAET Flowchart.*

ANNEX 76D

SURVIVAL EQUIPMENT TECHNICIAN – PROMOTION FLOWCHART AND FAILURE POLICY

1. Survival Equipment Technician - Promotion Flowchart

New Entry Training (see Note 1).

SURVIVAL EQUIPMENT TECHNICIAN 2

SET 1 - Advancement Criteria

a. Complete Phase 1 New Entry Training and SET QC (Phase 2A Training).

b. Complete SET WT (Phase 2B Training) and award of QM (see Note 2).

c. Recommended for advancement (see Note 3).

Advanced to
SURVIVAL EQUIPMENT TECHNICIAN 1

Leading Hand SET Pre-Selection Requirements

a. Minimum of 18 months' seniority as SET1 12 months prior to Common Promotion Date (CPD) (Para 6703 b sub para (2)).

b. Serving on ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (6)).

c. 2RO Recommendation for promotion on Appraisal Report at CRD (4).

Leading Hand SET Pre-Promotion Requirements

d. Successful completion of Leading Rates Qualifying Course (see Notes 5 and 10).

e. Completed Leading Rates' Leadership Course; recorded as JPA competence 'Miscellaneous|Leading Rates' Leadership Course (RNLA 102)|Navy|' (see Notes 5 and 9).

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

g. Educationally qualified for promotion in accordance with Para 9615. Achieved Level 1 Functional Skills (or equivalent) in English and Mathematics at Common Promotion Date (CPD) and appropriate competences recorded on JPA.

Promoted to
LEADING SURVIVAL EQUIPMENT TECHNICIAN

PO SET - Pre-Selection Requirements

a. Hold Certificate of Competence to Supervise Survival Equipment Maintenance (CCSSEM) and recorded as JPA competence 'FAA|Certificate Of Competency-Supervise SE Maint|Navy' (see Note 6).

b. Completed Leading Rates' Leadership Course (LRLC); recorded as JPA competence 'Miscellaneous|Leading Rates' Leadership Course (RNLA 102)|Navy|' (see Notes 5 and 9)

c. Minimum of 2 years' seniority as LSET 12 months prior to the CPD.

d. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

e. Not serving on a Navy-Tailored Career.

f. Not serving on an Extension of Service.

g. 2RO recommendation for promotion on Appraisal Report at CRD (see Note 4).

PO SET - Pre-Promotion Requirements

h. Successful completion of Petty Officer Qualifying Course (see Notes 5 and 10)

i. Completed Senior Rates' Leadership Course (SRLC), recorded as JPA competence 'Miscellaneous|Senior Rates' Leadership Course (RNLA 103)|Navy|' (see Notes 5 and 9).

j. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

k. Educationally qualified for promotion in accordance with Para 9615. Achieved Level 2 Functional Skills (or equivalent) in English and Mathematics at Common Promotion Date (CPD) and appropriate competences recorded on JPA.

Promoted to
PETTY OFFICER SURVIVAL EQUIPMENT TECHNICIAN

CPO SET - Pre-Selection Requirements

a. Minimum of 3 years' seniority as a PO SET 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Not serving on a Navy Tailored Career.

d. Not serving on an Extension of Service.

e. Completed Senior Rates' Leadership Course, by nominated CRD and recorded as JPA competence 'Miscellaneous|Senior Rates' Leadership Course (RNLA 103)|Navy|'.

f. 2RO Recommendation for promotion on Appraisal Report at CRD.

CPO SET - Pre-Promotion Requirements

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER SURVIVAL EQUIPMENT TECHNICIAN

Warrant Officer 2 SET - Pre-Selection Requirements

a. Minimum of 3 years' seniority as CPO SET 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Not serving on a Navy-Tailored Career.

d. Not serving on an Extension of Service.

e. 2RO recommended for promotion on Appraisal Report at CRD.

Warrant Officer 2 SE Technician - Pre-Promotion Requirements

a. For CPOSETs, completed WO2QC by nominated CPD+12 months (see Note 16).

b. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
WARRANT OFFICER 2 SE TECHNICIAN

Warrant Officer 1 SET - Pre-Selection Requirements

a. No minimum seniority requirements for a serving WO2SET.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. 2RO recommendation for promotion at CRD.

d. Not serving on a Navy Tailored Career.

e. Not serving on an Extension of Service.

Warrant Officer 1 SET - Pre-Promotion Requirements

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
WARRANT OFFICER 1 SURVIVAL EQUIPMENT TECHNICIAN

Notes:

1. *All new entrants are rated SET2 with seniority from date of entry. They undergo Phase 1 Training before being assigned to the Defence School of Air Engineering (Gosport) for the Survival Equipment Technician Qualifying Course (SET QC) (also known as Phase 2A Training).*

(Continued)

Notes (Continued):

2. *Survival Equipment Technician Workplace Training (SET WT) (also known as Phase 2B training) is primarily carried out at a Royal Naval Air Station SE section. Successful completion of SET QC and WT culminates in the award of 'Qualified to Maintain' (QM). Regulations regarding the award of QM are contained in the MNAET.*

3. *All SET2 must have successfully completed SET QC, SET WT, QM Award and a minimum of 12 months' reckonable service before being recommended for advancement to SET1.*

4. ***Recommendation.*** *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.*

5. *Ratings selected for promotion to Leading Survival Equipment Technician (LSET) or Petty Officer Survival Equipment Technician (POSET) will be promoted on the CPD if they have successfully completed the LSETQC/POSETQC and LRLC/SRLC respectively prior to this date. Ratings who are unable to complete the relevant professional and/or leadership training by the CPD are to be treated in accordance with Para 6719.*

6. *Certificate of Competence to Supervise Survival Equipment Maintenance (CCSSEM). Survival Equipment personnel who have passed the LSET Professional Qualifying Course subsequently undergo Workplace Training at a Royal Naval Air Station SE Section. Successful completion of WT culminates in the award of CCSSEM, and regulations regarding this award are contained within the MNAET.*

7. *There are no professional or leadership training requirements for promotion to CPO SET or WO1 SET.*

8. ***Failure to Complete Professional and/or Leadership Course.*** *Refer to Para 6719 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (out with control) or non-service reasons (within control).*

9. ***Rules Regarding Failure.*** *The actions to be taken when SET ratings fail training or an examination are shown below:*

Table 76-2. SET Failure Policy

Failure Point	Failure Action
SET2 Phase 1 Training	Consider back classing and re-examine. Consider branch change or Discharge SHORE (Chapter 54).
Phase 2a Training SET QC	Repeated failures. Consider branch transfer or Discharge SHORE (Chapter 54).
Phase 2b Training SET WT	Tiered warnings in accordance with the MNAET and Chapter 57.
SET1 LSET QC	Tiered warnings in accordance with MNAET. Consider back classing and re-examine.
LRLC	Not to be promoted. Refer to Chapter 69.
LAET CCSSEM	Tiered warnings in accordance with MNAET Consider reversion.(See Note)
POSET QC	Tiered warnings in accordance with MNAET Not to be promoted. Consider back classing and re-examine.
SRLC	Not to be promoted. Refer to Chapter 69.
POSET	
CPOSET WO2AET QC	Tiered warnings in accordance with MNAET Not to be promoted. Consider re-examination.
WOSET	

Notes:

1. *With due regard to SERE course availability and planning constraints, ratings who fail SERE051 or SERE059 may be allowed to continue on to SET WT. Failure on either of these courses is subject to the warnings procedure. The training deficiency must be recorded on the rating's SJAR and include the remedial action required.*

2. *Ratings subject to the provisions of Note 1 must have passed SERE051 and SERE059 before they can successfully complete SET WT.*

CHAPTER 77

WARFARE PROFESSION

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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CHAPTER 77

WARFARE PROFESSION

7701. General

This Chapter covers the career regulations for all General Service Warfare Profession specialisations with the exception of Divers (Chapter 78), Cryptologic Technicians (Chapter 84), Photographers (Chapter 92) and Intelligence Specialist (Chapter 94).

7702. Specialisations of the Warfare Profession (General Service)

a. The following specialisations (and sub-specialisations) exist:

Specialisation Designator (BD).

WS	Warfare Specialist
(AWW)	(Abovewater Warfare Weapons)
(AWT)	(Abovewater Warfare Tactical)
(UW)	(Underwater Warfare)
(EW)	(Electronic Warfare)
SEA	Seamanship
MW	Mine Warfare
H	Hydrographic
METOC	Meteorological and Oceanographic
D	Diver (See Chapter 78)
CT	Cryptologic Technician (See Chapter 84)
Phot	Photographer (See Chapter 92)
INT	Intelligence Specialist (See Chapter 94)

b. **Specialisation Selection.** General Service ratings will be recruited by profession and Individuals will be streamed into the various Warfare sub-specialisations, based on educational requirement and needs of the Service. The Warfare Ratings Profession Managers will manage requests from individuals to transfer specialisation, both within the Warfare Profession and the RN as a whole, on a case-by-case basis.

7703. Warfare Profession Training - Career Progress and Pre-Joining Training

Career Progression for Warfare Professions are detailed within Annex 77A to Annex 77E. In addition to Career training, individuals outside of the WS spectrum may be required to undertake Pre-Joining Training in accordance with the Unit Position List (UPL).

a. **Training Performance Statements, Workplace Training Task Books and Operational Performance Standard**. On successful completion of PQCs for AB2, LH and PO, a WS rating will have attained the Training Performance Statement (TPS) for the current rate. Individuals will be issued with the appropriate Workplace Training Task Book (WTTB) or a Professional Certification Record (PCR). In the subsequent sea assignment, a rating will be deemed to have achieved Operational Performance Standard (OPS) on successful completion of the core career workplace training section of the relevant TB (TPS + OJT = OPS) for AB / LH and PCR for PO. On achievement of OPS as an AB1, LH and PO, the Warfare Training Co-ordinator must inform the unit Human Resource (HR) administrator in order for the relevant competences (see Annexes for details) to be inputted to JPA. When an individual is advanced to AB1, the HR administrator is to ensure a Promotion Authorisation Request (PAR) is signalled to their parent Career Management Cell (CMC), which will authorise the promotion and change the rate on JPA. It is important that achievement of OPS is inputted to JPA before the PAR date; thus stating that the rating has achieved OPS before attempting to be advanced to AB1. A rating's OPS is defined and owned by the relevant Profession Manager.

b. **Mechanism for Unacceptably Slow Progression.** It is entirely possible that some ratings may not achieve OPS. Within the Warfare Profession there is no scope to employ individuals who cannot or will not progress themselves beyond AB2. It must be realised that AB2s are employed primarily to gain experience and to advance to a higher rate. It follows, therefore, that the ultimate sanction for those who cannot or will not progress beyond AB2 is an application for administrative discharge on the grounds of un-employability. Within the WS specialisations an initial warning is set at 12 months from commencement of their WTTB, whilst SEA, MW, H, and METOC are set at 18 months (unless it has been given earlier, supported with unequivocal statements of non-recommendation for promotion in an Appraisal Report). Warnings will then continue 3-monthly within the Appraisal process for an aggregate total of 18 months under warning, whereupon application for administrative discharge on the grounds of un-employability will be sought.

c. **Pre-Joining Training (AWW, AWT, UW, H & METOC).** PJTs are the method of training WS ratings in a specific role, prior to joining a sea going unit, as required by the UPL. Whilst undertaking a PQC, a rating who has been assigned to a unit in a position which requires the PJT will be booked on the course, which will commence on completion of all other modules of the PQC.

(1) **Pass.** Warfare Training Group (WTG) is responsible for conducting PJTs and is to report successful completion and ensure that WTG training support facilitators[1] input the relevant competences to JPA.

[1] https://modgovuk.sharepoint.com/teams/61416/QMS%20Documentation/PD-1202%20Training%20Facilitation.docx?web=1

(2) **Failure.** In the event of failure[2], a written report is to be forwarded by WTG to the individual's parent unit and the receiving ship. The individual may be considered for Discharge SHORE, in accordance with Chapter 54 or, in the case of LH, immediately warned formally by the parent unit for reversion in accordance with Para 7705. As PJTs are taught at the end of a PQC pipeline, the rating will have to wait until the end of the next training pipeline before re-commencing the PJT.

(3) **Second Failure.** After a second failure, LH or above will be subject to reversion for unsuitability. Able Ratings who fail a PJT a second time are not to be employed in any UPL position number that requires that competence and are not to attempt that PJT for another 12 months. The rating's parent unit is to assess the individual's employability. If deemed unemployable, the matter is to be referred to the relevant Warfare Ratings Profession Manager.

(4) **Taskbook.** On completion of the PJT, the rating may be required to complete a separate PJT TB, which will be issued in loose leaf format and is to be included in their WTTB.

d. **Initiation of DV process for AB1 EW.** On award of AB1 competency Career Managers are to consider initiating the DV application process to align with employment requirements.

e. **Attendance on Next Higher Professional Qualifying Course.** A rating will not be eligible to attend the PQC for a higher rate unless the individual is in date for the Annual OPS Check in the lower rate. The PQC and LRLC / SRLC should normally be undertaken as a package. The Selection Signal will be the trigger for the CMC to load candidates on a PQC and relevant leadership course. It will not be possible to achieve this for every individual immediately, but priorities must be amended to achieve commencement of PQC at least within 12 months of selection. On implementation, it is possible that a surge in applications will exceed available places. The Career Manager's judgement will be necessary to manage pinch-points.

f. **Failure to Complete Professional and / or Leadership Course.** Refer to Para 6713 for rules on the impact on a rating's promotion if they fail to complete PQC and / or LRLC / SRLC before CPD or within 12 months of CPD because of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control). If the LH or PO PQC is refused, Para 6910 will apply.

[2] https://modgovuk.sharepoint.com/teams/61416/QMS%20Documentation/PD%20-%201304%20Trainee%20Warnings%20and%20Failures.doc?web=1

g. **OPS Lead Authority.** The following table details the Lead School where there is an OPS Check.

	WS	SEA	MW	HM
OPS Check	WTG	RNSoS & WSTG(STE)	WTSG(STE) & WTG	WSTG(STE) & HMTG

Sea / MW / H OPS Checks all have both Seamanship and Specialist components, i.e.

SEA = Seamanship (RNSoS & WSTG(STE)) + Tactical Communications (WTG)
MW = Seamanship (RNSoS & WSTG(STE)) + MW (WTG)
H = Seamanship (WSTG(STE)) + FOST H

7704. JPA Recording - Competences, Annual OPS Check, and Sea Time

a. **Recording of Competences.** Once a WS rating has successfully completed a PQC, WTTB or PJT and achieved OPS that competence is to be input to JPA by the appropriate unit HR administrator.

b. **Annual OPS Check.** All personnel are expected to remain at OPS while building experience towards promotion. Sub-Specialisation Training Groups or lead Schools will define and regulate the standards required to pass an Annual OPS Check and will promulgate them to Fleet Units. Guidance on the process of conducting OPS checks is given in BRd 1984 - Warfare Training Regulations.

(1) Maintenance of OPS is to be monitored through an annual OPS Check process co-ordinated by the Warfare Training Co-ordinator, who is to ensure that sufficient opportunities are provided for this purpose within the constraints of the workforce planning cycle.

(2) Ratings assigned to positions outside of core warfare disciplines are expected, where possible, to maintain OPS. It is recognised, however, that this may not be possible due to location and employment patterns. Therefore, all individuals rejoining Front Line Units from shore assignments are to be given an OPS check as soon as practical after arrival, recorded on JPA as:

'CMS|Annual OPS Check AB1|Navy'.

(3) An Annual OPS Check is not a pre-selection requirement.

(4) An Annual OPS Check is a pre-requisite for all promotion career courses for AB-LH and LH-PO.

(5) Divisional Officers and Line Managers of ABs and LHs who are serving ashore when selected for the next higher rate are to arrange for an Annual OPS check via the lead training school (see table below) prior to the individual attending promotion career training.

(6) OPS qualifications will be checked on attendance of LH and PO career course training. Ratings who are not in date for an Annual OPS Check will be returned to Unit.

c. **Sea Service.** A minimum period of sea service (not including JR Squad time) is required as a pre-promotion requisite for promotion to PO and CPO and is to be recorded on JPA (See Annexes for individual specialisation minimum sea time requirements). Para 6904 defines criteria for award of sea service.

7705. Promotion Boards and Eligibility

Warfare GS Profession Boards consider all candidates based on merit.

a. **Appraisal Reports.** Appraisal reports are required in order to provide selection boards with the detail of an individual's performance and suitability for promotion. Appraisal reports are to be raised annually. Common Reporting Dates (CRDs) for all ranks and rates are stated in JSP 757. Responsibility for reports are NOT solely on the Reporting Officer but also, the individual. Individuals who cannot maintain OPS, or who receive an unequivocal statement of 'non-recommendation' in a SJAR appraisal, must be given a clear plan of action to remedy the situation. This plan must be summarised in the report. If no clear improvement is forthcoming within 3-6 months, individuals should be issued with a formal Divisional Officer, HOD or Commanding Officer's warning for inadequacy. In cases where a warning has been issued and an individual has not achieved or maintained OPS within the 3-6 month period, the relevant Professions Manager is to be consulted for advice.

b. **SJAR Recommendation.** If an individual has been awarded a positive recommendation for promotion ('Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be placed before the Promotion Board. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation. Reporting Officers making recommendations for promotion, confirmation or course, are to pay due regard to the regulations shown in Para 6901. Ratings may be deemed as 'developing' at the annual reporting stage, but this should not be based solely on not having achieved OPS.

c. Failure to include accurate recommendations may disadvantage candidates at future promotion boards. SJARs must contain accurate and timely recommendations for:

(1) **Extended Service (ES3)** – Divisional Officers/Line Managers must ensure the ES3 box is ticked when an individual is approaching their 5-year exit point, if recommended.

7706. Warfare Profession Badges

a. Specialisation badges are to be shipped on completion of Phase II training.

b. Stars and Crowns are to be shipped as follows:

1 Star	On advancement to AB1 (OPS achieved).
2 Stars	On completion of the LH PQC.
Crown	On completion of the PO PQC.

7707. Education For Promotion

A Leading Hand must be educationally qualified to Level 1 Functional Skills and a Petty Officer to Level 2 Functional Skills in English and Mathematics or a suitable equivalent for either or both of these qualifications. See Chapter 96 for further information.

7708. Warfare Profession - General Service - Promotion Flowcharts

Detailed promotion flows for each of the Warfare Profession sub-specialisations are listed in the Annexes to this Chapter (see bookmarks), along with specific notes relevant to that specialisation.

ANNEX 77A

WARFARE SPECIALIST - PROMOTION FLOWCHART

Table 77-A1 AB WS (AWT/AWW/EW/UW)2 to AB WS (AWT/AWW/EW/UW)1 Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed WTG AB(WS)PQC in relevant Sub-Specialisation			
Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy			Para 7707
Assigned to sea billet			
Completed WTTB - achieved RPS as AB(WS), authorised by Warfare HOD	Professional|RPS for AB1 WS(AWT)|Navy| Professional|RPS for AB1 WS(AWW)|Navy| Professional|RPS for AB1 WS(EW)|Navy| Professional|RPS for AB1 WS(UW)|Navy|		Para 7703 sub Para a & b
At least 6 months since last Career Check (if any) on date due advancement			
Awarded AB1 Badge (single star). PAR sent to CM.			Para 7703 sub para a.
Advanced to AB1 AB WS (AWT/AWW/EW/UW)1			

Table 77-A2 LH WS (AWT/AWW/EW/UW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1 / FC / OE1 that expires after the nominated CPD			Para 6703 b sub para (5)
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77-A3 LH WS (AWT/AWW/EW/UW) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Educationally qualified for promotion (EFP). Achieved minimum Level 1 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9634
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	Para 7703 sub para g and sub para h
Passed LH PQC by nominated CPD+12 months (awarded 2-star specialisation badge AWT, AWW, EW or UW)			Para 7703 sub para e and sub para f
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to LH WS (AWT/AWW/EW/UW)			

Table 77-A4 PO WS (AWT/AWW/EW/UW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Completed LH WTTB in relevant Sub-Specialisation. Achieved RPS.	Professional|RPS for LH WS(AWT)|Navy|' Professional|RPS for LH WS(AWW)|Navy|' Professional|RPS for LH WS(EW)|Navy|' Professional|RPS for LH WS(UW)|Navy|'		
Serving on ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the nominated CPD			Para 6703 b sub para (5)
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77-A5 PO WS (AWT/AWW/EW/UW) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		Para 7703 sub para e and sub para f
Pass PQC for PO by CPD+12 months (awarded PO specialisation badge (Crown))			Para 7703 sub para e and sub para f
12 months' sea service (excluding Squad time ashore where applicable) as a LH at the CPD.	CMS|12 Months Sea Time LH|Navy|		Para 7704 sub para c
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9634
Promoted to PO WS (AWT/AWW/EW/UW)			

Table 77-A6 CPO WS (AWT/AWW/EW/UW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved RPS as a PO	Professional|RPS for PO WS(AWT)|Navy| Professional|RPS for PO WS(AWW)|Navy| Professional|RPS for PO WS(EW)|Navy| Professional|RPS for PO WS(UW)|Navy|		See Note
Serving on ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the nominated CPD			
SRLC completed	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77-A7 CPO WS (AWT/AWW/EW/UW) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
12 months' sea service as a PO at the CPD	CMS|12 Months Sea Time PO|Navy|		
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to CPO WS (AWT/AWW/EW/UW)			

Table 77-A8 WO2 WS (AWT/AWW/EW/UW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9634
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77-A9 WO2 (AWT/AWW/EW/UW) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO2 WS (AWT/AWW/EW/UW)			

Table 77-A10 WO1 WS (AWT/AWW/EW/UW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9634
Recommended for promotion on Appraisal Report at CRD			

Table 78-A11 WO1 WS (AWT/AWW/EW/UW) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO1 WS (AWT/AWW/EW/UW)			

Note. *Professional Certification Record. On completion of PO PQC, individuals will be issued a Professional Certification Record. This record is to be completed within 12 months of joining their first sea going Unit as a PO. Once completed, an individual has achieved RPS and can be awarded the competence.*

ANNEX 77B

SEAMAN SPECIALIST - PROMOTION FLOWCHART

Table 77B-1 AB2 (SEA) to AB1 (SEA) Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed RNSoS / WTG AB(SEA)PQC	Warfare|AB Seamanship (SEA 103)|Navy| Warfare|AB(SEA) Career (COMMS 204)|Navy|Miscellaneous |Helmsman (SEA 112)|Navy|		Description: Competency associated with Career course training
Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy			Para 7707
Assigned to sea billet		Achieve Local Boats Crew endorsement (Bowman)	
Completed WTTB - (Sections 1-2, Seamanship and Tactical Communication) - achieved RPS as AB (SEA), authorised by Warfare HOD.	Professional|RPS for AB1 (SEA)|Navy|		Para 7703 sub Para a & b
At least 6 months since last Career Check (if any) on date due advancement			
Awarded AB1 Badge (single star). PAR sent to CM.			Para 7703 sub para a
Advanced to AB1 (SEA)			

Table 77B-2 LH (SEA) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1 / FC / OE1 that expires after the nominated CPD			Para 6703 b sub para (5)
12 months' sea service	CMS|12 Months Sea Time AB|Navy|		
Achieved Sea 127 Waterjet Drive Coxswain qualification by CRD	Miscellaneous|Waterjet Drive Coxswain (SEA 127)|Navy|		Can be achieved by an AB2 Note 1
Achieved Sea 113 Water Safety Equipment Maintainer and Supervisor qualification by CRD	Ratings (General)|Water Safety Equipment Maintainer/Supervisor (SEA 113)|Navy|		Can be achieved by an AB2 Note 1
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77B-3 LH (SEA) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Educationally qualified for promotion (EFP). Achieved minimum Level 1 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9634
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	Para 7703 sub para e and sub para f
Passed LH (SEA) PQC by nominated CPD+12 months (awarded 2-star specialisation badge)			Para 7703 sub para e and sub para f
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to LH (SEA)			

Table 77B-4 PO (SEA) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Completed LH WTTB in relevant Sub-Specialisation. Achieved RPS.	Professional|RPS for LH (SEA)|Navy|		
Serving on ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the nominated CPD			Para 6703 b sub para (5)
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77B-5 PO (SEA) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		Para 7703 sub para e and sub para f
Pass PQC for PO by CPD+12 months (awarded PO specialisation badge (Crown))			Para 7703 sub para e and sub para f
12 months' sea service (excluding Squad time ashore where applicable) as a LH at the CPD.	CMS|12 Months Sea Time LH|Navy|		Para 7704 sub para c
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9634
Promoted to PO (SEA)			

Table 77B-6 CPO (SEA) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the nominated CPD			
SRLC completed	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for promotion on Appraisal Report at CRD			7705

Table 77B-7 CPO (SEA) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
12 months' sea service as a PO at the CPD	CMS|12 Months Sea Time PO|Navy|		
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to CPO (SEA)			

Table 77B-8 WO2 (SEA) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9634
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77B-9 WO2 (SEA) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO2 (SEA)			

Table 77B-10 WO1 (SEA) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9634
Recommended for promotion on Appraisal Report at CRD			

Table 78B-11 WO1 (SEA) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO1 (SEA)			

Notes:

1. *Failure to achieve SEA 127 and SEA 113 by CRD will result in ratings not being presented to the LH selection board.*

2. ***Petty Officer (SEA) RPS.*** *PO(SEA) complete PQC at RPS therefore once completed RNSoS will award the RPS competence.*

ANNEX 77C

MINE WARFARE SPECIALIST PROMOTION FLOWCHART

Table 77C-1 ABLE RATE 2 (MW) to AB 1 (MW) Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed RNSoS / MWS AB2 (MW) PQC			
Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy			Para 7707
Assigned to MCMV crew or MTXG			
Achieved OPS as AB (MW)	Professional|OPS for AB1 (MW)|Navy|	Pass	Para 7703 sub para a and sub para b
At least 6 months since last Career Check (if any) on date due advancement			
Awarded AB1 Badge (single star). PAR sent to CM.			Para 7703 sub para a
Advanced to AB1 (MW)			

Table 77C-2 LEADING HAND (MW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1 / FC / OE1 that expires after the nominated CPD			Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77C-3 LEADING HAND (MW) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Educationally qualified for promotion (EFP). Achieved minimum Level 1 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Passed LH PQC by nominated CPD+12 months (awarded 2-star specialisation badge MW)			Para 7703 sub para e and sub para f
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to LH (MW)			

Table 77C-4 PETTY OFFICER (MW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as LH (MW)	Professional|OPS for LH (MW)|Navy|	Pass	Para 7703 sub para a and sub para b.
Serving on ES2 / FC / OE1 / TC or ES3/EC/2OE that expires after the nominated CPD			Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at CRD			Para 7705 sub para a

Table 77C-5 PETTY OFFICER (MW) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		Para 7703 sub para h
Passed PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown))			Para 7703 sub para g / h and Note 2
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Promoted to PO (MW)			

Table 77C-6 CHIEF PETTY OFFICER (MW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as a PO	Professional|OPS for PO (MW)|Navy|		Note 1.
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
SRLC completed	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77C-7 CHIEF PETTY OFFICER (MW) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to CPO (MW)			

Table 77C-8 WARRANT OFFICER 2 (MW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77C-9 WARRANT OFFICER 2 (MW) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO2 (MW)			

Table 77C-10 WARRANT OFFICER 1 (MW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77C-11 WARRANT OFFICER 1 (MW) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO1 (MW)			

Note. PO(MW). *On completion of PO PQC, individuals will be issued a Professional Certification Record. This record is to be completed within 12 months of joining their first crew or MTXG as a PO. Once completed, an individual has achieved OPS and can be awarded the competence.*

ANNEX 77D

HYDROGRAPHIC SPECIALIST - PROMOTION FLOWCHART

Table 77D-1. ABLE RATE 2 H to AB1 H Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed HMTU / MWS AB2 HYD PQC			Note 1
Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy			Para 7707
Assigned to sea billet			
Achieved OPS as AB H	Professional|OPS for AB1 H|Navy|	Pass	Para 7703 sub para a and sub para b Note 2
At least 6 months since last Career Check (if any) on date due advancement			
Awarded AB1 Badge (single star). PAR sent to CM.			Para 7703 sub para a
Advanced to AB1 H			

Table 77D-2. LEADING HAND H Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1 / FC / OE1 that expires after the nominated CPD			Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77D-3. LEADING HAND H Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Educationally qualified for promotion (EFP). Achieved minimum Level 1 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Passed LH PQC by nominated CPD+12 months (awarded 2-star specialisation badge H			Para 7703 sub para e and sub para f
Completed 12 months sea (excluding Squad time ashore where applicable) as an AB at the CPD	CMS|12 Months Sea Time AB|Navy|		Para 7704 sub para d
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to LH H			

Table 77D-4. PETTY OFFICER H Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as LH H	Professional|OPS for LH H|Navy|	Pass	Para 7703 sub para a and sub para b.
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at CRD			Para 7705 sub para a

Table 77D-5. PETTY OFFICER H Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Complete 12 months' sea service (excluding Squad time ashore where applicable) as a LH at the CPD	CMS|12 Months Sea Time LH|Navy|		Para 7704 sub para d
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		Para 7703 sub para h
Passed PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown))			Para 7703 sub para g / h
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Promoted to PO H			

Table 77D-6. CHIEF PETTY OFFICER H Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as a PO	Professional|OPS for PO HM(H)|Navy|		Note 3 & 4a
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
SRLC completed	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77D-7. CHIEF PETTY OFFICER H Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
12 months' sea service as a PO HM(H) only	CMS|12 Months Sea Time PO|Navy|		Para 7704 sub para d
Passed CPO PQC by nominated CPD+12 months			Para 7703 sub para g / h
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to CPO H			

Table 77D-8. WARRANT OFFICER 2 H Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77D-9. WARRANT OFFICER 2 H Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO2 H			

Table 77D-10. WARRANT OFFICER 1 H Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77D-11. WARRANT OFFICER 1 H Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO1 H			

Notes:

*1. **Phase 2 Training.** AB (HM)s will complete the (HM)(H)course at MWS HMTU and seamanship specialisation training delivered at MWS (STU) located at HMS RALEIGH.*

*2. **OPS.** AB1 H are not deemed to be at full OPS until completion of their H and Seamanship WTTBs.*

*3. **PO H.** On completion of the PQC an individual will be issued a Professional Certification Record (PCR). The PCR is to be completed within 12 months of joining the first sea going Unit as a PO. Once completed an individual has achieved OPS and can be awarded the competence.*

ANNEX 77E

METEOROLOGICAL AND OCEANOGRAPHIC SPECIALIST - PROMOTION FLOWCHART

Table 77E-1. ABLE RATE 2 METOC to AB1 METOC Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed HMTU / MWS AB2 METOC PQC			
Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy			Para 7707
Assigned to air station			
Achieved OPS as AB METOC	Professional|OPS for AB1 METOC|Navy|	Pass	Para 7703 sub para a and sub para b
At least 6 months since last Career Check (if any) on date due advancement			
Awarded AB1 Badge (single star). PAR sent to CM.			Para 7703 sub para a
Advanced to AB1 METOC			

Table 77E-2. LEADING HAND METOC Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1 / FC / OE1 that expires after the nominated CPD			Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77E-3. LEADING HAND METOC Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Educationally qualified for promotion (EFP). Achieved minimum Level 1 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Passed LH PQC by nominated CPD+12 months (awarded 2-star specialisation badge METOC)			Para 7703 sub para e and sub para f
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to LH METOC			

Table 77E-4. PETTY OFFICER METOC Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as LH METOC	Professional|OPS for LH METOC|Navy|	Pass	Para 7703 sub para a and sub para b.
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at CRD			Para 7705 sub para a

Table 77E-5. PETTY OFFICER METOC Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		Para 7703 sub para h
Passed PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown))			Para 7703 sub para g / h
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Promoted to PO METOC			

Table 77E-6. CHIEF PETTY OFFICER METOC Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as a PO	Professional|OPS Meteorological Forecasting |Navy|		Note 1
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
SRLC completed	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77E-7. CHIEF PETTY OFFICER METOC Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed CPO PQC by nominated CPD+12 months HM(M) only			Para 7703 sub para g / h
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to CPO METOC			

Table 77E-8.WARRANT OFFICER 2 METOC Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77E-9. WARRANT OFFICER 2 METOC Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO2 METOC			

Table 77E-10. WARRANT OFFICER 1 METOC Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD			Para 7705

Table 77E-11. WARRANT OFFICER 1 METOC Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO1 METOC			

Note. Meteorological Qualification.

a. A PO METOC rating who has passed the PQC will be assigned to an Air Station or sea billet to complete a WTTB. An individual has 3 months to complete the WTTB. The completion of the WTTB signifies an individual has achieved OPS and is to be awarded the following competence:

'Professional|OPS Meteorological Forecasting|Navy|'

b. In accordance with Aeronautical Meteorological Forecaster (AMF) guidelines there is a need to conduct an annual RPS check for all forecasters. The following competence is to be used:

'CMS|AnnualOPS Meteorological Forecasting|Navy|'

c. In order to track where individuals were certified as a Bench Forecaster the following competences are to be used:

'Professional|Meteorological Bench Forecaster Culdrose|Navy|'

'Professional|Meteorological Bench Forecaster Yeovilton|Navy|'

'Professional|Meteorological Bench Forecaster Marham|Navy|'

'Professional|Meteorological Bench Forecaster JOMOC|Navy|'

'Professional|Meteorological Bench Forecaster Waddington|Navy|'

CHAPTER 78

WARFARE PROFESSION - DIVER

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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CHAPTER 78

WARFARE PROFESSION - DIVER

7801. General

This Chapter covers the specific career regulations for General Service Warfare Profession Divers.

7802. Direct Entry into the Diver Specialisation

a. In order to commence training, the following eligibility criteria apply:

(1) Be aged 18-37.

(2) Be recommended by Careers staff.

(3) Must attend and pass the Potential Diver's Assessment (PDA) at the Defence Diving School (DDS).

(4) Must pass the Diver's Physical Fitness Test (DPFT).

(5) Must hold a full UK Driving Licence. An individual who has a full driving licence from their original country can join the service. At this point they will become a resident in the UK and iaw the government policy can drive in the UK for up to 12 months from the day they became a resident. An individual must apply for a provisional licence, pass the theory and the practical test to get a full UK driving licence to continue driving on UK roads.

b. All candidates must complete a diving medical in accordance with the Diver specialisation requirements contained in BRd 1750A (Handbook of Naval Medical Standards).

c. After successful completion of Phase 1 Training at HMS RALEIGH, candidates will undertake the Phase 2 Able Rate 2 (Diver) (AB2 (D)) Professional Qualifying Course (PQC). Promotion and the award of diving competences will be in accordance with Annex 78A and Annex 78B.

7803. Profession Transfer Entry into the Diver Specialisation

a. Profession transfer entry will complement direct entry to the Diver specialisation.

b. Volunteers for transfer to the Diver specialisation will be considered from ratings of any profession or specialisation and must satisfy the following eligibility criteria:

(1) Be an Able Rating (AB) who has achieved Operational Performance Standard (OPS) as an AB1 on the date of application, or a Leading Hand.

(2) Passed the Diver's Physical Fitness Test in accordance with JSP 286 (The Military Diving Manual).

(3) Attended a PDA at the DDS - the PDA is valid for 2 years, after which it must be retaken if the individual has not completed the AB2 (D) course.

(4) Be aged 18-37.

(5) Be in MEDCAT MFD A4 / L1 / M1 / E1 and meet the required medical standards for the Diver specialisation in accordance with BRd 1750A (renewed annually).

(6) Be recommended by their Commanding Officer for the Diver specialisation.

(7) Must hold a full UK Driving Licence. An individual who has a full driving licence from their original country can join the service. At this point they will become a resident in the UK and iaw the government policy can drive in the UK for up to 12 months from the day they became a resident. An individual must apply for a provisional licence, pass the theory and the practical test to get a full UK driving licence to continue driving on UK roads.

c. When the PDA has been successfully completed, workforce clearance to change profession / specialisation is to be requested via NAVYPEOPLE-CMMAILBOX@MOD.GOV.UK in accordance with current regulations. Workforce clearance, if granted, will be valid for two years. The applicant will then be allocated a place on an AB Diver PQC.

d. IAW 5128 b individuals will transfer into the Diving profession on starting training.

7804. Warfare Profession Training - Career Progress and Pre-Joining Training

Career Progression for ratings in the Diver specialisation is detailed in Annex 78A. In addition to Career training, individuals may be required to undertake Pre-Joining Training in accordance with the Unit Position List (UPL).

a. **Operational Performance Standard.** On successful completion of PQCs for AB2, LH and PO, which includes Diver and EOD training, a Diver rating will have attained the Role Performance Statement (OPS) for the current rate. On the subsequent assignment after completing professional training the Warfare Training Co-ordinator is to inform the unit Human Resource (HR) administrator in order for the relevant competences to be inputted to JPA (see Annex 78B for details). When an individual is advanced to AB1, the HR administrator is to ensure a Promotion Authorisation Request (PAR) is signalled to their parent Career Management Cell (CMC), which will authorise the promotion and change the rate on JPA. It is important that achievement of OPS is inputted to JPA before the PAR date; thus stating that the rating has achieved OPS before attempting to be advanced to AB1. A rating's OPS is defined and owned by the Professions Manager.

b. **Pre Joining Training.** PJTs are the method of training Divers in a specific role as required by UPL. Whilst undertaking a PQC, a rating who has been assigned to a unit or organisation in a position which requires the PJT will be booked on the

course, which will commence on completion of all other modules of the PQC. Some PJTs are graded whilst others are Pass / Fail, as follows:

(1) **Pass.** Training establishments and units which are responsible for conducting PJT courses are to report successful completion and ensure that HR administrators input the relevant competences on JPA.

(2) **Failure.** In the event of failure, students are to be back-classed either by course module, where appropriate, or for the entire course. If a student fails an entire TEM course, a written report is to be forwarded by MWS units and establishments (as appropriate) to the individual's parent unit and the receiving ship. The individual may be considered for Discharge SHORE in accordance with Chapter 54 or, in the case of LH, immediately warned by the parent unit for reversion in accordance with Para 7806. The need to assign a rating to the next available PJT course may mean that the formal warning period may be less than 3 months. The Course Booking Cell (CBC) may allocate an individual who has failed a PJT to a place on a later PJT.

(3) **Second Failure.** After a second failure, LH or above will be subject to reversion for unsuitability in accordance with Para 7003. Able Ratings who fail a PJT a second time are not to be employed in any UPL position number that requires that competence and are not to attempt that PJT for another 12 months. The organisation or ship is to assess the individual’s employability. If deemed unemployable, the matter is to be referred to the Diver Ratings Professions Manager.

c. **Taskbook.** On completion of the PJT, the rating may be required to complete a separate PJT TB, which will be issued in loose leaf format.

d. **Attendance on Next Higher PQC.** A rating will not be eligible to attend the PQC for a higher rate unless that individual is in date for the Annual OPS Check in the lower rate. The PQC and LRLC / SRLC should normally be undertaken as a package. The Promotion Selection Signal will be the trigger for the CMC to load candidates on a PQC and relevant leadership course. Although it will not be possible to achieve this for every individual immediately, priorities will be amended to achieve commencement of PQC within 12 months of selection. On implementation, it is possible that a surge in applications may exceed available places. The Career Manager’s judgement will be necessary to manage pinch-points.

e. **Failure to Complete Career and / or Leadership Course.** Refer to Para 6713 for rules on the impact on a rating’s promotion if the individual fails to complete PQC and / or LRLC / SRLC before CPD or within 12 months of CPD because of service reasons, non-service reasons (out with control) or non-service reasons (within control). If the LH or PO PQC is refused, Para 6911 will apply. In the event of failure during a LH or PO PQC, Para 6910 will apply.

f. **OPS Lead Authority.** The Lead Authority responsible for an OPS Check for the Diver Specialisation is the Diving Standards Team Navy (DST(N)), on behalf of Superintendent of Diving, which ensures that diver currency and competence is maintained.

7805. JPA Recording – Competences and Annual OPS Check

a. **Recording of Competences.** Once a WB rating has successfully completed a PQC, WTTB, PJT and achieved OPS, that competence is to be input to JPA by the appropriate unit HR administrator. Annex 78B gives guidance on what, when and who has responsibility for the award of diving competences.

b. **Annual OPS Check.** Personnel are expected to remain at OPS while building experience towards promotion. Lead Authorities will define and regulate the standards required to pass an Annual OPS Check and will promulgate them to Fleet Units. Guidance on the process of conducting OPS checks is given in BRd 1984 - Warfare Training Regulations.

(1) Maintenance of OPS is to be monitored through an annual OPS Check process co-ordinated by the Warfare Training Co-ordinator, who is to ensure that sufficient opportunities are provided for this purpose within the constraints of the workforce planning cycle.

(2) Ratings assigned to positions outside of core diving disciplines are expected, where possible, to maintain OPS. It is recognised, however, that this may not be possible due to location and employment patterns. Individuals re-joining Diving Units from non-diving assignments are therefore, to be given a OPS check as soon as practicable after arrival; recorded on JPA as ‘CMS|Annual OPS Check AB1|Navy’.

(3) An Annual OPS Check is a pre-requisite for all Promotion Career Courses for AB-LH and LH-PO.

(4) Divisional Officers and Line Managers of ABs and LHs who are serving ashore when selected for the next higher rate are to arrange for an Annual OPS check via MWS DDS prior to the individual attending Promotion Career training.

(5) OPS qualifications will be checked on attendance of LH and PO Career Course training. Ratings who are not in date for OPS will be returned to Unit.

7806. Promotion Boards and Eligibility

Diving Profession Boards consider all candidates based on merit.

a. **Appraisal Reports.** Appraisal Reports are required in order to provide selection boards with the detail of an individual’s performance and suitability for promotion. Appraisal reports are to be raised annually. Common Reporting Dates (CRDs) for Naval Ratings are stated in Para 6703. Responsibility for reports are NOT solely on the Reporting Officer but also, the individual. Individuals who cannot maintain OPS, or who receive an unequivocal statement of ‘non-recommendation’ in a SJAR appraisal, must be given a clear plan of action to remedy the situation. This plan must be summarised in the report. If no clear improvement is forthcoming within 3-6 months, individuals should be issued with a formal Divisional Officer, HOD or Commanding Officer’s warning for inadequacy. In cases where a warning has been issued and an individual has not achieved or maintained OPS within the 3-6 month period, the Professions Manager is to be consulted for advice.

b. **SJAR Recommendation.** If an individual has been awarded a positive recommendation for promotion ('Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be placed before the Promotion Board. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation. Reporting Officers making recommendations for promotion, confirmation or course, are to pay due regard to the regulations shown in Para 6901.Ratings may be deemed as ‘developing’ at the annual reporting stage, but this should not be based solely on non-achievement of OPS.

c. Failure to include accurate recommendations may disadvantage candidates at future promotion boards. SJARs must contain accurate and timely recommendations for:

(1) **Extended Service (ES3).** Divisional Officers/Line Managers must ensure the ES3 box is ticked when an individual is approaching their 5-year exit point, if recommended.

(2) **CDPS Boards.** Only individuals with a clear recommendation in their SJAR can be selected, either in the potential and or the recommendations boxes.

7807. Education for Promotion

A Leading Hand must be educationally qualified to Level 1 Functional Skills and a Petty Officer to Level 2 Functional Skills in English and Mathematics (or a suitable equivalent) for either or both of these qualifications. See Para 9615 for further information.

7808. Diver Specialisation - Promotion Flowchart

A detailed promotion flow for the Diving specialisation is at Annex 78A.

7809. Diver Specialisation - Award of Diving Competences

A detailed explanation of when Diving competences should be awarded and end dated is at Annex 78B.

7810. Employment on Clearance Diver Pay Spine

Regulations for employment on the Clearance Diver Pay Spine are at Annex 78C.

ANNEX 78A

DIVER SPECIALISATION PROMOTION FLOWCHART

Table 78-A1 AB(Diver)2 to AB(Diver)1 Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed RALEIGH, DDS AB(D) and EOD training			
Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy			Para 7807
Achieved OPS as AB (D)	Professional|OPS for AB1 (D)|Navy|		
At least 6 months since last Career Check (if any) on date due advancement			
Awarded AB1 Badge (single star). PAR sent to CM.			Para 7804 sub para a
Request for change of category to Special Service Pay (Diving) forwarded to parent UPO			Annex 78B
Advanced to AB1 (Diver)			

Table 78-A2 Leading Hand (Diver) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1 / FC / OE1 that expires after the nominated CPD			Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at CRD			Para 7806 sub para b

Table 78-A3 Leading Hand (Diver) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Educationally qualified for promotion (EFP). Achieved minimum Level 1 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			(Para 9615)
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	Para 7804 sub para f and sub para g
Passed LH (D) PQC by nominated CPD+12 months (awarded 2-star specialisation badge)			Para 7804 sub para f and sub para g
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to LH(Diver)			

Table 78-A4 Petty Officer (Diver) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as a LH (D)	Professional|OPS for LH (D)|Navy|		
Serving on ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			Para 7806

Table 78-A5 Petty Officer (Diver) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		Para 7804 sub para f and sub para g
Pass PQC for PO(D) by CPD+12 months (awarded PO(D) specialisation badge (Crown))			Para 7804 sub para f and sub para g
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Promoted to PO(Diver)			

Table 78-A6 Chief Petty Officer (Diver) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as a PO(D)	Professional|OPS for PO(D)|Navy|		
Serving on ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the nominated CPD			
SRLC completed	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for promotion on Appraisal Report at CRD			

Table 78-A7 Chief Petty Officer (Diver) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to CPO(Diver)			

Table 78-A8 Warrant Officer 2 (Diver) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD			

Table 78-A9 Warrant Officer 2 (Diver) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO2 (Diver)			

Table 78-A10 Warrant Officer 1 (Diver) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD			

Table 78-A11 Warrant Officer 1 (Diver) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO1 (Diver)			

ANNEX 78B

DIVER SPECIALISATION - AWARD OF DIVING COMPETENCES

1. AB Diver (D)

a. When the Diving|AB Diver Career (DDS100)|Navy| competency has been awarded an individual is deemed to be at the Operational Performance Standard (OPS) for Diving AB(D)2. The following Recruitment & Retention Payment (Diver) (RRP(D)) is to be awarded[1] with the same end date as the DDS 100 competency:

"Specialist Pay|Diving Pay – Cat 2 (All ranks)|Navy|".

b. When an individual has completed training at the Defence Explosive Ordnance Disposal (EOD), Munitions and Search (DEMS), which includes the Bomb Disposal Engineering Foundation and the RN Elementary Underwater EOD (0807) the following competencies are awarded:

"RE|BOMB DISP ENGR FOUNDATION|Army|"

"Explosives|RN Elementary UW EOD (0807)|Navy|".

c. On completion of Diver and EOD training an individual is deemed to be at OPS for AB(D) 1. The following competency action is required:

Award "Professional|OPS for AB1 (D)|Navy|".

End date "Specialist Pay|Diving Pay - Cat 2 (All ranks)|Navy|".

Award "Specialist Pay|Diving Pay - Cat 3a EOD (All ranks)|Navy|no"[2]

2. LH (Diver)

a. When the Diving|LH Diver Career (DDS101)|Navy| competency has been awarded an individual is deemed to be at the OPS for Diving. The following competency action is required:

End date "Specialist Pay|Diving Pay - Cat 3a EOD (All ranks)|Navy|no"

Award "Specialist Pay|Diving Pay - Cat 4 (Leading Rate and above)|Navy|"[3].

[1] Payment of RRP(D), however, will not commence until an individual is assigned to a position that has been tagged for RRP(D) (i.e. non-Workforce Resilience & Training Margin (WRTM) position).
[2] The start date will be the last date when either the DDS 100, Bomb Disposal Engineering Foundation or the RN Elementary UW EOD has been awarded.
[3] The start date must be the same date the DDS 101 has been awarded.

b. When an individual has completed the 0804 (Defence EOD No 2 CMD) and the 0813 (Intermediate UW EOD) at DEMS the following competencies are awarded:

"Explosives|Defence EOD CMD No2|Joint|".

"Explosives|RN Intermediate UW EOD (0813)|Navy|".

c. On completion of Diver and EOD training an individual is deemed to be at OPS for LH(D). The following competency action is required:

Award "Professional|OPS for LH (D)|Navy|".

End date "Specialist Pay|Diving Pay - Cat 4 (Leading Rate and above)|Navy|".

Award "Specialist Pay|Diving Pay - Cat 4a EOD (Leading Rate and above)|Navy|"[4].

3. PO (Diver)

a. When the Diving|PO Diver Career (DDS102)|Navy| competency has been awarded an individual is deemed to be at the OPS for Diving. The following competency action is required:

End date "Specialist Pay|Diving Pay - Cat 4a EOD (Leading Rate and above)|Navy|".

Award "Specialist Pay|Diving Pay - Cat 5 (Petty Officer and above)|Navy|"[5]

b. When an individual has completed the DEMS DEOC CMD 0064 (Defence EOD Operator (CMD) and the 0808 Course (RN UW Advanced EOD) at DEMS the following competencies are awarded:

"Explosives|Defence EOD Op CMD|Joint|".

"Explosives|RN Advanced UW EOD (0808)|Navy|".

c. On completion of Diver and EOD training an individual is deemed to be at OPS for PO(D). The following competency action is required:

Award "Professional|OPS for POO (D)|Navy|".

End date "Specialist Pay|Diving Pay - Cat 5 (Petty Officer and above)|Navy|".

Award "Specialist Pay|Diving Pay - Cat 5b EOD (Petty Officer and above)|Navy|"[6].

[4] The start date will be the last date when either the DDS 101, Defence EOD No 2 CMD or the RN Intermediate UW EOD has been awarded.
[5] The start date must be the same date the DDS 102 has been awarded.
[6] The start date will be the last date when either the DDS 102, Defence EOD Op CMD or the RN Advanced UW EOD has been awarded.

d. When an individual has completed and been awarded the Explosives|Defence EOD Op IEDD|Joint| competency RRP(D) Cat 5a can be awarded. The following competency action is required:

End date “Specialist Pay|Diving Pay - Cat 5b EOD (Petty Officer and above)|Navy|”.

Award “Specialist Pay|Diving Pay - Cat 5a IEDD (Petty Officer and above)|Navy|”.

4. Clearence Diver Pay Spine (CDPS)

When an individual has been selected for CDPS the RRP(D) specialist pay competency will be end dated. CDPS includes and EOD element of RRP(D) and individuals are NOT entitled to receive CDPS and any form of RRP(D).

ANNEX 78C

EMPLOYMENT ON CLEARANCE DIVER PAY SPINE - ROYAL NAVY SENIOR RATING DIVERS

1. Origin

The Clearance Diver Pay Spine (CDPS) was introduced in 2009 as part of the recommendations of the Specialist Pay (Diving) (now RRP(D)) Quinquennial Review. Full details of the CDPS regulations are set out in JSP 754 Chapter 4 Section 11, which remains the definitive authority for CDPS eligibility.

2. Requirement

The intention of the CDPS is to create, for selected PO(D) and above at or beyond 15 years' length of service, a structure that makes non pensionable RRP(D) pay into pensionable basic pay and offers an extended career in diving / EOD employment. Personnel on CDPS are no longer eligible for RRP(D) but will receive the equivalent rate of pay as part of their new 'basic' rate of pay. This new basic rate will also have factored in the amount that is equivalent to the EOD Supplement. These enhancements are to recognize their diving and EOD skills as well as the Service's need to retain them employed in diving and diving related assignments beyond the Initial Pension Point (IPP).

3. Terms of Employment

Royal Navy Senior Rating Divers employed under the CDPS are normally to be employed on Diving, Diving Related, EOD or EOD Related assignments. A Diving / EOD assignment is one requiring an individual to undertake diving or EOD operations using their professional qualification as required by the post specification. A Diving / EOD Related assignment is one that requires the individual to utilise specialist diving or EOD knowledge and expertise, but which does not necessarily require the incumbent personally to undertake diving or EOD operations.

4. Eligibility

Substantive Petty Officers, Chief Petty Officers and Warrant Officers of the RN Diver Profession will be eligible to transfer to the CDPS if they meet the following criteria:

a. Have completed Diver training at DDS and EOD training at DEMS which includes:

(1) PO(D) Professional Qualifying Course.

(2) Defence EOD Operator Training.

(3) RN Underwater Advanced EOD Training.

b. Have completed 15 years or more paid reckonable service.

c. Are serving on a permanent pensionable engagement.

d. The following additional criteria will apply:

(1) Personnel must be in receipt of RRP(D) (either at Full or Reserve Band rates).

(2) Personnel must not have applied for Early Termination (also known as premature voluntary retirement (PVR) or Voluntary Outflow (VO)).

(3) Personnel must not have been permanently medically downgraded as unfit for diving duties. Personnel who are temporarily downgraded will have their suitability for entry onto CDPS assessed on a case-by-case basis by the Service Manning Authorities.

(4) Personnel must be able to provide a minimum of 5 years' service from date of entry to CDPS to their Normal Retirement Date.

5. Application Procedure

Application for entry to the CDPS will be through an individual's SJAR. The 'Volunteer for Further Service' box should be selected, and Reporting Officers should make comment in the text on an individual's suitability for EC and CDPS.

6. Return of Service

Although there is no ROS associated with CDPS, it is recommended that personnel fully understand the implications on their pension should they choose to apply for ET (or VO) within 5 years of selection (see JSP 754 Ch 4 sect 11 Art 04.1120).

7. Selection Criteria

Transfer to CDPS is not automatic; it will be by selection. The number, skill-set and rate of personnel selected each year will be established by the Ratings' Warfare Profession Manager and will be commensurate with the Service's requirement to achieve the desired Sustainable Experience Profiles.

8. Selection Board

A CDPS Selection Board may be held at the same time as the Senior Rate Extended Stage 3 (ES3) Boards. The board will be open to all PO-WO's with 15 years' or more service, as described in Para 2 above.

9. 'Opt-out' of transfer to CDPS

Individuals are permitted to 'opt-out' and those not wishing to accept the CDPS offer are to notify NAVY PEOPLE-Proms Audit Mgr.

10. Entry onto JPA

Ratings will be automatically transferred to CDPS and JPA updated IAW the CDPD Notification. Personnel will enter at their current increment and will retain their current Incremental Basic Date (IBD).

11. Extended Service

As well as introducing more favourable pension terms for divers, the CDPS may also offer an extended career for those selected. The length of extension will be subject to annual review by the Ratings' Warfare Profession Manager, who will ensure that the desired Sustainable Experience Profiles are maintained.

12. Medical Downgrading

The current single-Service regulations for medical downgrading will remain unchanged for CDPS personnel. CDPS personnel who are temporarily medically downgraded will remain on the CDPS. However, CDPS personnel who are permanently medically downgraded and cannot fill either a diving or diving related post (see para 3 above) will not remain on the CDPS. In these circumstances personnel should be offered a transfer to a non-diving specialisation (workforce requirements permitting), reversion to the Main Pay scales and employed on EOD duties only (when RRP(D) may be paid) or discharge from the Service (see JSP 754 Pt 2 Ch 4 Sect 11 for further details).

13. Promotion

All personnel on CDPS will remain eligible for promotion to the next higher rank in accordance with current policy and as merited by the Service Manning Authority.

14. Re-entry / Transfer into the Diver Branch

Eligible PO(D)s and above who have previously served on a full time engagement and who have re-joined the Service are eligible for immediate transfer to the CDPS, provided that there is a workforce requirement. On re-joining, the individual will enter the CDPS in accordance with JSP 754 04.1105 and 04.1108-04.1109. Their IBD will be the date that they enter the CDPS. Transfers from other branches / Services will be in accordance with single-Service regulations at the Able Rate level.

15. Transfer out of the Diver Branch

Personnel who transfer out of the Diver Branch will move back to a commensurate Main Pay Scale or, if this is not possible, to a Specially Determined Rate of Pay (SDRP). Unless the transfer is due to medical downgrading, personnel will forego their entitlement to an enhanced pension.

16. Pay and Pensions

Details of pay and pension for CDPS personnel can be found in JSP 754 Chapter 4 Section 11.

CHAPTER 79

WARFARE PROFESSION - SUBMARINE SERVICE

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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Annex 79A: Submarine Service Warfare Specialist - Promotion Flowcharts

CHAPTER 79

WARFARE PROFESSION - SUBMARINE SERVICE

7901. General

This Chapter covers the career regulations for all Warfare Profession submarine specialisations with the exception of Coxswain (Submarine) (Chapter 83).

7902. Specialisations of the Warfare Profession (Submarine)

a. The following specialisations (and sub-specialisations) exist:

Coxswain Submarine - Cox'n (SM) - see Chapter 83.

Warfare Specialist (Tactical Submarine) - WS(TSM).

Warfare Specialist (Sonar Submarine) - WS(SSM).

b. **Specialisation Selection.** Warfare Profession (Submarine) ratings will be selected for the Warfare Specialisation (WS) at the Careers Office. WS ratings will be streamed either WS(SSM) or WS(TSM) based on the needs of the service.

7903. Submarine Warfare Profession Training, Career Progression and Pre Joining Training

Career Progression for Warfare Profession Ratings is detailed within Annex 79A. In addition to Career training, individuals may be required to undertake Pre-Joining Training (PJT) in accordance with the Unit Position List (UPL).

a. **Training Performance Statements, Workplace Training Task Books and Operational Performance Standard.** On successful completion of PQCs for AB2, LH and PO, a WB rating will have attained the Training Performance Statement (TPS) for the current rate. Individuals will be issued with the appropriate Workplace Training Task Book (WTTB) or a Professional Certification Record (PCR). In the subsequent sea assignment, a rating will be deemed to have achieved Operational Performance Standard (OPS) on successful completion of the core career workplace training section of the relevant WTTB (TPS + workplace training = OPS) for AB / LH and PCR for PO. On achievement of OPS as an AB1, LH and PO, the Warfare Training Co-ordinator is to inform the unit Human Resource (HR) administrator in order for the relevant competences (see Annex for details) to be inputted to JPA. When an individual is advanced to AB1, the HR administrator is to ensure a Promotion Authorisation Request (PAR) is signalled to their parent Career Management Cell (CMC), which will authorise the promotion and change the rank on JPA. It is important that achievement of OPS is input to JPA before the PAR date; thus stating that the rating has achieved OPS before attempting to be advanced to AB1. A rating's OPS is defined and owned by the Profession Manager.

b. **Mechanism for Unacceptably Slow Progression.** It is entirely possible that some ratings may not achieve OPS. Within the Warfare Profession there is no scope to employ individuals who cannot or will not progress themselves beyond AB2. It must be realised that AB2s are employed primarily to gain experience and to advance to a higher rate. It follows, therefore, that the ultimate sanction for those who cannot or will not progress beyond AB2 is an application for administrative discharge on the grounds of un-employability. Within the Submarine warfare specialisations an initial warning is set at 12 months from commencement of their WTTB (unless it has been given earlier, supported by unequivocal statements of non-recommendation for promotion in an Appraisal Report). Warnings will then continue 3-monthly within the Appraisal process for an aggregate total of 18 months under warning, whereupon application for administrative discharge will be sought on the grounds of un-employability.

c. **Pre Joining Training.** PJTs are the method of training individuals in a specific role, as required by UPL. Whilst undertaking a PQC, a rating who has been assigned to a unit or organisation in a position which requires the PJT will be booked on the course, which will commence on completion of all other modules of the PQC. Some PJTs are graded whilst others are Pass/Fail, as follows:

(1) **Pass.** Training establishments and units that are responsible for conducting PJT courses are to report successful completion and ensure their HR administrators input the relevant competences to JPA.

(2) **Failure.** In the event of failure, students are to be back-classed either by course module, where appropriate, or for the entire course. If a student fails an entire PJT course, a written report is to be forwarded by the training unit or establishment (as appropriate) to the individual's parent unit and the receiving submarine. The individual could be considered for discharge SHORE in accordance with Chapter 54 or, in the case of LH, immediately warned formally by the parent unit for reversion in accordance with Para 7905. The need to assign a rating to the next available PJT course may mean that the formal warning period may be less than three months. The Course Booking Cell (CBC), as advised by the submarine, may allocate an individual who has failed a PJT on a later TEM. The submarine must assess the crew implications.

(3) **Second Failure.** After a second failure, LH or above will be subject to reversion for unsuitability in accordance with Para 7003. Able Ratings who fail a PJT a second time are not to be employed in any UPL position that requires that competence and are not to attempt that PJT for another 12 months. The submarine is to assess the individual’s employability within the Submarine. If deemed unemployable, the matter is to be referred to the Submarine Warfare Ratings Professions Manager.

d. **Taskbook.** On completion of the PJT, the rating may be required to complete a separate PJT TB, which will be issued in loose leaf for inclusion in their current WTTB.

e. **Attendance on Next Higher Professional Qualifying Course.** A rating will not be eligible to attend the PQC for a higher rate unless they are in date for the Annual OPS Check in the lower rate, in accordance with Para 7904, and have been selected for promotion by a Board. Taskbook Certificates of Readiness (BRd 1984) that capture a rating's preparation are to be handed to the relevant Course Manager on arrival. The PQC and LRLC / SRLC should normally be undertaken as a package. The Selection Signal will be the trigger for the CMs to load candidates onto a PQC and the appropriate leadership course. It will not be possible to achieve this for every individual immediately, but priorities must be amended to achieve commencement of PQC within 12 months of selection. On implementation, it is possible that a surge in applications will exceed available places. The CM's judgement will be necessary to manage pinch-points. Where available, spare PQC training capacity may on occasion be offered to non-selected, suitably recommended, volunteers.

f. **Failure to Complete Professional and / or Leadership Course.** Refer to Para 6713 for rules on the impact on a rating's promotion if an individual fails to complete PQC and / or LRLC / SRLC before the CPD or within 12 months of the CPD because of service reasons, non-service reasons (out with control) or non-service reasons (within control). If the LH or PO PQC is refused, Para 6911 will apply. In the event of failure during a LH or PO PQC, Para 6910 will apply.

7904. JPA Recording - Competences, Annual OPS Check, Sea Time, and Pay Qualification Points

a. **Recording of Competences.** Once an individual has successfully completed a PQC, PJT, WTTB and achieved OPS, that competence is to be awarded on JPA by the appropriate unit HR administrator.

b. **Annual OPS Check.** All personnel are expected to remain at OPS while building experience towards promotion. Lead Schools will define and regulate the standards required to pass an Annual OPS Check and will promulgate them to Fleet Units. Guidance on the process of conducting OPS checks is given in BRd 1984 - Warfare Training Regulations.

(1) Maintenance of OPS is to be monitored through an annual OPS Check process co-ordinated by the Warfare Training Co-ordinator, who is to ensure that sufficient opportunities are provided for this purpose within the constraints of the workforce planning cycle.

(2) Ratings assigned to positions outside core warfare disciplines are to maintain OPS to the best of their ability. It is recognised, however, that this may not be possible due to location and employment patterns. Individuals rejoining Front Line Units from shore assignments are, therefore, to be given an OPS check as soon as practical after arrival; recorded on JPA as:

'CMS|Annual OPS Check AB1|Navy'.

(3) Ratings that have been selected to attend PQC will be required to report to HMS Raleigh on the Wednesday prior to their course start date to undertake Pre-Course OPS Checks. This ensures that individuals meet the necessary levels of currency and competency before commencing their allocated PQC. Any individual who fails to meet the required standard during these checks will be deemed to have failed the OPS Check and will therefore be ineligible to attend the PQC. In such cases this will result in removal from the course, with associated penalties, in accordance with Para 6910 and the individual will be returned to the Fleet.

(4) Line Managers are responsible for ensuring that annual OPS Checks are conducted accurately and in a timely manner. All personnel nominated to attend a PQC must be fully prepared, with a completed Readiness to Train Certificate signed by their Divisional Officer prior to course attendance. Personnel arriving on course without the requisite documentation will be immediately returned to their unit.

c. **Sea Service.** A minimum of 12 months sea service (not including JR Squad time) is required as a pre-promotion requisite for promotion to PO and CPO and is to be recorded on JPA. See Para 6904 for full details.

7905. Promotion Boards and Eligibility

Warfare SM Profession Boards consider all candidates based on merit.

a. **Appraisal Reports.** Appraisal reports are required in order to provide selection boards with the detail of an individual's performance and suitability for promotion. Appraisal reports are to be raised annually. Common Reporting Dates (CDRs) for Naval Ratings are stated in Para 6703. Responsibility for reports are NOT solely on the Reporting Officer but also, the individual. Individuals who cannot maintain OPS, or who receive an unequivocal statement of 'non-recommendation' in a SJAR appraisal, must be given a clear plan of action to remedy the situation. This plan must be summarised in the report. If no clear improvement is forthcoming within 3-6 months, individuals should be issued with a formal Divisional Officer, HOD or Commanding Officer's warning for inadequacy. In cases where a warning has been issued and an individual has not achieved or maintained OPS within the 3-6 month period, the Professions Manager is to be consulted for advice.

b. **SJAR Recommendation.** If an individual has been awarded a positive recommendation for promotion ('Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be placed before the Promotion Board. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the recommendation in the previous report. Reporting Officers making recommendations for promotion, confirmation or course, are to pay due regard to the regulations shown in Para 6901. Ratings may be deemed as ‘developing’ at the annual reporting stage, but this should not be based solely on not having achieved OPS.

c. Failure to include accurate recommendations may disadvantage candidates at future promotion boards. SJARs must contain accurate and timely recommendations for:

(1) **Extended Service (ES3).** Divisional Officers/Line Managers must ensure the ES3 box is ticked when an individual is approaching their 5-year exit point, if recommended.

7906. Warfare Profession Badges

a. Specialisation badges are to be shipped on completion of Phase 2 training.

b. Stars and Crowns are to be shipped as follows:

1 Star	On advancement to AB1 (OPS achieved).
2 Stars	On completion of the LS PQC.
Crown	On completion of the PO PQC.

7907. Education for Promotion

All warfare ratings must be educationally qualified in accordance with Para 9615.

7908. Senior Ratings’ Refresher Course at RNSMS

To prepare individuals for their first sea going assignment in the higher rate, a refresher course is mandatory for all CPO WS(SSM) and CPO WS(TSM) ratings on promotion. The refresher course is also open to all CPO WS(TSM) / WS(SSM) and PO WS(TSM) / WS(SSM) ratings prior to future sea assignments. Attendance will be at the discretion of the Career Manager in consultation with the individual if refresher training is required.

7909. Submarine Warfare Specialisation - Promotion Flowcharts

Detailed promotion flows for the Submarine Warfare specialisations are at Annex 79A.

ANNEX 79A

SUBMARINE SERVICE WARFARE SPECIALIST - PROMOTION FLOWCHARTS

Table 79A-1. ABWS(TSM / SSM)2 to ABWS(TSM / SSM)1 Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed RNSMS AB2 WS PQC in relevant Sub-specialisation			
Completed Phase 2 Training - SMQ(Dry)			Note 1.
Completed Phase 2 Training - Submarine – SMQ(Wet)			Note 2.
Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy			Para 7907
Assigned to sea billet			
Achieved OPS as AB WS (TSM) or (SSM)	Professional|OPS for AB1 WS(TSM)|Navy| Professional|OPS for AB1 WS(SSM)|Navy|	Pass	Para 7903 sub para a and sub para b
At least 6 months since last Career Check (if any) on date due advancement			
Awarded AB1 Badge (single star). PAR sent to CM.			Para 7903 sub para a
Advanced to AB1 WS(TSM / SSM)			

Table 79A-2. Leading Hand WS(TSM / SSM) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1 / FC / OE1 that expires after the nominated CPD			Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at CRD			Para 7905

Table 79A-3. Leading Hand WS(TSM / SSM) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Educationally qualified for promotion (EFP). Achieved minimum Level 1 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Passed LH PQC by nominated CPD+12 months (awarded 2-star specialisation badge TSM or SSM)			para 7903 sub para e and sub para f
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to LHWS (TSM/SSM)			

Table 79A-4. Petty Officer WS(TSM / SSM) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Completed LH WTTB in relevant Sub-Specialisation. Achieved OPS	Professional|OPS for LH WS(TSM)|Navy| Professional|OPS for LH WS(SSM)|Navy|		
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at CRD			Para 7905

Table 79A-5. Petty Officer WS(TSM / SSM) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
12 months' sea service (excluding Squad time ashore where applicable) as a LH at the CPD	CMS|12 Months Sea Time LH|Navy|		Para 7904 sub para d
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		Para 7903 sub para e and sub para f
Passed PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown))			Para 7903 sub para e and sub para f
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Promoted to PO WS(TSM / SSM)			

Table 79A-6. Chief Petty Officer WS(TSM / SSM) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as a PO	Professional|OPS for PO WS(TSM)|Navy| Professional|OPS for PO WS(SSM)|Navy|		Note 3
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
SRLC completed	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for promotion on Appraisal Report at CRD			Para 7905

Table 79A-7. Chief Petty Officer WS(TSM / SSM) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
12 months' sea service as a PO	'CMS|12 Months Sea Time PO|Navy|		Para 7904 sub para d
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to CPO WS(TSM / SSM)			

Table 79A-8. Warrant Officer 2 WS(TSM / SSM) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD			Para 7905

Table 79A-9. Warrant Officer 2 WS(TSM / SSM) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO2 WS(TSM / SSM)			

Table 79A-10. Warrant Officer 1 WS(TSM / SSM) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD			Para 7905

Table 79A-11. Warrant Officer 1 WS(TSM / SSM) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO1 WS(TSM / SSM)			

Notes:

1. *GTS point.*

2. *Qual SM point - Marks completion of training point.*

3. *Professional Certification Record. On completion of PO PQC, individuals will be issued a Professional Certification Record. This record is to be completed within 12 months of joining their first sea going Unit as a PO. Once completed, an individual has achieved OPS and can be awarded the competence.*

CHAPTER 80

LOGISTICS AND PERSONNEL PROFESSION - ROYAL NAVY POLICE

(Sponsor: NAVY PEOPLE-WFPT LOGS SO1)

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ANNEX

Annex 80A: RN Police - Promotion Flowchart

CHAPTER 80

LOGISTICS AND PERSONNEL PROFESSION - ROYAL NAVY POLICE

8001. Introduction

a. This Chapter covers the career regulations for General Service Logistics and Personnel Profession - RN Police (RNP).

b. The role of the RNP is to deliver an agile and professional policing capability for the Royal Navy.

c. The Provost Marshal Navy (PM(N)) is the competent authority for the investigation of all criminal and disciplinary offences investigated by RNP (QRRN Article 3603). PM(N) has a duty to the Defence Council for the conduct and direction of all such investigations and is to ensure that all investigations are conducted independently from the Chain of Command and free from improper interference (QRRN Article J.3604), PM(N) therefore has functional authority over all RNP personnel for these purposes.

8002. Entry into the RN Police

Entry into the RNP may be achieved in one of the following ways:

a. Profession Transfer or Lateral Transfer for Officers.

b. Service Transfer - from RM, Army or RAF.

c. Direct Entry.

8003. Profession / Service Transfer

The following criteria must be met for Profession / Service Transfers into the RN Police:

a. An AB1 or Mne with at least 12 months' service since attaining Role Performance Statement (OPS) at the date of application. A Leading Hand (LH) or Corporal (Cpl). A Petty Officer (PO) or Sergeant (Sgt) or above may be considered on a case-by-case basis.

b. Officers who have completed BRNC may apply for lateral transfer to the RN Police subject to a successful assessment period and police vetting.

c. Have a permanent medical category of Medically Fully Deployable (MFD) (A4 / L1 or L2[1] / M1 / E1) with a minimum colour perception standard of CP3.

d. Hold GCSE Grade 9-4 (2017 onwards or Grade A* - C (pre-2017) in English and Mathematics or equivalent for both qualifications in accordance with Chapter 96.

e. Six months or more service since last Career Check (if any).

[1] L2 Medical Employment Standard Code will be dependent on medical restriction. Each application will be considered by PM(N) on a case-by-case basis.

f. Have clearance for transfer.

g. Be a British citizen or dual British / other nationality status (see Annex 51A).

h. Hold a full UK manual driving licence. (An individual may attend the RNP Assessment and Selection Board however clearance to attend the Joint Police Initial Course (JPIC) will NOT be granted until an individual has a full UK manual licence and it is recorded on JPA.)

8004. Direct Entry (DE) RN Police

a. The following criteria are required for Direct Entry into the RN Police:

Entry Qualifications:

(1) **Age.** 18-37 years.

(2) **Nationality.** Be a British citizen or Dual British / other nationality status (See Annex 51A).

(3) **Educational qualifications.** 2 x GCSE (English and Maths Grade 9-4 or A*-C pre 2017).

(4) **DAA score.** 60. NR-2, MC-0, WR-2, VR-3, EC-0 & SR-1.

(5) **Visual Acuity.** 2.

(6) **Colour perception.** 3.

(7) **Hearing.** 2.

(8) **Medical Standards.** Medically Fully Deployable (MFD). (A4 / L1 or L2[2] / M1 / E1) with a minimum colour perception standard of CP3.

(9) **Driving Licence.** Full manual UK Car Driving Licence. Must be recorded on JPA.

Pre-Entry Criteria:

(1) Passed RNP Specialisation Selection Board (held during Pre Royal Navy Course (Rating) (PRNC(R)).

(2) Passed Police Vetting in accordance with RNP Vetting Policy and College of Policing Authorised Professional Practice[3].

[2] L2 Medical Employment Standard Code will be dependent on medical restriction. Each application will be considered by PM(N) on a case-by-case basis.
[3] https://www.college.police.uk/app/professional-standards/vetting

b. **Badges.** DE will wear the RNP Crown badge on completion of Phase 2, together with the appropriate rank epaulette / badge. They will not be entitled to wear the RNP specific LH epaulettes or be issued with a Service Police Warrant Card until successful completion of JPIC.

c. **Phase 1 and 2 Training.** Entrants will complete standard Phase 1 basic training at HMS RALEIGH as AB2 RNP, before progressing to Phase 2 pre-sea professional training, which combines the mandatory elements of ARLC, First Aid and BSSC with a 2 week seamanship course (SEA 105). The purpose of the Phase 2 package is to prepare DE for Phase 3 marinisation prior to proceeding to JPIC. On successful completion of Phase 2, RNP DE will become GTS. This will be recorded in JPA under 'Logistics|RNP Direct Entry Course (RNP 001)|Navy|'. Divisional care during Phase 2 will be provided by Corporate Squadron, HMS RALEIGH.

d. **Phase 3 - Marinisation Phase.** The primary purpose of the DE, ship-based, marinisation Phase is to develop Whole Ship Awareness, conduct sea watches, other ship-borne duties and to complete the AB RNP marinisation Task Book. This task book allows individuals to develop by completing tasks whilst attached to individual departments onboard. During the marinisation phase there is the opportunity to complete the AB to LH CBRNDC Task Book. Although badged as RNP, DE will NOT be qualified or be familiar with RN Policing and as such will have no policing powers until they successfully complete the JPIC; therefore, they are not to be employed onboard in a policing capacity. Departmentally, DE RNP are Logistics Branch Ratings. The RNP Career Manager is responsible for engaging with the Sea SOTR cell for allocation of DE RNP to sea units.

e. **Onboard Training Programme.** DE will be expected to proactively manage and 'own' their training. In view of their lack of RN experience, however, it is intended that their training programme should be managed by the EWO / Logistics Depco to ensure that it is completed within the marinisation period.

f. **Advancement to AB1 RNP.** On completion of the marinisation TB an AB2 RNP will have achieved OPS as AB RNP. They will then be advanced to AB1 RNP. All units are to return feedback forms / completion certificates to the RNP CWO, who will inform the RNP BM and CM. An individual will be awarded the OPS competence in JPA under 'Professional|OPS for AB1 RNP|Navy|'.

g. **Career Management.** Throughout their career, DE will be career managed by the RNP CM.

h. **SJAR Reporting.** The DE selection and training pipeline mitigates the risk associated with the lack of RN service experience as much as practicable. DEs are required to progress directly from marinisation Phase to JPIC and LRLC. Due to the limited time DE spend in the marinisation Phase (up to 6 months), it is important to formally capture and comment on all aspects of their performance, such as CLM and employment and training (including Task Book progress). It is equally important to highlight any concerns regarding an individual's suitability for the RNP specialisation (to progress / timescales) to the RNP CWO, as soon as possible.

i. The SJAR process should assess the individual's attitude to training and readiness to progress and identify any areas that need to be addressed during JPIC to increase the likelihood of success at LRLC. To this end, all opportunities to demonstrate and develop CLM during marinisation Phase should be exploited. As DE are directly recruited to become LH(Police), a positive recommendation for promotion to LH is not a pre-requisite for attending JPIC. The SJAR needs only to contain a textual recommendation, therefore, to continue to the next stage of training. A Short Stand-Alone Tour (SSAT) is to be raised.

j. **Unsuitability for RNP.** It is entirely possible that some individuals may not progress within an acceptable time frame or ultimately be unsuitable for further employment within RNP. If this is the case the following procedure is to be followed:

(1) Raise a MPAR identifying all aspects of their performance (positive and negative) and agree a timeframe for the individual to address their short comings. The RNP CWO is to be kept informed at all stages.

(2) At the end of the agreed timeframe, if the individual has failed to achieve the required standard, a Special SJAR is to be raised in respect to potential future training and employment within RNP. The report is to be made in consultation with the RNP CWO.

k. **Phase 3 Joint Police Initial Course (JPIC).** On successful completion of the Marinisation Phase, AB1 RNP will be assigned to the JPIC. From this point, with the exception of failure / removal from JPIC and LRLC, standard RNP specialisation rules will apply.

l. **Training Failures.** In common with Professions Transfers, until successful achievement of OPS as LH(Police), DE will be deemed to be under training as RNP. The policy regarding removal from RN Police Professional / Career Training (JPIC) and Leading Rates Leadership Course will, therefore, apply to DE, with the exception of the option to return to source profession. In that instance, there will be two options:

(1) DE will be given career counselling and a suitable branch transfer proposed, subject to Service Need, after consultation with the relevant Professions Manager.

(2) **Discharge SHORE (Inadequacy)**[4]. Failure to complete RNP training and achieve OPS as LH(Police) implies that an individual is unable to perform the duties of the lowest rate in their professional profession specialisation, due to physical or mental incapacity (not of a nature to warrant medical discharge) or incompetence, and therefore may be discharged SHORE.

m. **Career Check.** The implications of a DE being awarded a Career Check prior to JPIC will be dealt with on a case-by-case basis by PM(N), in consultation with the Logistics and Personnel Profession Manager.

[4] BRd3(1) 5443.a(3) (Discharge SHORE (Inadequacy).

n. **RNFT/PES.** DE are required to remain in date for RNFT/PES at all times. Failure to do so will be dealt with under the normal provisions of BRd 3(1).

o. **Return of Service (ROS).** On completion of JPIC[5], individuals who Branch Transfer into RNP are required to complete a 3-year ROS This will apply to DE RNP and will supersede any other ROS.

p. **Training Holdovers.** DE on holdover will, where possible, be loaned to a Regional Command Unit (RCU) to further develop their knowledge of RNP prior to JPIC.

8005. Working with Children / Vulnerable Adults – Criminal Record Checks

a. Certain positions within the RNP require personnel to hold a valid Enhanced Disclosure level clearance certificate issued by the Disclosure and Barring Service (DBS) or through Disclosure Scotland. See Chapter 60 Section 7 on criminal record checks required by law and MOD policy.

b. Application for Criminal Record Check clearance will be made by the RNP Career Manager on assignment to one of the RNP positions.

8006. Application for Entry into the RN Police

An application form to join the RNP is to be completed; individuals are to be aware of the following cautionary statements:

a. **Financial.** The RNP is in a privileged position with regard to access to information. Applicants to the RNP should not therefore be under pressure from undischarged debts or liabilities. Most applicants have debts, such as mortgages, undischarged loans and credit / store cards and debts which, provided they are within a candidate's means and manageable are not a bar to assignment to the RNP. The RNP Application Form is the medium used by the candidate to record their financial position and contains information regarding the imposition of County Court Judgments and Bankruptcy.

b. **Convictions.** The RNP Application Form is the medium used by the candidate to record any Service and criminal convictions and contains information regarding such convictions. All convictions and cautions should be declared during the police vetting process.

c. **Police National Computer Check (PNC).** A request will be made through the PNC data base concerning information held relating to RNP applicants. In view of the nature of RNP work, applicants are exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 S.3(a)(ii) and Schedule 1 Pt II S.6. RNP applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary or administrative action.

[5] BRd3(1) 53C-3 (ROS for Further Training).

d. **Police Vetting.** From 1 Jun 23, all RNP are required to pass and maintain police vetting in line with the Authorised Professional Practice (APP) from the College of Policing. RNP Candidates will be required to complete the vetting application on successful completion of the RNP Selection Board. Any personnel who fail to pass or maintain vetting will be subject to vetting reviews and could be removed from the specialisation or denied entry at application. See the RNP Vetting Policy for further details.

8007. RNP Aptitude Clearance

a. When an individual has been recommended for the RNP specialisation an application is to be submitted to NAVY PEOPLE-TRG-HQ-N5 SWP WO1 for permission to proceed to aptitude.

b. When permission is granted, the individual's unit is to liaise with the RNP CWO to arrange a mutually agreed date for the applicant to attend an RNP Selection Board

c. Prior to an applicant's attendance at the Selection Board, the following is to be submitted to the RNP CWO at RNP HQ:

(1) A full hard copy record of the applicant's Appraisal Reports over the preceding 5 years.

(2) Education certificates.

(3) LRLC / SRLC reports, if applicable.

8008. RN Police - Selection Board Procedure

a. Applicants who are called to appear before the RNP Selection Board will be required to undertake the following:

(1) Written Exercise.

(2) A short presentation.

(3) A verbal communication exercise.

(4) Selection Board Interview.

b. A successful Selection Board pass and workforce clearance will be valid for 2 years.

c. The Divisional Officer, the applicant and NAVY PEOPLE-TRG-HQ-N5 SWP WO1 will be informed of the results of the RNP Selection Board by the RNP CWO.

d. On successful pass of the Selection Board, candidates are required to complete the police vetting application which will be initiated by the RNP HQ on CoreVet.

8009. Profession Transfer Workforce Clearance

a. Once an individual has passed the RNP Selection Board, workforce clearance to change Profession / Specialisation is to be requested via NAVY PEOPLE-TRG-HQ-N5 SWP WO1 in accordance with current regulations and subject to the attainment of police vetting.

b. Personnel who have successfully passed the RNP Selection Board and are waiting to be assigned to the JPIC must continue to meet the criteria at Para 8003. Failure to achieve this requirement may result in the candidate been debarred from transfer / selection to the RNP.

c. On receipt of an Assignment Order detailing a candidate for JPIC, Divisional Officers are to check that the rating meets all the requirements for the Course listed at Para 8003. Queries regarding eligibility which cannot be answered in this Chapter should be referred to the Professions Manager or the RNP CWO immediately, particularly if they concern a discipline issue, Career Check or seniority.

8010. Attending JPIC

Individuals attending JPIC must be aware of the following.

a. The JPIC attracts a training Return of Service (ROS) of 36 months from the end of course (see Chapter 53). Students must complete RN Form S2658 prior to, or on, Day 1 of the JPIC, following which the form is to be returned to the RN Police Career Manager for recording on JPA and follow up action. RNP candidates who do not accept this condition of service will be debarred from attending JPIC.

b. It is a mandatory requirement that all RNP students commencing JPIC be registered with the Royal Military Police Advanced Apprenticeship Scheme. Induction into the apprenticeship scheme will take place during Week 1 of the JPIC (see also the RNP Manual). The 3 remaining units of the Royal Military Police Advanced Apprenticeship Scheme in Policing (C&G Diploma in Policing) must be completed within 20 months of the end of JPIC. IOT complete the scheme, once the Portfolio is finalised, the student will be required to attend an End Point Assessment (EPA) at DSPS, Southwick Park. The EPA is one day where the student will conduct a written exam, portfolio talk and an environmental assessment. This will conclude the Apprenticeship scheme.

c. Public & Personal Safety Training (PPST) is fundamental to further development and promotion within RNP; it will also be conducted during training and throughout their career, therefore individuals must ensure they are physically fit and in date for RNFT/PES.

8011. Passing JPIC

On successful completion of JPIC the following rules apply:

a. An individual leaves their original specialisation and joins the RNP.

b. An individual’s seniority date is to be amended to the last date of JPIC.

c. An individual will be advanced to LH(Police) once the criteria at Annex 80A have been satisfied.

d. All LH(Police) ratings are subject to a 12-month probationary period.

e. See Para 6909 regarding non-completion of LRLC and exceptional advancement to Acting Higher Rate (AHR).

8012. Reversion and Disrating

a. If, at the end of one year's service as a LH(Police), an individual is considered to be unsuitable or unable to attain the required standard required of a LH(Police), they will be returned to their source profession or specialisation with original seniority as an AB or LH. The same process will apply to police vetting failures except where a person has advanced to a higher rank. Where this occurs engagement is to take place between the RNP HQ COS and Professions Management to determine the future employment of RNP who are unable to hold police vetting.

b. If an individual fails LRLC they will be returned to their former specialisation.

c. Failure to achieve OPS 24 months after completion of the JPIC constitutes grounds for reversion and, unless exceptional circumstances exist (the RNP Profession Manager and PM(N) is to be consulted where any doubt exists), the Commanding Officer is to initiate the reversion process. This may conclude in returning to their former specialisation and rate, with original seniority.

d. In common with other sideways entry specialisations, ratings who are reverted or disrated to the Able Rate will be returned to their former specialisation and categories. Re-advancement and future employment within the RNP will not normally be permitted. Each individual, however, will be considered on a case-by-case basis by the RNP Profession Manager in consultation with PM(N).

8013. Initial Employment of Leading Hands (Police)

On successful completion of JPIC, all newly qualified LH(Police) will generally spend a minimum of 18-20 months at a RCU for consolidation. This will normally be followed by an Operational tour and first sea assignment.

8014. JPA Recording – Competences, OPS / Annual OPS Check, RNFT and Sea Time

a. **Recording of Competences.** Once a RNP rating has successfully completed a PQC, TEM and achieved OPS, that competence is to be input to JPA by the appropriate unit HR administrator. It is the responsibility of the individual to check that JPA has been updated with the relevant competence.

b. **Achieving OPS.** The period allocated to achieve OPS is up to 24 months which allows time for probation to be completed and to generate a SQEP person to fulfil the sea role as a LH(Police). LH(Police) will be required to be competent to investigate offences without the supervision of a PO(Police).

c. **Annual OPS Check.** The continued maintenance of OPS (including RNFT/PES) is fundamental to all further development and promotion. In order to monitor individual maintenance of OPS, an annual OPS Check is to be conducted. In exceptional circumstances, some individuals may be unable to achieve the mandatory annual OPS Checks. Where this is the case, the Branch Manager should be consulted for advice.

d. **RNFT/PES.** Ratings are to be in date for RNFT/PES or in possession of either a permanent medical exemption as issued by a Royal Naval Medical Board of Survey (RNMBOS) or temporary exemption (as issued by the Commanding Officer) on the CPD. See Chapter 67.

e. **AB-LH CBRNDC TB.** If completion of the AB-LH CBRNDC TB has not already been achieved, LH(Police) must obtain this competence on joining their first sea going unit.

f. **Sea Service.** A minimum period of sea service is required as a pre-selection requisite for promotion to PO and is to be recorded on JPA. Para 6905 defines criteria for award of sea service.

8015. Education For Promotion (EFP)

The joining criteria for RNP is to hold GCSE Grade 9 – 4 (2017 onwards) or Grade A* - C (pre-2017) in English and Mathematics (or equivalent for both qualifications), and therefore an individual is educationally qualified for subsequent promotion in accordance with Chapter 96.

8016. Incidents to be Reported to Provost Marshal (Navy)

In accordance with Para 5755.b responsibility lies with RNP line management to report the following personnel incidents to PM(N) via the RNP HQ Professional Standards Department (PSD)/RNP CWO:

a. Death, life threatening injury to, or illness of RNP personnel.

b. Allegations of disciplinary or criminal conduct against RNP personnel, whether on or off duty.

c. Incidents involving RNP personnel which are likely to attract media interest.

d. All complaints made against RNP personnel, whether by civilian or military personnel.

e. All instances of RNP being placed on Formal Warning Levels 1, 2 or 3 (see Chapter 57).

8017. Suspension of RN Police Personnel from Police Duties, Insignia[6] and Warrant Cards

The professionalisation of the Service Police has dictated several changes to the conduct and standards, vetting, and training of members of the RNP. This requirement, driven by Service Justice Reform, external inspectorates and legislative change, also imposes a requirement to modernise the RNP profession and retire legacy terms associated with the former Regulating Branch. Both ethically and legally, those who wear RNP insignia are required to be vetted to College of Policing standards[7] and remain current and competent with accredited police professional training. For this reason, only regular serving members of the RNP who have passed police vetting and hold a police warrant card, are permitted to identify as RNP and exercise Service Police powers.

a. **Former RNP.** Former RNP, including veterans and those serving on FTRS commitments out with the Service Police, no longer hold current police vetting status and are not issued a warrant card. Accordingly, they are not permitted to wear any RNP insignia or use police role titles, as to do so presents risk to the individuals and to the organisation.

b. **Relevant Insignia.** To support professionalisation it is necessary to retire legacy insignia and therefore the branch badge for RNP is to be withdrawn for ratings working dress pending redesign. RNP personnel will be identified by the term 'Police' on epaulettes in all uniforms other than Number One jackets.

c. **Implementation.** With immediate effect, former RNP personnel who remain in service but are no longer on the RNP workforce complement are to remove RNP insignia. All serving and vetted members of the RNP who leave regular service are to return RNP warrant cards to the Professional Standards Department (PSD) within the RNP HQ on Whale Island where vetting status will be updated to reflect removal from police duties.

d. **Suspension from Police Duties.** RNP warrant cards will also be withdrawn when suspended from police duties for alleged misconduct, vetting decisions or irrecoverable non-conduct related matters. Where this occurs, warrant cards will be retained by the RNP PSD pending the outcome of any investigation, enquiry, or vetting review. Where an individual has their warrant card withdrawn, PM(N) may also direct the removal of RNP insignia which identifies them as a Service Police person.[8] This will be considered on a case-by-case basis and does not automatically abrogate the provision of divisional or welfare support provided by the RNP HQ and wider RN services.

8018. RN Police Officer Requirements

Divisional Officers should consult with the RNP Recording Authority (COS) and RNP CWO on the career development of potential RN Police and RM Police Troop Officer candidates. Refer to Chapter 50 for full details on RNP UY and SUY requirements.

[6] RNP insignia includes all RNP Rank Slides, MAA Ringlet, PO(Police) Tie Pins and any other RN Police accoutrements.
[7] In addition to UKSV vetting.
[8] BRd 9969 Chap 1 Art 0348 - Withdrawal of RNP Warrant Card.

8019. RNP OJARs and SJARs

Reporting Officers who are not members of the Service Police are not to comment on an individual RNP member's exercise of their investigatory functions in OJARs / SJARs (see Para 2042 sub para c).

8020. RNP Surge Capability for Major Police Investigation/Incident

In the event of a major police investigation/incident, RNP surge personnel will be assigned (MA10B RNP HQ Incident RNP Surge|1820553) by the RNP Career Manager to RNP HQ to augment the Defence Serious Crime Unit (DSCU) as required. For independence, PM(N) will formally email the relevant COs to temporarily assume command of RNP surge personnel. RNP surge personnel will be selected by RNP HQ AH (OPS), RNP CWO and the RNP Career Manager on the basis of type of investigation/incident and the competences held by individuals. Naturally, in such circumstances, normal notice for assignment is not feasible and individuals can be expected to be moved from the outset of the major investigation / incident until completion. See PM(N) Policy Notes for further details.

ANNEX 80A

RN POLICE - PROMOTION FLOWCHART

Table 80A-1. Direct Entry RNP

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed RALEIGH / RNSoS Phase II Training	Provost & Security |RNP Direct Entry Course (RNP 001)|Navy|		Note 1
Achieve OPS as an AB RNP	Professional|OPS for AB1 RNP|Navy|		Note 2
At least 6 months since last Career Check (if any) on date due advancement			
Achieved NPPV	AGC|PROVOST VETTING NPPV FULL|		
Advanced to ABLE RATE 1 (Police)			

Table 80A-2. Leading Hand (Police) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed LRLC	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Passed Joint Police Initial Course (JPIC)	Provost & Security|Service Police-RN Police Initial Course (RNPIC)|Navy|		Note 3
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
At least 6 months since last Career Check on date due advancement			
Contract to be amended to ES2 and Tx date amended to reflect 20 years' service			IAW current policy
Advanced to LEADING HAND (Police)			

Table 80A-3. Petty Officer (Police) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS	Professional|OPS for LH RNP Navy		
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
Recommended for promotion on Appraisal Report at CRD			

Table 80A-4. Petty Officer (Police) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed 12 months sea service in a seagoing ship	CMS|12 Months Sea Time LH|Navy|		8014 sub para f
Passed Senior Rates' Leadership Course (SRLC) at CPD	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
Completed Apprenticeship and achieved EPA		As Achieved	
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
Completed MIC1	MANAGEMENT OF INVESTIGATIONS1(MIC1)		
Promoted to Petty Officer (Police)			

Table 80A-5. Chief Petty Officer (Police) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
Serving on ES2 / FC / OE1 / TC or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 80A-6. Chief Petty Officer (Police) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Completed MIC2	MANAGEMENT OF INVESTIGATIONS2(MIC2)		
Promoted to CHIEF PETTY OFFICER (Police)			

Table 80A-7. Warrant Officer 2 (Police) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 80A-8. Warrant Officer 2 (Police) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Maintain NPPV	**AGC|PROVOST VETTING NPPV FULL|**		
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WARRANT OFFICER 2 (Police)			

Table 80A-9. Warrant Officer 1 (Police) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
Recommended for promotion on Appraisal Report at CRD			

Table 80A-10. Warrant Officer 1 (Police) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Maintain NPPV	AGC|PROVOST VETTING NPPV FULL|		
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WARRANT OFFICER 1 (Police)			

Notes:

1. As part of the Phase II course individuals will receive the following competencies:

Warfare|AB Seamanship (SEA 105)|Navy|
Miscellaneous|Helmsman (SEA 112)|Navy|
Medical|Level 2 First Aid (CBRNDC 23)|Navy
Miscellaneous|Able Rates Leadership Course (RNLA 104)|Navy|

2. An individual will be assigned to a sea training billet and will deemed to have achieved OPS by attaining the competences in Note 1 and have completed the Marinisation TB. At this point a PAR is to be raised.

3. As part of the JPIC course individuals will receive the following competencies:

Provost & Security|Service Police-RN Police Initial Course (RNPIC)|Navy|
Provost & Security|Service Police-Intoxemeter Course|Navy|
Provost & Security|Service Police-Personal Safety Training Basic User|Navy|

CHAPTER 81

WARFARE PROFESSION - FLEET AIR ARM

(Sponsor: NAVY PEOPLE-WFPT AV SO1)

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CHAPTER 81

WARFARE PROFESSION - FLEET AIR ARM

8101. General Terminology

a. Naval Airman entrants will be required to qualify in Aircraft Handling (AH) or Aircraft Controller (AC) specialisations. Aircrewman (ACMN) can be recruited as a Direct Entry or from within. Whilst the NA(METOC) specialisation has been superseded by the OM(HM) specialisation, branch management of legacy NA(METOC)s is undertaken by the GS Warfare Branch Manager – see Chapter 77.

b. For the purposes of this Chapter, Airman and Aircrewman refer to both male and female ratings.

8102. Examination for Advancement or Promotion - General

a. **Recommendations.** All recommendations for advancement/promotion, examination or course are to be made with due regard to the conditions in Para 6901.

b. **Application for Examination.** Applications for examination are to be made in accordance with Para 6914.

c. **Examinations.** The types of examination used in the Air categories are as follows:

(1) Professional Qualifying Examinations (PQE) - set and marked by the Specialist Schools.

(2) Provisional Examinations (PE) - set and marked by the Specialist Schools.

(3) Local - conducted by officers of the rating's own ship or squadron.

The general rules for examinations, including failures and refusal to take a Qualifying Course or Examination, are given in Para 6911 to Para 6914 and Lead School publications and apply to all examinations in the Fleet Air Arm (non-Air Engineering).

d. PE and PQE dates are published by DIN or RNTM.

8103. Removal of Aircraft Controller Qualification

The rules and procedures regarding the withdrawal of AC qualifications are detailed in BRd 768 NATMO ANNEX 3202(3)B Article 05 & BRd767 NAO FAA2102(3).

ANNEX 81A

NAVAL AIRMAN (AIRCRAFT HANDLER) SPECIALISATION – PROMOTION FLOWCHART

1. Naval Airman (Aircraft Handler) Specialisation - Promotion Flowchart

New Entry: Up to 39 years of age.

Table 81A-1. Naval Airman (AH)2 to Naval Airman (AH)1 - Advancement Criteria

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training.			
Completed Naval Airman (Aircraft Handler) Qualifying Course (Phase 2 Training).			See Notes 1, 2 and 3
Achieved OPS as NA(AH) by completion of OJT.	Professional|OPS for NA(AH) UQ50|Navy		See Note 3.
Minimum of 6 months' seniority post completion of Naval Airman (Aircraft Handler) Qualifying Course (Phase 2 Training)			
At least 6 months since last Career Check (if any) on date due advancement.			
Awarded and advanced to NA(AH)1			See note 3 and 4.
Continue instruction to achieve Functional Skills Level 2 – required for award of Trailblazer apprenticeship - in English and Mathematics.			Not required for advancement to NA1.

Table 81A-2. Leading Airman (Aircraft Handler) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Minimum of 18 months' seniority as NA(AH)1 12 months prior to Common Promotion Date (CPD).			Para 6703 b sub para (2)
Achieved RPS as NA(AH) by completion of Task Book/OJT.	Professional|RPS for NA(AH) UQ50|Navy		See Note 4.
Serving on ES1/FC/OE1 that expires after the nominated CPD.			Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at CRD.			.
Completed Able Rates Leadership Course (ARLC)	Miscellaneous|Able Rates Leadership Course (RNL		

Table 81A-3. Leading Airman (Aircraft Handler) – Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed Leading Airman (Aircraft Handler) Qualifying Course.	Professional|Professional Qualifying Examination/Course For LA (AH)/(SE) (UD40)|Navy|		
Completed Leading Rates' Leadership Course (LRLC). Competence.	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|		
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).			
Promoted to Leading Airman (Aircraft Handler).			

Table 81A-4. Petty Officer (Aircraft Handler) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Passed Professional Examination for PO(AH).	Professional|Provisional Examination For POACMN and POA(AH)/(SE)/(METOC)/(PHOT) (UC30)|Navy|		See Note 5.
Minimum of one year's seniority as a LA(AH) 12 months prior to the CPD.			
Serving on ES2/FC/OE1 or ES3/EC/2OE			
Recommended for promotion on Appraisal Report at CRD.			
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615

Table 81A-5. Petty Officer (Aircraft Handler) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed Petty Officer (Aircraft Handler) Qualifying Course.	Professional|Professional Qualifying Examination/Course For POACMN and PO (AH)/(SE)/(METOC)/(PHOT) (UD30)|Navy		
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
Promoted to Petty Officer (Aircraft Handler)			

Table 81A-6. Chief Petty Officer (Aircraft Handler) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Serving on ES2/FC/OE1 or ES3/EC/2OE			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD.			

Table 81A-7. Chief Petty Officer (Aircraft Handler) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
Promoted to Chief Petty Officer (Aircraft Handler)			

Table 81A-8. Warrant Officer 2 (Aircraft Handler) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD			.

Table 81A-9. Warrant Officer 2 (Aircraft Handler) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to Warrant Officer 2 (Aircraft Handler)			

Table 81A-10. Warrant Officer 1 (Aircraft Handler) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD			

Table 81A-11. Warrant Officer 1 (Aircraft Handler) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to Warrant Officer 1 (Aircraft Handler)			

Notes:

1. Ratings entering the Fleet Air Arm in the Naval Airman (AH) specialisation enter as a Naval Airman 2. They undergo Phase 1 New Entry Training at HMS RALEIGH and are then assigned to Naval Airman (Aircraft Handler) Phase 2 Qualifying Course (NA(AH)QC) at the RN School of (RNSFDO), RNAS Culdrose.

2. Ratings who fail NA(AH)QC may be 'back-classed' or, unless willing to transfer to another specialisation under existing regulations, will normally be recommended for Discharge Unsuitable During Training (DUDT) by the Commanding Officer RNAS Culdrose.

3. NA(AH) completing NA(AH)QC should be assigned to core AH roles in either; QEC, 1700 NAS or TAS Fire Station, ensuring they are able to consolidate training under supervision of an AH specialisation training lead.

4. ***Instructions for Completion of NA(AH) OJT***

a. On completion of NA(AH)QC, NA(AH)s are required to undertake On-Job Training, as applicable, to develop the individual from Training Performance Standard (TPS) to Operational Performance Training (OPS), depending on their first assignment. OPS is achieved by individuals completing Continuation Training Logs (CTL) these include::

(1) .BRd 761 Form 001 QEC – NA(AH) Induction and Continuation Training Record.

(2) BRd 761 Form 002 RFA Platforms – NA(AH) Induction and Continuation Training Record.

(3) .RN Fire Station Maintenance of Competence (MOC) Risk Critical Package.

b. On completion of one of the requirements listed at Note 4.a above, the individual is to be awarded JPA competence 'Professional|OPS for NA(AH) UQ50|Navy'. This competence is only to awarded by RNSFDO Staff Officer.

c. The completion of NA(AH) Task Book is no longer required for advancement to NA(AH)1 but it is to be completed for eligibility for selection for LA(AH).

5. When an individual is advanced to AB1, the HR administrator is to ensure a Promotion Authorisation Request (PAR) is signalled to their parent Career Management Cell (CMC) NAVY PEOPLE-CM WAR FAA AH2, which will authorise the promotion and change the rate on JPA.

(Continued)

Notes: (Continued)

6. ***Aircraft Handler Provisional Examinations (PE).*** *The PE for PO (AH) may be taken at any time by confirmed Leading Hands (or post the CPD for which selected by those who have completed pre-promotion training but have yet to be promoted for reasons shown at Para 6714 sub para c), provided that the rating's Commanding Officer considers that the candidate is adequately prepared for the Petty Officer (AH) Qualifying Course (PO(AH)QC) and has the potential for future promotion to Petty Officer. Applications for the examination should be forwarded to the Commanding Officer, RNSFDO, RNAS Culdrose, HELSTON, on Form S442 in duplicate. Examination papers will be forwarded to the candidate's ship or establishment and completed papers should be returned without delay. CO RNSFDO will inform Commanding Officers and Navy Command/DDPD of results.*

ANNEX 81B

NAVAL AIRMAN (AIRCREWMAN) SPECIALISATION – PROMOTION FLOWCHART AND QUALIFICATIONS FOR ENTRY

1. Naval Airman (Aircrewman) Specialisation - Qualifications for Entry

a. **Direct Entry Aircrewman.** Direct Entry Naval Airmen (Aircrewman) (ACMN) will arrive at HMS RALEIGH for Part 1 Training having satisfied the following entry criteria:

(1) Minimum of 2 GCSE or equivalent at Grade A-C.

(2) Nationality or Dual (British plus one other). or Dual (British plus one other).

(3) Aged up to 34 years.

(4) Min DAA Score 60.

(5) Aircrew medical standard achieved.

(6) Passed Flying Aptitude Tests (FATS).

(7) Successful PRNC leadership assessment.

b. **Professions Transfer and Sideways Entry Candidates.** Eligibility criteria for transfer into the Aircrewman (ACMN) Spec, in addition to meeting criteria set at Para 1 and Para 5126, are as follows:

(1) Able Rate/Leading Hand or Substantive Mne/Cpl of any specialisation.

(2) In date PES.

(3) Medically Fully Deployable MES when applying for workforce clearance.

(4) Six months since last Career Check (if any).

(5) Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA when applying for manning clearance.

(6) Clear potential for early promotion indicated in latest SJAR by achieving minimum performance standard of B+ (YES)

c. **Branch Transfer Procedure for Application.** Refer to para 5126.

d. **Aircrewman Suitability.**

(1) The Aircrewman suitability assessment is conducted at RAF Cranwell and utilises the Flying Aptitude Test procedure. Successful candidates will return to their units to await assignment to flying training. Due to the differences in their pathway prior to extraction, FATS for RM candidates remain extant for 36 months. It is stressed that a pass of FATS does not guarantee further flying training will be given as candidates with a higher score in FATS pass will be given priority over those with lower passes. RN and RM candidates will be streamed either Anti-Submarine Warfare (ASW) or Commando (CDO) to meet the Service requirement. Candidates who are not assigned to flying training within the 2-year period of workforce clearance will need to obtain an extension of the clearance if they wish to continue with their application.

(2) Individuals who do not pass FATS may be granted the opportunity to undertake a second and final attempt 12 months after the date of the initial test. Approval will be considered on an individual case basis.

e. **Flying Training.**

(1) **Return of Service.** ACMN are required to give a minimum of 6 years' Return of Service from completion of flying training (Award of Flying Badge or 'Wings') - refer to Chapter 53. Consequently, volunteers will be required to sign a RN Form S2658 prior to being assigned to course.

(2) **Length of Training.** Candidates can expect to undertake the following courses subject to streaming:

(a) All ACMN attend a series of short courses which will include Basic Sea Survival, Aviation Maritime Survival, First Aid, Crew Resource Management, Permissive Land Survival and Aviation Medicine.

(b) **Level C SERE.** All ACMN are required to complete Level C SERE, which takes place at RAF St Mawgan (2 weeks).

(c) **Aircrewman Grading/Streaming.** ACMN will be streamed ASW or CDO during an assessment phase at No1 FTS Shawbury, RNAS Yeovilton and RNAS Culdrose (2 weeks).

(d) **Rotary Wing Ground School.** All ACMN attend this course at No1 FTS Shawbury for general aviation awareness training (6 weeks). On Day 1 of Ground School personnel will be transferred to the ACMN category.

(e) **Joint Aircrewman Course.** ASW Aircrewmen undertake Course 361 and 406 (5 Months) at RAF Shawbury and RAF Valley. CDO ACMN undertake Courses 320, 435 and 436 (13 months) at RAF Shawbury and RAF Valley.

(f) **Initial Acoustic Course.** 824 NAS, RNAS Culdrose for ASW ACMN (12 weeks).

(g) **Air 338 Military Skills Course.** RN (Non Commando Trained) and DE only. RNAS Yeovilton for CDO ACMN (4 weeks).

(h) **Merlin HC Mk4/4a Aircraft Conversion and Operational Conversion Phases (CTT/CTR).** 846 NAS, RNAS Yeovilton, for CDO ACMN (28 weeks).

(i) **Merlin HM Mk2 Aircraft Conversion and Operational Conversion Phases (CTT/CTR).** 824 NAS, RNAS Culdrose for ASW ACMN (50 weeks).

(3) **Failures During Flying Training.** Students suspended from flying training will be referred to the Chair of the Naval Aviation Board (CNAAB). Confirmation of a failure will result in withdrawal from flying training and return to source branch. Direct Entry ACMN failures will be considered for transfer to other branches on a case-by-case basis.

(a) Students are required to achieve both the Training Performance Standard (TPS) and to have displayed sufficient spare capacity to ensure likely success at the next stage of training in order progress further. Consequently, students may achieve TPS but, due to concerns with respect to their capacity, be adjudged unlikely to progress to frontline service. These students are regarded as ‘training risks’ and will normally be referred to the Chair of the Naval Aviation Board (CNAAB)for assessment of suitability for further flying training and subsequent recommendation for future employment within the Service (see BRd 3(1) Para 5742).

(b) Training Risk is defined as: "An individual who, in the judgement of the relevant instructional staff, does not show the capacity, character and potential to operate as an ACMN in the front-line maritime environment.”

(c) In the unusual event that an individual fails to successfully complete C of C, they will be referred to CNAAB in accordance with BR 767 and, should they be removed from flying duties as a result of that referral, they will (except in exceptional circumstances) lose entitlement to wear the flying badge.

(4) **Award of 'Wings'**. On successful completion of Flying Training and confirmation of successful completion of LRLC/CLDC, ratings will be awarded the Flying Badge ('Wings') and rated Acting Petty Officer Aircrewman or Acting Sergeant RMAC as appropriate.

(5) **Promotion in Source Branch after Selection for Training.** All individuals transferring to the ACMN specialisation will no longer be considered for promotion in their source branch once Aircrew training has started (see Para 6703).

(6) **First Assignment.** On completion of the Flying Training/Conversion to Role, ACMN will be assigned to a Front Line Squadron for a probationary period where they will be required to successfully complete On Job Task Book Training, followed by the award of a Certificate of Competence (CofC). Failure to achieve a CofC will be treated in the same manner as a failure during Flying Training and, if confirmed by CNAAB, an individual will revert to source branch at their original rate/rank and seniority. Direct Entry ACMN failures will be considered for transfer to other branches on a case-by-case basis.

(7) **Subsequent Suspension from Flying Duties.** Post CofC, POACMN/Sgt RMAC and above who are permanently grounded for any reason may be retained in the ACMN category and employed on non-flying duties until the end of their current engagements, provided that they remain medically fit for General Service. They will be ineligible for further advancement/promotion from the date of grounding. They will be given the option of Discharge with normal terminal benefits. Any medical conditions will be assessed in accordance with current Royal Navy Medical Board of Survey (RNMBOS) process and reviewed by a Royal Navy Medical Employability Board (RNMEB).

Table 81B-1. Transfer Actions.

Action	Responsibility
Request manning clearance for sideways transfer to ACMN in accordance with Para 5126	Current unit
E-mail response – Provisionally approved/not approved	NAVYPEOPLE-CMMAILBOX@MOD.GOV.UK
If provisionally approved:	
Arrange Aircrew Medical under guidance of FGen NAvn FT PM SO2	NAVY PEOPLE-CM WAR FAA ACMN AC
Attendance at FATS	NAVY PEOPLE-CM WAR FAA ACMN AC
Email NAVYPEOPLE-CMMAILBOX@MOD.GOV.UK for final approval for BT	Current Unit
Assign to flying training course to meet NCHQ CAP AV FT pipeline requirements	NAVY PEOPLE-CM FT PIPELINE MGR / NAVY PEOPLE-CM WAR FAA ACMN AC
Main Trade for Pay (MTfP) - Changed to reflect transfer to FAA on Day 1 of Ground School	NAVY PEOPLE-CM WAR FAA ACMN AC
Assume career management responsibility on Day 1 of Ground School	NAVY PEOPLE-CM WAR FAA ACMN AC

2. Anti-Submarine Warfare and Commando Aircrewman Specialisations - Promotion Flowchart

Table 81B-2. Naval Airman (ACMN)2 to Acting Leading Airman (ACMN) Advancement Criteria

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			Direct Entry.
Completed RN ACMN FATs.			Direct Entry and Branch Transfers (para 1a and 1b).
Completed Able Rates Leadership Course	Miscellaneous|Able Rates Leadership Course (RNLA 104)|Navy|		Direct Entry only.
Advanced to NA (ACMN)1			
Completed IFTC.			Para 1.e(a)
Advanced to A/LA (ACMN) RM Transfer as substantive Cpl (ACpl if CLDC is not complete prior to FT).			

Table 81B-3. Acting Leading Airman (ACMN)/CPL (RMAC) to Acting Petty Officer Aircrewman/Acting Sergeant RM Aircrewman Advancement Criteria

Requirement	Competency	Proficiency Level	Notes
Completed Military Aviation Ground School.			Para 1.e
Completed 'Basic and Advanced Rotary Wing Training' at No1 Flying Training School RAF Shawbury and RAF Valley.			Para 1.e
Completed Leading Rates' Leadership Course (LRLC) or CLDC Competence.	Relevant Competency Recorded		DE and RN Branch Transfer only
Completed Initial Acoustic Course for ASW ACMN.			Para 1.e
Completed Air 338 Course for CDO ACMN.			DE and RN Branch Transfer only
Completed relevant CTT and CTR for either ASW or CDO Merlin Aircraft.			Para 1.e
Promoted to Substantive Leading Hand/Corporal			
Advanced to Acting Petty Officer Aircrewman/ Acting Sergeant RM Aircrewman.			

Table 81B-4. Substantive Promotion Criteria to Petty Officer Aircrewman/Acting Sergeant RM Aircrewman. All to be completed within 2 years of achieving GTS as an Aircrewman.

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates' Leadership Course (SRLC)/ Sergeants Leadership and Development Course (SLDC)	Relevant Competency recorded.		
Completed On Job Training Task Book.			
Awarded Certificate of Competence – recorded as JPA competence.	Professional|Certificate Of Competence PO/SGT ACMN|NAVY		
Promoted to Petty Officer/Sergeant Aircrewman.			

Table 81B-5. Chief Petty Officer/Colour Sergeant Aircrewman - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Senior Rates' Leadership Course (SRLC)/ Sergeants Leadership and Development Course (SLDC)	Relevant Competency recorded.		
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.			
Recommended for promotion on Appraisal Report at CRD.			See Note 1.

Table 81B-6. Chief Petty Officer/Colour Sergeant Aircrewman - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
Promoted to Chief Petty Officer/Colour Sergeant Aircrewman			

Table 81B-7.Warrant Officer 2 Aircrewman - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD			See Note 1.

Table 81B-8. Warrant Officer 2 Aircrewman - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to Warrant Officer 2 Aircrewman See Note 4			

Table 81B-9. Warrant Officer 1 Aircrewman - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			See Note 1.

Table 81B-10. Warrant Officer 1 Aircrewman - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to Warrant Officer 1 Aircrewman See Note 4			

Notes:

*1. **Recommendation.** Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.*

*2. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6716 for rules on the impact on 1a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith control) or non-service reasons (within control).*

3. RMOR on promotion from CSGT to WO2 will also be required to complete the RM Advanced Command Course (ACC). In addition, on promotion from WO2 to WO1, complete the RM WO1 course in common with all RMOR (see Annex 91C).

ANNEX 81C

AIRCRAFT CONTROLLER SPECIALISATION – CAREER AND PROMOTION FLOWCHART AND QUALIFICATIONS FOR ENTRY

1. Aircraft Control Specialisation - Qualifications for Entry

a. **Direct Entry Aircraft Controllers.** Direct Entry Aircraft Controllers will arrive at HMS RALEIGH for Phase 1 Training having met the following entry criteria:

(1) Nationality or Dual (British plus one other).

(2) Aged 18-34.

(3) Min DAA Score 60.

(4) Air Traffic Control (ATC) medical standard achieved.

(5) Visual Acuity II Colour Perception 2.

(6) Successful completion of Computer Based Aptitude Test (CBAT)

b. **Branch Transfer Candidates.**
Applications to the AC spec are to be submitted following the guidance laid down within BRd 3 Chapter 51. In addition to the eligibility criteria, candidates will only be considered for transfer, on successful completion of CBAT, Initial Aviation Medical (IAME) and subject to service requirement.

c. Along with the requirements detailed in Para 1.a., additional eligibility criteria for Profession Transfer and Sideways Entry are as follows:

(1) Have at least 3 years to serve on completion of LACPQC.

(2) In date RN PES.

(3) At least 6 months since last Career Check.

(4) Medical Employment Standard (MES) Category is Medically Fully Deployable.

(5) Recommended by Commanding Officer.

d. **The Training Pipeline from New Entry to Role PS LAC.** Upon completion of Phase 1 Training at HMS RALEIGH, or upon successful sideways entry the AC candidate will undertake the following professional courses:

(1) **AWT 270 - AB WS (AWT) Type 23 Career Course.** This course introduces Direct Entrant candidates and branch transferees from non-WS specialisations to the structure of the Action Information Organisation (AIO) and the Command System which is commonly used by ACs in the Fleet. The 12 weeks of training, which primarily takes place at HMS Collingwood, includes attendance on CBRNC 1 (Basic Sea Survival Course) and RNLA 104 (Able Rates Leadership) which are mandatory requirements from Direct Entrant candidates to complete. Candidates are also required to achieve Maths and English Functional Skills Level 2 at this stage, if this competency is not already held.

(2) **Air 201 - Leading Aircraft Controller Professional Qualifying Course (LACPQC).** The main qualifying course for ACs is split between AIR 201 Part 1 at the RN School of Aircraft Control (RNSAC) at RNAS Yeovilton, and AIR 201 Part 2 at the Aviation Training Element (AvTE) at HMS Collingwood. See Note 4 for trainees who commenced LACPQC prior to 1 Oct 25.

(3) **Air 201 Part 1 - LACPQC Basic Modules.** The part of the course involves a Helicopter Controller (Non-Tactical) module which teaches and develops core control skills, including responses to emergencies. Other modules included are focused on training candidates to perform the role of Command Aviation Advisor in a ASW and ASuW tactical environment, as well as developing the skills required to procedurally control multiple aircraft simultaneously. Successful candidates will be advanced to Acting Probationary Leading Aircraft Controller (PLAC) RNLA 102 (Leading Rates Leadership Course) will also be completed immediately following Part 1.

(4) **Marinisation Phase/First Sea Assignment as TPS.** Upon successful completion of AIR 201 Part 1 and RNLA 102. PLACs will be TPS and are assigned to a Front-Line Unit with an RPS LAC for their Marinisation Period. Whilst TPS, PLACs remain under training and will be under the mentorship of the SURFLOT AC Mentor Team, to maximise aviation exposure and ensure both their LAC and CBRN task books are completed within 6 months of completing AIR 201 Part 1. See Note 4 for trainees who commenced LACPQC prior to 1 Oct 25.

(5) **Air 201 Part 2 - LACPQC Advanced Modules.** This part of the course brings together the skills learned during Part 1, and the experience accrued at sea during the Marinization Period, to ensure that candidates are able to fulfil the responsibilities of a NATO qualified Aircraft Controller authorised to provide tactical and non-tactical control to all NATO Fixed Wing and Rotary Wing aircraft in the Maritime environment, subject to their control grade. Following this part of the course, candidates will return to RNSAC for Air 203 (Low Level Height Keeping Target Control) prior to completing a Role PS check and being advanced to substantive Leading Hand.

e. **Second Sea Assignment as RPS.** Following Air 201 Part 2 and the successful completion of their Role PS check LACs will be rated substantive and assigned to the SURFLOT Operational Readiness Pool (ORP). This will provide a suitable timeframe for them to be employed in a Front-Line controlling capacity and accrue further experience and core naval skills. Selected individuals can then be employed ashore in instructional roles or to remain within SURFLOT as Mentors.

f. **Stars and Crowns.** Stars and Crowns are awarded as follows:

(1) 1 star awarded upon successful completion of AIR 201 Part 1 and ABLC.

(2) 2 stars awarded upon successful completion of AIR 201 Part 2, including achievement of the requisite live control hours and completion of LRLC.

(3) Crown worn on substantive promotion to POAC.

2. Aircraft Controller Specialisation - Career and Promotion Flowchart

Table 81C-1. Naval Airman (Aircraft Controller)2 to Acting Leading Airman (Aircraft Controller) Advancement Criteria

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training.			Direct Entry.
Completed AWT270.			Direct Entry and non-WS branch transferees
Completed Able Rates Leadership Course.	Miscellaneous|Able Rates Leadership Course (RNLA		Direct Entry only.
Pass Helicopter Controller (Non-Tactical) module of Air 201 Part 1.	FAA|Helicopter Control (Non Tactical) |Navy|		See Note 5
Advanced to NA(AC)1			
Completed AIR 201 Part 1.	FAA | Air 201 Part 1 (Basic LACPQC Modules) | Navy		
Advanced to A/LA(AC)			

Table 81C-2. Leading Airman (Aircraft Controller) Advancement and Substantive Promotion Criteria

Requirement	Competency	Proficiency Level	Notes
Awarded NATO Control Grade DELTA.	FAA|Helicopter Controller NATO Grade D|Navy|		
Completed AIR 201 Part 2.	FAA | Air 201 Part 2 (Advanced LACPQC Modules) | Navy		See Note 5
Completed Air 203.	FAA|Height Keeping Target Controller Course-Air 203 |Navy|		
Completed Leading Rates' Leadership Course (LRLC).	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|		
Completed Flight Safety Course.	FAA|Flight Safety Course (Air 302)|Navy|		
Achieved RPS as LAC.			See note 6.
Recommended for advancement to LAC by OIC RNSAC.			
Promoted to Leading Airman (Aircraft Controller)			

Table 81C-3. Petty Officer (Aircraft Controller) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Minimum of 2 years' seniority as a Leading Aircraft Controller 12 months prior to CPD.			Para 6703 b sub para (2)
Serving on ES2/FC/OE1 that expires after the nominated CPD.			Para 6703 b sub para (7)
Achieve RPS as LAC.			
Passed written Provisional Qualifying Examination (PQE) for POAC	Professional|PROFESSIONAL EXAMINATION FOR POAC (POPQE)|Navy|		
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Recommended for promotion on Appraisal Report at CRD.			See Note 2

Table 81C-4. Petty Officer (Aircraft Controller) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Successfully completed Joint Air Traffic Control Course.	Air Traffic Control|ATCTerm1|RAF (Or from Mar 2024 Air and Space Operations|ATC Aerodrome Control|Joint|No Air and Space Operations|ATC Ground Control|Joint|No Air and Space Operations|ATC Surveillance Radar Approach|Joint|No Air and Space Operations|ATC Terminal Control Precision Approach|Joint|No Air and Space Operations|ATC Radar Approach|Joint|No Air and Space Operations|ATC Radar Departures|Joint|No Air and Space Operations|ATC Radar Director|Joint|No Air and Space Operations|ATC Radar LARS|Joint|No Air and Space Operations|ATC Radar Zone|Joint|No)		See Note 4
In date Annual Standards Check.			
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
Promoted to Petty Officer (Aircraft Controller)			

Table 81C-5. Chief Petty Officer (Aircraft Controller) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Successfully completed Joint Air Traffic Control course.	Air Traffic Control|ATCTerm1|RAF (Or from Mar 2024 hold competencies IAW Table 81C-4)		See Note 4
Successfully achieved Competent to Operate Status.	Professional|ATM Competent to Operate|Navy|		IAW BRd 768 See Note 4
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.			
Recommended for promotion on Appraisal Report at CRD.			See Note 2

Table 81C-6. Chief Petty Officer (Aircraft Controller) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
Promoted to Chief Petty Officer (Aircraft Controller)			

Table 81C-7. Warrant Officer 2 (Aircraft Controller) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Successfully completed Joint Air Traffic Control Course.	Air Traffic Control|ATCTerm1|RAF (Or from Mar 2024 hold competencies IAW Table 81C-4)		See Note 4
Successfully achieved Competent to Operate Status.	Professional|ATM Competent to Operate|Navy|		IAW BRd 768 See Note 4
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.			
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Recommended for promotion on Appraisal Report at CRD.			See Note 2.

Table 81C-8. Warrant Officer 2 (Aircraft Controller) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to Warrant Officer 2 (Aircraft Controller)			

Table 81C-9. Warrant Officer 1 (Aircraft Controller) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Successfully completed Joint Air Traffic Control Course.	Air Traffic Control|ATCTerm1|RAF (Or from Mar 2024 hold competencies IAW Table 81C-4)		See Note 4
Successfully achieved Competent to Operate Status.	Professional|ATM Competent to Operate|Navy|		IAW BRd 768 See Note 4
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.			
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Recommended for promotion on Appraisal Report at CRD.			See Note 2.

Table 81C-10. Warrant Officer 1 (Aircraft Controller) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to Warrant Officer 1 (Aircraft Controller)			

Notes:

1. *Branch Transfer candidates will retain their previous rate until successful completion of AIR 201Part 2. They will then be rated Leading Hand (Aircraft Controller).*

2. ***Recommendation.*** *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion – 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.*

3. ***Failure to Complete Professional and/or Leadership Course.*** *Refer to Para 6716 for rules on the impact on a rating's promotion if they fail to complete LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).*

4. *IAW RNTM 0-051/25 these competences are required for those personnel selected prior to 1 Apr 2025 only.*

5. ***Trainees commencing LACPQC prior to 1 Oct 25.*** *Trainees on course prior to and including LACPQC 24/03 will reach TPS after completing both parts of Air 201, LACPQC and achievement of NATO Control Grade DELTA. This will also be the point at which they will be advanced to Acting LH. Promotion to substantive LAC and completion of Role PS check can only be achieved for these ratings after completion of their LAC Taskbook, which includes the award of NATO Control Grade CHARLIE.*

6. *36-month Return of Service (RoS) applied from achievement of Role PS.*

ANNEX 81D

AIRCRAFT CONTROLLER JATCC FAST TRACK SCHEME

1. Aircraft Controller Fast Track Scheme

a. General.

(1) This section covers the Aircraft Controller (AC) Fast Track (FT) Scheme, and outlines the selection and management protocols for all potential AC FT personnel.

(2) The FT scheme provides a means of advancing ratings who are suitably motivated and demonstrate the necessary standards of leadership, aptitude and ability. The scheme allows AC ratings the opportunity to accelerate their progression and be advanced based on POAC PQE results and 2RO recommendation rather than by selective promotion.

b. Background.

(1) **Fast Track.** The aim of the FT scheme is to afford individuals an accelerated advancement to Petty Officer and further advancement to Chief Petty Officer if all pre-requisite criteria are met.

The two key stages of the scheme:

(a) LH-PO - JATCC qualification (for accelerated advancement to PO); and

(b) PO-CPO - 3 years as substantive PO (for accelerated advancement to CPO).

(2) This takes account of individuals who develop at different rates and, when combined with the standard route to promotion, gives a flexible career path to ensure that career progression through training and employment is better matched to the abilities and expectations of ACs.

c. **Management of FT Personnel.**[1] To deliver success, an additional level of management and oversight of FT personnel is required. This will seek to ensure standards and assist the management of available opportunities to acquire sea experience for FT personnel. This will be provided by the Fast Track Authority (FTA), the Fast Track Manager (FTM) and the Fast Track Recording Authority (FTRA) RNSAC. The FTRA will be responsible for the co-ordination of the selection process of AC FT personnel using the Fast Track Selection and Review Panel (FTSRP). This is supported by the Fast Track Through Life Manager[2] who will be the focal point for any advice and administrative issues relating to all FT personnel. The FTTLM will ensure all FT timelines are strictly adhered to.

d. **Non-Selective Promotion (Advancement).** Individuals on the FT scheme will, subject to the necessary qualifications being achieved, be subject to non-selective advancement, based on their Due Date for Advancement (Due Date[3]) as detailed within the flow chart.

(1) **FT PO.** A LH selected for FT will be awarded a Fast Track Start Date (FTSD). They will be advanced to Acting Petty Officer on commencement of JATCC and to substantive PO when they have completed 'Competent to Operate' status, with seniority back-dated to the date that they completed JATCC. If SRLC has not been completed for Service or Medical reasons by the start date of JATCC, they will have 1 year from the completion of JATCC to pass SRLC; even if they complete the validation process before SRLC, their Seniority will be adjusted to coincide with completion of SRLC.

(2) **PO - CPO.** FT POACs will be advanced to CPO 36 months from completion of JATCC, having completed their first full sea assignment as a PO AC. PO ACs who transfer to the FT scheme, , will have a Due Date nominated by the FTSRP that reflects the requirement for 36 months of experience post-JATCC before advancement to CPO.

e. **Selection, Recommendation and Transfer to the FT Scheme.** The selection process will be conducted by the FTSRP, comprising of WFPT AV SO1, RNSAC OiC, RNSAC CPO and FGEN NAVN ATM WO1. There will be two selection points:

(1) **FT LH (LH to PO).** Potential FT candidates will normally be identified during LACPQC or during the first sea assignment and will be boarded at the next FTSRP after completion of POAC PQE. The panel will select suitable individuals who meet the eligibility criteria, with selection numbers dependent on the requirement.

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1. PCAP BM-AV SO1.
2. FGEN NAVN ATM WO1.
3. PEOPLE CM WAR FAA ACN AC.
4. Due Date for Advancement is the equivalent of Common Promotion Date (CPD) for selective promotion in determining seniority in the higher rate.

(2) **FT PO (PO to CPO).** PO ACs who wish to transfer to the FT scheme must submit an application in accordance with Annex 81E and will be boarded by the FTSRP alongside LH ACs to join the FT scheme. POACs who have already completed JATCC are not eligible to apply to join the scheme.

f. **Selection/Recommendation Process.** The selection/recommendation process will be co-ordinated by the FTRA and conducted by the FTSRP who will select FT individuals based on SJAR reports and POAC PQE recommendations, and the key selection criteria outlined below in order to determine their suitability.

Table 81D-1. Selection Criteria

Selection Point	Key Selection Criteria	Candidate Pool
LH AC	1. Functional Skills Level 2 or above achieved. 2. Serving on a Full Career ES2 that expires after the nominated Due Date. 3. Level of potential for Command, Leadership and Management in the next higher rate and two ranks up. 4. SJAR Recommendation for JATCC and FT by the 2RO (if GTS). 5. Recommendation from POAC PQE board.	All LHs who volunteer for FT
PO AC	1. Serving on a Full Career ES2/3 that expires after the nominated Due Date. 2. Level of potential for Command, Leadership and Management in the next higher rate. 3. SJAR Recommendation for JATCC and FT by the 2RO.	All POs who volunteer for FT

g. **Transfer to Fast Track Scheme.** Candidates who are selected at the FTSRP will be forwarded to the FTTLM for inclusion on the FT scheme. Upon approval, the FTTLM will assign FT ratings to JATCC.

h. **Service on the Fast Track Scheme.** The FT scheme is designed to accelerate individuals through the advancement system in a timescale that is faster than the normal selective promotion process. To facilitate this, individuals will be carefully managed, and therefore the following exceptions to normal career management need to be applied. This will be acknowledged by successful candidates when they sign the Certificate of Understanding (Part A)[4]; accepting the terms of service of FT scheme:

(1) **Waiver of Minimum Assignment Notice.** In order to maximise sea training opportunities, individuals selected for FT may require to be assigned at less than the usual minimum assignment notice. All individuals on the FT scheme will be required to volunteer to waive their minimum assigning notice period for sea and between platforms, as well as courses and employment associated with their advancement, although all effort will be made to provide the maximum amount of notice.

[4] Once signed, the FTTLM is to award the competence 'FAA|Aircraft Controller|JATCC|Fast Track|' on JPA.

(2) **Rights to Selective Promotion whilst on FT.** Personnel will remain eligible for selective promotion IAW current pre-selection requirements found at BRd 3(1) Ch 8110. Individuals not successful at selective promotion will remain eligible for promotion in line with the FT advancement policy

(3) **Waiver of Rights to 660/3 Separated Service.** The requirement to carefully manage individuals on the FT scheme through training courses and employment in specific roles associated with their advancement, incurs the consequence that the individual may need to be separated from their home address for regular and/or prolonged periods. All individuals on the FT scheme will be required to volunteer to waive their rights to 660/3 Separated Service for as long as they remain on the scheme, although all effort will be made to avoid excessive separated service periods.

i. **Maintenance of Performance.** All ACs on the FT scheme are to remain in date for their Annual Standards Check (ASC) until they successfully complete JATCC, and Annual ATC Medical. They should achieve a minimum score of 75% at ASC; should they fail to achieve 75% or more, their suitability for remaining on the FT scheme will be determined by the FTA on a case by case basis. Appraisal Reports for FT ratings should contain a recommendation from both 1 RO and 2 RO to remain on the FT scheme and a minimum 'B' OPG.

j. **SJAR Reporting Requirements.**

(1) SJARs and MPARs remain a mandatory requirement for all FT individuals and should comment on their current performance, CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether or not an individual continues to maintain a recommendation for the FT scheme and, if appropriate, the individual's potential for the next FT stage. The SJAR must contain evidence to support these recommendations.

(2) On completion of the FT scheme through successful advancement to CPO, an annual SJAR must be raised at the next CRD for CPO, regardless of the length of reporting period. In addition to the normal requirements for SJAR reporting, this SJAR will re-synchronise the individual with the reporting period of their peer group.

(3) On voluntary removal from the FT scheme or through de-selection, a SPEC AR[5] must be raised to record the circumstances of the removal. An annual SJAR must be raised at the next CRD for the individual's substantive rank, regardless of the length of reporting period. In addition to the normal requirements for SJAR reporting, this SJAR will re-synchronise the individual with the reporting period of their peer group.

[5] JSP 757 Pt 2 Vol 1 Para 1c(1).

k. **Substantive Advancement.**

(1) **Leadership Training.** All FT personnel must complete SRLC prior to substantive promotion. Preparation for and completion of these courses is essential and although the responsibility rests firmly with the individual to be fully prepared, it is to be supplemented with appropriate coaching and mentoring by ship's staff. The unit lead for the FT scheme is their Head of Department who must take an active interest in the performance of FT personnel. The planning and enrolling of individuals onto a SRLC will be completed by the FTTLM. In general, FT personnel will be provisionally allocated a SRLC start date at, or shortly after Transfer to Fast Track. The FTTLM is to ensure that all JPA administrative action is taken for the FT Rating's substantive advancement.

(2) **Advancement.** LACs who remain on the FT scheme will become Acting PO (subject to completing all eligibility criteria) on commencement of JATCC on their Due Date and advanced to substantive PO upon achieving 'Competent to Operate' status or SRLC, whichever is later. PO ACs who remain on the FT scheme will be advanced to CPO (subject to completing all eligibility criteria) at 36 months from completion of JATCC. In all cases, individuals who complete all eligibility criteria prior to Due Date may be advanced to the acting higher rate.

(3) There may be occasions where a FT LH or PO is at their Due Date by time, but has failed to satisfy the advancement criteria by their Due Date. An award of the acting higher rate will be considered by their CO, keeping the FTTLM informed.

(4) LHs applying for FT who are subsequently selected for PO through selective promotion will be required to rescind any substantive promotion if the CPD is before the date they are expected to achieve Competent to Operate.[6]

l. **Fast Track Failure Policy and De-selection from FT Scheme.** Once selected, an individual will remain on the FT scheme unless their progress, performance or standards are deemed insufficient or they voluntarily choose to remove themselves. Where an individual, through their own actions or ability, has not been able to maintain FT accelerated training they may be de-selected from the FT scheme. If de-selected, personnel revert to the standard selective promotion route, and continue training and employment as necessary to meet the service requirement. The FT scheme failure and de-selection policy is detailed at sub para n.

m. **Fast Track Notes.**

(1) **Career Check.** Due to the tight timescales, imposition of a Career Check will result in automatic deselection from the FT scheme.

[6] This applies to all personnel entering the FT after 1 October 2025.

(2) **Unsuitable Candidates.** Where candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training and deselected from the FT scheme following consultation from the FTA and the FTM. They will transfer from FT back to Selective Promotion as the eligibility route for future selection.

(3) **Refusal to undertake the QC.** Individuals who refuse to undertake JATCC will be deselected from Fast Track, continue to serve in their current rate and transfer back to Selective Promotion.

(4) **Achieved Annual Standards Check (ASC).** It is a requirement that individuals achieve Role PS in the new rank within the timescales outlined and remain in date for their ASC throughout to ensure that each key stage is achieved without delay. Individuals must be in date for their ASC at start of JATCC.

n. **Aircraft Controller - Fast Track Advancement Flowchart.** The following rules apply to personnel selected for the AC Fast Track Scheme.

LEADING AIRCRAFT CONTROLLER
Selected for Fast Track, awarded a Fast Track Start Date with a Due Date Advancement to PO on commencement of JATCC

Petty Officer (Aircraft Controller) - Pre-advancement Requirements

a. Achieved Role PS as LAC.

b. Passed Professional Qualifying Examination (PQE) for POAC and receive a recommend for Fast Track.

c. Completed Senior Rates' Leadership Course (SRLC) and recorded in JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 102)|Navy|'.

d. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date.

e. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office.

Advanced to **PETTY OFFICER (AIRCRAFT CONTROLLER)** With a Due Date for Advancement to CPO 36 months from completion of JATCC

Chief Petty Officer (Aircraft Controller) - Pre-advancement Requirements

a. Completed JATCC and recorded as JPA competence 'Competent to Operate'[7].

[10]IAW BRd 3(1) Annex 81C Table 81C-4.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date.

c. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office.

Advanced to **CHIEF PETTY OFFICER (AIRCRAFT CONTROLLER)** Transfer to Selective Promotion Flowchart for Selective Promotion Table 81C-7.

d. **Fast Track Scheme Terms of Service and Failure Policy**

(1) **FT Terms of Service.**

(a) The FT scheme affords significant opportunity in terms of career progression at an earlier stage and therefore it is expected that FT personnel will perform at a higher than average level of competence in all aspects of training and employment. The scheme's success is dependent on both the individual and the unit's organisation to ensure sufficient progress is made towards the next higher rate. To ensure this occurs the scheme will be externally assured by the FTM and their team.

(b) Lack of progress within the scheme has the potential to prevent the achievement of the nominated Due Date. Where any potential weaknesses are identified, appropriate mentoring and professional development is to be provided and recorded in writing by their Line Manager and/or Divisional Officer. At all times, a FT individual must maintain a positive recommendation to remain on the scheme and for the next advancement. Any training failure, CLM or NGT warnings or attitudinal problems will, in all probability, result in removal from the FT scheme.

(c) To ensure all FT personnel are fully aware of the changes to their Terms of Service on selection to the FT scheme (including, being advanced in lieu of selective promotion), individuals will sign a Certificate of Understanding. When signing, they confirm their understanding that, whilst on the FT scheme, they will:

i. Not be considered at Selective Promotion Boards until removed from FT scheme;

ii. Be required to waive their minimum time for assignment to sea and shore and;

iii. Be required to waive their 660/3 Separated Service.

(d) On leaving the FT scheme, a Certificate of Understanding (Part B) will be completed and signed by the individual. This reverses the process, with the individual returning to Selective Promotion and minimum notice for future assignments.

(2) **FT Scheme Failure Policy.**

(a) Where it is suspected that agreed targets may not be achieved for reasons within the control of the individual, FT personnel are to be placed on warning in a timely manner to highlight the concern to the individual and ensure a recovery plan is created and followed. This will also highlight to the FTTLM the potential delay in the individual's progression or potential for removal from the scheme.

(b) There may be extenuating circumstances[8], both Service (e.g. ship's programme) and Non-Service (e.g. compassionate or medical) reasons which may prolong an individual's time within the training pipeline. Delays may affect progression to PO or CPO within the expected time and in all circumstances the FTTLM should be informed at the earliest point.

(c) The FTM has the authority to remove personnel from the FT scheme and will do so where it is deemed appropriate, as below. The FTM will seek advice from the relevant FTA and the FTTLM before making a decision.

(3) **Removal from the FT Scheme.**

(a) ACs may be removed from the scheme in any of the following circumstances:

i. Submission of an Early Termination request or request to leave the FT scheme;

ii. Failure to achieve 75% at Annual Standards Check;

iii. Not being recommended for advancement by CO;

iv. Failure of Leadership Course;

v. Removal from JATCC course;

vi. Career Intermission[9];

vii. Poor performance relating to professional performance, including but not limited to failure to achieve a 'B' OPG, or CLM failings;

viii. Imposition of a Career Check;

ix. Other significant reason which the FTM deems sufficient to justify removal.

[11] These occasions should be rare, as the CO and FTTLM should be working to meet the tight FT timescales.
[12] Previously called Career Break.

(b) On submission of a request for Early Termination, an individual will be de-selected from the FT scheme. Unit Staff are to ensure they liaise with the FTTLM prior to accepting any notice to ensure that the individual is fully briefed on all aspects associated with removal from FT and serving notice, such as TRoS and being employed at sea during the notice period.

(c) When being de-selected from the FT scheme, the FTTLM will ensure the following actions are completed and appropriate details are recorded on the Certificate of Understanding (Part B):

i. Individual is to be fully briefed on all aspects of removal and that future promotion will be by Selection.

ii. A SPEC AR raised detailing reasons for the de-selection.

iii. FT Certificate of Understanding (Part B), to be completed by the FTTLM.

iv. FTM to remove the JPA FT competence.

v. Individual's seniority date to be agreed with FTM and recorded on JPA.

(4) **Volunteer for Removal from the FT Scheme.**

(a) An individual may volunteer to be removed from FT and revert to selective promotion at any stage in the scheme. The process is detailed below, and all individuals should be fully advised of the changes to their career progression when transferred back to the selective promotion route. It is recommended this is carried out by the unit HOD or the FTA.

(b) The individual's request for removal from the FT scheme is to be forwarded to the FTTLM for review and consideration. The FTM will retain the authority to remove any rating from the FT scheme. The process to be followed is indicated below;

i. The FT rating is to submit a formal request to the CO detailing the explanation why they wish to be removed from the FT scheme.

ii. If the request for removal is associated with submission of Early Termination the FTTLM will liaise with AC Career Manager before advising the HOD on future employment plans.

iii. If at sea the rating is expected to remain in that position.

iv. If the request for removal is not associated with an Early Termination but occurs at RNSAC, the individual will be reassigned at their substantive rank. All cases will be treated individually and be approved by the FTM.

v. If the request for removal is not associated with an Early Termination but occurs at DCASO, the individual will be reassigned at their substantive rank. All cases will be treated individually and be approved by the FTM.

(c) Individuals removed from the FT scheme will be career managed by FTTLM and be employed according to the needs of the Service. It is to be recognised that the individual will have completed less time at sea than those on selective promotion. It is therefore to be expected that these individuals will be assigned back to sea at the earliest opportunity.

(5) **Failure within Professional Qualifying Courses.**

(a) FT personnel who fail on course at DCASO will be managed by the DCASO Training Failure Policy.

(b) Back Classing of FT personnel is only to be considered for exceptional reasons outside of any professional training failure. Where back classing is necessary, then the individual case will be reviewed by the FTRA and FTM to assess the impacts upon the individual's training. Where a FT individual is being back classed then, following liaison with the FTRA, the FTM will review the circumstances of the back classing and consider if the individual is to remain on the FT scheme on a case-by-case basis.

(c) Where FT personnel fail or miss course module(s) then the RNSAC policy is to be followed in reprogramming modules. Where a module(s) has been missed for Service or Non-Service reasons then the FTRA is to be notified **in all cases.** Whether an individual remains on the FT scheme will be reviewed on a case-by-case basis, with the final decision being made between the FTRA and the FTM.

(6) **Failure of Leadership Courses.**

(a) As Fast Track ratings, it is to be expected that FT personnel will allocate sufficient time and preparation to pass the necessary leadership courses.

(b) Those FT personnel who fail LRLC or SRLC may be de-selected from the FT scheme for not meeting the standard of leadership expected at their rank. In exceptional cases, and where there is sufficient mitigation and a recommendation from the Royal Navy Leadership Academy (RNLA) staff to return to leadership course, a waiver from de-selection from the FT scheme may be considered. This must be approved by the FTM.

(c) On removal from the FT scheme following failure at LRLC or SRLC, the individual will be transferred to the selective promotion route at their current rank. The individual must then seek promotion by selection and will be planned to attend leadership course only after further selection for the next higher rate.

(7) **Ratings Removal from the FT Scheme.** In all other cases units should make application to the FTM for the individual's removal. The FTTLM will conduct all administrative actions for recommendation for removal from the FT scheme.

ANNEX 81E

APPLICATION FOR THE AIRCRAFT CONTROLLER FAST TRACK SCHEME

When completed, this form must be protectively marked and forwarded to the Fast Track Authority. No JPA action is required. ***Applicants must ensure that their volunteer status is recorded on the front page of their SJAR.***

Part 1 - Individual's Details

FULL NAME (in capitals)	SERVICE No.	RATE	UNIT

Date Joined RN	Date Joined Current Unit	Current Job Title

Part 2 - Individual's Declaration[1]

I wish to apply for the Aircraft Controller Fast Track Scheme:

Signed: ..... Date: .....

Part 3 - Divisional Officer/HoD/Unit CO[2]

The application for the Aircraft Fast Track Scheme by the above-named rating is supported.

Signed: ..... Rate/Rank: .....

Name (in capitals): ..... Date: .....

Unit: ..... Role: .....

[1] A copy of this Application Form is to be retained by the individual.
[2] Part 3 must be completed by an officer of OF2 or above.

ANNEX 81F

CERTIFICATE OF UNDERSTANDING PART A

TRANSFER TO THE AIRCRAFT CONTROLLER FAST TRACK SCHEME

BEING SUBJECT TO: ADVANCEMENT BY TIME (IN ACCORDANCE WITH BRd 3(1) CHAPTER 68) AND POSSIBLE CHANGES IN MINIMUM NOTICE FOR ASSIGNMENT TO SEA AND SHORE

Part 1 - Individual's Details

FULL NAME (in capitals)	SERVICE No.	RATE

Date of Selection	Fast Track Start Date	Due Date Advancement	Remarks

Part 2 - Individual's Declaration[1]

1. I understand that during my time on the Aircraft Controller Fast Track Scheme:

   a. I will be subject to advancement by time, as detailed in BRd 3(1) Chapters 68 and 81, I will remain eligible for selective promotion.

   b. I may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in BRd 3(1) Chapter 59 Section 11.

Signed: ..... Date: .....

Part 3 - Fast Track Through Life Manager[2]

2. The above-named rating has been transferred to the Aircraft Controller Fast Track Scheme and will be subject to advancement by time, with the following awarded due date for the next higher rate:

Advancement To	Due Date Advancement
PO	

Signed : ..... Rate / Rank: .....

Name (in capitals): ..... Date: .....

[1] A copy of the Certificate of Understanding Part A is to be retained by the individual.
[2] The Certificate of Understanding Part A is to be retained by the FTTLM for a period of 3 years after the individual leaves the Aircraft Controller Fast Track Scheme.

CERTIFICATE OF UNDERSTANDING PART B

REMOVAL FROM THE AIRCRAFT CONTROLLER FAST TRACK SCHEME

Part 1 - Individual's Details

FULL NAME (in capitals)	SERVICE No.	RATE

1. The Above-Named Rating has been removed from the Aircraft Controller Fast Track Scheme and will no longer be subject to time based advancement.

2. The following seniority date has been determined by the Fast Track Authority and will be recorded in JPA:

RATE	SENIORITY DATE

Part 2 - Individual's Declaration[3]

3. I understand that on removal from the Aircraft Controller Fast Track Scheme:

b. I will be liable to be assigned to sea or shore units as detailed in BRd 3(1) Chapter 59 Section 11.

Signed: ..... Date: .....

Part 3 - Fast Track Through Life Manager[4]

4.

.....

5. The following actions have been completed;

a. The individual has been fully briefed on implications of removal from the Aircraft Controller Fast Track Scheme.

b. The Individual's seniority date has been agreed with the Fast Track Authority and recorded in JPA.

Signed: ..... Rate / Rate: .....

Name: ..... Date: .....

[3] A copy of the Certificate of Understanding Part B is to be given to the individual.

[4] The Certificate of Understanding Part B is to be retained by the FTTLM for a period of 3 years after the individual leaves the Aircraft Controller Fast Track Scheme.

CHAPTER 82

LOGISTICS AND PERSONNEL PROFESSION - PHYSICAL TRAINING INSTRUCTOR

(Sponsor: NAVY PEOPLE-WFPT LOGS SO1)

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Annex 82A Physical Training Instructor (PTI) - Promotion Flowchart

CHAPTER 82

LOGISTICS AND PERSONNEL PROFESSION - PHYSICAL TRAINING INSTRUCTOR

8201. General

This Chapter covers the career regulations for General Service Logistics and Personnel Profession Physical Training Instructors (PTI).

8202. Entry into the Physical Training Instructors Specialisation

Entry into the PTI Specialisation may be achieved in one of the following ways:

a. Profession Transfer.

b. Service Transfer - from Army, RAF or RM.

c. Direct Entry.

8203. Profession / Service Transfer

The following criteria must be met for entry into the PTI specialisation:

a. An AB1 or MNE with at least 12 months' service since attaining Role Performance Standard (RPS) at the date of application, a Leading Hand (LH) or Corporal (Cpl).

b. Have a permanent medical category of Medically Fully Deployable (MFD) A4/L1/M1/E1[1].

c. Hold GCSE Grade 9-4 (2017 onwards) or Grade A*-C (pre 2017) in English and Mathematics or equivalent in accordance with Chapter 96.

d. Six months or more since last Career Check (if any).

e. Have workforce clearance for transfer.

f. Be a British citizen or dual British / other nationality status (see Annex 51A).

[1] Medically Limited Deployability (MLD) will be considered on a case-by-case basis and dependant on the limitations an individual has been awarded.

8204. Direct Entry PT

a. **Entry Qualifications:**

(1) **Age.** 18-35 years.

(2) **Nationality.** British citizen or dual British / other nationality status (see Annex 51A).

(3) **Educational Qualifications.** English and Maths Grade 9-4 or, A*-C pre 2017.

(4) **DAA Score. 58** NR-2, MC-0, WR-2, VR-3, EC-0 & SR-2.

(5) **Visual Acuity.** 2.

(6) **Colour Perception.** 3.

(7) **Hearing.** 2.

(8) **Medical Standards.** Medically Fully Deployable (MFD) (A4 / L1 / M1 / E1)[2].

b. **Pre-Entry Criteria:**
Passed PT Specialisation Suitability Board (held during Pre Royal Navy Course (Rating) (PRNC(R)).

c. **Phase 1 and 2 Training.** Entrants will complete standard Phase 1 basic training at HMS RALEIGH as AB2 PT, before progressing to Phase 2 which combines the mandatory elements of ARLC, with a 2-week seamanship course (SEA 105). The purpose of the Phase 2 package is to prepare DE for Phase 3 Marinisation prior to proceeding to LPTQC. On successful completion of Phase 2, DE PT will become GTS. Divisional care during Phase 2 will be provided by Corporate Squadron HMS RALEIGH.

d. **Phase 3 - Marinisation Phase.** PT Familiarisation training will be conducted in a gymnasium under the guidance of the unit's CPOPT for a minimum of 3 months. The purpose of this phase is to prepare the individual for their PT Aptitude and future LPTQC. The DE will work within the gymnasium and complete a Task Book to ensure that they are ready for LPTQC. The DE will not be able to attend PT Aptitude until all tasks have been completed. Additionally, if an individual does not display the correct attributes expected of a future Leading Hand they may face administrative action through the warnings process. An individual will remain within the gymnasium environment until successful selection to LPTQC and Divisional care during this phase will be provided by the unit's CPOPT.

[2] MLD will be considered on a case-by-case basis and dependant on the limitations an individual has been awarded.

e. **Advancement to AB1 PT**. A DE PT will be advanced to AB1 PT on successful completion of PT Aptitude. This is to be recorded in JPA under 'Professional|RPS for AB1 PT|Navy|' and will be the responsibility of the Chief Staff Instructor (CSI) at the Royal Navy School Of Physical Training (RNSPT).

f. **Career Management.** Throughout their career, DE will be career managed by the PT CM.

g. **Unsuitability for PT**. In the case that an individual is assessed as unsuitable to progress to LPTQC, then, following consultation with CO RNSPT and Logistics and Personnel Professions Manager, the provisions of 8204 (b)i apply.

h. **Phase 3 - Training - LPTQC.** On successful completion of the PT Aptitude, DE AB1 PT will be assigned to the LPTQC, to combine with SWE. From this point in their career, standard PT Specialisation rules will apply, with the exception of failure/removal from LPTQC and Leading Rates Leadership Course (LRLC).

i. **Training Failures.** In common with Professions Transfers until successful achievement of RPS as LH (PTI), DE will be deemed to be under training. The policy regarding Removal from PT Professional / Career Training (LPTQC) and Leading Rates Leadership Course will, therefore, apply to DE, with the exception of the option to return to source profession. In that instant, there will be two options:

(1) DE will be given counselling and a suitable profession transfer proposed, subject to Service Need, after consultation with the relevant Branch Manager.

(2) Discharge SHORE (Inadequacy)[3]. Failure to complete PT training and to achieve RPS as LH (PTI) means that an individual is unable to perform the duties of the lowest rate in their professional profession specialisation, due to physical or mental incapacity (not of a nature to warrant medical discharge) or incompetence, and therefore may be discharged SHORE.

j. **Career Check.** The implications of a DE being awarded a Career Check prior to LPTQC will be dealt with on a case-by-case basis by CO RNSPT, in consultation with the Logistics Branch Manager.

k. **RN PES.** Individuals are to be in date RN PES or in possession of either a permanent medical exemption as issued by a Royal Naval Medical Board of Survey (RNMBOS) or temporary exemption (as issued by the Commanding Officer). Failure to do so will be dealt with under the normal provisions of BRd 3(1). See Chapter 67.

l. **Return of Service (ROS).** On completion of LPTQC, individuals who Profession Transfer into the PTI specialisation are required to complete a 3 year ROS. This will apply to DE PTI and will supersede any other ROS.

[3] BRd 3(1) 5443.a(3) (Discharge SHORE (Inadequacy).

m. **Training Holdovers.** On successful completion of PT Aptitude, DE candidates will return to their unit where they will remain whilst waiting assignment to the next available LPTQC.

8205. Working with Children / Vulnerable Adults - Criminal Record Checks

a. Certain positions within the PTI profession require personnel to hold a valid Enhanced Disclosure level clearance certificate issued by the Disclosure and Barring Service (DBS) or through Disclosure Scotland. See Chapter 60 Section 7 on criminal record checks required by law and MOD policy.

b. An application for Criminal Record Check will be made by the PTI Career Manager on assignment to one of the identified positions.

8206. RN Aptitude Clearance

a. When an individual has been recommended for the PTI specialisation an application is to be submitted to NAVY PEOPLE-TRG-HQ-N5 SWP WO1 for permission to proceed to aptitude.

b. When permission is granted, the individual's Unit is to liaise with RNSPT (Chief Staff Instructor) to request a place on a PT Aptitude Test. The application is to be e-mailed to NAVY PEOPLE-TMGRNSPT CSI and is to state the following information:

(1) The individual meets all criteria at Para 8203.

(2) Approval from NAVY PEOPLE-TRG-HQ-N5 SWP WO1 has been granted in accordance with the approval Email.

(3) Has the Support of the Unit to Attend a PT Aptitude and has been provided the necessary training time and supporting documentation / exposure to RN PT prior to attendance.

8207. Aptitude Test

Aptitude Tests are held in HMS TEMERAIRE. They are usually conducted in May, Sep and Dec, however an RNTM is released annually in Dec detailing PTA dates for the following training year. Joining Instructions will be sent to the individual and their DO approximately 14 days prior to the PTA commencing. Divisional Officers are to ensure that they complete and sign the medical certificate attached to the Joining Instructions after confirming the medical suitability of the individual by sighting JPA Medcat and JMES codes.

a. **Conduct of the Aptitude Test.** All elements of the PT Aptitude are compulsory. The candidate will be required to demonstrate, to the satisfaction of the Instructor, that the individual:

(1) Is physically fit and has the potential to complete the LPTQC.

(2) Possesses the required mental attitude in addition to their physical abilities. Individuals should demonstrate Naval Core Values (C2DRIL) as a matter of course and display the mental resilience to succeed in this arduous evolution.

(3) Is able to demonstrate adequate motor skills and co-ordination during physical activity (including Mountain Biking, Water activities and Indoor Climbing).

(4) Demonstrates a sound understanding of a pre-determined topic and is able to deliver a presentation on this topic with confidence, clear communication and clarity.

(5) Has a basic knowledge of anatomy and physiology.

(6) Has a basic knowledge of sports rules associated with the major sports played within the RN.

(8) Displays the potential to identify and rectify incorrect movement during fundamental movement patterns.

b. On completion of the Aptitude Test candidates, and their DO, will be informed if they have passed or failed by RNSPT. The RNSPT will inform NAVY PEOPLE-TRG-HQ-N5 SWP WO1 of the results.

8208. Profession Transfer Clearance

a. Once an individual has passed the PT Aptitude Test, clearance to change profession / specialisation is to be requested via NAVY PEOPLE-TRG-HQ-N5 SWP WO1 in accordance with current regulations.

b. Personnel who have successfully passed the PT Aptitude and are waiting to be assigned to the LPTQC must continue to meet the criteria at Para 8203. Failure to achieve this requirement may result in the candidate been debarred from transfer / selection to the PTI specialisation.

c. On receipt of an Assignment Order detailing a candidate for LPTQC, DOs are to check that the individual continues to meet all the requirements for the Course listed at Para 8203. Queries regarding eligibility which are not covered in this Chapter should be referred to the Professions Manager or Spec Adviser immediately, particularly if they concern a discipline issue, Career Check or seniority.

8209. Attending LPTQC

Once clearance has been granted, but prior to attending LPTQC, joining instructions will be issued. Where possible, individuals are to be loaded to LRLC prior to attending LPTQC. An individual MUST ensure:

a. That the medical certificate attached is signed by a Medical Officer, stating that the candidate has been medically examined within the preceding 14 days and found to be medically and physically fit to undergo the LPTQC.

b. This certificate MUST be returned to the Instructor by the date stipulated in the Joining Instructions.

c. Any individual who does not have a signed medical certificate will not be permitted to commence LPTQC.

8210. Passing LPTQC

On successful completion of LPTQC the following rules apply:

a. An individual leaves their original specialisation and join the PTI specialisation.

b. An individual seniority date is to be amended to the last day of LPTQC.

c. An individual will be advanced to LH(PTI) once the criteria at Annex 82A have been satisfied.

d. All LH (PTI) are subject to a 12-month probationary period.

e. See Para 6909.a sub para (4) regarding non-completion of LRLC and exceptional advancement to Acting Higher Rate (AHR).

8211. Reversion and Disrating

a. If, at the end of one year's service as a LH(PTI), an individual is considered to be unsuitable or unable to attain the standard required of a LH(PTI), they will be returned to their source profession or specialisation with original seniority as an AB or LH.

b. If an individual fails LRLC they will be returned to their former specialisation.

c. Failure to achieve RPS 24 months after completion of the LPTQC constitutes grounds for reversion and, unless exceptional circumstances exist (the LPTQC Profession Manager is to be consulted), the Commanding Officer is to initiate the reversion process. This may conclude in return to former specialisation and rate, with original seniority.

d. In common with other sideways entry specialisations, ratings who are reverted or disrated to AB will be returned to their former specialisation and categories. Re-promotion and future employment within the PT specialisation will be considered by the Branch Manager on a case-by-case basis.

8212. Employment for PT Individuals

a. On successful completion of LPTQC, all newly qualified LH(PTI) will normally spend a minimum of 12 months consolidating their skills at a Shore Establishment under the mentorship and guidance from a CPO(PTI). During this period, a newly qualified LH(PTI) is expected to complete their Task Book and achieve RPS.

b. In order to grow PTIs with the requisite skill sets for Joint Service Exercise Rehabilitation Instructor (JSERI) and Adventurous Training Instructor (ATI), LH(PTI) will be given exposure to both these disciplines. An individual may be considered as an ATI or ERI.

c. Sea service is not required for promotion at any stage, however, all PTI SQEP personnel are liable for assignment to a sea-going platform as required to meet the needs of the Service.

8213. JPA Recording - Competences, RPS, Annual RPS Check, RNFT, and CBRNDC Task Book

a. **Recording of Competences.** Once a PTI has successfully completed a PQC, TEM, taskbook and achieved RPS, that competence is to be recorded on JPA by the appropriate unit HR administrator. It is the responsibility of the individual to check JPA has been updated with the relevant competence.

b. **Achieving RPS.** On successful completion of LPTQC an individual will attain the Training Performance Standard (TPS) and issued with a Workplace Training Task Book (WTTB). An individual will be deemed to have achieved Role Performance Standard (RPS) on successful completion of the WTTB for LH (PTI). The period allocated to achieve RPS is up to 24 months this allows time for probation to be completed and to generate a SQEP person to fulfil the role as a LH(PTI).

c. **Annual RPS Check.** The continued maintenance of RPS (including RN PES) is fundamental to all further development and promotion. In order to monitor individual maintenance of RPS, an annual RPS Check is to be conducted. In exceptional circumstances, some individuals may be unable to achieve the mandatory annual RPS Checks. Where this is the case, the Professions Manager should be consulted for advice. LH(PTI) must complete either a General, ERI or ATI RPS depending on sub-specialisation. On completion of the Annual RPS Check an individual is to be awarded the following competence on JPA (CMS|Annual RPS Check LH| Navy). This competence should overwrite the previous year's competence and is valid for 12 months. The following personnel are authorised to conduct RPS Checks and act as signatories:

(1) A RN PT specialisation Warrant Officer or Senior Rate or assigned RM PT SNCO.

(2) In Units with no PT Senior Rates, the Executive Officer or Executive Warrant Officer.

d. **AB-LH CBRNDC TB.** It is recognised that not all specialisations, branches or trades mandate the need to complete a CBRNDC TB. If an individual falls into this category the TB must be completed on joining their first sea going unit.

8214. Education For Promotion

The joining criteria for a PTI is to hold Grade 9-4 (2017 onwards) or Grade A* - C (pre 2017) GCSE in English and Mathematics (or equivalent for either or both qualifications), and therefore an individual is educationally qualified for subsequent promotion in accordance with Chapter 96.

8215. Adventurous Training Instructors

a. Adventurous Training Instructors (ATI) are a sub-cadre of the PT Specialisation. Personnel who wish to pursue a career as an ATL must first complete LPTQC and attain RPS as a LPT in accordance with Para 8213.b.

b. To specialise as an ATL, an individual is required to be recommended by their DO.

c. Further information and contact details about ATL training may be found in BRd 51(1) Chapter 2.

8216. Exercise Rehabilitation Instructors

a. Exercise Rehabilitation Instructors (ERI) are a sub-cadre of the PT Specialisation. Personnel who wish to pursue a career as an ERI must first complete LPTQC and attain RPS as an LPT iaw Para 8213.b.

b. To specialise as an Exercise Rehabilitation Instructor (ERI), an individual is required to be recommended by their DO, Regional Trade Specialist Adviser and trade Specialist Adviser.

c. Further information and contact details about ERI training may be found in BRd 51(1) Chapter 2.

ANNEX 82A

PHYSICAL TRAINING INSTRUCTOR (PTI) PROMOTION FLOWCHART

Table 82A-1. Direct Entry PTI only

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed Phase 2 Training			Note 1
Passed PT Aptitude	Physical Education|PT Aptitude Test (RNSPT 104)|Navy|	Pass	Para 8207
Achieve RPS as an AB PTI	Professional|RPS for AB1 PTI|Navy|		Para 8204 (e)
At least 6 months since last Career Check (if any) on advancement			
Advanced to ABLE RATE 1 (PTI)			

Table 82A-2. Leading Hand (PTI) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed LRLC	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Passed LPTQC for Leading Physical Trainer	Physical Education| L(PT) Career (RNSPT 103)|Navy		Note 2
At least 6 months since last Career Check (if any) on advancement			
Contract to be amended to ES2 and tx date amended to reflect 20 years' service			IAW current policy
Advanced to LEADING HAND (PTI)			

Table 82A-3. Petty Officer (PTI) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Completed LH WTTB. Achieved RPS	Professional|RPS for LH PT|Navy|		Para 8213 (b)
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 82A-4. Petty Officer (PTI) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed SRLC	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
In date Annual RPS Check			Para 8213c
At least 6 months since last Career Check (if any) on advancement			
Promoted to PETTY OFFICER (PTI)			

Table 82A-5. Chief Petty Officer (PTI) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 82-A6 Chief Petty Officer (PTI) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
In date Annual RPS Check			Para 8213c
Promoted to CHIEF PETTY OFFICER (PTI)			

Table 82-A7 Warrant Officer 2 (PTI) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 82-A8 Warrant Officer 2 (PTI) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD			

or date due promotion (if later)			
In date Annual RPS Check			Para 8213c
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WARRANT OFFICER 2 (PTI)			

Table 82-A9 Warrant Officer 1 (PTI) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			

Table 82-A10 Warrant Officer 1 (PTI) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WARRANT OFFICER 1 (PTI)			

Notes:

1. *As part of the Phase II course individuals will receive the following competencies:*

Warfare|AB Seamanship (SEA 105)|Navy|

Miscellaneous|Helmsman (SEA 112)|Navy|

Miscellaneous|Able Rates Leadership Course (RNLA 104)|Navy|

2. *As part of the LPTQC individuals will receive the following competencies:*

Instructional|Defence Trainer (DTc)|Joint|

Medical|Level 2 First Aid (CBRNDC 23)|Navy

CHAPTER 83

WARFARE PROFESSION - COXSWAIN (SUBMARINE)

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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ANNEX

Annex 83A: RN Coxswain (SM) - Promotion Flowcharts

CHAPTER 83

WARFARE PROFESSION - COXSWAIN (SUBMARINE)

8301. General

This Chapter covers the career regulations for Submarine Service Profession Coxswain (SM).

8302. Entry into the Coxswain (Submarine) Profession

Entry into the Coxswain Submarine (SM) Profession may be achieved in one of the following ways:

a. Profession Transfer. Volunteers are considered from all specialisations of the SM Service[1].

b. Accelerated Submarine Coxswain Entry Scheme (ACES).

8303. Profession Transfer

The following criteria must be met for entry into the Cox'n (SM) profession[2]:

a. Be either a CPO, or selected for promotion to CPO, or a substantive PO.

b. Have a permanent minimum medical category of MLD A4 / L1 / M1 / E1.

c. Hold the (SM) Basic Sea Qualification.

d. Six months or more since last Career Check (if any).

e. Have clearance to transfer.

f. Successfully complete 'dry' SCOOW qualifying course.

g. Qualify 'wet' SCOOW prior to commencing Cox'n (SM) qualifying course[3].

h. Have successfully completed Senior Rates' Leadership Course.

i. Have a recommendation from their Submarine Command Qualified Officer of Commander rank or above from their unit.

j. If a PO must have a Yes recommendation or above for promotion in their last SJAR.

[1] Volunteers from General Service will be considered on a case-by-case basis but must qualify SM in addition to meeting all other pre-requisites.
[2] To be submitted IAW current transfer policy by the Divisional Officer of the individual.
[3] In exceptional cases, a waiver for Wet SCOOW qualification may be granted.

8304. Accelerated Submarine Coxswain (Submarine) Entry Scheme (ACES)

a. The following criteria are required for Entry onto ACES:

(1) Must be a substantive LH serving on ES2, FC or OE1 which expires after the SP's forecasted end of ACES training timeline.

(2) Must have achieved Operational Performance Standard (OPS) for LH in their current profession.

(3) Must have a 'Yes' recommendation or above for promotion in their last SJAR.

(4) Must hold the (SM) Basic Sea Qualification.

(5) Must have a permanent minimum medical category of MFD A4 / L1 / M1/ E1.

(6) Six months or more since last Career Check (if any).

(7) Educationally, must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and has appropriate competences (or equivalent) in English and Mathematics and has appropriate competences recorded on JPA[4] recorded on JPA.[5]

(8) Must have a letter of recommendation from a Submarine Command Qualified Officer (OF4) of current unit outlining suitability for ACES.

b. **ACES Application.** The following criteria are required for Entry onto ACES:

(1) Initial ACES applications should be made via the ACES application form at Annex C and should be submitted to the Cox'n (SM) Head of Branch (NAVY PEOPLE-TMG RNSTC COXN) who will act as the ACES Manager.

(2) Individuals who are removed from ACES or apply unsuccessfully must wait for a period of 12 months before they can apply again.[6]

c. **Profession Transfer.** Personnel who meet the eligibility criteria for entry into ACES and have completed the ACES Application form must then request a transfer to the Cox'n (SM) Profession. Profession transfer will be approved subject to meeting the criteria in Table 83A-1 IAW with the current transfer policy.

d. **Engagement.** Candidates will remain on their extant engagement and are subject to its terms of service.

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[5] BRd3(1), Para 9614a, (3).
[6] All individuals will be considered on a case-by-case basis.

e. **ACES Selection Board.** Everyone who passes the initial sift for eligibility will be examined at a selection board to be convened between the Profession Head, Cox'n (SM) Career Manager and an Independent board member.[7]

f. **Selected individuals for ACES.** The following rules apply for individuals selected for ACES:

(1) An individual will still be entitled to be presented to their source profession LH to PO Promotion board while on ACES.

(2) An individual will be advanced to PO when the promotion requirements at table 83A-1 have been satisfied to progress with ACES training and will remain in their source Profession.

(3) On the day of advancement to PO, this will be an individuals' new Incremental Basic Date (IBD).

(4) An individual will remain in their source Profession until the promotion requirements at table 83A-2 have been satisfied, when they will transfer to Cox'n (SM) and advance to CPO Cox'n (SM).

g. **Return Of Service (ROS).** To align with current policy IAW BRd 3(1) Chapter 53 Annex 53C there is a 24-month ROS, which commences from passing the Cox'n (SM) course.

h. **Candidate Extension.** If service reasons (e.g. submarine programmes) prevent a candidate from completing the minimum required sea delivery phase before the end of their membership of the scheme, an appropriate extension may be offered. If any such delay is owing to personal reasons, an extension may also be offered, this will be considered on a case-by-case basis by the ACES manager in conjunction with the Profession Manager.

i. **Warning.** Should an individual undertaking ACES fail to meet the professional and personal standards expected of the Naval Service they will be placed on a Formal Warning IAW BRd3(1).[8]

j. **Removal from the Scheme.** Individuals may be removed from ACES in the following way:

(1) Candidates may remove themself from the ACES at any time.

(2) The ACES Manager may remove candidates from ACES if they fail to meet training milestones in a timely manner.

(3) If an individual fails the final Cox'n (SM) selected board, they will be removed from the scheme and transferred back to their source profession.

[7] An independent board member does not have direct involvement with the Cox'n (SM) Profession.

k. In each of those circumstances, candidates will be transferred back to their source profession at the rate and previous IBD from when they entered the ACES. Candidates are to make the ACES manager aware of any relevant exceptional circumstances that could affect training milestone completion.

l. Personnel requesting to submit notice upon removal from the scheme will still be subject to any normal notice requirements.

m. If a candidate becomes unsuitable for service in submarines, they will be transferred back to their source profession at the rate and previous IBD from when they entered the ACES.

n. If a candidate becomes unsuitable for service in submarines, they will be transferred back to their source profession at the rate and previous IBD from when they entered the ACES.

o. Individuals who request to submit their notice will be removed from the scheme and transferred back to their source profession at the rate and previous IBD from when they entered the ACES.

p. **SJAR Requirement.** When an ACES candidate has successfully completed their 12-month assignment to the waterfront a SPEC SJAR needs to be raised with a CO's recommendation for advancement to CPO Cox'n(SM) IAW Annex 83A Table A-2.

8305. Cox'n (SM) Aptitude Clearance

a. When an individual has been recommended for the Cox'n (SM) specialisation an application is to be submitted to NAVY PEOPLE-PSP Plans Supply WO for permission to proceed to aptitude.

b. When permission is granted, the individual or unit is to liaise with the Cox'n Recording Authority to confirm the date when the applicant will attend a Cox'n (SM) aptitude.

8306. Cox'n (SM) Selection Board Procedure

The Selection Board will consist of two Command qualified individuals, and one must be a Commander X (SM), Professions Manager / Career Manager, a WO1 Cox'n (SM). The board will consist of:

a. A promotion board to ensure all PO's candidates are suitable for selection to CPO.

b. Applicants will be required to undertake the following:

(1) A short presentation on their service career to date.

(2) A question and answer-based interview.

c. The Selection Board will assess candidates' suitability based on their promotion dossier, Service Paper, Presentation and the Question and Answer based interview for suitability to proceed to Cox'n (SM) training.

d. A successful Selection Board pass and workforce clearance will be valid for 2 years.

e. The Divisional Officer and the applicant will be informed of the results of the Cox'n (SM) Selection Board.

8307. Profession Transfer Workforce Clearance

a. Once an individual has passed the Cox'n (SM) Selection Board, workforce clearance to change branch / specialisation is to be requested via NAVY PEOPLE-PSP Plans Supply WO in accordance with current regulations.

b. Personnel who have successfully passed the Cox'n (SM) Selection Board and are waiting to be assigned to the Cox'n (SM) QC must continue to meet the criteria at Para 8303. Failure to achieve this requirement may result in the candidate been debarred from transfer / selection to start Cox'n (SM) training.

c. On receipt of an Assignment Order detailing a candidate for Cox'n (SM), Divisional Officers are to check that the rating meets all the requirements at Para 8303. Queries regarding eligibility which cannot be answered in this Chapter should be referred to the Branch Manager or the Spec Adviser immediately, particularly if they concern a discipline issue, Career Check or seniority.

8308. Passing Coxswain (SM) Professional Qualifying Course

On successful completion of Cox'n (SM) PQC the following rules apply:

a. An individual leaves their original specialisation and joins the Cox'n (SM) specialisation.

b. All individuals on the same course will have their seniority date amended to the agreed Common Promotion Date (CPD).

c. An individual will be advanced to CPO Cox'n (SM) once the criteria at Table 83A-2 have been satisfied.

d. All CPO Cox'n (SM) ratings are subject to a 12-month probationary period. During this period, they must have qualified, achieved or conducted the required standard in BSQ, SCOOW Wet qualified, CPOOD (where applicable) and an Admin Inspection by FOST on their assigned unit. This is to be certified by the CO of their unit.

e. On being certified the NAVY PEOPLE-TMG RNSTC COXN is to be informed.

8309. Reversion, Disrating and Returning to Source Profession

a. If an individual has not completed within their 12-month probation period, BSQ, SCOOW Wet qualified, CPOOD (where applicable), Admin Inspection by FOST on their assigned unit. It is considered an individual is unsuitable or unable to attain the required standard of a Cox'n (SM), they will then be returned to their source profession with their original seniority as a PO or CPO.

b. Individuals who voluntarily request to return to their original source specialisation within 12 months of completing Cox'ns (SM) training will be re-instated in the rate held before undergoing training with their original seniority as a PO or CPO.

c. If and individual is disrated to a rate below CPO, they will be returned to their source specialisation.

8310. JPA Recording – Competences

Once a Cox'n (SM) has successfully completed any training which has a competency must be input to JPA by the appropriate unit HR administrator. It is the responsibility of the individual to check that JPA has been updated with the relevant competence.

8311. Education For Promotion (EFP)

Individuals must be at least a PO to transfer into the Cox'n (SM) specialisation therefore the minimum EFP is to hold Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA, therefore an individual is educationally qualified for subsequent promotion in accordance with Chapter 96.

8312. Selection for Chief of the Boat

If, due to shortages in the Cox'n (SM) specialisation, the requirement arises for a Chief of the Boat, Fleet Commander will issue separate instructions.

ANNEX 83A

RN COXSWAIN (SM) PROMOTION FLOWCHART

Table 83A-1 ACES Petty Officer – Advancement Requirements

Requirement	Competency	Proficiency Level	Notes
Selected for ACES			
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|	Pass	
Completed SCOOW Dry course	SM|Astute Class SCOOW Qualified|Navy| or SM|V CLASS SCOOW TRAINEE|NAVY|	Pass	
Recommended by the ACES Manager, based on current performance and previous reporting.			Must have completed SRLC and SCOOW dry prior to been recommended
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Serving on an ES2 / FC / OE1 / TC or ES3 / EC / 2OE which expires after the SP's forecasted end of ACES training timeline.			
Advanced to PO			

Table 83A-2 Chief Petty Officer - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed 12 Month Assignment to Waterfront with PFS Waiver.[1]			ACES only
CO Recommendation required for advancement to CPO Cox'n (SM)			ACES only
Successfully completed SCOOW	SM|Astute SCOOW (Dived) (ACTS36)|Navy| or SM|V Class SCOOW Qualified|Navy| competency recorded on JPA.		
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Serving on an ES2 / FC / OE1 / TC or ES3 / EC / 2OE[2]			
Successful completion of Cox'n (SM) Selection Board			
Passed Cox'n (SM) course	SM|Submarine Coxswain (COXN 001)|Navy	Pass	
Advanced to CHIEF PETTY OFFICER COXSWAIN (SM)			

[1] This replaces the 12-month probationary period for Coxn (SM) outlined in BRd 3 (1) Chapter 83 Para 8308.
[2] For ACES individuals they must be serving after their forecasted end of ACES training timeline.

Table 83A-3 Warrant Officer 2 Cox'n (SM) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on an ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the CPD			(Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at Common Reporting Date (CRD)			

Table 83A-4 Warrant Officer 2 Cox'n (SM) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
EFP			Para 8310
Promoted to WARRANT OFFICER 2 Cox'n (SM)			

Table 83A-5 Warrant Officer 1 Cox'n (SM) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on an ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the CPD			(Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at Common Reporting Date (CRD)			

Table 83A-6 Warrant Officer 1 Cox'n (SM) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
EFP			Para 8310
Promoted to WARRANT OFFICER 1 Cox'n (SM)			

CHAPTER 84

WARFARE PROFESSION - CRYPTOLOGIC TECHNICIAN

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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CHAPTER 84

WARFARE PROFESSION – CRYPTOLOGIC TECHNICIAN

8401. General

This Chapter covers the career regulations for the Cryptologic Technician (CT) Specialisation. Divisional Officers are to ensure access to this chapter is retained as necessary for every member of the CT specialisation.

8402. Entry into the CT Specialisation

The following criteria must be met for entry into the CT specialisation:

a. **Nationality.** It is important to recognise that the nature and sensitivity of the work on which CTs are engaged necessitates certain specific nationality criteria being imposed. These are as follows:

(1) CTs must be a British Citizen for entry to the specialisation and are to have been a resident in the UK for ten years. If you hold dual nationality, of which one component is British, your application will still be considered.

(2) Individuals must provide explanation/evidence for significant periods of time spent outside the UK. This must be a total of no more than 24 months in the past 10 years.

(3) Individuals must have an ability to gain DV clearance and meet the requirements to be read onto STRAP.

(4) Current or previous Foreign National connections (either by direct family, marriage or extension) will be judged on a case by case basis, some of which may preclude entry to the CT Specialisation.

b. **Educational Standards.** Hold GCSE Grade 9-4 (2017 onwards or Grade A* - C (pre-2017) in English and Mathematics or equivalent for both qualifications in accordance with Chapter 96.

c. **Visual Acuity.** 6/18.

d. **Hearing.** A Standard hearing of 2:2.

e. **Colour Perception.** A Colour Perception standard of 4.

f. **Age.** Must be between the ages of 17-37 years for direct entry.

g. **Developed Vetting (DV).** DV is the minimum security requirement.

h. **Service.** Candidates must be volunteers for service in ships and submarines.

i. **Language Training.** Candidates must be volunteers for language training, where required, to satisfy the Service need (see Para 8414).

j. **Signal Training.** Candidates must be volunteers for signal development training, where required, to satisfy the Service need Para 8415.

8403. Specialisation Transfer Requirements

In addition to the criteria at Para 8402 branch transfer entrants require the following:

a. Have a minimum of ten years to serve.

b. Be a substantive AB1 who has achieved RPS, or be a LH.

c. Recommended by their Commanding Officer for the CT specialisation.

d. A successful acquaint interview with a Warrant Officer 1 CT or officer who is an ex–CT (copies of the last three Appraisal Reports should be forwarded to the interviewing officer prior to this event). A subsequent letter of recommendation, by the interviewer, should be enclosed within the rating's Service Documents and a copy forwarded to RN CT Spec Ad at HQ MIXG[1].

e. Passed the CT Specialisation Selection Interview. This is convened at HQ MIXG by RNCT Spec Ad.

f. Have Workforce clearance for transfer.

8404. Application Process

An individual must have passed a selection interview before Workforce clearance is authorised. No individual may attend a selection interview without WFPM & CM approval; the following procedure is to be used:

a. **Selection Interview Clearance.** When an individual has been recommended for the CT specialisation in accordance with Para 8403 sub para c, an application requesting permission to proceed to a selection interview is to be submitted iaw Ch 51.

b. Once permission has been granted, the individual's unit is to liaise with RN CT Spec Ad at HQ MIXG to request a selection interview. The Divisional Officer is to forward the following:

(1) Copies of the candidate's Appraisal Reports and Insert Slips covering the last three years.

(2) A copy of Leadership Course results (if completed).

[1] For administrative purposes, HQ MIXG should also be advised of unsuccessful interview results.

8405. CT Specialisation Selection Interviews for Specialisation Transfer Entry Candidates.

Interviews are held at HQ MIXG, dates of which will be made available to candidates by the HQ MIXG.

a. The selection process is of one day's duration and consists of a number of elements to assess a candidate's suitability for transferring to the CT specialisation, culminating in a formal interview. Among the qualities sought are the following:

(1) Aptitude for employment in all relevant CT Unit Establishment positions.

(2) Commitment to the Service.

(3) Capability to meet the standards required of CT training.

(4) Good personal qualities, particularly integrity, stability of performance and no obvious security risks.

(5) Leadership potential.

b. On completion of the selection interview candidates, and their Commanding Officer, will be informed if they have passed or failed. HQ MIXG is also to inform WFPM PM and CMs of the results.

8406. Post Selection Interview Actions

a. **Branch Transfer Manning Clearance.** Once an individual has passed the Selection Interview, workforce clearance to change specialisation is to be requested in accordance with current regulations at Ch 51.

(1) Workforce clearance, if granted, will be valid for two years.

(2) The individual will then be allocated a provisional place on a CTPQC.

b. On receipt of an Assignment Order detailing a candidate for CESM100A, Divisional Officers are to check that the rating meets all the requirements listed at Para 8403.

8407. Passing CT Training

On successful completion of the SIGINT Collection Course (SCC), the following rules will apply:

a. Direct entry individuals leave their original specialisation and join the trained strength of the CT specialisation.

(1) Branch Transfer Entry LHs are to be rated LH CT and adopt one star CT specialisation badges.

(2) Branch Transfer Entry AB1s are to be rated AB1 CT and adopt one star CT specialisation badges.

(3) Once all the criteria at Annex 84A have been satisfied, Direct Entry individuals will be rated AB1 CT.

b. When RPS as a LH CT has been achieved an individual will be awarded a two star CT specialisation badge.

c. Once all the criteria at Annex 84A have been satisfied, an individual will be advanced to LH CT 15 months after the completion of the BCC.

d. When an individual has achieved RPS, their seniority date is to be adjusted to 15 months after the final day of the BCC course.

8408. Source Specialisation Matters

If an individual, having been accepted for Transfer to join the CT specialisation, has not started training but is selected for promotion in their source Specialisation, the following rules will apply:

a. Candidates may attend relevant Leadership courses iaw source Specialisation BRd 3(1) promotion flow charts. Successful loading on to Leadership course is not a pre-requisite for Specialisation transfer

b. Those personnel who are promoted in their source Specialisation between passing the CT specialisation selection interview and commencing CT training can exercise either of the following options:

(1) Refuse promotion and commence CT training as planned.

(2) Accept promotion and remain in their source Specialisation.

c. Once CT training has commenced, Sideways Entry individuals (SEs) will remain in their source Specialisation but will be ineligible for promotion until completion of their basic CT training when subsequent promotion to LH CT will be dependent upon fulfilment of all criteria within the relevant CT specialist career profile.

d. Source Specialisation Submariners will automatically lose Special Service Pay (SM) effective from the first day of basic CT training.

8409. Withdrawal from Phase 1 or Phase 2 Training

a. Initial failure to complete any phase of training may result in back classing at the discretion of the relevant Head of Training. If it is judged that a trainee will be unable to complete any phase or module, however, they may, in consultation with the Commanding Officer HMS Collingwood, be withdrawn from training with the following options:

(1) SEs may return to their source Specialisation at their substantive rate.

(2) DEs will be given career counselling and a suitable Specialisation transfer proposed after consultation with the Warfare Professions Manager.

(3) Discharge SHORE in accordance with Chapter 54.

b. Individuals who wish to withdraw from basic CT training voluntarily may be permitted to do so only after full consultation with HQ MIXG.

8410. Security Clearances

The minimum security requirement for employment in the CT specialisation is for the individual to hold a DV clearance.

a. This requires the individual to have been resident for ten years in the UK. In certain circumstances, however, particularly where the individual is of UK origin, a shorter period may be acceptable. In such cases, an application is to be made to RN PSyA for a waiver of the residency requirement.

b. Depending upon their area of employment, CTs will also need to hold various other clearances throughout their career. For many of these clearances, nationality restrictions will apply (see Para 8402 sub para a).

c. A DV questionnaire will be issued to prospective CTs approximately 12 weeks prior to joining the Service. The preferred method for an application is through the e-forms portal; under exceptional circumstances, however, a hard copy may be submitted. The completed DV questionnaire must be returned to the Defence Business Services National Security Vetting (DBS NSV) before commencing the third week of Phase 1 Training. DBS NSV will not be able to process forms submitted with less than 12 weeks' notice i.e. in time for the CESM100A module at the end of Phase 2a, and those students affected may be unable to continue training.

d. Individuals who have not been granted a DV status cannot complete the CESM100A module of Phase 2a training or begin Phase 2b (Initial Sea Training). Where this is as a result of refusal, rather than administrative delays, SEs will be returned to their source specialisation while DEs can either take the following routes:

(1) Transfer to another specialisation in accordance with Chapter 51.

(2) Discharge SHORE in accordance with Chapter 54.

e. CT personnel will routinely require PAG Screening to fulfil assignments throughout their career. Failure to achieve PAG Screening (Outside of SC / DV / STRAP requirements) may degrade employment options for CT SPs, which could also deem individuals unsuitable for the Specialisation. Considerations will be reviewed on a case-by-case basis should a SP not be able to achieve PAG Screening.

8411. Loss of DV and/or Special Clearances

The withdrawal of a DV and/or the suspension/removal of Special Clearances will severely restrict an individual's employment/assignment potential as a CT by rendering the individual unemployable in designated specialisation positions. This could adversely impact the individual's Naval career. The decision to remove or suspend DVs or Special Clearances rests with RN PSyA and the relevant controlling authorities respectively. Such decisions are made on a case-by-case basis and the impact on the individual will generally depend on the reason for suspension/withdrawal. A range of options for future employment will be considered, involving a degree of personal preference where possible. For serving CT individuals who have lost their DV and or special clearance the following will be considered:

a. Transfer to another profession or specialisation in their substantive rate, within the constraints of Specialisation transfer regulations (Chapter 51).

b. For those within their final two years' service, or who elect to submit 12 months' notice following the removal of the DV, employment in existing rate in an 'out of specialisation' position, if a suitable one is available, until completion of career or engagement or period of notice.

c. For SEs, reversion to source specialisation at the rate held before transfer to the CT specialisation.

d. Discharge SHORE, in accordance with Chapter 54.

8412. CT Branch Training - Career Progress, Targeted Employment Modules, and Pre-Joining Training

Career Progression for CT Branch Ratings is detailed within Annex 84A. In addition to Career training, individuals may be required to undertake some bespoke Targeted Employment Modules (TEMs)/Pre-Joining Training in accordance with the Unit Platform List (UPL), as follows:

a. **Training Performance Statements, Workplace Training Task Books and Role Performance Standard.** On successful completion of the PQC for AB, LH or PO, a CT rating will have attained the Training Performance Statement (TPS) for that rate. Individuals will then be issued with the appropriate Workplace Training Task Book (WTTB). In the subsequent assignment, a rating will be deemed to have achieved Role Performance Standard (RPS) on successful completion of the core career workplace training section of the relevant WTTB (TPS + OJT = RPS) for AB/LH. On achievement of RPS as an AB1, LH or PO, the Warfare Training Co-ordinator must inform the unit Human Resource (HR) administrator in order for the relevant competences (see Annexes for details) to be inputted to JPA. When an individual is advanced to AB1 or LH, the HR administrator is to ensure that a Promotion Authorisation Request (PAR) is sent to the Career Manager, who will authorise the promotion and change the rate on JPA. It is important that achievement of RPS is inputted to JPA before the PAR date, thus stating that the rating has achieved RPS before attempting to be advanced to AB1 or LH. A rating's RPS is defined and owned by the relevant Branch Manager.

b. **Mechanism for Unacceptably Slow Progression.** It is entirely possible that some ratings may not achieve RPS. Within the CT Branch there is no scope to employ individuals who cannot or will not progress themselves beyond AB1. It must be realised that AB1s are employed primarily to gain experience and to advance to a higher rate. It follows, therefore, that the ultimate sanction for those who cannot or will not progress beyond AB1 is an application for administrative discharge on the grounds of un-employability. Within the CT specialisation, an initial warning is set at 12 months from commencement of the WTTB (unless it has been given earlier, supported with unequivocal statements of non-recommendation for advancement in an Appraisal Report). Warnings will then continue 3-monthly, within the Appraisal process, up to an aggregate total of 18 months under warning, whereupon application for administrative discharge on the grounds of un-employability will be sought.

c. **Pre-Joining Training.** PJTs are the method of training CT ratings for a specific role, prior to joining a sea-going unit, as required by the UPL. Whilst undertaking a PQC, a rating who has been assigned to a unit in a position which requires the PJT will be booked on the course, which will commence on completion of all other modules of the PQC. The following outcomes are possible:

(1) **Pass.** Schools are responsible for conducting PJTs and are to report successful completion and ensure that HR administrators input the relevant competences to JPA.

(2) **Failure.** In the event of failure, a written report is to be forwarded by the School to the individual's parent unit. The individual may be considered for Discharge SHORE, in accordance with Chapter 54 or, in the case of LH, immediately warned formally for reversion by the parent unit. As PJTs are taught at the end of a PQC pipeline, the rating will have to wait until the end of the next training pipeline before re-commencing the PJT.

(3) **Second Failure.** After a second failure, LH or above will be subject to reversion for unsuitability. Ratings who fail a PJT a second time are not to be employed in any UPL position number that requires that competence and are not to attempt that PJT for further 12 months. The rating’s parent unit is to assess the individual's employability. If deemed unemployable, the matter is to be referred to the relevant Warfare Ratings Professions Manager.

(4) **Taskbook.** On completion of the PJT, the rating may be required to complete a separate PJT TB, which will be issued in loose leaf format and is to be included in their WTTB.

d. **TEMs.** In addition to WTTB, LHs attending TEMs will also be issued with the relevant On Job Training TB in loose leaf format for inclusion in their current WTTBs.

e. **Completion of AB1 CBRNDC Task Book.** The CBRNDC task book is to be issued upon a person's first sea assignment, irrelevant of the Rate/Rank and should be completed within 6 months, considerations of a ship's maintenance period can be taken into consideration. Failure to complete the Task book within 6 months, requires the divisional warning system to be utilised iaw BR3.

f. **Attendance on Next Higher Professional Qualifying Course.** A rating will not be eligible to attend the PQC for a higher rate unless the individual is in date for the Annual RPS Check in the lower rate. The PQC and LRLC/SRLC should normally be undertaken as a package. The Selection Signal will be the trigger for the CM to load candidates on a PQC and relevant leadership course. It will not be possible to achieve this for every individual immediately, but priorities must be amended to achieve commencement of, at least, PQC within 12 months of selection. On implementation, it is possible that a surge in applications may exceed available places. The Career Manager's judgment will be required to manage points of excessive demand.

g. **Failure to Complete Professional and/or Leadership Course.** Refer to Ch 67 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control). If the LH or PO PQC is refused, Para 6911 will apply. In the event of failure during a LH or PO PQC, Para 6910 will apply.

h. **RPS Lead Authority.** A database of LH CT level tasks will be maintained by CT TE WTG and made available to each unit employing CTs as required. When units need to conduct an RPS check OiC CT TE WTG should be contacted to issue a selection of general task questions. Additional oral questions are then to be added by the employing unit to probe the CT's knowledge of their own ship/unit and operational experience.

8413. JPA Recording - Competences, Annual RPS Check

a. **Recording of Competences.** Once a CT rating has successfully completed a PQC, WTTB, PJT/TEM and achieved RPS, that competence is to be input to JPA by the appropriate unit HR administrator.

b. **Annual RPS Check.** All personnel are expected to remain at RPS while building experience towards promotion. HQ MIXG will define and regulate the standards required to pass an Annual OPS Check and will promulgate them to Fleet Units. Guidance on the process of conducting RPS checks is given in BRd 1984 - Warfare Training Regulations.

(1) Maintenance of RPS is to be monitored through an Annual RPS Check process co-ordinated by the Warfare Training Co-ordinator, who is to ensure that sufficient opportunities are provided for this purpose within the constraints of the workforce planning cycle.

(2) In exceptional circumstances some individuals may be unable to achieve the mandatory RPS checks. Where this is the case, HQ MIXG (RN CT Spec Ad) should be consulted for advice.

(3) An Annual RPS Check is not a pre-selection requirement.

(4) An Annual RPS Check is a pre-requisite for all promotion career courses for AB-LH and LH-PO.

(5) RPS qualifications will be checked on attendance of PO PQC. Ratings who are not in date for an Annual RPS Check will be returned to Unit.

8414. Appraisal Reports

a. **Appraisal Reports.** Appraisal Reports are required in order to provide Selection Boards with details of an individual's performance and suitability for promotion. Appraisal Reports are to be raised annually (31 Jan for all LH; 31 Mar for PO and 30 Sep for CPO). Individuals who cannot maintain RPS, or who receive an unequivocal statement of 'non-recommendation' in an SJAR appraisal, must be given a clear plan of action to remedy the situation. This plan must be summarised in the report. If no clear improvement is forthcoming within 3-6 months, individuals should be issued with a formal Divisional Officer, HOD or Commanding Officer's warning for inadequacy. In cases where a warning has been issued and an individual has not achieved or maintained RPS within the 3-6 month period, the relevant Professions Manager is to be consulted for advice.

b. **SJAR Recommendation.** If an individual has been awarded a positive recommendation for promotion ('Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be placed before the Selection Board. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation. Ratings may be deemed as 'developing' at the annual reporting stage, but this should not be based solely on not having achieved OPS.

8415. Language Training - Aptitude Test

Ratings selected for CT training will undergo the Modern Languages Aptitude Test (MLAT) during basic training (CESM100A) - results will be recorded and held within Training Delivery Division (TDD) at JITG Chicksands and CT TE WTG. Language training will be provided only in order to satisfy a Service need. When such a need is identified, CTs with an appropriate MLAT score will undergo further assessment of their commitment, attitude and suitability - success at which is a prerequisite for a language training assignment.

8416. Signal Development Training

Signal Development (SD) is an advanced, intensive, non-language, communications signals analysis skill. SD training will be provided only in order to satisfy a Service need and requires the individual to pass an aptitude assessment process as a pre-requisite.

ANNEX 84A

CRYPTOLOGIC TECHNICIAN (CT) PROMOTION FLOWCHART

ENTRY AFTER 1 NOV 06 (DIRECT ENTRANT) / 1 SEP 07 (SIDEWAYS ENTRANT)

Table 84A-1. AB(CT)2 (Analyst)

Requirement	Competency	Proficiency Level	Notes
Completed New Entry Training			
Modern Languages Aptitude Test (MLAT) administered in Phase 2 induction week. If successful, trainee is streamed for Linguist training			
Completed MWS CESM 100 Training			
Completed DITG CHICKSANDS SIGINT COLLECTION COURSE Training.	Intelligence|SSB Data Acquisition (DA)|Joint|	Proficiency level 1	
Completed Basic CESM Course Training.	Professional|RPS for AB1 CT|Navy|		RPS will be in force Q4 2024.
Completed Phase 2 Training. Awarded one star CT Specialisation badge.			
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

ABLE SEAMAN CRYPTOLOGIC TECHNICIAN 1 (CT) (Analyst)

Table 84A-2. AB(CT1) to LH(CT)

Requirement	Competency	Notes
Completed Equipment Course if assigned to T45 Platform for consolidation.		
AB-LH CT TB issued (WTTB Issued on completion of equipment Course).		
Must spend a minimum of 9 months completing WTTB's at an operational Unit, in which SJAR must be raised by unit SP is assigned to with recommendation for advancement to LH at CPD date.		
Advancement to LH CPD 15 months since completion of Basic CESM Course.		
Completed CT TB at RPS as LH CT, authorised by Warfare HOD.	Professional|RPS for LH CT|Navy|	Awarded 2-star CT specialisation badge
LRLC completed and recorded.	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Para 7703 sub para g and sub para h).
Recommended for advancement on Appraisal Report at (CRD).		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).		

Advanced to LH(CT)

Table 84A-3. Petty Officer (CT) Pre-Selection Requirements

Requirement	Competency	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD		Para 6703 b sub para (5)
Recommended for promotion on Appraisal Report at CRD		

Table 84A-4. Petty Officer (CT) Pre-Promotion Requirements

Requirement	Competency	Notes
Completed SRLC	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|	
Passed PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown))		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)		

Promoted to PO(CT)

Table 84A-5. Chief Petty Officer (CT) Pre-Selection Requirements

Selection Requirements for CPOCT		
Requirement	**Competency**	**Notes**
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD		Para 6703 b sub para (5)
Completed SRLC	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|	
Recommended for promotion on Appraisal Report at CRD		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)		

Table 84A-6. Chief Petty Officer (CT) Pre-Promotion Requirements

Requirement	Competency	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)		

Promoted to CPO(CT)

Table 84A-7. Warrant Officer 2 (CT) Pre-Selection Requirements

Requirement	Competency	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD		Para 6703 b sub para (5)
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA		Para 9634
Recommended for promotion on Appraisal Report at CRD		

Table 84A-8. Warrant Officer 2 (CT) Pre-Promotion Requirements

Requirement	Competency	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)		
Satisfy terms of Assignment Order issued by Promotion Authority		

Promoted to WO2(CT)

Table 84A-9. Warrant Officer 1 (CT) Pre-Selection Requirements

Requirement	Competency	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD		Para 6703 b sub para (5)
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA		Para 9634
Recommended for promotion on Appraisal Report at CRD		

Table 84A-10. Warrant Officer 1 (CT) Pre-Promotion Requirements

Requirement	Competency	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)		
Satisfy terms of Assignment Order issued by Promotion Authority		

Promoted to WO1(CT)

CHAPTER 85

LOGISTICS AND PERSONNEL PROFESSION – WRITER, SUPPLY CHAIN AND CATERING SERVICES

(Sponsor: NAVY PEOPLE-WFPT LOGS SO1)

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CHAPTER 85

LOGISTICS AND PERSONNEL PROFESSION – WRITER, SUPPLY CHAIN AND CATERING SERVICES

8501. Promotion Boards and Eligibility

a. Logistics and Personnel Profession Promotion Boards consider all candidates from each respective specialisation on the basis of merit.

b. Promotion to Leading Hand, Petty Officer, Chief Petty Officer and Warrant Officer Class 2 and 1 will be authorised by vacancies and dependent upon selection by a Promotion Board. Details of the selection system are given in Chapter 67.

c. Reporting Officers making recommendations for promotion, confirmation or course, are to pay due regard to the regulations shown in Para 6901. As is already the case, adequate selections will also have to be made to ensure there are sufficient seagoing personnel to meet the SM requirement. To ensure that the separate GS and SM workforce requirements are met, all those selected and fit for SM service will be considered for either Arm, depending on the needs of the Service. The liability to serve in submarines is laid down in Chapter 51.

d. An individual is recommended for promotion when awarded 'Exceptional', 'High' or 'Yes' for 'Promotion - 1 Rank Up' on SJAR by the final Reporting Officer. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.

e. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6714 for rules on the impact on a rating's promotion if they fail to complete a Professional Qualifying Course (PQC) and/or LRLC/SRLC before the CPD or within 12 months of CPD as a result of service reasons, non-service reasons (out with own control) or non-service reasons (within own control).

8502. Professional Qualifying Courses

a. All Logistics PQCs are held at the Defence School of Logistics and Administration (DSLA). Candidates are nominated by Career Managers from those ratings who have been selected for promotion.

b. Failure of the PQCs will entail the penalties in Para 6911.

c. All Logistics Ratings are required to complete the Role Performance Statement Confirmation Check (RPSCC) within 3 months of attendance at PQC and have the relevant JPA competence recorded ahead of course attendance[1]. Personnel not completing RPSCC within the permitted timescales may not be permitted to attend their PQC and risk de-selection if a further place does not become available within 12 months of their CPD[2].

[1] e.g. NCT|RPSCC for LH Logistician|Navy| or NCT|RPSCC for AB Logistician|Navy|.
[2] BRd 3(1) Chapter 67 Para 6716.

Note. *There is no longer a requirement to undertake the VLE administered pre course examination. However, to aid preparation, those selected for promotion will be given unrestricted access 3 months prior to attendance at PQC as a training/revision aid. Note that the VLE is now hosted on the Defence Learning Environment (DLE) which is accessed via the Defence Gateway[3].*

d. Personnel are to be given 3 months' notice to attend PQC in order to prepare sufficiently. Individuals may waive their right to the 3 month preparation period by completing the proforma at Annex 85A and sending it to the LTO of the relevant DSLA Squadron.

e. **Day 1 Assessment at DSLA.** Noting that all course attendees will have adequately prepared for their PQC and arrived at RPS, an assessment on Day 1 (with the exception of Writers) will be undertaken based on topics covered within the RPSCC to measure the students' base knowledge at their current rate. A failure to meet the course requirements (i.e. a signed and completed RPSCC book and a failure of the Day 1 assessment) may lead to a range of formal administrative measures, including a Tier 1 Warning or RTU and/or de-selection in accordance with current DSLA policy[4]. The Day 1 assessment also allows DSLA and NCHQ to monitor the current knowledge level of those attending the course, to identify common weak areas, target mentoring appropriately and also reinforces the importance of appropriate preparation for PQC. In order to drive continual improvement, DSLA Head of Naval Training (HoNT) will provide feedback to units of personnel who fail their Day 1 assessment.

f. **Responsibility.** It is a personal responsibility to fully prepare ahead of attendance on any PQC. The nominated unit Logistics sub-specialisation Section Head is required to confirm the individual's suitability to attend PQC using the RPSCC. Additionally, the unit Logistics Officer, or nominated Officer in Charge of Logistics Duties, must ensure that individuals are given sufficient time and opportunity to undertake this task. Both will be obliged to certify an individual's RPSCC certificate within the completed RPSCC booklet and the booklet must be presented to DSLA by the individual on the first day of their PQC. The RPSCC booklets are hosted on the training page of the FLO Intranet site[4].

8503. Professional Qualifying Courses - Attendance Pre-Selection

a. The overriding principle and policy of assigning personnel to PQC is Select, Train, Promote. However, course frequency, relative short course duration and the vagaries of the Fleet's operational tempo has traditionally resulted in a degree of unused capacity on these courses. In order to capitalise on this modest capacity, Career Managers are authorised to assign appropriate personnel to LH and PO Qualifying Courses prior to selection for promotion. This will be done on an ad-hoc basis where course capacity exists and relies on Divisional Officers and Career Managers nominating only those personnel who have both the ability to successfully pass the course and sufficient opportunity to undertake the requisite pre-course preparation.

[3] It remains the responsibility of the individual to ensure they have activated their Defence Gateway account and that their contact details are correct. Access to the Defence Gateway via Dii requires an IGS account.
[4] https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/Fleet-logistics.aspx

b. In order to ensure that no personnel are disadvantaged, no credit or positive weighting will be given at promotion boards to those personnel who have had the opportunity to undertake a career course pre-selection. In all circumstances, individuals selected for promotion will take priority and excess course places will be opened up by Career Managers 12 weeks from course start.

8504. Workplace Training Booklet

a. On completion of a Logistics PQC, individuals reach RPS in their rank when they have completed their Workplace Training Booklet (WTB). This should be achieved within 12 months of completing Phase 2 Training or the LH PQC and is to be recorded as a competence on JPA. WTBs are issued by individual DSLA Squadrons.

b. Completion of Phase 2 and Phase 3 results in Junior Ratings (JRs) leaving the DSLA at Training Performance Statement (TPS). In order to integrate that classroom training with the realities of the workplace and bring the newly qualified JRs up to the required Role Performance Statement (RPS), individuals are required to complete a WTB in their subsequent assignments.

c. Previously, completion of the WTB alone was deemed sufficient. However, following feedback from frontline units and after discussions with other training establishments, a level of assurance is required to ensure parity across the Fleet. Therefore, once the WTB has been completed, the individual will be required to sit a short oral board examination following which, if they are successful, they will be confirmed at RPS[5].

d. **Procedure.** All personnel completing Phase 2 and Phase 3 training will be issued with a WTB by DSLA which has to be completed within 12 months[6] of the date of issue (following completion of Phase 2 training or LHPQC).

e. On completion (or when nearing completion) of a WTB, the departmental SR is to contact[7] the Deputy Logistics Training Officer (DLTO) of the relevant lead squadron at DSLA. To reduce the risk of plagiarism, each squadron will be responsible for managing the provision of oral board questions on request and for all other guidance.

f. **LHPQC - Level 3 NVQ Certificate in Business and Administration.** Leading Hands attending Phase 3 LHQC at DSLA undertake the Level 3 NVQ Certificate in Business and Administration. If chosen to be undertaken, the learner is committed to making every effort to complete the qualification whilst on the LHQC and the subsequent work required afterwards. Completion of the NVQ is not a mandated requirement for achieving RPS and subsequent promotion.

[5] AB2 must complete the WTB and be at RPS to be advanced to AB1. Achievement of RPS for logistics Leading Hands is a pre-selection requirement for Petty Officer.
[6] Line managers of personnel who are struggling to complete their WTB within the 12 months are to liaise with the LTO of the relevant Squadron at DSLA.
[7] The full process for requesting oral board questions is detailed in the WTB.

g. **Recording.** Once the WTB and subsequent oral board is complete, units are to forward the completed Statement of Competency to the DLTO of the relevant lead squadron, which will annotate the competence on JPA and provide a certificate of achievement. Units are not to take independent JPA action. A suitable comment is to be included in the individual's next SJAR and the Departmental Training Log updated. A PAR, for non-selective promotion, should also be raised at this time and be forwarded to the relevant CM, who will take JPA action to promote to AB1.

h. **WTB Content Assurance.** The content of the WTB is derived directly from the RPS which is owned by NCHQ FLO Policy. These are regularly scrutinised by the Fleet Logistic WOs to ensure currency. Whenever there is a requirement to change the RPS then the WTB documentation will also be amended. Feedback from units is encouraged via the Fleet Logistic WOs and the submission of an S3018 Training Feedback Report.

ANNEX 85A

LOGISTICS AND PERSONNEL PROFESSION - PROFESSIONAL QUALIFYING COURSE - THREE MONTH PREPARATION WAIVER

Section 1 (to be completed by the individual)

Name		**Service No.**	
Course No.		**Course Start Date**	
Date Notified			

I hereby waive the three month preparation time to attend Professional Qualifying Course (PQC). I understand it is my responsibility to be fully prepared for professional training and that failure could result in de-selection for promotion.

Signed: .....

Name: .....

Date: .....

Section 2 (to be completed by Line Manager/Divisional Officer)

I approve the above-named ratings request to waive their right to the stipulated preparation time. I have advised on the requirement to ensure they are fully prepared for PQC, including the completion of the OPSCC assessment.

Signed: .....

Name: .....

Date: .....

This form is to be forwarded to the LTO of the relevant squadron in DSLA and retained for a period of two years post course start date.

ANNEX 85B

LOGISTICS AND PERSONNEL PROFESSION - FAST TRACK PROCESS AND AWARD OF HIGHER STARTING PAY FOR ROYAL NAVY CATERING SERVICES TRAINEES

1. Introduction

a. A Fast Track (FT) scheme for Phase 2 trainees who join with pre-existing catering qualifications OR sufficient demonstrable practical experience has been in effective operation since Jul 21. Those trainees joining with pre-existing qualifications or experience will attempt 2-day Skills Test. Successful trainees will be accepted onto the FT scheme and will not be required to complete the DCB(M) phase. Instead, they will be accelerated by 8 weeks to proceed directly to DCB(B) phase.

b. The Armed Forces Pay Steering Group (AFPSG) approved the introduction of Higher Starting Pay (HSP) for those CS ratings achieving the FT competence, and completing a FT probationary period, with effect from 1 Sep 23.

2. Capture of Qualifications and/or Experience

a. Where possible, personnel are to declare their catering qualifications and/or experience during Phase 2 holdover at HMS RALEIGH to CORPORATE staff. Whilst there are no specific criteria to apply for the FT scheme, a judgement will be made by the DSLA staff to determine suitability based upon evidence provided. Applicants will be required to support their application with a Reference or evidence of their existing Catering Qualifications. Irrespective of qualifications or prior experience, FT progression will be determined by successful completion of the skills test – details are provided below.

b. When informed, CORPORATE staff are to liaise directly with CTW(M) DLTO at least 3 weeks prior to trainees' arrival date at DSLA. This does not preclude a potential applicant raising their interest on arrival at DSLA. DLTO will oversee the necessary arrangements for trainees to undertake the skills test.

3. Fast Track Procedure

a. The following procedure is to be taken:

(1) Upon arrival at DSLA, all FT candidates will undertake the site induction, mandatory food hygiene and Health & Safety training in week one of the course.

(2) A 2-day skills test compromising of one theory and two craft examinations are to be undertaken early into week two of DCB(M) course. Failure of any single element will result in candidate re-joining their original class and continuing with DCB(M) phase.

(3) The successful pass of all skills test elements will negate the need for candidates to undertake the remaining 8-week DCB(M) course and they will proceed directly to DCB(B) phase. DCB(B) phase will not be shortened.

(4) Candidates who meet the experience criteria and not minimal qualification requirement and who pass the FT assessments will automatically be enrolled onto L2 Production Chef Apprenticeship.

4. Award of Higher Starting Pay (HSP)

a. Those trainees who pass the DCB(M) skills test and therefore proceed directly to DCB(B) phase will be awarded the FT competence.

b. The award of HSP at OR2-6 is based upon completion of a CS FT probationary period which is determined to be the completion of the DCB(B) Phase of training. On successful completion of DCB(B), DSLA DLTO will upload the FT Competence in JPA for successful candidates, with an effective date of the first day of the individual's Ph 2 training.

c. Those personnel achieving the FT competence will be awarded HSP backdated to the first day of their Ph 2 training. A lump sum of 'back pay' will be paid. SP will increment in the normal course thereafter.

d. Any trainee accepted into the FT scheme who fails to meet the required standard, may be required to return to the DCB(M) phase. Furthermore, any trainee who is back phased or who receives a training extension during DCB(B) phase will be withdrawn from the FT scheme. In these instances, HSP will not be awarded.

e. The award of HSP will only apply for trainees who are awarded the FT competence with an effective date on or after 1 Sep 23. There are no transitional arrangements for those who entered the FT scheme prior to that date.

ANNEX 85C

LOGISTICIAN (WRITER) SPECIALISATION – PROMOTION FLOWCHART

New Entry - HMS RALEIGH.

LOGISTICIAN (WRITER) 2

Logistician (Writer) 1 - Advancement Criteria

Requirement	Competency	Proficiency Level	Notes
Successful completion of Phase 1 and 2 Training			
Achieved RPS for Log(Wtr)1	CMS|AB LOG Workplace Task Book|Navy|		Para 8504
Recommended for advancement			
At least 6 months since last Career Check (if any) on date due advancement			

Advanced to
LOGISTICIAN (WRITER) 1

Leading Logistician (Writer) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD)			Para 6703 b Sub para (6)
Recommended for promotion on Appraisal Report at CRD			Para 8501 sub para d
Minimum of 12 months' seniority as AB(WTR)1 12 months prior to Common Promotion Date (CPD)			

Leading Logistician (Writer) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed Professional Qualifying Course (PQC) for LLog(Wtr)	Professional|LLOG(WTR) QUALIFYING COURSE|Navy|No		
Completed Leading Rates' Leadership Course (LRLC)	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			
Educationally Qualified for promotion. Must have achieved minimum Level 1 FS (or equivalent) in English and Mathematics	Various – Listed at 9615		9615 sub para (2)

Promoted to
LEADING LOGISTICIAN (WRITER)

Petty Officer Logistician (Writer) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved RPS for LLog(Wtr) by CRD[1]	CMS|LLOG Workplace Task Book|Navy|		Para 8504
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			Para 8501 sub para d
Minimum of 12 months' seniority as LH(WTR) 12 months prior to Common Promotion Date (CPD)			

[1] Not required for personnel who completed Leading Writer Qualifying Course prior to 31 Dec 14.

Petty Officer Logistician (Writer) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed PQC for PO Log(Wtr)	Professional|POLOG(WTR) Qualifying Course|Navy|		
Completed Senior Rates' Leadership Course (SRLC) and recorded as JPA competence	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			
Educationally Qualified for promotion. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics	Various – Listed at 9615		9615 sub para (5)

Promoted to
PETTY OFFICER LOGISTICIAN (WRITER)

Chief Petty Officer Logistician (Writer) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Chief Petty Officer Logistician (Writer) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
CHIEF PETTY OFFICER LOGISTICIAN (WRITER)

Warrant Officer 2 Logistician (Writer) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Warrant Officer 2 Logistician (Writer) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
WARRANT OFFICER 2 LOGISTICIAN (WRITER)

Warrant Officer 1 Logistician (Writer) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Warrant Officer 1 Logistician (Writer) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
WARRANT OFFICER 1 LOGISTICIAN (WRITER)

ANNEX 85D

LOGISTICIAN (SUPPLY CHAIN) SPECIALISATION – PROMOTION FLOWCHART

New Entry – HMS RALEIGH.

LOGISTICIAN (SUPPLY CHAIN) 2

Logistician (Supply Chain) 1 - Advancement Criteria

Requirement	Competency	Proficiency Level	Notes
Successful completion of Phase 1 and 2 Training			
Achieved RPS for Log(SC)1	CMS|AB LOG Workplace Task Book|Navy|		Para 8504
Recommended for advancement			
At least 6 months since last Career Check (if any) on date due advancement			

Advanced to
LOGISTICIAN (SUPPLY CHAIN) 1

Leading Logistician (Supply Chain) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD)			Para 6703 b Sub para (6)
Recommended for promotion on Appraisal Report at CRD			Para 8501 sub para d
Minimum of 12 months' seniority as AB(SC)1 12 months prior to Common Promotion Date (CPD)			

Leading Logistician (Supply Chain) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed Professional Qualifying Course (PQC) for LLog(SC)	Professional|Leading Logistician Supply Chain Qualifying Course|Navy|No		
Completed Leading Rates' Leadership Course (LRLC)	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			
Educationally Qualified for promotion. Must have achieved minimum Level 1 FS (or equivalent) in English and Mathematics	Various – Listed at 9615		9615 sub para (2)

Promoted to
LEADING LOGISTICIAN (SUPPLY CHAIN)

Petty Officer Logistician (Supply Chain) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved RPS for LLog(SC) by CRD[1]	CMS|LLOG Workplace Task Book|Navy|		Para 8504
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			Para 8501 sub para d
Minimum of 12 months' seniority as LH(SC) 12 months prior to Common Promotion Date (CPD)			

[1] Not required for personnel who completed Leading Supply Chain Qualifying Course prior to 31 Dec 14.

Petty Officer Logistician (Supply Chain) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed PQC for PO Log(SC)	Professional|Petty Officer Logistician Supply Chain Qualifying Course|Navy|No		
Completed Senior Rates' Leadership Course (SRLC) and recorded as JPA competence	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			
Educationally Qualified for promotion. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics	Various – Listed at 9615		9615 sub para (5)

Promoted to
PETTY OFFICER LOGISTICIAN (SUPPLY CHAIN)

Chief Petty Officer Logistician (Supply Chain) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Chief Petty Officer Logistician (Supply Chain) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
CHIEF PETTY OFFICER LOGISTICIAN (SUPPLY CHAIN)

Warrant Officer 2 Logistician (Supply Chain) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Warrant Officer 2 Logistician (Supply Chain) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
WARRANT OFFICER 2 LOGISTICIAN (SUPPLY CHAIN)

Warrant Officer 1 Logistician (Supply Chain) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Warrant Officer 1 Logistician (Supply Chain) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
WARRANT OFFICER 1 LOGISTICIAN (SUPPLY CHAIN)

ANNEX 85E

LOGISTICIAN (CATERING SERVICES) SPECIALISATION – PROMOTION FLOWCHART

New Entry – HMS RALEIGH.

LOGISTICIAN (Catering Services) 2

Logistician (Catering Services) 1 - Advancement Criteria

Requirement	Competency	Proficiency Level	Notes
Successful completion of Phase 1 and 2 Training			Note 1 Note 3
Achieved RPS for Log(CS)1	CMS|AB LOG Workplace Task Book|Navy|		Para 8504
Recommended for advancement			
At least 6 months since last Career Check (if any) on date due advancement			

Advanced to
LOGISTICIAN (Catering Services) 1

Leading Logistician (Catering Services) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD)			Para 6703 b Sub para (6)
Recommended for promotion on Appraisal Report at CRD			Para 8501 sub para d
Minimum of 12 months' seniority as AB(CS)1 12 months prior to Common Promotion Date (CPD)			

Leading Logistician Catering Services - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed Professional Qualifying Course (PQC)	Professional|Passed Professional Qualifying Course For LCH|Navy| and Professional|Passed Professional Qualifying Course For LCS|Navy|		
Completed Leading Rates' Leadership Course (LRLC)	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			
Educationally Qualified for promotion. Must have achieved minimum Level 1 FS (or equivalent) in English and Mathematics	Various – Listed at 9615		9615 sub para (2)

Promoted to
LEADING LOGISTICIAN (Catering Services)

Petty Officer Logistician (Catering Services) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved RPS[1] for LLog(Steward) or LLog(Catering Services) by CRD	CMS|LLOG Workplace Task Book|Navy|		Para 8504 & Note 2
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			Para 8501 sub para d
Minimum of 12 months' seniority as LH(CS) 12 months prior to Common Promotion Date (CPD)			

[1] Not required for personnel who completed Qualifying Course prior to 31 Dec 14.

Petty Officer Logistician (Catering Services) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Passed PQC for PO Log(CS)	Professional|Professional Qualifying Course For POCS|Navy|Yes		
Completed Senior Rates' Leadership Course (SRLC) and recorded as JPA competence	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			
Educationally Qualified for promotion. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics	Various – Listed at 9615		9615 sub para (5)

Promoted to
PETTY OFFICER LOGISTICIAN (Catering Services)

Chief Petty Officer Logistician (Catering Services) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Chief Petty Officer Logistician (Catering Services) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
CHIEF PETTY OFFICER LOGISTICIAN (Catering Services)

Warrant Officer 2 Catering Services - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Warrant Officer 2 Catering Services - Pre-Promotion Requirement

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
WARRANT OFFICER 2 LOGISTICIAN (Catering Services)

Warrant Officer 1 Logistician (Catering Services) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			8501 sub para d

Warrant Officer 1 Logistician (Catering Services) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

Promoted to
WARRANT OFFICER 1 LOGISTICIAN (Catering Services)

Notes:

1. RM Logistician (Catering Services) will follow the promotion flowchart described above in Para 8506. However, this cadre of personnel can undertake either JCC/SCC, or LRLC/SRLC, and this will count towards their Command training for promotion. Additionally, promotion from CSGT to WO1 does not require completion of RM Advanced Command Course (ACC) although the WO1 course should be completed in common with all Logs WO1s.

2. LLog(Stewards) who have cross-trained to LLog(Catering Services) will be eligible if they have previously achieved RPS for LLog(Steward).

3. A Fast Track (FT) scheme for Phase 2 trainees who join with pre-existing qualifications OR sufficient demonstratable practical experience has been in effective operation since Jul 21. Full details are contained in Annex 85B.

CHAPTER 86

LOGISTICS AND PERSONNEL PROFESSION - ROYAL NAVY WELFARE

(Sponsor: NAVY PEOPLE-WFPT LOGS SO1)

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Annex 86A: RN Welfare (RNW) – Promotion Flowchart

CHAPTER 86

ROYAL NAVY WELFARE

8601. Introduction

The Royal Navy Welfare specialisation (RNW), as part of the Royal Navy Family and People Support Organisation (RN FPS), provides high quality personal and community based support services to all Royal Navy personnel, reservists and their families across the wide range of social circumstances. RN FPS works in partnership with the Executive, Medical Services, Divisional and Regimental System to provide advice, guidance and professional recommendations to Commanding Officers including the outcomes of investigations relating to compassionate action. RN FPS seeks to develop and deploy resources to anticipate and prevent personal or family circumstances from reaching crisis point and which promote resilience, improved morale and wellbeing.

The RN FPS Mission Statement is:

'To provide accessible support services that strengthen and enhance the resilience and resourcefulness of Royal Navy personnel, their families and communities in order to contribute to the Moral Component and optimise Operational Capability.'

8602. Applying for Entry into the Royal Navy Welfare (RNW) Specialisation

Applications will be called for annually via a RNTM; applicants must meet the following criteria:

Table 86-1. RNW Selection Criteria

Requirement	Competency	Proficiency Level	Notes
A substantive OR4 (LH/CPL) with a minimum of 1 Year seniority and has completed Leading Rates Leadership Course with a positive recommendation for PO/Sgt (At least B OPG) or a substantive OR6.	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|		
Must have workforce clearance.			IAW Para 5125(b1).
Be in date for PES/RMFT.	Physical Education|RN Physical Employment Standard (RNPES)|Navy|CMS|RMFT|RM|		

(Continued)

Requirement	Competency	Proficiency Level	Notes
Have a minimum of 5 years left to serve on completion of the DSWWC. Tx date to be 6 months or more from the close of RNW interview phase iaw latest RNTM.			ES3(5) may be awarded upon successful completion of training if required. There is a minimum of 36 months ROS following completion of the DSWWC.
Have at least 12 months since last Career Check (if any) at nominated CPD or date due promotion.			
Hold a Full Civilian Driving Licence (recorded on JPA at point of application.	Drivers|Dvr Lic Cat B|Joint|		
Medically Fully Deployable (MFD).			Those in a Medically Limited Deployable (MLD) MEDCAT will be considered on a case by case-by-case basis dependent on their restrictions.

8603. Selection Process

a. Individuals are to obtain CO's approval for sideways entry, forwarded to NAVYPEOPLE-CMMAILBOX@MOD.GOV.UK for workforce clearance[1].

b. Submit an application pack to RNW in accordance with the current RNTM for RNW recruitment.

c. Successful applicants will be invited to attend a RNW selection day. It is an essential requirement of selection that applicants possess the required attributes, attitude and maturity to effectively perform as Specialist Case Workers and to develop their potential in the RNW specialisation.

d. The Selection Board will consider the following factors:

(1) **Suitability.** For intensive academic (Diploma in Specialist Welfare Work) and specialist welfare vocational training and continued personal and professional development throughout the time spent in the specialisation.

[1] Para 5125.

(2) **Potential.** To perform effectively in the RNW specialisation, demonstrate agility and resilience to manage the challenging life-changing/traumatic events that will be encountered.

(3) **Motivation.** Demonstration of a genuine interest in working with people, empathy and overwhelming motivation by this desire (rather than looking for an escape from current specialisation) whilst recognising the requirement to balance the needs of the Service.

(4) **Effective Communication.** Ability to communicate to all regardless of status. Communication skills (both verbal and written) are integral to the Specialist Case Worker's role.

(5) **Preparation.** Demonstrate a sound understanding of how the RNW Organisation and specialisation operates and works in direct support of CoC/Ops/Divisional and Regimental system, plus knowledge of the range of work they could get involved in and how staff are trained, supported and developed.

e. Enhanced Disclosure and Barring Service and Protecting Vulnerable Groups (Scotland) clearances achieved prior to commencement of DSWWC. Applications will be initiated by the People Support Organisation.

f. Selected applicants will attend the 7-month DSWWC to train alongside contemporaries from the Army Welfare Service at DSLA, Worthy Down.

g. Whilst on the DSWWC, candidates remain in their source specialisation; on passing the DSWWC, candidates will be eligible to transfer into RNW specialisation.

h. If transferred at OR4, candidates will be promoted to Acting PO/Sgt (unpaid) from commencement of DSWWC. They will not be rated substantive OR6 until completion of DSWWC and/or SRLC, whichever is the later. SRLC must be completed in source profession or within 12 months of DSWWC. Successful completion will then allow for seniority to be backdated to completion date of DSWWC. Failure to complete SRLC within this time frame will result in reversion and/or return to source profession or specialisation.

i. Point of contact for all enquiries is the RNW Career Manager (NAVY PEOPLE-CM LOGS SRSC RNFPS).

8604. Transfer Requirements

a. Successfully pass DSWWC and be recommended for transfer to the RNW specialisation.

b. On completion of DSWWC, all transferees will be rated PO/Sgt (RNW). CPO/CSgt RM will relinquish their rate/rank to OR6[2] (i.e. PO/Sgt) with one year's seniority[3]. If transferred as an OR4, candidates will become substantive as detailed in Para 8603.h.

c. On completion of DSWWC, a 36-month Return of Service requirement will commence.

d. All individuals transferring to the RNW specialisation will no longer be considered for promotion in their source specialisation/trade once training has started (see para 6704).

[2] RNW personnel are in Pay Supplement 1. JSP 754 Chapter 2 Section 10 details the regulations regarding pay on sideways entry and transfer to a lower pay supplement, including details on Marked Time Rate of Pay for 2 years.
[3] Seniority in rank is different to pay increment level. Pay increment level will be determined on sideways transfer iaw with Footnote 2.

ANNEX 86A

RN WELFARE (RNW) PROMOTION FLOWCHART

Table 86A-1. Chief Petty Officer (RNW)/Colour Sergeant (RNW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			Para 8501(d)

Table 86A-2 Chief Petty Officer (RNW)/Colour Sergeant (RMW) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to CHIEF PETTY OFFICER (RNW)/COLOUR SERGEANT (RMW)			

Table 86A-3 Warrant Officer 2 (RNW/RMW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			Para 8501(d)

Table 86A-4 Warrant Officer 2 (RNW/RMW) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to WARRANT OFFICER 2 (RNW/RMW)			

Table 86A-5 Warrant Officer 1 (RNW/RMW) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
Recommended for promotion on Appraisal Report at CRD			Para 8501(d)

Table 86A-6 Warrant Officer 1 (RNW/RMW) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to WARRANT OFFICER 1 (RNW/RMW)			

CHAPTER 87

HEALTHCARE AND MEDICAL PROFESSION - MEDICAL ASSISTANT AND MEDICAL TECHNICIAN

(Sponsor: NAVY PEOPLE-WFPT MED SO1)

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CHAPTER 87

HEALTHCARE AND MEDICAL PROFESSION - MEDICAL ASSISTANT AND MEDICAL TECHNICIAN

8701. General and General Terminology

This Chapter covers Promotion Pathways for Medical Assistants and Medical Technicians in the Royal Navy and/or Royal Marines. In this Chapter, Medical Assistant and Medical Technician refers to all ratings and other ranks of the Royal Navy, Submarine Service or Royal Marines.

8702. Medical Assistant

All Medical Assistants, including its sub-specialisations, are career managed and profession managed by the Royal Navy.

8703. Medical Technician – Unified Career Management

a. Since 2024 all Medical Technician cadres are Career Managed by the Unified Career Management (UCM) team.

b. Personnel joining after 1 Jan 24 are subject to harmonised UCM TACOS iaw JSP 755 (Part 2 Vol 2).

c. Personnel in-Service or undergoing Phase 1 or 2 training on 1 Jan 24 remained on legacy sS TACOS as per BRd 3(1) Chapters 48 and 49.

d. Personnel promoted or who have received a change of engagement post 1 Jan 24 will transfer to harmonised UCM TACOS iaw JSP 755 (Part 2 Vol 2).

e. Promotion zones for personnel on legacy sS TACOS will be modified to ensure the most beneficial terms are applied to the individual. As such, harmonised UCM and legacy sS promotion timelines will be compared to ensure personnel will enter promotion zone at the earlier of the two timelines and exit the promotion zone at the latest of the two timelines.

f. Further detailed UCM Policy information is available via the UCM Policy – Healthcare and Medical SharePoint site.

8704. Promotion Flowcharts

Detailed promotion flows for the Medical Assistant and Medical Technician Specialisations are at Annexes 87A-F.

ANNEX 87A

MEDICAL ASSISTANT SPECIALISATION – PROMOTION FLOWCHART

New Entry HMS RALEIGH

Entry: 17.5-39 years of age (see Note 1).

RN / RM MEDICAL ASSISTANT 2

Medical Assistant 1 - Advancement Criteria

a. Complete Phase 1 Initial Naval Training (INT).

b. Complete Phase 2 Medical Training.

c. Complete Phase 2 Consolidation Period (see Note 3).

d. Promotion Authorisation Request to be raised by DO for CO approval (Para 6708).

e. At least 6 months since last Career Check (if any) on advancement.

f. Completion of Able Rates Leadership Course or have received Branch Manager waiver.

Advanced to
RN / RM MEDICAL ASSISTANT 1

Leading Medical Assistant (or Corporal) - Pre-Selection Requirements

a. Minimum of 18 months' seniority as a MA1 12 months prior to Common Promotion Date (CPD) (Para 6703 b sub para (see Note 3).

b. Serving on ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (7)).

c. Recommended for promotion on Appraisal Report at CRD (see Note 7).

d. Achieved MA CPD Taskbook at CRD and recorded as JPA competence **Medical|AB Medical Assistant Annual CPD Check|NAVY|.**

Leading Medical Assistant (or Corporal) - Pre-Promotion Requirements

a. Passed Professional Qualifying Course (PQC) (4) (see Note 8).

b. Completed Leading Rates' Leadership Course (LRLC) and recorded on JPA (see Note 8).

c. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

d. Education For Promotion (EFP) qualified in accordance with Para 9614. Achieved minimum or Level 2 Functional Skills (or equivalent) in English and Mathematics at Common Reporting Date (CRD) and appropriate competences recorded on JPA.

Promoted to
LEADING MEDICAL ASSISTANT / CORPORAL

Petty Officer Medical Assistant (or Sergeant) - Pre-Selection Requirements

a. Minimum of 2 years' seniority as an LMA or Cpl 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD (see Note 7).

d. Achieved LMA CPD Taskbook (see Note 3, 9) at CRD and recorded as JPA competence **Medical|LH Medical Assistant Annual CPD Check|Navy|.**

Petty Officer Medical Assistant (or Sergeant) - Pre-Promotion Requirements

a. Passed Professional Qualifying Course (PQC) (see Notes 5 and 8).

b. Completed Senior Rates' Leadership Course (SRLC) and recorded on JPA (see Note 8).

c. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

d. EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at CRD and appropriate competences recorded on JPA.

Promoted to
PETTY OFFICER MEDICAL ASSISTANT / SERGEANT

Chief Petty Officer Medical Assistant / Colour Sergeant - Pre-Selection Requirements

a. Minimum of 1 year seniority as a POMA or Sergeant 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Completed Senior Rates' Leadership Course (SRLC) and recorded on JPA.

d. Recommended for promotion on Appraisal Report at CRD (see Note 7).

f. Achieved POMA CPD Taskbook at CRD and recorded on JPA as competence **Medical|PO Medical Assistant Annual CPD Check|Navy|.**

Chief Petty Officer Medical Assistant / Colour Sergeant - Pre-Promotion Requirements

a. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER MEDICAL ASSISTANT / COLOUR SERGEANT

Warrant Officer 2 Medical Assistant - Pre-Selection Requirements

a. Minimum of 1 year seniority as a CPOMA / CSGT 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD (see Note 7).

Warrant Officer 2 - Pre-Promotion Requirements

a. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
WARRANT OFFICER 2 MEDICAL ASSISTANT

Warrant Officer 1 - Pre-Selection Requirements

a. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD.

b. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 1 - Pre-Promotion Requirements

a. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

Promoted to
WARRANT OFFICER 1 MEDICAL ASSISTANT

Notes:

1. Entry

a. ***Educational Standard.*** *Passed the Defence Aptitude Assessment.*

b. ***Age on Entry.*** *17.5-39 years.*

c. ***Rate on Entry.*** *Medical Assistant 2 (MA2).*

2. Phase 2 Medical Training (MA2)

a. ***Course.*** *Conducted at Defence Medical Academy, Lichfield including external placements. Written and practical examinations will be conducted as part of course assessment criteria.*

b. ***MASM.*** *A separate training pathway exists for Medical Assistant (Submarines) – see 8702 Annex 87B.*

c. ***RMMA.*** *An amended pathway exists for Royal Marine MA (6).*

d. All Branch Transfers will be subject to a 30-month TRoS iaw Chapter 53 Annex C and JSP 755 Part 2 Vol 2.

3. Phase 2 Consolidation Period

a. On successful completion of Phase 2 Training all MAs will undertake the MA consolidation period in which time they are to complete the mandated CPD workbook. All MA2 MAs will be assigned to an appropriately supported Healthcare Unit. During their consolidation period, they will not be available for position trawls and only on completion of their Workbook will they be eligible.

b. One hundred percent completion of the workbook is to be achieved by the 6-month point post Phase 2. MAs' Divisional Officers are to document a review in the workbook monthly and conduct a formal review at the 3-month point using the template provided within the workbook. The purpose of the formal review is to ensure the MA is on track for completion and to facilitate an opportunity to performance manage as required.

c. Failure to complete the workbook at the 6-month point will lead to the individual being placed on Divisional Warning for Discharge Shore (Inadequacy) iaw BRd 3(1) and direct referral to the Governing Body for MA Cadre (GBMAC) iaw BRd 1991. Additionally, the individual will remain at MA2 and undergo onward assignment for a further 6-month period. In exceptional cases, WFPM may consider whether a CPD workbook extension may be offered.

(Continued)

Notes: (Continued)

d. On successful completion of the MA CPD workbook, the Divisional Officer/Senior Officer and MA are to sign and date the Statement of Competency Certificate in the workbook. This Certificate is to be held within the individual's Personal Development Record (PDR) and the following Role Performance Statement (RPS) competency is to be recorded by the UPO on JPA: ***MEDICAL\|AB Medical Assistant Annual CPD Check\|Navy****.*

e. JPA competencies at the appropriate level are a requirement for advancement to MA1 and further. Following advancement to MA1, see Note 9 below

4. Leading Rates' Professional Qualifying Course (LRPQC)

a. ***PQCs.*** *PQCs are held at the RNMSS INM and the dates of the course will be published annually by a DIN By passing the PQC, Medical Assistants will be professionally qualified for LMA. The general rules for examinations at Para 6911 will apply. Failures are to be dealt with in accordance with Para 6912.*

b. ***Loading of PQC.*** *Candidates for the course will be nominated and assigned by the Career Manager from those selected at an annual Promotion Board*

5. Senior Rates' Professional Qualifying Course (SRPQC)

a. ***PQC.*** *A PQC is held in RNMSS INM and the dates of the course will be published annually by a DIN. By passing the PQC, LMAs will be professionally qualified for POMA. The general rules for examinations, given in Para 6911, will apply to these examinations. Failures are to be dealt with under Para 6912.*

b. ***Loading of PQC.*** *Candidates for the course will be nominated and assigned by the Career Manager from those selected at an annual Promotion Board.*

6. Royal Marine Medical Assistant (RMMA)

a. Promotion for RMMA will follow the Promotional Flowchart described in Para 8701 for RN MAs, with the exception of completion of Corporals Leadership Development Course (CLDC) / Sergeants Leadership Development Course (SLDC) is required in lieu of LRLC/SRLC. Additionally, promotion to WO2 RMMA then WO1 RMMA will also require completion of Warrant Officer Leadership Development Course (WLDC) and the WO1 course in common with all other RMOR (see Annex 91C).

(i) Whilst RM leadership and promotion courses follow the same path as non-Medical RMORs, selection to WO1 RMMA is selective.

b. RMs transferring PSQ to RMMA will retain their RM seniority date on qualifying as an MA but must achieve a minimum of 18 months seniority as a MA1, 12 months prior to CPD as a Pre-Selection requirement for LMA / CPL.

(Continued)

Notes: (Continued)

c. RMMAs may be awarded the local, unpaid rank of L/Cpl for attendance on CLDC. This local, unpaid rank can be held on return to Unit on successful completion of CLDC until subsequent promotion to Cpl.

7. Recommendation. *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.*

8. Failure to Complete Professional and/or Leadership Course and/or MASM2 (SM Only). *Refer to Para 6716 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/CLDC, SRLC/SLDC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).*

9. Annual MA CPD Taskbook

a. Further to Note 3.e., after advancement to MA1 and beyond, there is a requirement to complete an annual MA CPD Taskbook. It is recognised that occasionally there may be factors beyond the control of the individual which preclude them from completing the Taskbook. In these circumstances an extension to the period in which to satisfy the check, or in exceptional circumstances a waiver, may be requested. Applications for extensions or waivers will be dealt with on a case by case basis and should be made in writing by the individual's Divisional Officer or Divisional Senior Rate to the RNMSS Warrant Officer (Training), INM Alverstoke (FAO Warrant Officer (Training) (WO(T)).

b. An extension or waiver may only be issued by WO(T), who may consult with the Healthcare and Medical Profession Manager, who will record the decision on a local database, held at INM, of all waivers and extensions which will be forwarded to the Promotions Office before each board. ***Individuals can still be presented at Promotion Boards provided the waiver is current and mention made of it in the SP's appraisal report in the performance section.*** *The Healthcare and Medical Profession Manager SO1 will be the final authority for any issues regarding eligibility for promotion.*

c. Failure to achieve completion of the annual MA CPD Taskbook will be treated as a serious matter. Should a ***unit*** *be unable to complete then RNMSS Warrant Officer (Training) (WO(T)) should be engaged for advice at the earliest opportunity. Should an* ***individual*** *consistently fail to meet the required standards of knowledge and skill throughout the year then the Divisional system should be employed appropriately and consideration should be given to warning the rating for Discharge SHORE (Professional Inadequacy).*

ANNEX 87B

MEDICAL ASSISTANT (SUBMARINE) SPECIALISATION – ADVANCEMENT FLOWCHART

Medical Assistant (Submarine) Specialisation

Entry: 17.5-39 years (see Annex 87A, Note 1).

MEDICAL ASSISTANT 2 (SUBMARINE)

Advancement to MA1 in accordance with Para 8701-8704.

Advanced to
MEDICAL ASSISTANT 1 (SUBMARINE)

Acting Leading Medical Assistant - Advancement Requirements

a. Education For Promotion (EFP) qualified in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at date of advancement and appropriate competences recorded on JPA.

b. Serving on ES1/FC/OE1 that expires after advancement to Acting LMA (see Note 2).

c. Recommended for advancement iaw para 6802.c (Authority to Advance) (see Note 1).

d. Achieved MA CPD Taskbook at date of advancement and recorded as JPA competence Medical|AB Medical Assistant Annual CPD Check|Navy|.

e. Completed MASM 1 course and recorded with JPA competence: Medical|Medical Assistant Submariner 1 Course (MASM1) (ME841N)|Navy|No.

f. Completed Basic Submarine Qualification and recorded with JPA competence: SM|Submarine Service|Navy|.

g. Completed MASM 1 task book and recorded with JPA competence: Medical|Medical Profession Submarine Training MASM1 Task Book|Navy| (see Note 2a).

h. At least 6 months since last Career Check (if any) at date of advancement.

i. The effective date for advancement to Acting LMA(SM) will be when all elements of 8702 (Annex 87B) have been achieved[1].

Advanced to
ACTING LEADING MEDICAL ASSISTANT (SUBMARINE)

[1] RNTM 01-032-24 Confirmation of Advancement Requirements for Medical Assistant (Submarines)

Leading Medical Assistant - Advancement Requirements

a. Passed Professional Qualifying Course (PQC) within 12 months of acting role (see Annex 87A Note 4).

b. Completed Leading Rates' Leadership Course (LRLC) and recorded as JPA competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|' within 12 months of acting role.

c. At least 6 months since last Career Check (if any) at date of advancement.

e. Complete 12 months in the rate of Acting LMA(SM).

Advanced to
LEADING MEDICAL ASSISTANT (SUBMARINE)

Petty Officer Medical Assistant - Pre Selection Requirements

a. Minimum of 2 years' seniority as an LMA(SM) 12 months prior to the CPD. The 2 year minimum seniority as an LMA(SM) 12 months prior to CPD is reduced to 1 year for Branch Transfers from MA (General Service).

b. Recommended for promotion as an LMA SM on Appraisal Report at CRD (see Note 4).

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after advancement to POMA.

d. Achieved LMA CPD Taskbook at CRD and recorded as JPA competence Medical|LH Medical Assistant Annual CPD Check|Navy (see Note 3).

Petty Officer Medical Assistant - Advancement Requirements

a. Passed Professional Qualifying Course (PQC) for Medical Profession Senior Rating (see Note 2b).

b. Completed Senior Rates' Leadership Course (SRLC) and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|' (see Note 2b).

c. Complete MASM 2 training course and recorded as JPA competence Medical|SM Medical Profession Ratings Advanced Course MASM2 (ND835)|Navy| (see Note 2c).

d. At least 6 months since last Career Check (if any) at date of advancement.

e. EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at CRD and appropriate competences recorded on JPA.

Promoted to
PETTY OFFICER MEDICAL ASSISTANT (SUBMARINE)

Further promotion beyond Petty Office Medical Assistant (Submarine) is in accordance with Chief Petty Officer Medical Assistant selection / promotion pathway at 8704 Annex 87A.

Notes:

1. Advancement to Acting LMA(SM) on Completion of MASM1 Training. *The effective date of advancement will be when all elements of 8202 have been achieved. The recommendation is an important part of this advancement and, before making recommendations to their CO, Line Managers are to satisfy themselves that MASM meets the necessary requirements in BRd 3(1) Chapters 68 and 69 and 87.*

2. Failures.

a. Ratings who fail to complete the MASM 1 task book within 12 months post MASM 1 course will have their cases reviewed in the first instance by the Head of Cadre prior to referral to the Medical Ratings Branch Manager to ensure that all opportunities have been taken to complete the task book. This part of their training at any stage will be assessed by their Commanding Officer and Healthcare and Medical Ratings Profession Manager SO1 to determine whether a further period of training should be undertaken or whether the rating should be discharged SHORE iaw Article 6901b and 6902.

b. The acting higher rate will be for a maximum of 12 months, after which time ratings will, exceptional reasons apart, relinquish the rate if they fail to attain the outstanding qualifications iaw 6802 and 6803.

c. Ratings who fail MASM 2 course outright or are removed from MASM 2 training will be deselected from the POMA(SM) selection signal and will see a requirement to spend a minimum of 12 months in the lower rate and the need to re-qualify, by way of a Commanding Officer's recommendation for subsequent consideration for selection for POMA(SM).

3. MA CPD Taskbook Refer to Para Annex 87A Note 9.

4. ***Recommendation.*** *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.*

ANNEX 87C

MEDICAL TECHNICIAN SPECIALISATON (ENTRY AS STUDENT MEDICAL TECHNICIAN) – PROMOTION FLOWCHART

Entry: 17½ - 39 years of age (see Note 1).

STUDENT MEDICAL TECHNICIAN

a. Complete Phase 1 Initial Naval Training (INT).

b. Conduct Phase 2 professional course (see Note 2).

c. Graduate on completion of professional course.

Advanced to
MEDICAL TECHNICIAN

Leading Medical Technician - Advancement Criteria

a. Seniority as Medical Technician to be date of completing professional registration.

b. Obtained Full Registration with appropriate civilian professional body.

c. Provide documentary evidence of registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.

d. Recommended for advancement (Promotion Authority Request).

e. At least 6 months since last Career Check (if any) on advancement.

f. Education For Promotion (EFP) qualified in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Advanced to
ACTING LEADING MEDICAL TECHNICIAN

a. Completed Leading Rates' Leadership Course (LRLC) and recorded on JPA within 12 months of Phase 2 Training (see Note 3)

b. At least 6 months since last Career Check (if any) on advancement.

Advanced to
LEADING MEDICAL TECHNICIAN

Petty Officer Medical Technician - Advancement Criteria

a. Two years' service as a substantive Leading MT.

b. Provide documentary evidence of relevant registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.

c. Recommended for advancement (Promotion Authority Request).

d. At least 6 months since Career Check (if any) on advancement.

e. EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Advanced to
ACTING PETTY OFFICER MEDICAL TECHNICIAN

a. Completed Senior Rates' Leadership Course (SRLC) and recorded on JPA.

b. At least 6 months since last Career Check (if any) on advancement.

Advanced to
PETTY OFFICER MEDICAL TECHNICIAN

Chief Petty Officer Medical Technician - Advancement Criteria

a. Two years' service as a substantive POMT.

b. Provide documentary evidence of relevant registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.

c. Recommended for advancement (Promotion Authority Request).

d. At least 6 months since last Career Check (if any) on advancement.

Advanced to
CHIEF PETTY OFFICER MEDICAL TECHNICIAN

Warrant Officer 2 Medical Technician - Pre-Selection Requirements

a. Minimum of 3 years' seniority in the rate 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 2 Medical Technician - Pre-Promotion Requirements

a. Provide documentary evidence of registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.

b. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

c. Complete the Warrant Officers Staff Course (WOSC).

Promoted to
WARRANT OFFICER 2 MEDICAL TECHNICIAN

Warrant Officer 1 Promotion is in accordance with regulations for the Executive Branch.

Note.

1. *Candidates must fulfil the following conditions to become eligible for entry:*

a. Be between 17½ and 39 years of age.

b. Meet the Minimum Educational Requirements. These are subject to change and definitive advice should be sought from the Healthcare and Medical Profession Manager.

c. Meet the specific requirements of the relevant academic establishment and appropriate Healthcare Professional Governing Body.

d. Pass an Interview Board.

Candidates accepted for entry will join as Probationary Medical Technicians.

2. Training. *All SP will commence a professional course of Medical Technician training in the specialisation for which they have been selected. Candidates who fail the specialist professional course will be offered branch transfer/return to source branch if possible and recommended, or discharged SHORE per Chapters 67-69*

3. *Leading Hand seniority date is to be backdated to completion of Phase 2 Training. Failure to complete LRLC will be iaw Chapter 67.*

ANNEX 87D

MEDICAL TECHNICIAN SPECIALISATION (DIRECT ENTRY) – PROMOTION FLOWCHART

a. Entry upper age limit - 39 years of age (see Annex 87C Note 1).

b. Provide documentary evidence of passing the appropriate civilian professional course.

c. Provide documentary evidence of registration with appropriate Healthcare Professional Governing Body.

d. Pass Interview and Selection Board.

e. Entered for Initial Naval Training.

MEDICAL TECHNICIAN

Leading Medical Technician - Advancement Criteria

a. Complete Initial Naval Training.

b. Recommended for advancement (Promotion Authority Request).

c. Provide documentary evidence of registration with civilian professional body.

d. At least 6 months since last Career Check (if any) on advancement.

e. Education For Promotion (EFP) qualified in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Advanced to
ACTING LEADING MEDICAL TECHNICIAN

a. Completed Leading Rates' Leadership Course (LRLC) and recorded on JPA' within 12 month of completing Phase I training (see note 3 within Annex 87C).

b. Complete TtMP within 12 months of completing Phase I Training (for BMS DE only).

c. At least 6 months since last Career Check (if any) on advancement.

Advanced to
LEADING MEDICAL TECHNICIAN

PROMOTION BEYOND LEADING MEDICAL TECHNICIAN IAW PROMOTION FLOWCHARTS DETAILED AT ANNEX 87C

ANNEX 87E

MEDICAL TECHNICIAN SPECIALISATION (BRANCH TRANSFER – UNTRAINED) – PROMOTION FLOWCHART

Entry – OR2

a. Educationally qualified as required for specialist training.

b. Pass Interview and Selection Board.

c. Comply with current ROS requirement and other criteria (see Note 1).

STUDENT MEDICAL TECHNICIAN

SUBSEQUENT PROMOTION IAW PROMOTION FLOWCHARTS AT ANNEX 87C

Entry – OR4

a. Educationally qualified as required for specialist training.

b. Pass Interview and Selection Board.

c. Comply with current ROS requirement and other criteria (see Note 1).

STUDENT MEDICAL TECHNICIAN

a. Successfully complete Phase 2 professional training (see Annex 87C Note 2).

b. Provide documentary evidence of passing the appropriate Healthcare Professional Governing Body recognised course.

c. Provide documentary evidence of registration with civilian professional body recorded under JPA competence Professional Healthcare Staff (see Note 4).

d. Recommended for advancement (Promotion Authority Request).

e. At least 6 months since last Career Check (if any) on advancement.

f. EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Advanced to
LEADING MEDICAL TECHNICIAN

SUBSEQUENT PROMOTION IAW PROMOTION FLOWCHARTS AT ANNEX 87C

Entry – OR6

a. Educationally qualified as required for specialist training.

b. Pass Interview and Selection Board.

c. Comply with current ROS requirement and other criteria (see Note 1).

STUDENT MEDICAL TECHNICIAN

a. Successfully complete Phase 2 specialist professional training (see Annex 87C Note 2).

b. Provide documentary evidence of passing the appropriate Healthcare Professional Governing Body recognised course.

c. Provide documentary evidence of registration with a civilian professional body, recorded under JPA competence Professional Healthcare Staff (see Note 4).

d. Recommended for advancement (Promotion Authority Request).

e. At least 6 months since last Career Check (if any) on advancement.

f. EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

SUBSEQUENT PROMOTION IAW PROMOTION FLOWCHARTS AT ANNEX 87C

Notes:

1. Internal recruitment of Medical Technicians

a. When volunteers are called for by the Healthcare and Medical Profession Manager, RN and QARNNS ratings may apply to be considered for any one of the following Medical Technician courses:

(1) Medical Technician (Radiographer).

(2) Medical Technician (Biomedical Scientist).

(3) Medical Technician (Operating Department Practitioner).

(4) Medical Technician (Pharmacy Technician).

(5) Medical Technician (Paramedic). STBC, under development[1].

b. Applications for workforce clearance should be made to the Navy Command HQ (Strategic Workforce Planning WO1) in accordance with current regulations. Workforce clearance, if approved, will be valid for two years. If clearance is approved, applications are to be forwarded to R&A SR MED PO, together with full Service Documents and documentary evidence of academic attainments held by the applicant. Inter-Service transfers, however, are to be processed through R&A, Room 202, Building 1/080, MP 73A, Jago Road, HM Naval Base, Portsmouth. PO1 3LU and applicants' units are advised to make preliminary enquiries of R&A regarding the possibility of release from the parent Service before applications are forwarded.

c. Applicants will be notified by R&A whether they are eligible to appear before a Selection Board. If ineligible, they will be made aware of any further educational qualifications required. In addition, they will be advised whether vacancies exist in their preferred specialisation and, if not, whether vacancies exist in any of the other specialisations.

d. Applicants will be eligible to appear before a Medical Technician Selection Board provided they fulfil the mandated academic requirements and also provide evidence of satisfying the following conditions:

(1) Evidence of Medical Category JMES MFD/P2 or another JMES that allows Sea Service and Land Operational Deployment. Applicants who are MLD will be considered in exceptional circumstances, advice will be taken from ROHC with Healthcare and Medical Profession Manager's decision being final.

(Continued)

[1] As at May 2026, the RN Paramedic Cadre is under development in conjunction with Unified Career Management.

Notes (Continued):

(2) Recommended for transfer on the candidate's latest SJAR.

(3) Evidence of in date workforce clearance to transfer from current branch/trade.

(4) Passed the Defence Aptitude Assessment.

(5) Provide Nurse Recruitment Assistant with a curriculum vitae, emailed to NAVY CNR-COHERENCE SR MED PO.

(6) Completed evidence of two weeks clinical experience obtained in a relevant Health Care setting with a recommendation to train in radiography/biomedical science/ODP.

(7) Provide copies of last three years' SJARs.

e. R&A, in consultation with the Healthcare and Medical Profession Manager, will convene Selection Boards as necessary and will inform Commanding Officers, copy to DDPD.

f. Subject to confirmation of availability by the Healthcare and Medical Profession/Career Manager, selected candidates will be assigned to the Margin for training.

g. The individual will remain in their current Profession/Specialisation and rate until completion of specialist training.

h. In a transfer where the rating is a Petty Officer, the new rate will be determined by the Healthcare and Medical Profession Manager on a case by case basis, dependent upon the Service requirement.

i. Seniority as Medical Technician will be the date of completing Phase I training.

j. All candidates must comply with the current ROS regulations and sign a Notice of Waiver of Right of Discharge in Consideration of Course of Training (Form S2658) in accordance with Para 5313.

3. Advancement of Students During Training. *Individuals will not be eligible for selection for promotion in their source specialisation whilst on course.*

(Continued)

Notes (Continued):

4. Transfer to Medical Technician

a. Ratings will be transferred to the Medical Technician structure when they have successfully completed professional training.

b. The effective date of transfer will be the date of completion of professional registration. The date of seniority will also be amended to this date.

c. Transfer will be to the rates shown below:

Present Rate	***Transfer To***
Able Rate	*Acting Leading Medical Technician*
Leading Hand	*Leading Medical Technician (See Para 6909 re LRLC)*
Petty Officer	*Leading Medical Technician*

ANNEX 87F

MEDICAL TECHNICIAN SPECIALISATION (SERVICE TRANSFER TRAINED) – PROMOTION FLOWCHART

Entry - OR2 / OR3

a. Entry upper age limit - 39 years of age.

b. Provide documentary evidence of passing the appropriate civilian professional course and evidence of registration with civilian professional body.

c. Pass Interview and Selection Board.

d. Entered for Initial Naval Training or waiver (see Note 1).

MEDICAL TECHNICIAN

Leading Medical Technician - Advancement Criteria

a. Complete Phase 1 Initial Naval Training (INT) if required.

b. Seniority as per Branch Manager offer letter.

c. Recommended for advancement (Promotion Authority Request).

d. Provide documentary evidence of registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.

e. At least 6 months since last Career Check (if any) on advancement.

f. Education For Promotion (EFP) qualified in accordance with Para 9614. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Advanced to
ACTING LEADING MEDICAL TECHNICIAN

a. Completed Leading Rates' Leadership Course (LRLC) and recorded on JPA within 12 months of transfer.

b. At least 6 months since last Career Check (if any) on advancement.

Advanced to
LEADING MEDICAL TECHNICIAN

SUBSEQUENT PROMOTION IAW PROMOTION FLOWCHARTS AT ANNEX 87C

Entry - OR4

a. Entry upper age limit - 39 years of age.

b. Provide documentary proof of passing the appropriate civilian professional course.

c. Provide documentary evidence of registration with civilian professional body.

d. Pass Interview and Selection Board.

e. Complete Phase 1 Initial Naval Training (INT) or waiver. Seniority as per Healthcare and Medical Profession Manager offer letter.

f. Recommended for advancement (Promotion Authority Request).

g. At least 6 months since last Career Check (if any) on advancement.

h. Completed Leading Rates' Leadership Course (LRLC) and recorded on JPA or equivalent Service Command Course (see Note 1).

i. EFP in accordance with Para 9614. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA.

Advanced to
LEADING MEDICAL TECHNICIAN

SUBSEQUENT PROMOTION IAW PROMOTION FLOWCHARTS AT ANNEX 87C

Entry - OR6

a. Entry upper age limit - 39 years of age.

b. Provide documentary proof of passing the appropriate civilian professional course.

c. Provide documentary evidence of registration with civilian professional body.

d. Pass Interview and Selection Board.

e. Compete Phase 1 Initial Naval Training (INT) or waiver (see Note 1).

f. Seniority as per Offer letter.

g. Recommended for advancement (Promotion Authority Request).

h. At least 6 months since last Career Check (if any) on advancement.

i. Completed Senior Rates' Leadership Course (SRLC) and recorded on JPA or equivalent Service Command Course (see Note 1).

j. EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

SUBSEQUENT PROMOTION IAW PROMOTION FLOWCHARTS AT ANNEX 87C

Entry - OR7

a. Entry upper age limit - 39 years of age.

b. Provide documentary evidence of passing the appropriate civilian professional course.

c. Provide documentary evidence of registration with civilian professional body.

d. Pass Interview and Selection Board.

e. Complete Phase 1 Initial Naval Training or waiver.

f. Seniority as Chief Petty Officer Medical Technician as per Offer letter.

g. Recommended for advancement (Promotion Authority Request).

h. At least 6 months since last Career Check (if any) on advancement.

i. EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

SUBSEQUENT PROMOTION IAW PROMOTION FLOWCHARTS AT ANNEX 87C

Notes:

1. Recruitment of Service Transfer Medical Technicians

a. Army and RAF other ranks may apply for Service Transfer to any one of the following Medical Technician cadres:

(1) Medical Technician (Radiographer).

(2) Medical Technician (Biomedical Scientist).

(3) Medical Technician (Operating Department Practitioner).

(4) *Medical Technician (Pharmacy Technician).*

(5) Medical Technician (Paramedic). STBC, under development[1].

b. Applications for Service transfers should be made by letter to R&A. Applicants' units are advised to make preliminary enquiries of R&A regarding the possibility of release from the parent Service before applications are forwarded.

c. Applicants will be notified by R&A whether they are eligible to appear before a Selection Board. In addition, they will be advised whether vacancies exist in their specialisation and it should be noted that vacancies are very limited and vary according to the requirement of the Service.

d. The Healthcare and Medical Profession Manager will seek approval through HMS RALEIGH Cdr Training to waive Phase 1 Initial Naval Training and instead the transferee will undertake the 5 day bespoke HMS RALEIGH Transferee Induction package.[1]

e. All candidates must comply with the current ROS regulations and sign a Notice of Waiver of Right of Discharge in Consideration of Course of Training (Form S2658) in accordance with Para 5303 sub para c.

f. Leading Rates or Senior Rates' Leadership Course is not required if Service transfer candidates have previously undertaken equivalent Leadership courses in their current Service.

(Continued)

[1] Provided the Royal Navy continues to provide this package.

Notes (Continued):

2. Transfer to Medical Technician

a. The effective date of transfer will be the date of completion of Phase 1 Initial Naval Training.

b. Transfer will be to the rates shown below:

Present Rates

(Army)	***(RAF)***	***Transfer To***
Pte	*AR / AS*	*Acting Leading Medical Technician*
L/Cpl	*-*	*Acting Leading Medical Technician*
Cpl	*Cpl*	*Acting Leading Medical Technician*
(Leading Medical Technician if completed donor service Leadership equivalent course)		
Sgt	*Sgt*	*Acting Petty Officer Medical Technician*
(Petty Officer Medical Technician if completed donor service Leadership equivalent course)		
S/Sgt	*F/Sgt*	*Chief Petty Officer Medical Technician*

CHAPTER 88

MEDICAL PROFESSION - DENTAL NURSE

(Sponsor: NAVY PEOPLE-WFPT MED SO1)

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CHAPTER 88

HEALTHCARE AND MEDICAL PROFESSION - DENTAL NURSE

8801. Unified Career Management

a. Personnel joining after 1 Jan 24 will be subject to harmonised UCM TACOS iaw JSP 755 (Part 2 Vol 2).

b. Personnel in-Service or undergoing Phase 1 or 2 training on 1 Jan 24 remained on legacy TACOS as per BRd 3(1) Chapters 48 & 49.

c. Personnel promoted or who have received a change of engagement post 1 Jan 24 will transfer to harmonised UCM TACOS iaw JSP 755 (Part 2 Vol 2).

d. Promotion zones for personnel on legacy TACOS will be modified to the most beneficial between harmonised UCM or legacy timings, e.g. personnel will enter promotion zone at the earlier of the two timings and exit the promotion zone at the latest of the two dates.

e. Promotion flowcharts can be found in the Annexes to this Chapter.

ANNEX 88A

DENTAL NURSE SPECIALISATION (DIRECT ENTRY UNTRAINED) – PROMOTION FLOWCHART

1. Dental Nurse Specialisation (Direct Entry Untrained) - Promotion Flowchart

New Entry: 17-39 years (see Note 1).

DENTAL NURSE 2

Dental Nurse 1 - Advancement Criteria

a. Complete Phase 1 Initial Naval Training (INT) (see Note 2).

b. Complete Phase 2 Training (see Note 2).

c. Gain a Registerable Dental Nurse Qualification.

d. 12 months' seniority as Dental Nurse.

e Provide documentary evidence of registration with the GDC; recorded as 'Educational|General Dental Council – registration Certificate|Joint|'.

f. Recommended for advancement (Promotion Authority Request).

g. Completion of Able Rates Leadership Course.

Advanced to
DENTAL NURSE 1

Leading Dental Nurse - Pre-Selection Requirements

a. Minimum of 18 months' seniority as a DN1 12 months prior to Common Promotion Date (CPD) (Para 6703 b sub para (see Note 3)).

b. Serving on ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (see Note 7)).

c. Recommended for promotion on Appraisal Report at CRD (see Note 3).

Leading Dental Nurse - Pre-Promotion Requirements

d. Completed Leading Rates' Leadership Course (LRLC) and recorded on JPA. (see Note 4).

e. Provide documentary evidence of continuing registration with the GDC; recorded as 'Educational|General Dental Council – Registration Certificate|Joint|'.

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

g. Educationally qualified for promotion (EFP) in accordance with Para 9614. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics at Common Reporting Date (CRD) and appropriate competences recorded on JPA.

Promoted to
LEADING DENTAL NURSE

Petty Officer Dental Nurse - Pre-Selection Requirements

a. Minimum of 2 years' seniority as a Leading Dental Nurse 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD (see Note 3).

Petty Officer Dental Nurse - Pre-Promotion Requirements

d. Completed Senior Rates' Leadership Course (SRLC) and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'. (see Note 4)

e. Provide documentary evidence of continuing registration with the GDC; recorded as 'Educational|General Dental Council - Registration Certificate|Joint|'.

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

g. EFP in accordance with Para 9614. chieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Promoted to
PETTY OFFICER DENTAL NURSE

Chief Petty Officer Dental Nurse - Pre-Selection Requirements

a. Minimum of 3 years' seniority as a PO Dental Nurse 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD.

Chief Petty Officer Dental Nurse - Pre-Promotion Requirements

d. Provide documentary evidence of continuing registration with the GDC; recorded as JPA competence 'Educational|General Dental Council – Registration Certificate|Joint|'.

e. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER DENTAL NURSE

Warrant Officer 2 Dental Nurse - Pre-Selection Requirements

a. Minimum of 3 years' seniority as a CPO Dental Nurse 12 months prior to CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 2 Dental Nurse - Pre-Promotion Requirements

d. Provide documentary evidence of continuing registration with the GDC; recorded as JPA competence 'Educational|General Dental Council – Registration Certificate|Joint|'.

e. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

f. Complete the Warrant Officers Staff Course (WOSC).

Promoted to
WARRANT OFFICER 2 DENTAL NURSE

Warrant Officer 1 promotion is in accordance with Executive Branch.

Notes:

1. *Requirements:*

a. ***Education****. Minimum educational qualifications required are 2 GCSEs Grade C or above, or equivalent, to include English Language.*

b. ***DBS****. Dental duties at all rates may require interaction with minors or vulnerable adults on a one-to-one basis. It has therefore been ruled that all personnel wishing to join the Dental Branch must have a valid DBS Enhanced Disclosure certificate before they can be confirmed as a dental rating (see Para 6050).Commanding Officers are to ensure that applicants for transfer to a Dental specialisation are made fully aware of this requirement before approving the application.*

2. *New entries undergo Phase 1* Initial Naval Training (INT) *followed by Phase 2 tri-Service training at Defence Medical Academy Lichfield.*

3. ***Recommendation.*** *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.*

4. ***Failure to Complete or Leadership Course.*** *Refer to Para 6716 for rules on the impact on a rating's promotion if they fail to complete LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).*

ANNEX 88B

DENTAL NURSE SPECIALISATION (DIRECT ENTRY QUALIFIED) – PROMOTION FLOWCHART

1. Dental Nurse Specialisation (Direct Entry Qualified) - Promotion Flowchart

DENTAL NURSE 2

a. Complete Phase 1 Initial Naval Training (INT).

b. Hold a Registerable Dental Nurse Qualification.

c. Provide documentary evidence of registration with the GDC; recorded on JPA as competency 'Educational|General Dental Council – Registration Certificate|Joint|'.

d. Recommended for advancement (Promotion Authority Request).

Advanced to
DENTAL NURSE 1

(Then as per Annex 88A Section Dental Nurse 1)

ANNEX 88C

DENTAL NURSE SPECIALISATION (BRANCH TRANSFER UNTRAINED) – PROMOTION FLOWCHART

1. Dental Nurse Specialisation (Branch Transfer Untrained) - Promotion Flowchart

a. Engagement required between donor and receiving BM to ascertain WF requirement and individual suitability (Education / JMES Deployability).

b. If accepted as a Branch Transfer, route as per Chapter 51.

c. Individual TACOS will be designed on a case by case basis as per BM requirements.

d. Promotion will be as per Annex 88A.

ANNEX 88D

DENTAL NURSE SPECIALISATION (SERVICE TRANSFER QUALIFIED) – PROMOTION FLOWCHART

1. Dental Nurse Specialisation (Service Transfer Qualified) - Promotion Flowchart

a. Entry upper age limit - 39 years of age.

b. Provide documentary evidence of passing the appropriate civilian professional course and evidence of registration with civilian professional body.

c. Individual TACOS will be designed on a case by case basis as per BM requirements.

d. Gain entry approval (see Note 1).

e. Entered for Initial Naval Training or waiver (see Note 1).

f. Promotion will be as per Annex 88A.

Notes:

1. *Requirements:*

a. Applications for Service transfers should be made by letter to R&A. Applicants' units are advised to make preliminary enquiries of R&A regarding the possibility of release from the parent Service before applications are forwarded.

b. Applicants will be notified by R&A whether they are eligible to appear before a Selection Board. In addition, they will be advised whether vacancies exist in their specialisation and it should be noted that vacancies are very limited and vary according to the requirement of the Service.

c. The Healthcare and Medical Profession Manager will seek approval through HMS RALEIGH Cdr Training to waive Phase 1 Initial Naval Training and instead the transferee will undertake the 5 day bespoke HMS RALEIGH Transferee Induction package.

d. All candidates must comply with the current ROS regulations and sign a Notice of Waiver of Right of Discharge in Consideration of Course of Training (Form S2658) in accordance with Para 5303 sub para c.

CHAPTER 89

HEALTHCARE AND MEDICAL PROFESSION - QUEEN ALEXANDRA'S ROYAL NAVAL NURSING SERVICE

(Sponsor: NAVY PEOPLE-WFPT MED SO1)

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CHAPTER 89

HEALTHCARE AND MEDICAL PROFESSION – QUEEN ALEXANDRA'S ROYAL NAVAL NURSING SERVICE

8901. Unified Career Management

a. Personnel joining after 1 Jan 24 will be subject to harmonised UCM TACOS iaw JSP 755 (Part 2 Vol 2).

b. Personnel in-Service or undergoing Phase 1 or 2 training on 1 Jan 24 will remain on legacy TACOS as per Chapters 48 & 49.

c. Personnel promoted or who have received a change of engagement post 1 Jan 24 will transfer to harmonised UCM TACOS iaw JSP 755 (Part 2 Vol 2).

d. Promotion zones for personnel on legacy TACOS will be modified to the most beneficial between harmonised UCM or legacy timings, e.g. personnel will enter promotion zone at the earlier of the two timings and exit the promotion zone at the latest of the two dates.

ANNEX 89A

NAVAL NURSE SPECIALISATION (IN SERVICE TRAINED) – PROMOTION FLOWCHART

Naval Nurse Specialisation (In Service Trained) - Promotion Flowchart

New Entry: 17 years 10 months - 39 years (see Note 1).

NAVAL NURSE (STUDENT) (4)

Naval Nurse - Advancement Criteria

a. Complete Initial Naval Training (INT)

b. Successfully complete Registered Nurse training and register with the Nursing and Midwifery Council (NMC).

c. Recommendation for advancement (see Note 2).

d. At least 6 months since last Career Check (if any) on advancement.

NAVAL NURSE

Acting Leading Naval Nurse - Advancement Criteria

a. Recommended for advancement (see Note 3).

b. Provide Commanding Officer or delegated authority with documentary evidence of registration with the NMC.

c. At least 6 months since last Career Check (if any) on advancement.

d. Education For Promotion (EFP) qualified in accordance with Para 9614. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Advanced to
ACTING LEADING NAVAL NURSE

Leading Naval Nurse - Advancement Criteria

a. Completed Leading Rates' Leadership Course (LRLC) and recorded on JPA. within 12 months of Phase II Training (see Note 3)

b. Complete the Transition to Military Practice (TtMP) course (3) within 12 months of Phase II Training (see Note 3).

c. At least 6 months since last Career Check (if any) on advancement.

Advanced to
LEADING NAVAL NURSE

Petty Officer Naval Nurse - Pre-Selection Requirements

a. Minimum of 2 years' seniority as a LNN 12 months prior to the Common Promotion Date (CPD).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7)).

c. Recommended for promotion on Appraisal Report at Common Reporting Date (CRD) (see Note 5).

Petty Officer Naval Nurse - Pre-Promotion Requirements

d. Completed Senior Rates' Leadership Course (SRLC) and recorded on JPA competence (see Note 6).

e. Evidence of continuing registration with the NMC recorded on JPA.

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
PETTY OFFICER NAVAL NURSE

Chief Petty Officer Naval Nurse - Pre-Selection Requirements

a. Minimum of 3 years' seniority as a PONN 12 months prior to the CPD (Para 6703 b sub para (2)).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD.

Chief Petty Officer Naval Nurse - Pre-Promotion Requirements

d. Evidence of continuing registration with the NMC recorded on JPA.

e. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER NAVAL NURSE

Warrant Officer 2 Naval Nurse - Pre-Selection Requirements

a. Minimum of 3 years' seniority as a CPONN 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 2 Naval Nurse - Pre-Promotion Requirements

d. Evidence of continuing registration with the NMC recorded on JPA.

e. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

f. Complete the Warrant Officers Staff Course (WOSC).

Promoted to
WARRANT OFFICER 2 NAVAL NURSE

Warrant Officer 1 - Pre-Selection Requirements

a. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD.

b. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 1 - Pre-Promotion Requirements

c. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

Promoted to
WARRANT OFFICER 1 NAVAL NURSE

Notes:

1. *Candidates must fulfil the following conditions to become eligible for entry:*

a. Be between 17 years 10 months and 39 years of age. Candidates must have achieved 18 years of age by the end of the calendar month in which the Common Foundation Programme course begins.

b. The following educational qualifications provide eligibility to be considered for QARNNS student nurse selection (BSc (Hons) Nursing). The degree only entry programme commenced in 2008.

c. 120 UCAS tariff points from a maximum of three A/A2 Level Passes (or equivalent) and must include a Science–based subject:

(1) A minimum of three GCSEs at Grade 4 or above (previously Grade C) which must include English Language, Mathematics and a Science.

(2) Other Level 2 and Level 3 qualifications may be acceptable but must be endorsed by SR MED in the first instance.

(3) Any qualifications achieved overseas are to be ratified and a Statement of Comparability to be obtained from the United Kingdom National Agency for the Recognition and Comparison of International Qualifications and Skills (UK NARIC).

d. Pass an Assessment Board by the Specialist Medical Recruitment Team. The Adult Nursing board takes place in February and the Mental Health Nursing board takes place in November.

2. Advancement to Naval Nurse. *Student Naval Nurses will be advanced to Naval Nurse on successful completion of Registered Nurse Training and eligibility for registration with the Nursing and Midwifery Council (NMC). The date of advancement to Naval Nurse will be that of successful completion of Naval Nurse Training.*

(Continued)

Notes (Continued):

3. Advancement to Acting Leading Naval Nurse and Leading Naval Nurse

a. The seniority date for LNN will be the date of registration with the NMC.

b. Should a rating, on completion of Phase II Training, not be recommended for Acting LNN, the Unit Commanding Officer icw CM/Head of Discipline has the authority to withhold the advancement and recommend that the rating be reviewed by the parent establishment not less than 3 months and not more than 6 months. The rate held during this assessment period will be that of Naval Nurse. If subsequently recommended for advancement to Acting LNN (in writing to the CM), the seniority date will be the actual date of recommendation. If not recommended, consideration should be given to Discharge SHORE.

c. To enable advancement action by CM, the end of pre-registration training reports (appraisal report) provided by the DSHE for Naval Nurses must include a recommendation for advancement to Acting LNN.

d. Upon receipt of notification from the RN Leadership Academy confirming successful completion of LRLC, Unit Admin staffs are to ensure that individuals meet the requirements for substantive advancement laid down at Para 8902 and arrange for the individual to submit a request for substantive advancement by the Commanding Officer. Upon granting of substantive promotion, Unit Admin staffs are to raise a Promotion Authority Request signal to DDPD, copy to the Ratings' Promotions Section, requesting JPA action to reflect the award of substantive advancement and adjustment of seniority date.

4. Student Entry

a. Naval Nurses (Student) follow a 3 year course of practical and theoretical instruction based on the current syllabus of General Training stipulated by the Nursing and Midwifery Council (NMC). Naval Nurses (Student) undertake training at Birmingham City University (BCU), administered by the Defence School of Healthcare Education (DSHE), which is embedded within BCU.

b. QARNNS Student Naval Nurses may be seconded to certain civilian hospitals or Joint Hospital Groups (JHGs) in order to obtain specialist experience.

c. Failure will result in specialisation/branch/Service transfer if available and approved, or Discharge Unsuitable During Training.

(Continued)

Notes (Continued):

5. Recommendation. *Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.*

6. Failure to Complete Professional and/or Leadership Course. *Refer to Para 6716 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).*

ANNEX 89B

NAVAL NURSE SPECIALISATION (DIRECT ENTRY) – PROMOTION FLOWCHART

Naval Nurse Specialisation (Direct Entry) - Promotion Flowchart

New Entry: 20½ - 39 years (see Note 1).

NAVAL NURSE

Acting Leading Naval Nurse - Advancement Criteria

a. Provide documentary proof of Registration of the NMC Register (Registered Nurses trained in Adult Nursing or Mental Health Nursing).

b. Complete Initial Naval Training (INT) (see Notes 2/3/4).

c. Recommended for advancement (see Note 3).

d. Education For Promotion (EFP) qualified in accordance with Para 9615. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics recorded on JPA.

Advanced to
ACTING LEADING NAVAL NURSE

a. Attend Transition to Military Practice (TtMP) Course within 12 months of Phase I Training (see Note 2).

b. Completed Leading Rates' Leadership Course (LRLC) within 12 months of Phase I Training; recorded on JPA.

c. At least 6 months since last Career Check (if any) on advancement.

Advanced to
LEADING NAVAL NURSE

(Further promotion will be as per Annex 89A)

Notes:

1. *Candidates for Direct Entry as fully qualified and Registered Nurses must fulfil the following conditions:*

a. Be aged between 20½ and 39 years.

b. Provide documentary proof of Registration of the NMC Register (Registered Nurses trained in, Adult Nursing or Mental Health Nursing).

c. Pass a Professional Interview Board.

2. *Candidates accepted for entry will join* Initial Naval Training (INT) *in the rate of Naval Nurse:*

a. All entrants will undergo Initial Naval Training (INT).

b. All entrants will attend a Transition to Military Practice course (TtMP).

3. *On successful completion of Phase 1 Training and, if recommended for advancement, direct entrants will be advanced to Acting Leading Naval Nurse. On successful completion of TtMP and LRLC, if recommended for advancement, entrants will be confirmed Leading Naval Nurse. Further advancement will be in accordance with the regulations for Naval Nurses laid down at Para 8902. The seniority date for Direct Entry qualified LNN will be from the date of enlistment in the RN.*

4. *If not recommended for advancement or for failure of LRLC, action should be taken in accordance with Para 6714.*

ANNEX 89C

NAVAL NURSE SPECIALISATION – SIDEWAYS ENTRY/TRANSFER FROM OTHER SERVICE

Naval Nurse Specialisation - Sideways Entry/Transfer from Other Service

a. Ratings of confirmed Petty Officer (PO) rate and below may apply at any time to be considered for Naval Nurse training.

b. Applications for workforce clearance should be made to the Navy Command HQ (NAVY PEOPLE-TRG-HQ-N5 SWP WO1 in accordance with current regulations. Workforce clearance, if approved, will be valid for 2 years. If workforce clearance is approved, applications are to be forwarded to NAVY RA-SAT MED PO Inter-Service transfers are processed through Recruit & Attract (R&A), Room 202, Building 1/080, MP 73A, Jago Road, HM Naval Base, Portsmouth, PO1 3LU and applicants' units are advised to make enquiries of R&A regarding the possibility of release from the parent Service.

c. Applicants will be eligible to appear before a Naval Nurse Selection Board provided they fulfil the following conditions:

(1) Be at least an NATO Rank OR2 but not more than a confirmed OR6.

(2) Hold 120 UCAS tariff points from a maximum of three A/A2 Level Passes (or equivalent) which must include a Science-based subject.

(3) Evidence of Medical Category (JMES) MFD or another JMES that allows Sea Service and Land Operational Deployment. Exceptionally, those in MLD category may be approved, RHOC advice will be taken with NAVY PEOPLE-WFPT MED SO1 holding the overall approval.

(4) Recommended for transfer on the candidate's latest SJAR.

(5) Evidence of in date workforce clearance to transfer from current branch/trade.

(6) Passed the Defence Aptitude Assessment.

(7) Provide curriculum vitae, emailed to NAVY RA-SAT MED PO.

(8) Gain a recommendation to train in health care from current CoC.

(9) Have completed a minimum of 2 weeks clinical exposure obtained in a relevant adult Health Care setting.

(10) Provide copies of SJARs for the last 3 years.

(11) Evidence of Service Leadership course.

d. R&A will convene all Selection Boards when necessary, and will inform Commanding Officers, copy to RCMNAHP.

e. Selected candidates will, subject to confirmation of availability by Ratings Career Manager (R&A for Inter-Service transfers), be assigned to the Defence School of Health Care Education (DSHE) for course. The rate at which Inter-Service personnel transfer, and the limitations on advancement during training, where applicable, will be confirmed by R&A after consultation with the Healthcare and Medical Profession Manager.

f. All candidates must comply with the current Return of Service regulations and sign a Waiver of Notice of Discharge as of Right in Consideration of a Course of Training (Form S2658) in accordance with Para 5305.

g. Failure to meet the standards required will result in discontinuation of training and either return to their original Service/branch/specialisation or Discharge Unsuitable During Training.

h. Ratings returned to their original Service/branch/specialisation who subsequently qualify at their own expense in the civilian examination and obtain registration with the NMC, may apply through their Commanding Officer for transfer to the Naval Nurse structure. If recommended the rating may, subject to approval by the Medical Branch Manager (R&A for inter-Service transfers), transfer from the date of the rating's registration with the NMC.

i. **Promotion in Source Specialisation whilst undergoing Naval Nurse Training.** See Para 6704. LHs will not be eligible for selection for promotion to Petty Officer whilst undergoing Naval Nurse training.

j. Ratings will be transferred to the QARNNS Naval Nurse structure subject to the following conditions:

(1) They have successfully completed Naval Nurse training and registered with the NMC (effective date of transfer will be date of successful completion of the course).

(2) Are recommended.

(3) Have minimum of 6 months since last Career Check (if any).

k. Ratings will transfer to the Naval Nurse structure as shown below:

Present Rate	Transfer To
Able Rating	A/LNN (see Para 6909 re LRLC)
Leading Hand	Leading Naval Nurse (see Para 6909 re LRLC)
Petty Officer	Petty Officer

l. Further promotion within the Naval Nurse structure for sideways entry is in accordance with Annex 89A.

CHAPTER 90

ROYAL NAVY SPECIAL FORCES PROFESSION

(Sponsor: NAVY PEOPLE-CM RNSF SO1)

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CHAPTER 90

ROYAL NAVY SPECIAL FORCES PROFESSION

SECTION ONE

GENERAL

Notes:

1. Chapter 90 relates to the RNSF Profession which was established in 2020. The RNSF policy within is drawn from extant policy due to its legacy of being an RM Specialisation. Work to reflect RNSF across BRd 3(1) is in progress, as such there may be some duplication which will be addressed in future reviews.

2. Any questions or queries are to be forwarded via email to the NCHQ Desk Officer: NAVY PEOPLE-CM RNSF SO1.

9001. Introduction

a. This Chapter covers the career regulations for Royal Navy Special Forces (RNSF) Profession which includes the SBS and RNSFC Disciplines. Specifically, the career management of RNSF ORs and Late Entry Officers (LE).

b. RNSF are the Navy's contribution to UKSF, a Tri-Service organisation that is primarily managed through a Joint Force HQ commanded by Commander UKSF.

c. Where feasible RNSF policy will align with UKSF Tri-Service Terms and Conditions of Service (TACOS) managed through HQ MAB. This Chapter relates specifically to the sS requirements of RNSF.

SECTION TWO

CAREER STRUCTURES

9002. Entry into RNSF

Entry into RNSF is through lateral transfer only. The selection pathways are managed by Special Forces Training Command on behalf of Commander UKSF which is covered in detail through other Defence publications. Entry may be achieved in one of the following ways:

a. Op ELECTUS for entry into SBS/22SAS

b. Op NEPHITE for entry into 18 Signals Regiment

c. Op COEUS for entry into SRR

9003. Assignment to UKSF

RN/RM candidates are assigned to Special Forces Training Command (SFTC) only from the post-aptitude phase of Selection.[1] Should an RN/RM candidate withdraw or Removed From Course (RFC) from Selection during the aptitude phase then their Assignment Order to SFTC is to be cancelled. In most cases, ranks will be returned to their parent Unit unless directed otherwise.

9004. Return of Service

For ratings and other ranks, a Return of Service (ROS) is required to consolidate an individual's training and give a reasonable return on the investment made by the UKSF. Having completed six months' selection pathway and been successful, ratings and other ranks become eligible to apply for Early Termination 2 years after they have joined the Trained Strength.

9005. Sideways Transfer

RNSF will consider and accept other nations forces for transfer on a case-by-case basis to meet the needs of the Service. All transfer activity will be conducted by the MAB profession team and the relevant Recruit and Attraction Headquarters.

a. Request received from the individual.

b. Endorsement and approvals requested (AFCO 101).

c. Medical department issue medical questionnaire. Service details are sent to SYVETT (DV transfer if applicable).

d. MAB HQ informed - Disclosure Cell informed.

e. Letter of Offer issues to SP post approvals process completion.

f. Transfer to the RN letter of Offer accepted and returned.

[1] From the start of the course until completion of the aptitude phase, candidates are to be 'Move and Tracked' only, not assigned by their parent unit. This is due to the probability of being unsuccessful during this phase of selection.

9006. Reversion in Rank and Mark Time Rate of Pay

An NCO who is accepted for transfer to RNSF will be reverted to OR2 to ensure the Profession structure can be sustained. On transfer, where pay is less than their former rate of pay due to a reversion in rank, individuals will be provided a Mark Time Rate of Pay (MTRP). These SP will remain on MTRP until pensionable salary equals (or is greater than) the previous salary[2].

9007. RNSF Probation

On passing Selection[3] into UK Special Forces, All ORs[4] transfer into RNSF. From badging they will be on Probation for 24 months. The purpose of probation is to allow RNSF Head of Discipline to make an objective assessment of the individual's ability and suitability to remain within the organisation. The process consists of:

a. Assignment Order.

b. JPA main trade competencies being added.

c. SF Recruitment and Retention pay (RRP) applied.

d. Probation competency record on JPA for the period commencing.

e. Added to the protected community.

9008. Options During Probation

If SP on probation do not meet the required RNSF standards during probation, the RNSF Profession Manager may consider the following:

a. **Probation extension**. With concurrence from the respective Head of Discipline the probation period can be extended with six monthly reviews for individuals where standards have not been met, serious injury or absence has occurred or doubt still exists over suitability.

b. **RTU**. Individuals may be returned to their Single Service parent unit or offered a Service Contract on authority of the respective Head of Discipline at any time during the probation period if work ethic, behaviour or performance does not meet the standards expected of RNSF personnel.

9009. Permanent Cadre

After successful probation, RNSF individuals will achieve Permanent Cadre (PC) status. This provides RNSF personnel a greater degree of career security and simplifies administration. To be eligible for PC, the individual needs to:

a. Have met all training and professional requirements.

b. Have a clean disciplinary record during probation.

c. Be medically fit to deploy (MFD).

[2] This does not apply to Foreign Nationals on lateral entry.
[3] Via Op ELECTUS or Op NEPHITE.
[4] RNSF consists of MAB6 and RN MAB1 individuals.

On successful transfer to Permanent Cadre, the individual's probation competency is to be end-dated and their record correctly updated with a valid PC competency recorded on JPA. The proforma for submission is at Annex 90A.

9010. Re-Entry into RNSF

The administration for the re-entry of ratings and other ranks is undertaken by Head Recruit & Attraction (Hd R&A).

a. Rs wishing to re-enter RNSF should contact R&A/Armed Forces Recruiting Offices[5]. Rank, seniority, and training requirements will be determined by the RNSF Branch Manager in association with R&A, this will primarily be based on the currency of Knowledge, Skills, Experience from previous service. For those wishing to re-enter RNSF, previous reckonable service will count for length of service purposes, irrespective of the duration of any break in service.

b. Candidates seeking re-entry whilst serving on a Full Time Reserve Service (FTRS) engagement should be aware that periods of FTRS cannot be added to periods of regular service, including former regular service, for the purposes of counting time towards service on a normal commission. Neither does FTRS count towards the determination of entitlement for terminal benefits[6]. Any offer of service will be made in close consultation with the Terms of Service Team and the re-entry process will be administered by R&A as detailed in Chapter 12.

[5] See BRd 3(1) Ch 12 for detailed instructions.
[6] JSP 754 Ch 2 Para 1104.

SECTION THREE

PROMOTIONS AND APPOINTMENT BOARDS

9011. OR Promotion Requirements

To be eligible for promotion (at CPD), candidates must be in date for NCT1 and have met the qualifying education criteria/courses required for each rank.

a. **Promotion to OR3 (Lance Corporal)**. Heads of Disciplines are authorised to promote OR2 to the rank of Acting (Paid) OR3 on successful completion of probation. The only exception will be for RNSFCs who will promote to OR3 on successful completion of their respective selection pathway (NEPHITE Badging Day).

b. **Promotion beyond OR3**. Promotion beyond OR3 is based-on merit and seniority, subject to Service requirements. The Common Reporting Period for every OR is 1 December to 30 November with a CPD 12 months after.

9012. OR Substantive Promotion

RN Proms must be satisfied that the individual to be administratively promoted can perform the full duties of the next rank. Therefore, the RNSF individual should meet the following criteria:

a. The individual must be eligible for promotion prior to CPD.

b. The individual should have been recommended for promotion 1 Rank Up with EXCP, HIGH or YES on their latest SJAR.

c. For promotion to OR4 and OR6 all individuals must have successfully passed the respective RNSF Career, Leadership and Management training. Any command courses conducted by individuals in their previous employment outside of RNSF do not qualify for promotion within RNSF. Promotion to OR8 and OR9 requires RNSF individuals to successfully conduct the MAB 12 delivered Joint Warrant Officers' Course.

9013. Promotion Process

All promotions are subject to Service requirements. The RNSF OR promotion cycle consists of 3 stages[7]:

a. **Grading Conference (GC).** Two GCs[8] will be conducted annually. Head of Discipline will chair these, with governance support provided from RNSF Profession Manager and RN PROMS. All 1ROs and 2ROs are required to attend. The purpose of the GC is to place all eligible candidates into an order of merit. Further guidance can be found in the RNSF Staff Reporting Directive.

b. **Internal Review Board (IRB).** The IRB consists of 3 Board members (OF3 and above) with the aim of ratifying the appraisal reports.

[7] Prior to the process commencing the RNSF BM WOs conduct an administrative alignment board.
[8] RNSF MAB6 and RNSFC.

c. **Final Selection Board (FSB)**. The FSB consists of 3 Board members (OF3 and above). On completion of the FSB the Maximum Authorised Number (MAuN) will be applied to confirm the candidates who are to be selected for promotion.

9014. Promotional Reserves

Those who sit outside of the MAuN but still meet RNSF requirements will remain as promotional reserves. Service requirements will dictate the selection of reserves, as authorised by RNSF PM.

9015. De-Selection for Promotion prior to CPD

There are few instances where individuals may be de-selected for promotion prior to CPD. Whilst rare, these occasions may include:

a. **Permanent Medical Downgrade (PMD).** PMD is regarded when an individual has been graded below the medical standards required for RNSF service. Individuals in a PMD category will have had their capabilities specifically defined by the Royal Naval Medical Board of Survey (RNMBOS)/Royal Navy Medical Employability Board (RNMEB) and may be exempt from the RMFT and have other restrictions placed upon them. However, the individual may be promoted in line with the regulations set out in BR1750.

b. **Does Not Want Promotion (DNWP) or receives a DEV/NO SJAR.** When an individual DNWP or has been awarded a DEV SJAR 1 Rank Up prior to CPD, they will have their promotion selection rescinded and will automatically be deselected. It is unlikely that the deselected rank will be considered for promotion at the next annual FSB following promotion refusal[9]. Ranks will be presented to FSBs thereafter providing they continue to meet the eligibility criteria.

c. **Early Termination.** Any rank selected for promotion who requests Early Termination prior to CPD will be deselected for promotion.

Ranks who have requested Early Termination will be considered for promotion at the FSB but will not be selected for promotion. Ranks may, on Withdrawal of Early Termination (WoET), be subsequently selected pending authorisation by the RNSF BM.

9016. Erroneous Promotion

If a promotion is subsequently found to be erroneous the promotion will be rescinded from the date that it was authorised.

9017. OR Acting Higher Rank (AHR)

The administrative promotion to Acting or LAHR of RNSF NCOs and Mnes to one rank above their substantive rank may be appropriate in the following circumstances:

a. Where a shortage of individuals, in a particular rank, leads to a vacancy in that rank against the complement of MAB6 or RNSFC, which is not expected to be filled for at least 21 days.

[9] RNSF BM may allow exceptions in line with Service requirements.

b. Where an NCO is absent for reasons of sickness, compassionate leave, or service requirements (excluding Command course or margin action), where the vacancy is not expected to be filled within 21 days.

9018. OR Acting Higher Rank (AHR) process

a. Acting and Local Acting Higher Rank (LAHR) can be requested by RNSF PM and authorised by RN Proms. Acting or LAHR may be refused, or withdrawn, if RNSF workforce ceilings are likely to be exceeded. In all cases, substantive promotion takes precedence over Acting or LAHR. Any such decision must mitigate the duty of care implications of employing an Other Rank in the next higher rank who has not completed all prerequisite training, both on behalf of the individual and those whom they will lead.

b. Relinquishment or reversion from Acting or Local Acting rank has no consequential effect on the individual's consideration for substantive promotion by the FSB, other than those instances where reversion is for poor performance.

(1) **Acting Higher Rank.** Acting Higher Rank may only be awarded to those RNSF ranks who have a positive recommendation for employment in the next higher rank which must be reflected in reporting. A review of the Acting promotion must be reviewed by the RNSF BM at CPD.

(2) **Local Acting Higher Rank.** LAHR may be awarded to Mnes, Cpls, Sgts or CSgts who have not been selected for promotion and are identified in UKSF as capable of filling a gap at the next higher rank. The individual must have a positive recommendation for promotion in their reporting to support the LAHR. A review of Local Acting promotion must be reviewed by the RNSF BM twelve-months post award.

9019. AHR/LAHR Eligibility

Commanding Officers must be satisfied that the individual to be administratively promoted is capable of performing the full duties of AHR and is the most suitable person within the Unit and can satisfy the following criteria:

a. The individual should have a positive recommendation for promotion on their latest SJAR.

b. An individual must not have failed a Command course within the last 12 months.

c. In the case of promotion to Acting WO1 an individual must have already been selected for promotion to WO1 at the RNSF FSB.

d. The award of the Acting rank should be reviewed 12 months post award to ensure that the rank is performing at an acceptable standard in the position. If the latter does not apply or the rank has failed to successfully complete the respective Command Course, they should be reverted to their substantive rank. Consideration may be given to awarding the acting rank to another, more suitable rank, should this occur.

9020. Circumstances for Reversion

A rank holding Acting or LAHR is to be reverted to their substantive rank[10] when the vacancy which resulted in their administrative promotion ceases to exist. Consideration should also be given to reversion from Acting or LAHR rank when an individual:

a. Fails to achieve a positive recommendation for promotion 1 Rank Up in their SJAR.

b. Declines or fails a Command and/or Career course deemed a prerequisite for role unless exceptions are authorised by the RNSF BM.

9021. Promotion to Local (Unpaid) Acting Higher Rank

LAHR can be Authorised by the RN Proms. Promotion to LAHR, which carries no entitlement to pay, allowances or pension rights, may be awarded in the following circumstances:

a. Where it is desired to temporarily exceed the authorised complement for such purposes as special operations and training.

b. Where it is necessary for attendance on courses or duties with other Services.

c. Where, subject to workforce constraints, it is necessary for prestige purposes, or to enable an NCO/WO to carry out their duties more effectively.

d. The individual must not have failed a Command course within the last 12 months.

e. The award of LAHR must be reviewed by RNSF BM every twelve months post promotion. Any rank awarded Local rank may be entitled to SUPA in accordance with JSP754.

9022. Disciplinary Procedure

BRd 3(1) Chapter 70 details the discipline procedure relating to AHR and LAHR.

9023. RSM Board

RNSF are responsible for the conduct of the RSM[11] appointment process. Adj MAB6 will act as board secretary and provide administrative requirements. Board members will include:

a. CO MAB6.

b. Designated CO MAB6 (where available).

c. RNSF Profession Manager.

d. An externally employed RNSF Board Member.

[10] RNSF ORs will remain minimum of OR3.
[11] For the RNSFC Branch the board is conducted iaw MAB1 policy.

e. An HQ MAB Board Member.

Selected RSMs must have attended the JWOC prior to substantive promotion and before taking appointment.

SECTION FOUR

COMMISSIONS

9024. Commissioning and Late Entry Officer Promotion

Independent management of commissioning Officers from the ranks allows RNSF to effectively identify ORs to be selected for commission and adequately train those Officers to meet RNSF Work Force requirements.

9025. Commissioning Schemes

For eligible ranks there are two commissioning schemes that have discrete purposes with differing Terms and Conditions of Service (TACOS):

a. Warrant Officer Class 1 Commissioning Scheme (WO1CS) - awarded an Initial Commission Stage (ICS) of 6 years.

b. RNSF Late Entry (LE) Commissioning Scheme - ICS of 12 years or to the day before fifty-fifth birthday, whichever is soonest.

9026. Commission Transfers

For LE Officers opportunities to transfer to Career Commission Stage (CCS) and/or a Full Commission Stage (FCS) are dependent on eligibility and reporting recommendations. Specific information on commission transfers can be found at BRd 3(1) Chapter 49.

9027. Warrant Officer 1 Commissioning Scheme (WO1CS)

a. The WO1CS offers bespoke Officer selection, training and in-Profession Service employment opportunities and will provide RNSF OR9s with a continued career with a limited contract. It recognises and utilises the considerable KSE-B accrued in an OR career.

b. The promotion of individuals through this process remains specific to the Profession and Discipline of the candidate and employment will be determined through the RNSF PM. It follows, therefore, that prospective WO1CS candidates should discuss the specific range of Officer appointments that will be available in the forthcoming annual cycle with the RNSF PM before commissioning.

9028. WO1CS Board

RN Promotions will convene a RNSF WOCS Board annually which will consider applicants and select the requirement based on the MAuN provided by the RNSF BM. The WO1CS Board will use the candidates' promotion dossier to determine an order of merit for the candidates.

9029. WO1CS Training Pathway

Successful candidates at the WO1CS Board will be allocated to the WO Commissioning Programme (WOCP) at BRNC Dartmouth. RNSF BM will align entry dates with LE Officer appointments or additional training (if applicable). The WOCP is delivered separately to the LE course which is conducted at CTCRM.

9030. Eligibility for WO1CS

Candidates for the RNSF WOCS must fulfil all the minimum criteria below:

a. Be aged 54 years or younger on commencing the BRNC WOCP. Branch Managers may grant age waivers through Branch Recording Authorities where the relevant extension has been awarded.

b. Be a substantive WO1.

c. Have a positive recommendation for the scheme on their latest SJAR. No spec report is required for this scheme.

d. Be Medically Fit for promotion.

e. Carry a recommendation from CO MAB6.

9031. Generic Terms and Conditions of Service

The generic Terms and Conditions of Service (TACOS) for the WO1CS have been developed to reflect the additional experience and skills gained through longer service up to and including time in rank of WO1. The key features of the TACOS include:

a. Promotion to Capt (plus one-year's seniority) on commencing the WOCP.

b. Commencing on Initial Commission Stage with six years' Officer service (ICS6).

c. Commissioned WO1s will become eligible for promotion to Maj in line with extant policy[12].

d. AHR appointments for WO1CS Officers are made in accordance with BRd 3(1) Chapter 66 Section 4.

e. WOCS Officers will enter the zone for Commission transfer on completion of 3 years Officer service. They will exit at Termination minus 1 year as detailed in BRd 3(1) Para 4912.

9032. MAB Command Sergeant Major

The MAB Command Sergeant Major appointment is awarded in a manner that warrants commissioning. This recognises the seniority of the individual that fulfils the role and the responsibilities that are fulfilled This compares to the RSM role as below

WO1 CS		
Appointment	**Rank on appointment**	**Promotion to Captain**
MAB 1/6/12 RSM	WO1	Post appointment
MAB Comd SM	Captain with 1 year of seniority	N/A

[12] BRd 3(1) Ch 66 – Officers' Promotions.

9033. RNSF LE Commissioning

RNSF ranks will be considered for RNSF Late Entry commissioning on recommendation by respective COs. To be considered for RNSF LE, candidates must be a minimum substantive CSgt with a positive recommend for 1Up promotion. Exceptions can be authorised by RNSF PM where workforce demands necessitate.

9034. Educational Qualification

The minimum general educational qualification required for RNSF LE candidacy is four GCSEs at Grade C, or equivalent, which must include English Language and Mathematics.

9035. RNSF LE Selection Process

RNSF are responsible for the conduct of the RNSF LE selection process. Adj MAB6 will act as board secretary and assist with administrative requirements. The process includes:

a. **RNSF Commissioning Board**. A successful pass on this board does not automatically entitle the candidate to be commissioned. This will be according to service requirements.[13] Any rank successful but not selected will need to reapply for the board the following year. Board members:

(1) OF5 Board Chair.

(2) Respective Head of Discipline (MAB6/1)

(3) 2 external members (RNSF BM and a RM OF3.

b. The Final Selection Board (FSB) where the MAuN figure is applied.

c. Successful completion of the Senior Corps Commission Course.

9036. Term of Commission

RNSF LE candidates will be offered an initial commission of 12 years or until the age of 55, whichever is soonest. Transition to Career Commission Stage 60 (CCS60) is available in line with a Service Requirement.

9037. Seniority Levels

Seniority levels and promotion timescales on commissioning through the RNSF LE scheme are as follows:

Rank Prior to Commissioning	RNSF LE Commissioning Rank on entry	Promotion to Capt
WO2 or below	Lieutenant with 6 months' seniority and on promotion to Captain awarded an additional year of seniority	24 months from commissioning
WO1	Lieutenant with 18 months' seniority and on promotion to Captain awarded an additional year of seniority	12 months from commissioning.
Command RSM	Capt with 3 years seniority	N/A

[13] If the SF LE Maximum Authorised Number (MAuN) does not allow the applicant to be commissioned, the pass will expire and the applicant will need to re-apply on a further commissioning board to compete against current RNSF peers.

9038. Officer Promotion

a. **Eligibility.** Detailed prerequisites for Officer promotion is in Chapter 66.

b. **Acting Higher Rank (AHR) - Officers selected for promotion.** There is no requirement to seek approval of an AHR where an individual has already been selected at the preceding Promotion Board and is assigned to a role in the new higher rank prior to CPD.

c. **AHR - Officers not selected for promotion.** AHR requests must be approved via RN Strategic Workforce Planners to assess impact on Promotion MAuNs and compliance with policy. A positive recommendation for employment in next higher rank is essential.

9039. Eligibility to Promote OF3 and OF4

RNSF LE Officer promotion is Zoned as per Chapter 66 (Annex 66B) with the below exceptions that recognise the seniority RNSF Officers who are reverted in rank post selection:

a. OF2 to OF3:

(1) Reference point for zone calculation is 01 Oct of the year of the Board.

(2) Promotion zone entry point for all - 3 years' seniority at OF2.

(3) Promotion zone exit point for all - TX date minus 1 year.

b. OF3 to OF4:

(1) Reference point for zone calculation: 30 Jun of the year after the Board.

(2) Promotion zone entry point for all – 3 years' seniority at Major.

(3) Promotion zone exit point for all – TX date minus 1 year.

9040. Officer Career Development (OCD)

SF LE Officers are not required to conduct RN Officer Career Development (OCD)[14] prior to promotion. With the PM's permission, and where availability allows, RNSF LE Officers can attend ICSC(M) or ICSC(L) which will increase the opportunity to board and apply for positions that have Staff College training as a prerequisite. Attendance may be considered by those aspiring broader employment.

[14] Consisting of a second Military Analysis (MA)(B) course or a Naval Analysis Course (NAC), an Amphibious Warfare course (AWC), and the Walcheren Essay.

SECTION FIVE

CAREER EXTENSION

9041. Service Extensions

Where a service requirement exists there are a number of options are available for both ORs and OFs for extending in service.

9042. OR Longer Engagements

Ranks enlist in the Armed Forces on a 12-year Engagement Stage 1 (ES1). Beyond that, extensions are as follows:

a. **Transfer to Engagement Stage 2 (ES2).** A transfer to Engagement Stage 2 (ES2) is awarded automatically on badging, where required. An ES2 extends a career to 20 years' length of service or 40th birthday, whichever is later.

b. **Extensions to Engagement Stage 3 (ES3).** ES3 is awarded by selection to meet the RNSF requirements. Options to transfer to an ES3 will be managed by the RNSF PM according to workforce requirements.

9043. Eligibility

All RNSF ORs may be considered for an ES3, provided they:

a. Are serving in the last 4 years of current contract. This includes those ORs who have submitted Early Termination and who would have been serving in their last 4 years of regular engagement.

b. Are volunteers and are recommended for further service on their latest SJAR.

9044. ES3 Requirement

The Strategic Workforce Planner, in conjunction with RNSF PM, will formally set the requirement for the number of ES3 per rank and Discipline.

9045. Selection for ES3

Selection is based primarily on workforce demands. Reserve may also be selected at the same time as the main selection.

9046. ES3 Non-Select

Those serving on an ES2 who are not selected for transfer to ES3 may continue to serve past the 20 year or date of 40th birthday on an Extension of Service (EOS) to meet workforce requirements. Candidates will continue to be eligible for selection to ES3 from EOS.

9047. Offer and Acceptance

Selected ranks will be provisionally offered an ES3 by signal, specifying the new engagement expiry date; a date which is non-negotiable. Having accepted an offer of ES3 the new Termination Date will be reflected in JPA.

9048. Promotion Eligibility

Individuals serving on an ES3 will be eligible for promotion whereas those serving on an EOS will not.

9049. Extensions of Service (EOS)

EOS may be awarded where the RNSF BM considers it necessary to meet workforce requirements. There are 2 types of EOS currently available:

a. **RNSF PM EOS.** An extension of up to 6 months of an individual's contract expiry date can be awarded by the RNSF PM to meet workforce requirements. Any EOS which results in a cumulative total of over six months will be treated as 'Full EOS'.

b. **Full EOS**. Typically, this is an extension of between 6 months and 2½ years and requires staffing. Consideration of the long-term liability against the forecast strength must be made. In exceptional circumstances, an EOS of up to 5 years may be awarded by the RNSF BM.

9050. Eligibility for EOS

Individuals will be eligible for EOS under the following conditions:

a. Applicants must be certified as medically fit for service.[15]

b. Applicants should not have applied for Early Termination.

c. Applicants should be able to complete their EOS by the age of 55.[16]

d. Extensions to an ICS must not take officers beyond a maximum of 14 years' service under any circumstances. Similarly, the normal maximum extension which may be granted to officers serving on a CCS (or equivalent commission) is 5 years.

9051. EOS beyond Age 60

Extensions beyond age 60 may be granted by exception for certain specialisations by RN P&T Hd BM.

9052. Timing of Application

The timing of an EOS application is generally from 4 years, to 1 year before the individual's current Engagement Expiry Date (EED). At this stage, it will usually be possible for the RNSF PM to predict shortages, which may generate a requirement for an EOS.

[15] Applications from individuals in restricted medical categories may be considered in exceptional circumstances.
[16] See BRd 3(1) Ch 49 Para 4928 sub para a, for service beyond age 55 in exceptional circumstances.

SECTION SIX

CAREER TERMINATIONS

9053. Termination of Service

Termination of Service may be through expiry of existing contract or following the submission of a Notice to Terminate. Terminal benefits are detailed in JSP 534.

9054. Valedictory Certificate Process for RNSF

The Valedictory process is to ensure that RNSF personnel receive the appropriate recognition before they leave the Service; this can be found at Annex 90B and its associated Appendix.

ANNEX 90A

PERMANENT CADRE PROFORMA

PERMANENT CADRE PROFORMA (FORMS)

ANNEX 90B

VALEDICTORY PROCESS

1. Eligibility

All personnel within RNSF who complete a minimum of 5 years by their final day of service will receive a form of valediction on retirement. A tiered system reflected in the table below shows the relevant signatory level in relation to the years of service.

Valedictory Certificate	Years of Service	Signatory Level
Standard	5 to under 15 years	Commanding Officer
Bronze	15 to under 25 years	DSF
Silver	25 to under 35 years	2SL
Gold	35 years and above	1SL

2. Non-Eligible Personnel

a. Personnel with less than 5 years' service.

b. Personnel required to leave the Service for disciplinary reasons.

c. In the case of those required to leave for administrative reasons, a decision or recommendation will be made on a case-by-case basis at the discretion of their respective Commanding Officer.

3. Administration

RNSF Profession Administrator is to run a JPA Termination Forecast report as a part of monthly checks in consultation with Unit Adjutants. Those who are eligible for a Standard Valedictory Certificate will have their certificate produced within unit and then signed by the Commanding Officer. The RNSF PM will be responsible for checking and processing individuals who are entitled to a Bronze, Silver, or Gold Valedictory Certificate.

4. Timing

To permit timely staffing, Valedictory Certificates should be prepared no less than six months before the individual is due to leave service. It is essential that Release dates and the reason for leaving are correctly administered onto JPA by the RNSF PM.

5. Full-Time Reserve Service (FTRS)

The principle behind the Valedictory Certificate is to acknowledge Service. RNSF on FTRS contracts will continue to accrue service towards their Valedictory Certificate. Those who seamlessly transfer to FTRS will not receive a Valedictory Certificate when leaving the Regular Service. Those who have a gap in service will continue to accumulate service but may end up with two Valedictory Certificates. These cases will be considered by the RNSF BM.

6. Presentation

Once signed, the Bronze, Silver and Gold Certificates must be despatched to the respective Unit for presentation by the Commanding Officer. All Valedictory Certificates should be presented at an appropriate ceremony, consideration should be given to:

a. The rank/grade of the presenting officer.

b. The use of other formal occasions in which presentations can be made (passing out parades, formal dinners, conferences, clear lower decks, etc).

c. The involvement of family members.

All Valedictory Certificates are to be printed in colour, on quality card.

APPENDIX 1 TO ANNEX 90B

VALEDICTION CERTIFICATE AND CITATION PROFORMA

The Admiralty Board

CERTIFICATE OF VALEDICTION

<<Rank>> <<Name>> - <<Service Number>>

I am charged by the Admiralty Board with conferring to you the gratitude of the Service on the occasion of your release from the Royal Naval Special Forces on the DATE.

You have discharged your responsibilities faithfully over the last XX years and your service to your Sovereign and the Nation is of the highest calling. You have played your part in the safeguarding of the United Kingdom, the Commonwealth and our other allies, providing for the security of those who pass on land and the seas; an integral part of our Nations' Special Forces overarching mission to act as a force for stability and peace around the world.

Having embodied the finest traditions of the Service, you can be immensely proud of your career in Royal Naval Special Forces. I trust that you and your family, without whose support this would not have been possible, will always consider yourselves to be part of the Special Forces family.

ROYAL NAVY

RANK NAME
Commanding Officer
XXXX

1. Citation Proforma

Service Number	
Rank and Full Name (including any middle initials)	
Final day of Service	
Total Length of Service in full years	
Citation of no more than 400 characters (Not 400 words) **See Notes below**	
Current Unit Address and Commanding Officer or Line Managers name	

Notes:

1. Line Managers are requested to read the pre-loaded text on the Gold Certificate, as displayed below, to avoid duplication of words or phrases. The citation is to be written in the same style as the pre-loaded text.

2. Look to highlight State Honours and Awards, for example MSM, MBE or 2* Commendations and above (avoid highlighting OSMs and LS&GC). Any units that can be singled out for praise, enjoyment or high profile.

2. 1. Line Managers are requested to read the pre-loaded text on the Gold Certificate, as displayed below, to avoid duplication of words or phrases. The citation is to be written in the same style as the pre-loaded text.

2. Look to highlight State Honours and Awards, for example MSM, MBE or 2* Commendations and above (avoid highlighting OSMs and LS&GC). Any units that can be singled out for praise, enjoyment or high profile.

Pre-loaded Text on the Gold Certificate

On behalf of His Majesty the King and the Admiralty Board, I would like to record our sincere gratitude for your long service and dedication on the occasion of your retirement from the (Royal Navy/Royal Marine/Royal Naval Reserve/Royal Marines Reserve) on the (DATE).

Your extraordinary dedication to your Sovereign and the Nation through a remarkable (XX) years' service in the (Royal Navy/Royal Marine/Royal Naval Reserve/Royal Marines Reserve) is of the highest order and exemplifies the finest traditions of the service. In responding to the many operational demands you have faced throughout your distinguished career, you have played a significant role in the safeguarding of the United Kingdom, the Commonwealth and our other allies, providing for the security of those who pass on the seas. Your successes are too numerous to record individually, but they have each been due to your infinite professionalism, dedication and loyalty; you should be justifiably proud of your achievements and the legacy you leave behind.

3. Career Precis (as provided by RNSF BMs)

I trust that you and your family, without whose support this would not have been possible and for whose sacrifices we are also grateful, will always consider yourselves to be part of the (Naval/Marines) family. The board joins me in sending you our very best wishes for every happiness and success in the future.

CHAPTER 91

ROYAL MARINES OTHER RANKS PROMOTION

(Sponsor: NAVY PEOPLE-WFPM RM PM SO1)

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CHAPTER 91

ROYAL MARINES OTHER RANKS PROMOTION

SECTION 1

PROMOTION GENERAL

9101. Introduction

The following regulations are specific to promotion of Royal Marines Other Ranks (ORs). RM ORs employed in the following Royal Navy Specialisations must refer to their specific BRd 3(1) promotion regulations: RN Aircrewman (RM ACMN) - Chapter 81, RN Logistician (Catering Services) (LOG(CS)) - Chapter 85, RN Medical Assistant (RMMA) - Chapter 87, RN Family and People Support (RN FPS) – Chapter 86, People Capability Team Royal Marines and RM Career Managers will be referred as DDPD.

9102. Education

a. **Qualifications.** The educational qualifications required for each rank up to and including the rank of WO1 are given at Annex 91D and Annex 91E.

b. **Exemptions.** An individual who has, at minimum, GCSE ‘C’ grades in English Language and Mathematics, or equivalent examination grades, may be exempt from further educational testing in the Royal Navy.

9103. Professional Qualifications

a. The professional employment of each rank within specialisation is governed by the requirement to achieve Command and Primary Specialist Qualification (PSQ) within the selection year specified by the Promotion Notification (PN) prior to a Common Promotion Date (CPD).

b. **JNCOs/SNCOs:**

(1) **Cpls.** Qualification to PSQ2 level or RM Skill At Arms Course (RMSAA) is mandatory. Waiver of Command courses for RN Special Forces (RNSF) with Army qualifications and RMR Corporals is detailed at Annex 91D.

(2) **Sgts.** Promotion is governed by the requirement to upgrade to PSQ1 where applicable.

c. **CSgt.** Nil requirement.

d. **WO2 RM.** Successful attendance on the Warrant Officer’s Leadership Development Course (WLDC) is mandatory for promotion to WO2 RM.

e. **WO2 Bandmaster.** Selection for promotion is governed by the requirement to have passed the Bandmasters’ Course prior to the Promotion Selection Board (PSB).

f. **WO1 RM.** WO2s who are selected for promotion must attend the WO1 RM course.

9104. Candidature for Promotion

a. Normally a Mne will be accepted as a candidate once they have completed recruit training or, in the case of the RMBS, when a rank attains the M2/B2 qualification (the M2/B2 qualification may only be attempted after serving 12 months from attaining the M3/B3 qualification, unless they have been awarded advancement). In addition, candidates must be Qualified Educationally for Cpl having achieved Functional Skills (FS) Level 1 in Literacy and Numeracy.

b. **Royal Marines Band Service (RMBS) Accelerated Candidature.** On successful completion of the M3/B3 examinations, holders of Prince's Badge, Wing Captain, House Captain, and Section Commanders will be awarded the following advancement for eligibility to attend M2/B2 course:

Prince's Badge	6 months (eligible 6 months after M3/B3 SQ)
Wing Captain	6 months (eligible 6 months after M3/B3 SQ)
House Captain	3 months (eligible 9 months after M3/B3 SQ)
Section Commander	1 month (eligible 11 months after M3/B3 SQ)

c. As a Candidate, an individual is a potential NCO and is to be given every encouragement and opportunity to improve their Command ability and to obtain the qualifications required for promotion.

d. **Seniority.** The seniority of a candidate is determined by the RM Workforce Appraisal and Career Progression (WA&CP) Team and will normally be the day they start recruit training.

e. **Removal.** Commanding Officers (COs) may recommend that candidates be removed from the Corps Roll of Candidates for the following reasons:

(1) At the candidate's own request.

(2) On the grounds of unsuitability arising from disciplinary or other reasons.

Recommendations for removal are to be forwarded to the RM WA&CP Team by special SJAR in the case of an enforced removal or, in the case of voluntary removals, via JPA.

f. **Reinstatement.** An individual who has been removed from the Corps Roll of Candidates may apply to their CO for reinstatement. This request, if supported by the CO's recommendation, must be forwarded to the RM WA&CP Team for approval. The following caveats apply:

(1) The individual is not to be reinstated until a minimum period of 12 months and one day has elapsed since removal.

(2) Individuals reinstated on the Corps Roll of Candidates will have their former seniority as a candidate taken into account if they have been removed at their own request. If they have been removed for any other reason, however, their seniority will normally be the date of recommendation for reinstatement, with all former seniority being forfeit.

9105. Eligibility for Promotion

a. Ranks on EC/ES3 are considered for promotion selection in order to support structural sustainability.

b. Ranks on Extension of Service (EoS) will not be considered for promotion selection.

c. Individuals serving in N/A specific Continuity positions will not be considered for promotion, as there is no substantive promotion requirement for those in Continuity positions.

d. Ranks who have a Termination Date prior to the Common Promotion Date (CPD) will not be considered by the Promotion Selection Board (PSB) subject to an authorised ES3.

e. A rank will still be considered for selection in their source branch whilst on a long training course.

9106. Promotion to Acting (Paid) Lance Corporal

a. COs of Units (RM, Army and RAF), HM ships and RN establishments are authorised to promote Mnes to the rank of Acting (Paid) LCpl where NCO rank is considered appropriate for leadership, prestige status or training reasons. Details of Units allocated quotas are held by RM BM. Approval to promote above these ceilings must be secured from the BM WO before any action can take place. Individuals who have attended and passed Corporal Leadership Development Course (CLDC) are to remain Acting (Paid) LCpl whilst awaiting their CPD.

(1) On completion of trade training, individuals in the following specialisations will automatically be promoted to LCpl: CI, GD|MP, GD|UAS, RMCX, SFC and TES.

(2) All ranks attending CLDC are to be promoted to the rank of Acting (Paid) LCpl whilst on their respective Command Course.

(3) All ranks attending PSQ2/1 training who have been selected for promotion are to be promoted to the rank of Acting (Paid) LCpl whilst on their respective PSQ2/1 training course.

(4) On successful completion of CLDC and or PSQ2/1 training, ranks will retain their Acting (Paid) LCpl status, as long as they continue to be selected for promotion.

(5) Those ranks who have **not** been selected for promotion at PSB, but hold the rank of Acting (Paid) LCpl, will retain their rank and pay whilst on course.

(6) Those ranks who have **not** been selected for promotion and do not hold the rank of Acting (Paid) LCpl, will **not** be promoted for PSQ2/1 training courses.

(7) Musicians and Buglers (Musns and Bugs) must be qualified either M2 or B2 to be eligible to be promoted to the rank of Acting (Paid) LCpl.

(8) Those ranks who have **not** previously been selected for promotion, but are selected after they have commenced their relevant PSQ2/1 course, will be promoted to Acting (Paid) LCpl with effect from the date of the Promotion Notification.

(9) If an individual in the ET|WT, ET|FT or ET|VT PSQ has completed formal PSQ 1 training and does not already hold the rank of Acting (Paid) LCpl, they will be promoted to Acting (Paid) LCpl on receipt of that qualification.

b. **Administrative Reversion.** COs are to revert a LCpl to Mne when:

(1) An individual ceases to hold an assignment for which the rank is considered necessary, or is assigned out of the unit.

(2) When a rank is selected to attend a PSQ3 course.

c. In the following circumstances, COs must not revert:

(1) LCpls in the following PSQs: CI, GD|MP, RMCX, SFC, and TES.

(2) LCpls who are selected for promotion and have passed CLDC.

(3) LCpls who are selected for promotion and have passed PSQ2/1 training.

(4) LCpls who have passed PSQ2/1 training or are in receipt of Acting (Paid) LCpl prior to their respective PSQ2/1.

9107. Selection and Promotion up to the Rank of WO2 RM General Service

a. **Promotion Eligibility** (further guidance is at Annex 91D)

(1) **Marine to Corporal.** All Mnes (including LCpls) will be considered for promotion to Cpl if they are EFP and have a positive recommendation for promotion.

(2) **OR4 Level Entry Specialisation.** Candidates can volunteer for one of the OR4 Level Entry PSQs by annotating the correct PSQ2 Preference as their first Preference on JPA; on receipt of a positive recommendation for promotion on their SJAR they will then be eligible to go to the PSB for that PSQ. The OR4 level entry PSQs are as follows: GD|IM, GD|GM, GD|DL, GD|ML, GD|PTI, GD|PW, GD|COMM, GD|LOG(SC) and IS|IS. Ranks must pass the relevant aptitude for the following PSQs: GD|DL, GD|ML, GD|PTI and IS|IS and pass the respective Secondary Specialist Qualification (SSQ) course for the following PSQs: GD|AE, GD|AS, GD|HW(ATK), GD|COMM and GD|LOG|(SC) prior to any PSQ2 training course.

(3) **OR2 Level Entry Specialisation.** Candidates must hold the PSQ3 competence for an OR2 Level Entry PSQ to be eligible to attend the PSB for that PSQ**.** The OR2 level entry PSQs are as follows: CI, GD|AE, GD|AS, GD|HW(AD), GD|HW(ATK), GD|HW(MOR), GD|LC, GD|MP, GD|ScS, GD|UAS, ET|WT, ET|FT, ET|VT, RMCX and TES

(4) **Corporal to Sergeant.** All substantive Cpls will be considered for promotion to Sgt if they are EFP and have a positive recommendation for promotion.

(5) **Sergeant to Colour Sergeant.** All substantive Sgts will be considered for promotion to CSgt if they have a positive recommendation for promotion.

(6) **Sergeant to Colour Sergeant Technical.**

(a) **Promotion to Colour Sergeant - ET|VT/ART|ARTV.** Promotion to Colour Sergeant will be determined by the requirement to pull-through from Sergeant to WO2. Whilst PSBs will consider this as a single cohort, the requirement will be split into ET|VT and ART|ARTV.

(b) **Promotion to Colour Sergeant - ART|AES.** Promotion to Colour Sergeant will be determined by the requirement to pull-through from Sergeant to WO2.

(c) **Promotion to Colour Sergeant - IS|IS/IS|FofS(IS).** Promotion to Colour Sergeant will be determined by the requirement to pull-through from Sergeant to WO2. Whilst PSBs will consider this as a single cohort, the requirement will be split into IS|IS and IS|FofS(IS).

(7) **Colour Sergeant to WO2 RM.** All substantive CSgts will be considered for promotion to WO2 RM if they are EFP and have a positive recommendation for promotion.

b. **Promotion Selection Boards.** PSBs will take place on an annual basis and additionally exceptional PSBs will take place when required. The PSBs will be conducted as follows:

(1) PSB Board Member Composition:

(a) OR7 to OR8: OF4, OF3, OR9 and above.

(b) OR6 to OR7: OF4, OF3, OR9 and above.

(c) OR4 to OR6: OF3, OF2, OR8 and above.

(d) OR2 to OR4: OF3, OF2, OR8 and above.

(2) **Conduct.** PSBs will consider all candidates by rank within PSQ. The PSBs will produce an Order of Merit (OoM) from which, based on the promotion requirement, ranks will be nominated for promotion or identified as Reserves. The OoM and subsequent nominations form the basis of the Promotions Notification (PN). The OoM formulated by a PSB remains valid until the subsequent annual PSB. Reserves may be called forward throughout the Year dependent on the requirement.

c. **Accept/Decline Promotion.** All Accept/Decline forms must be returned to the RM WA&CP Team within one calendar month following the release of, and as directed on, the PN.

d. **Training Requirement.** In order to be substantively promoted, ranks selected for promotion are required to complete mandatory Command, PSQ and RMSAA training prior to a CPD. To ensure that selected ranks are trained on the most appropriate Comd and PSQ courses, specialisation advisers (Spec Advs) will co-ordinate with the RM WA&CP Team to identify Command Course loading priorities. All Command, PSQ and RMSAA course loading will be promulgated on SCIO.

e. **Common Promotion Date (CPD).** Fully qualified ranks will be promoted to their substantive rank on the relevant CPD:

WO1 RM - 31 Mar.

WO2 RM - 31 May.

CSgt - 31 Jul.

Sgt - 31 Oct.

Cpl - 31 Jan.

f. **SBS Selection and Promotion up to WO1.** SBS ranks will be selected for promotion using the same principles of Merit Based Promotion (MBP) as the RM General Service (GS). Taking into consideration the special nature of their employment, the PSBs will incorporate representation from SBS. Fully qualified ranks will be promoted to the substantive rank on 30 Nov.

g. **RMBS Policy** (further guidance is at Annex 91E).

(1) **Merit Based Promotion (MBP).** RM Band Service substantive promotions are selected through MBP.

(2) **Promotion to Corporal.** All Mnes (including LCpls) will be considered for promotion to Cpl if they are EFP, have attained M2/B2 PSQ and have a positive recommendation for promotion.

(3) **Promotion to Sergeant.** All substantive Cpls will be considered for promotion to Sgt if they are EFP and have a positive recommendation for promotion.

(4) **Promotion to Colour Sergeant**. All substantive Sgts will be considered for promotion to CSgt if they have a positive recommendation for promotion.

(5) **Bandmaster Course Selection.** Band NCOs will not be selected to attend the WO Bandmaster Course unless they have passed the SLDC, are M1 PSQ and are EFP to WO2 Bandmaster.

(6) **Promotion to Colour Sergeant (Bandmaster).** Sgts must have the Bandmaster qualification and a positive recommendation for promotion.

(7) **Promotion to WO2 Bugler/Bandmaster.** All substantive CSgts will be considered for promotion to WO2 RM if they are EFP and have a positive recommendation for promotion.

h. **RM and RMBS Promotion Progression.** RM and RMBS Promotion Progression flow diagrams can be found at Annex 91D and Annex 91E.

9108. Selection and Promotion to the Rank of WO1 RM (further guidance is at Annex 91A).

a. **Introduction.** WO2s may volunteer for WO1(Specialisation/Any/RMBS). The selection is based on a generic WO1 RM PSB which will ensure a common standard.

b. **Terminology.** Whilst there is a distinction between WO1, WO1 (RSM) and WO1 (RMBS) for the purposes of this section WO1 RM will be used throughout.

c. **Eligibility.** Individuals selected for promotion must meet the specific promotion criteria set out in Annex 91D and Annex 91E.

d. **Reporting Requirements.** WO2 SJARs require a positive recommendation for promotion and should reflect an individual's suitability for promotion to WO1 RM. Reporting Officers should also specify suitability for a WO1 appointment (e.g. JCTTAT, RSM, AADJT, CM/BM, Spec Adv etc.).

e. **Training for WO1 RM.** WO2s who are selected for promotion must attend the WO1 RM course.

f. **Subsequent Appointing of WO1s.** Additional appointing of WO1 RMs is at the discretion of the Corps Drafting Officer (CDO) in consultation with the RM BM.

9109. Substantive Promotion

a. **Selection of Royal Marines for Promotion.** Substantive promotion of WOs and NCOs is announced through the PN issued by the RM WA&CP Team on behalf of Hd of the Royal Navy WA&CP Team and promulgated on completion of PSBs or periodically according to the promotion requirement. The PN will be published according to rank. It will identify those ranks selected for promotion to the next higher rank and give a CPD on which substantive promotion is to take effect.

b. **Eligibility Criteria.** Individuals selected for promotion must meet the promotion eligibility criteria set out in Annex 91D and Annex 91E.

c. **Confirmation.** The substantive promotion date promulgated by a PN is not effective until confirmed by the Promotion Confirmation Notification (PCN). The CO must effect the promotion from the date reflected in the PCN.

d. **Deferment.** A CO is authorised to withhold or defer promotion in the following circumstances:

(1) **Poor Performance or Conduct.** Where an individual has shown by their recent conduct or inefficiency that they are unsuitable for promotion. Further guidance can be found at Para 6710.

(2) **RM Fitness Test (RMFT) Failure.** Where an individual fails the RMFT or RMFT(A) due to a lack of personal fitness, the deferment will remain in force until they have passed the RMFT or RMFT(A). Ranks unable to attempt the RMFT or RMFT(A), owing to their medical category, may be promoted provided a Medical Officer can confirm the individual is expected to reach the necessary standard within 12 months (Para 6908 (JMES Criteria) and BR 1750A (Handbook of Naval Medical Standards) refer). Units are to ensure the RMFT, RMFT(A) or NCT1 competence (Medical Exempt/Fail) is correctly recorded by a Physical Training Instructor (PTI). The PTI must ensure that the previous RMFT, RMFT(A) or NCT1 competence is correctly end-dated and a new RMFT, RMFT(A) or NCT1 competence is entered on JPA.

e. **Permanent Medical Downgrade (PMD).** PMD is regarded as being when an individual has been graded below the medical standards required for service in their particular Specialisation. Individuals in a PMD category will have had their capabilities specifically defined by the Royal Navy Medical Board of Survey (RNMBOS)/Royal Navy Medical Employability Board (RNMEB) and may be exempt from the RMFT, RMFT(A) and have other restrictions placed upon them. The individual may be promoted, however, in accordance with the regulations set out in Para 6908 and BR1750. In the case of individuals who have been assessed by the RNMBOS/RNMEB for suitability to attend Command Course Training, Unit MOs/COs must refer to Para 9118 to form a considered decision on a rank's suitability to attend WLDC, Sergeant Leadership Development Course (SLDC) or CLDC Command Course Training.

9110. Failure to Achieve Qualifications in Selection Period

Further guidance may be found at Table 91-1.

a. Ideally, a rank would complete command and then subsequently PSQ training but, due to course programming, this is not always possible. It follows, therefore, that individuals may be loaded onto a PSQ course prior to command course. It is important to remember that successful completion of both command and PSQ training together is required to qualify for substantive promotion. Those ranks who are unable to achieve promotion qualifications in the year following Selection for Promotion will fall into the following categories:

(1) **A Rank's PSQ Training Overruns the Year.** A rank who, having successfully completed command training, is unable to complete PSQ training within the year due to course clashes or a non-programmed Operational Deployment will be loaded to the next available PSQ course. If this course overruns the individual's CPD, once they have successfully completed the course, they will receive seniority of the originally intended CPD.

(2) **A Rank Fails either Command or PSQ Training.** Individuals who Fail a Command or PSQ training course will, if possible, be loaded to another course within the year after Selection for Promotion. If the rank fails the second course, they will be de-selected and a reserve nominated to take the vacant position. This rule also applies to PSQs that have only one course per year. In the event that a rank fails the only PSQ course, they will be de-selected for that year.

(3) **A Rank Passes a Course on a Second Attempt.** In the event that a rank passes on a second attempt, and the end of the second course falls within the same year after Selection for Promotion, they will receive the same CPD as other ranks selected in the same year. If, however, the second course ends after the selection year the rank will receive a CPD at the end of the year in which they qualify.

b. There will be occasions when ranks who have been selected for promotion will be unable to pass Command Training within two attempts during the year as described above. In order that promotion vacancies are filled within the selection year, some ranks may have to be de-selected and reserves nominated to fill vacant selection places. In these cases, the following rules will be applied, and in each of these, Hd RN WA&CP Team will be the final arbiter for de-selection (see Table 91-1).

c. In accordance with the needs of the Service, a candidate who has not been selected for promotion may be selected by the RM BM to attend Command Training. This will normally be where critical gaps exist and where training places on Command Courses are available. Should this rank pass the Command Course they will be eligible for Acting Higher Rank (AHR), but only where gaps exist and must be selected for promotion and pass a PSQ2/1 Level Course before being promoted substantively. Passing Command Training does not guarantee selection for promotion.

Table 91-1. Rules Concerning De-selection

Serial	Occasion	Resulting Action	Remarks
1	Failure to achieve pre-requisite LDC Joining Instructions (JIs) criteria.	Individual is removed from cse to allow loading of reserves.	Deselect if rank fails second JIs criteria. (See note 1).
2	Attempts – LDC or PSQ cse.	Individuals are permitted two attempts at a LDC or PSQ cse.	
3	Strikes per Module.	Maximum of two strikes per module per LDC attempt.	LDC Modules: Navigation, Physical, Professional.
4	Two strikes in any single module.	Failure of that LDC attempt.	(See note 1).
5	Failure of first LDC or PSQ cse attempt.	Reload to next available LDC or PSQ cse.	Full retake required. (See note 2).
6	Failure of second LDC or PSQ cse attempt.	Deselection.	(See note 3).
7	Failure of an LDC or PSQ cse.	Ineligible for Acting Higher Rank (Paid) for 12 months.	Para 9130 d sub para (3).
8	Failure to attend due to being Operationally Deployed.	Rank is loaded to first available LDC or PSQ cse.	(See note 4).
9	Voluntary Withdrawal (VW) from Command or PSQ cse.	Deselection.	(See note 3).
10	Medical or Welfare Withdrawal.	Reload when cleared by relevant authorities; counts as a strike.	(See note 5 & 6).
11	Failure leads to missed CPD.	CPD slipped to end of Selection Year in which qualified.	Para 9110 a sub para (3).
12	Failure to complete promotional criteria within 12 months of CPD.	Deselection.	Para 6713 e.

Notes:

1. *If ranks are unable to address their shortfalls due to Operational, Welfare, Medical, Maternity, or other reasons, Units are to state their case to the RM WA&CP Team in writing. Submissions will be judged on a case-by-case basis.*

2. *The RM WA&CP Team will assess the necessity of completing the full LDC after a module fail on a case-by-case basis.*

3. *The RM WA&CP Team will assess all representations by Units concerning individual selection, de-selection, or CPD on a case-by-case basis.*

4. *This does not include programmed deployments where LDC and PSQ training continue regardless. Exceptions to this ruling will only be granted with the agreement, in writing, of the RM WA&CP Team (e.g. preserved CPD).*

5. *If a rank is RFC Medically from an LDC, they will receive a Medical Strike. If they are RFC Medically a second time (i.e. two Medical Strikes), the rank will be de-selected.*

6. *If a rank is RFC Welfare from an LDC, they will receive a Welfare Strike. If they are RFC Welfare a second time (i.e. two Welfare Strikes), the rank will be de-selected.*

9111. Erroneous Promotion

If a promotion is subsequently found to be erroneous the promotion will be rescinded from the date that it was authorised.

9112. Does Not Warrant Promotion (DNWP)/DEV SJAR

a. When an individual DNWP or has been awarded a DEV SJAR 1 Rank Up waiting CPD, they will have their promotion selection rescinded and will automatically be deselected. Ranks will be presented to Promotion Selection Boards thereafter providing they continue to meet the eligibility criteria. Individuals with an approved Termination Date or Transferred to another Service/Spec on JPA will have their promotion selection rescinded and will be deselected.

b. Individuals selected for promotion who wish to decline must follow the formal de-selection process outlined in Annex 91F. This requires engaging with a Specialist Advisor within 28 days of the promotion signal to discuss the decision and complete the required form. The request then follows a structured approval chain: review by the Officer Commanding (OC), endorsement by the Commanding Officer (CO), and final recording by Career Management. This process ensures accountability, visibility, and proper documentation of decisions, aligning Royal Marines practice with wider Naval Service standards.

9113. Unit Administrative Action for Promotion and Relinquishment

a. **The RM WA&CP Team will Issue PCN (PORMs).** Units are to email NAVY PEOPLE-Proms WO1 RM, having checked promotion qualifications criteria at Annex 91D and Annex 91E and completed Orderly Room procedure. Once an individual has been either promoted or reverted at CO's Orderly Room, units must ensure that the following actions are undertaken:

(1) Details of the promotion/reversion are published in Unit Daily Routine Orders (DROs).

(2) With the exception of promotions to and reversions from substantive rank, where JPA action will be taken by the RM WA&CP Team.

b. For promotions that are withheld or deferred by COs and then confirmed at a later date, Units are to email NAVY PEOPLE-Proms WO1 RM when Orderly Room procedures are completed, then the RM WA&CP Team will complete JPA action.

SECTION 2

SELECTION FOR COMMAND AND SPECIALIST TRAINING

9114. General Provisions

a. The RM BM is responsible for forecasting the requirements for command, PSQ, RM Band and other specialist training. The numbers required are ratified by means of the Customer Executive Boards (CEB) process and the annual RMC training plan is published as the RM Customer Statement of Training Requirement (SOTR).

b. On completion of recruit training, all Mnes will be assigned to the Commando Duties GD|CD specialisation, except those that volunteer for PSQ training direct from recruit training and RMBS personnel who are assigned direct to the Band Service. The selection of those to undergo specialisation training is made from approximately 12 months after completion of recruit training and following a Career Counselling Interview (CCI). DDPD RM is authorised to assign accordingly.

9115. Command and Specialist Training

a. **Command Training.** The RM BM is responsible for forecasting the annual requirement for Command Training. The RM WA&CP Team is responsible for selecting individual WOs, NCOs and Mnes for promotion and thus those attending such courses. DDPD RM is responsible for assigning individuals to attend Command Training.

b. **PSQ Training.** DDPD RM is responsible for assigning WOs, NCOs and Mnes to attend PSQ training. The number of ranks required for promotion or for Mne PSQ training is set by the RM BM.

9116. Eligibility for Courses and Return of Service (ROS) for Training

Details of the ROS for higher training courses undertaken by RM personnel can be found in Chapter 53.

9117. Re-entries

Details of the rules concerning basic, Command, PSQ for re-entries are contained in Chapter 48. In all cases, the RM BM will consider each re-entry application on its merits in view of the RM workforce level at the time of application and re-training requirement in conjunction with Specialisation Advisers.

9118. Attendance at RM Leadership Development Courses for RM Personnel in a Permanent Medical Category with Restrictions

a. **Introduction.** RM Personnel who have been reviewed at the RNMBOS/RNMEB and have been retained but with permanent medical restrictions, may attend a LDC if their restrictions allow.

b. **RNMBOS.** An important part of the RNMBOS process, which relates solely to RM ranks, is an individual's general suitability to attend a RM LDC which is 'physically and mentally demanding. There remains the opportunity, however, for permanently medically downgraded ranks to attend RM LDC in order to allow career progression and assist RM workforce planning. Consideration should therefore be given to a rank's sustainability if likely to attend a RM LDC, if retained following RNMBOS/RNMEB but with medical restrictions. The Medical Limitation (MedLim) of 1100 (fit for Modified SCC/JCC or SCC(Band) only) will **not** be awarded after Feb 21 but RM personnel already holding the MedLim of 1100 and subsequently selected for promotion **must** be given a Medical Risk Assessment (MRA) prior to attendance at CLDC/SLDC. With effective from Feb 21, the award of MedLim 1100 will be replaced by MedLim 5504 (requires MRA prior to attendance on RM Command Course (LDC)).

c. **Medical Risk Assessment.** Following an award of MedLim 5504 at RNMEB, the MRA must consider and detail precisely what individuals may and must not conduct physically on the respective CLDC and SLDC and, to a lesser extent, the WLDC. Unit MOs may therefore make an informed decision on a rank's suitability to attend the appropriate training and an MRA specific for RM LDC (see sub-para d) must be completed before being loaded to the respective LDC.

d. **Command Course Training.** LDC training is not specifically designed to be a test of physical ability. The training and assessments, however, place practical Command, Leadership and Management (CLM) tasks in a simulated operational environment. Consequently, both CLDC and SLDC, and to a lesser extent the WLDC, contain serials that are both mentally challenging and physically demanding. Furthermore, busy course programmes afford very little time for recovery. Ranks nominated for LDC training must be physically and mentally robust; they must **not** be allowed to commence training with an injury or illness that is likely to preclude them from successfully completing set criteria of the course. Therefore, the MRA must be completed with the following course content in mind and in all cases the rifle may be substituted or supplemented with another weapon system e.g. GPMG.

(1) **Combat Equipment Fighting Order (CEFO).** 20-30lbs of equipment with an 11lb rifle.

(2) **Patrol Order.** As above, but including day sack, 50-60lbs of equipment and an 11lb rifle.

(3) **Combat Equipment Marching Order (CEMO).** As above, but including Full Bergen, 75lbs of equipment and an 11lb rifle.

(4) **Physical Assessments.** The following are now summative physical assessments (on the CLDC and SLDC) and personnel **must** pass 2 of the 3 assessments in order to pass the course.

(a) RM Fitness Assessment (RMFA). Candidates are required to achieve the following repetitions at each discipline to pass.

i. Multi-Stage Fitness Test (MSFT) = 9.7

ii. Press ups = 40

iii. Sit ups = 50

iv. Pull ups = 5

(b) **4 Mile Speed March (4MSM).** A 4-mile formed body march carrying CEFO (min 21lbs) and a rifle in a maximum of 40mins (total minimum weight of 14.5kg (32lbs)).

(c) **Leadership Fitness Assessment (LFA).** A 4km run carrying belt order webbing, issued daysack (combined weight of 35lbs), Weapon sling and SA80, (11lbs). Total combined weight 46lbs. Pass time 25:30.

(5) **Navigation Exercise.** Day and Night Navigation Exercises (NAVEX), which are particularly challenging and can be up to 11km across rough ground with CEFO and rifle at 3km per hour.

(6) CLDC candidates must be capable of completing all stipulated physical assessments. Additionally, CLDC personnel also complete the Endurance Course and a weighted stretcher race including overnight in a tactical harbour, which are both formative assessments.

e. **Permanently Medically Downgraded MLD and MND (Medically Limited/Not Deployable)**

(1) Downgraded individuals who can meet the minimum requirements will be considered on an individual basis depending upon the nature of their injury. Their treatment in principle will be no different from those who are injured during the course. In order to allow them to progress, there is the opportunity for permanently medically downgraded ranks to undertake a CLDC or SLDC. If a rank appearing before the RNMBOS is unable to complete any of the above physical tests as a result of a medical condition then, for their own protection, they must be medically downgraded, either for a review period or permanently. Additionally, should an individual present themselves at RNMBOS, the Board must consider potential future attendance on a RM LDC, which will necessitate a MRA being carried out in Unit prior to attendance. Based on a RM Commando's primary role, a rank attending CLDC or SLDC must be able to carry out the tasks laid out in Para 9118.d sub paras (1)-(5) (above).

(2) If any rank appearing before RNMBOS is unable to complete any of the above physical tests as a result of a medical condition then for their own protection they must be declared UNFIT CLDC/SLDC and their retention in the RM, based primarily on medical risk and future employment under the CF operating model, will be considered on a case by case basis.

f. **Guidance Notes.** Unit Medical Officers/delegated Medical Staff are to complete an MRA, which **must** be included with the respective CLDC/SLDC Medical Return. This forms part of the pre LDC paperwork and may be found in the relevant JIs. JSP950 Leaflet 1-2-12 policy regarding medical assessment of fitness for training courses is generic and already provides for supplemental Course Organiser determination and promulgation of course-specific medical eligibility (JMES) criteria within course JIs or other appropriate SS policy. This will devolve responsibility for assessing medical suitability to the unit MO, whilst the Command will be responsible for the non-medical aspects such as motivation, attitude and commitment.

SECTION 3

COMMAND COURSE REPORT (CCR)

9119. Introduction

The assessment and reporting procedures for the CLDC, SLDC and WLDC will be recorded in the SJAR Format.

9120. Guidance for Assessment

Information on assessment criteria can be found at Table 91-2 below.

9121. Deferred Pass Procedure

An individual may be awarded a C2 Deferred pass on the CLDC and SLDC. In these instances, the student will have met most of the training objectives, but with clearly identified weaknesses in one module. The individual must return to CTCRM, Command Wing (CW), for the specific phase or phases on subsequent Command Course to be re-taught and re-assessed within six months, to the satisfaction of CO CW. The individual can only return to CW once during the six months period. The point at which the individual should re-join Command Training will be discussed between CW staff, respective Spec Advs and the Individual's Chain of Command.

9122. Command Course Fail (CCF) Procedure

Failures are those students who have not achieved Role Performance Standard (RPS). In all but exceptional circumstances, they must not return to re-attempt CCF, or a subsequent course, for at least six months.

9123. Removal from Course (RFC)

RFC individuals can be removed from Command Training on the authority of CW at any stage during the Course. CW must email the details of RFC to the parent Unit, DDPD RM and the RM WA&CP Team. This must be followed by a letter from CO CW giving reasons for the RFC. RFC action will fall into three main categories: CCF, RFC and Medical/Welfare[1].

Table 91-2. Guidance for Completion of Command Course Report

Individual Module Percentage Boundary[2]	Overall Grade (SJAR-aligned)	
85-100	A	Performing to the **highest standard** in **all** respects.
80-84	A-	Performing **above the standard** expected in **all** respects.
75-79	B+	Performing **above the standard** expected in **most** respects.
70-74	B	Performing **to the standard** expected in **all** respects.
65-69	B-	Performing **to the standard** expected in **most** respects.
60-64	C	Performing **to the standard** expected in **some** respects.
55-59	C2	Has failed to achieve the standard pass in **one** respect. **Not applicable to the WLDC.**
Less than 55	D	Performing **below the standard** expected in **some or all** respects.

[1] Further guidance can be found at Table 91-1.
[2] Grade boundaries are rounded up from the .5 mark, for instance a student with a score of 74.5 would be awarded a B+ a student who scores 74.4 would be awarded a B.

SECTION 4

OTHER ISSUES

9124. Relative Seniority of NCOs

a. NCOs holding substantive rank take precedence over other NCOs holding the same acting rank, irrespective of seniority. Reserve NCOs who are mobilised or undergoing training with Regular NCOs take precedence according to the date of seniority of their substantive rank.

b. NCOs holding acting rank take precedence over NCOs holding a substantive rank junior to the acting rank. This applies irrespective of type of service or seniority in substantive rank. NCOs holding the same acting rank take precedence according to seniority in their substantive rank.

c. Regular and Reserve NCOs of identical seniority under the foregoing rules take precedence as follows:

(1) Regular;

(2) Recall Reserve Liability;

(3) Royal Fleet Reserve;

(4) Royal Marines Reserve.

9125. Promotion of Prisoners of War, Internees and Those Kidnapped

a. Promotion is not to be authorised during an individual's captivity or internment except under the following provisions:

(1) **Individuals due for Promotion before Capture.** Fully qualified NCOs, Mnes/Bug/Musns whose promotion was authorised, or to be effected on a date earlier than that of capture or internment, but who were not actually promoted, may be granted the higher rank whilst in captivity or internment with effect from the original promotion date.

(2) **Individuals Reported Missing or who Die in Captivity.**

(a) Individuals reported missing and who remain unaccounted for until death is presumed may be promoted for the purposes of pay, dependants' pensions etc, from the date on which promotion would have been authorised provided that the date of authorisation is earlier than the official date of presumption of death.

(b) Individuals reported missing who are subsequently reported officially as having died, POWs and internees who die in captivity, are to be treated as at Para 9125.a (2) sub para (a). The period subsequent to the date on which the rank was reported missing or taken prisoner is to be taken into account. Such individuals are to be allowed promotion to the rank for which they would have qualified by service alone, prior to the known or calculated date of death. It is to be assumed that such individuals would have obtained the necessary qualifications for promotion within the period.

b. **Acting Rank.** Acting rank (granted under the provisions of Para 9130) held at the time of capture may be retained during captivity and for a period of 61 days after date of repatriation or until the date of re-joining a unit for effective service, whichever is earlier. The NCO is then to be reverted to their substantive rank.

c. **Promotion after Repatriation or Liberation.** Provided an individual is not to be discharged from the Service on completion of hospital treatment or following leave granted having been a POW or an internee, and they return to full duty with an unbroken record of service, their promotion may be authorised under the following rules:

(1) The individual must first successfully complete all the mandatory training required for promotion to the higher rank.

(2) The effective date from which their promotion may be authorised is then to be calculated by adding the length of time taken to undertake mandatory training since return to duty from the date of capture.

d. **Further Promotion.** Eligibility to qualify for further promotion following the implementation of the rules in Para 9125.c is to be determined as follows:

(1) The date of eligibility to undertake mandatory training is to be calculated from the adjusted seniority in rank.

(2) The effective date of completing the mandatory training is to be antedated as in Para 9125.c sub para (2). Selections for further promotion will be made on this basis, provided that the individual has applied to undertake mandatory training within a reasonable period after return to full duty and that they pass at the first attempt.

(3) When no professional or other qualifications are required for a higher rank, further promotion may be authorised in retrospect.

9126. Formal Reversion

a. **At Own Request.** Commanding Officers may approve the reversion of WOs or NCOs at their own request, either to a lower NCO rank or to the rank of Mne, and are to report such reversions to the RM BM and the RM WA&CP Team by letter. The latter will undertake the necessary JPA action. The individual is to assume their original seniority in the lower rank, and is not to be considered for promotion until they so request. Any such request must be submitted in writing (by letter or via JPA). An NCO who is reverted to the rank of Mne at their own request may not retain a PSQ1 specialisation except in certain specialisations where the holding of such PSQ1 is permitted (e.g. ET|WT, ET|VT).

b. **SBS Specialisation Transfer.** A NCO who is accepted for transfer to the SBS specialisation, is likely to be required to revert to a lower non-commissioned rank.

9127. Reduction

The procedure for reduction in rank is set out in Chapter 70.

9128. Promotion of Former NCO Re-entries

Former NCOs who re-enter the Corps are subject to approval by the RM BM.

9129. NCOs Under Warning

The Warning procedure is set out in Chapter 57.

9130. Promotion to Acting or Local Acting (Paid) Rank (Cpl and above)

a. **Introduction.** Acting and Local Acting Rank is authorised by the RM WA&CP Team. Acting or Local Acting rank may be refused, or withdrawn, if RM workforce ceilings are likely to be exceeded. In all cases, substantive promotion takes precedence over Acting or Local Acting rank. Relinquishment or reversion from Acting or Local Acting rank has no consequential effect on the individual's consideration by PSB for substantive promotion other than those instances where reversion is for poor performance.

b. **Acting and Local Acting Rank.**

(1) Acting rank may only be awarded to those ranks who have been selected for promotion. The administrative Acting promotion must be reviewed by DDPD RM at the twelve-month point.

(2) Local Acting rank may be awarded to Mnes, Cpls or Sgts who have not been selected for promotion but are candidates for such and are identified in Unit as capable of filling a gap at the next higher rank. The administrative Local Acting promotion must be reviewed by DDPD RM at the six-month point.

(3) There is no difference in pay or status, but this is simply a means of identifying those who have been selected for promotion and are awaiting a CPD and those that have not been selected.

c. **Circumstances.** The administrative promotion to Acting or Local Acting rank of NCOs and Mnes to one rank above their substantive rank may be appropriate in the following circumstances:

(1) Where a shortage of individuals of a particular rank and/or PSQ leads to a vacancy in that rank and/or PSQ against the complement of a unit, which is not expected to be filled for at least 21 days.

(2) Where an NCO is absent for reasons of sickness, compassionate leave or service requirements (excluding Command or PSQ course, or margin action), where the vacancy is not expected to be filled within 21 days.

d. **Criteria.** COs must be satisfied that the individual to be administratively promoted is capable of performing the full duties of AHR and is the most suitable person within the Unit i.e. the individual should normally satisfy the following criteria:

(1) The individual must be EFP for promotion to the higher rank.

(2) The individual should have been recommended for promotion 1 Rank Up with EXCP, HIGH or YES on their latest SJAR.

(3) An individual should not have failed a Command or PSQ upgrading course within the last 12 months.

(4) An individual who has received a Deferred Pass on Command Course may be promoted to AHR subject to workforce restraints.

(5) In the case of promotion to Acting (Paid) WO2, individuals must have been selected for promotion to WO2 RM.

(6) In the case of promotion to Acting (Paid) WO1 RM, an individual must have already passed the WO1 RM Selection Board.

e. If no suitable command trained other rank is available to fill a position, COs may consider someone who has a place booked on a Command Course scheduled to start within the following 12 months. Any such decision must mitigate the duty of care implications of employing an Other Rank in the next higher rank who has not completed all prerequisite training, both on behalf of the individual and those whom they will lead.

(1) The award of the acting rank should be reviewed at the 12 month point to ensure that the individual is performing well in the temporary vacancy. If the latter does not apply or the individual has failed to successfully complete the respective command course, unless under exceptional circumstances, they should be reverted to their substantive rank and consideration should be given to awarding the acting rank to another individual, preferably one who has completed the relevant Command Course.

(2) Exceptionally, a suitable Other Rank who has not been selected for promotion may be promoted to local acting rank, in which case it is to be reviewed at the six-month point.

f. **Authority for Administrative Promotion.** Where there is a gapped liability driven position, COs are to seek authority for AHR from the RM WA&CP Team.

g. **Relinquishment.** A rank is to relinquish their acting or local acting rank as a result of any of the following events:

(1) The vacancy which resulted in their administrative promotion ceases to exist.

(2) They are assigned from the ship or unit.

(3) They attend a course within the unit, or elsewhere, from which they are expected to return, involving an absence of more than 35 days from the duties for which the acting or local acting rank was granted.

(4) They are absent from duty through sickness or leave for longer than 28 days.

h. Consideration should be given to reversion when an individual:

(1) Fails to achieve a recommendation for promotion 1 Rank Up (EXCP, HIGH or YES grade) in their SJAR.

(2) Rejects selection for a command or PSQ upgrading course, unless for compelling reasons (i.e. legitimate welfare or medical etc).

i. **Disciplinary.** The discipline procedure is set out in Chapter 70.

j. **Award and Removal Action.** The JPA Award and Removal of Acting and Local Acting rank is to be taken by DDPD RM, following confirmation from the Unit.

9131. Promotion to Local (Unpaid) Rank (Cpl to WO2 only)

a. **Local Rank is Authorised by the RM WA&CP Team.** Promotion to Local rank, which carries no entitlement to pay, allowances or pension rights, may be given in the following circumstances, and must be reviewed by DDPD RM at the six-month point:

(1) Where, subject to workforce constraints, it is desired to exceed, temporarily, the authorised complement for such purposes as special operations and training.

(2) Where it is necessary for attendance on courses or duties with other Services.

(3) Where, subject to workforce constraints, it is necessary for prestige purposes, or to enable an NCO to carry out their duties more effectively.

(4) The individual must not have failed a Command or PSQ upgrading course within the last 12 months.

b. An NCO/OR who has been awarded the Local rank may be entitled to SUPA in accordance with JSP754.

c. **Local WO2.** Promotion to local WO2 will not ordinarily be granted unless the applicant has been selected for promotion to WO2 at the PSB. Exceptions to this can be considered on a case-by-case basis and may be authorised in exceptional circumstances.

d. **Local WO1.** Promotion to local WO1 will not be granted unless the applicant has passed the WO1 RM Selection Board. Those ranks selected for promotion are to be promoted to Local WO1 for the WO1 RM Course, however those ranks not employed in an OR9 liability driven position on completion of the WO1 RM Course will be reverted to their substantive rank.

e. **Award and Removal Action.** The JPA Award and Removal of Local rank is to be taken by DDPD RM following confirmation from the Unit.

f. **Relinquishment.** The relinquishment procedure is set out in Chapter 70.

9132. UK Joint Special Forces Selection - Assignment Process for RN/RM Candidates

a. From 29 Jun 19, RN/RM candidates are to be assigned to Special Forces Training Command (SFTC) only from the post-aptitude phase of Selection. From the start of the course until completion of the aptitude phase, candidates are to be ‘Move and Tracked’ only (i.e. not permanently assigned) by their parent unit.

b. Should a RN/RM candidate withdraw or RFC from Selection during the aptitude phase then their Assignment Order to SFTC is to be cancelled. In most cases, ranks will be returned to their parent Unit unless directed otherwise by DDPD.

c. UPOs are to conduct the necessary ‘Move and Track’ action to grant candidates the correct allowances on selection for SF training. Joining Instructions for UK Joint Special Forces Selection will include the dates and allowances for the Move and Track period and subsequent assignment RDD. Candidates must submit this information to their respective UPO before attending the course.

d. DDPD should consider the impact on candidates returning from course in line with Personnel Functional Standards before making their next assignment.

ANNEX 91A

WO1 RM SELECTION PROCEDURE

1. Introduction

The selection for promotion to WO1 RM will consist of a common Promotion Selection Board (PSB) procedure to be administered by the RM WA&CP Team.

a. Substantive WO2s may apply for more than one appointment at the Board, however they will be required to attend the One Day Personal Assessment for only one of the appointments. Their score from that assessment will be considered alongside the applicants of their additional appointment.

b. Substantive WO2s may attempt the WO1 RM PSB up to a maximum of three times. However, in exceptional circumstances a candidate maybe allowed to return if they have already completed the WO1 RM PSB three times. CDO and the RM BM will consult on a case-by-case basis.

2. Selection Board Format

The common WO1 PSB is based on four steps, as follows:

a. **Step 1 - Career Reports Assessment.** A pre-selection process involving the scrutiny of all candidates' reports; this will narrow the field of candidates to no more than 3 candidates for each appointment in all bar the most exceptional of circumstances. Those selected during Step 1 will be called forward by email for Steps 2 and 3. All candidates require a positive recommendation for promotion to advance to step 2.

b. **Step 2 - Academic Assessment.** This is an in-unit assessment conducted under exam conditions. The RM WA&CP Team will co-ordinate between Unit Adjutants, Unit Education Officers and the Corps Tutor who will set and mark the assessment. The content is as follows:

(1) A 1500-word IRTB on a topic not previously notified.

(2) Additionally, and to be completed in candidate's own time:

(a) An action plan supporting their IRTB.

(b) A Personal Questionnaire (Q101) for all candidates.

c. **Step 3 - One Day Personal Assessment.** The One Day Personal Assessment involves a Planning Exercise Assessment and an Interview Assessment. On completion of the Personal Assessment, candidates are divided into various pools and informed of whether their names will be forwarded to Step 4. The pools are graded as follows:

(1) Unsuitable WO1 RM - Names not forwarded to Step 4.

(2) Suitable WO1 RM (RSM/Spec tied/non-Spec tied).

d. **Step 4 - Final Selection Board (FSB).** The FSB completes the selection process and comprises CDO and the CRSM. If required consultation with board presidents from Step 3 will be facilitated. It is conducted after all the One Day Personal Assessments. Candidates will be individually informed by CDO on the outcome of the FSB. A consolidated Selection Notification (SN) of those selected will be published to inform the wider audience. The SN will place those not selected for WO1 RM as reserves in order of merit and some will be liable to conduct training alongside the selected candidates. Reserves, if not selected, must re-attend the PSB if they aspire to be substantive WO1 RM.

3. RSM Selection

Substantive or Acting WO1s can board for RSM appointments. Candidates will be evaluated for RSM suitability against their packs and must attend the one-day personal assessment. There is no requirement for a substantive or acting WO1 to conduct the academic assessment, their previous academic score will be used.

APPENDIX 1 TO ANNEX 91A

WO1 RM PRELIMINARY SELECTION BOARD INSTRUCTIONS

1. Introduction

a. These instructions relate to RM Preliminary Selection Boards (Pre-PSB) for promotion to WO1 RM.

b. The WO1 RM Pre-PSB is to select ranks for further consideration by the WO1 RM Promotion Selection Board (PSB) in an objective, impartial and diligent manner in order to meet the Requirement.

c. Eligibility for promotion to WO1 RM is detailed at Para 9108.

2. Promotion Requirement (PR)

The Pre-PSB should not feel obliged to select candidates for call-forward to the PSB if there are insufficient candidates of the required quality. When assessing candidates, and to facilitate the smooth running of the process and not generate unrealistic expectations, Board Members should aim to forward 2-3 times the PR of candidates for consideration by the PSB.

3. Merit Based Selection

Candidates will be selected on merit, therefore, Pre-PSB Members' assessment of merit should be based upon their reading of all the papers in the individual's Promotion Dossier. The Definition of Merit is at Para 6508.

4. Candidate Grading

a. Board Members are required to grade candidates on merit against their peers (ie. the other candidates). Candidates are awarded a score between 1 and 16 where 1 is the highest level of merit and 16 is the lowest . The combined scores of the Board Members will provide an Order of Merit (OOM), from which candidates will be selected to go forward to the PSB.

b. In considering how to grade Warrant Officers, the following observations may be helpful:

(1) Junior Warrant Officers will have had limited opportunity to build up a track record which demonstrates, unequivocally, their full potential and suitability for promotion to the higher ranks. If that Warrant Officer has demonstrated outstanding promise in the relatively short time they have been a WO2, however, they should be graded accordingly.

(2) More senior Warrant Officers should have a wealth of broad experience by virtue of their age. As the best of their contemporaries will have been promoted already, however, it is unlikely that they will be truly outstanding. Nonetheless, such Warrant Officers can still merit promotion, as their attributes may better equip them than a less experienced candidate for a variety of jobs, or they meet the requirement in a narrower field where deep specialist skills are important.

b. Candidates are to be considered for promotion on the basis of their whole record. Therefore, the Preliminary Selection Board is not bound to accept the recommendation of a current Reporting Officer. If a candidate receives a recommendation identifying unsuitability for promotion, the reason should be stated in the report. Nevertheless, the Board may choose to select a Warrant Officer if they feel that other considerations outweigh the recommendation to defer promotion, or if they disagree with the reason given for deferment. If the recommendation is Insufficient Knowledge (IK), the Board should base its judgement on earlier reports; in this way, no Warrant Officer will be unfairly treated due to discontinuity of reporting.

5. Supporting Documentation

The Promotion Paperwork is a pack of Periodic, Special and other relevant authorised reports/letters written on the Warrant Officer that is collated and prepared by the RM WA&CP Team . The Warrant Officer's PS, a standard print taken from SCIO, is contained within the Promotion Paperwork to provide Board Members with an overall picture of the candidate.

6. Selection Board

a. The Preliminary Selection Board will consist of:

President	RM OF5	To be invited by RM WA&CP WO
Member 1	RM OF4	CDO
Member 2	RM OF4	To be invited by RM WA&CP WO
Secretary	RM WO1	WO1 RM WA&CP
Advisers	RM OF/OR9	Corps RSM/Specialist Officer as Necessary

b. The Preliminary Selection Board involves the following activity:

(1) The Board will consider any specific matter raised, such as the Terms of Reference for a particular Specialisation Adviser’s position, the Promotion Requirement and the number of candidates etc.

(2) Board Members are to declare personal knowledge of candidates.

(3) RM WA&CP will conduct a time estimate and brief the Board Members on the amount of time available for the consideration of each candidate.

(4) Board Members read the Promotion Dossiers of all Warrant Officers nominated as candidates by their COs, in isolation and without discussion.

(5) Board Members assess the merit of all eligible candidates and grade them with a score from 1 to 16, where 1 is the highest level of merit and 16 is the lowest. Board Members should be prepared to justify their grades and should appreciate that it is essential to identify, and then maintain, a consistent scoring standard.

(6) Once in session, the Board reviews the overall OOM generated by individual Members' votes. Where large discrepancies appear between Members’ scores, notes will be used to discuss the candidate until consensus is achieved.

(7) The Board agrees the list of Candidates to be called forward to the PSB. Unless the most exceptional of circumstances prevail, this is to be no more than three times the Promotion Requirement.

(8) On completion of the Pre-PSB, the RM WA&CP Team will prepare a closing statement to be signed by the Board President. This document will contain details of all the Warrant Officers considered by the Pre-PSB, their position within the OOM and the decision of the Board regarding which candidates have been nominated to be called forward to the PSB. All other records, including the votes cast by individual Pre-PSB members, will be destroyed by RM WA&CP, in accordance with the General Data Protection Regulations (GDPR)

APPENDIX 2 TO ANNEX 91A

WO1 RM PROMOTION SELECTION BOARD INSTRUCTIONS

1. The Promotion Selection Board (PSB) will assess candidates in accordance with the procedures at Annex 91A. The PSB members are to be as follows:

President	RM OF5	To be invited by the RM WA&CP WO
Member 1	RM OF4	CDO
Member 2	RM OF4	To be invited by the RM WA&CP WO
Secretary	RM OR9	RM WA&CP WO1
Advisers	RM OR9	Corps RSM

2. The PSB will assess candidates against the following criteria:

a. Current performance.

b. Future potential.

c. Experience.

d. Adaptability and Initiative.

e. Awareness and Understanding.

f. Breadth of Perspective.

g. Communication and Influence.

h. Delivering Results.

i. Leadership.

j. Physical and Mental Resilience.

k. Problem Solving and Decision Making.

l. Teamwork and Collaboration.

m. Values and Standards.

3. Candidates assessed as suitable for WO1 RM by the PSB will be forwarded to the FSB in accordance with the procedure detailed at Annex 91A.

ANNEX 91B

RM ARTIFICER SELECTION PROCEDURE

1. Introduction

The selection process for RM Artificer Trade Training has been delinked from promotion as many RM JNCOs & SNCOs have potential for Artificer Training yet opportunities to select have been missed or delayed, while their promotion potential is assessed and graded against their peers. This selection process enables Corporals, with a positive recommend for promotion 1 & 2 Ranks Up and Sergeants without a positive recommend for promotion, who are suitable for Artificer Training, to volunteer and be nominated for the Artificer Selection Board (ASB).

a. The selection for Artificer training will consist of a common ASB procedure to be administered by the RM WA&CP Team and is applicable to RM candidates in the following PSQs: ET|VT for ART|ARTV, IS|IS for IS|FofS(IS), TES for ART|AES and GD|COMM for ART|YofS.

b. The ASB procedure will be conducted in the same format as the WO1 RM Promotion Selection Boards as detailed in Annex 91A, with the following amendments.

(1) There will be no requirement to conduct the timed current affairs essay.

(2) The planning exercise will be replaced with a Group Discussion Exercise.

2. Selection

a. Trade specific technical training requires high calibre individuals to conduct an academically intense course and, on completion, assume a role with significant responsibility. The selection process will identify individuals who are capable of successfully completing a demanding, highly technical course.

b. **Criteria.** The following criteria are required for Artificer training selection:

(1) Candidates must be a substantive Cpl, with a positive recommend for promotion 1 & 2 Ranks Up or Sgt and passed their respective PSQ1 course.

(2) Candidates must have a positive recommendation for Artificer training in their SJAR recommendations, with supporting evidence on suitability in the Reporting Officer narrative.

(3) Candidates must be either qualified as Artificer exempt or have passed the Potential Artificer Development Course (PADC) at the Defence School of Electronic and Mechanical Engineers (DSEME), MOD Lyneham. (IS|FofS(IS) and ART|YofS are not required to pass PADC.)

(4) Candidates must have signed the Waiver of Right to Discharge Form (S2658).

c. The Artificer Selection Board will consist of:

President	RM OF4	To be invited by the RM WA&CP WO (specialisation tied)
Member 1	RM OF4	CDO
Member 2	RM OF4 or 3	To be invited by the RM WA&CP WO (non-specialisation tied)
Secretary	RM WO1	WO1 RM WA&CP
Advisers	RM OR9	Spec Advs

3. Promotion

a. Successful Cpls at the board, will be selected for promotion to Sgt at the next Sgt CPD and loaded to SLDC. On successful completion of Artificer Training they will be selected for promotion to CSgt at the next CPD, providing they have received a recommendation of 'Yes' or higher for promotion 1 Rank Up on SJAR.

b. Further eligibility for promotion to CSgt is detailed at Para 9107 and Annex 91D.

c. Successful Sgts at the Board, with a recommendation of 'Yes' or higher for promotion 1 Rank Up on SJAR prior to the ASB, will be selected for promotion to CSgt.

d. Successful Sgts at the board, who receive a recommend of 'Yes' or higher for promotion 1 Rank Up on SJAR by the end of Artificer Training will be selected for promotion to substantive CSgt at the next CPD after they have completed their Artificer Training, dependant on continued available spaces within the PSQ structure.

e. If candidates do not achieve a recommend of 'Yes' or higher for promotion 1 Rank Up on SJAR by the end of Artificer Training, they will be employed in a Sgt (OR6) position. Once a recommendation for promotion is received, they will be selected for promotion to CSgt at the next CPD.

4. Return of Service (ROS)

Details of the ROS for Artificer Training Courses may be found in Chapter 53.

ANNEX 91C

MERIT BASED PROMOTION

1. MBP Promotion Selection Board Documentation

PSB members will be provided with the following documentation:

a. A copy of the PSB instructions.

b. A complete set of Promotion Documents for all ranks under consideration.

c. Consideration lists.

d. The Requirement by rank and PSQ.

APPENDIX 1 TO ANNEX 91C

POST PSB ACTION

1. The Selection Notification (SN) will be released electronically at 1000hrs on the Monday following the completion of each week of PSBs.

2. This Notification will initiate liaison between the RM WA&CP Team and the Spec Advs. Following issue of the SN, the Spec Advs/Units are to liaise directly with the RM WA&CP Team, in order to co-ordinate Command Course loading and DDPD RM for PSQ course loading and assignment of the individual. This co-ordination is to de-conflict (where possible, and secondary to the exigencies of the Service) the following factors:

a. Command course availability.

b. PSQ course availability.

c. The preferences of, or any constraints (e.g. welfare) upon, the individual.

d. Onward assignment following course completion.

3. Course loading nominals will be available via SCIO once ranks have been loaded to a course.

4. Once ranks nominated for promotion have been allocated places on Command and PSQ courses (subject to the Requirement), they will receive an Assignment Order, issued by DDPD RM, which will contain the following information:

a. The rank's CPD.

b. Command Course.

c. PSQ Course.

d. Onward assignment/New Appointment (where confirmed).

e. Authority for Acting Rank (where applicable, authorised by RM WA&CP).

APPENDIX 2 TO ANNEX 91C

SPECIALISATION ADVISERS' TASKS AND RESPONSIBILITIES

1. The Spec Advs tasks and responsibilities are detailed below. The provision of accurate information, advice and assistance from the Spec Advs is critical to the success of Merit Based Promotion (MBP). Spec Advs provide intra-specialisation management.

2. Under the remit of MBP, Spec Advs are to:

a. Provide accurate termly 'State of the Specialisation' reports to the RM BM and DDPD RM, which are central to the formulation of an accurate Requirement and assist the effective management of the Specialisation.

b. Be prepared to offer specialist advice to the WA&CP Team and the Promotion Selection Boards (PSBs).

c. Liaise, following the publication of the Selection Notification Signal (SNS), and taking account of RM Programming, between the following parties:

(1) CTCRM and other course agencies.

(2) The individual.

(3) RM WA&CP and DDPD RM.

d. Provide the RM WA&CP Team with a list of course preferences, by rank, of the entire PSQ.

3. Specialisation Advisers are to ensure:

a. An individual's preferences (secondary to the exigencies of the Service).

b. Any constraints (eg. anticipated welfare situations, such as childbirth) are taken into consideration when allocating courses and onward assignments. Furthermore, Spec Advs are to counsel each individual nominated in the SNS on the implications of refusing a Command or PSQ Course.

4. It is intended that this liaison and de-confliction will have the following benefits:

a. Maximise an individual's warning and preparation time between notification by the SNS and Day 1 of the Command or PSQ Course.

b. Optimise an individual's opportunity to prepare for Command and PSQ Courses and therefore maximise the number of ranks passing Command training, thus reducing the NCO under-bearing at the optimum rate possible.

c. Reduce domestic turbulence and 'churn'.

d. Permit increased assignment flexibility.

5. This mission and these tasks are to be included in Spec Advs' TORs.

6. For the duration of the Boarding process, Hd RN WA&CP Team will have priority regarding the employment of the Spec Advs.

ANNEX 91D

RM OTHER RANKS (GENERAL SERVICE) AND SPECIAL FORCES - CAREER PROGRESSION PATH

New Entry

1. Complete recruit training.

2. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA with the appropriate competence. To be educationally qualified for promotion (EFP) in accordance with Para 9614 and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

3. Automatically become a Candidate.

Candidate for Promotion to Corporal

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. Selected for promotion at PSB.

4. Nominated to attend DTc, CLDC, TCM & PSQ2 Course.

5. Promoted to Lance Corporal to attend DTc, CLDC, TCM & PSQ2 Course (see Note 4 (MAB6 only)).

6. Pass DTc, CLDC & TCM (see Note 1 and Note 4 (MAB6 only)).

7. Qualified PSQ2 (see Note 2).

8. Medically fit for promotion at CPD.

9. Promotion Confirmation Notification issued by the RM WA&CP Team.

10. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

11. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Corporal to Sergeant

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. To be EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

4. Selected for promotion at PSB.

5. Nominated to attend SLDC & PSQ1 Course.

6. Pass SLDC (see Note 4 (MAB6 only)).

7. Qualified PSQ1 (see Note 5).

8. Medically fit for promotion at CPD.

9. Promotion Confirmation Notification issued by the RM WA&CP Team.

10. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

11. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Sergeant to Colour Sergeant

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. Qualified PSQ1.

4. Selected for promotion by PSB.

5. Medically fit for promotion at CPD.

6. Promotion Confirmation Notification issued by the RM WA&CP Team.

7. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

8. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Colour Sergeant to Warrant Officer 2nd Class

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. To be EFP in accordance with Para 9614. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

4. Selected for promotion by PSB.

5. Nominated to attend WLDC.

6. Pass WLDC.

7. Medically fit for promotion at CPD.

8. Promotion Confirmation Notification issued by the RM WA&CP Team.

9. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

10. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Warrant Officer 2nd Class to Warrant Officer 1st Class

1. Promotion to Warrant Officer 1st Class is by personal interview and Selection Board.

2. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

3. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

4. To be EFP in accordance with Para 9614. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

5. Selection for promotion at WO1 RM PSB.

6. Nominated to attend WO1 RM Course.

7. Medically fit for promotion at CPD.

8. Promotion Confirmation Notification issued by the RM WA&CP Team.

9. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

10. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Warrant Officer 1st Class

Notes:

1. *In exceptional circumstances, RMR Corporals may be considered for a CLDC waiver on transferring to a Full Career (FC) Engagement as a substantive Corporal. This requires 1* approval – the RM BM can advise on the procedures.*

2. *GD|CD ranks must complete RMSAA before promotion to Cpl.*

3. *Candidates attending CLDC must hold the minimum rank of Lance Corporal (LCpl). On successful completion of the course, ranks are to retain LCpl rank.*

4. *The Career Progression Path for MAB6 ranks is contained in their Handbook. The three key points are as follows:*

a. All ranks on joining MAB6 revert to Mne rank.

b. MAB6 ranks are required to pass CLDC, SLDC and WLDC for promotion to Cpl, Sgt and WO2 respectively in accordance with the RM GS rules. Given the routine transfer of Army and RM Mne ranks between MAB6 and MAB2, involving a change of Service, the Army Command Courses (Junior and Senior Brecon) will be considered as equivalent to CLDC/SLDC.

c. ***Shadow Rank Assessment Board (SRAB).*** *Badged MAB ranks (either 6 or 2) are only entitled to MAB Pension and Terminal Benefits on becoming Permanent Cadre (PC) at 6 years' MAB service. If a rank dies or leaves the service for medical reasons prior to achieving PC, their terminal benefits will be based on assessed Shadow rank, which is the rank that they could have been expected to achieve had they remained in their previous PSQ. The RM Branch Manager can advise on the SRAB procedures.*

5. *In exceptional circumstances and subject to requirement, suitably qualified JTAC ranks can be promoted in the absence of a PSQ1 within their MTfP.*

ANNEX 91E

RM OTHER RANKS (BAND SERVICE) - CAREER PROGRESSION PATH

New Entry Musician/Bugler (Musn/Bug)

1. Complete recruit training.

2. Musns complete 2 yrs 8 months musical training, Bugs complete 1 yr 8 months musical training.

3. Complete all training, achieve M2 PSQ (Musn), B2 PSQ (Bugs) normally after 12 months after completion of training following a recommendation from Director of Music (DoM).

4. Commence receiving annual Appraisal Reports (SJARs).

5. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA with the appropriate competence. To be educationally qualified for promotion (EFP) in accordance with Para 9614 and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

6. Automatically become a Candidate.

Candidate for Promotion to Corporal

1. Recommended 'Yes' or higher for promotion 1 Rank Up in annual SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. Selected for promotion at PSB.

4. Nominated to attend DTc & CLDC (see Note 1).

5. Promoted to Lance Corporal to attend DTc & CLDC .

6. Pass DTc & CLDC .

7. Medically fit for promotion at CPD.

8. Promotion Confirmation Notification issued by the RM WA&CP Team.

9. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

10. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Corporal to Sergeant

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. To be EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

4. Selected for promotion at PSB.

5. Nominated to attend SLDC and M1/B1 PSQ Course (see Note 1).

6. Pass M1/B1 PSQ course and SLDC (see Note 2).

7. BdCpls with M1 PSQ become eligible for selection to WO Bandmasters' Course.

8. Medically fit for promotion at CPD.

9. Promotion Confirmation Notification issued by the RM WA&CP Team.

10. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

11. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Sergeant to Colour Sergeant/Bandmaster Colour Sergeant

1. Recommended 'Yes' or higher for promotion 1 Rank Up (see Note 3 and Note 4).

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. Selected for promotion by PSB.

4. Qualified M1/B1/BM PSQ dependant on promotion route.

5. Medically fit for promotion at CPD.

6. Promotion Confirmation Notification issued by the RM WA&CP Team.

7. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

8. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Colour Sergeant to Warrant Officer 2nd Class

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. To be EFP in accordance with Para 9614. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

4. Selected for promotion by PSB.

5. Nominated to attend WLDC.

6. Pass WLDC.

7. Medically fit for promotion at CPD.

8. Promotion Confirmation Notification issued by the RM WA&CP Team.

9. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

10. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Warrant Officer 2nd Class to Warrant Officer 1st Class

1. Promotion to Warrant Officer 1st Class is by personal interview and Selection Board.

2. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

3. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

4. To be EFP in accordance with Para 9614. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

5. Selection for promotion at WO1 RM PSB.

6. Nominated to attend WO1 RM Course.

7. Pass WO1 RM Course.

8. Medically fit for promotion at CPD.

9. Promotion Confirmation Notification issued by the RM WA&CP Team.

10. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

11. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Warrant Officer 1st Class

Notes:

1. *In exceptional circumstances, candidates not yet selected for promotion can be loaded onto command courses or M1/B1 courses at the discretion of Headquarters Band Service.*

2. *Ranks failing command training will be loaded onto the next available course if all MBP criteria are met. Ranks failing M1/B1 SQ course return to Royal Marines School of Music (RMSoM) to retake course elements as directed by RMSoM.*

3. *No command/PSQ training is required for promotion to BdCSgt/CSgt Bug.*

4. *DDPD authorises accelerated promotion on PSB in order to avoid possible shortages of SNCOs qualified to WO2. BdSgts will be divided into Bandmaster and Non-Bandmaster qualified promotion pools to ensure pull-through to WO2 Bandmaster.*

ANNEX 91F

DE-SELECTION FROM PROMOTION

1. This proforma is for personnel who, following Specialist Advisor (SA) interview within 28 days of the promotion notification, wish to decline promotion. The questions below ensure that both the unit and individual are aware of the consequences and set the background for the subsequent Chain of Command interview.

2. Those refusing promotion must book a SA interview within the subsequent 28-day period. The SA will provide an individual with additional advice and options that should be considered prior to seeking final approval from an individual's Commanding Officer.

Name: …… Service No: ……

3. Specialist Advisor (SA) report:

a. What are your reasons for refusing promotion?

b. Is there anything that might encourage you to reconsider this decision?

Spec Adv Name:……. Signature:…….Date:……

4. OC has informed of the potential impact of this decision (a brief summary)

OC Interview conducted on ……Signature……

5. Commanding Officer's Notes:

Commanding Officer's Signature: ……... Date: ……

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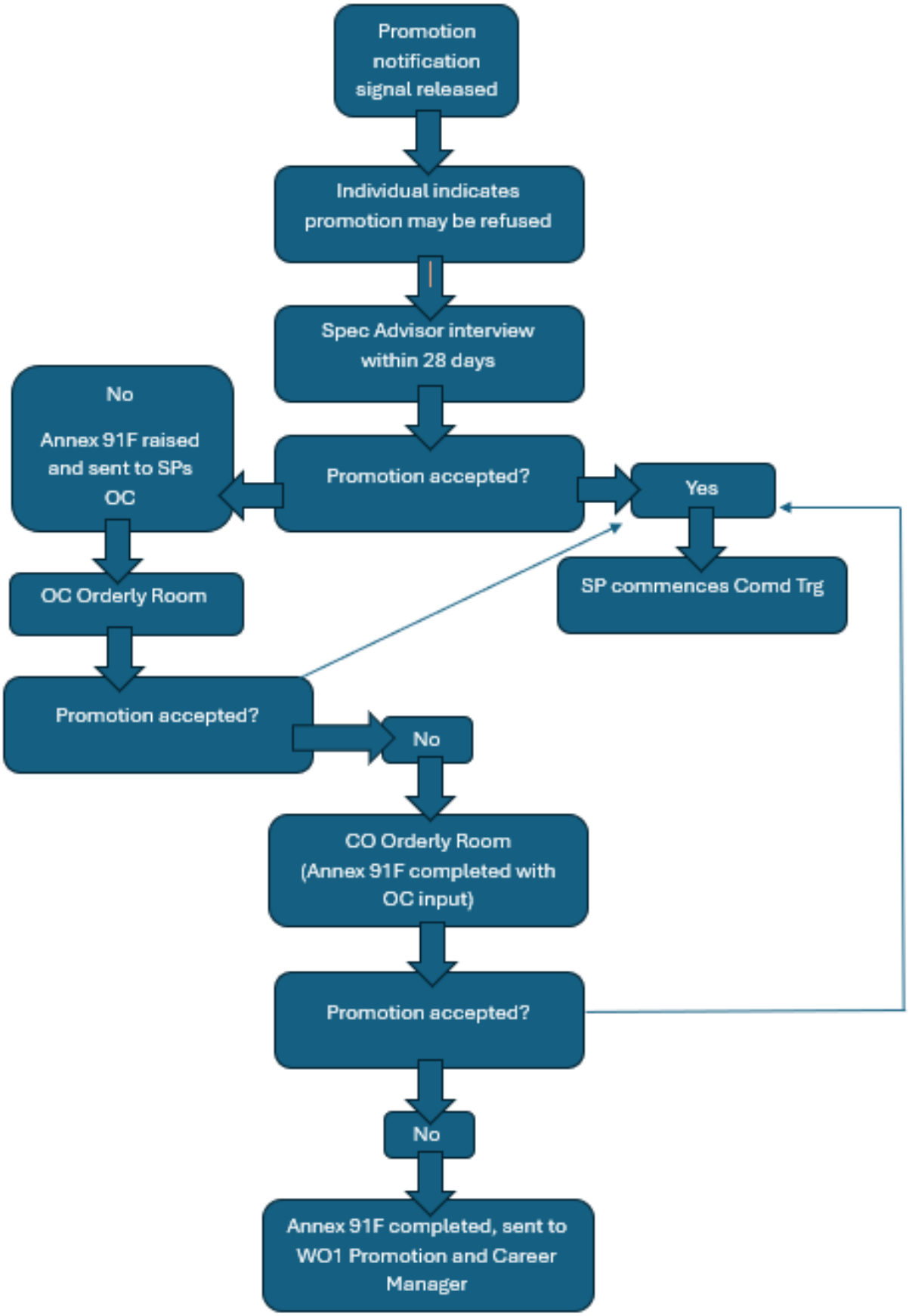

CHAPTER 92

WARFARE PROFESSION - PHOTOGRAPHER

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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ANNEX

Annex 92A: Photographer Specialisation - Promotion Flowchart

CHAPTER 92

WARFARE PROFESSION - PHOTOGRAPHER

9201. General

This Chapter covers the career regulations for General Service Warfare Profession - Photographer. Divisional Officers are to ensure that a copy of this Chapter and Annex is placed in the PDR of each member of the Photographer specialisation.

9202. Entry into the Photographer Specialisation

The following criteria must be met for entry into the Photographer specialisation:

a. An AB1 or Mne with at least 12 months' service since attaining Role Performance Standard (RPS) at the date of application, a Leading Hand (LH) or Corporal (Cpl).

b. In date for source Specialisation Annual RPS Check.

c. An individual attending the Defence Photographic Selection and interview must have received a positive recommendation of ‘Yes’ or above for LH/Cpl (if AB1, Mne or L/Cpl) on their current SJAR.

d. Recommended for the Photographer Specialisation by their Commanding Officer.

e. Received a provisional assessment of suitability for photographic training by the Photographic Specialisation Adviser (NAVY COMMS-PHOT SPEC AD).

f. Have a permanent medical category of MEDCAT MFD A4/L1/M1/E1.

g. Have a colour perception of Grade 2.

h. Be Educationally Qualified for Promotion (EFP) to LH in accordance with Para 9634. When applying for workforce clearance, must have achieved minimum Level 1 Functional Skills (FS) (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

i. Six months or more since last Career Check (if any).

j. Have at least 3 years to serve on completion of the Defence Photographer Qualifying Course (DPQC).

k. Have workforce clearance for transfer.

l. Hold a full UK driving licence.

m. Accept that they may be required to undertake flying duties in the course of their employment.

9203. Application Process

An individual must have passed a Photographer aptitude and interview before workforce clearance is authorised. No individual can attend an aptitude without WFPM approval; the following procedure is to be used:

a. **Defence Photographer Selection Clearance.** When an individual has been recommended for the Photography specialisation in accordance with Para 9202. and found suitable for training i an application is to be submitted **iaw Ch 51, Profession and Specialisation Transfers** to proceed to Defence Photographic Selection and interview.

b. When permission is granted, the individual's unit is to liaise with NAVY COMMS-PHOT SPEC AD to request a place on a Photography Selection and interview board.

9204. Defence Photographer Selection and Interview

The selection and interview process is held at the Defence School of Photography over a period of 5 days.

a. **Conduct of the Selection and Interview.** The candidate will be required to demonstrate, to the satisfaction of the Instructor, that they have the qualities and potential required of a Leading Photographer.

b. On completion of the selection and interview, candidates and their Commanding Officer will be informed if the candidate passed or failed. The Photographic Specialisation Adviser will also inform relevant Professions & Career Managers of the results.

c. If successful, a copy of the letter is to be placed in the candidate's Service Documents and is to be retained until the rating is assigned to the Defence School of Photography, or their name is withdrawn.

9205. Post Photographic Selection and Interview Actions

a. **Specialisation Transfer Workforce Clearance.** Once an individual has passed the Photography aptitude and interview process, workforce clearance to specialisation transfer is to be requested in accordance with current regulations.

(1) Workforce clearance, if granted, will be valid for 2 years.

(2) The individual will then be allocated a provisional place on a LH (Phot) PQC.

b. On receipt of an Assignment Order detailing a candidate for Defence Photographer Course, Divisional Officers are to check that the rating meets all the requirements for the Course listed at Para 9202. Queries regarding eligibility, which cannot be answered in this Chapter, should be referred to the Professions Manager immediately, particularly if they concern a Career Check, seniority or current recommendation for LH.

9206. Passing Defence Photographer Qualifying Course (DPQC)

On successful completion of DPQC the following rules apply:

a. On being rated LH Photographer, ratings leave their original specialisation and join the Photographer specialisation.

b. An individual will be advanced to LH Photographer once all the criteria at Annex 92A have been satisfied. The following gives further guidance:

(1) LHs or equivalent rates who pass DPQC will be rated LH Photographer with a seniority date adjusted to the last day of LH DPQC.

(2) ABs or equivalent rates who have passed the LRLC will be rated LH Photographer with a seniority of the last day of DPQC.

(3) ABs or equivalent rates who pass DPQC but have not passed the LRLC will be rated LH Photographer on successful completion of LRLC with seniority back-dated to the last day of DPQC.

c. All LH Photographers are subject to a 12-month probationary period as described at Para 9207.

d. LH Photographers are required to give a minimum of 3 years Return of Service from completion of DPQC (see Chapter 53) (the 3-year period may include the 12 month notice period).

e. See Para 6907 and Para 6914 regarding non completion of LRLC and advancement to AHR in exceptional circumstances.

f. The Defence School of Photography will notify R&A of any RM personnel successfully completing course. Royal Marines will then be instructed to join HMS RALEIGH for the issue of clothing and documentation.

9207. Reversion and Disrating

a. **Leading Photographer.** The first 12 months' service as a LH Photographer will be a probationary period during which personnel will be required to complete a Task Book (TB). Any rating who fails to complete the TB and/or does not perform satisfactorily is to be considered for reversion to source specialisation with original seniority as an AB1 or LH.

b. In common with other sideways entry specialisations, ratings who are reverted or disrated to AB will be returned to their former specialisation and categories. Re-promotion and future employment within the Photographer Specialisation will be considered by the Professions Manager on a 'case by case' basis in consultation with the Navy Command Terms of Service team.

9208. JPA Recording - Competences, Annual RPS Check.

a. **Recording of Competences.** Once a Photographer rating has successfully completed DPQC, TB and achieved RPS, that competence is to be input to JPA by the appropriate unit HR administrator.

b. In exceptional circumstances, some individuals may be unable to achieve the mandatory RPS. Where this is the case, the Professions Manager should be consulted for advice.

9209. Education For Promotion

A Leading Hand must be educationally qualified to Level 1 Functional Skills and a Petty Officer to Level 2 Functional Skills in English and Mathematics or a suitable equivalent for either or both of these qualifications (see Para 9634 for further information).

9210. Failure to Complete Leadership Course

Refer to Para 6713 for rules on the impact on a rating's promotion if they fail to complete DPQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).

ANNEX 92A

PHOTOGRAPHER SPECIALISATION PROMOTION FLOWCHART

Table 92A-1 Photographer Sideways Entry Requirements

Requirement	Competency	Proficiency Level	Notes
Passed PQC for Leading Photographer			
Completed LRLC	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|		Para 9210
At least 6 months since last Career Check (if any) on advancement			
Once rating is eligible for substantive promotion, units are to send a PAR Signal to the Ratings Promotion Section, info Career Manager			
EFP. Must have achieved minimum Level 1 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9634
Rated LH (PHOT)			

Table 92A-2 Petty Officer (Photographer) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Complete LH WTTB. Achieved RPS	Professional|RPS for LH (Phot)|Navy|		Para 9208
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD			Para 6703 b sub para (5)
Recommended for promotion on Appraisal Report at CRD			

Table 92A-3 Petty Officer (Photographer) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed SRLC	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Complete 5214 – Defence Photographic Management Course	Photo|Defence Photographer Management|Joint		
EFP. Achieved minimum Level 2 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA			Para 9634
Promoted to PO(PHOT)			

Table 92A-4 Chief Petty Officer (Photographer) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			Para 6703.b sub para (5)
Completed SRLC	'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for promotion on Appraisal Report at CRD			

Table 92A-5 Chief Petty Officer (Photographer) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to CPO(PHOT)			

Table 92A-6 Warrant Officer 2 (Photographer) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			Para 6703 b sub para (5)
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9634
Recommended for promotion on Appraisal Report at CRD			

Table 92A-7 Warrant Officer 2 (Photographer) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO2 (PHOT)			

Table 92A-8 Warrant Officer 1 (Photographer) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA. competences recorded on JPA			Para 9634
Recommended for promotion on Appraisal Report at CRD			

Table 92A-9 Warrant Officer 1 (Photographer) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO1 (PHOT)			

CHAPTER 93

WARFARE PROFESSION FAST TRACK SCHEME

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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CHAPTER 93

WARFARE PROFESSION FAST TRACK SCHEME

9301. General

a. This Chapter covers the General and Submarine Service Warfare Profession specialisations included on the Fast Track (FT) scheme and outlines the selection and management protocols for all potential Warfare Profession FT personnel. Divisional Officers are to ensure that a copy of this Chapter and the appropriate Annex is placed in the PDR of each member of those specialisations listed at Para 9302 who is recommended for the FT scheme.

b. The FT scheme is an important element of Warfare Profession career pipeline managing the talent of suitable individuals, by selecting those ratings who are suitably motivated and demonstrate the necessary standards of leadership, Warfare aptitude and ability. This scheme will allow Warfare Profession ratings the opportunity to accelerate their progression and be advanced based on time, qualification and CO's recommendation rather than selective promotion.

9302. FT Specialisations of the Warfare Branch (General and Submarine Service)

The following specialisations (and sub-specialisations) are currently being selected for the FT[1] scheme:

a. **Warfare Specialist (WS).**

(AWT)	Abovewater Warfare Tactical
(AWW)	Abovewater Warfare Weapons
(EW)	Electronic Warfare
(SSM)	Sonar Submariner
(TSM)	Tactical Submariner
(UW)	Underwater Warfare

b. **Warfare Specialisations.**

(SEA)	Seamanship
(MW)	Mine Warfare
(H)	Hydrographic
METOC	Meteorological and Oceanographic
(D)	Diver
(INT)	Intelligence

9303. Warfare Profession FT Background

The aim of the FT scheme is to afford individuals an accelerated advancement route. This takes account of individuals who develop at differing rates and, when combined with the standard route to promotion, gives a flexible career path to ensure that career progression through training and employment is better matched to the abilities and expectations of Warfare Personnel. Selection will be via a two-stage process with two entry points available:

[1] CT and Phot Specialisations are not included in the Warfare Profession FT scheme.

a. **AB-LH.** Phase 2 Professional Qualifying Course (PQC) for FT AB (for accelerated advancement to LH); and

b. **LH-PO.** LH PQC/LRLC for FT LH (for accelerated advancement to PO).

9304. Fast Track Scheme Overview

a. The FT scheme seeks to offer the necessary training, experience and continuous assessment to permit advancement to LH and PO earlier than is currently the case for most personnel.

b. To deliver success, an additional level of management and oversight of FT personnel is required. This will seek to ensure standards and assist to manage the available opportunities to acquire sea experience for FT personnel. This will be provided by the Fast Track Authority (FTA)[2] by the Fast Track Managers (FTM)[3] and Fast Track Recording Authorities (FTRA) within HMS Collingwood Warfare Training Group (WTG)[4], RNSMS Raleigh[5], RNSoS Raleigh[6], FOST HM[7] and MWS DDS[8].

c. The FTRAs will be responsible for the co-ordination of the recommendation process during Phase 2 and 3 Training, supported by the Fast Track Through Life Managers (FTTLM's)[9] who are the focal point for any advice and administrative issues relating to FT personnel. The FTTLM will report to the FTMs, ensuring that all FT timelines are strictly adhered to.

9305. Non-Selective Promotion (Advancement)

Individuals on the FT scheme will, subject to the necessary qualifications being obtained, be subject to non-selective advancement, based on their Due Date for Advancement. Individuals will be advanced provided that they are eligible in all respects as detailed within the flow charts at the Annexes.

a. **FT AB.** An AB selected for FT AB (AB2-LH) will be awarded a Due Date[10] to LH of 24 months from the Fast Track Start Date (FTSD)[11]. For FT AB (Diver) only, the Due Date will be 36 months from FTSD[12]. The FTSDs given below for a FT AB will be determined for GS by the date they join their sea going unit, or for SM the date of passing SMQ(Wet), as follows:

(1) Individuals who are selected from Phase 2 Training and join their sea going unit/pass SMQ between 1 Apr and 31 Jul will be awarded a FTSD of 31 Jul.

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[2] Warfare Professions Manager SO1.
[3] WFPM WAR GS WO1 for WS(AWT), WS(AWW), WS(EW), WS(UW), INT and SEA: WFPM WAR SM WO1 for WS(SSM), WS(TSM), (MW), H, METOC and Divers.
[4] WT WTG OiC Warskills for support to War FT personnel.
[5] RN SMS OiC War Trg for support to SM personnel.
[6] RNSoS OC.
[7] FOST HM OiC H/OiC METOC.
[8] MWS DDS CO.
[9] The FTTLM for WS(AWT), WS(AWW), WS(EW), WS(UW), INT, SEA, H, METOC and Divers is position (Navy People-WFPM WAR TRA FTLM) while the FTTLM for WS(SSM) and WS(TSM) is position (NAVY PEOPLE-TMG RNSMS AWTO).
[10] Due Date for Advancement is the equivalent of Common Promotion Date (CPD) for selective promotion in determining seniority in the higher rate.
[11] The 24 months comprise 12 months sea time and 12 months for completion of PQC and LRLC.
[12] FT AB (Diver)s require 36 months to gain sufficient experience to comply with Diving At Work Regulations 1997.

(2) Individuals who are selected from Phase 2 Training and join their sea going unit/pass SMQ between 1 Aug and 30 Nov will be awarded a FTSD of 30 Nov.

(3) Individuals who are selected from Phase 2 Training and join their sea going unit/pass SMQ between 1 Dec and 31 Mar will be awarded a FTSD of 31 Mar.

b. **FT LH.** An AB1/LH selected for FT LH in Phase 3 Training will retain their seniority date as a LH, with a Due Date to PO of 36 months from their FTSD[13]. FT LH FTSDs will be standardised to 31 Jul, 30 Nov or 31 Mar, as above.

c. **FT LH (Optional Accelerated Advancement).** In the case of Optional Accelerated Advancement, the Due Date will be advanced from the standard FTSD plus 36 months to FTSD plus 24 months.

9306. Selection, Recommendation and Transfer to the FT Scheme

A selection process will be conducted by the FTRA prior to an individual being recommended for entry onto the FT scheme. There will be two selection points:

a. **FT AB to LH.** The selection point will be on completion of Phase 2 Training (AB PQC)[14]. This will provide the opportunity for the individual to demonstrate that they have the necessary ability and leadership potential to succeed on the FT scheme, and have potential to operate as a competent Leading Hand in a short timeframe.

b. **FT LH to PO.** The selection point will be on completion of Phase 3 LH PQC[15] and LRLC. This will provide the opportunity for an individual to demonstrate that they have the necessary ability and leadership skills to succeed on the FT scheme, and have the potential to operate as a competent Petty Officer in a short timeframe. This selection point will consider individuals who are currently on the FT scheme to LH, those who have an AB1 FT CO Recommendation from sea as well as all other LH selectees who complete LH PQC and LRLC.

c. Personnel selected for FT AB during Phase 2 Training who remain on the scheme (subject to completing all eligibility criteria and CO's recommendation) will be advanced to LH. On completion, they will be removed from the FT scheme and revert to selective promotion for PO, unless they are subsequently selected for FT LH. Personnel selected for FT LH during Phase 3 training who remain on the scheme (subject to completing all eligibility criteria and CO's recommendation) will be advanced to PO. On completion, they will be removed from the FT scheme and revert to selective promotion for CPO.

[13] LH to PO FTSD will commence when rating joins their sea assignment. The 24 or 36 months includes 12 months for completion of PQC and SRLC.
[14] To include SMQ(Dry) for War SM, and EOD training for (Diver).
[15] To include EOD training for (Diver).

9307. Selection/Recommendation Process

The selection/recommendation process will be co-ordinated by the FTRA and include an interview and an assessment of an individual's training and experience to date, in order to determine their suitability based on the key selection criteria outlined below.

Table 93-1. Key Selection Criteria

Selection Point	Key Selection Criteria	Candidate Pool
Phase 2 AB PQC	1. Functional Skills Level 1 or above achieved. 2. Serving on a Full Career ES1/FC/OE1 that expires after the nominated Due Date. 3. Above average score during Phase 2 Module Assessments (Formative & Summative). 4. Level of potential for Command, Leadership and Management in the next higher rate. 5. Recommended from Phase 2 Training to be a FT AB (to LH). 6. At least 6 months since last Career Check (if any). 7. Passed Selection Interview. 8. For sideways entry Divers, previous service will replace Talybont and Phase 1 reports.	All AB2s recommended for FT during Phase 2 Training.
Phase 3 LH PQC	1. Functional Skills Level 2 achieved. 2. Serving on a Full Career ES1/FC/OE1 that expires after the nominated Due Date. 3. CO's Recommendation from sea[16] (not mandatory). 4. Above average score or training school equivalent during Phase 3 Module Assessments (Formative & Summative). 5. Potential for Command, Leadership and Management in the next higher rate. 6. Recommended from Phase 3 Training to be a FT LH to PO. 7. Passed LRLC. 8. At least 6 months since last Career Check (if any). 9. Passed Selection Interview.	All LHs recommended for FT during Phase 3 Training.

9308. AB1 CO's Recommendation for FT LH from Sea

Non-FT selected substantive AB1s who are eligible for promotion to LH and who demonstrate suitable levels of competence during their routine sea employment can be recommended as a potential FT LH - PO candidate. The recommendation is to be recorded on JPA as 'ProfessionalIFast Track LH CandidateINavy', with supporting comments on recommendation included by the 3RO in their next SJAR[17]. This is to be reflected with the appropriate grading in the Promotion – 1 Rank Up and 2 Ranks Up tab. The FT sea recommendation from the SJAR will be taken into consideration during the standard selective promotion process for AB to LH and will form part of the LH FT Selection process.

[16] CO's Recommendation can also be from shore assignment for AB1 (Diver).
[17] 3RO will normally be CO.

9309. Transfer to Fast Track

Candidates who are successful at the selection interview will then be recommended to the FTM for inclusion on the FT Scheme. Upon approval, the FTTLM will liaise with the relevant CM to identify and assign FT ratings to suitable platforms. Individuals on the FT scheme will continue to be assigned by the relevant Career Management Cell (CMC).

9310. Service on the Fast Track Scheme

a. The FT scheme is designed to accelerate individuals through the advancement system in a timescale that is at least as quick as, and in most cases faster than, the normal selective promotion process. In order to facilitate this, individuals will be carefully managed and therefore the following exceptions to normal career management need to be applied. These exceptions will be acknowledged by successful candidates when they sign the Certificate of Understanding (Part A); accepting the terms of service of FT scheme:

(1) **Waiver of Minimum Assignment Notice.** In order to maximise the at sea training opportunities, individuals selected for FT may require shorter than the usual minimum assignment notice. All individuals on the FT scheme will be required to volunteer to waive their minimum assigning notice period for sea and between platforms, as well as courses and employment associated with their advancement.

(2) **Waiver of Rights to Selective Promotion whilst on FT.** The requirement to carefully manage individuals on the FT scheme, together with the bespoke nature of the selection and advancement criteria, precludes individuals from following the dual paths of FT advancement and selective promotion simultaneously.

b. FT ABs will transfer to the normal selective promotion scheme on successfully achieving advancement to LH, and FT LHs on successfully achieving advancement to PO. Individuals removed from the FT scheme will also transfer to normal selective promotion. On transfer from FT to selective promotion, either on successful advancement or de-selection from FT, the Certificate of Understanding (Part B) will be used in transferring individuals back onto the standard selective promotion route and the normal assignment notice period. Certificates will be produced by the FTTLM and signed copies will be retained by both the FTTLM and individual. The FTTLM is to ensure that each individual is seamlessly transferred to selective promotion and all competences achieved are correctly recorded. An SJAR is to be raised at the next CRD as part of the transfer process.

9311. Accelerated TPS to OPS

a. FT personnel should, where possible, be employed in optimum billets as assigned by their CMC for the rate they hold. This will require close management by Career Managers (CMs) and the FTTLM. The FT scheme timeline does not allow for employment ashore[18] (except courses) and CMCs should, wherever possible, assign FT personnel to sea positions on completion of their PQC, as FTSD is set to the date of joining first sea unit, and hence determines the Due Date.

[18] With the exception of AB1(Diver) – see para 9311 C.

b. FT personnel are to be employed within unit departments in the same manner as their non-FT counterparts, and are to perform all aspects expected of their role. In order to achieve their training requirements, a FT individual will be required to maintain a high degree of personal motivation, and will need to be fully supported by their platform and afforded suitable opportunities to develop. Unit staff will need to carefully balance the training burdens of FT and non-FT personnel to ensure all are provided with fair opportunities to undertake training whilst noting the aspiration for FT personnel to complete the required training within a shorter time frame than normal.

c. FT AB (Diver)s will spend an additional 12 months prior to the Recommendation for Advancement to LH point. The 24-month period will be split between an initial 12 months at sea in an MCMV crew, followed by 12 months at FDS. This additional phase is necessary to ensure that the FT AB gains sufficient diving experience to safely complete LH PQC.

d. Where a units's programme changes, or a FT individual cannot be suitably employed (such as a unit undergoing Upkeep), and the individual will be unable to achieve their advancement criteria, the Units' Staff are to liaise, well in advance, with the FTTLM to discuss alternative employment options.

e. All FT personnel will be expected to proactively manage and 'own' their training, and should therefore present a training plan to the unit Training Co-ordinator detailing when they believe they will achieve the required training milestones. This could be achieved as part of the joining interview, in consultation with the Divisional SR. The training plan should be reviewed and recorded as objectives for the individual as part of the SJAR process.

f. The FTTLM will maintain a record of all individuals' progress towards achieving the training requirements to meet their advancement Due Date. Unit Staff are to liaise directly and regularly with the FTTLM to enable this process.

g. All FT personnel must achieve Professional OPS in their current rate and remain in date for annual OPS checks. FT AB will achieve OPS as an AB1, and should therefore be in date for Annual OPS, providing that all other criteria are met. They are encouraged to undertake an Annual OPS Check prior to attending PQC to ensure that they are still in date, and as a refresher for the course itself. FT LH must achieve OPS as a LH, but will be required to be in date for their Annual OPS Check prior to the 24-month SJAR 2 and for attendance at PQC.

9312. SJAR Reporting Requirements

a. SJARs and MPARs remain a mandatory requirement for all FT individuals and comment should be made on their current performance (including OPS/OPS Check status), CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether or not an individual continues to maintain a recommendation for the FT scheme and, if appropriate, the individual's potential for the next FT stage. The SJAR must contain evidence to support these recommendations.

b. Due to the limited time FT ratings spend in sea assignments there is a requirement to increase the level of reporting. During the LH to PO FT reporting time frame an opportunity exists to accelerate advancement from 24 to 12 months, based on a CO's recommendation for early advancement based on merit and previous experience.

(1) **AB to LH Reporting Timeframe from FTSD.**

(a) 3 Months MPAR.

(b) 6 Months SJAR 1 (progress SJAR[19]).

(c) 9 Months MPAR.

(d) 12 Months SJAR 2 (CO recommend for advancement to LH).

(2) **AB to LH (Diver) Reporting Timeframe from FTSD.**

(a) 6 Months MPAR.

(b) 12 Months SJAR 1 (on completion of 12 months sea time - to include recommendation to remain on FT).

(c) 18 Months MPAR.

(d) 24 Months SJAR 2 (CO's recommendation for advancement to LH)[20].

(3) **LH to PO Reporting Timeframe from FTSD.**

(a) 6 Months MPAR.

(b) 12 Months SJAR 1. To include:

i. Recommendation to remain on FT.

ii. (If applicable) recommendation for Optional Accelerated Advancement[21].

(c) 18 Months MPAR.

(d) 24 Months SJAR 2 (CO's recommendation for advancement)[22].

[19] Progress SJAR compiled on JPA to enable capturing of recommendation and overall grading.
[20] SJAR 2 should record that subject is in date Annual OPS Check.
[21] FT LH recommended for Optional Accelerated Advancement must be in date Annual OPS Check on arrival at PQC.
[22] SJAR 2 should record that subject is in date Annual OPS Check.

c. The 12 Months SJAR 2 for FT AB and the 12 Months SJAR 1 for FT LH (for Optional Accelerated Advancement Point only) should not be raised until 12 months sea service has been accrued. The reporting unit should inform the FTTLM of any expected delays in order that career management adjustments can be made. Applications to delay the 'recommend' SJAR should be made to the FTTLM, who will seek approval from the FTM. If the delay is approved, the default position will be to defer the recommendation for advancement and the Due Date by 4 months, to the next standard date. The 12/24-month SJAR should still be raised, stating reasons for deferral. A subsequent SJAR will then be required to support the delayed recommendation.

d. On removal from the FT scheme through successful advancement to the higher rank, an annual SJAR must be raised at the next CRD for the individual's substantive rank, regardless of the length of reporting period. In addition to the normal requirements for SJAR reporting, this SJAR will re-synchronise the individual with the reporting period of their peer group.

e. On removal from the FT scheme through de-selection, a SPEC AR[23] must be raised to record the circumstances of the removal from the FT scheme. An annual SJAR must be raised at the next CRD for the individual's substantive rank, regardless of the length of reporting period. In addition to the normal requirements for SJAR reporting, this SJAR will re-synchronise the individual with the reporting period of their peer group.

9313. Substantive Advancement

a. **Attending a PQC.** The planning and enrolling of individuals onto a PQC will be completed by the CMC in liaison with the FTTLM. In general, FT personnel will be provisionally allocated a PQC and LRLC/SRLC start date at, or shortly after, transfer to Fast Track. The FT LH will be provisionally booked on PO PQC 12 months prior to course start[24]. Attendance on both the LH and PO PQC will be dependent upon the completion of all of the relevant advancement criteria. Frequent liaison between the employing unit and the FTTLM will ensure that Training Schools, CMCs and employing units will be able to effectively plan the movement of FT personnel.

b. **Leadership Training.** All FT personnel must complete LRLC or SRLC, as appropriate, as part of their next higher rate. Preparation for and completion of these courses is essential and although the responsibility to be fully prepared rests firmly with the individual, it is to be supplemented with appropriate coaching and mentoring by unit staff. The unit lead for the FT scheme is considered to be the Head of Department who must take an active interest in the performance of FT personnel.

[23] JSP 757 Pt 2 Vol 1 para 1c(1).
[24] Or place reserved if course not yet loaded on to JPA.

c. **Advancement.** Personnel who remain on the FT AB scheme will be advanced to LH (subject to completing all eligibility criteria and receiving their CO's recommendation) at 24 months from FTSD on their Due Date. Personnel who remain on the FT LH scheme will be advanced to PO (subject to completing all eligibility criteria and receiving CO's recommendation) at 36 months from FTSD (Due Date), or at 24 months if selected for the Optional Accelerated Advancement point (Due Date). In all cases, individuals who complete the eligibility criteria prior to Due Date can be advanced to the acting higher rate[25]. The FTTLM is to ensure that all JPA administrative action is taken for the FT Rating's substantive advancement.

d. There may be occasions where a FT AB or LH is at their Due Date by time but has failed to satisfy the advancement criteria by their Due Date. An award of the acting higher rate may be considered by their CO[26], keeping the FTTLM informed.

9314. Fast Track Failure Policy and De-Selection from Scheme

Once selected, an individual will remain on the FT scheme unless their progress, performance or standards are deemed insufficient or they choose voluntarily to remove themselves. Where an individual, through their own actions or ability, has not been able to maintain FT accelerated training they may be de-selected from the FT scheme. If de-selected, personnel revert back to the standard selective promotion route, and continue training and employment as necessary to meet the service requirement. The FT scheme failure and de-selection policy is detailed at Annex G.

9315. Fast Track Notes

a. **Educationally Qualified for Advancement.** It is mandatory that the appropriate educational qualification is held prior to starting Fast Track – Functional Skills Level 1 or higher for AB and Level 2 for LH.

b. **Career Check.** Due to the tight timescales, receipt of a Career Check will result in automatic deselection from the Fast Track scheme.

c. **24 Month Due Date.** During the LH to PO FT reporting time frame an opportunity exists to accelerate advancement where a CO can recommend a FT rating for early advancement based on merit and previous experience.

d. **Unsuitable Candidates.** Where, during the period of the PQC, candidates are found to be unsuitable[27] for advancement to the next higher rate, they may be withdrawn from training by the CO of the relevant Training School. In such cases, individuals will be deselected from Fast Track scheme. They will transfer from Fast Track back to Selective Promotion as the eligibility route for future selection.

e. **Refusal to Undertake the QC.** Individuals who refuse to undertake the PQC will be deselected from Fast Track, continue to serve in their current rate and transfer back to Selective Promotion.

[25] BRd 3(1) para 6913.
[26] BRd 3(1) para 6802.
[27] The required attributes of the next higher rate.

f. **Achieved OPS/Annual OPS Check.** It is a requirement that individuals achieve OPS in the new rank within the timescales outlined, and remain in date for Annual OPS Check throughout to ensure that each key stage is achieved without delay. Individuals must be in date for Annual OPS Check at start of PQC.

ANNEX 93A

WARFARE SPECIALIST (AWT/AWW/UW/EW) FAST TRACK ADVANCEMENT FLOWCHART

Table 93A-1. AB WS (AWT/AWW/UW/EW)1 Pre-Advancement Requirements

Selected for Fast Track, awarded a Fast Track Start Date with a Due Date Advancement to LH of 24 months from this date.

Requirement	Competency	Proficiency Level	Notes
Assigned to sea billet (join date determines FTSD)			
Completed WTTB - achieved RPS as AB(WS), authorised by Warfare HOD.	Professional|RPS for AB1 WS(AWT)|Navy| Professional|RPS for AB1 WS(AWW)|Navy| Professional|RPS for AB1 WS(EW)|Navy| Professional|RPS for AB1 WS(UW)|Navy|	Pass	
Awarded AB1 Badge (single star). PAR sent to parent CM. Copied to FTTLM			
Advanced to AB1WS (AWT/AWW/UW/EW)			

Table 93A-2. Leading Hand WS(AWT/AWW/UW/EW) Pre-Advancement Requirements (12 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
12 months' sea service	CMS|12 Months Sea Time AB|Navy|		
Recommended for advancement by CO to LH in 12 Months Appraisal Report SJAR 2.			

Table 93A-3. Leading Hand WS (AWT/AWW/UW/EW) Pre-Advancement Requirements (24 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
To be in date for Initial RPS (valid for 12 months) or in date Annual RPS Check at start of PQC			
Completed Leading Hand PQC and recorded in JPA			
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office			
Advanced to LHWS (AWT/AWW/UW/EW) If not selected for transfer to FT LH-PO revert to selective promotion.			

Selected FT LH for PO, awarded a Fast Track Start Date with a Due Date Advancement to PO of 36 months from this date.

Table 93A-4. Petty Officer WS (AWT/AWW/UW/EW) Pre-Advancement Requirements (12 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Completed LH WTTB in relevant Sub-Specialisation. Achieved RPS	Professional|RPS for LH WS(AWT)|Navy| Professional|RPS for LH WS(AWW)|Navy| Professional|RPS for LH WS(EW)|Navy| Professional|RPS for LH WS(UW)|Navy|		
Assigned to sea billet (join date determines FTSD)			
12 months' sea service	CMS|12 Months Sea Time LH|Navy|		
Optional Advancement Point. Recommended for advancement by CO in 12 Months Appraisal Report SJAR 1			

Table 93A-5. Petty Officer WS (AWT/AWW/UW/EW) Pre-Advancement Requirements (24 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
In date Annual RPS Check	CMS|Annual RPS Check LH|Navy		
Recommended for advancement in 24 Months Appraisal Report SJAR 2			

Table 93A-6. Petty Officer WS (AWT/AWW/UW/EW) Pre-Advancement Requirements (36 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Passed PO PQC and competency recorded in JPA			
Completed Senior Rates' Leadership Course (SRLC)	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to Career Manager, copied to FTTLM and Promotions Office			
Advanced to POWS (AWT/AWW/UW/EW) Transfer to Selective Promotion Flowchart for Selective Promotion			

ANNEX 93B

SEAMAN SPECIALIST - FAST TRACK PROMOTION FLOWCHART

Table 93B-1. AB(SEA)1 Pre-Advancement Requirements

Selected for Fast Track, awarded a Fast Track Start Date with a Due Date Advancement to LH of 24 months from this date.

Requirement	Competency	Proficiency Level	Notes
Assigned to sea billet (join date determines FTSD)			
Achieve Local Boats Crew Endorsement (Bowman)			
Completed AB SEA OJT TB (sections 1-2, Seamanship and Tactical Communication). At RPS as AB (SEA), authorised by Warfare HOD	Professional|RPS for AB1 (SEA)|Navy|	Pass	
Awarded AB1 Badge (single star). PAR sent to parent CM. Copied to FTTLM			
Advanced to AB1(SEA)			

Table 93B-2. Leading Hand (SEA) Pre-Advancement Requirements (12 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Passed Boat Coxswain TEM (cannot be taken as an AB(SEA)2)			
Passed SSEM TEM (cannot be taken as an AB(SEA)2)			
12 months' sea service	CMS|12 Months Sea Time AB|Navy|		
Recommended for advancement by CO to LH in 12 Months Appraisal Report SJAR 2.			

Table 93B-3. Leading Hand (SEA) Pre-Advancement Requirements (24 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
To be in date for Initial RPS (valid for 12 months) or in date Annual RPS Check at start of PQC			
Completed Leading Hand PQC and recorded in JPA			
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office			
Advanced to LH(SEA) If not selected for transfer to FT LH-PO revert to selective promotion.			

Selected FT LH for PO, awarded a Fast Track Start Date with a Due Date Advancement to PO of 36 months from this date

Table 93B-4. Petty Officer (SEA) Pre-Advancement Requirements (12 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Completed LH (SEA) OJT TB (sections 1, 2). Achieved RPS	Professional|RPS for LH (SEA)|Navy|		
Assigned to sea billet (join date determines FTSD)			
12 months' sea service	CMS|12 Months Sea Time LH|Navy|		
Optional Advancement Point. Recommended for advancement by CO in 12 Months Appraisal Report SJAR 1			

Table 93B-5. Petty Officer (SEA) Pre-Advancement Requirements (24 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
In date Annual RPS Check	CMS|Annual RPS Check LH|Navy		
Recommended for advancement in 24 Months Appraisal Report SJAR 2			

Table 93B-6. Petty Officer (SEA) Pre-Advancement Requirements (36 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Passed PO (SEA) PQC and competence recorded in JPA			
Completed Senior Rates' Leadership Course (SRLC)	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to Career Manager, copied to FTTLM and Promotions Office			
Advanced to PO(SEA) Transfer to Selective Promotion Flowchart for Selective Promotion			

ANNEX 93C

MINE WARFARE SPECIALIST FAST TRACK ADVANCEMENT FLOWCHART

Table 93C-1. AB (MW) 1 Pre-Advancement Requirements

Selected for Fast Track, awarded a Fast Track Start Date with a Due Date Advancement to LH of 24 months from this date.

Requirement	Competency	Proficiency Level	Notes
Assigned to a MCMV crew or MTXG (join date determines FTSD)			
Completed OJT Task Books (TBs) - achieved OPS as AB (MW)	Professional|OPS for AB1 (MW)|Navy|	Pass	
Awarded AB1 Badge (single star). PAR sent to parent CM. Copied to FTTLM			
Advanced to AB1(MW)			

Table 93C-2. Leading Hand (MW) Pre-Advancement Requirements (12 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Passed Boat Coxswain TEM (cannot be taken as an AB(MW)2)			
Recommended for advancement by CO to LH in 12 Months Appraisal Report SJAR 2.			

Table 93C-3. Leading Hand (MW) Pre-Advancement Requirements (24 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
To be in date for Initial OPS (valid for 12 months) or in date Annual OPS Check at start of PQC			
Completed Leading Hand PQC and recorded in JPA			
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office			
Advanced to LH(MW) If not selected for transfer to FT LH-PO revert to selective promotion.			

Selected FT LH for PO, awarded a Fast Track Start Date with a Due Date Advancement to PO of 36 months from this date

Table 93C-4. Petty Officer (MW) Pre-Advancement Requirements (12 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Completed LH(MW) TB. Achieved OPS	Professional|OPS for LH (MW)|Navy|		
Assigned to a MCMV crew or MTXG (join date determines FTSD)			
Optional Advancement Point. Recommended for advancement by CO in 12 Months Appraisal Report SJAR 1			

Table 93C-5. Petty Officer (MW) Pre-Advancement Requirements (24 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
In date Annual OPS Check	CMS|Annual OPS Check LH|Navy		
Recommended for advancement in 24 Months Appraisal Report SJAR 2			

Table 93C-6. Petty Officer (MW) Pre-Advancement Requirements (36 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Passed PO (MW) PQC and competence recorded in JPA			
Completed Senior Rates' Leadership Course (SRLC)	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to Career Manager, copied to FTTLM and Promotions Office			
Advanced to PO(MW) Transfer to Selective Promotion Flowchart for Selective Promotion			

ANNEX 93D

HYDROGRAPHY FAST TRACK ADVANCEMENT FLOWCHART

Table 93D-1. AB H1 Pre-Advancement Requirements

Selected for Fast Track, awarded a Fast Track Start Date with a Due Date Advancement to LH of 24 months from this date.

Requirement	Competency	Proficiency Level	Notes
Assigned to sea billet (join date determines FTSD)			
Completed OJT Task Books (TBs) - achieved OPS as AB H	Professional|OPS for AB1 HM(H)|Navy|	Pass	
Awarded AB1 Badge (single star). PAR sent to parent CM. Copied to FTTLM			
Advanced to AB1H			

Table 93D-2. Leading Hand H Pre-Advancement Requirements (12 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
12 months' sea service	CMS|12 Months Sea Time AB|Navy|		
Recommended for advancement by CO to LH in 12 Months Appraisal Report SJAR 2.			

Table 93D-3. Leading Hand H Pre-Advancement Requirements (24 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
To be in date for Initial OPS (valid for 12 months) or in date Annual OPS Check at start of PQC			
Completed Leading Hand PQC and recorded in JPA			
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office			
Advanced to LH H If not selected for transfer to FT LH-PO revert to selective promotion.			

Selected FT LH for PO, awarded a Fast Track Start Date with a Due Date Advancement to PO of 36 months from this date

Table 93D-4. Petty Officer H Pre-Advancement Requirements (12 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Completed LH (H) and Seamanship OJT TBs. Achieved OPS	Professional|OPS for LH H(H)|Navy|		
Assigned to sea billet (join date determines FTSD)			
12 months' sea service	CMS|12 Months Sea Time LH|Navy|		
Optional Advancement Point. Recommended for advancement by CO in 12 Months Appraisal Report SJAR 1			

Table 93D-5. Petty Officer H Pre-Advancement Requirements (24 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
In date Annual OPS Check	CMS|Annual OPS Check LH|Navy		
Recommended for advancement in 24 Months Appraisal Report SJAR 2			

Table 93D-6. Petty Officer H Pre-Advancement Requirements (36 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Passed PO PQC and competence recorded in JPA			
Completed Senior Rates' Leadership Course (SRLC)	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to Career Manager, copied to FTTLM and Promotions Office			
Advanced to PO H Transfer to Selective Promotion Flowchart for Selective Promotion			

ANNEX 93E

WARFARE SPECIALIST SUBMARINE FAST TRACK ADVANCEMENT FLOWCHART

Table 93E-1. AB (SSM)/(TSM)1 Pre-Advancement Requirements

Selected for Fast Track, awarded a Fast Track Start Date with a Due Date Advancement to LH of 24 months from this date.

Requirement	Competency	Proficiency Level	Notes
Completed SMQ(Dry) – SMQ(North)			
Assigned to sea billet (join date determines FTSD)			
Completed SMQ(Wet) – Qualified SM point (date of passing determines FTSD)			
Completed OJT TB 1 – achieved OPS as AB1, authorised by Warfare HOD	'Professional|OPS for AB1 WS(SSM or TSM)|Navy|	Pass	
Awarded AB1 Badge (single star). PAR sent to parent CM. Copied to FTTLM			
WS(SSM) ratings completed narrowband TEM	SM|Narrowband Operator (SSM 005)|Navy|		
Advanced to AB1(SSM)/(TSM)			

Table 93E-2. Leading Hand (SSM)/(TSM) Pre-Advancement Requirements (12 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
12 months' sea service	CMS|12 Months Sea Time AB|Navy|		
Recommended for advancement by CO to LH in 12 Months Appraisal Report SJAR 2.			

Table 93E-3. Leading Hand (SSM)/(TSM) Pre-Advancement Requirements (24 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
To be in date for Initial OPS (valid for 12 months) or in date Annual OPS Check at start of PQC			
Completed Leading Hand PQC and recorded in JPA			
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office			
Advanced to LH(SSM)/(TSM) If not selected for transfer to FT LH-PO revert to selective promotion.			

Selected FT LH for PO, awarded a Fast Track Start Date with a Due Date Advancement to PO of 36 months from this date

Table 93E-4. Petty Officer (SSM)/(TSM) Pre-Advancement Requirements (12 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Completed LH TB and any TEM OJT TBs. Achieved OPS	Professional|OPS for LH WS(SSM/TSM)|Navy		
Assigned to sea billet (join date determines FTSD)			
12 months' sea service	CMS|12 Months Sea Time LH|Navy|		
Optional Advancement Point. Recommended for advancement by CO in 12 Months Appraisal Report SJAR 1			

Table 93E-5. Petty Officer (SSM)/(TSM) Pre-Advancement Requirements (24 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
In date Annual OPS Check	CMS|Annual OPS Check LH|Navy		
Recommended for advancement in 24 Months Appraisal Report SJAR 2			

Table 93E-6. Petty Officer (SSM)/(TSM) Pre-Advancement Requirements (36 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Passed PO WS(SSM)/(TSM) PQC and competence recorded in JPA			
Completed Senior Rates' Leadership Course (SRLC)	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to Career Manager, copied to FTTLM and Promotions Office			
Advanced to PO(SSM)/(TSM) Transfer to Selective Promotion Flowchart for Selective Promotion			

ANNEX 93F

DIVER - FAST TRACK ADVANCEMENT FLOWCHART

Table 93F-1. AB DIVER 1 Pre-Advancement Requirements

Selected for Fast Track, awarded a Fast Track Start Date with a Due Date Advancement to LH of 36 months from this date.

Requirement	Competency	Proficiency Level	Notes
Assigned to DTXG or MTXG (join date determines FTSD)			
Achieve OPS as AB Diver	Professional|OPS for AB1 (D)|Navy|	Pass	
Awarded AB1 Badge (single star). PAR sent to parent CM. Copied to FTTLM			
Request for change of category to Special Service Pay (Diving) forwarded to parent UPO (see 8).			
Advanced to AB1 DIVER			

Table 93F-2. Leading Hand DIVER Pre-Advancement Requirements (24 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Assigned to DTXG or DTXG			
In date Annual OPS Check	CMS|Annual OPS Check AB|Navy|		
Recommended for advancement by CO to LH in 24 Months Appraisal Report SJAR 2.			

Table 93F-3. Leading Hand DIVER Pre-Advancement Requirements (36 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
To be in date for Initial OPS (valid for 12 months) or in date Annual OPS Check at start of PQC	CMS|Annual OPS Check AB1|Navy|		
Completed Leading Hand PQC and recorded in JPA			This includes Diving and EOD training
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office			
Advanced to LH DIVER If not selected for transfer to FT LH-PO revert to selective promotion.			

Selected FT LH for PO, awarded a Fast Track Start Date with a Due Date Advancement to PO of 36 months from this date.

Table 93F-4. Petty Officer DIVER Pre-Advancement Requirements (12 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as a LH	Professional|OPS for LH (D)|Navy|		
Assigned to sea billet (join date determines FTSD)			
Optional Advancement Point. Recommended for advancement by CO in 12 Months Appraisal Report SJAR 1			

Table 93F-5. Petty Officer DIVER Pre-Advancement Requirements (24 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
In date Annual OPS Check	CMS|Annual OPS Check LH|Navy		DSC and seamanship if applicable
Recommended for advancement in 24 Months Appraisal Report SJAR 2			

Table 93F-6. Petty Officer DIVER Pre-Advancement Requirements (24-36 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Passed PO PQC and competency recorded in JPA			
Completed Senior Rates' Leadership Course (SRLC)	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to Career Manager, copied to FTTLM and Promotions Office			
Advanced to PO DIVER Transfer to Selective Promotion Flowchart for Selective Promotion			

ANNEX 93G

FAST TRACK SCHEME TERMS OF SERVICE AND FAILURE POLICY

1. FT Terms of Service

a. The FT scheme affords significant opportunity in terms of career progression at an earlier stage and therefore it is expected that FT personnel will perform at a higher than average level of competence in all aspects of training and employment. The scheme's success is dependent on both the individual and the unit's organisation to ensure sufficient progress is made towards the next higher rate. To ensure this occurs the scheme will be externally assured by the FTMs and their teams.

b. Lack of progress within the scheme has the potential to prevent the achievement of the nominated Due Date. It is expected that FT personnel will be appropriately supported in their unit and placed on warning in a timely manner to highlight where progress is not sufficient in order to support recovery and indicate not only the failure but the potential impact to the Due Date achievement and how to recover the situation. At all times an FT individual must maintain a positive recommendation to remain in the scheme and for the next advancement. Any training failure, CLM or NGT warnings or attitudinal problems will, in all probability, result in removal from the scheme.

c. To ensure all FT personnel are fully aware of the changes to their Terms of Service on selection to the FT scheme (including being advanced, in lieu of selective promotion), individuals will sign a Certificate of Understanding (Part A). When signing, they confirm that they understand, whilst on the FT scheme, that they will:

(1) Not be considered at Selective Promotion Boards until removed from FT scheme,

(2) Be required to waive their minimum time for assignment to sea and shore, and

(3) Be required to waive their 660/3 Separated Service Allowance.

d. On leaving the FT scheme, a Certificate of Understanding (Part B) will be completed and signed by the individual reversing the process, with an individual returning to Selective Promotion and minimal notice for future assignments.

2. FT Scheme Failure Policy

a. Where it is suspected that agreed targets may not be achieved, for reasons within the control of the individual, FT personnel are to be placed on warning in a timely manner to highlight the concern to the individual and ensure a recovery plan is created and followed. This will also highlight to the FTTLM the potential delay in the individual's progression and potential for removal from the scheme.

b. There may be extenuating circumstances[1], both Service (e.g. ship's programme) and non-Service (e.g. compassionate or medical reasons) which may prolong an individual's time within the training pipeline. Delays may have an effect on the ability to meet progression to LH or PO within the expected time and in all circumstances the FTTLM should be informed at the earliest point.

c. The FTM has the authority to remove personnel from the FT scheme and will do so where it is deemed appropriate in all the circumstances. Prior to making a decision, the FTM should seek advice from the relevant FTA and the FTTLM.

3. Removal from the FT Scheme

a. A Rating may be removed from the scheme in any of the following circumstances:

(1) Submission of an Early Termination request or request to leave the scheme.

(2) Failure to achieve RPS.

(3) Not being recommended for advancement by CO.

(4) Failure of Leadership Course (LRLC or SRLC).

(5) Removal from course.

(6) Career Intermission[2].

(7) Poor performance relating to professional performance or CLM failings.

(8) Imposition of a Career Check.

(9) Other significant reason which the FTM deems sufficient to justify removal.

b. On submission of a request for Early Termination an individual will be de-selected from the FT scheme. Unit Staff and Career Managers are to ensure they liaise with the FTTLM prior to accepting any notice to ensure that the individual is fully briefed on all aspects associated with removal from FT and serving notice, such as TRoS and being employed at sea during the notice period.

[1] These occasions should be rare, as the CO and FTTLM should be working to meet the tight FT timescales.
[2] Previously called Career Break.

c. When being de-selected from the FT scheme, the FTTLM will ensure the following actions are completed and appropriate details are recorded on the Certificate of Understanding (Part B):

(1) Individual is to be fully briefed on all aspects of removal and that future promotion will be by selection.

(2) A SPEC AR raised detailing reasons for the de-selection.

(3) FT Certificate of Understanding (Part B) to be completed by the FTTLM.

(4) FTTLM to remove the JPA FT competence.

(5) Individual's seniority date to be agreed with FTM and recorded on JPA.

4. Volunteer for Removal from the FT scheme

a. At any stage of the scheme an individual can volunteer to be removed from FT and revert to selective promotion. The process is detailed below, and all individuals should be fully advised of the changes to their career progression when transferred back to the selective promotion route. It is recommended this action be carried out by the unit HOD.

b. A request by an individual for removal from the FT scheme is to be forwarded to the FTTLM for review and consideration. The FTM will retain the authority to remove any rating from the FT scheme. The process to be followed is indicated below:

(1) The FT rating is to submit a formal request to the CO detailing the explanation why they wish to be removed from the FT Scheme.

(2) If the request for removal is associated with submission of Early Termination, the FTTLM will liaise with CMC Career Manager before advising the HOD on future employment plans.

(3) If at sea the rating is expected to remain in that position.

(4) If the request for removal is not associated with an Early Termination request but occurs on LH PQC or PO PQC, the individual will be removed from the course and reassigned at their substantive rank. All cases will be treated individually and be approved by the FTM.

c. Individuals removed from the FT scheme will be career managed by their appropriate CMC and employed according to the Needs of the Service. It is to be recognised that the individual will have completed less time at sea than those on selective promotion. It is therefore to be expected that these individuals will be assigned back to sea at the earliest opportunity by CMC.

5. Failure within Professional Qualifying Courses

a. FT personnel who fail on AB, LH or PO PQC will be managed by the Training Schools PQC Training Failure Policy.

b. Back-classing of FT personnel is to be considered only for exceptional reasons outside of any professional training failure. Where back-classing is necessary, then the individual case will be reviewed by the Training School, FTRA and FTM to assess the impacts to the individual's training. Where a FT individual is being back-classed then, following liaison with the FTRA, the Training School will review the circumstances of the back-classing and consider on a case by case basis if the individual is to remain on the FT scheme.

c. Where FT personnel fail or miss course module(s), then the Training School policy is to be followed in reprogramming modules. Where a module(s) has been missed for Service or non-Service reasons, **in all cases** the FTRA is to be notified. Whether an individual remains on the FT scheme will be reviewed on a case by case basis, with the final decision being made between the Training School, FTRA and the FTM.

6. Failure of Leadership Courses

a. As Fast Track ratings, it is expected that all FT personnel will allocate sufficient time and preparation to pass the required leadership courses.

b. FT personnel who fail LRLC or SRLC may be de-selected from the scheme for not meeting the standard of leadership expected at their rank. In exceptional cases, and where there is sufficient mitigation and a recommendation is made by Royal Navy Leadership Academy (RNLA) Staff for return to leadership course, a de-selection from the FT scheme waiver may be considered. This must be approved by the FTM.

c. On removal from the FT scheme following failure at LRLC or SRLC, the individual will be transferred to the selective promotion route at their current rank. The individual must then seek promotion by selection and will be planned to attend leadership course only after further selection for the next higher rate.

7. Ratings Removal from the Fast Track Scheme

In all other cases, units should make application to the FTTLM for the rating's removal. The FTTLM will conduct all administrative actions for a rating's removal from the FT scheme.

ANNEX 93H

FAST TRACK CERTIFICATE OF UNDERSTANDING PART A

TRANSFER TO THE WARFARE FAST TRACK SCHEME

Being subject to: Advancement by time in accordance with BRd 3(1) Chapter 68 and possible changes in minimum notice for assignment to sea and shore.

Part 1 - Individual's Details

FULL NAME (in Capitals)	SERVICE No.	RATE

Date of Selection	Fast Track Start Date	Due Date Advancement	Remarks

Part 2 - Individual's Declaration[1]

I understand that during my time on the Warfare Fast Track scheme:

I will be subject to advancement by time, as detailed in BRd 3(1) Chapter 68, rather than selective promotion and, therefore, I will not be considered by Selection Boards for Promotion.

I may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in BRd 3(1) Chapter 59.

Signed: ..... Date: .....

Part 3 - Fast Track Through-Life Manager[2]

The above-named rating has been transferred to the Warfare Fast Track scheme and will be subject to advancement by time, with the following awarded due date for the next higher rate:

Advancement To	Due Date Advancement
LH/PO*	

** delete as applicable*

Signed: ..... Rate/Rank*: .....

Name*: ..... Date: ..... **Block Capitals*

[1] A copy of the Certificate of Understanding Part A is to be retained by the individual.
[2] The Certificate of Understanding Part A is to be retained by the FTTLM for a period of 3 years after the individual leaves the Warfare Fast Track scheme.

FAST TRACK CERTIFICATE OF UNDERSTANDING PART B

REMOVAL FROM THE WARFARE FAST TRACK SCHEME

Part 1 - Individual's Details

FULL NAME (in Capitals)	SERVICE No.	RATE

The above-named rating has been removed from the Warfare LH/PO (delete as appropriate) Fast Track scheme and will no longer be subject to time-based advancement.

The following seniority date has been determined by the Fast Track Authority and will be recorded in JPA:

RATE	SENIORITY DATE

Part 2 - Individual's Declaration[3]

I understand that on removal from the Warfare Fast Track scheme:

I will return to being subject to selective promotion as detailed in BRd 3(1) Chapter 67.

I will be liable to be assigned to sea or shore units as detailed in BRd 3(1) Chapter 59.

Signed: ..... Date: .....

Part 3 - Fast Track Through-Life Manager[4]

The above-named rating has been transferred to the Selective promotion scheme and will be subject to promotion by Selection from the following date:

Date:

The following actions have been completed:

The individual has been fully briefed on implications of removal from the Warfare Fast Track scheme.

All Warfare Fast Track competences have been removed from JPA.

The Individual's seniority date has been agreed with the Fast Track Authority and recorded in JPA.

Signed: ..... Rate/Rate*:.....

Name*: ..... Date:..... **Block Capitals*

[3] A copy of the Certificate of Understanding Part B is to be given to the individual.
[4] The Certificate of Understanding Part B is to be retained by the FTTLM for a period of 3 years after the individual leaves the Warfare Fast Track scheme.

ANNEX 93I

METEOROLOGY AND OCEANOGRAPHIC FAST TRACK ADVANCEMENT FLOWCHART

Table 93D-1. AB METOC 1 Pre-Advancement Requirements

Selected for Fast Track, awarded a Fast Track Start Date with a Due Date Advancement to LH of 24 months from this date.

Requirement	Competency	Proficiency Level	Notes
Assigned to shore billet (join date determines FTSD)			
Completed OJT Task Books (TBs) - achieved OPS as AB (HM)	Professional|OPS for AB1 METOC|Navy|	Pass	
Awarded AB1 Badge (single star). PAR sent to parent CM. Copied to FTTLM			
Advanced to AB1 METOC			

Table 93D-2. Leading Hand METOC Pre-Advancement Requirements (12 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Recommended for advancement by CO to LH in 12 Months Appraisal Report SJAR 2.			

Table 93D-3. Leading Hand METOC Pre-Advancement Requirements (24 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
To be in date for Initial OPS (valid for 12 months) or in date Annual OPS Check at start of PQC			
Completed Leading Hand PQC and recorded in JPA			
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office			
Advanced to LH METOC If not selected for transfer to FT LH-PO revert to selective promotion.			

Selected FT LH for PO, awarded a Fast Track Start Date with a Due Date Advancement to PO of 36 months from this date

Table 93D-4. Petty Officer METOC Pre-Advancement Requirements (12 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Completed LH METOC OJT TBs. Achieved OPS	Professional|OPS for LH METOC|Navy|		
Assigned to shore billet (join date determines FTSD)			
Optional Advancement Point. Recommended for advancement by CO in 12 Months Appraisal Report SJAR 1			

Table 93D-5. Petty Officer METOC Pre-Advancement Requirements (24 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
In date Annual OPS Check	CMS|Annual OPS Check LH|Navy		
Recommended for advancement in 24 Months Appraisal Report SJAR 2			

Table 93D-6. Petty Officer METOC Pre-Advancement Requirements (36 Months from FTSD)

Requirement	Competency	Proficiency Level	Notes
Passed PO PQC and competence recorded in JPA			
Completed Senior Rates' Leadership Course (SRLC)	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to Career Manager, copied to FTTLM and Promotions Office			
Advanced to PO METOC Transfer to Selective Promotion Flowchart for Selective Promotion			

CHAPTER 94

WARFARE PROFESSION - INTELLIGENCE SPECIALISATION

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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CHAPTER 94

WARFARE PROFESSION - INTELLIGENCE SPECIALISATION

9401. General

This Chapter covers the career regulations for the Intelligence Specialisation (INT Spec). Divisional Officers are to ensure access to this chapter is retained as necessary for every member of the INT Spec.

9402. Entry Into the Intelligence Specialisation

Criteria for Direct Entry (DE) personnel into the INT Spec is in accordance with the Job Eligibility Matrix maintained by People and Training (P&T) Directorate.

9403. Intelligence Specialisation Eligibility Criteria for Sideways Entry

Sideways Entry (SE) applicants who meet the initial eligibility criteria highlighted in this para may be considered for transfer into the INT Spec. This will be subject to the Service requirement[1], successful completion of the Naval Intelligence Aptitude Board (Ratings) (NIAB (Ratings) (NIAB(OR)), and the training capacity of the Professional Qualifying Course (PQC)[2]. The following initial Specialisation transfer eligibility criteria will apply for all OR applicants up to the rate of OR9:

a. Have a minimum of three years to serve on completion of INT 100 PQC.

b. Hold minimum rate of AB1 and completed First Complement Assignment (FCA) as trained strength in their source Specialisation (to include 12 months sea time and RPS check recorded on JPA for their current rate). Personnel on the untrained strength will not be permitted to apply for transfer to the INT Spec.

c. All source Specialisation PQCs and the leadership courses corresponding to their rate to have been successfully completed.

d. Educationally qualified for their rate. (BRd 3(1) Para 0934).[3]

e. Medical Employment Standard (MES) Category is Medically Fully Deployable (MFD). Permanent Medical Limited Deployable (MLD) will be considered by exception and will be determined by the INT Professions Manager/Workforce Planner.

f. Not be subject to administrative action, unspent convictions, or disciplinary matters at the time of application or selection. (Minimum of six months since last career check).

[1] As set by the Workforce Planning and Professions Manager (WFPM) within the P&T Directorate.
[2] INT 100 PQC - (Phase 2). Eight weeks in duration and conducted at the Warfare Training Group (WTG) HMS COLLINGWOOD.
[3] Education for Promotion.

g. Hold British nationality[1] with an ability to gain a DV clearance[2] and meet the requirements to be read-on to STRAP.

h. Obtain a strong recommendation from their Commanding Officer, which must consider the Service Person's (SPs) potential to handle vast quantities of information and process into clearly written assessments and effective oral briefings.

9404. Intelligence Specialisation Application Process

The general arrangements for Specialisation transfers are in accordance with BRd 3(1) Ch 51[3]. Applicants are reminded that Specialisation transfers are not a right, as acknowledged by Ratings and Other Ranks on Form S3049 when they enlist in the Service.

a. Due to limited NIAB(OR) and Intelligence PQC places available each training year, full workforce clearance will need to be applied for and approved prior to the applicant attending the NIAB(OR).

b. If the eligibility criteria in Para 9403 is met, the applicant must then seek approval from their Divisional Officer (DO). Their DO must then arrange for the applicant to be seen by the CO/OC at Table/Orderly Room. If the application is supported by CO/OC, the applicant is to apply for formal Workforce clearance and permission to attend the NIAB(OR) iaw Ch 51.4[4].

c. On receipt of the workforce clearance application, Professions and Career Managers will record all details provided and will confirm all criteria has been met. A decision will then be made iaw the process in BRd 3(1) Ch 51 whether to approve workforce clearance and permission to attend the NIAB(OR)5. The results will be promulgated in an email to the applicant's Chain of Command (CoC) as well as other relevant stakeholders.

d. If workforce clearance and permission to attend the NIAB(OR) is approved, the applicant's unit is to liaise with both the INT Spec Advisor (INT SPECAD) and the Intelligence Training Element (INT TE) within the Warfare Training Group (WTG)[6] to arrange loading onto the next available NIAB(OR). Applicants should note that it can take up to 12 months from successful workforce clearance to be loaded onto a NIAB(OR).

[1] A MoD approved nationality waiver is acceptable.
[2] DV application is only authorised following the candidate and their Chain of Command (CoC) receiving formal notification from the INT Spec Ad, that they have been successfully extracted at the NIAB(OR) Extraction Board and awarded a confirmed place by the Career Manager (CM) on the next INT 100 PQC.
[3] Profession and Specialisation Transfers.
[4] The following information must be included: applicant's name, rate and service number, confirmation they meet all the INT Spec initial eligibility criteria and BRd 3(1) requirements listed in para 9403, and they have received CO/OC support to transfer.
[5] This will consider workforce requirements of both the applicant's source Specialisation and the INT Spec.
[6] At HMS COLLINGWOOD.

e. If workforce clearance has not been approved the reason(s) why and any remedial action required before submitting another application will be listed on the email.

9405. Flexible Service (FS)

SP are permitted to apply for Specialisation transfer to the INT Spec and undertake the NIAB(OR) whilst undertaking a period of FS but will be required to terminate this arrangement prior to commencement of the INT 100 PQC. SP can apply to reduce the normal 90 days' notice[1] period required to terminate the FS agreement in order to attend the INT 100 PQC.

9406. Naval Intelligence Aptitude Board (Ratings) for Sideways Entry Candidates

All prospective Intelligence Ratings are assessed for aptitude at the INT TE WTG. The NIAB(OR) consists of a two-day selection process and consists of a number of elements to assess a candidate's suitability for transferring to the INT Spec.[2] The NIAB(OR) is designed to:

a. Identify suitable candidates who demonstrate the necessary professional and personal attributes required to successfully attempt and pass intelligence training (INT 100 PQC) and undertake future intelligence employment.

b. Identify candidates who demonstrate the cognitive capacity and ability to operate under pressure.

c. Provide the candidates with an understanding of the characteristics[3] expected of an RN Intelligence Rating.

(1) Provide the candidates with an understanding of the rigors of Intelligence employment, deployable requirements, and their contribution to the RN's ability to achieve Information Advantage over potential adversaries.

(2) Offer the candidates a chance to determine whether the INT Spec is the career path they wish to pursue.

d. The applicant will be required to attend the NIAB(OR) with a fully completed Annex A of the NIAB(OR) joining instructions. Annex A must include their CO/OC's signature stating the applicant continues to meet all criteria as listed in Para 9403, has been briefed on any career implications, and that they retain their recommend.

e. NIAB(OR) dates and joining instructions will be promulgated via email by the INT SPECAD six weeks before the board start date. NIAB(OR) dates will vary throughout the training year, based upon workforce clearance numbers and Service requirements.

[1] Refer to JSP 750 Ch 2, Section 2, para 11 (c).
[2] Personnel who have successfully passed the NIAB(Officers) (NIAB(OF)) at the Naval Intelligence Division will not be required to sit the NIAB(OR). A NIAB(OF) assessment and performance feedback report will be supplied to the OiC INT TE WTG and INT Spec Ad. This report will assist with the remainder of the Int Ratings selection process iaw Para 9406 - 9409.
[3] These characteristics (i.e. required skills and interests) are outlined in the Intelligence Warfare Rating recruitment leaflets held on the RN recruitment website and AFCOs. https://www.royalnavy.mod.uk/careers/roles-and-specialisations/services/surface-fleet/warfare-specialist-intelligence.

f. **MEDCAT**. It is the responsibility of all candidates to ensure that their MEDCAT or MES limitations do not preclude them from carrying out the required selection tasks. If in doubt, they are to contact the INT TE within WTG about the requirements of the NIAB(OR). The staff will not give direction on whether a person is fit to carry out the NIAB(OR) but can give guidance on what is involved. If in doubt, it is the duty of every candidate to check with their unit medical centre for specialist advice on whether they are fit to carry out the selection process.

g. **Board content**. The NIAB(OR) will contain written and verbal assessments covering the following subjects:

(1) Current affairs general knowledge (to include key national and international individuals/groups, geography, military equipment and recent global events).

(2) Analytical, processing and information extraction abilities.

(3) Essay writing.

(4) Briefing (written and verbal).

(5) Formal interview.

h. **Assessment and Reporting**. Assessment scores for each task, as well as the formal interview, will be used to inform the board of the receptiveness of each candidate to formal intelligence training and suitability for future intelligence employment. This will result in one of the following grades:

(1) **SUITABLE.** The applicant has displayed the necessary attributes to be considered for extraction to undertake professional intelligence training.

(2) **UNSUITABLE.** The applicant has not displayed the necessary attributes to be considered for a transfer into the INT Spec.

(3) **DEFER.** The board wishes to liaise with external stakeholders before pronouncing on the applicant's suitability for transfer.[1]

i. All candidates will be informed of their result on the final day of the NIAB(OR). Regardless of the final assessment grade, all candidates will receive verbal constructive feedback at the end of the selection process.

9407. Post NIAB (Ratings) Process

a. The INT Spec Ad will email the DO of each candidate, PM and CM with their result within **one week** of the conclusion of the board.

[1] This can include the need to consult with PSyA/UKSV over potential issues in holding Developed Vetting (DV), a wish to speak directly to the applicant's CoC or clarification of eligibility criteria iaw Para 9403.

b. All candidates will have the following competency annotated on JPA: **Professional|Naval Intelligence Aptitude Board-Ratings|Navy|**. The competency will include one of the grades at Para 9406 sub para h 1-3. The candidate's Unit Personnel Office (UPO) will be responsible for uploading this competence, utilising the INT Spec Ad's email as authority to do so. This competence will remain valid for **two years** from the date of the INT Spec Ad's email.

c. Candidates who have been assessed as **SUITABLE** by the NIAB(OR) will be:

(1) Loaded onto the INT 100 Extraction Board (EB), as detailed in Para 9408.

(2) Required to inform WFPM, INT TE WTG and the INT SPEC AD of **any** change in professional or personal circumstances which may alter their eligibility iaw Para 9403 and Para 9406 sub para d. Failure to do so would display a significant lack of integrity and therefore result in an immediate **UNSUITABLE** NIAB(OR) assessment and restriction on submitting any further workforce clearance request to transfer into the INT Spec for **two years**.[1]

d. Candidates who have been assessed as **UNSUITABLE** by the NIAB(OR) will be informed as to whether they will be invited to re-attempt the NIAB(OR) in the future. Workforce clearance is no longer extant, and this will need to be reapplied for again if the candidate is invited back to the NIAB(OR) and they are still interested in joining the INT Spec. A minimum period of **12 months** is required between NIAB(OR) attempts and a candidate may only attempt the NIAB(OR) **twice** in total.

e. Candidates who have been assessed as **DEFER** by the NIAB(OR) will be:

(1) Informed during the NIAB(OR) assessment why the board has decided to Defer, what action will now be taken within a clear and agreed timeframe.

(2) Retained as a volunteer for transfer by WFPM, pending the outcome of Para 9407 sub para e 1.

9408. INT 100 Professional Qualifying Course Extraction Board

a. Candidates who meet the required standards on the NIAB(OR) will have their names presented at the INT 100 PQC Extraction Board (EB). The purpose of the EB is to assess the relative merit of successful NIAB(OR) candidates against each other and to provide a priority list of personnel to proceed onto professional intelligence training.

b. The INT 100 PQC EB is convened by the INT SPpecAd and OiC INT TE, WTG.

[1] If a candidate becomes ineligible, but engages early with WFPM, the INT TE or the INT Spec Ad to discuss the specifics of the case, this policy will not necessarily apply. An UNSUITABLE NIAB(OR) assessment and two-year Specialisation transfer restriction will be enforced against those candidates who do not comply with this paragraph.

c. The EB will then scrutinise a candidate's conduct and scores against all other successful NIAB(OR) candidates, based upon the workforce planning requirements for SE Ratings and the general health of the INT Spec.

d. Successful NIAB(OR) candidates who did not score competitively enough at the EB to gain a place on the INT 100 PQC will remain as **SUITABLE** for a maximum of **two years** from the date of the INT Spec Ad's email. The candidate will remain on record as a volunteer for the INT Spec but will be required to re-apply for full workforce clearance once their original clearance has expired (**two years** from date of initial approval).

e. The requirement to extract SE personnel into the INT Spec is set by WFPM within P&T, and therefore the total number extracted per training year will fluctuate depending on Service requirements. Subsequently, EBs will be held *ad hoc* throughout the year, dependent on SE extraction numbers and current inflow requirements for the INT Spec. EB dates will not be promulgated but successful NIAB(OR) candidates will be contacted as outlined in Para 9409 sub para b.

f. Successful NIAB(OR) candidates are to retain their CO's recommend for employment in the INT Spec throughout this process. Candidates who do not retain their recommend will have their INT 100 PQC place revoked, even if successful at the EB.

9409. Post Extraction Board Process

a. It is important to note that success at the NIAB(OR) is not a guarantee that a candidate will make a permanent transfer to the INT Spec. Candidates must also be extracted at an EB and successfully pass INT 100 PQC.

b. On completion of the EB, the INT Spec Ad will inform both the successful candidate and their CoC, WFPM WO1 and the Int CM by email of the result of the EB.

c. Following allocation to an INT 100 PQC, the Rating's current CM will assign them to the next available course. All SPs regardless of rate, will be enrolled onto the INT 100 PQC to act as their baseline professional intelligence training. All SE OR6-OR9 personnel will also be enrolled onto the PO(INT) Career Course (INT 101 PQC) - Joint RN/RM Intelligence Manager Course.

d. Final transfer to the INT Spec will be on successful completion of the eight-week Phase 2 INT 100 PQC and three-week Phase 3 intelligence training consolidation package. Personnel failing to meet the training standards required on the PQC will be returned to their source specialisation.

9410. Intelligence Specialisation Sideways Entry Transfer from Another Service

a. Personnel applying to join the INT Spec from the other Services (including Royal Marines) are to apply for workforce clearance iaw BRd 3(1) Ch 13[1] as well as the provisions outlined in this chapter. These personnel will be required to meet the eligibility requirements in Para 9403, Para 9404 sub para b. (1) and Para 9406 sub para d, as well as achieve a **SUITABLE** recommendation at a NIAB(OR) and be successfully extracted from an INT 100 PQC EB. (Para 9408).

b. If successful at both the NIAB(OR) and EB, the candidate will need to transfer Service prior to the commencement of the INT 100 PQC, iaw with BRd 3(1) Ch 13. The SP is to contact RISTT to commence this process. It is important to note that should the candidate fail to complete the INT 100 PQC for whatever reason, there will be **no** automatic right to re-enter their former Service.

9411. Source Specialisation Matters

If an individual, having been accepted for Specialisation transfer to join the INT Spec, has not started training but is selected for promotion in their source Specialisation, the following rules will apply:

a. Candidates should attend relevant Leadership courses iaw source Specialisation BRd 3(1) promotion flow charts. Successful loading on to Leadership course is not a pre-requisite for Specialisation transfer.

b. Those personnel who are selected for promotion in their source Specialisation after having been successfully extracted at the EB and commencing the INT 100 PQC can exercise either of the following options:

(1) Refuse promotion in their source Specialisation and commence the INT 100 PQC as planned.

(2) Accept promotion and remain in their source Specialisation. The NIAB(OR) pass will not be affected by Para 9406.

c. Once the INT 100 PQC has commenced, SE personnel will remain in their source Specialisation but will be ineligible for promotion.

d. Any individual in receipt of RRP will automatically lose it effective from the first day of the INT 100 PQC[2].

[1] Transferring into the Royal Navy.
[2] JSP 754 Pt 1 Ch 2 - Sec 13 - Pay on change of Branch and Trade.

9412. Security Clearances

The minimum security requirement for employment in the INT Spec is for the individual to hold a DV clearance. The process for when to make a DV application is as follows:

a. DE candidates will apply for DV clearance during the initial recruitment phase at their AFCO.

b. SE candidates will only be permitted to apply for a DV once they have been extracted at the EB and has been allocated a place on the next available INT 100 PQC. (Para 9403 sub-para j).

c. Any individual unable to secure DV clearance during the application process is unemployable within the INT Spec. The application process will end immediately at this point and they will subsequently be returned to their source Specialisation.

9413. Loss of DV and/or Special Clearances

The withdrawal of a DV and/or the suspension/removal of Special Clearances will severely restrict an individual's employment as an Int Rating. This could adversely impact the individual's Naval career. The decision to remove or suspend DVs or Special Clearances rests with RN PSyA and the relevant controlling authorities respectively. Such decisions are made on a case-by-case basis and the impact on the individual will generally depend on the reason for suspension/withdrawal. A range of options for future employment will be considered, involving a degree of personal preference where possible. For serving personnel who have lost their DV and/or special clearance the following will be considered:

a. Transfer to another Profession or specialisation in their substantive rate, within the constraints of Specialisation transfer regulations. (BRd 3(1) Ch 51).

b. For those within their final two years' service, or who elect to submit 12 months' notice following the removal of the DV, employment in existing rate in an 'out of specialisation' position, if a suitable one is available, until completion of career or engagement or period of notice.

c. Discharge SHORE, in accordance with BRd 3(1) Ch 54.

9414. Withdrawal from Phase 1 or Phase 2 Training

In the event of training and professional standards not been met during any stage of Phase 1 and Phase 2, and Ratings being deemed unsuitable for intelligence training, the following options will be made available iaw extant HMS RALEIGH Phase 1 and Warfare Training Group (WTG) policy:

a. DE personnel will be given career counselling and where applicable suitable Specialisation transfer options proposed after consultation with the Under Trained Strength (UTS) Pipeline Manager, Phase 2 Victory Squadron and INT TE WTG.

b. SE personnel may be offered alternative employment within the Warfare Profession or return to their source Specialisation after consultation with the WFPM teams dependent on the needs of the Service.

c. Discharge SHORE, in accordance with BRd 3(1) Ch 54.

d. Individuals who wish to withdraw from the INT 100 PQC training voluntarily may be permitted to do so only after full consultation with the GSW Workforce Planner, OiC INT TE WTG and INT Spec Ad.

9415. Training Performance Statements, Workplace Training Task Books, and Role Performance Statement (Professional and Annual)

a. On successful completion of Phase 2 Intelligence Training - INT 100 PQC and Phase 3 Training - Operational Maritime Intelligence Course (OPMIC) for OR2-OR9 personnel, the Training Performance Statement (TPS) for that rate will have been attained. Individuals will then be issued with the appropriate Workplace Training Task Book (WTTB). In the subsequent intelligence assignment, a Rating will be deemed to have achieved Role Performance Statement (RPS) on successful completion of the core career workplace training section of the relevant WTTB **(TPS + OJT = RPS)**.

(1) **Recording of Competency - INT 100 PQC.** To be input to JPA by the appropriate unit HR administrator under the following:

Warfare|AB (INT) Career Course (INT 100)|Navy|

(2) **Recording of Competency - OPMIC.** To be input to JPA by the appropriate unit HR administrator under the following:

Intelligence|Operational Maritime Intelligence Course|Navy|

b. On achievement of RPS for AB1, the unit Warfare Training Co-ordinator must inform the unit Human Resource (HR) administrator in order for the relevant competences to be inputted to JPA. When an individual is advanced to AB1, the HR administrator is to ensure that a **Promotion Authorisation Request (PAR)** is sent to the CM, who will authorise the promotion and change the rate on JPA. It is important that achievement of RPS is inputted to JPA before the PAR date, thus stating that the rating has achieved RPS before attempting to be advanced to AB1.

c. **Mechanism for Unacceptably Slow Progression.** It is entirely possible that some Ratings may not achieve RPS. Within the INT Spec there is no scope to employ individuals who cannot or will not progress themselves beyond AB2. It must be realised that AB2s are employed primarily to gain experience and to advance to a higher rate. It follows, therefore, that the ultimate sanction for those who cannot or will not progress beyond AB2 is an application for administrative discharge on the grounds of unemployability.

(1) Within the INT Spec, an initial warning is set at **12 months** from completion of the INT 100 PQC (with WTTB issued), and subsequent failure of the core career workplace training section of the WTTB and RPS. This initial warning will be given by the Rating's unit in consultation with the INT TE WTG. This warning will then be recorded by the INT TE WTG, unless it has been given earlier, supported with unequivocal statements of non-recommendation for advancement in an Appraisal Report. The unit, again with consultation with the INT TE WTG, will produce a remedial training plan, implemented prior to resitting the RPS check in order to give the Rating the best chance of a successful conclusion.

(2) Warnings will then continue **3-monthly**, within the Appraisal process, up to an aggregate total of **12 months** under warning, whereupon application for administrative discharge on the grounds of unemployability will be sought.

d. **RPS Lead Authority.** The RPS Lead Authority is OiC INT TE WTG and is responsible for defining and regulating the standards required to pass an Annual RPS Check. These will be promulgated to Fleet units as required. A database of the tasks is held in the back of the INT WTTB and additional advice can be sought from the RPS Lead Authority. RPS checks can consist of both verbal and written questions and must be conducted by an in date RPS INT Senior Rate and/or in date RPS GSX(INT) Officer at least two ranks above the individual being assessed. For personnel employed in singleton units with minimal access to RN INT SQEP, personnel are to contact the INT Spec Ad, who will liaise with N2 unit training co-ordinators to facilitate the delivery of an RPS check.

e. **Recording of Competency Professional RPS.** Once AB(INT) and LH(INT) Ratings have successfully completed their WTTB and achieved Professional RPS, and LH(INT) Ratings have successfully completed their INT 101 PQC and achieved Professional RPS; those competences are to be input to JPA by the appropriate unit HR administrator under the following: (BRd 3(1) Ch 77 Para 7703, sub-para a and sub-para b and Para 7704).

Professional|RPS for AB1(INT)|Navy|

Professional|RPS for LH(INT)|Navy|

Professional|RPS for PO(INT)|Navy|

Professional RPS is a one-off competency award with no end date but will be required as a **pre-selection requirement** for the next higher rate (AB1(INT) to LH(INT), LH(INT) to PO(INT) and PO(INT) to CPO(INT).

f. **Recording of Competency - Annual RPS Check.** All personnel are expected to remain at RPS while building experience towards promotion. Guidance on the process of conducting RPS checks is given in BRd 1984 - Warfare Training Regulations[1].

(1) Maintenance of RPS is to be monitored through an Annual RPS Check process co-ordinated by the unit Warfare Training Co-ordinator, who is to ensure that sufficient opportunities are provided for this purpose within the constraints of the workforce planning cycle.

(2) In exceptional circumstances some individuals may be unable to achieve the mandatory RPS checks. Where this is the case, the OiC INT TE WTG should be consulted for advice.

(3) An Annual RPS Check is not a pre-selection requirement but is required to be conducted by all AB1(INT), LH(INT) and PO(INT) Ratings. The Annual RPS check has a 12-month end date on JPA and therefore the assessment is to be conducted and recorded on JPA **every 12 months** from the date of achieving the Professional RPS for that specific rate. This is to continue until the Rating is selected for the next higher rate, whereupon this process in to be repeated when promoted into the next higher rate.

(4) The Annual RPS input to JPA by the appropriate unit HR administrator is under the following:

NCT|Annual RPS Check AB1|Navy

NCT|Annual RPS Check LH|Navy

NCT|Annual RPS Check PO|Navy

g. **Attendance on next Professional Qualifying Course (Applies to OR4 and above only).** An Annual in-date RPS Check is a **pre-requisite** requirement for LHs and above enrolled onto the INT 101 promotion career course. The RPS check conducted in the lower rate is to be conducted **no earlier** than **three months** prior to INT 101 PQC start date and recorded on JPA. RPS qualifications will be checked on attendance of the INT 101 PQC by the Lead Instructor. Ratings who are not in date for an Annual RPS Check will be returned to unit.

h. The PO PQC and Senior Rates Leadership Course (SRLC) should normally be undertaken as a package. The PO Selection Signal will be the trigger for the CM to load LHs onto the INT 101 PQC (Joint RN/RM Intelligence Managers Course) and SRLC. It will not be possible to achieve this for every individual immediately, but priorities must be amended to achieve commencement of, at least, PQC within 12 months of selection. On implementation, it is possible that a surge in applications may exceed available places. The CM's judgment in consultation with the INT Spec Ad will be required to manage points of excessive demand.

[1] BR 1984 Ch 5 - Role Performance Standard (RPS) Checks - Guidance

(1) Should spare places become available on the INT 101 PQC[1], then these will be offered up to Senior Rates (OR6 - OR7) who transferred to the INT Spec under Project BLINKER HALL as Senior Rates. All personnel to whom this applies are strongly encouraged to take up this opportunity in order to uphold professional credibility amongst other Senior Rate INT 101 graduates and SNCOs from the other Services[2].

(2) A JPA competency will be awarded to Ratings on successfully passing the INT 101 PQC. This competency is to be input to JPA by the appropriate unit HR administrator under the following:

Intelligence|RM RN Intelligence Manager Class 1|Navy|

i. **Failure to Complete Professional and/or Leadership Course.** Refer to BRd 3(1) Ch 67[3] for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (out with own control), or non-service reasons (within own control). If the PO PQC is refused, BRd 3(1) Ch 69 Para 69114 will apply. In the event of failure during the PO PQC, BRd 3(1) Ch 69 Para 6910[5] will apply.

j. **Completion of AB1 CBRNDC Task Book.** The CBRNDC task book is to be issued upon a person's first sea assignment, irrelevant of the Rate/Rank and should be completed within 6 months, considerations of a ships maintenance period can be taken into consideration. Failure to complete the Task book within 6 months, requires the divisional warning system to be utilised iaw BRd 3(1).

9416. Level 4 Intelligence Analysis Apprenticeship

As part of 2SL's civilian accreditation direction, candidates joining the INT Spec will be enrolled onto the 24-month Level 4 Intelligence Analysis (L4 IA) Apprenticeship. This includes both Direct Entry (DE) AB Ratings and Sideways Entry (SE) AB and LH Ratings. Registration for the L4 IA Apprenticeship will take place on the **first day** of INT 100 PQC.

[1] INT 101 PQC loading priority will go to newly selected PO(INT)s who have come through the existing training pipeline.
[2] Any Project BLINKER HALL Senior Rate who has graduated from the 16 Week - Joint Intelligence Maritime Course (JMIC) and has the competency recorded on JPA, will not be required to do the INT 101 PQC.
[3] Ratings Policy - Selective Promotion.
[4] Refusal to Take a Professional Qualifying Course or Professional Qualifying Examination for Confirmation.
[5] Failure of Examinations or OPS Assessments

a. **The Apprenticeship Standard.** An Apprenticeship Standard contains a list of **K**nowledge, **S**kills, and **B**ehaviours (**KSBs**) that the INT Apprentice will need to have learned and developed by the end of their apprenticeship. Standards are occupation focused; they are not qualification led. The INT Apprentice must prove they can carry out all aspects of their job at the end of the apprenticeship in order to pass. The Intelligence Analysis Level 4 Standard has been fully mapped to the apprentice's job role as an Intelligence Analyst.

b. The INT Apprentice needs to be able to evidence that they have developed their KSBs based on the Apprenticeship Standard Criteria. This criteria has been mapped against the Role Performance Statement (RPS), Formal Training Statement (FTS) and the Qualifying INT 100 PQC Training Modules. The Apprenticeship Standard Criteria is made up of five key stages:

(1) **Stage One - (Functional Skills (FS) Level 2).** All Ratings will require to obtain FS Level 2 qualification or equivalent, in English and Maths, by the end of the apprenticeship.

(2) **Stage Two - (Development Phase - Career Qualification Course (CQC)).** During the CQC - (INT 100 PQC and OPMIC), Ratings are taught the theory elements of the apprenticeship, developing their understanding and knowledge.

(3) **Stage Three - (Consolidation Phase - Initial Sea Training and First Shore Intelligence Assignment).** This is the practical element (**Skills**) phase, putting into practice the knowledge gained during the development stage. As the apprenticeship has been aligned to the RN job role, completion of the INT Apprentice's WTTB forms part of the consolidation phase. On completion of the consolidation phase, the INT Apprentice is deemed to be '**Gateway'** ready.

(4) **Stage Four - (Gateway Readiness and Professional Qualifying Board).** 'Gateway' is essentially the doorway to the final stage of the apprenticeship. This is reached when:

(a) The INT Apprentice has achieved FS Level 2 (or equivalent) in Maths and English, (if not previously acquired).

(b) The INT Apprentice's CoC is confident that the INT Apprentice is deemed to have achieved occupational competence (RPS) and is competent in their job role.

(c) At this point the INT Apprentice is deemed to be '**Gateway Ready**' and can start the **End Point Assessment (EPA)** which will take place approximately **18 Months** post L4 IA Apprenticeship registration.

(5) **Stage Five - (End Point Assessment (EPA))** The L4 IA Apprenticeship requires the INT Apprentice to complete an EPA to complete the qualification and this is conducted by an independent civilian apprenticeship assessment team. Once the INT Apprentice has completed the first four stages; their CoC is to contact the Apprenticeship Team and arrange the EPA.

(a) The EPA includes an assessment of all the requirements of the standard including KSBs mapped to the tasks in the WTTB. This takes place in the final six months of the 24-month apprenticeship using three assessment methods:

i. **A Work-Based Research Project.** Which will be completed once the INT Apprentice has reached **'Gateway',** followed by a presentation with Q&A based on the project. This will be 40 minutes in duration, split equally between the presentation and the Q&A.

ii. Knowledge and Skills Test. Consisting of ten multiple-choice questions and eight scenario-based questions.

iii. **Professional Interview.** Which will consist of 6 competency-based questions and will last 75 minutes.

(b) In the exceptional case of temporary changes in job role or assignments outside intelligence related work, this EPA period can be extended by 3 months (9 months in total). The INT apprenticeship champion and RN Apprenticeship Team are to be consulted in advance for advice and guidance before permission for an extension is approved.

(c) Performance in the EPA will determine the apprenticeship grade of 'Fail', 'Pass' or 'Distinction'. To achieve final certification, the INT Apprentice must have achieved a minimum of a 'Pass' in each assessment method. A 'Pass' in the EPA will demonstrate that the INT Apprentice can apply the KSBs required by this apprenticeship standard. Apprentices achieving a 'Distinction' will be demonstrating above the minimum requirements of the occupational standard.

(d) A JPA competency will also be awarded to those INT Apprentices who achieve a 'Pass' or 'Distinction' and to formally record the L4 IA apprenticeship successful completion. This competency is to be input to JPA by the appropriate unit HR administrator under the following:

Professional|Level 4-Intelligence Analysis-Apprenticeship|Navy|

(e) Should an INT Apprentice not meet the required EPA standards; they will be required to re-sit the PQB prior to making another EPA attempt. In consultation with the INT TE WTG, a three-month remedial training plan will be implemented prior to resitting the PQQ, in order to give the Rating, the best chance of a successful conclusion1. Upon successfully passing the PQB, the INT Apprentice's CoC is to contact the Apprenticeship Team and re-arrange another EPA. (Para 9416 sub para b-5).

9417. Appraisal Reports

Appraisal Reports are required in order to provide Selection Boards with details of an individual's performance and suitability for promotion. Appraisal Reports are to be raised annually (31 Jan for all LHs; 31 Mar for POs and 30 Sep for CPOs).

a. Individuals who cannot maintain RPS, or who receive an unequivocal statement of 'non-recommendation' in an SJAR appraisal, must be given a clear plan of action to remedy the situation. This plan must be summarised in the report. If no clear improvement is forthcoming within **3-6 months**, individuals should be issued with a formal DO, HOD or COs warning for inadequacy.

b. In cases where a warning has been issued and an individual has not achieved or maintained RPS within the 3-6-month period, the Professions Manager is to be consulted for advice.

c. **SJAR Recommendation.** If an individual has been awarded a positive recommendation for promotion ('Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be placed before the Selection Board.

(1) Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at the last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.

(2) Ratings may be deemed as 'developing' at the annual reporting stage, but this should not be based solely on not having achieved RPS.

9418. Education for Promotion

A Leading Hand not undertaking the L4 IA Apprenticeship must be educationally qualified to FS Level 1 and a Petty Officer to FS Level 2 in English and Mathematics, or a suitable equivalent for either or both of these qualifications. (BRd 3(1) Ch 96). Leadings Hands enrolled onto the L4 IA Apprenticeship must achieve minimum FS Level 2 (or equivalent) in English and Mathematics.

[1] PQB JPA Competency will be suspended during this period until the INT Apprentice passes the PQB again. The JPA competency will then be reinstated providing they pass the PQB.

9419. Intelligence Specialist Badges

a. INT Spec badges are to be presented on completion of Phase 2 training (INT 100 PQC).

b. Stars and Crowns are to be presented as follows:

(1) **1 Star.** On advancement to AB1(INT) (Professional RPS achieved).

(2) **2 Stars.** On completion of LRLC and on first assignment as an Acting LH(INT) or at CPD (whatever is soonest).

(3) **Crown.** On completion of the POs Career Course (INT 101 PQC).

9420. Intelligence Specialist Training

Career Progression for INT Ratings is detailed within Annex 94A (as appropriate). In addition to Career training, individuals may be required to undertake some bespoke Targeted Employment Modules (TEMs) in accordance with the Unit Platform List (UPL). These include:

a. Imagery Analyst. All INT Analysts must volunteer for Imagery Analyst (IA) training although this will be provided only in order to satisfy a Service need. When such a need is identified, INT Ratings who have successfully passed the Defence Imagery Analyst Aptitude Assessment (IAAA) will undertake further assessment of their commitment, attitude and suitability; success at which is a pre-requisite for IA training on the Defence Imagery Intelligence Analysis Course (DIIAC). All INT Ratings on OPMIC will conduct the IAAA during their training. While volunteers for IA roles among INT ratings are encouraged and preferred, final selection and allocation will be determined by the operational priorities and requirements of the Service. Any INT ratings who have not completed the IAAA can apply via the DIA course portal or by contacting UKStratCom-DI-DITG-DSI-NIDSI.

b. **Open Source Intelligence (OSINT).** All INT Ratings on OPMIC will conduct OSINT training (CARDINAL course). There is also the opportunity for personnel to be enrolled onto specialist OSINT training if employed in some PIDs (e.g. MIFC OSINT and TESC).

c. **Defence Counter Intelligence Operations Practitioner (DCIOP).** Certain PIDs such as RNCI and DICI may require personnel to specialise in the CI discipline and will therefore be enrolled onto DCIOP.

d. **Defence Intelligence Analyst Module (DIAM).** Not a routine requirement but all INT OR2-OR9 above can apply for enrolment via their unit once Professional RPS is achieved.

e. **Joint Information Operations Course.** Not a routine requirement, although some specialist PIDs may require personnel to be enrolled.

f. **Human Intelligence (HUMINT) Training - Defence Debriefing Course (DDC).** Certain PIDs may require personnel to qualify as Defence debriefers in order to support the new single Service Debriefing capability.

g. The following bespoke TEM is not necessarily associated with being a traditional intelligence role but may be required should INT Ratings be assigned to specific specialist units: **Joint Operational Targeting Course (JOTC) and Collateral Damage Estimate Course**. Only required when assigned to ISTE, TESC or any other Defence Targeting Enterprise role.

ANNEX 94A

INTELLIGENCE SPECIALISATION PROMOTION FLOWCHART

Entry Qualifications: (Ref Ch 7)

ABLE RATE 2 (INT)

a. Completed - Phase 1 Initial Naval Training.

b. Continue instruction to achieve FS Level certificates in Adult Literacy and Numeracy (Ch 77 Para 07).

c. Phase 2 Intelligence Training. Completed 8-week INT 100 PQC. To be recorded under JPA competence:

Warfare|AB (INT) Career Course (INT100)|Navy|

d. Phase 3 Intelligence Training. Completed Operational Maritime Intelligence. To be recorded under JPA competence:

Intelligence|Operational Maritime Intelligence Course |Navy|

e. Completed Initial Sea Training (IST) (3 months duration).

f. Assigned to first Intelligence complement billet.

g. Completed WTTB - achieved Professional RPS as AB1(INT), authorised by HOD. This is also a pre-selection requirement for LH. RPS is to be recorded under JPA competence:

Professional|RPS for AB1(INT)|Navy|

h. At least six months since last Career Check (if any) on date due advancement.

i. Awarded AB1 Badge (single star) (9419).

Advanced to **ABLE RATE 1 (INT)**

LEADING HAND (INT) - Pre-Selection Requirements

a. Serving on ES1/FC/OE1 that expires after the nominated CPD (Ch 67 Para 6703, sub para 5).

b. Completed WTTB - achieved Professional RPS as AB1(INT), authorised by HOD. RPS is to be recorded under JPA competence:

Professional|RPS for AB1(INT)|Navy|

c. Recommended for promotion on Appraisal Report at (CRD) (Ch 77 Para 7705).

LEADING HAND (INT) - Pre-Promotion Requirements

a. Educationally qualified for promotion (EFP) in accordance with Para 9634. Achieved minimum Level 1 FS (or equivalent) in English and Maths and appropriate competences recorded on JPA. (LHs enrolled on the L4 IA Apprenticeship must achieve minimum Level 2 FS (or equivalent) in English and Mathematics).

b. Completed LRLC. Recorded as JPA competence:

Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy| (Ch 77 Para 7703 sub para e-f).

c. At least six months since last Career Check (if any) on CPD or date due promotion (if later).

d. Although not Mandatory, recommended to maintain parity with individual Apprenticeship initiatives. Passed Level 4 Intelligence Analysis Apprenticeship End Point Assessment (Para 9416 sub para c-f and Annex 94B). To be recorded under JPA competence:

Professional|L4 INT Analysis-Apprenticeship|Navy|

Promoted to **LEADING HAND (INT)**

PETTY OFFICER (INT) - Pre-Selection Requirements

a. Achieved Professional RPS as LH(INT), authorised by HOD. This is to be recorded under JPA competence:

Professional|RPS for LH(INT)|Navy| Para 9415 sub para e)

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (6)).

c. Recommended for promotion on Appraisal Report at CRD (Para 7705).

PETTY OFFICER (INT) - Pre-Promotion Requirements

a. Completed SRLC and recorded as JPA competence:

Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy| (Para 7703 sub-para e-f).

b. Passed PO PQC by nominated CPD (awarded PO specialisation badge (Crown)) (Para 7703 sub para g - h). Recorded as JPA competence:

Intelligence|RM RN Intelligence Manager Class 1|Navy| (Para 9415 sub para h 2)

c. At least six months since last Career Check (if any) on nominated CPD or date due promotion (if later).

d. EFP in accordance with Para 9634. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Maths and appropriate competences recorded on JPA.

Promoted to **PETTY OFFICER (INT)**

CHIEF PETTY OFFICER (INT) - Pre-Selection Requirements

a. Achieved Professional RPS as a PO. Recorded as JPA Competence:

Professional|RPS for PO(INT)|Navy| (Para 9415 sub para e).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Completed SRLC; recorded as JPA competence:

Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy| (Para 7703 sub-para e-f).

d. Recommended for promotion on Appraisal Report at CRD (Ch 77 Para 7705).

CHIEF PETTY OFFICER (INT) - Pre-Promotion Requirements

a. At least six months since last Career Check (if any) on CPD or date due promotion (if later).

Promoted to **CHIEF PETTY OFFICER (INT)**

WARRANT OFFICER 2 (INT) - Pre-Selection Requirements

a. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

b. EFP in accordance with Para 9634. Must have achieved minimum FS Level 2 (or equivalent) in English and Maths and the appropriate competences recorded on JPA.

c. Recommended for promotion on Appraisal Report at CRD (Para 7705).

WARRANT OFFICER 2 (INT) - Pre-Promotion Requirements

a. At least six months since last Career Check (if any) on CPD or date due promotion (if later).

b. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to **WARRANT OFFICER 2 (INT)**

WARRANT OFFICER 1 (INT) - Pre-Selection Requirements

a. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

b. EFP in accordance with Para 9634. Must have achieved minimum FS Level 2 (or equivalent) in English and Maths and the appropriate competences recorded on JPA.

c. Recommended for promotion on Appraisal Report at CRD (Para 7705).

WARRANT OFFICER 1 (INT) - Pre-Promotion Requirements

a. At least six months since last Career Check (if any) on CPD or date due promotion (if later).

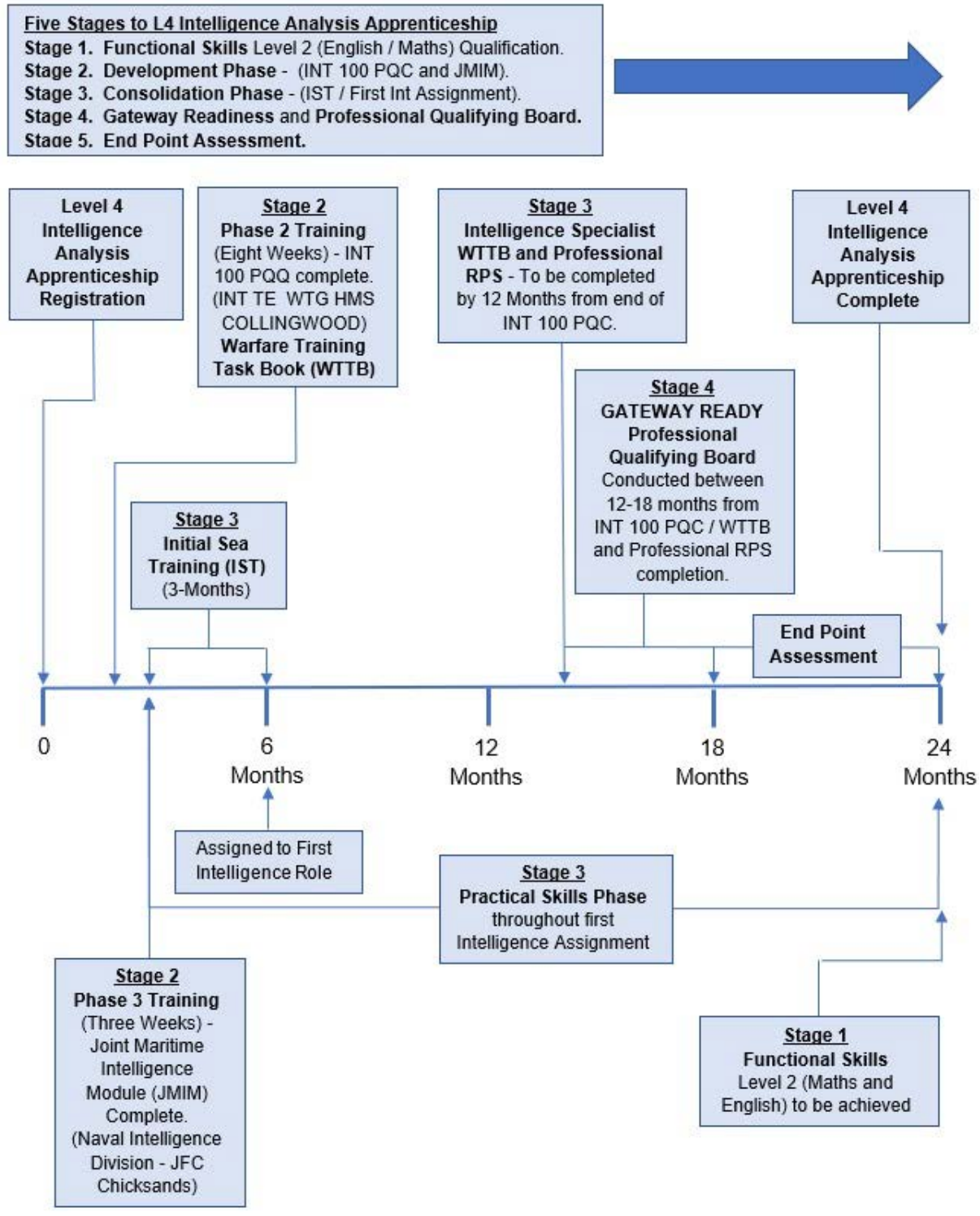
b. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to **WARRANT OFFICER 1 (INT)**

ANNEX 94B

LEVEL 4 INTELLIGENCE ANALYSIS APPRENTICESHIP - PATHWAY TO THE END POINT ASSESSMENT TIMELINE

The diagram below depicts the progressive journey to an Intelligence Specialist's Level 4 Intelligence Analysis Apprenticeship completion.



CHAPTER 95

INDIVIDUAL TRAINING

(Sponsor: NAVY PEOPLE-PSP LD PoI SO1)

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CHAPTER 95

INDIVIDUAL TRAINING POLICY

SECTION 1

GENERAL

Note. *JSP 822 Defence Training and Education Policy, Chapter 3: Individual Training, Version 8.0 (Jan 26), introduced revised terminology, this chapter retains primacy and should clarification be required it should be sought from the sponsor.*

9501. Introduction

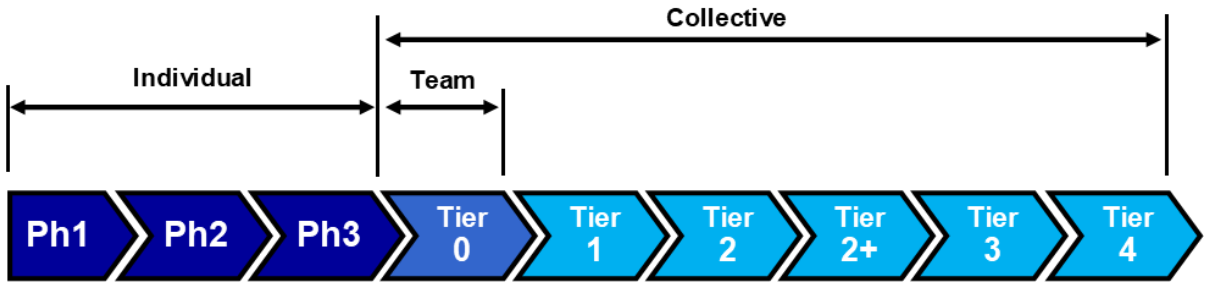
a. Defence training policy is laid down in JSP 822. This chapter outlines the RN specific interpretation and application of that policy and should be considered normative. Where there is a perceived discontinuity between Defence and RN policy, this chapter should be taken as primary. Like all doctrine and policy, the direction contained in this chapter should be considered authoritative but requires judgement in application. Requests for clarification or exemption, or recommendations for amendment, should be directed to the Sponsor, who also acts as RN-MOD liaison for JSP 822.

b. The policies within this chapter are to be applied to all Individual Training (IT) conducted in the RN: training delivered to RN personnel within Defence TEs under Army, RAF or UKStratCom command will be conducted in accordance with Defence and respective Military Command policy.

c. Operational Capability (OC) depends, along with other factors, on the employment of a sufficient number of trained personnel to deliver military effect. IT is concerned with developing the right mix of Knowledge, Skills, Experience and Behaviours (KSE-B) in individuals to function effectively in defined roles. IT therefore straddles both the People and Training Lines of Development (PLOD and TLOD) and is the responsibility of Director People & Training (Dir P&T). Together, the TLOD and PLOD form a supply chain for Military Capability. Training is necessary, but not sufficient alone, to ensure the demand for capable people, units and formations is met. This also depends on other DLoDs.

d. **The Training Continuum.** IT is distinguished from, but forms part of a continuum with and enables, Collective Training (CT) which deals with improving the ability of teams, units or formations to function as a cohesive entity and so enhance OC (see Fig 1 below) through mission-focused training. CT is the responsibility of FOST Ships and COMFOST, with Director Force Generation (Dir FGen) acting as the CT Requirements Authority. The generation of Force Elements at Readiness (FE@R) depends on the right mix of capable, specialist personnel, delivered to appropriate roles at the right time and developed into effective teams, to provide the People dimension of Military Capability.

Figure 95.1 The Training Continuum



9502. The Training Management Function

a. Training Management refers to the overarching principles, processes, and procedures by which the People element of Force Generation, is optimised as efficiently and effectively as possible. Training is an integral component of military capability but is complex and encompasses a significant range of interdependencies, stakeholders, and resource limitations, all operating against frequently changing priorities and an evolving strategic context. Training Management is therefore concerned with the 'end-to-end' operation of the 'training system' – from Concept and Acquisition, through-life, to Disposal. The optimisation of a single element will not yield an increase in output unless the system is considered as a whole and orientated towards the final desired military effect.

b. 'Training' must therefore be Capability-focused and should never be artificially divorced from 'operations'. Requirements for training are ultimately orientated on a discrete contribution towards a defined Military Task, and the effectiveness of training should be considered against the delivery of that Task. Training requirements thus flow 'down' rather than 'up': Training exists to enable the organisation to meet its mandated roles and specified duties. The Training Management function must ensure this 'golden thread' of operational readiness remains prioritised.

c. Training is fundamentally a mitigation of risk. The risk of employing personnel without sufficient training is ultimately to capability, though risks to life, safety, and reputation are also often present. The nature and amount of training required for a task is therefore dependent on the risk appetite surrounding a capability or a contributory element of it. Where the risk appetite is high, training may constitute a minimum viable product. Where risk appetite is low, training will be more robust. The competing resources of time, equipment availability, and financial resource mean that not all training solutions will receive prioritisation. An agile risk-based approach is therefore commended, noting that such analyses must be evidenced and recorded, and a named Risk Owner nominated.

d. The Systems Approach to Training has four stages: Requirements Analysis, Training Design, Training Delivery, and Assurance. These should be considered a 'quality loop', rather than a linear process. Although these stages will normally occur in the order listed, for operation exigencies, or other reasons, the process can be entered at any point of the loop at conscious risk and providing that sufficient consideration is given to how the full process loop will be completed. For example, in a context of rapidly advancing technology and high geopolitical uncertainty, it may be required to rapidly create interim training solutions before a full Concept of Employment for a new technology is developed. The risk associated with doing so can be mitigated by the establishment of highly effective evaluation mechanisms which will, in turn, enable subsequent development of the concept documentation, incorporating lessons already identified from trial use.

e. Expertise in a subject being trained is distinct from experience in Training Management as outlined above. There must exist sufficient experienced and qualified RN personnel to effectively manage the training system and provide command advice and options to achieve the required outputs. For this reason, although the range of personnel involved in Training Management encompasses members of multiple branches and disciplines, and military and civilians alike, the RN also retains a dedicated cadre of embedded Training Manager (TM) specialists, operating at sea and ashore across all functional areas to provide military advice to Command, at organisational and sub-organisational level, for the management of all training-related issues and risks.

9503. The Nature of Maritime Training

a. The purpose of Maritime Training, both individual and collective, is to provide a key enabler of battle-winning capability, now and in the future, through delivery of the right mix of capable and motivated people. Training prepares people, units and formations with the knowledge and skills necessary to deliver success on operations against the specified Military Tasks; indeed, it should be understood as the primary way that Defence achieves Force Generation and manages risk.

b. New Entry training (Phase 1 – Ph1) feeds professional foundation training (Phase 2 – Ph2), which has some limited commonality between professional streams. As people become more senior, and the specialism of their employment increases, the diversity of (Phase 3 – Ph3) training grows, while the numbers attending courses fall. Progress through the various phases of training is non-linear with individuals routinely moving back and forth through the training continuum up to Tier 0, sometimes to receive refresher or continuation training, sometimes to broaden or deepen their skills as their careers progress, and sometimes to develop the knowledge, skills and attributes of the next higher rank or rate.

c. **Training Pipelines.** Maritime training is complex: more than 2,500 different maritime training courses are provided across the RN and other Defence organisations. Some courses are common across different cadres while others are highly specialised. Many courses fit into broader schemes of training (‘pipelines’) where the sequencing of events is important. Scheduling training is a challenging, multi-dimensional activity with high time-sensitivity. Conflicting demands for resources are common. In TEs where there are facilities which can be used for both IT and CT scheduling is normally built around the needs of the former with CT supported through spare capacity. On occasions where there is a defined operational need to prioritise CT, the process is outlined at Annex A.

d. Training is enabled by and is complementary to education; both contribute to the learning and development necessary to maintain an intellectual advantage over our adversaries by optimising human performance. Elective Learning policy is found in BRd3 Ch 96 and the Officer Professional Military Education pathway in Chapter 97.

SECTION 2

THE GOVERNANCE OF INDIVIDUAL TRAINING

9504. Intent of the training system

a. JSP 822 sets out the Defence Systems Approach to Training (DSAT). As with any Systems Approach, it consists of a suite of processes and procedures designed to deliver an optimal output. Large amounts of JSP 822 are discretionary and DSAT is intended as an agile process. The JSP's various sections and subordinate manuals are fundamentally concerned with four considerations:

(1) Is there a requirement for new or revised training?

(2) What should the training activity look like? Who will deliver it, and with what resources?

(3) Once running, is the resulting training being delivered correctly and does it meet the requirement?

(4) Is the whole training system fit for purpose?

b. Consideration of these questions, and the ability to evidence their answers, therefore constitute the *essential principles* of Defence and RN training policy. Unnecessary adherence to bureaucratic processes is to be avoided: justifiable deviation from the JSP and this Chapter, following specialist TM advice, and based on suitable risk analysis, should always be recorded and referred to the NCHQ Training Policy desk.

9505. Roles and responsibilities within the governance of individual training

a. In accordance with the Defence Systems Approach to Training (DSAT), the governance of RN IT is founded on the interaction of a number of defined roles. There are variances and nuances between RN practice and that outlined by JSP 822, particularly regarding the roles of the Training Requirements and Delivery Authorities. All the positions and organisations below sit under Dir P&T and receive formal, written delegations for the following responsibilities.

b. **Training Policy.** The Learning & Development Policy (Training) SO2 position within the NCHQ P&T Policy, Strategy & Plans department acts as Sponsor for this Chapter and as RN single point of contact for JSP 822 Volumes 1 and 2 and 4-6. The purpose of this role is to provide coherence to the management of IT policy across the RN and translate relevant Defence policy change into RN action. They represent the RN as lead desk officer for Defence-wide training policy activity and provide SME advice and briefings to Senior Officers ahead of the Training, Skills, Learning & Development (TSLD) Policy Assurance Group (PAG) and other similar steering groups. They report to the RN Learning & Development Policy SO1 and Hd People Policy, Strategy and Plans.

c. **Training Requirements Authorities (TRAs).** Director People and Training (Dir P&T) is the RN's ultimate delegated TRA for Individual Training, responsible for setting the training Requirement. Dir P&T delegates elements of this responsibility to a number of positions. Overall TRA responsibilities are delegated to Hd Workforce Planning & Talent Management (WFPT) and further sub-delegated to respective Branch Managers who manage the capability for their workforce disciplines and act as end-user of the trained output. These delegated TRAs are responsible for defining and articulating the Training Requirement in terms of content and volume[1]. NAVY PEOPLE-WFPT TRA Gen SO1 acts as TRA for generic, non-Branch-specific training (for example Ph1 and Naval Mandatory Training, see Paras 9511 and 9509 below respectively). For RN Air training, elements of TRA responsibility are shared with Navy FGen-NAvn Head Air Eng for Air Engineering training and Navy FGen-NAvn Head Op War for Aviation training. Specifically, TRAs are responsible for the following functions, although their execution may be further-delegated:

(1) Production and maintenance of Role Performance Statements (RPS) and as co-signatory of the Training Authorisation Document (TrAD), *i.e. 'who must be trained, what, and to what standard?'*

(2) Production and maintenance of the Statement of Trained Requirement (SOTR) (see Annex D), *i.e. how many people each year require the training?*

(3) Planning and prioritisation of External Validation (ExVal) activity in conjunction with the Training Management Group (TMG), *i.e. is the training effective in achieving the required subject matter competence?*

(4) The identification of training gaps and to direct steps to close them, for example the commissioning of a Human Capability Training Needs Analysis via the TMG.

(5) Where a major training change must be resourced, the TRA acts as the lead desk in identifying and securing additional required funding.

d. **Training Delivery Authorities (TDA).** Dir P&T is the RN's ultimate delegated TDA for individual training, responsible for effective, efficient and safe training delivery. Elements of these responsibilities are delegated to subordinate TDAs. These TDAs are organisations responsible for the delivery of individual training detailed in the Training Performance Statement (TPS – see sub-para (1) below)[2]. Responsibility for delivery of Workplace Training sits with the relevant 1* employing area (see para 9508). TDA responsibilities for the majority of RN IT are delegated to Deputy Director People Training (DDPT) as head of the TMG, which is tasked with the governance and management of the SELBORNE (SEL) contract (see Para 9506). A full list of RN TDAs is at Annex 95B. The TDA delivers the following functions:

[1] JSP 822 Defence Training and Education Policy, Chapter 3: Individual Training, Version 8.0 (Jan 26), paras 3.19 and 3.29.
[2] JSP 822 Defence Training and Education Policy, Chapter 3: Individual Training, Version 8.0 (Jan 26), paras 3.20 and 3.88.

(1) Deriving and maintaining the entirety of the Formal Training Statement (FTS) in conjunction with the TRA. The FTS consists of three separate documents:

(a) The TPS – usually for delivery in a RN Training Establishment (TE), although elements may be delivered by other Military Commands or by external training providers (see para 9507).

(b) The Workplace Training Statement (WTS) – for contextual delivery in the workplace, on completion of residential training. Although responsibility for delivery, management, and assurance of the WTS sits within the 1* employing area, the TDA is responsible for the generation and maintenance of the document(s).

(c) The Residual Training Gap Statement (RTGS) – those elements of required training that it acknowledged, on risk, cannot be delivered.

(2) Ensuring that Training Design activity has been appropriately conducted.

(3) Assuring training through conducting 2nd Party Audits of TEs and ExVal of individual training.

(4) Generating and completing the Statement of Training Task (SOTT) in response to the SOTR and developing this into a deliverable training plan). For IT delivered under SEL, this function is contracted to TF.

(5) Coordinating and managing the Customer Executive Board (CEB) training governance process (see CEB section below).

(6) Acting as lead IT stakeholder for in-service projects, programmes, or capabilities (see Training Capabilities section below), prioritising competing demands across programmes.

(7) Determining the necessary number, specialisation, grade, competences and qualifications of all Service, civilian, and Contracted personnel required for the management, evaluation, quality assurance, design and development, delivery and assessment of training and the supervision of trainees.

(a) For complement staff, this information is to be detailed in Staff Training and Development Records, Terms of Reference and the Unit Personnel List (UPL) as it is used by CMs to identify and select personnel suitable for employment in the training roles. It is to be subject to regular review. The UPL must be annotated with the extended hand-over period/pre-employment training requirement. DCTS courses provide the minimum level of training required by training practitioners.

(b) **Adventurous Training.** Where training involves an element of Adventurous Training (such as the Brecon Beacons element of Command Courses), trainers, in addition to undertaking DTc, are to be trained in the appropriate skills in accordance with JSP 419 Adventurous Training in the UK Armed Forces. Advice on where and how this training may be obtained should be sought from Staff Officer Adventurous Training, HMS TEMERAIRE.

(c) **Visiting Lecturers / Tutors.** Consideration is to be given to the requirements for training of visiting lecturers. The following factors should be among those taken into account: frequency of delivery, existing qualifications, employing organisation, degree of contact with trainees and subject matter. If visiting lecturers (for example music tutors) have unsupervised access to Ph1 or Ph2 trainees, they are to attend the Advanced COT course.

e. **Training Provider (TP).** The TP is the organisation that conducts the training. For elements of RN training fully delivered under SEL TPs are known as Training Delivery Units (TDUs)[3]. For the majority of RN IT delivered against the TPS, the TP is Team Fisher (see Section 2 – The Management of Individual Training). Any RN TP is responsible for following activities:

(1) Providing functional management of Defence Trainers. These can be military, civil service, or contractors, but all must be qualified iaw Defence Trainer Capability (DTC) policy (see JSP 822 Vol 2 Chap 8).

(2) Programming, scheduling and resource allocation of training. For IT delivered under SEL this is managed centrally by TF staff embedded in the TMG.

(3) SME support to the TDA with regard to Training Design.

(4) Providing training support staff.

(5) Assuring training through Internal Validation (InVal) and 1st Party Auditing.

(6) Maintaining training records.

(7) Maintaining the Training Quality Management System (QMS) in conjunction with the TDA.

(8) Delivering training in accordance with the agreed SOTT.

[3] JSP 822 Defence Training and Education Policy, Chapter 3: Individual Training, Version 8.0 (Jan 26), paras 3.21 and 3.99.

f. **Commanding Officers of Training Establishments (COTE).** COTEs are responsible for the safe delivery of training to meet the required output, except in those TEs within the SEL contract where this responsibility is retained formally by DDPT and functionally executed by the TF Regional Training Manager (RTM) . Notwithstanding their status under SEL, all COTEs have responsibility for the following activities:

(1) Welfare and Duty of Care (WCoD) for trainees as detailed in the CO's Risk Assessment and Supervisory Care Directive (SCD).

(2) Establishment security.

(3) Provision of safe training place in which to conduct safe training activities with safe people.

(4) Provision of Executive Department personnel to support training, specifically Physical Trainers, Chaplains, Ceremonial Training staff.

g. **Customer Executive Boards (CEBs).** A CEB is, ultimately, simply the meeting of the TRA, TDA, or TP (or their empowered representatives) and any other relevant stakeholders to provide the empowered governance mechanism for stakeholders to develop the scale and content of training to match the RN requirement within the available resource. In so doing, the process should hold all parties, including the TDA and the TRA, to account for the execution of their responsibilities in relation to the quantity, quality, timeliness and effectiveness of the training. Although a CEB is usually a scheduled meeting which follows the sample agenda laid down in JSP 822, however, as long as the TRA, TDA, and TP are present and the requirements listed below are met and formally recorded, a CEB may be considered to have taken place[4].

(1) Endorsing or re-endorsing a Training Authorisation Document (TrAD). Although referred to as a 'document', the TrAD is essentially a cover sheet or other formal means of recording the existence and accuracy of the:

(a) RPS

(b) FTS

(c) AStrat

(d) ASpec

(e) A full suite of Lesson Specifications (LSpecs)

(2) Agreement of the projected volumetric throughput (the SOTR / SOTT) of personnel to be trained over the next three years – see Annex 95D.

[4] JSP 822 Defence Training and Education Policy, Chapter 3: Individual Training, Version 8.0 (Jan 26), paras 3.13-3.16 and 3.25-3.26.

h. **Strategic CEB (Strat CEB).** The Strat CEB provides overarching direction and guidance to all subordinate RN CEBs and their respective WGs. Assuming that individual CEBs have been successful in endorsing their respective SOTR / SOTT (or in identifying the risk to be carried), the Strat CEB should be able to maintain a 'high-level' discussion to endorse the overall SOTR / SOTT. As such, the following are to be in attendance (noting that other personnel may attend in support):

(1) DDPT and Hd WFPT – Co-Chairs as delegated TDA and TRA respectively.

(2) CEB Chairs (TMG Ops and Perf Pillar) to escalate issues from their respective CEBs and take direction from the Strat CEB.

(3) Capability sponsor representatives from FGen, NAvn, UKCF, COMFOST, CMR, and Navy Healthcare to represent end user issues, including prioritisation between individual and collective training.

(4) COTEs to represent establishment issues, including training and WDoC. This is to include representatives from Joint TEs that deliver training to RN personnel.

(5) SOTR team to present the annual SOTR.

(6) TMG Cdr Training Plans to represent pipeline and GTS issues.

(7) SO1 Learning & Development Policy.

(8) Fisher Director Learning to represent the Training Provider and training delivery issues.

(9) TMG SO1 TGA to provide assurance input and provide the Secretary.

SECTION 3

THE MANAGEMENT OF INDIVIDUAL TRAINING

9506. An Outsourced-Approach to the Management of Individual Training

a. **Introduction.** The RN has chosen an outsourced model for the delivery of the majority of its individual training. Project SELBORNE (SEL) is a 12-year training delivery contract, delivered by Capita as the Tier 1 (Lead) Contractor with Raytheon, Fujitsu, Elbit and University of Lincoln who are collaboratively known as Team Fisher (TF) who will work over the life of the contract to transform and modernise maritime training. TF delivers the full range of training services for in-scope elements, from analysis and design through to planning, deliver, support, assurance and the maintenance and support of training equipment. For the purpose of SEL, the RN is referred to as 'The Authority' and TF 'The Contractor'.

b. **Scope.** Ph1, Ph2 and Ph3 training is delivered and supported through a mix of Service personnel, Civil Servants and TF employees. The scope includes the transition of the Training Services at HMS Sultan (METG) in May 2025. This is the final Service Commencement Date (SCD) planned within the SEL Scope; there have been nine previous SCDs to bring in all the historical TEs / contracts under one single service.

c. **Training Management Group (TMG).** The TMG is a joint RN-industry organisation, providing the basis of a Whole Force approach to IT. The TMG is accountable for the effective and efficient governance, control and commercial delivery of the SEL contract. In addition, the TMG executes certain TDA functions to TPs outwith SEL as the RN's 'super-TDA'. The TMG HQ is divided into four functional areas, each led by an OF5 / B2:

(1) **Training Change**, which comprises five elements:

(a) **Modernisation and Transition**. Monitors progress and evaluates delivery of all projects, activities and deliverables within the extant contracted Modernisation Plan. Develops and recommends priorities, requirements and resourcing for future SEL contract Modernisation Periods ('epochs'). Assures TF activity to prepare for, manage and implement the transition of additional scope and /or services into the SEL contract.

(b) **Modelling and Synthetics**. Provides intelligent customer oversight of Synthetic Training being developed in TMG. Delivers the next generation of surface warfare synthetic training for the RN.

(c) **Underwater Training Change**. Provides consultancy advice and guidance on all aspects of the PLOD (Individual Training) to DE&S / SDA Delivery Teams and Joint and RN Programme Teams for all New Capability Underwater Programmes and Projects. Supports the integration of all New Capabilities into the SEL Contract. Provides advice on contracting options for TNA and Training Design work. Assures the Support Solution Envelope (SSE) Core Development Area (CDA)7 submission for all new DE&S/SDA Projects and Programmes to ensure training has been properly considered. Provides general SM advice to Underwater New Capabilities Projects and Programmes and In-Service change requests. Supports and monitors Underwater Tasking Orders and In Year Changes submitted by the Authority.

(d) **Above Water Training Change**. Provides consultancy advice and guidance on all aspects of the PLOD (Individual Training) to DE&S Delivery Teams and Joint and RN Programme Teams for all New Capability Above Water Programmes and Projects. Supports the integration of all New Capabilities into the SEL Contract. Provides advice on contracting options for TNA and Training Design work. Assures the Support Solution Envelope (SSE) CDA7 submission for all new DE&S Projects and Programmes to ensure training has been properly considered. Provides branch SME advice to Above Water New Capabilities and In-Service change requests. Support and monitor Above Water Tasking Orders and In Year Changes submitted by the Authority.

(e) **Plans and Assurance**. Provides quality assurance of TNAs for Above Water and Underwater capabilities. Coordinates pan-pillar activity within the Change area. Support the TF change process including through continuous improvement activity.

(2) **Training Delivery**. This area is further sub-divided into five OF4-led teams:

(a) **Training Plans**. Previously referred to as Training Pipeline Coherence, which is responsible for setting requirement targets and the planning and tracking of Ph1 and Ph2 trainees from initial entry Untrained Strength (UTS) to Gains to Trained Strength (GTS). It also oversees the Ph3 training pipelines, the Sea SOTR and includes the Course Booking Cell (CBC). The objectives are to ensure the correct timely entry of new recruits to specific branches into Ph1 training such that a seamless transition into Ph2 training is achieved. This includes all aspects of RN and RM training, including Flying Training and some Maritime Reserves training, and also covers training provided for the RFA. This includes the following:

i. **GTS Targets**. GTS targets are set by WFPT based on detailed workforce modelling conducted with Defence Statistics (Navy) (DS(N)). They take account of the whole workforce requirements and are used against projected inflow / outflow rates. These figures are utilised to establish the recruiting targets which are subsequently set on Navy Recruit and Attract (R&A).

ii. **Management of UTS**. The planning of Ph1 and Ph2 trainees is the responsibility of the UTS Pipeline Manager. They will produce and instruct R&A of the required recruitment loading profile into Ph1 training such that on completion (10 weeks) the trainee will move directly into their Ph2 Trade training while additionally ensuring all relevant courses are booked and recorded in TAFMIS. In the event of any training delays the UTS Pipeline manager will also programme a re-entry point into training pipeline to ensure that branches GTS requirements are fulfilled.

iii. **Post-GTS**. Once a trainee has achieved GTS their career path is managed by their branch Career Manager. Training Plans provides a coherent training flow through Ph3 Professional Career Courses, however, and will provide oversight of course bottlenecks and un-programmed time through the Ph3 Pipeline Manager role. The team will also assist in the tracking of TAFMIS data and KPIs for SEL based around training success rates.

(b) **Training Operations (T Ops)**. Leads modernisation of training in collaboration with TF and acts as Authority representatives at TDUs as:

i. Delegated local TDA.

ii. Provider of Training Management consultancy to resolve issues related to training delivery.

(c) Training Governance Assurance and Analytics (TGAA), which is tasked:

i. To ensure RN Training conforms to policy requirements, with formal dispensations from relevant duty holder chain(s) where divergence is required.

ii. To continually improve RN training to meet the current and future requirements of Naval and Joint operations.

iii. To support training staff in enhancing the quality of training and the lived experience for the trainee, ensuring a degree of creative freedom where appropriate.

iv. To ensure trainers and training adhere to appropriate constraints and standards to safeguard trainees (in particular, vulnerable trainees) and ensure training is fair and uniform in standards, conduct and experience where appropriate and as far as is practical.

v. Support TDUs in raising and escalating issues that are impacting their capacity to deliver training.

(d) **Training Equipment Support**. Responsible for leadership and management of all equipment support elements of the TMG to enable the successful delivery of the SOTT.

(e) **Learning and Development Organisation (LDO)**. Delivers education and resettlement services, including frontline delivery for these and general IT consultancy, support, and assurance through the LDO (Operations) team.

(3) **Commercial**. Lead and manage the delivery of all commercial aspects of the SEL contract.

(4) **Business Support**. Responsible for the delivery of all business management services, including Finance, HR and Risk.

9507. OEM-Delivered Training / 'K-Courses'

a. **Introduction.** Occasionally, time, cost, or performance considerations will recommend against (or outright preclude) the implementation of a training solution within the RN Training Estate. In such instances, it may be identified that an external provider's solution constitutes better VfM. Frequently, the external provider best placed to deliver timely, relevant training of this nature is the Original Equipment Manufacturer (OEM). This OEM solution may be employed either as an Interim Training Solution (ITS) until an in-service Steady State Training Solution (SSTS) is developed, or it may be decided that the OEM course is itself to be regarded as the SSTS.

b. **Terminology.** OEM (or other third-party) training solutions are designated 'K-courses'. For management and administrative purposes, interim iterations are labelled 'K1', while steady state iterations are labelled 'K2'. Transition from K1 to K2 is not always clear and depends on a number of factors. As a rule, once the Delivery Agency Project Team has fulfilled their obligations under Core Development Area 7 (Training and Training Equipment) of the Support Solutions Envelope, a K-course should be considered to be steady state.

c. **Considerations.** The range of K-courses is significant, and they vary in length, throughput, and cost. Nonetheless, the decision to employ a K-course must always be weighed against three considerations:

(1) How can the RN assure that OEM-delivered training closes the identified training gap to ensure Operational Capability?

(2) How can the RN ensure that the proposed solution represents the best VfM for Defence? The cost to the Authority for running K-courses are often high and tend to increase over time. There is a duty to understand these costs and realistic future increases to inform the decision whether an Authority-owned SSTS should be developed, with a view to end-dating the K-course.

(3) How will the supervisory care of those personnel assigned to such training be managed? Although delivered externally, the RN retains its legal obligations with regard to WDoC of trainees.

d. **Governance of K-courses.** The decision to adopt a K-course solution carries with it the acceptance that that the resultant training will not conform with all the usual processes and procedures of DSAT-compliance. Nonetheless, the key principles of DSAT (as summarised in Para 9504) apply, along with the considerations above, should be applied. While their responsibilities and remit are variously constrained when compared to SSTS, there should nonetheless exist designated holders for the following roles:

(1) **TRA**. The Branch Manager within WFPT ultimately owns the requirement for training, to meet the needs of the Capability Sponsor. For K1-courses, the TRA will be facilitated by the Project Team in selecting an appropriate course or courses that meets those requirements not met by RN-delivered training.

(2) **TDA.** The TMG act as TDA for all K-courses but has significant latitude in designing processes and procedures for their management. For K1-courses, the Project Team is again a stakeholder, with the TDA conducting agreed administrative elements and ensuring observance with this policy. For K2-courses, the TRA conduct the contractual and mandated assurance activities (see sub-para (f) below).

e. As with all training, there must be a formal capture of agreement between the TRA and TDA as to the assurance mechanisms and their periodicity relating to a K-course, along with the annual throughput. A process must be established by the TDA for the regular review of this agreement. Where the validity of the training solution or its costs give cause for concern, the relevant stakeholders (as determined by the nature of the K-Course) should convene a Training Steering Group to identify COAs. These might include a decision to tolerate and continue, or else to seek an alternative solution to the requirement.

f. **Management of K-courses.** The formal agreement between TRA and TDA is designated a TrAD. As always, this term refers principally to the proper capture of the required information, rather than any specific template used. A non-standard approach to TrADs (as compared to either the templates offered by JSP 822 or by those drafted by Team Fisher) may be more appropriate where K-courses are concerned. However captured, the following information must be recorded:

(1) A Requirement document detailing what elements of one or more RPS, not met by RN-delivered training, are to be met as training objectives by the K-Course(s).

(2) An external validation process, including timelines, to ensure the K-course solution continues to meet the RN requirement.

(3) Risk assessments covering all K-course activities. These may be provided by the OEM, although the TDA remains the risk holder.

(4) An Assessment Strategy (AStrat). Again, this can be OEM-provided and does not need to take the form of an RN AStrat, except that it must contain any information deemed necessary for effective workforce management (e.g. any assessment criteria, consequences of failures, etc). A suitable process for the recording of competence on JPA must be in place. The requirement for an AStrat is not circumstantial. Even where a K-Course provider cannot commit to formal assessment of trainees, the non-provision of an assessment would itself constitute an Assessment Strategy (albeit likely not the one the TRA would prefer). A formal record of such is essential.

(5) A statement concerning WDoC provision for trainees on the course. Where trainees are in Ph1 or Ph2, these arrangements must be captured within the Commanding Officer's Risk Assessment and Supervisory Care Directive, with designated supervisory staff oversight. In all other cases, the usual Divisional System should apply.

9508. Workplace Training

a. The workplace is a fertile learning environment, where people can learn quickly and powerfully in ways that complement learning from feedback and from formal courses. Here, our people are immersed in their role and are surrounded by others who share their experience and will go on to face real operational circumstances together.

b. Formal Training Statements will usually apportion specific elements of required individual training to be delivered in the workplace, upon completion of a residential training course. Although a JPA training competency may be awarded on completion of the residential elements, full competence is not achieved until successful completion of the Workplace Training Statement (WTS).

c. Workplace Individual Training forms part of Operational (Capability) Assurance. It is distinct from, but contributes to, Tier 0 and 1 Collective Training. Responsibility for the delivery, management, and assurance of the WTS sits with the employing 1* organisation (e.g. SURFLOT, SUBFLOT, NAvn,3 UKCF, etc), with Flotillas / Air Squadrons / UKCF units as the Workplace Training Provider (WTP). Close liaison is required, however, with the TDA responsible for the management and delivery of a related TPS, to ensure all individual formal training requirements are met. Regulations for unit-level assessment of operational requirements and standards are laid down in BR 9274, owned by Force Plans.

d. There is a collective responsibility on all WT stakeholders to validate through measuring and monitoring the extent to which operational roles are populated by appropriately skilled people, and a system must be in place for the recording and rectification of any training shortfalls with regard to the TPS for personnel joining complement billets from a residential training course. The increased use of Acting Higher Rate inevitably increases the amount of Training Gaps for individuals, which Units must track and actively mitigate the risk from.

e. The LDO (Operations) team can support employing areas and WTPs in the Continuous Improvement of individual training delivery within operational units. One element of this will be through the provision of individual and team coaching, specific policy for which can be found in BRd3 Ch21 sect 40.

f. **On-the-Job Training.** On-the-Job Training (OJT) is non-formal WT that takes place in the workplace but does not form part of a WTS. Examples include: training required in the workplace to facilitate the development and/or continuation training of personnel (including local briefing requirements and mandatory training delivery); training needed for a specific local task not carried out elsewhere and therefore not part of an FTS. OJT must be delivered safely and with appropriate record-keeping to enable effective tracking of completion, but otherwise is not governed by the policies within this section.

g. **Workplace Trainer competence.** JSP 822 policy states that all trainers – including those delivering the WTS in the workplace – must be DTc qualified. This requirement is deemed aspirational, but unachievable by the RN. Instead, personnel delivering Formal WT are classed as RNWTs, and must meet a lower-minimum level of trainer competence, aligned to leadership & coaching skills and subject matter expertise.

(1) **Achieving RNWT Status.** An individual may be awarded the *Instructional|RN Workplace Trainer|Navy* competence if the following criteria are met:

(a) **Leadership & Coaching skills.** Ratings must have completed LRLC or equivalent; Officers must have completed JOLC 1 or equivalent. RM OR3s assisting in the delivery of training must do so under the supervision of a nominated OR4 or above.

(b) **Subject Matter Expertise.** Full qualification in their own role (including completion of all WT requirements – e.g. taskbook, career development journal, competency board, etc).

(c) **Trainer Familiarisation.** Personnel with existing DTC trainer qualifications are automatically qualified as RNWTs. Otherwise, an RNWT must complete DTc Stage 1 – the online pre-learning for DTc – to familiarise themselves with Defence training principles.

(2) **Responsibility for RNWT assurance.** Each WTP should have a Training Coordinator who should identify those personnel involved in the delivery or assessment of workplace training within their department and ensure appropriate training and JPA competence recording is conducted in accordance with this policy. Smaller ships that do not carry departmental Training Coordinators should fulfil this requirement as a wholeship function. Assurance that RNWT competence is being tracked ultimately lies with the employing organisation.

h. **Continuation Training.** Continuation Training refers to directed formal learning and / or assessment required for an individual or team to be deemed 'in-date' and retain competence. Individual Continuation Training maintains the competence of an individual – or selection of individuals – even where the activity is conducted as a group. By contrast, Collective Continuation Training maintains the competence of a team or unit. Requirements for such training should be captured in a course Assessment Strategy and Specification by the TRA.

Note. *There is a need for further policy development to drive the creation of more robust management and assurance structures for individual Workplace Training in support of wider Operational Capability Assurance. In particular, consideration should be given for whether CEBs should be established to ensure 1* employing areas, who are tasked with delivery of the WTS, have representation when the FTS is endorsed. Clarification of roles and responsibilities of the TRA, FGen, and receiving employing areas as personnel transition between the TPS and WTS elements of training, and in the management of individual Continuation Training is also desirable.*

9509. Mandatory Training

a. Mandatory training refers to specific learning interventions which are directed universally for all military RN personnel and require periodic repetition throughout the career of the individual. These interventions are mandated to either fulfil legal obligations on the MOD, or as part as mitigation of a formal organisational-level risk, or both. Mandatory training directed at Defence-level is known as Defence Mandatory Training (DMT); where directed at RN-level it is term Naval Core Learning (NCL).

b. As universal training - directed indiscriminately and repeatably to all military personnel – mandatory training represents a considerable investment of time and human resource. Careful attention must also be given to the total volume of mandated training requirements which – beyond a certain level – become inversely effective. Over-training is wasteful and bad for morale; while incorrectly targeted training, or that based simply on rote knowledge recall, can represent a greater risk than no training at all - by giving the organisation false confidence of risk mitigation. The delivery of mandatory training must therefore be subject to strict governance and management to ensure effectiveness and efficiency.

c. The decision to introduce a universal mandatory training burden must be carefully justified and the presumption will normally be against it. Universally mandated training, where employed, should be succinct, memorable, and designed to elicit behavioural change. Consideration must always be given to alternative ways of delivering desired content through existing training opportunities, such as in specialist and command courses. Where desired behavioural changes can be achieved without a dedicated learning intervention (for example, through signage, email bulletins, and campaigns) this should always be preferred. Repeated mandatory training should never be the first or sole learning intervention for a topic. Neither should it be the sole mitigation for a Defence or Service held risk.

d. **Governance of Mandatory Training.** Proposals for mandatory training often arise from recommendations from wider policy areas who own organisational-level risks which are believed could be mitigated by a universal training intervention. A clear governance process is in place:

(1) **Training Requirements Authority (TRA).** NAVY PEOPLE-WFPT TRA Gen SO1, as owner of all non-Profession training requirements acts as TRA for all mandatory training within the RN. The TRA ultimately defines the Learning Outcomes (articulated as desired behaviours) and Assessment Strategy for training, based on SME advice from the Training Delivery Authorities and Professional Standards Advisors (below).

(2) **Training Delivery Authority (TDA).** The role of the TDA is to take the Learning Outcomes and determine how best these should be achieved by determining the Learning Activity (including format, content, periodicity and assessment) based on advice from the Professional Standards Advisors. The TDA is also responsible for assurance of training. There are two TDAs for RN mandatory training, distinguishing between when it is delivered in Initial Training subsequent periodic delivery:

(a) **Initial Delivery.** NAVY PEOPLE-TMG OP SO1.

(b) **Periodic Delivery**. NAVY PEOPLE-PSP LD Pol SO1.

(3) **Professional Standards Advisors (PSA).** These are policy areas, either at Defence or RN level, who advise the TRA, TDAs and Training Policy desk as to training requirements and assist in the development of training content. In many cases they will represent the Risk Owners and thus have overall responsibility for tracking completion rates of any training. PSAs advise on any legal and policy considerations.

(4) **Training Provider (TP).** Mandatory training is delivered via multiple mechanisms and therefore has several TPs:

(a) **Initial Delivery.** This occurs within Initial Training and therefore the TP is the Ph1 or Ph2 TE. Such training may either be delivered as face-to-face training or as a Defence Learning Environment (DLE) package provided by the PSA. Initial delivery must occur within one year of joining the Service and be delivered within a formal TE, with completion recorded.

(b) **Periodic Delivery.** Subsequent mandatory training may comprise either:

i. Entirely as online learning via the DLE, in which case the TP is functionally the Category Managers and the TMG DLE Support Cell.

ii. Optionally, NCL1, NCL2 and NCL3 may be delivered as formal face-to-face briefs, delivered by suitably qualified personnel who act as TP/WTP in these instances. NCL4 (Diversity & Inclusion) must always be delivered as a workshop discussion.

(5) **Royal Navy Mandated Training Working Group (RNMT WG)**. The RNMT WG meets every six months and is responsible for all issues relating to Mandatory Training within the RN. Even when mandated by Defence, via the Defence Mandatory Training Working Group (DMT WG), no mandatory training 'requirement' is accepted without formal recommendation by the RNMT WG and endorsement by Dir P&T. NAVY PEOPLE-PSP LD Pol (Training) SO2 chairs the RNMT WG on behalf of the TRA and TDAs.

e. **Management of Mandatory Training.** The RNMT WG is the primary management body for mandatory training and meets twice a year. It is chaired by NAVY PEOPLE-PSP LD Pol (Training) SO2 and its terms of reference are:

(1) The review of existing mandatory training requirements to determine if they are still valid (including whether they apply to all personnel), and the scrutiny of any proposals for additional training areas.

(2) Review of training material and the authorisation of amendments where required.

(3) Ownership of the NCL e-Handbook and responsibility for its routine update.

(4) Assurance of mandatory training, including discussion of feedback on received and its action (Internal Validation).

(5) Management of associated competences and the reporting of completion statistics to PSAs and other senior stakeholders.

(6) The coordination and scheduling of NCL campaigns.

(7) The review of the efficacy of mandatory training against endorsed Measures of Effect for each training area

f. **Proposals for new Mandatory Training.** Mandatory training should be underpinned by a Training Needs Analysis that demonstrates there exists a *universal* training requirement for personnel in order to safely or legally discharge their duties. Where a TNA suggests that training may be required, sponsoring areas should engage with NAVY PEOPLE-PSP LD Pol (Training) SO2 to discuss. Where training is clearly more applicable to personnel in only certain contexts (e.g. on operations or in specialist employment), or where the risk to personnel not employed in such environments is low, the presumption is that learning should be delivered as pre-job / pre-deployment training.

9510. International Defence Training

a. **Introduction.** International Defence Training (Royal Navy) (IDT(RN)) is part of the TMG and is tasked to achieve effective defence engagement with partner nations through UK-based IT at the International & Commonwealth Training Unit, as well as securing spaces on RN courses arranged through Government to Government (G2G) activity or larger training contracts under the Wider Markets team. IDT(RN) sponsors and produces a catalogue of maritime training courses available to partner nations. An electronic version is available at the International Defence Training website[5]. Bespoke IDT requests will also be considered. These will usually be covered under the banner of Wider Market activity, with requirements met through RN spare capacity.

b. **Prioritising and Allocating IDT**. IDT(RN) training requirements feed into the RN training planning process and captures all IDT(RN) G2G training requirements approximately 15 months ahead of the relevant Training Year. At eight weeks prior to the delivery of training, changes to dates or course schedules are frozen.

[5] https://www.royalnavy.mod.uk/idt

c. IDT is grouped into three tiers to optimise its effect. Tiering reflects the importance and value of particular training to meet Defence Engagement objectives and consequently controls how IDT is offered and allocated:

(1) **Tier 1.** Selected training courses with prestigious status and high defence engagement value, where demand exceeds capacity. Places are formally allocated by MOD Head Office through the Forward Allocation Baseline (FAB) process.

(2) **Tier 2.** Selected training courses with recognised defence engagement value, where demand often exceeds supply. Prioritisation of course places is managed by MOD Head Office through IPS programmers.

(3) **Tier 3.** All other IDT courses, the allocation of which is delegated to the single-Service IDTs, who will refer to MOD Head Office for guidance on allocation by exception only.

d. **WDoC for International & Commonwealth Trainees.** G2G trainees will be afforded the same level of welfare and medical support as that provided to UK personnel.

SECTION 4

THE DELIVERY OF INDIVIDUAL TRAINING

9511. Management of Trainees

a. RN training should occur in a manner that delivers the required trained output whilst guaranteeing trainee welfare and positive lived experience. These elements may sometimes be in conflict with operational requirements and, while the generation of frontline capability takes precedence, efforts should be made to ensure an appropriate balance of these priorities.

b. All training must be conducted safely, legally and ethically, but it must also prepare our people to operate in dangerous environments, against an adaptable, intelligent enemy. Various standards and controls apply to training activities. These processes and procedures for the management of trainees are mostly delegated to the TDA, although the sub-paras below establishes general direction which must be adhered to.

(1) **Naval General Training (NGT).** The RN expects the highest standards from its personnel, befitting membership in a disciplined military fighting force. Training regarding Core Values and standards of bearing and behaviour must be conducted throughout Initial Training. This includes, but is not limited to, the Beliefs and Values in the Royal Navy curriculum delivered by the Naval Chaplaincy Service and the initial delivery of Royal Navy Mandatory Training (see Para 9509). Training related to the NGT Role PS should be complete by the end of Ph1.

(2) **Handovers.** Handover procedures for trainees between TEs, especially when moving between Ph1 and elements of Ph2, must be robust. Where trainees have been placed on NGT warnings this should be communicated to the receiving Divisional staff. End of Course reports should also be forwarded between TEs and to subsequent employing units.

(3) **Parity.** Every attempt should be made to maintain and communicate a consistent set of expectations regarding dress and discipline across TEs for trainees at an equivalent stage of training. In general, as an individual passes through the Phases of Training, greater expectation and encouragement should be placed upon them regarding self-leadership and responsible behaviour. Attention should be paid by Command to the significantly varying lengths of Ph2 and Ph3 training to ensure that both expected conduct and received treatment are consistent, as far as possible, with trainee's peers across different TEs and wider RN employment.

(4) **Unprogrammed Time (UPT).** Personnel in receipt of training are on duty and the TP has a responsibility to fill UPT falling within core working hours with meaningful employment or learning (for example, information regarding the appraisal system, additional Core Values training, or wider briefings on topics such as the RN Culture Blueprint or Command Plan).

(5) **Out of Hours (OOHs).** The SCD must consider adequate OOH supervision for U18s and Vulnerable Adults. The use of OOHs for additional training (for example Ceremonial or Physical Training) must be fair, retention positive, and observe the principles of parity in sub-para (3) above as far as is practical given individual role requirements.

Note. *Multiple – and divergent – Failure and Warning policies are in place across Naval TEs. It is unclear whether these reflect a genuine need for distinction in this regard or this has merely developed over time. By default, parity across TEs and courses should be applied by the TDA, unless a positive reason can be articulated by the TRA for why a different system is needed. This is particularly true when training is managed under Projected SELBORNE but TEs outside the Contract should also seek to ensure consistency.*

9512. Training Quality Manual (TQM).

TDAs and TPs must cooperate to put in place a TQM, which include the following quality procedures:

a. Training Management Review of the Management of Training System (MTS).

b. Production and review of the SOTT.

c. Training Design, including document control, and accreditation.

d. Review of published course information.

e. Procurement and Support of Training Equipment.

f. Control and review of customer supplied services via Customer Supplier Agreements (CSA), Service Level Agreements (SLA), and contracts.

g. Verification of trainee course prerequisites.

h. Assessment and testing, including analysis of results, records and review

i. Management and reporting of training deficiencies.

j. Training failure policy including reporting procedures following a trainee failure and remedial training guidelines (but see the Note under Para 9511 above). TDAs are to ensure that, within this procedure, they include an action to inform the relevant Career Manager of any trainee failure at the earliest opportunity in order to avoid the individual being employed in an inappropriate manner.

k. Management of trainees.

l. Definitions for the working (training) week, day and period.

m. Identification and recording of staff training.

n. Internal Validation (InVal) of Training.

o. Conduct of internal (1st Party) training audits, including corrective and preventative actions.

p. Control of Quality Records. In addition to any other quality records identified in JSP 822 or locally, the following are to be retained by RN TDAs for the period specified.

Table 95-1. RN Training Quality Record Retention

Quality Record	Minimum Retention Requirements
SOTT	For life of the course.
TrADs	Until superseded, then archived in perpetuity.
Management review records	Until superseded by a later management review.
JPA Establishment	Maintain continually and update as required.
Training documentation	For 5 years after changes to, or cessation of, course then archived in perpetuity.
Contract review records	For the duration of the contract (regardless of any amendments).
Job scalar and other appropriate analysis and design source documentation	For life of the course.
Records of unsuitable customer-supplied product	Until cessation of the course.
Course and test result forms	For life of the course and then archived in perpetuity.
InVal reports	Until after completion of next course review or 5 years, whichever is the shorter.
ExVal reports	Until after completion of next course review or 5 years, whichever is the shorter.
Training and customer feedback reports/reply (e.g. TFAs, S3018s)	Until after completion of next course review or 5 years, whichever is the shorter.
Document review and management plans	Continually update and maintain.
Test software and hardware status records	Continually update and maintain.
Non-conformity concessions[6]	For 5 years after changes to, or cessation of, course then archived in perpetuity.
Training audit reports	For 5 years.
Records of action taken to correct non-conformities reported in training audits (e.g. Quality Improvement and Action Plans)	For 5 years.
Records of staff training	Duration of training staff appointment.
Dispensation for training system or documentation to vary from DSAT[7]	For 5 years after changes to, or cessation of, course then archived in perpetuity.

[6] Non-conformity concessions are only to be approved by NAVY PEOPLE-TMG TGA SO1 in consultation with NAVY PEOPLE-PSP LD Pol SO1. Any non-conformity concessions approved prior to 1 Jan 19 are to be re-submitted to NAVY PEOPLE-TMG TGA SO1 for approval.
[7] As above.

9513. Trainee Feedback Mechanisms

a. **Training Feedback Application (TFA).** The TFA is a SCIO-based tool for RN personnel to use to highlight issues with training and replaces the previous S3018 process.

(1) **Purpose.** Training feedback will continue to be captured as part of the ExVal assurance process and should be used to highlight:

(a) Undertraining. Part of a role is missed or not covered in sufficient detail during training.

(b) Overtraining. During a training course, there might have been a section, or sections, of the training that was considered excessive or not required for a role.

(c) No formal training currently exists. A TFA submission should be completed if an individual is conducting a task or using equipment when there has been no formal training received but is considered to be a requirement.

(2) **Submission.** There are three routes to submit training feedback via the TFA process:

(a) Through the individual SCIO profile page under ‘Listed Courses’. This is the simplest route to submit feedback on a specific course by capturing data already available through JPA.

(b) Directly from the TFA by clicking the “Create Submission” button. This is a suitable option for submitting feedback not related to a specific course. For example, where no formal training is provided or to submit feedback on the training of other personnel.

(c) Via the PDF offline submission form. This is the best route if you do not have a RN SCIO account, such as RFA, or connectivity to SCIO/TFA is unsuccessful. Units are recommended to download the form to their system from the link above to facilitate access later if required.

(3) **Review.** Once feedback is submitted, the TFA investigation process can take a few weeks to several months, depending on the issues raised within the submission. The investigating analyst will update via the SCIO app when there have been developments, or if they require further information. The submission Originator can also leave comments on their feedback if they have any questions. The TFA facilitates a number of different automatic email notifications throughout the whole investigation process. To prevent them going into a junk folder, the SCIO-NoReply@ahe.r.mil.uk should be added to the "safe senders" list on the device. Automated emails are expected to be received when:

(a) A training feedback form has been successfully received by the TFA.

(b) An analyst has been assigned to the investigation process.

(c) The investigation is complete with the closure statement ready to view via the TFA.

(4) **User Guide.** A full user guide for the TFA is available at Annex 95E.

b. **Recruit Trainee Survey (RTS) / Officer Cadet Survey (OCS).** The RTS and OCS are surveys that are independently managed by IFF Research with the annual summaries reported to Ministers. The surveys are administered in Ph1 and Ph2 TEs, with the data collated and visible via an online system. Establishment Executive teams and training providers are to ensure processes are in place that enable exploitation of the survey data, allow identification of problems and improvement of delivery areas quickly, usually via the QIAP. All trainees must be encouraged to complete the survey during their time in Ph1 and Ph2 Training, or on discharge from the Service, as it is their opportunity to raise any issues of concern anonymously and provide feedback to improve the training for future recruits. Access to RTS / OCS Portal staff training is available from IFF Research via NAVY PEOPLE-TMG EVAL SO2 who can advise on dates and details of the training. This policy is the responsibility of Navy Sec-2. Further advice can be obtained from NAVY SEC-2 DISCIPLINE 1.

SECTION 5

THE ASSURANCE OF RN INDIVIDUAL TRAINING

9514. Individual Training Assurance

a. **Requirement**. JSP 822 Vol 5 requires the RN to undertake assurance of individual training. This is achieved via the processes of Audit, ExVal, InVal and to a lesser extent, Inspection.

b. **Responsibilities.** The following individual training assurance responsibilities apply for the majority of training in the RN. The Assurance function for RN IT sits within the TMG TGAA pillar, however, assurance chains may vary where RN training sits under another Military Command.

(1) **First Party Audit (1PA).** 1PA responsibilities differ depending on whether the TP is a TF TDU or not.

(a) **TF TDU.** TF is responsible for conducting 1PA.

(b) **Non-TF TP.** Where 1PA is not contracted via TF, 1PA is to be conducted by the TP or as a peer review provided by another TP.

(2) **Second Party Audit (2PA)**. Conducted by TMG Audit team for both TF and non-TF training units. Planning for these audits is conducted by TMG Audit SO2 with endorsement required at the Strat CEB each year. Follow up of audit findings is essential to ensure the training environment risk is ALARP and effective. It is the responsibilities of TDUs/TPs to deal with audit findings iaw the timeframe stipulated in their Action Plan. The TMG Audit team should report issues of significant Non-Conformity or Deviation (see sub-para d, below) to the Training Policy desk.

(3) **Third Party Audit (3PA) / Inspection.** Required for Ph1 & Ph2 TEs and conducted by the Office for Standards in Education (Ofsted).

(4) **Evaluation.** External Validation (ExVal) and wider Evaluation of Individual Training, delivered at a TDU and in the workplace is conducted by the TMG Evaluation Team, on behalf of the Individual Training TRAs, and includes following:

(a) Course ExVal.

(b) Role ExVal.

(c) Pipeline Evaluation.

(d) Bespoke Evaluation.

(5) All the above Evaluation must be explicitly operationally and capability focused. JSP 822 articulates the use of Kirkpatrick's Evaluation Model[8] as to how Evaluation may be undertaken by a TRA. The RN's approach to Evaluation also adopts Pulley's 'Responsive Evaluation Model'[9] to enable a risk-based approach in terms of prioritisation and resource allocation. This risk based approach supports the prioritisation of workforce and time dedicated to Evaluation. An Evaluation prioritisation meeting is to be held no less than twice per annum, chaired by Hd WFPM; detail can be found in Annex 95F.

(6) **RN Evaluation Strategy.** The production of an Evaluation Strategy (EStrat) for Individual Training undertaken is, per JSP 822, the responsibility of a TRA. The TMG Evaluation Team will produce a pan-RN Evaluation Strategy on behalf of all IT TRAs. The endorsed EStrat can be found in Annex 95F. Any iteration must contain the following:

(a) **Scope.** The extent to which the Evaluation can be undertaken, any limitations in terms of responsibilities, and what activities, specifically, will constitute the outputs.

(b) **Objectives.** A clear outline of what the purpose of the Evaluation Strategy is and exactly what processes it articulates.

(c) **Detailed Methodology.** Information regarding how the theoretical underpinning of Evaluation pertain to the processes and procedures of conducting the specific outputs, such as activity prioritisation or primacy of data sources.

(d) **Data Sources.** A comprehensive list of the key sources of information that support all aspects of an Evaluation process. This must include detail on how AI is utilised and be coherent and compliant with JSP 936[10] and JSP 822 Annex C.

(e) Key Stakeholders and Responsibilities.

(f) Reporting Outputs.

(g) **Escalation Processes.** The procedures by which Evaluation Observations, Deviations, Non-Conformities, and Good Practice are appropriately managed, assigned to stakeholders for resolution/rectification, and subsequently escalated where needed. This process must be linked to the CEB cycle.

(h) **Interface with Collective Training domain.** How the findings and analysis undertaken via IT Evaluation processes can inform and support improvements in Collective Training.

(i) **Whole Force.** Any Evaluation approach must capture, where applicable, Reserve- and RFA-specific elements.

[8] Defence Training Support Manual 5: Evaluation of Individual Training p8
[9] Pulley, M. (1994). Navigating the Evaluation Rapids, Training and Development, Vol 48.
[10] JSP 936 – Dependable Artificial Intelligence in Defence.

(7) **InVal.** InVal responsibilities differ depending on whether the TP is a TF or TDU or not.

(a) **TF TDU.** Where contracted for by the Statement of Requirement, TF is responsible for conducting InVal iaw TF QMS.

(b) **Non-TF TP.** Where InVal support is not contracted via TF, InVal is to be conducted by the TP.

c. **Self-Assessment Report (SAR).** All TP / TDUs are to maintain a regime of Continuous Improvement through the maintenance of a SAR and a 'live' Quality Improvement and Action Plan (QIAP) which should monitor progress against, and active management of, identified risks and issues. TPs are encouraged to adopt a peer review process through links with other similar units to help inform the development of their SARs. SARs should be reviewed, updated and re-published prior to summer leave each year so that they are ready for subsequent Ofsted inspection between Sep and Feb. SARs are to be made available to P&T / TMG HQ staff on request.

d. **Findings.** In addition to the JSP 822 nomenclature of Non-Conformities, Observations, and Good Practice, RN Assurance uses a fourth term: **Deviation**. RN assurance assists both 3* areas with ensuring the Service is equipped with required capabilities, including SQEP. TMG 2PA & ExVal teams will classify a finding as a Deviation when they ascertain that the finding is likely to have downstream impact to the sustainable delivery of enduring operations due to insufficient SQEP. This includes (but is not limited to): insufficient quality or quantity of training, insufficient equipment, retention negative activity, failure to address institutional / foundational issues impacting the attraction, training and / or deployment of personnel downstream.

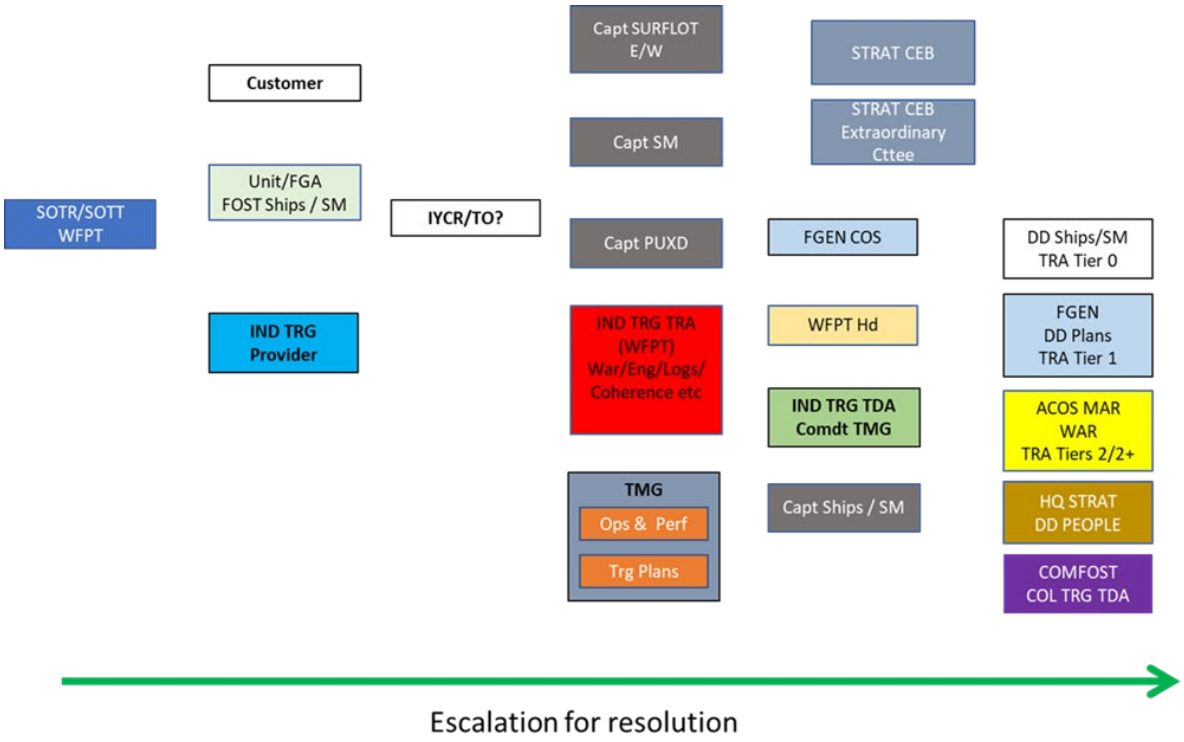
ANNEX 95A

PRIORITISATION OF INDIVIDUAL AND COLLECTIVE TRAINING

1. In certain TEs there are facilities which can be utilised for both Individual Training (IT) and Collective Training (CT), good examples being the MCTS facility at COLLINGWOOD and Devonport, bridge simulators, and the RAS rig at RALEIGH. While the scheduling is normally built around the needs of IT, there is sometimes spare capacity that can be used to support CT, and this can be routinely reserved through the training planners. Equally, there can be times where there is a defined operational need for a ship's teams to be trained prior to deployment. As such the needs of IT versus CT need to be prioritised.

2. The diagram below illustrates the escalation of prioritisation process. Starting at the lowest level of the SOTR/SOTT demands, the escalation process will need to consider whether In Year Change Requests or Tasking Orders need to be raised, or further escalation is needed to OF5, ultimately through the Strategic CEB or to the 1* level.

Figure 95A-1. Escalation Of Prioritisation Process



ANNEX 95B

RN INDIVIDUAL TRAINING DELIVERY ORGANISATIONS

1. TMG. The following organisations deliver an RN Individual Training Requirement under the TDA authority of the TMG.

TDA	TP
Training Management Group (TMG)	Astute-Class Training System (ACTS)
	Chalfont Shore Facility (CSF)
	Nuclear Ship Control Operator Trainer (NUSCOT)
	Trident Training Facility (TFF)
	Command Wing (CW)
	Commando Training Wing (CTW)
	Defence Diving School (DDS)
	Engineering Training Squadron[1] (ETS)
	Initial Naval Training Officers (INT(O))
	Initial Naval Training Ratings (INT(R))
	Marine Engineering Training Group (METG)
	Military Training Unit (MTU)
	Military Information Exploitation Group (MIXG)
	Nuclear Department (ND)
	RN Flight Safety Centre (RNFSC)
	RN School of Aircraft Control (RNSAC)
	RN School of Flight Deck Ops (RNSFDO)
	RN School of Music (RN SoM)
	RN School of Physical Training (RNSPT)
	RN School of Seamanship (RNSoS)
	RN Submarine Training Centre (RNSTC)
	RN Submarine School (RNSMS)
	Royal Naval Leadership Academy (RNLA)
	SM Escape, Rescue, Abandonment, Rescue (SMERAS)
	Royal Navy Submarine Training Centre (RNSTC)
	Underwater Escape Training Unit (UETU)
	Warfare Training Group (WTG) – including the Military Training Unit (MTU), the Chemical, Biological, Radiological, and Nuclear Damage Control Training Unit (CBRNDCTU), and Royal Navy School of Survival (RNSoS)
	Weapons Engineering Training Group (WETG)

[1] Those elements included within the SELBORNE Statement of Requirement (v4.3 p. 20).

2. Other RN. The following organisations deliver an RN Individual Training Requirement under the authority of TDAs other than the TMG.

TDA	TP
CO CU	700X Naval Air Squadron
	750 Naval Air Squadron
	814 Naval Air Squadron
	820 Naval Air Squadron
	824 Naval Air Squadron
	Merlin Training Facility
CO VL	727 Naval Air Squadron
	815 Naval Air Squadron
	825 Naval Air Squadron
	Engineering Training Squadron[2]
	RN Centre of Maritime Survival (RNCMS)
	Wildcat Training Centre (WTC)
CO CHF	845 Naval Air Squadron
	846 Naval Air Squadron
	847 Naval Air Squadron
	Command Support Squadron (CSS)
	Military Training Unit (MTU)
CO Commando Forces	40 Commando
	42 Commando
	43 Commando
	45 Commando
	47 Commando
	Commando Logistics Regiment (CLR)
COMMARRES DACOS T	All Maritime Reserve units
Other[3]	Royal Navy Medical Service School (RNMSS)
	Legal Training
	Training Manager Officers' Courses

3. Other TLBs. Although not exhaustive, the list below articulates other non-RN TDAs and TPs that deliver an RN Individual Training requirement:

a. **Defence College of Support (DCSp).** Delivers Phase 2 and 3 training to the Logistics Branch through its subordinate schools and training wings, which act as the TP[4].

b. **Defence Intelligence Training Group (DITG).** Delivers Phase 2 and 3 training to the Warfare and RM Branch through its subordinate schools, which act as the TP[5].

c. **Defence College of Technical Training (DCTT).** Delivers Air Engineers through the RN Air Engineering and Survival School (RNAESS) which, along with the ETS units at CD and VL, act as TPs.

[2] Elements not included within the SELBORNE Statement of Requirement (v4.3 p. 20).
[3] TDA ownership for these Training Providers / courses is unresolved.
[4] Defence School of Logistics and Security (DSLA); Defence School of Policing and Security (DSPS) and Defence School of Transport (DST).
[5] Defence School of Intelligence (DSI) and Defence School of Geospatial intelligence (DSGI). Transformation expected in Q2-25 ad DITG becomes the Defence Intelligence and Targeting Academy.

d. **22 Group, RAF.** Delivers initial aircrew officer training through the UK Military Flying Training System's Flying Training Schools (FTS)[6] and through the Defence SERE Training Organisation (DSTO), who act as TPs. It also delivers Warfare Phase 2 and Phase 3 training through the Defence College of Air and Space Operations as the TP.

[6] 1 FTS. Delivers Rotary training at RAF Shawbury; 3 FTS. Delivers initial Fast Jet training at RAF Cranwell and 4 FTS. Delivers secondary Fast Jet training at RAF Valley.

ANNEX 95C

CUSTOMER EXECUTIVE BOARD – TERMS OF REFERENCE

1. Structure. The Strategic CEB is supported by a series of CEBs governing training by capability or functional areas of activity and these CEBs in turn are supported by a series of CEB Working Groups (WG) that govern training at the Training Delivery Unit (TDU) level. This structure is intended to provide a more streamlined relationship between the TDA and TRA, as well as link up into NCHQ capability areas. Whilst the CEBs provide the forum for the TDA and TRA to hold each other to account, for those training elements delivered through the SEL contract, the TDA and Training Provider (TP) – Team Fisher – hold each other to account through monthly SEL Management Boards and quarterly SEL Leadership Boards, the latter chaired by Dir P&T. The CEBs and supporting WGs are held biannually, reporting into a spring Strategic CEB that will oversee production of the SOTR, and a summer Strategic CEB that will endorse the annual SOTT. The CEB process is managed by the TMG's Governance and Assurance pillar.

Table 95C-1. CEB Battle Rhythm

Timing	Serial	Lead	Comment
Nov	SOTR updated	Respective BMs	
Jan	SOTR Screenings	Trg Req SO2	
Jan	Pre-CEBs	TMG SO1 Trg Ops	Resolve issues in training delivery. Those that cannot be resolved should be taken to CEBs
Feb	Interim CEBs	TMG SO1 Trg Ops	Aim: Tactical in-year management. To endorse respective SOTR and to consider impact on training resources as well as Yrs 2-4 issues.
Mar	Interim Strat CEB	DDPT / Hd WFPT	im: to discuss in year changes and consider GTS Targets.
Mar-May	Compilation of draft SOTT	TMG SO1 Trg Plans and Team Fisher	Note: SOTR locked down. No adjustments can be made until draft SOTT compiled.
Jun	Interim CEBs	TMG SO1 Trg Ops	As per Feb
Jun	Individual CEBs	TMG SO1 Trg Ops	Aim: to approve respective SOTR/SOTT and understand risks not resolved at WGs.
Jul	Strat CEB	DDPT / Hd WFPT	Aim: to endorse the SOTT for the next training year such that the Training Plan can be completed by end Sep, thereby giving Career Managers 6 months' notice to assign personnel to courses commencing the following Apr.

2. Procedure for CEB Process. Each CEB will be chaired by the relevant TDA, normally from the TMG Ops and Perf pillar, the rationale being that the TDA will be best placed to provide the necessary training data and, additionally, understand the resources required to deliver that training. Defence CEBs are to be attended by the RN TRA and their representatives as the SOTR/SOTT and requirements setting are integral to Naval training.

3. The Chair will be responsible for determining the shortfall or surplus between the training demand (SOTR) and the training supply (SOTT) that cannot be resolved by SOTR SO2 before the CEB and ensure clear articulation of actions. The product should be a clear holding to account of people and organisations that are responsible for managing resources, setting the requirement and delivering the training, including endorsement of key training documentation iaw JSP 822 and this BR. Unresolved issues and risks should be raised to the Strat CEB.

4. The Lead TRA plays a vital role in developing the SOTR and it is critical that the Yr 1 figures agreed at the end of the SOTR process are valid and accurate. It is recognised that the figures for Years 2, 3 and 4 will require increasing refinement as the SOTR progresses year on year. In compiling the SOTR, the following issues are among those that should be taken into account:

a. New capability/capability upgrades.

b. Changes to policy and legislation.

c. Impact of ABC measures.

d. Defence priorities.

e. Results of external validation.

f. Changes to infrastructure.

g. Changes to workforce structures.

h. Known difficulties of recruiting in specific trades/branches.

i. Historic data on take up and pass rates on courses.

j. Requirements for team and collective training.

5. In order to build up meaningful data on the accuracy and validity of SOTR figures, at the end of each training year a comparison of the relevant forecast requirement (SOTR) versus actual achievement is to be undertaken by the training organisation/school. The results of this comparison are to be reported at the CEB, with records maintained to establish trends3.

6. Two weeks before the annual Strategic CEB meeting, the Chair of each CEB should forward a short briefing note to the Strat CEB Secretary (TMG SO1 TGAA) to inform the ensuing Strat CEB. This will permit the Strat CEB to record formally the areas where risk has been agreed.

7. Management of Risk. SOTR screening meetings and review of outturn data by BMs and CMs should refine the SOTR figures on an annual basis and thereby ensure that the requirement identified is as close to likely ‘take up’ as possible. In areas where outturn data indicates that course take up is consistently below the requirement, then CEB chairs are permitted to take qualified ‘risk’ against the SOTR (by up to 10%) without further approval, taking into account the ‘risk’ already incorporated into these figures by improved screening meetings. The level of risk should be articulated and justified in the Strat CEB brief. It is accepted that this ‘risk’ will be taken by the TDA, rather than collaboratively, unless circumstances otherwise deem it appropriate.

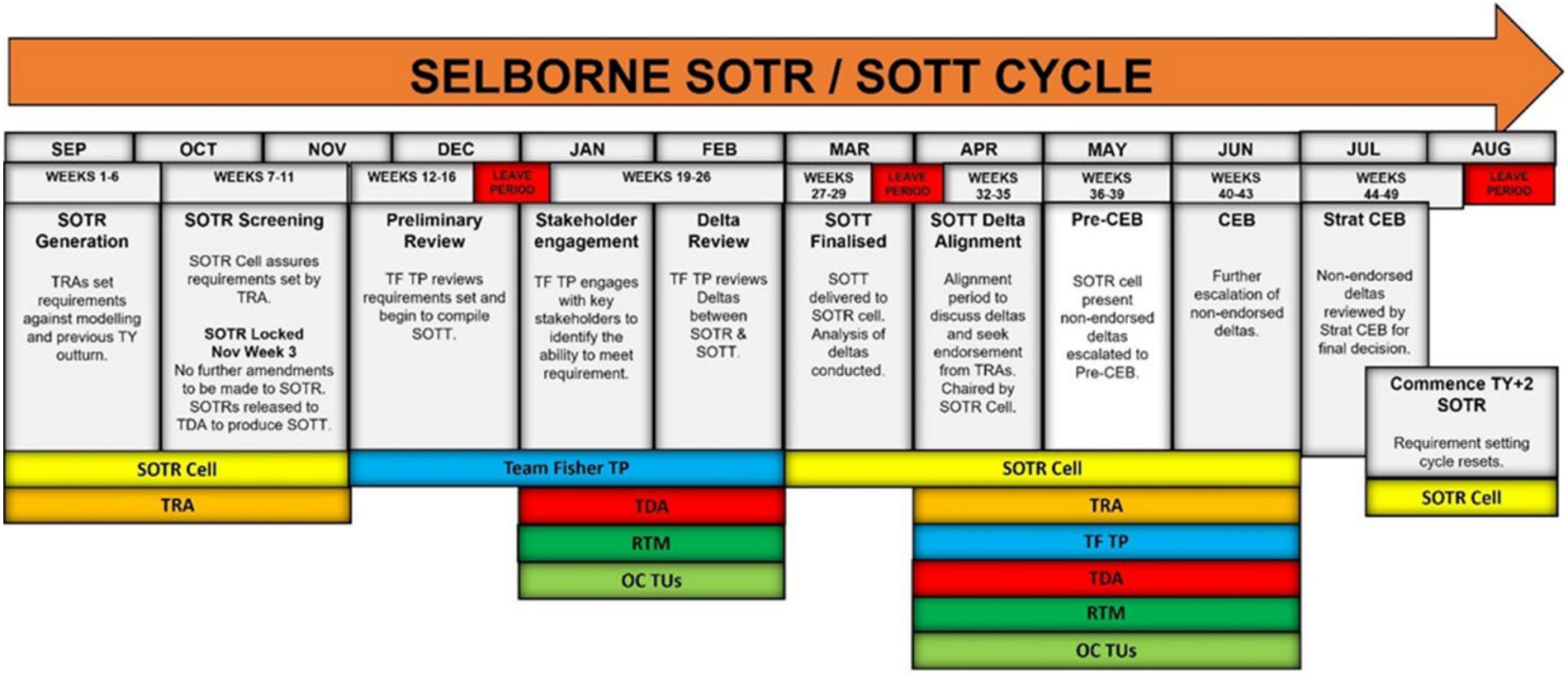
ANNEX 95D

SOTR / SOTT CYCLE

1. SOTR Production. The SOTR is to be produced in accordance with the diagram below. The SOTR should capture all individual training requirements, as well as those from FGen for ships' teams that are generating and need to make use of individual training facilities such as MCTS, bridge simulators, RAS Rig, etc. The same is true for FOST Ships and FOST SM where they also need to use individual training facilities to deliver elements of Operational Sea Training (see BRd 9275). Capturing both individual and team/collective training requirements will enable a SOTT to be produced that has capacity for both individual and team/collective training. The SOTT needs to be endorsed by the Strat CEB in sufficient time for the TP to produce a training plan against which Career Managers can assign personnel to respective courses. In order to give individuals the recommended six months' assignment notice, training plans need to be complete by the end of each September for courses to be loaded from the following April.

2. There are two RN SOTR/SOTT processes for training in and out of scope of the SEL outsourced training contract. For SEL training managed by the TMG please see diagram below. Non-SEL SOTRs are screened in Jan/Feb and SOTTs completed by Mar May of the preceding training year.

Figure 95D-1. SOTR/SOTT Cycle



ANNEX 95E

TRAINING FEEDBACK APP (TFA) SUBMISSION GUIDE

1. Introduction

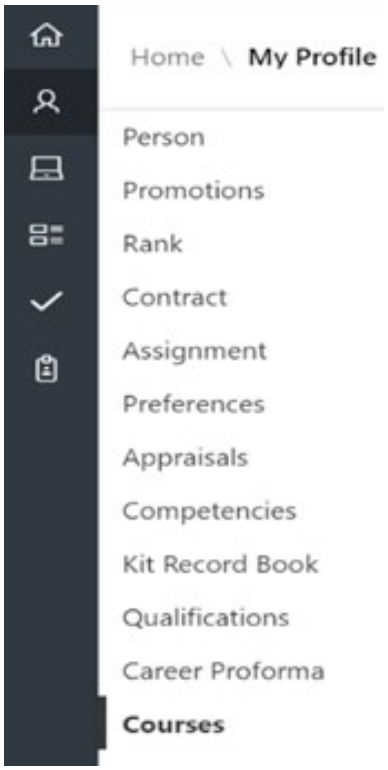
a. To access via the online routes, you need access to SCIO. If you are using MODNET you can access via the MODNET button using your usual PUID and MODNET password. If you are not on a MODNET terminal, then you should access via the deployed route.

b. If you cannot connect to SCIO then you will need to download the offline submission form.

2. SCIO Submission Routes

a. **"My Profile" Route.** If you are submitting feedback on a course that you have attended personally, then this is the easiest way to submit feedback.

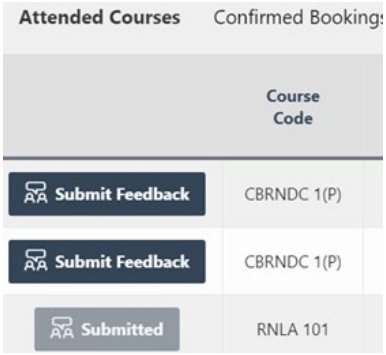
(1) Click on the "my profile" icon found on the top left-hand side under the "My SCIO" title (*pictured right*).



(2) Then select the "Courses" tab near the bottom of the list.

(3) On this page you should have a list of all the courses you have attended. On the left-hand side of the course code you can click on "Submit Feedback" button (pictured right). This will open the TFA submission form and also auto populate your personal, professional, and course information, allowing you to move straight to logging your issues.

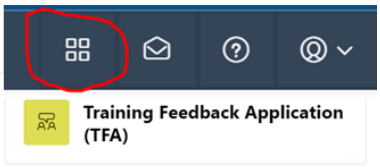
(4) After your submitting your feedback, you will return to the same page and the course you selected will have changed from “Submit Feedback” to “Submitted”.



(5) In order to review your submission and track it you will need to go into the TFA itself. Refer to the second submission route below on how to access the app.

b. **TFA Submission Route.** This is the best route for providing feedback if no formal training currently exists, or you are submitting on the behalf of, or about someone else’s training. To access the app, to review your submissions, or to raise a new one:

(1) Click on the four tiles button, located at the top, right hand side. You should see the TFA from the drop-down menu, it will look like the picture below.



(2) Once in you can create a submission using the button found on the right side of the page. This route does not auto-populate so provides you the ability to search for courses or select no training course provided. Mandatory information fields are highlighted with a red corner depicted on the right.

3. TFA Offline Submission Form

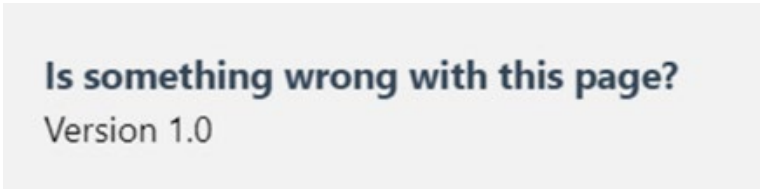
If you cannot utilise either of the online routes, then submit using the offline pdf form[1]. You can submit up to five issues per form. Once complete send to NAVYPEOPLE-TMGTRGFEEDBACK@mod.gov.uk.

[1] modgovuk.sharepoint.com/teams/60086/Shared Documents/Forms/AllItems.aspx?id=%2Fteams%2F60086%2FShared Documents%2FTraining Feedback App %28TFA%29 Offline Submission Form%2Epdf&parent=%2Fteams%2F60086%2FShared Documents

4. Points to Note

a. Notifications can take a while to receive, please wait at least 5-10 minutes before assuming it has not worked and check your junk folder. If they start to go into your junk folder, then right click on the email and select “not junk” and this will prevent future notifications ending up in your junk.

b. If you find any issues with the TFA, or would like to suggest future enhancements, submit feedback by the link on the bottom of the application home page depicted in the picture below.



ANNEX 95F

ROYAL NAVY INDIVIDUAL TRAINING EVALUATION STRATEGY

1. Introduction

This Evaluation Strategy (EStrat) and the contents therein apply to all Individual Training undertaken by the RN, inclusive of those both within and outwith the SELBORNE contract, the RM, and the MR; all Individual Training TRAs are to adhere this.

2. Purpose

a. The purpose of a unified, whole-force RN Evaluation Strategy (EStrat) is to improve how Individual Training Evaluation is conducted. This enables the Training Management Group (TMG), the wider People and Training Directorate, and other stakeholders to assess and enhance the effectiveness of training programmes, operational processes, and individual performance within the Royal Navy. The EStrat serves as a comprehensive framework for current and future practices, providing detailed guidance where necessary. It supports the systematic evaluation of roles, training courses, workplace training, exercises, and operational activities related to Individual Training, ensuring they align with strategic objectives and meet operational needs.

b. By conducting Evaluation and External Validation (ExVal), the Royal Navy can identify strengths, weaknesses, and areas for improvement in training and how that training prepares its individuals for conducting their various roles. The underpinning policy that drives this Evaluation activity is enhanced by this single service Strategy and is contextualised to the specific needs of the Royal Navy. Undertaken successfully, adherence to the detail contained within will lead to more informed decision-making, continuous improvement, and the enhancement of operational readiness and capability. The strategy also serves to promote accountability, transparency, and a culture of learning and development within the Royal Navy.

3. Scope

This EStrat sets out the processes, data inputs, and responsibilities for conducting Evaluation and External Validation across RN Individual Training, including Workplace Training and the Maritime Reserves. It outlines the function of TMG's Training, Governance, Assurance, and Analytics (TGAA) team in delivering Evaluation via continually improving data triangulation, enhanced analytics, and clarity of ownership. It specifies the inputs, reporting processes, and hand-offs required to prioritise, deliver, and act on any Evaluation/ExVal findings. These efforts aim to ensure that Evaluation outputs are actionable, transparent, and aligned with the Royal Navy's commitment to operational excellence and Whole Force integration.

4. Objectives

a. The singular objective of this EStrat is to meet the clear, simple and two-part focus of Evaluation/ExVal[1], namely:

(1) To determine the degree to which training prepares individuals for the specified Role.

(2) To determine whether the Role (or elements of training thereof) remains valid.

b. To achieve this aim, this EStrat sets out further detail to enable the above, namely:

(1) **Enhance Training Effectiveness.** Establish a structured, risk- and operationally-based approach to evaluating Roles, training courses, and workplace training, ensuring alignment with strategic objectives and operational requirements whilst addressing critical gaps.

(2) **Integrate Data and Expand Scope.** Leverage multiple data sources and broaden Evaluation to more explicitly and robustly include Individual Training Workplace Training, Maritime Reserve-specific training, and feedback from Collective Training.

(3) **Promote Continuous Improvement and Accountability.** Implement and outline the contents of mechanisms such as a QIP, or any other data coherence mechanisms, and Quarterly Assurance Report due to ongoing monitoring, feedback, and refinement of training programmes, ensuring transparency and stakeholder collaboration.

(4) **Support Whole Force Integration and Flexibility.** Ensure the inclusion of Maritime Reserve training in Evaluation processes, provide bespoke evaluation outputs, and foster a culture of continuous improvement.

(5) **Standardisation of Activity.** Seek to ensure that all activity pertaining to Evaluation is standardised across TRAs and wider areas, and where deviations are required that they are captured formally and by exception.

5. Methodology

Whilst adherence to the Level-based approach as outlined in Kirkpatrick's Evaluation Model, in accordance with JSP 822, is key across all three Services, RN Individual Training Evaluation will additionally utilise Pulley's 'Responsive Evaluation' model to support prioritisation of activity and utilisation of resource. Broadly, this entails the following:

[1] DTSM 5 Evaluation of Individual Training para 2.1.2

a. **Risk Identification.** Mechanisms to identify potential risks shall be utilised and triangulated where these risks might impact operational readiness, performance in Role, or wider mission success. Risks may include but not be limited to: consistent evidence of gaps in training content delivery, training resource constraints, workplace training shortfalls, workforce gapping, trends from Training Feedback App data, findings from Collective Training assurance, and emerging changes in operational environments.

b. **Evaluation Prioritisation.** This methodology utilises the risks identified to enable a more flexible and responsive approach to planning particular foci of Evaluation, across the RN Professions, ensuring that the allocation of staff, time, and resource is towards those Roles (and associated courses) that will have the greatest impact on achieving operational outcomes. See Prioritisation at Section 15.

c. **Data Collection and Analysis.** As Evaluation relies on the collection and subsequent analysis of data, to both identify risk and assess any impact on training effectiveness, as comprehensive a range of data sources as possible must be utilised, with a standardised approach to this the default across the Training Requirements Authorities. Further detail can be seen at Section 6 to this Annex.

d. **Continuous Monitoring.** This Strategy must include a mechanism for the continuous monitoring of risks and evaluation outcomes to track progress, adapt strategies, and ensure that any prioritisation is fully aligned with operation requirements. Regular reviews and updates to any prioritisation processes, as well as escalation processes, to enable the EStrat itself able to remain responsive to changing circumstances.

6. Data Sources

The wider process of Evaluation and the subsequent quality of its outputs depend on an increasingly triangulated approach to data that not only enables feedback to key stakeholders, but which also supports responsive prioritisation and iterative improvements to Evaluation. Each data source plays a crucial role in in providing valuable insights, and any Evaluation should utilise, as a minimum, the following:

a. **Previous ExVal Reports and Findings.** Such reports, and the findings therein, offer a historical perspective on training evaluations, conducted by external assessors and enabled the TMG and wider RN to identify strengths, weaknesses, and areas for improvement, as well as enable an understanding of issues and actions that remain open.

b. **Elements from InVal Findings.** InVal findings provide detailed assessments conducted internally, and aim to evaluate specific training exercises, scenarios, or courses. These include specific feedback on training delivery, content relevance, instructor effectiveness, and trainee performance. Information from InVal may be useful to triangulate against both previous and current ExVal findings, and should be considered, where appropriate, to support in ExVal prioritisation. InVal findings should not be used when ascertaining validity of the Role.

c. **MI Hub.** The Management Information (MI) Hub is an evolving repository for various training-related data and metrics, much of which is used to provide quantitative data for performance analysis, trend identification, and decision-making. Key content, which include metrics on training completion rates, assessment scores, course uptake rates, and first-time pass rates, should be considered within any ExVal where the data exists.

d. **Training Feedback App.** The Training Feedback App (TFA) (see Annex 95E for submission guide) allows service personnel (Regular and Reserve) to provide real-time feedback on their training experiences following training and whilst undertaking the Role, and looks to consider factors such as Undertraining, Overtraining, and where Training Objectives are not being trained. It captures immediate concerns in support of ExVal and empowers service personnel to drive improvements in their lived experience and is a clear route to make views heard. TFA is also vital in enabling Line Managers to offer a different perspective and support the TRA in adjudging where Role requirements may have altered.

7. Evaluation Outputs

a. **Course ExVal.** An assessment of the appropriateness/suitability of the training undertaken to the Operational PS/CF from which the TOs/EOs are mapped. This provides detailed snapshots of training efficacy to the TRA and beyond and enables feedback as to the validity of elements of the Operational PS as relates to those TOs/EOs assessed.

b. **Role ExVal.** The comprehensive analysis of a particular Role, comprising of the various elements that entail conduct of that Role (both technical/specialisation specific as well as Leadership and Management training), with an emphasis on the workplace training across platforms that engenders a deeper understanding of how the totality of training impacts on the knowledge, skills, and attributes gained and therefore assurance that the business/operational focus of training is being maintained.

c. **Pipeline Evaluation.** A holistic and qualitative undertaking providing understanding of an entire career pipeline, with further emphasis on Value for Money (VfM) and applicability to new platforms and proposed crewing solutions to future platforms.

d. **Bespoke Evaluation.** The ability to provide ad-hoc work in support of Programmes, to provide information regarding training efficacy as needed.

8. Feedback Populations

a. As part of the conduct of ExVal, and for the full output required as per Defence Training Support Manual (DTSM) 5, there are different populations that must provide feedback. These are:

(1) **Trainees.** These comprise of individuals who have undertaken the training that is being assessed within the last 6-18 months upon completion of a particular course or commencement of a new Role. This population will provide feedback as to whether they are able to conduct the Role based on the training that has been provided to them.

(2) **Line Managers.** As the Line Managers of the above population, they will provide further detail, often due a more holistic level of awareness, as to the ability of the former trainees in completing the Role, but also as to changes to the Role over time and the overall Role (and thus Operational PS) validity.

b. Additionally, the following population may be consulted to provide information in support of Evaluation:

(1) **Subject Matter Experts.** Where there are recognised experts in the subject matter for which the training was designed, they should be identified and consulted. This may include individuals no longer directly working in roles ordinarily in scope for Evaluation, however they should not be disqualified from contributing purely on the grounds of their current employment.

9. Findings

a. The findings of any ExVal are a key output that enables empowered stakeholders to effect change. ExVal will be focussed on ascertaining, when referenced against key training documentation, whether the following has taken place:

(1) **Undertraining.** Where either the volume of training or the format of training undertaken is less than the specified requirement, or where de facto in-Role activity demonstrates an incorrect Training Category that is lower than it should be, this will constitute Undertraining.

(2) **Overtraining.** Where either the volume of training or the format of training undertaken is more than the specified requirement, or where de facto in-Role activity demonstrates an incorrect Training Category that is higher than it should be, this will constitute Overtraining. If possible, any finding captured as such should articulate any financial savings that correction would provide.

(3) **No training.** Where a required element of training contained within the TPS or WTS has not been carried out, or where de facto in-Role activity is found to be undertaken without a commensurate mapping to the FTS and/or any type of training to conduct this activity has not been provided, this will constitute No Training.

b. To support higher level, pan-RN analyses, the capturing of these findings must contain the following:

(1) **Stakeholder(s).** Individuals who are able to enact the proposed recommendation(s).

(2) **Profession/Specialisation.** The Profession and/or Specialisation against which the Role is borne.

(3) **Type**. See Paragraph 9c of this Annex for further explanation.

(4) **Category/Sub-Category.** A grouping of related finding types, further broken down where appropriate. For all ExVal-related findings, a sub-category of either **No Training**, **Undertraining**, or **Overtraining** will be given, as related to specific Training Objectives (or Task, Sub-Task etc when linked to an Operational PS).

(5) **Operational PS/FTS Element.** Categorisation as to whether the issue pertains to the Training Performance Statement derived training, Workplace Training Statement, Residual Training Gap Statement, or the Role Performance Statement.

(6) **Recommendation.** Detail as to what the proposed course of action should be to mitigate any deficit or shortfall.

(7) **Location.** The TDU/Training Establishment (or Unit for Workplace Training) linked to the finding.

(8) **SOTR.** Which SOTR the related Course features on.

(9) **Service Type**. Whether this finding is related to Regular, Reserve, or Royal Fleet Auxiliary courses.

(10) **Proposed Review Point.** A proposed review date for the mitigation of the finding, to be endorsed or amended at Stakeholder meetings (see para 12).

(11) **Provisional '4T'.** The analyst will recommend the assignation of one of the '4Ts' (see para 12b), to be endorsed or amended at Stakeholder meetings (see para 12).

(12) **RAG Status.**

c. RN Evaluation findings must be categorised in a manner aligned with the nomenclature of JSP 822 and BR3(1) Chap 95 Paragraph 9514d. For Evaluation findings specifically, these will be:

(1) **Non-Conformity.** Any finding showing evidence of No Training is to be classified as such.

(2) **Observation.** Where evidence has been found that changes to current practices would be beneficial, but of a level that does not meet the threshold for **Deviation.**

(3) **Good Practice.** Any finding showing evidence that the practices of the organisation require positive comment, with a view to improve practices across the RN via continuous improvement.

(4) **Deviation.** This includes any finding that is assessed as likely to have downstream impact to the sustainable delivery of enduring operations due to insufficient SQEP. This includes (but is not limited to): insufficient quality or quantity of training, insufficient equipment, retention negative activity, failure to address institutional / foundational issues impacting the attraction, training and / or deployment of personnel downstream. Whilst it is expected that the majority of these will be Undertraining findings, when considering attractional issues or issues relating to the deployment of personnel, Overtraining may be the categorisation applied.

10. Coherence of Findings

a. The capturing of key findings should be undertaken in a unified manner and in a format that supports a wider Assurance view and analysis. A data coherence system, featuring findings from Evaluation, Audits, and Internal Validation should be the primary method by which this is achieved.

b. Every Evaluation task undertaken must have the evidence presented and captured formally to the requisite Professions Manager, with the findings and proposed actionees clearly stated (see Para 10).

c. Where, during the process of conducting Evaluation, evidence arises showing that there are Assurance deficits in areas outwith Evaluation/ExVal, the findings are to be added to the any data coherence system and appropriately tagged.

11. Products

a. The primary output of any Evaluation or ExVal undertaken is the findings captured within a data coherence system, accessible to all key stakeholders. Additionally, access to the analysis, methodology, supporting DSAT documentation, question set, ethical declarations, is required and all such data is to be retained in accordance with organisational requirements.

b. **Quarterly Report.** A three-monthly report providing a summary of Evaluation undertaken, those findings/actions that require first level of escalation, as well as trend analyses of key findings. This will be undertaken in conjunction with the TMG TGAA 2PA team. This report will be provided to DDPT, DDPC, and COMMARRES.

12. Stakeholders

There will likely be several stakeholders linked to any one Evaluation output. These will generally include (but are not limited to) the following, which each has differing responsibilities:

a. **Training Requirements Authority:** Has overall responsibility for Evaluation. Leads in the prioritisation of Evaluation outputs. Responsible for actioning Evaluation feedback relating to the Operational PS and FTS.

b. **Training Delivery Authority:** Responsible for actioning Evaluation feedback relating to the management and delivery of Individual Training[2] as well providing valid information that may support the prioritisation process, especially as relates to known risks and issues with delivered training.

c. **Training Provider:** Responsible for actioning Evaluation feedback relating to the conduct of training where this is separate from the TDA. This also includes the Workplace Training Provider[3] (WTP) when considering Individual Workplace Training.

d. **TMG Audit Team:** Responsible for the provision of information where necessary to support the prioritisation of Evaluation.

e. **Career Managers:** Where feedback or findings relate to career pipelines or the appropriateness of training for a Role or Roles, Career Managers may be added as a stakeholder.

f. **Training Capability Managers:** Where feedback or findings relate to new capabilities or training, the relevant Capability Managers may be added as a stakeholder.

g. **Team Fisher:** Where relevant, Team Fisher personnel may be added as a stakeholder.

h. **WFPM Role Analysis:** The TRA may call on WFPM Role Analysis where Evaluation findings suggest an issue with the Operational PS. Supports prioritisation.

i. **Non-RN Single Service Representatives:** Where non-RN personnel attend RN courses, Single Service Representatives will be added as stakeholders to input on any single-service considerations.

j. **Collective Training/FOST Representatives:** Will be added as a stakeholder on findings relating to Collective Training. They will also feed into the Evaluation team any findings from their own work relating to training. Supports prioritisation.

[2] BRd 3(1) Chapter 95 Paragraph 9505d.
[3] BRd 3(1) Chapter 95 Paragraph 9508c.

13. Stakeholder Meetings

a. Training Evaluation analysts and the key stakeholders linked to ExVal must discuss findings at Stakeholder meetings. These meetings should be held at intervals no less than two months apart. These meetings will enable the provisional findings contained within any report to be amended where necessary, particularly when considering the category details as described in paragraph 9b and 9c of this Annex.

b. Every finding will be required to have a '4T' categorisation confirmed. These will have been provisionally assigned within an initial report, however a Stakeholder Meeting is the point at which the empowered actionee for such a finding will formally confirm (or amend). Where there is a fundamental disagreement as to assignation, the action is to be immediately tagged **Red** (as per para 9b (12)) and raised at the next OF5 CEB. These assignations may have impact on the escalation of these findings (see para 13). The '4Ts' and their values are as such:

(1) **Tolerate.** Where no action is required, or where any risk associated with no action being taken is deemed within tolerable threshold. Reviewed annually and captured in Quarterly Report (see para 10b) for TMG Hd Delivery/Hd WFPM awareness and reassigned if necessary.

(2) **Transfer.** Where transfer of risk to a suitably empowered role holder or organisation is required to resolve any action. This will often be required where training requirements or training delivery sits outside RN control, or where a non-RN third party provides the best path to action resolution.

(3) **Terminate.** Where the risk revealed by a finding poses an unacceptable level of risk, and which cannot be reduced to an acceptable level by any other means, the root cause action will cease.

(4) **Treat.** Where action is to be taken to reduce risk likelihood or impact of finding issue, through the implementation of mitigation measures. Each action assigned as such will be required, at the relevant Stakeholder Meeting, to have a Review Point assigned that is between a minimum of two months post-meeting and a maximum of twelve months post-meeting.

14. Escalation Process

a. Any finding that requires addressing, particularly those Non-Conformities and Deviations, must be embedded into a process that enables the appropriate and timely escalation to an appropriate stakeholder if and when it becomes evident that the initial stakeholder assigned the action does not possess the levers required to address the issue, or where the level of risk associated with the '4T' assignation of 'Tolerate' or 'Terminate' is such that it requires higher level decision making.

b. To support this, as well as ensure that Evaluation processes are linked to the CEB processes, a clear sequence of escalation for findings is a necessity.

c. Following the capturing of a finding from Evaluation, the below process will be triggered:

(1) As per paragraph 12.b(1), where an assignation of **Tolerate** is agreed at a Stakeholder Meeting, a Review Point will be agreed for 12 months hence, RAG rating on the requisite data coherence system is to be set to **Green,** and the details added to the Quarterly Report for 1* awareness.

(2) As per paragraph 12.b (3), where an assignation of **Terminate** is agreed at a Stakeholder Meeting, RAG rating on the requisite data coherence system set to **Red,** and this action will be immediately raised to the requisite Duty Risk Holder.

(3) As per paragraph 12.b (4), where an assignation of **Treat** is agreed at a Stakeholder Meeting, the following escalation process will follow:

(a) Review Point confirmed (per paragraph 12b). RAG rating on the requisite data coherence system set to **Green**.

(b) By the set Review Point, if the proposed action has not been achieved, RAG rating on the requisite data coherence system set to **Amber** and a second period, with a second Review Point of no later than 12 months hence set to enact the action. These outstanding actions will be added to the Quarterly Report and should be raised at the requisite pre-CEB.

(c) By the second Review Point, if the proposed action has still not been achieved, RAG rating on QIP set to **Red** and immediately added as an action point at the OF5 CEB for higher level deliberation and decision.

(d) Where the levers required to enact the change required are such that action requires raising at the OF5 CEB, then **Red** can be immediately assigned at the stakeholder meeting.

15. Prioritisation of Evaluation

a. As well as the underpinning methodology contained in Paragraph 5a of this Annex, a singular process for Evaluation Prioritisation and the subsequent workplans that derive from this is an essential activity, and one that is to be undertaken twice annually, post-Strategic CEB.

b. Each Individual Training TRA is to ensure a list of proposed Evaluations/ExVal are compiled, based on a range of data sources. These are to be prioritised via consideration against four main metrics, namely:

(1) **Operational Criticality.** The extent to which the Role being trained for and conducted is critical for the conduct of Defence Operations.

(2) **Strategic Alignment.** Whether the Role being trained for and conducted directly supports the RN's top strategic priorities.

(3) **Training Risk.** Where there are known issues and risks associated with the training pipeline that means a high likelihood of risk to individuals, the delivery of courses, and the subsequent degree to which the individual is sufficiently trained.

(4) **Workforce Capability Gap.** Where the related Role is classified as being in a Workforce Capability Gap, and thus the likelihood of issues/training shortfalls is higher.

c. Each TRA will be required to present this proposed workplan at the biannual prioritisation meeting for review by Hd WFPM; this will form the finalisation of the process and enable the management of workforce to meet the agreed Evaluation need following further input from other stakeholders.

d. The composition of the biannual prioritisation meeting should include:

(1) Hd WFPM – Chair

(2) Individual Training TRAs.

(3) SO2 TRG EVAL. Representative from the TMG TGAA Eval.

(4) WFPM RA Coherence Hd. Representative from Role Analysis team.

(5) Collective Training/FOST QMC. Representative to provide Collective Training input in support of prioritisation.

(6) TMG Ops. Representative to provide additional insight on training risk and issues pertaining to Training Establishments.

e. Where a TRA for Individual Training exists that sits outside of WFPM, they should follow any prioritisation processes promulgated by TMG TGAA Eval and should where possible cohere WFPM prioritisation activity.

16. Workplace Training

a. Workplace Training is an essential component of RN Individual Training and is integral to the achievement and maintenance of competence in Role. As such, Workplace Training is within scope of this EStrat and must be evaluated in a manner that is proportionate, risk-based, and aligned with the two-part objective at para 4a of this Annex.

b. Evaluation of Workplace Training is to consider, as a minimum:

(1) **Adequacy of the Workplace Training Statement (WTS).** Whether workplace training requirements remain current, complete, and aligned to the Operational PS and operational need.

(2) **Transfer of Learning.** Whether formal course learning is effectively translated into competent performance in the workplace, including confidence, frequency of task performance, and readiness for independent duty.

(3) **Supervision and Assurance.** Whether supervisors, coaches, and assessors are appropriately prepared and resourced to deliver and assure workplace learning, including consistency of assessment and recording.

(4) **Enablers and Constraints.** Whether time, equipment, platform availability, operational tempo, and local processes enable delivery of workplace training, and where these factors create risk or variance.

(5) **Variability Across Units and Platforms.** Whether workplace training is delivered consistently across locations, and where variation exists, whether it is justified by context or indicates an assurance deficit.

c. Workplace Training evidence is to be triangulated using trainee and Line Manager feedback (para 8), relevant training documentation (Operational PS, WTS, and RTGS where applicable), and available performance data. Where workplace training shortfalls indicate an issue in the WTS or Operational PS validity, this is to be recorded as a finding and managed through Stakeholder Meeting process.

d. Findings relating to Workplace Training are to be categorised in accordance with para 9, assigned a provisional 4T, and actioned through the standard escalation process at para 14. Where workplace training delivery is constrained by factors outside the immediate control of the actionee, Transfer should be considered to ensure the risk is held at the appropriate level.

17. Maritime Reserves

a. All policy surrounding the conducting of Evaluation equally applies to the Maritime Reserve, however nuances around differences in Reserve training procedures may necessitate commensurate differences to Evaluation procedures when focussing on RNR or RMR training. This, however, should be by exception and all efforts made to align with the Regular service. Where possible, specialist Reservist input to any RN Evaluation team should occur.

b. There are several key considerations pertaining to Reserve Evaluation that must feature in any processes, namely:

(1) **Periodicity of Activity.** The baseline requirement for PTVR activity is 24 Reserve Service Days (RSDs) per annum. This should be accounted for when understanding the impact of training on a PTVR's ability to conduct a Role.

(2) **Training Sequencing.** The MR differs from the Regular service in that training, as part of the Certificate of Professional Qualification (CPQ) (BR3(1) Chap 101 para 10128) requires key training to be undertaken as pre-promotion or pre-selection requirements. As there is no timing requirement attached to this, key training for *future* Roles may often occur years in advance of the actual conduct of said Role.

(3) **Mobilised Output.** As the function of MR mobilised Roles can be either contingent or auxiliary and are often the focus of the PTVR training pipeline, Role validity should be ascertained against these outputs.

18. Value for Money

Value for Money considerations are integral to any Evaluation undertaken and underpin proportionate, risk-based decision making across the training system. Evaluation undertaken needs to incorporate a focus on identifying whether training outcomes are being achieved efficiently, whether alternative delivery models could equivalent or improved effect at lower cost, and whether continued investment remains justified. This approach ensures that Evaluation and External Validation activity provides demonstrable value, supports informed resource allocation, and contributes directly to improved capability outcomes while making best use of public funds.

19. Use of Artificial Intelligence

a. Use of Artificial Intelligence (AI) in support of Evaluation is to be encouraged, should that use increase the effectiveness or volume of work undertaken, however any such use must adhere to the policy contained within JSP 936 and JSP 822 Vol 3 Annex C. Where the raw data obtained during the undertaking of Evaluation/ExVal contains sensitive information, AI must be used ethically and if a medium to high risk by such use is a possibility, then the requisite RAISO is to be informed.

b. An ethical risk assessment is to be undertaken to ensure that the use of AI for Evaluation purposes complies with MOD's AI ethical principles, with the Probability Impact Diagram contained within JSP 892 used to achieve this.

20. Strategy Review

Any EStrat must be reviewed for currency and to update on any wider policy or procedural changes; it is to be re-endorsed by Hd WFPM and TMG Hd Delivery annually.

CHAPTER 96

LEARNING AND DEVELOPMENT

(Sponsor: NAVY PEOPLE-PSP LD POL SO1)

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CHAPTER 96

LEARNING AND DEVELOPMENT

SECTION 1

ROYAL NAVY LEARNING AND DEVELOPMENT OVERVIEW

9601. Introduction

a. The Royal Navy recognises Learning and Development (L&D) as the golden thread to the through-life development of personnel. Through L&D we can develop agile and adaptive thinkers, capable of operating in complex environments and delivering operational effect. The provision of through-life development and life skills training also helps to prepare our personnel to transition from the military into the national workforce. The Learning and Development Organisation (LDO) and wider P&T works to bring greater cohesion to the Service Person's individual development pathway.

b. It remains a command responsibility to ensure that personnel have the chance to access L&D opportunities and that 'time for learning' is prioritised wherever possible. Any individual who is engaged in L&D activity should be recognised within the reporting system for their educational endeavour, thus helping to encourage a L&D culture. There is a significant L&D offer within the RN and all personnel, regardless of rank, rate, or time in Service should aim to maximise the opportunities throughout their career and inspire those around them to develop.

c. This Chapter outlines the responsibilities and opportunities for L&D within the RN, aligned to MOD and RN L&D Strategy.

9602. Governance

a. Royal Navy Learning and Development is governed in accordance with BRd 2 Chapter 76.

b. Responsibility for the education of members of the Armed Forces rests with Commanders of all formations and units at their respective levels of command.

c. Responsibility for the provision of education services, within the framework of policy laid down by the Defence Council, rests with the Services' Directors of Education.

d. Deputy Director People Training is the RN Service Director of Education, responsible for delivery.

e. Responsibility for Education and Resettlement policy sits with Deputy Director People Strategy, executed through the People Policy Strategy and Plans team.

f. The Service's Directors of Education are responsible to their respective Principal Personnel Officers for the provision of Learning and Development policy and provision, and education and resettlement services in accordance with the requirements contained in BRd 3(1), Naval Personnel Management, Chapter 96, JSP 822 Defence Training and Education Policy and Guidance and JSP 534 the Tri-Service Resettlement and Employment Support Manual.

9603. Time for Learning

a. The RN places great importance on improving the general standard of education, learning and the development of its people. The ability of our people to think in an agile and adaptive manner is an important force multiplier and contributor to operational capability. Education, in its broadest sense, is how mental agility can be developed and therefore personnel should be given the opportunity and encouragement to take full advantage of the diverse educational provision available.

b. Time for learning may be requested by any member of the RN once they are considered part of the trained strength. It can be requested for the attainment of knowledge or skills, or the experience of developmental activities. Where the individual resides in a training manning margin, for time to be considered as a duty it must be supported by the Chain of Command (CoC) and/or Career Manager (CM).

c. For those who are in their final two years of service, careful consideration should be given to time for learning over and above that which is supported through Graduated Resettlement Time (GRT). Return of service for funded L&D may be applicable in accordance with JSP 750.

d. The amount of time agreed as duty is dependent on the extent to which the L&D activity is contributing, or can be demonstrated to contribute to, the output of the RN. Whilst this may at times be difficult to establish, the following criteria are provided as guidance and should be fully supported where possible:

(1) Academic qualifications required for promotion – GCSE mathematics and English, or undergraduate courses leading to a recognised degree required for service reasons, including promotion.

(2) Courses or L&D which directly supports the role currently filled by the individual but not a requirement of pre-employment training – examples include qualifications or experiences deemed desirable within a job specification or role.

(3) Academic progression qualifications which are deemed likely to support future promotion or the development of an individual and which are identified and supported by a Learning Development Plan, supported by the CM.

(4) Elective Learning and Development that is fully funded by the RN and the time for learning does not impact on the operational output of a team or unit.

e. Elective education is defined as that which is undertaken at the behest of an individual while providing benefit to the service, but is not always required for career or professional reasons. Notwithstanding this, elective education is supported by the RN and can be considered as personal, professional or in some cases both. Given the broad developmental benefits of elective education and where the needs of the Service allow, time for learning should be considered as a duty. The benefits to the service and individual include the following:

(1) Improvement of the overall skill-base of Naval personnel, which will provide a more flexible workforce better able to absorb professional training as required.

(2) Preparation for transition to civilian life which is not only to the benefit of the individual but to the greater UK skills base.

(3) Enhancing the RN's reputation as an employer of choice.

f. Where L&D activity/opportunity spans more than one assignment or where it is agreed before taking up an assignment, agreement must be sought from the CM and is to be recorded as a note on the Assignment Order for future employment. Should the opportunity or activity be no longer suitable/achievable/complementary to a particular role or assignment, the line manager or CM can revoke previous agreements, citing the Needs of the Service. This should be confirmed in writing by the individual's CM.

g. Where an individual considers that a line manager has not fairly assessed a reasonable request for Time for Learning to be classed as duty, the individual should speak in the first instance to an LDA within a L&D Hub (the issue will be escalated through the L&D Pol Team as required).

h. The Needs of the Service can restrict or curtail a L&D opportunity at any time, but due process should be followed.

SECTION 2

EDUCATIONAL OPPORTUNITINES AND FUNDING

9604. Learning Credits

a. Detailed information on Learning Credits and publicly funder further/higher education can be found in JSP822.

b. **Standard Learning Credits.**

(1) SLCs provide support throughout a service person's career for multiple, small scale learning activities. The SLC funding is a yearly facility that allows an individual to claim 80% of course fees, up to a maximum of £175 a year; the remaining 20% must be met by the individual. It cannot be rolled over to the following year; as such any funds not used will be lost, but applications may still be made for the following year.

(2) The range of learning activities that can be undertaken using SLCs is broad and seeks to enable the learner to develop existing skill sets or gain new skills. Learning must be delivered by a recognised provider and must represent a legitimate learning activity. In accordance with JSP 822 Vol 9 there must be a clear rationale for the work-related learning, which should be reflected in the individual's Personal Development Plan and Personal Development Record. EROs or local L&D Hubs can help build a case for learning, and wherever possible, the aim will be to support individuals in their studies.

(3) Where an individual is in the resettlement stage of their career, SLCs can be used in conjunction with the Individual Resettlement Training Cost (IRTC) grant and the learning should align with their resettlement goals. L&D Hub and Service Resettlement Advisers are to ensure individuals fully understand the learning opportunities available to them.

(4) The SLC scheme is open to all Regular and Reserve personnel and applications are to be submitted iaw JSP 822 through the L&D Hub L&D function within the MyNavy platform. It is important individuals engage early with their L&D team, on shore or at sea, to ensure that their PDR supports their application to use SLCs effectively.

c. **Enhanced Learning Credits.**

(1) [NC1][WR2][3]Personnel who have completed the required qualifying service may be eligible to claim ELC's to support higher level learning and professional development. The Lower Tier is available for those completing 6 years eligible service. Lower Tier funding provides up to £1000 per claim towards 80% of the course fees for a nationally recognised Level 3 qualification or above, with up to three claims available and one claim permitted per financial year. Personnel who have not yet reached Higher Tier eligibility and have not used any Lower Tier may also choose to aggregate all

three Lower Tier claims into a single one-off claim worth 80% of a course cost up to £3000.

(2) The higher tier is available to personnel who have completed at least 8 years eligible service. This tier provides increased support of up to £2000 per claim towards 80% of course fees for approved Level 3 of higher qualifications.

(3) ELC must be used with an approved learning provider and cannot be used in conjunction with SLC. For the full scheme rules please refer to JSP 822.

9605. Centrally Funded Elective GCSE/GCE Courses

a. Administered through Defence Examination Centre, the MoD has an arrangement with the Cambridge International Examination Board for the delivery of examinations within MoD Units; this includes RN L&D Hubs and Deployed units.

b. The core requirement for the RN is the delivery of English and mathematics GCSEs. Details of courses delivered through L&D Hubs are published annually via RNTMs and local notices. Personnel wishing to undertake either English Language or mathematics GCSEs at public expense should have confirmation from an LDO hub that they are working at the relevant Level in English and/or mathematics. Undertaking a diagnostic assessment or proving they have achieved a Level 2 Functional Skills (FS) in the appropriate subject will provide appropriate assurance they are working at the relevant level.

c. Other subjects may only be examined under this scheme where there is no alternative local provider[2]. Prior permission must be sought from the L&D Hub team before this facility is offered.

d. Personnel wishing to sit a GCSE/GCE at public expense are to complete the application form at Annex 96A. Individuals are to ensure that their line manager completes the relevant section of the form.

9606. In-Service Degree Schemes - Officers

a. Where an In-Service degree scheme is in place it is mandated that all non-graduate officers will be registered for the In-Service degree.

b. **Warfare Branch.** The ‘Foundation for the Future’ (F3) scheme was introduced to provide a civilian qualification that recognises officer training from the start of Initial Naval Training (Officer) (INT(O)) to the end of professional training prior to first assignment.

(1) On joining BRNC, all Warfare Branch Naval College Entrants (NCE) who have not previously attained a first degree will be registered on a Foundation Degree programme. Achievement of the degree will require no additional work other than that required to complete the appropriate Branch professional course; registration is mandatory, there will be no costs to the individual.

(2) Those not meeting the criteria but undertaking the full Warfare training pipeline (e.g. Direct Graduate Entrants (DGEs)) and hence achieving all the learning outcomes for the Foundation Degree, will be entitled to register for the scheme at their own expense. To register they should contact the Degree Registration Manager at BRNC; contact details are at (3) below.

(3) The F3 scheme is managed by a Board of Study and is under the overall supervision of the BRNC Director of Training. Registration/queries for the FdSc elements of the scheme will be administered by the BRNC Degree Registration Manager, address as follows:

Degree Registration Manager
Britannia Royal Naval College
Dartmouth
TOTNES
Devon
TQ6 0HJ

Tel Civ: 01803 677110
Tel Mil: 93749 7110
E-mail: NAVY TRG BRNC-ITSO

(4) **Certificate of Higher Education (CertHE).** Officers who, for whatever reason, fail to complete their training pipeline will be awarded Credit Accumulation and Transfer Scheme (CATS) points for all modules completed successfully. Where the total number of CATS points is equal to, or greater than 120, the individual will be awarded a Certificate of Higher Education (CertHE). Where the total is less than 120, the individual will be provided with a transcript of the modules completed successfully and the points awarded. This transcript may then be presented to any higher education institution that recognises the CATS scheme and may be transferred to a new programme of study.

c. **Logistics Branch.** Until 2013, non-graduate Logistics Officers were awarded the same Foundation Degree as their Warfare counterparts. Changes in elements of the Logs INT(O) programme made this no longer viable, however accreditation to a BSc Logistics Management from Basic Logistics Officer Course (BLOC) is in place. Details are available from the Defence Maritime Logistics School (DMLS) or NAVY PEOPLE-TMG PACC EFP MAILBOX.

d. **Non-Graduate Senior Upper Yardman.** Non-graduate SUYs should contact the Scheme Manager (NAVY PEOPLE-TMG PACC EFP MAILBOX) to explore degree options that may be available to them.

e. **Fleet Air Arm.** The UK Armed Forces Military Aviation Academy (UKAF MAA) was established in 2020, when the RAF and AAC joined the extant Fleet Air Arm Military Aviation Academy. It delivers a Foundation Degree (FD) and BSc(Hons) in Aviation Systems Management, awarded on completion of operational flying training and on gaining Certificate of Competence (CoC) (or Combat Ready for Fast Jet)

respectively. It also delivers both an FD and BSC(Hons) for ATC Officers in Airspace Management.

(1) **Study Programme.** The Aviation Systems Management FD comprises modules that make up:

(a) Elementary and/or Basic Flying Training (BFT), Conversion to Type (CTT) and Conversion to Role (CTR). Nothing is added to what the Service requires for flying training.

(b) The BSc (Hons) comprises completion of the Aviation and Military General Training Task Books on the front line and examined in the CoC board.

(c) The FD in Airspace Management for Air Traffic Control Officers comprises modules at JATC and in the first year controlling at an Air Station. The BSc comprises further ATCO career courses.

(d) Registration is automatic for all students (whether NCE or DGE).

(2) Further information can be obtained by contacting Unit Squadron or ATC Training Officers in the first instance or the UKAF Programme Manager by email: NAVY CU-AIR UKAF MAA PM or Tel: 01326 5565 Mil: 93781 2365.

Note. *No further study is required for achievement of the FD or BSc(Hons).*

f. **Royal Marines.** The In-service Degree scheme was introduced for the Royal Marines to accredit officer training.

(1) On joining CTCRM, all Royal Marine Young Officers (RMYOs) who have not previously attained a first degree will be registered for a Leadership and Management Foundation Degree with the University of Lincoln. As with other In-Service degree schemes, registration for non-graduate RMYOs is mandatory.

(2) The costs of registration for the In-Service Degree will be funded for eligible officers.

(3) Those not meeting the criteria but undertaking the training pipeline (e.g. Graduate Entrants) and having achieved all the learning outcomes for In-Service Degree, will be entitled to register for the scheme at their own expense.

(4) Further information is available from the Corps Tutors at CTCRM[3].

9607. Greenwich Hospital Higher Education Bursary Scheme

a. Greenwich Hospital is a Crown Naval Charity[4]. It was founded in 1694 for the charitable support of former RN personnel and their dependents and for the encouragement of serving seafarers. In recognition of the increasing costs of Higher Education (HE), Greenwich Hospital awards several bursaries a year to Service Personnel (SP) studying towards HE access qualifications and Level 4-7 degrees.

b. The GHHEBs are to help those who would otherwise struggle to meet the study costs of higher education. They are paid direct to the university or training provider to cover up to two thirds of tuition fees per academic year.

c. Bursaries are awarded for the duration of study, either three years full-time or six years part-time, to a maximum of £6,000[5] in total for the duration.

d. Where an Applicant is eligible for Lower Tier Enhanced Learning Credit (ELC) funding, the GHHEB may be sought. However, once an applicant becomes eligible for the Higher Tier of ELC[6], then the GHHEB is put in abeyance until ELCs are used up. After which time, the GHHEB may be reapplied for.

e. Greenwich Hospital will award 12 bursaries for degree courses each year and a further four bursaries for those intending to complete access to HE courses.

f. **Eligibility.** GHHEBs are for personnel who meet the criteria below:

(1) Service Person (SP) in Regular or FTRS Service.

(2) SP has served more than 18 months at the start of the intended course.

(3) SP not in resettlement[7].

(4) Intend to undertake/continue first UK degree or Access to HE course leading to a first UK degree with a provider listed on the ELC website[8].

(5) Be unable to use ELC at the time of application, due to either, not having served long enough to qualify (6 years); or having already exhausted ELCs on **the same course of study or access to the proposed course of study.**

(6) Self-fund at least one third of the tuition fees.

(7) Use Standard Learning Credits (SLC) towards the cost if not using ELC's.

(8) Use Lower Tier ELCs towards tuition fees when they become available.

[4] www.grenhosp.org.uk
[5] This is up to a maximum of £2000 per year or less if awarded over 6 years. Applicants and advisers should consider this as part of the application and study plan.
[6] JSP 822 Volume 9 Section 3
[7] IAW JSP 534
[8] www.enhancedlearningcredits.com

(9) At eight years' service the Learner MUST use Higher Tier ELCs. At eight years' service the Learner becomes ineligible for the GHHEB.

(10) Present a (maximum) 6-year learning plan to degree award.

(11) Have their study plan endorsed in a Learning Development Interview by Learning and Development Organisation (LDO) staff – through an LDO Hub, an LDO Ops Officer or a RM TMO.

(12) Have an individual income not exceeding £45,000 – Greenwich Hospital will consider applicants above this threshold where personal circumstances and financial commitments make a convincing case for the bursary support.

(13) Personnel in resettlement are not eligible under this scheme as a route exists through the Publicly Funded Further and Higher Education Support for Service Leavers Scheme[9]. Greenwich Hospital supports Service veterans through other channels.

(14) The Bursary may be reapplied for if required for the same course of study once ELCs have been exhausted.

g. **Bursary Details.** Each bursary is for tuition fees and worth up to £2000 per academic year of study, for up to six years. The maximum available in total to any one applicant is £6,000. Once a SP becomes eligible to spend ELCs their bursary funding will be reviewed.

(1) The intent is to make the best use of Public Funding so the GHHEB is to be used in conjunction with Lower Tier ELCs.

(2) Once eligible for Higher rate ELCs, the GHHEB is placed in abeyance until Higher Tier ELCs are exhausted.

(3) For students that are not eligible for ELC's, they must use Standard Learning Credits (SLC) towards the cost to make best use of Public Funding. Once eligible for ELC's, SLC's can no longer be used.

(4) It is crucial that learners maintain contact with Greenwich Hospital and inform them as soon as possible if you are being deployed or if there are any significant changes to your financial circumstances. In the event of deployment, should you wish to pause your studies, Greenwich Hospital will defer your bursary for up to one year, reactivating it upon resuming your studies, following your return. Should your studies be interrupted for any reason, and you fail to inform Greenwich Hospital (within six months), your bursary will be terminated.

[9] JSP 822 Volume 9 Section 4

h. **Application Process.** New applicants should contact their L&D Hub for an interview to discuss their intended course of study, have their eligibility checked and begin to form a long-term study plan.

(1) The purpose of the LDO interview is to endorse the plan of study and to ensure it meets Greenwich Hospital's award criteria. The interview does NOT approve the award of a bursary. The decision to award a bursary rests with Greenwich Hospital.

(2) Bursary applicants will complete the form at Annex 96B. Completed forms should be submitted through the individual's Line Manager to their LDO staff in order to maintain a record of approval.

(3) LDO staff will endorse the application and submit by email to NAVYPEOPLE-TMGLDORNHQ@mod.gov.uk no later than the last day of March in any year; commencing 2026. Receipt will be acknowledged, and the application forwarded to Greenwich Hospital for their Bursary Panel's consideration.

(4) During this process Greenwich Hospital may contact applicants if further information is required. It is therefore essential that the LDO staff are informed if there are any changes to contact details or if an individual cannot be contacted during this period.

(5) LDO staff must check that the funding breakdown section of the form has been completed correctly. The student contribution is a minimum of one third, and SLC's are to be taken off the tuition fee, and not the student contribution. A generic example is shown:

Table 96-1. Funding Breakdown for First Year

Funding breakdown for first year (Tuition fee – third personal contribution – SLC or ELC = Bursary amount requested)				
Module code(s) and cost	Module code.	£	1946	
	Module code.	£	1946	
SLC/ELC funding amount	£	175 SLC		
Personal contribution (min of a third of total)	£	2384		
Bursary application amount requested	£	1333		
Total	£	3892		

Table 96-2. Funding Breakdown for Subsequent Years

Funding breakdown for subsequent years (Tuition fee – third personal contribution – SLC or ELC = Bursary amount requested)						
Year	SLC (£)	LT ELC (£)	HT ELC (£)	GHHEB (£)	Personal Contribution (£)	Total (£)
2	175			1333	2384	3892
3	175			1333	2384	3892
4		1000		1000	1892	3892
5		1000		1000	1892	3892
6			2000	-	1892	3892
Totals (Plus Year 1 from above)	525	2000	2000	5999	12828	23352

(6) The Greenwich Hospital Bursary Panel will judge all applications and inform the applicants of their decision before the last day of April in any year by letter. Successful applicants should then liaise directly with Greenwich Hospital to ensure correct payment details. Greenwich Hospital will pay the bursary direct to the university or learning provider.

i. **Continuing Applicants.**

(1) Once an applicant has successfully enrolled on the bursary scheme, they do not usually need to reapply in full for subsequent years unless there is a significant change in their circumstances. Continuation of the bursary will be determined based on success in the previous year and confirmation of continuation of study. It is crucial that bursary students maintain close contact with Greenwich Hospital to ensure support throughout their studies.

(2) Ongoing studies can be 60 or 30 credit modules (30 credit modules will only be eligible to receive a bursary of up to £1000). It is also possible to take a break in studies for Service or personal reasons, the overall qualification must be completed within six years of commencing study.

(3) Continuing applicants will complete the form at Annex 96C, which will be checked and counter-signed by their Line Manager and a LDO staff member. They must include a printout of their Student Record (either for the entire module or, where the module result is not available for the completed assignments) to confirm their rate of progress. Please note that Greenwich Hospital will not fund any resits.

(4) SLCs may not be used simultaneously to fund elements of a course of study which is supported by ELC funding. However, it is permissible to use SLC funding in combination with the bursary. Please note, SLC funding DOES NOT help towards your personal contribution. Public funds need to be accessed in the first instance to reduce the amount of charity funding requested.

j. **Further Advice and Guidance.** More information about Greenwich Hospital contact your local Learning and Development Organisation.

9608. Dir P&T Undergraduate Academic Scholarship Scheme

a. The Royal Navy (RN) promotes the professional and personal development of its people through academic scholarship opportunities. Academic study enhances professional growth, expands an individual's self-awareness, develops their knowledge, and enhances the RN's conceptual capability.

b. Part-time and distance learning undergraduate courses are available through the following Undergraduate Academic Scholarship opportunities:

(1) Part time Foundation Degree Operations Management Scholarships through University of Lincoln (UoL) (Annex 96E).

(2) Part time Level 6 top-up Undergraduate courses through UoL (Annex 96D).

(3) Undergraduate Degree Scholarships through other Universities (Annex 96F).

c. The UoL[10] is the RN's provider of choice, however, applications to study with other providers will be considered, where the UoL does not offer a realistic/suitable alternative and a strong justification can be made. Full details of UoL's degree programmes can be found on its website[11].

d. **Eligibility.**

(1) Individuals should, in the first instance, discuss with their Career Manager (CM) the timing and nature of such academic study, which will need to be tailored to personal circumstances, aspirations and their overall career management. CM support and approval will be a pre-requisite for all applications prior to consideration at the Academic Selection Board (ASB).

(2) For education at the undergraduate level, individuals are expected to have previously demonstrated their academic ability and achieved the academic requirements for their chosen course. Most universities will take into consideration an individual's life and professional experience; however it is incumbent on the individual to ensure they meet the eligibility requirements with the University[12] before completing their application on SCIO. Applications must state that all entry requirements have been met or it will not be read at the board. Further advice is available via the LDO.

[10] UoL is the RN's Higher Education partner under Project Selborne.
[11] www.lincoln.ac.uk/servicesforbusiness/whoweworkwith/defenceandsecurity
[12] Individuals without standard academic qualifications may be required to provide evidence of suitable qualifications from a recognised institution (e.g. ILM/CMI) to their university of choice.

f. Successful candidates are expected to act as ambassadors for the RN at their respective academic institutions, upholding the values and standards of the Service at all times.

g. **Commitment.** There is significant professional and personal commitment required to complete the part-time undergraduate courses listed in Annexes 96D, 96E and 96F; applicants should expect to study during evenings and weekends. The Chain of Command (CoC) will need to support release for residential elements of the course and, where possible, allow time for studying. Consequently, all applicants should consult their CoC to gain approval prior to an application being made. Successful applicants are to notify their CM and LD POL ElectSO2[13] of any change in circumstance that impacts their ability to meet the requirements of the course. The UoL Work-Based Distance Learning Team (WBDLT) has a close working relationship with the RN L&D PoI team, therefore changes in circumstances must be communicated with the RN in the first instance.

h. **Application Process.**

(1) RN Undergraduate Academic Scholarships are managed by the ASB on behalf of Dir P&T. All applications will be read and scored by the ASB, which will be held in Jun each year. There is currently no requirement for applicants to be interviewed as part of the ASB, however if this changes or the ASB would like further information the Board Secretary will contact applicants individually. Results will be promulgated by email by the end of Jun and the application status in SCIO updated accordingly.

(2) The ASB comprises of the following personnel:

NAVY PEOPLE-CM OF ENG TMSO1 – Board Chair
NAVY PEOPLE-WFPT TRA GEN SO1 – Independent Board Member
NAVY PEOPLE-PSP LDPOL ELECT SO2 – Board Secretary
NAVY PEOPLE-TMG PACC EDU Del – TMG Pipeline Accreditation Education Delivery
Navy-PEOPLE-TRG-HQBUSMGT-BMB – HQ Business Manager

(3) The application process is detailed in Annex 96H.The application form is accessed through SCIO and will be live from 1 Sep every year, for applications for the following September start[14]. Details on how to access the application form can be found at Annex 96G. Applications should be completed and submitted on SCIO by **31 May each year**. If individuals cannot access SCIO due to MODNET unavailability, please inform the Board Secretary[15] who can provide an alternative application form.

[13] NAVY PEOPLE-PSP LD PoI ElectSO2
[14] E.g., for applicants wishing to apply for the Undergraduate Academic Scholarship for Academic Year 26/27 (Sep 26 start), the application window will open from 1 Sep 25.
[15] NAVY PEOPLE-PSP LD PoI ElectSO2

(4) The application form includes the individual's justification, as well as their respective CM's statement; CM guidance can be found at Annex 96T. The ASB will be looking for applications that demonstrate best value for money, have a strong justification for the personal and professional benefits that the academic study will provide, and how completion of the course will fit into their career plans. Applicants are to indicate how their work will benefit the Service, as well as how they intend to feed research findings back into the RN. There is a limited budget, therefore funding is allocated to those with the most compelling justification.

(5) The CM's statement must include a viable plan(s) of how the CM intends to employ the individual on completion of their academic study to ensure there is always a benefit to the Service (beyond the associated Return of Service). Whilst investment in personal development through academic scholarships is retention positive, Defence should be seen to benefit positively from the wealth of skills and academic knowledge that individuals acquire during their studies through appropriate employment plans. If a CM cannot make a clear case that the Service will benefit from an individual undertaking additional academic study, then the application will be rejected by the ASB. Applications cannot be finalised on SCIO without the CM's comments. Applications will only be presented to the ASB if the CM supports the individual's application. The application process is detailed in Annex 96H.

(6) The RN reserves the right to guide service-funded students in their choice of course modules (where appropriate) and subject areas for research and dissertations to ensure that they benefit both the individual and the Service.

(8) Additionally, successful candidates will be required to submit an electronic copy of their dissertation/research projects (and other work of note) to the Board Secretary so that they can be made available to support subsequent research and policy development.

i. **Return of Service.** All Undergraduate Academic Scholarships attract a Training Return of Service (TRoS)[16]. Liability for the relevant TRoS is incurred from the start date of the course, with all TRoS periods commencing on completion of the course[17]. The following TRoS are applicable:

(1) Undergraduate degree (full time) – 36-month TRoS

(2) Undergraduate degree (part time) – 18-month TRoS

j. All applicants and CMs must ensure that individuals have sufficient service remaining to complete the relevant TRoS. This check is incorporated into the application form on SCIO.

[16] JSP 750 Centrally Determined Terms of Service, Chapter 3: Training Return of Service/Return on Investment Policy
[17] Completion of the course is defined as when the period of study ends (e.g., if a degree sponsored candidate prematurely exits the course once they have engaged with their CM and Board Secretary, the RoS will commence on completion of study or when the university ends enrolment, whether that is the full course or part of it.

k. **Voluntary Withdrawal from Undergraduate Study Schemes.** Individuals wishing to withdraw from Dir P&T undergraduate Study courses due to exceptional circumstances must first seek approval from their CoC and provide a robust supporting case for withdrawal to NAVY PEOPLE-PSP LDPOL ELECT SO2 including the last date of study. SP may still be eligible for the associated TRoS iaw JSP 750 Pt 1 Ch 3[18]

l. Prior to funding being released all Academic Sponsorship candidates are to complete the RoS certificate[19] and return it to their CM (via email is preferred). CMs are to complete the necessary actions on JPA[20]. Once invoices are received, NAVY PEOPLE-TMG PACC EDU Del will conduct a TRoS check on SCIO prior to releasing funds directly to the individual's chosen institution[21]. Failure to action RoS requirements will result in RN sponsorship being withdrawn.

m. It is incumbent on the successful candidates to notify their CM and the Board Secretary[22] of any change in circumstance that impacts their ability to meet the requirements of their TRoS commitment.

n. **Reporting.** The RN places considerable importance on education as it contributes to our people having a "battle-winning edge". The definition of merit that underpins the reporting and promotion processes already distinguishes the strongest of candidates as those who have the "ability to think at a level above their peer group". Given that education enhances and hones the ability to think, selection boards will be directed to give academic attainment due consideration in their deliberations. To enable this:

(1) Personnel undertaking part-time education will be reported on by their assigned reporting chain[23]. However, may request a short email synopsis of their progress from their Personal Tutor which can be sent to them and their Line Manager. This can then be considered by Line Managers for inclusion within the individuals' OJAR/SJAR. Note, it is the individual's responsibility to make the request and then forward to their reporting chain/CM.

(2) Selected personnel should ensure that their enrolment on a degree programme is discussed with their line management and must be recorded as a personal objective in their OJAR/SJAR.

(3) Further guidance on reporting can be sought from the appropriate Promotion Board Secretary[24].

[18] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/Documents/JSP750_Part1.pdf
[19] JSP 750 Centrally Determined Terms of Service Chapter 3 Part 1 Chapter 3 Annex E – Training return of Service Certificate
[20] Recording and Viewing Return of Service and Earliest Exit Date on JPA: PR912002 (https://modgovuk.sharepoint.com/sites/IntranetDBS/Documents/PR912002.pdf)
[21] Note that all Travel and Subsistence (T&S) will lie where it falls (to the individual or parent unit through prior agreement) and should be agreed by the individuals' local budget manager in advance. The Undergraduate Academic Scholarship fund will not pay for T&S for individuals studying on part time courses.
[22] NAVY PEOPLE-PSP LEARNDEV ELECT.
[23] JSP757 Tri Service Appraisal Reporting Instructions Part 2 Guidance Volume 1 Chapter 2
[24] Contact details can be found on SharePoint at Royal Navy Workforce Appraisals and Career Progression Team (https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/Promotions.aspx)

o. **Research Repository at the Centre of Defence Education, Research and Analysis (CDERA) at the Defence Academy (DEFAC).** Research completed whilst undertaking any funded course must be submitted by the author to the Defence Academic Research Environment (DARE)[25]. Guidance on how to use DARE for research and submit papers can be found by watching the DARE video guidance[26].. DARE is a research capability developed by the CDERA, at the DefAc, for Defence. It consists of a research repository, for collecting, curating, and disseminating Defence and Security related research, and a research topics list to facilitate the application of the knowledge, experience, and intellect of the Defence community, to issues of key importance to Defence.

p. Using DARE, CDERA collates research authored by members of the DefAc and from across the wider Defence community. They also enable members of the Defence community to offer potential, contemporary, topics for research, which can then be undertaken by course members and researchers. The DARE team[27] are available to provide support to students, particularly around DARE usage (including finding a topic and uploading papers).

q. **Ethical Approval to Conduct Research.** In addition to meeting the requirements of their respective university, students are to ensure that their research complies with the requirements for ethical approval laid out in JSP 536[28]. The MOD Research Ethics Committee (MODREC) provides formal ethical opinion on research projects and a favourable opinion must be obtained prior to commencing any research activity[29].

9609. Dir P&T Postgraduate Academic Scholarship Scheme

a. Funding for full, part-time and distance learning postgraduate courses is available through the following Postgraduate Academic Scholarship Scheme:

(1) Full and part-time postgraduate courses at the Defence Academy (DefAc) – delivered through its academic partner, Cranfield University.

(2) Various full time, part time and distance learning Masters at other universities, funded by Dir P&T Academic Scholarship scheme.

(3) Doctorates funded by Dir P&T.

b. The DefAc and the University of Lincoln[30] are the RN's providers of choice, however, applications to study with other providers will be considered, where DefAc/University of Lincoln does not offer a realistic/suitable alternative and a strong justification can be made, dependent on cost.

[25] https://dare.da.mod.uk

[26] https://share.synthesia.io/8cf71efe-933c-4975-90e4-6d226279a766

[27] defac-dare@da.mod.uk

[28] JSP 536 Defence research involving human participants.

[29] MOD Research Ethics Committee (MODREC) (https://modgovuk.sharepoint.com/teams/6127/SitePages/MOD-Research-Ethic-Committee-(MODREC).aspx)

[30] This is due to the existing, established funding lines in place with Cranfield University and the University of Lincoln.

c. **Eligibility.** Individuals should, in the first instance, discuss with their Career Manager (CM) the timing and nature of such academic study, which will need to be tailored to personal circumstances, aspirations and their overall career management. CM support and approval will be a pre-requisite for any application prior to consideration at the Academic Selection Board (ASB).

d. For education at the postgraduate level, individuals are expected to have previously demonstrated their academic ability and achieved the academic requirements for their chosen course. However, most universities will take into consideration an individual's life and professional experience. It is incumbent on the individual to ensure they meet the eligibility requirements with the University of their chosen course before completing their application on SCIO.

e. Successful candidates are expected to act as ambassadors for the RN at their respective academic institutions, upholding the values and standards of the Service at all times.

f. **Commitment.**

(1) there is significant professional and personal commitment required to complete postgraduate level courses; applicants should expect to study during evenings and weekends. The Chain of Command (CoC) will need to support release for residential elements of the course and, where possible, allow time for studying. Consequently, all applicants should consult their CoC prior to an application being made to gain approval.

(2) It is incumbent on the successful candidates to notify their CM and LD PoI ElectSO2[31] of any change in circumstance that impacts their ability to meet the requirements of the course.

g. **Application Process.** RN Postgraduate Academic Scholarships are managed by the ASB on behalf of Dir P&T. All applications will be read and scored by the ASB, which will be held in Jun each year. There is currently no requirement for applicants to be interviewed as part of the ASB, however if this changes or the ASB would like further information the Board Secretary will contact applicants individually. Results will be promulgated by email by the end of Jun and the application status in SCIO updated accordingly.

(1) The application process is detailed in Annex 96H.The application form is accessed through SCIO and will be live from 1 Sep every year, for applications for the following September start[32]. Details on how to access the application form can be found at Annex 96G. Applications should be completed and submitted on SCIO before the 31 May each year. If individuals cannot access SCIO due to MODNET unavailability, please inform the Board Secretary[33] who can provide an alternative application form.

[31] NAVY PEOPLE-PSP LD PoI ElectSO2
[32] E.g., for applicants wishing to apply for the Undergraduate Academic Scholarship for Academic Year 26/27 (Sep 26 start), the application window will open from 1 Sep 25.
[33] NAVY PEOPLE-PSP LD PoI ElectSO2

(2) The application form includes the individual's justification, as well as their respective CM's statement; CM guidance can be found at Annex 96T. The ASB will be looking for applications that demonstrate best value for money, have a strong justification for the personal and professional benefits that the academic study will provide, and how completion of the course will fit into their career plans. Applicants are to indicate how their work will benefit the Service, as well as how they intend to feed research findings back into the RN. There is a limited budget, therefore funding is allocated to those with the most compelling justification.

(3) The CM's statement must include a viable plan(s) of how the CM intends to employ the individual on completion of their academic study to ensure there is always a benefit to the Service (beyond the associated Return of Service). Whilst investment in personal development through academic scholarships is retention positive, Defence should be seen to benefit positively from the wealth of skills and academic knowledge that individuals acquire during their studies through appropriate employment plans. If a CM cannot make a clear case that the Service will benefit from an individual undertaking additional academic study, then the application will be rejected by the ASB. Applications cannot be finalised on SCIO without the CM's comments. Applications will only be presented to the ASB if the CM supports the individual's application.

(4) The ASB comprises of the following personnel:

NAVY PEOPLE-CM OF ENG TMSO1 – Board Chair
NAVY PEOPLE-WFPT TRA GEN SO1 – Independent Board Member
NAVY PEOPLE-PSP LDPOL ELECT SO2 – Board Secretary
NAVY PEOPLE-HQ N8 SO2 B – P&T Business Manager

(5) The RN reserves the right to guide service-funded students in their choice of course modules (where appropriate) and subject areas for research and dissertations to ensure that they benefit both the individual and the Service.

h. **Return of Service.** All Postgraduate Academic Scholarships attract a Training Return of Service (TRoS)[34]. Liability for the relevant TRoS is incurred from the start date of the course, with all TRoS periods commencing on completion of the course[35]. The following TRoS are applicable:

(1) Postgraduate degree (full time) – 36-month TRoS

(2) Postgraduate degree (part time) – 18-month TRoS

i. All applicants and CMs must ensure that individuals have sufficient service remaining to complete the relevant TRoS. This check is incorporated into the application form on SCIO.

[34] JSP 750 Centrally Determined Terms of Service, Chapter 3: Training Return of Service/Return on Investment Policy
[35] Completion of the course is defined as when the period of study ends (e.g., if a degree sponsored candidate prematurely exits the course once they have engaged with their CM and Board Secretary, the RoS will commence on completion of study or when the university ends enrolment, whether that is the full course or part of it.

j. **Voluntary Withdrawal from Postgraduate Study Schemes.** Individuals wishing to withdraw from Dir P&T Postgraduate Study courses due to exceptional circumstances must first seek approval from their CoC and provide a robust supporting case for withdrawal to NAVY PEOPLE-PSP LDPOL ELECT SO2 and, for DefAc courses, DEFAC-DCMCI-HQ SO2PGEd, including the last date of study. SP may still be eligible for the associated TRoS iaw JSP 750 Pt 1 Ch 3[36].

k. Prior to funding being released all Academic Sponsorship candidates are to complete the TRoS certificate[37] and return it to their CM via email, with PEOPLE-TRG-HQBUSMGT-BMB at CC. CMs are to complete the necessary actions on JPA[38] and send a confirmation email to PEOPLE-TRG-HQBUSMGT-BMB , who will release funds directly to the individual's chosen institution once invoices are received[39]. Failure to action TRoS requirements will result in RN sponsorship being withdrawn.

l. It is incumbent on the successful candidates to notify their CM and the Board Secretary of any change in circumstance that impacts their ability to meet the requirements of their TRoS commitment.

m. **Reporting.** The RN places considerable importance on education as it contributes to our people having a "battle-winning edge". The definition of merit that underpins the reporting and promotion processes already distinguishes the strongest of candidates as those who have the "ability to think at a level above their peer group". Given that education enhances and hones the ability to think, selection boards will be directed to give academic attainment due consideration in their deliberations. To enable this:

(1) All personnel undertaking full time fully funded education, are to have reports raised, detailing the academic attainment, and read at promotion and transfer selection boards[40]. This report may either be a course report (S2020E) or full OJAR (S2020).

(2) Reports should be raised at the start of the course ensuring that a 1RO, normally the course manager or academic tutor, and 2RO are nominated. If there is a requirement to extend the reporting period beyond the Common Reporting Date (CRD) for the appraisal year, then guidance should be first sought from the appropriate Promotion Board Secretary[41].

(3) Personnel undertaking part-time education will be reported on by their assigned reporting chain. However, individuals should engage with their academic tutors and/or supervisors to request an annual academic report, in a format appropriate to the course, that can then be incorporated into their OJAR/SJAR. Note it is the individual's responsibility to request this report and then forward these academic reports to both their reporting chain and CM.

[36] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/Documents/JSP750_Part1.pdf
[37] JSP 750 Centrally Determined Terms of Service Chapter 3 Part 1 Chapter 3 Annex E – Training return of Service Certificate
[38] Recording and Viewing Return of Service and Earliest Exit Date on JPA: PR912002
[39] Note that all Travel and Subsistence (T&S) will lie where it falls (to the individual or parent unit through prior agreement) and should be agreed by the individuals' local budget manager in advance. The Postgraduate Academic Scholarship fund will not pay for T&S for individuals studying on full or part time courses.
[40] JSP757 Tri Service Appraisal Reporting Instructions Part 2 Guidance Volume 1 Chapter 2
[41] Contact details can be found on SharePoint at Royal Navy Workforce Appraisals and Career Progression Team

n. **Research Repository at the Centre of Defence Education, Research and Analysis (CDERA) at the Defence Academy (DEFAC).** Research completed whilst undertaking any funded course must be submitted by the author to the Defence Academic Research Environment (DARE)[42]. Guidance on how to use DARE for research and submit papers can be found by watching the DARE video guidance[43]. DARE is a research capability developed by the CDERA, at the DefAc, for Defence. It consists of a research repository, for collecting, curating, and disseminating Defence and Security related research, and a research topics list to facilitate the application of the knowledge, experience, and intellect of the Defence community, to issues of key importance to Defence.

o. Using DARE, CDERA collates research authored by members of the DefAc and from across the wider Defence community. They also enable members of the Defence community to offer potential, contemporary, topics for research, which can then be undertaken by course members and researchers. The DARE team[44] are available to provide support to students, particularly around DARE usage (including finding a topic and uploading papers).

p. **Ethical Approval to Conduct Research.** In addition to meeting the requirements of their respective university, students are to ensure that their research complies with the requirements for ethical approval laid out in JSP 536[45]. The MOD Research Ethics Committee (MODREC) provides formal ethical opinion on research projects, and a favourable opinion must be obtained prior to commencing any research activity[46].

9610. Postgraduate Fellowship Opportunities

a. There are currently 3 Fellowships open to RN/RM applicants; the Hudson Fellowship at Oxford University, the Mountbatten Fellowship (Master of Philosophy in Politics and International Studies) at Cambridge University, and the Wemyss Fellowship at St Andrews' University. All Fellowships are primarily targeted at experienced service personnel of OF3 and above who have served circa 8+ years within the military.

Hudson Fellowship (University of Oxford).

(1) **Hudson Fellowship (University of Oxford).** The Hudson Trust funds one-year and termly Fellowships for Naval personnel at the University of Oxford. The Fellowships offer a rewarding opportunity for study alongside international academic and government representatives, whilst conducting specific research in an area relevant to Defence and an individual's particular career interests.

[42] https://www.dare.da.mod.uk

[43] https://share.synthesia.io/8cf71efe-933c-4975-90e4-6d226279a766

[44] defac-dare@da.mod.uk

[45] JSP 536 Defence research involving human participants.

[46] MOD Research Ethics Committee (MODREC)

(2) Fellowships are primarily targeted at experienced service personnel who are educated to Master's level and with demonstrable reach, although all applications will be considered. The Fellow will conduct mutually agreed research for up to one complete academic year (Sep-Jul inclusive). Typically, Fellows will be placed in St Anthony's College and will also attend the Changing Character of War programme, with a view to publishing a 30–40,000-word thesis (length dependent on publication route). Where a shorter opportunity exists (e.g., one or two terms) the expectation is reduced on a pro rata basis. The successful candidate will normally have Senior Common Room status at St Antony's College.

Mountbatten Fellowship (Cambridge University).

(3) **Mountbatten Fellowship (Cambridge University).** The MPhil is a nine-month full-time postgraduate course in International Relations and Politics. The RN funds up to two places per annum (commencing early Oct). Historically preference has been given to senior OF3s and above, however strong applications from across the rank range will be considered.

(4) The aim of the MPhil is to enable officers to develop their intellectual thinking and to extend their professional knowledge through a part taught / part research programme of lectures, seminars and individual supervision in International Relations Theory, International History, Politics, Economics, Security, and International Law. For further details of the course content please see the Cambridge University website.

(5) **Wemyss Fellowship (St Andrews' University).** The Wemyss Fellowship is a one-year Fellowship for mid-career Naval personnel at the University of St Andrews' Institute for the Study of War and Strategy (ISWS). The Fellowship offers successful candidates the opportunity to contribute meaningfully to scholar-practitioner discourse on war and security in the High North and Arctic regions.

(6) Fellowships are primarily targeted at experienced service personnel at senior OF3-4, educated to Masters' level, and with demonstrable reach, although all applications will be considered. The Fellow will conduct mutually agreed research for up to one complete academic year (Sep-Jul inclusive), with a view to publishing a 30-40,000-word thesis (length dependent on publication route). Where a shorter opportunity exists (e.g., one or 2 terms) the expectation is reduced on a pro rata basis.

(7) The aim of the Fellowship is to enable personnel to develop their intellectual thinking and to extend their professional knowledge through a research programme of lectures, seminars and individual supervision in a multi-disciplinary Institute. Areas of study include but are not limited to: International Relations; History; Computer Science; Physics; Philosophy; Classics; Geography; and Management Studies. For further details of the centre's activities please see the ISWS website.

(8) Successful applicants will be accommodated at RAF Leuchars in the first instance. Individual travel and subsistence for related activities will be against the Naval Staff Research Team UIN.

b. **Application Process.**

(1) Applications open on 1 Sep every year for all Fellowships, for applications for the following academic year[47]. Applications are to be submitted via SCIO (see Annex 96G for instructions). The closing date for applications for all Fellowships is the 14 Nov each year.

(2) If no MOD access to SCIO is available, please email the Board Secretary[48], for a hardcopy application form.

(3) All applications are to include a personal statement and an endorsement from the SP's CM. Applications will not be read by the ASB, unless the applicant has the support of their CM.

(4) Alongside the SCIO application form, applicants are to submit their CV and Research Proposals to the Board Secretary via email prior to the deadline stated above. These will be read by all board members ahead of the Academic Selection Board (ASB).

(5) The ASB will be held late Nov/early Dec each year and will include candidate interviews with RN Board members and academic staff from the respective Universities. The candidates' CVs, research proposals and their personal and professional motivation will be topics of discussion. The Board Secretary will promulgate ASB dates and confirm interviewing timings with each applicant.

(6) Upon completion of the ASB, deliberations between the board members will take place. Applicants and their respective CMs will be informed of the board outcome. Successful candidates will be required to complete the respective University application form[49].

c. **Research Proposal.**

(1) Candidates are required to submit a research proposal for consideration by the Board and should be prepared to be interviewed at ASB. Prior to preparing their proposal, Fellowship candidates are to contact Hd Naval Staff and Hd Strategy[50] to discuss prospective research topics and demonstrate benefit to the Service. Candidates for Mountbatten and Wemyss Fellowships are also encouraged to contact the respective University departments direct to discuss potential thesis topics and supervisors. All candidates are to indicate during the application process how their work will benefit the Service, as well as how they intend to feed research findings back into the RN.

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[47] . For example, if an applicant wishes to apply to the Hudson Fellowship for academic year 27/28, the application window in SCIO opens the Sep of the year before (1 Sep 26).
[48] NAVY PEOPLE-PSP LD Pol ElectSO2
[49] The Hudson Fellowship deadline is usually in Jan each year, whereas the Cambridge University MPhil application deadline is the beginning of December each year. Applicants will need to be aware of the University deadlines, so that they can apply as soon as they have been informed of their success at ASB. It is therefore recommended that prospective candidates start collecting the required information and identifying suitable referees prior to the ASB.
[50] Navy StratPol-Dep Dir Pol Eng and Navy StratPol-StratPlans-HdStrat

(2) As per the direction of The Hudson Memorial Fund[52] the ASB places as much weight on the educational benefit of the Fellowship *to the applicant* as they do on the RN/Defence need. The ASB must ensure that the best balance and return on investment is struck between the Fund's purpose of educating Royal Navy and Royal Marine officers and the considerable capitation rate of the Fellowship applicants. Additionally, proposals must demonstrate how they will utilise the departments specific to St Anthony's College, as well as the Changing Character of War programme.

(3) The RN reserves the right to guide Service-funded students in their choice of course modules (where appropriate) and subject areas for research and dissertations to ensure that they benefit both the individual and the Service. Additionally, students are required to submit an electronic copy of their dissertation / research projects (and other work of note) to the ASB Secretary on completion of their studies, so that they can be made available to support subsequent research and policy development.

d. **Return of Service.** In accordance with JSP 750 all sponsored higher education attracts a Training Return of Service (TRoS). Liability for the relevant TRoS is incurred from the start date of the course, with all TRoS periods commencing on completion of the course[53]. The following TRoS is applicable:

(1) The Mountbatten Fellowship will incur a full-time postgraduate degree TRoS of 36 months from completion of the course. All applicants must ensure their current Tx date supports the above TRoS.

(2) The Hudson Fellow is not MOD funded and therefore no TRoS applies.

(3) Whilst funded by MOD, the Wemyss Fellow is not a formal educational qualification and therefore does not attract a TRoS.

(4) Prior to funding being released, all Mountbatten Fellowship applicants are to complete the TRoS certificate[54] and return it to their CM (via email is preferred), with NAVY PEOPLE-HQ N8 SO2 B at CC. CMs are to complete the necessary actions on JPA[55] and send a confirmation email to NAVY PEOPLE-HQ N8 SO2 B, who will release funds directly to the individual's chosen institution once invoices are received[56]. Failure to action TRoS requirements will result in RN sponsorship being withdrawn.

[52] https://governance.admin.ox.ac.uk/legislation/hudson-memorial-fund
[53] Completion of the course is defined as when the period of study ends (e.g., if a degree sponsored candidate prematurely exits the course once they have engaged with their CM and Board Secretary, the RoS will commence on completion of study or when the university ends enrolment, whether that is the full course or part of it.
[54] JSP 750 Centrally Determined Terms of Service Chapter 3 Part 1 Chapter 3 Annex E – Training return of Service Certificate
[55] Recording and Viewing Return of Service and Earliest Exit Date on JPA: PR912002
[56] Note that all Travel and Subsistence (T&S) will lie where it falls (to the individual or parent unit through prior agreement) and should be agreed by the individuals' local budget manager in advance. The Postgraduate Academic Scholarship fund will not pay for T&S for individuals studying on full or part time courses.

e. **Voluntary Withdrawal from Postgraduate Fellowships.** Individuals wishing to withdraw from Postgraduate Fellowship Opportunities due to exceptional circumstances must first seek approval from their CoC and provide a robust supporting case to the Fellowship ASB Secretary, including the last date of study. SP may still be eligible for the associated TRoS iaw JSP 750 Pt 1 Ch 3[57]

f. **Reporting.** The RN places considerable importance on education as it contributes to our people having a "battle-winning edge". The definition of merit that underpins the reporting and promotion processes already distinguishes the strongest of candidates as those who have the "ability to think at a level above their peer group". Given that education enhances and hones the ability to think, selection boards will be directed to give academic attainment due consideration in their deliberations. To enable this:

(1) All personnel undertaking full time fully funded education, are to have reports raised, detailing the academic attainment, and read at promotion and transfer selection boards[58]. This report may either be a course report (S2020E) or full OJAR (S2020).

(2) Reports should be raised at the start of the course ensuring that a 1RO, normally the course manager or academic tutor, and 2RO are nominated. If there is a requirement to extend the reporting period beyond the Common Reporting Date (CRD) for the appraisal year, then guidance should be first sought from the appropriate Promotion Board Secretary[59].

9611. Additional Postgraduate Study Opportunities

a. **The US National Resource Strategy (NRS) Master's Programme.**

(1) UK armed forces personnel at or above OF4 and Civil Servants at or above B2/C1 focussed on Defence Support can apply to obtain an MSc in National Resource Strategy through a year of in-person study at The Eisenhower School for National Security and Resource Strategy at the National Defence University (NDU) in Washington DC, USA.

(2) The MSc in NRS offers applicants the opportunity to gain an understanding of the US logistics and acquisition ecosystem, alongside strategic security and leadership studies. Eisenhower School attendance would provide invaluable pre-employment training for those assigned to strategic functional logistic roles in the US, or international and industry facing roles in the UK

[57] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/Documents/JSP750_Part1.pdf
[58] JSP757 Tri Service Appraisal Reporting Instructions Part 2 Guidance Volume 1 Chapter 2
[59] Contact details can be found on SharePoint at Royal Navy Workforce Appraisals and Career Progression Team

(3) The Eisenhower School mission is to “Educate joint war fighters and other national security leaders for strategic leadership and success in analysing national security strategy and in evaluating, marshalling, and managing resources to execute that strategy.” The Eisenhower School is unique in combining master’s level study of security, leadership, industrial and economic theory alongside current issues. Aimed at key future strategic leaders, UK OF4/ OF5 equivalents, the course is cohered around the integration, analysis and evaluation of resources and strategy[60]

(4) The Eisenhower School academic calendar for International Fellows students (including a six-week preparation course) commences mid-June each year, and aligns with the US student program below in early August, concluding in mid-June the following year. UK attendees should expect to arrive in the US two weeks before preparation course start date and will regularly travel within the US on site visits related to their Industry Studies research.

(5) During their time in the US, personnel will be governed by the US processes and status that comes from being an International Military Student (IMS) issued with an International Training Order (ITO) by the US Government. Entry will require a NATO2 visa. Those attending Eisenhower School are eligible for Accompanied Posting overseas.

(6) **Reporting.** British Defence Staff United States (BDSUS) based at the British Embassy in Washington DC will provide UK Chain of Command functions, as well as location specific administration and support. Individuals will be assigned into the training/ resilience margins via single Service overseas staff course JPANs. Once enrolled at the NDU, the International Student Management Office (ISMO) based there will provide US administrative oversight.

(7) **Return of Service.** Military applicants should note that a TRoS 36 months, iaw JSP 750, applies. CS applicants should note that they may be required to complete a Funding Agreement.

(8) **Eligibility and Application Process.** Applications are invited in accordance with Annex 96U no later than 1 Oct of the year before the course start date. Following approval with applicant OF4 CM, applications should be forwarded to the Single Service or CS POC[61] For military personnel this opportunity is a Tri-Service competition, with those applying requiring experience of or potential for Joint Service appointments and likely to have a Career Field history of Operations Support, Management of Defence or Capability, Acquisition or Project Delivery.

[60] https://es.ndu.edu/ for detailed course information.

[61] NAVY PEOPLE-CM OF LOGS BAR SO and UKStratCom-DefSp-People-DHd

(9) Potential candidates are advised to submit convincingly articulated applications early and ensure that the supporting justification by line managers is robust enough for 3* scrutiny. The quality and strength of application will be an important determining factor as the senior selection board will not have access to Service Records and weighting will apply to those applicants with identified beneficial follow-on assignment options. Individuals must demonstrate the ability and willingness for the academic rigour of post-graduate study and the knowledge to advise US peers on UK defence organisation, policy and processes.

(10) Application and career management timings for each academic year are outlined in Annex 96U.

(11) Further information on the Eisenhower School can be obtained from Def Sp COS/XO - UKStratCom-CDLS-Team@mod.gov.uk or the single Service and organisation contacts.

b. **Wilkie Calvert PhD Scheme (University of Reading).**

(1) The Wilkie Calvert Scheme is aimed at supporting professionals to undertake PhD research on a part-time basis, which will both support their own career development and be of strategic importance to their employer. The University will provide funding to cover the cost of tuition fees for part-time PhD study for six years. Successful applicants will be supported by a supervision team with expertise relevant to the research and have access to a suite of researcher development training.

(2) **Eligibility.** Individuals will be expected to hold an undergraduate degree at or above 2:1 level or equivalent, and a master's degree. This may be waived if candidates can evidence a body of relevant professional experience.

(3) **Application Process.** Candidates must first seek approval from their LM and CM and obtain a formal letter of support before submitting an online application by 1 May each year. Full details can be found on the university website[62]. As candidates are selected by the University of Reading there is no ASB process, but successful applicants are required to notify the Board Secretary[63] for record-keeping purposes

(4) Candidates are encouraged to contact Hd Naval Staff and Hd Strategy[64] to discuss prospective research topics and demonstrate benefit to the Service, as well as how they intend to feed research findings back into the RN.

(5) **Return of Service.** As this scheme is funded by the University of Reading it does not attract a TRoS. T&S Costs will fall where they lie.

[62] https://www.reading.ac.uk/doctoral-researcher-college/funding/phd-studentships/wilkie-calvert
[63] NAVY PEOPLE-PSP LD Pol ElectSO2
[64] Navy StratPol-Dep Dir Pol Eng and Navy StratPol-StratPlans-HdStrat

9612. Educational Prizes

a. Each year, educational prizes are awarded to Junior Ratings, Senior Ratings and Officers. The competitions involve either writing an essay or completion of exams. The details of eligibility, subjects and entry requirements are announced annually by RNTM.

b. **Lieutenant Commander Hooper Prize.** The Lt Cdr Hooper Prize is an annual essay competition in memory of the late Lt Cdr Geoffrey Hooper OBE RN. The prizes originated from a trust fund established in 1952 by Lt Cdr Hooper's mother, however, are now provided by the Royal Navy and Royal Marines Charity (RNRMC).

c. Changes have been made which returns the competition to as close as its original format as practicable and to the original intent of Mrs Hooper.

d. The prize will be run and managed annually by LDO Ops, who will determine who will coordinate the competition. LDO Ops will set the question(s), manage the entrants and form the judging panel.

e. **Eligibility.** The competition is open to Junior Ratings in all branches of the Royal Navy, Royal Marines, Royal Fleet Auxiliary and Maritime Reserves, including those holding acting higher rank (i.e., Substantive Leading Hand/Corporal and below). Entrants are only allowed to submit one essay per competition.

f. **Prizes.** Prize funds are subject to annual confirmation by the RNRMC and will be announced via RNTM to launch the competition.

g. This competition is sponsored by Cdr LDO who reserves the right to:

(1) Increase the value and number of prizes and combine prizes and divide them equally where prize-winning essays are of equal merit.

(2) Withhold the award of some, or all, of the prizes if essays of insufficient merit are submitted.

h. **Essay Format.** The essay title(s) will be released annually via an RNTM. Essays must be on the designated subject(s), be written in English, and be between 1200 and 2000 words long. The RNTM will outline details of the submission procedure including guidance and rules covering plagiarism, collusion, and the use of Artificial Intelligence.

i. **Marking Criteria.** Essays will be marked against a marking scheme aligned with Blooms Taxonomy and City & Guilds Functional Skills Level 2 Writing Assessment Specification. Essays will be anonymised ahead of marking and moderated by an independent panel.

j. **Publication.** Once submitted, the essay's content may be used for learning purposes and inclusion in publications such as the Naval Review. This will be anonymous, and the entrant's name will not be used unless they explicitly wish to be acknowledged.

SECTION 3

MANAGEMENT AND DELIVERY OF LEARNING AND DEVELOPMENT

9613. Structure

The Learning and Development Organisation is the Royal Navy's delivery mechanism for all education, L&D, resettlement and training support activity under the strategic direction of Dir P&T's Policy Strategy and Plans Team.

a. **NAVY PEOPLE-PSP LD Pol SO1.** The Learning and Development Policy SO1 position within the NCHQ P&T Policy, Strategy and Plans department acts as Sponsor for this Chapter. They oversee the RN Single Points of contact for individual training policy, elective learning and resettlement. They report to Hd Policy, Strategy and Plans.

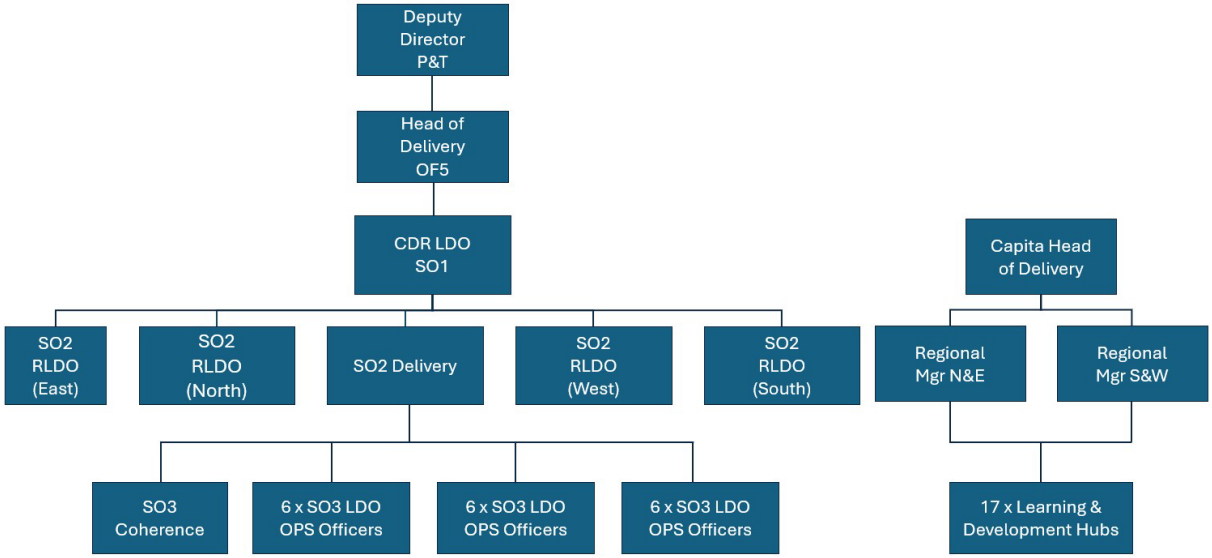
b. **NAVY PEOPLE-PSP LD Pol ElectSO2.** The L&D Policy (Elective) position works to NAVY PEOPLE-PSP LD Pol SO1, as the RN Single Point of Contact for all elective education opportunities available within the RN. This role primarily is to provide coherence to the management of L&D policy across the RN and translate relevant Defence policy change into RN action. They represent the RN as lead desk officer for education, lifelong learning and development policy, attending tri-service steering groups lead by the Training, Skills, Learning and Development team.

c. **Commander Learning and Development Organisation (Cdr LDO).** Cdr LDO, in partnership with Team Fisher, is responsible for LDO output, and has Line Management Authority for the Learning and Development Operations Officers (LDO Ops) and functional authority, in line with the LDO Charter, over Unit Education Officers/Unit Training Management Officers (TMOs) and Learning and Development Hubs.

d. **Learning and Development Organisation (LDO).** The LDO (Delivery) headquarters is based at the L&D Hub (Waterfront), HM Naval Base Portsmouth. The LDO is responsible for the coherent delivery of individual education and development and training and resettlement support.

e. **Regional Learning & Development Officer (RLDO).** Four RLDOs work to CDR LDO, assuring and collaboratively supporting all aspects of LDO delivery. RLDOs are based locally within their respective Regional L&D Hubs and lead & encourage collaborative working across their region by delivery staff. RLDOs each lead a Functional Pillar to support high quality delivery and modernisation of a specific area of LDO delivery. RLDOs work closely with Team Fisher Regional Managers to communicate CDR LDO intent and provide support & guidance in partnership with them to L&D Hub Managers. RLDOs support Outreach tasks into their respective regions, facilitating communication between local Command and LDO to ensure all SP are aware of the LDO Offer.

Figure. 96-1. The Learning and Development Organisation



Note. *This Section requires further development. Future editions will include a breakdown of each of the military roles held by the LDO organisation. This includes the role of the OF3s and OF2s that are located across the country at various LDO Hubs.*

9614. Purpose

a. The purpose of the LDO is to support 2SL and Commanding Officers to develop the intellectual potential of their people to maximise Operational Capability (OC) and ultimately prepare them for return to the national workforce. This is to be met by delivery against the six endorsed L&D commitments below:

(1) Professional Development.

(2) Elective Learning and Personal Development.

(3) Neurodiversity awareness and support.

(4) Apprenticeships and accreditation.

(5) Coaching interventions and upskilling.

(6) Transition and resettlement guidance.

b. The LDO is to support the six L&D commitments by delivery of L&D outputs mandated by Government and MOD, as follows:

(1) English and mathematics tuition, support and recording in accordance with JSP 822 Vol 8;

(2) Provide a system for recording personal development in accordance with JSP 822 Vol 8;

(3) Administer Standard Learning Credits (SLC), Enhanced Learning Credits (ELC) and the Further Education/Higher Education (FE/HE) schemes in accordance with JSP 822 Vol 9;

(4) Provide opportunities for the civilian accreditation of Naval training, education and experience in accordance with JSP 822 Vol 8;

(5) Provide support and guidance, and assessment where appropriate, for personnel with Specific Learning Differences (SpLD) in accordance with JSP 822 Vol 7;

(6) Resettlement training, support and guidance in accordance with JSP 534;

(7) Provide feedback to MOD in accordance with JSP 822 and as required.

c. To further support L&D within the RN, the LDO will:

(1) Provide relevant L&D feedback to Commanding Officers, Deputy Director People – Training (DDPT) and Team Fisher Director of Learning;

(2) Raise L&D delivery issues with potential impacts on policy through the appropriate L&D policy desks;

(3) Support and provide education for promotion[66] opportunities;

(4) Provide support, guidance and learning opportunities for personnel, throughout their career, to enable them to develop agile and adaptive thinking to better contribute to OC, including protected time for learning for the completion of formal L&D which is required by the Service.

9615. Assurance

The LDO's assurance process aims to drive continuous improvement by providing an objective, evidence-based judgement on the extent to which L&D providers are complying with mandated policies and achieving principal outputs and effects. The assurance process uses the fundamentals of Ofsted's Common Inspection Framework (CIF), aligned with BRd 3(1) and JSPs 534 and 822.

[66] Currently English and mathematics requirements iaw Education for Promotion (EFP) policy; GCSEs for UY and SUY.

9616. Learning and Development Hubs (L&D Hubs)

a. There are 17 L&D Hubs across the UK; contact details can be found at Annex 96K. Each L&D Hub supports or signposts Service personnel to the following:

(1) Access to a trained Learning and Development Adviser (LDA) for a Learning and Development Interview (LDI).

(2) Provide support and information on learning opportunities for personnel to gain qualifications required by the Service for them to be qualified educationally for promotion.

(3) Learning, training and study skills support.

(4) Assessment facilities and support for neurodiverse thinkers (including those with Specific Learning Differences (SpLDs)) and their line managers.

(5) Advice on the Standard Learning Credits (SLC), Enhanced Learning Credits (ELC) and Publicly Funded Further Education/Higher Education (PF FE/HE) schemes.

(6) Administration and processing of SLC and ELC applications for both serving and retired Service Personnel where appropriate.

(7) Access to recreation and reference libraries.

(8) Provide advice and guidance on in-service academic opportunities, including the undergraduate and postgraduate academic scholarship schemes, and Fellowship opportunities.

(9) Advice and access to external learning providers.

(10) Advice and access to e-Learning packages.

(11) Advice and access to the Greenwich Hospital Bursary scheme, offering means tested financial support towards undergraduate studies.

(12) Access to language learning and Military Language Aptitude Tests (MLAT).

(13) Advice about MoD Cyber courses.

(14) Advice on membership of professional bodies.

(15) Advice on available education and accreditation schemes, including those funded by the RN.

(16) Access to a trained Service Resettlement Adviser, resettlement provision and resources.

(17) Access to professional neurodiversity and specific learning differences support and coaching.

(18) Deliver Functional Skills English and mathematics tuition to enable Service Personnel the opportunity to gain qualification for Education for Promotion and for Apprenticeships.

(19) To provide invigilation support for those undergoing examinations (authorised personnel only) in accordance with the guidance for the invigilation of exams at Annex 96L).

b. L&D Hubs, in collaboration with LDO Ops, can provide Units with:

(1) L&D and resettlement briefs.

(2) Mentoring and support for Part Time Service Instructors (PTSI).

(3) Advice and support to develop learning and coaching cultures.

(4) L&D Hubs are to comply with the L&D Charter.

9617. Deployed Learning and Development

a. The RN's LDO Operations (LDO Ops) Team provides L&D support for deployed units. LDO Ops Officers will conduct visits on a priority basis to focus on supporting retention strategy. They target seagoing units/cohorts considered to be at increased risk of Premature Voluntary Release (PVR):

(1) **Priority 1.** Units/crews in UK waters displaced from an RN base port for more than 30 days.

(2) **Priority 2.** Units/crews at Very High Readiness (VHR) or forward-deployed units without regular access to a UK-operated overseas base port.

(3) **Priority 3.** Forward deployed units/crews with regular access to a UK-operated overseas base port.

(4) **Priority 4 (Routine).** Units/crews that have not had access to an LDO Ops visit programme for at least 18 months.

b. LDO Ops will, on an annual basis, forecast and deliver a budgeted visits programme in accordance with the above priorities. Visits will last for an appropriate period to enable primary outputs to be delivered including the L&D Brief, FS exams, LDIs and ERO training.

c. Secondary and tertiary deliverables will be offered to include Neurodiversity guidance, PTSI support, library updates, administration of the Modern Language Aptitude Test (MLAT), performance coaching, apprenticeship support and delivery of Royal Navy Leadership Academy (RNLA) Coaching Workshops and Level 3 courses.

d. LDO Ops will collaborate with L&D Hubs across UK-operated base ports to ensure unit Command and their crews have access to primary L&D deliverables and L&D advice wherever they are located.

9618. Ships' Library Service

a. The Ships' Library Officer (SLO)[67] provides advice to unit Education and Resettlement Officers (EROs) and supplies educational and recreational books.

b. The ERO or Library Officer in a ship/unit/establishment is responsible for the care of the books, for their proper issue and return by borrowers. In a ship or submarine, it is recommended that a ship's librarian be appointed to maintain regular contact with the SLO.

c. It is the responsibility of the ship or establishment to demand books. Demands should be forwarded as early as possible to the SLO, stating the reason for the demand and the number of entitled personnel.

d. Recreational books will be replenished periodically throughout each year, automatically, by the SLO. This should be sufficient to replace all losses and books discarded due to fair wear and tear. SLO should be informed in good time when, for any reason, replenishments are either no longer required or need to be resumed.

e. Accounting for ship's library books remains a Command responsibility:

(1) Recreational books are regarded as consumable items but should be properly cared for, securely stored and issued on loan against a signature.

(2) Ship's library books are not to be offered for sale or auction under any circumstances. Advice on disposal of surplus books should be requested from the SLO.

f. The Ship's Core Professional Academic Library is specifically issued to all major ships and units within the RN in support of the RN Education Strategy, covering a broad spectrum of security and leadership issues. As texts are relatively expensive there will be a requirement to manage and account for the collection. It is suggested that responsibility for this will fall to the Ship's ERO/Library Officer. Whilst the temptation may be to place books on a shelf in the Wardroom, it must be stressed that the intent is to provide access for all.

g. **Language Learning.** Language learning materials (e.g. language books, dictionaries, grammar books) may be requested from the SLO for permanent addition to the Ship's Library. Books will be from the Routledge Colloquial series and will require audio download prior to deployment if internet access in unavailable.

[67] The SLO can be contacted during working hours via NAVY PEOPLE-TMG LDO Ship Lib Off

h. **GCSE/A Level Textbooks.** On request, Ships' Libraries will be supplied with a selection of IGCSE/A level textbooks to support study on board. These books are supplied as a whole-ship resource and, as such, records must be kept of issue on loan. At the end of the course or period of study they must be returned to the ship's library or ERO. The cost of these items is significant and therefore appropriate action for lost or damaged books must be considered. Personnel undertaking guided study will require sole use of textbooks and SLCs should be used for their purchase.

i. **Access to Other Libraries.** Use may be made of the considerable non-fiction stock at the Joint Services Central Library and the wider MOD library network.

9619. Learning and Development Adviser (LDA)

a. **Purpose.** The LDA provides a vital resource for personnel seeking to access L&D opportunities and should be engaged with by the learner as early as possible in the process. Unlike EROs, who hold the post as a secondary duty, the LDA's primary purpose is to support the learner on their development path. LDAs are located within all the L&D Hubs, with the service provided by Team Fisher.

b. **Primary Responsibilities.**

(1) To provide advice and guidance to personnel in operational units, shore establishments and outlying stations on individual learning and development opportunities and resettlement entitlements.

(2) To support, advise and guide personnel in devising their individual learning and development plan.

(3) Promote and facilitate opportunities for accessing and funding externally delivered, or MOD sponsored elective learning opportunities.

(4) To advise Command on the opportunities, processes and administrative arrangements supporting development of their personnel.

(5) To conduct L&D briefings and support the unit ERO.

(6) To conduct one-on-one LDIs and any follow-up interviews required by the individual to generate their learning and development plan.

(7) To coordinate and approve Publicly Funded Learning Credit Schemes for learners (Standard and Enhanced Learning Credits schemes).

(8) To identify, advise and support learners with Specific Learning Differences (SpLDs) and neurodiverse conditions and signpost them to the Regional L&D Hub SpLD Adviser.

c. **Qualifications.** As a minimum, all LDAs, must be qualified to the following level of Coaching:

(1) Level 3 Coaching and Mentoring on assignment; and

(2) Level 5 Coaching and Mentoring after 12 months in-post.

9620. Learning and Development Coordinator (Coord)

a. **Purpose.** The Coord role is a key member of the LDO, providing front of house initial signposting, and administration services at an LDO Hub. The Coord will contribute to ensuring Service Personnel have the educational skills, knowledge and qualifications to undertake their learning and to continually develop their personal and professional skills.

b. **Primary Responsibilities.**

(1) Act as the initial contact point for people attending or contacting the LDO Hub creating a welcoming environment and service that signposts individuals to the relevant team members or materials.

(2) Coordinate and book all appointments, enrolments, course bookings and classroom bookings for LDO Hub events including the annual learning and development open days, Learning & Development briefings to units, induction briefings, L&D Interviews (LDIs).

(3) Set up and maintain any specific accounts at the LDO Hub that are required for Learners to access digital resources.

(4) Administer, maintain, and update LDO Hub records including exam related activities and monthly data reports.

(5) Provide, where applicable, administrative support to Service Personnel who are applying for and accessing bursaries or other programmes for L&D including forwarding applications to the bursary provider and/or Higher/Further Education provider.

(6) Complete administrative actions associated with the Standard Learning Credit scheme (e.g. collection of certificates and evidence and JPA actions).

(7) Complete administrative actions associated with the Enhanced Learning Credit scheme (e.g. checking account details are correct and advising learners on the submission process).

(8) Perform other agreed administrative tasks including exam invigilation and other tasks allied with the function of the LDO Hub at the site it is located.

(9) Provide administrative support for Service Personnel with Specific Learning Difficulties (SpLDs).

9621. Unit Education and Resettlement Officer (ERO)

a. **Introduction.** BRd 2 Article 3101 stipulates that each unit is to appoint an ERO. The ERO is the linchpin linking Service personnel in the unit with both shore-based Learning and Development Advisers (LDAs) and deployed LDO Ops personnel. It is important that the Commanding Officer selects an individual with the appropriate skills and personal attributes to undertake this role. The responsibilities of the ERO are at Annex 96M.

b. **Purpose.** The ERO's primary role is to provide information and support to facilitate personal and professional development to the Ship's Company to the standards laid down in this BR. In so doing, the ERO will contribute directly to the following:

(1) Operational Capability, by meeting the Service's requirement for a sufficiently educated workforce.

(2) The retention of trained workforce.

c. **Sources of Support and Advice.** It is recognised that most EROs undertake this role as a secondary duty and will be inexperienced in delivering education and resettlement advice. Support will be provided through the LDO Hubs, and briefings conducted by the LDO Ops team.

d. **Initial Actions.** On assuming ERO duties, the following initial actions are to be completed:

(1) **ERO Handover.** Contact the LDO Ops team to update the ERO contact details and to arrange for an ERO Brief.

(2) **ERO Brief and Resource Pack.** Arrange to receive the ERO Brief at the earliest opportunity. In addition, obtain an up-to-date ERO resource pack from the LDO Ops team. LDO Ops will arrange for the JPA competence to be recorded. These actions are to be completed within their first two months of assuming the role. A familiarisation visit to the unit's base port Learning Hub is highly recommended.

(3) **Resettlement Brief.** Although a Resettlement Brief is provided as part of the ERO Brief, it is recommended that EROs contact an L&D Hub within the first two months of accepting the ERO role.

9622. Unit Education and Resettlement Officer's Assistant (EROA)

EROA duties include the following:

a. Custody and issue of all accountable equipment, materials, books, stores and stationery.

b. Detailed arrangements for classes, maintenance of records and the display of relevant information.

c. Administration, including correspondence, and liaison with L&D staff over the recording of qualifications, examination schedules, maintenance of a Unit Education and Resettlement (E&R) database.

9623. Part Time Service Instructors (PTSI)

a. **Introduction and Purpose.** PTSIA is an allowance which compensates Service personnel for their time delivering structured education programmes in deployed units. PTSIs are employed to deliver unit organised programmes of instruction towards the achievement of qualifications, predominantly relating to Education for Promotion (EFP) and the completion of Apprenticeships.

b. For individuals in sea-going units who do not have regular access to LDO Hubs, e-learning material or civilian tutors, PTSIs provide a recognised route to enable Service personnel to continue their learning at sea. PTSIs are volunteers who are willing and able to impart their knowledge to teach other Service personnel.

c. The aim of PTSIA is to recompense individuals who provide instruction to other Service personnel in deployed units, where the employment of full-time instructors or attendance at part-time civilian courses is impractical or not financially viable to meet the educational needs of the unit.

d. PTSIs are primarily employed to deliver English and mathematics instruction to other Service personnel working towards either Functional Skills (FS) or GCSE level qualifications. This could be as an extension of a formal course delivered via the LDO Hub or as an opportunity to study whilst on deployment.

e. Information on LDO delivered learning, the requirements for promotion, gaining qualifications through accredited training or the completion of Apprenticeships can be found in this chapter or via the LDO.

f. **Qualifications.** Prospective Level 1[68] PTSIs require a qualification in the subject to be instructed at least one level higher than the level being taught. For example, for FS or GCSE (English and mathematics), PTSIs need to hold a minimum AS Level/Scottish Higher in the subject being taught. To teach AS Level English for example, PTSIs need to hold a minimum A Level/Scottish Advanced Higher in that subject. To teach A Levels, PTSIs must hold a Foundation degree or higher. Level 2 PTSIs require a demonstratable competence level as agreed with their Commanding Officer.

g. To claim the allowance; PTSIs must also hold a Service or civilian teaching qualification. The minimum level of teaching qualification is either the Defence Trainer Capability (DTC) Course (or legacy equivalent)[69] or a civilian minimum Level 3 Award in Education and Training (AET)[70].

[68] PTSIA has two levels of payment (Level 1 and Level 2), dependent on the subject taught. See below Levels of Allowance for more information.
[69] Defence Trainer course (DTC) as either a standalone competency or with the Awareness or Practitioner proficiency, Defence Train the Trainer v2 (DTTT v2) or Defence Awarding Organisation's Level 3 Award in
[70] Formal teaching qualification at Level 4 or higher are also acceptable. Examples include Bachelor of Education (BEd), Bachelor of Arts (BA) with Qualified Teacher Status, Bachelor of Science (BSc) with Qualified Teacher Status, Post Graduate Certificate in Education (PGCE)

h. For queries relating to teaching qualifications, or to discuss individual cases where the required qualifications are not held, please contact NAVY PEOPLE-PSP LearnDev Elect. In exceptional circumstances waivers may be considered for those individuals who demonstrate the skill and enthusiasm to teach.

i. **Civilian-Provided Training.** The following civilian-awarded training qualifies personnel to become a PTSI and claim PTSIA. Personnel have the option to embark on a period of study, at a provider of their choice, to enable them to gain the required teaching qualification.

(1) Level 3 Award in Education and Teaching. Personnel can select their own provider to undertake a Level 3 Award in Education and Teaching and use their Standard Learning Credits to claim up to £175 to offset the cost. The MoD's Career Transition Partnership resettlement partner, www.reed.co.uk, advertise several training providers, accessible to all, regardless of whether you are in resettlement or not. Other training providers are available and further information can be sought from the LDO.

(2) The Ofqual-audited courses provide sufficient training quality and assessments to enable a Service Person to become a PTSI. This includes the Certificate in Teaching English to Speakers of Other Languages (CELTA) – Cambridge CELTA and the Certificate in Teaching English to Speakers of Other Languages (CertTESOL) – Trinity CertTESOL

(3) Teaching English as a Foreign Language (TEFL) courses vary in their quality, therefore TEFL courses do not qualify personnel to become PTSIs. Further advice about accepted courses can be sought from the LDO.

j. Entitlement to claim PTSIA. Except for RN Training Managers, all Service personnel (including Reserve personnel), irrespective of rank, with suitable educational and teaching qualifications, who undertake part-time educational instruction are eligible for PTSIA. The following must be met to claim PTSIA[71].

(1) Instruction must involve delivery of classes outside an individual's normal Service duties and must be conducted outside normal working hours. Payments for time spent in preparing classes or marking work may not be claimed but are implicit in the rates of payment. Personnel will not be eligible for payment if the terms of reference for their post require them to undertake instructional duties that fall outside either their normal working hours or their normal Service duties.

(2) Instruction should only be arranged when sufficient demand for a course has been identified, and only after an assessment that the applicable Service persons' attendance at an existing local civilian educational establishment is deemed as impractical or not financially viable. Instruction is to be authorised by the ERO, UEO, Commanding Officer, or delegated officer (minimum rank of OF3).

[71] In accordance with JSP 752 Chapter 13 Section 5.

(3) The subjects studied must be educational and should normally be in direct preparation for an examination (Level 1) or be vocational subjects such as word processing or foreign language conversation classes, studied for their own enjoyment (Level 2). Recreational subjects such as the training of bands, dancing, sport, physical training etc are excluded. Service Physical Training Instructors are not eligible to receive payment for sport, or other physical training subjects. The prior approval of single Service education authorities must be sought in cases of doubt.

(4) Instruction must not form part of any Service person's professional or trade training.

(5) A course must comprise a minimum of 4 lessons or lectures. Tutorials[72] do not qualify for payment, however exemptions can be requested by contacting SO2 LearnDev Elect.

(6) A class is not to be started for fewer than 6 students. Payments must cease if the number falls permanently below 3. In ships or units with less than 200 Service personnel, classes may be started for fewer than 3 people. Waivers will be granted with the express permission of SO2 LearnDev Elect[73]. All waivers are to be requested via email[74].

(7) If a unit cannot find part-time instructors from its own resources, part-time instructors from the other Services may be used. In such cases, payment to the instructor will be made by the unit to which the individual belongs.

(8) Further advice can be sought from the LDO in the first instance. Waivers must be requested through the policy desk via SO2 LearnDev Elect.

k. **Levels of Allowance.** PTSIA has two levels of payment based on an hourly rate. It is only paid for 'contact time' but rates include recognition of any time spent by instructors in marking and preparation outside these hours. The two levels are:

(1) Academic/Leading to Examination or Qualification – Functional Skills, GCSEs and 'A' Levels. Any delivery attracting Level 1 PTSIA must be delivered as part of a programme leading to examination and a recognised qualification.

(2) Vocational - Word processing, foreign language conversation classes etc. Delivery attracting Level 2 PTSIA can be vocational in nature and does not require a programme leading to an examination and recognised qualification.

l. **Levels of Allowance.** PTSIA rates can be found at JSP 752 Chapter 3 Section 1. They are £22.82 per hour (Level 1) and £17.62 per hour (Level 2).

[72] Tutorials are structured, interactive learning sessions where a small group of students work closely with an instructor to deepen their understanding of a specific topic. Tutorials typically involve discussions, problem-solving, clarification of complex contexts or personalised feedback on assignments. They are often more informal and participatory than traditional lessons.
[73] This is outwith the policy laid down in JSP 752, however has been adjusted to ensure its applicability to the Naval Service.
[74] NAVY PEOPLE-PSP LD Pol ElectSO2.

m. **Application process.** The chain of command should seek advice from their unit ERO in the first instance regarding the selection and administration of a PTSI. Where units have no access to a dedicated ERO, command should contact the LDO Ops Team (NAVY PEOPLE-TMG LDO Ops Help) for advice and guidance.

n. Once applicants meet the eligibility requirements stated above, an application to add the PTSI JPA competency to their profile can be submitted using the application form at Annex 96N. Applications made by the prospective PTSI are to be submitted to the ERO for signature, prior to forwarding to the LDO Ops Team[75]. In the absence of an ERO, a designated officer (minimum OF3) or LDO Ops Officer can provide the suitability declaration.

o. The LDO Ops Team will confirm the prospective PTSI's application form and confirm that the PTSI competency (Instructional|Part-Time Service Instructor (PTSI)|NAVY|) can be added to their JPA profile. It is the responsibility of the PTSI's unit to award the JPA competency, however the LDO can also award the JPA competency once they have approved the application.

p. Prospective PTSIs should not commence service instruction until their eligibility requirements have been checked by the ERO and LDO Ops Team. PTSIA cannot be claimed until the PTSI competency has been awarded.

q. **Method of Claim.** PTSIs must complete Annex 96A to JSP 752 Chapter 13 Section 5. Individual monthly PTSIA Authorisation Control Sheet as a record of their instruction to claim PTSIA. Completed copies are to be authorised by the ERO, Commanding Officer or delegated officer (minimum rank of OF3) and are to be submitted monthly in arrears to the Unit Personnel Office (UPO). The forms will be processed and entered onto JPA using an 'Element Entry' for payment to the entitled personnel.

r. **Quality Assurance.** The ERO must ensure that the quality and frequency of instruction delivered under the PTSI is in accordance with the plans and expectations which led to the initial recommendation. In deployed units, PTSIs can be assessed, coached, and supported by LDO Ops where possible. If, after support, an individual's PTSI delivery is not at the required standard, the LDO have the right to revoke the PTSI JPA competency from their profile until such time their ERO is content that their performance has improved. The ERO should then recommend to LDO Ops that the PTSIA JPA competency be reinstated. The LDO Ops team, when deployed, can support the ERO and Logistics Officer in ensuring their records are complete and accurate to meet their internal assurance inspections. The ERO should ensure the following:

(1) PTSI JPA competencies are accurately recorded on JPA and the ERO is aware of who holds the competency onboard.

(2) PTSIA Control Sheets are accurate with all instructional hours recorded.

[75] NAVY PEOPLE-TMG LDO Ops Help.

s. **Summary.** PTSIs allow Service personnel studying at sea to continue their learning in the absence of civilian instructors or shoreside teaching support. PTSIA is an allowance which compensates Service personnel for their time delivering structured education programmes in deployed units. PTSIs must hold a qualification in the subject to be instructed at least one level higher than the level being taught, in addition to holding a recognised teaching qualification. Applications to be awarded the PTSI competency are to be made through the ERO/LDO Ops Team by submitting Annex 96N. To claim PTSIA, Service personnel are to record their hours of instruction using Annex 96A[76] and submit the PTSIA Authorisation Control Sheet monthly to the UPO.

9624. Personal Development Record

Note. *This section is out of date and under review. For any questions relating to the PDR, please contact a member of the LDO staff.*

a. The Personal Development Record (PDR) supports individuals by providing an excellent means of helping them progress their service career and make the transition into civilian life. The PDR Concept is used today throughout organisations in the public, private, and voluntary sectors and is regarded as 'good practice'. It supports both Officer Career Development and the Through Life Education Pathway Ratings (TLEP(R)) and its use should be actively encouraged. It should be distributed at the following opportunities:

(1) New entrants to the RN are provided with a link to the on-line PDR[77], accessed via the DLE. All trainees are encouraged to create their own PDR from the link and to maintain it throughout their career

(2) The PDR is available to reservists, via their parent units. Reserve units' requirements are co-ordinated by the appropriate reserves' authority.

b. **PDR Ownership and Upkeep.** The PDR is owned and maintained by the individual. Only the owner has 'right of access'. It is an organisational responsibility, however, to inform individuals that to gain full benefit from their PDR, they will need to discuss it with those in a position to help and advice. This will certainly include Divisional Officers (DOs)/Line Managers (LMs), EROs, LDAs and LDO(Ops). Individuals should be encouraged to review their PDRs on the following occasions:

(1) Shortly after starting a new assignment, or on arrival at a new unit.

(2) Shortly before and after appraisal interviews when training and development needs are identified. PDRs can be used as evidence to demonstrate a development aim where RN funding is required, such as using the Learning Credits Scheme.

(3) Shortly before and after any educational career or professional training course.

[76] Annex A to JSP 752 Chapter 13 Section 5
[77] https://dle.ice.mod.gov.uk/pluginfile.php/6639665/mod_resource/content/0/Personal%20Development%20Record%20-%20V4.pdf

c. Personnel leaving the Service for civilian employment will often need to compose a CV, write letters of application and attend interviews. This means gathering details of work history, training and development, qualifications and achievements. The PDR provides an excellent means of doing this.

d. Personnel should be encouraged by DOs and LMs to complete their PDRs, primarily by example. LM's familiarity with the concept, and support for it, is essential for its success.

e. The PDR is voluntary. Individuals should be encouraged to use their PDR.

f. **Structure and Content.** The PDR is an on-line document, available via the DLE, comprising of printable inserts grouped into six sections, outlined below, including space to hold reports, certificates, appraisals, digital media etc. It enables individuals to record, review, and plan their personal development and can be used to keep evidence for civilian accreditation, promote through-career development and provide source material to support CVs, job applications and interviews.

(1) **Section 1 -Welcome to your Personal Development Record (PDR).** The introduction welcomes the user to the PDR and gives them an overview of its features, benefits and contents.

(2) **Section 2 - Personal Profile.** The Personal Profile assists individuals to collate their personal details, academic, vocational and Service qualifications, employment details, training and development records, curriculum vitae, and to record their Standard & Enhanced Learning Credit Scheme opportunities,

(3) **Section 3 – Apprenticeship and Trade Development.** The Trade Development section of the PDR is sponsored by the relevant branch. It should be used to record trade-specific training and development activities. It should contain a generic career template for the branch or trade and details accreditation opportunities. Each training/development module should detail the knowledge, skills and competences gained.

(4) **Section 4 - Current and Future Employment.** The Current Employment section is used to collate data relevant to the individual's current job. In most cases this will simply mean the individual placing a copy of their Terms of Reference or SJAR Roles and Responsibilities in this section.

(5) **Section 5 - Personal Development Plan.** The Personal Development Plan (PDP) section shows an individual how to prepare a PDP. It contains simple analytical tools to help individuals to identify their personal goals and plan how to achieve them.

(6) **Section 6 - Certificates and Personal Records.** The Certificates and Personal Records section should be used as an archive for documents. It will need to be updated from time to time to ensure that only the most relevant material is included, otherwise the PDR will become just a storage folder.

g. **Support.** Support for PDR is provided at 3 levels:

(1) **Department.** At Unit Departmental level, first line advice and guidance are provided by the individual's Divisional Officer/Line Manager. The DO/LM will help the individual to identify the individual's role and responsibilities; key work objectives and how they will be measured and Training and development required to help achieve them.

(2) **Unit.** At unit level, staff advice and expertise are provided by the unit Education and Resettlement Officer (ERO) or local L&D Hub. Advice can include educational and vocational courses, membership of Professional Bodies, accreditation and resettlement provision.

(3) **Headquarters.** At the policy level, the L&D Policy team manages implementation of RN PDR policy.

SECTION 4

APPRENTICESHIPS

9625. Apprenticeship Delivery

The RN delivers industry created Apprenticeship Standards to the majority of Phase 2 courses and all LET courses.

a. Table 96-3 details current courses.

b. Apprenticeship completion times vary between programmes and range from 12 to 36 months. Progression routes are being developed for all branches.

c. Apprenticeship Standards have three distinct phases:

(1) **Foundation:** Training delivery within a Phase 2 Establishment.

(2) **Development:** Consolidation of training within a Unit.

(3) **EPA:** Independent assessment conducted within Unit.

d. All RN apprenticeship programmes are subject to the DSAT processes laid down in JSP 822. The training is therefore subject to internal establishment Quality Assurance (QA), as well as second party assurance by the TMG.

9626. Functional Skills

Functional Skills are practical skills in English and Mathematics that enable leaners to deal with practical problems and challenges. Mandated standards in Functional Skills ensure that all SP have the literacy and numeracy skills needed to undertake training and operate effectively.

a. **English and Mathematics Level 2.** It is Apprenticeship policy to test everyone at Level 2. If this cannot be achieved, a support package will be created with a student's progress monitored throughout the duration of the programme.

Table 96-3. RN Apprenticeships

Employment Area	Branch	Apprenticeship Standard
Engineering		
	ETME, ETWE, ETWE(CIS-Tech) Army & RFA	L2 Electrical/Mechanical Mechanic (ST0276)
	LETME, LETWE, Army & RFA	L3 Maritime Mechanical Fitter (ST1402) / L3 Engineering Technician (ST0457)
	LETWE, LETWE(CIS-Tech)	L3 Maritime Electrical Fitter (ST1403) / L3 Engineering Technician (ST0457)
	ETWE(CIS-Spec)	L3 Information Communication Technician (Digital Communications Technician) (ST0973)
	LETWE(CIS-Spec)	L4 Network Engineer (ST0127)
	AET	L2 Aviation Maintenance Mechanic (ST0014)
	NA(SET)	L3 Survival Equipment Fitter (ST0015)

Employment Area	Branch	Apprenticeship Standard
Warfare		
	Warfare Specialist Electronic Warfare (EW)	L3 Data Technician (ST0795)
	Warfare Specialist Above Water Weapons (AWW)	L3 Data Technician (ST0795)
	Warfare Specialist Above Water Tactical (AWT)	L3 Data Technician (ST0795)
	Warfare Specialist Under Water (UW)	L3 Data Technician (ST0795)
	Seaman Specialist	Currently no suitable apprenticeship available – EDH awarded at LH.
	Hydrographic	Alternative Accreditation Route
	Meteorology & Oceanography Specialist	Currently no apprenticeship
	Mine Warfare Specialist	L3 Data Technician (ST0795)
	Communications Technician	L3 Data Technician (ST0795)
	Intelligence Branch	L3 Intelligence Analyst (ST0516)
	Warfare Specialist Sonar (SSM)	L3 Data Technician (ST0795)
	Warfare Specialist Tactical (TSM)	L3 Data Technician (ST0795)
	Diver	No Industry Apprenticeship Available
	Royal Naval Police	Delivered by the Army (see table below)
	Leading Physical Trainer	L3 Personal Trainer (ST0302)
	Photographers	Delivered by the RAF (see table below)

Employment Area	Branch	Apprenticeship Standard
Royal Marines		
	Royal Marines (Commando)	L2 HM Forces Serviceperson (ST0222)
	Royal Marine Intelligence Analysts	L3 Intelligence Analyst (ST0516)
	Royal Marines Communications Expert	L3 Data Technician (ST0795)
	Royal Marine Police	Delivered by the Army (see table below)
	Royal Marine Band Service	No Industry Apprenticeship Available

Employment Area	Branch	Apprenticeship Standard
Logistics		
	(RFA) Chefs	L2 Production Chef (ST0589)
	(RFA) Seafarer	L2 Able Seafarer - deck (ST0274)
	(RFA) Stewards	To be introduced if required: L2 Food & Beverage Team Member (ST1488)
	Catering Services	L2 Production Chef (ST0589)
	Leading Chefs	L3 Snr Production Chef (ST0232) (In development)
	Supply Chain	L2 Supply Chain Warehouse Operative (ST0259

	Writers	Delivered by the Army (see table below)
	Medics	L5 Assistant Practitioner Healthcare Support Worker (ST0217) (University of Lancashire

Employment Area	Branch	Apprenticeship Standard
Airside Ops		
	Naval Airman Aircraft Handler	L2 Aviation Ground Operative (ST0037)
	Leading Aircraft Controller	L3 Data Technician (ST0795) / L3 Aviation Flight Operations Coordinator (ST1007) in development for mid 2026
	Leading Aircrewman	Alternative accreditation
	Air Traffic Controller	Delivered by the RAF (see table below)

Delivered by other Services		
Specialisation	**Apprenticeship Standard**	**Remarks**
Writers	L3 Business Administrator (ST0070)	Delivered under Pearsons at DCLPA – Worthy Down (Army)
Photographers	L4 Photographer (ST1388)	Delivered by the RAF at RAF Cosford.
Royal Navy Police	L4 Non-Home Office Police Officer (ST0764)	Delivered by the Army at the Defence School of Policing, Security and Guarding, Southwick Park.
Air Traffic Controller	L5 Air Traffic Controller (ST0595)	Conducted by RAF at RAF Shawbury

9627. Apprenticeship Learning Cycle. Each trainee will undergo the following process as part of the Apprenticeship Learning Cycle:

a. **Initial Assessment.** Upon enrolment, learners undertake an Enhanced Skill Scan (ESS) to evaluate their prior learning and qualifications against the apprenticeship Standard's Knowledge, Skills, and Behaviours (KSBs), including a numeracy and literacy Initial Assessment. Trainees assessed as suitable for an Apprenticeship, but exhibiting Specific Learning Differences (SpLD), will receive support in accordance with JSP 822 Vol 7 and BRd 3(1) Chapter 96.

b. **Induction and Training.** All RN trainees enrolled onto an Apprenticeship will require an apprenticeship brief.

c. **Reviewing Progress.** Regular learner reviews will be carried out at a minimum of every 12 weeks to evidence a learner's active involvement in learning progression. This process involves the learner and employer setting realistic targets, mentoring and updating the Individual Learning Plan (ILP), and providing support and assistance as appropriate. The ILP has been mapped to the content of the training pipeline which clearly defines what the learner will achieve during their Apprenticeship programme. Learner reviews will also offer an insight for the Military Independent Assessment Authority (MIAA) which will be used in the EPA process.

d. **Embedded Qualifications.** All personnel conducting Apprenticeships are tracked, with the embedded qualification being assessed by formally qualified assessors or SMEs. The outcome of the assessment and verification process ensures that qualification learning outcomes are met. Tracking and assessment in the wider Fleet will include visiting Quality Assurers. Units must recognise the importance of these visits and acknowledge that a complete apprenticeship task book must be forwarded to the learner's registering establishment.

e. **End Point Assessment (EPA).** Apprenticeships across the UK have changed to fit a new government standard and now require an EPA to test the apprentice's competence in their apprenticeship role. To reduce the burden on deployed units and the stress of having two separate (yet similar) assessments, where applicable (e.g. engineering), this new EPA will be aligned to PEs and RPS boards. An Apprentice will only be awarded their Apprenticeship on successful completion of the EPA. The PE and RPS board results still fall to the Unit's decision. However, the EPA aspect of the board will be decided by the Military Independent Assessment Authority (MIAA). There is now a requirement for written evidence to be recorded for the EPA aspect of these boards so it can be effectively evaluated by the MIAA to award the apprentices with their final grade. Apprentice and Assessor guides providing further detail and explanation on the EPA will be sent out individually when an apprentice reaches Gateway. This assessment is particular to each Standard and as such the delivery will vary between programmes. Normally, they will take place within a Unit[78] and, where practicable, will be aligned with current career processes. The TMG PACC will ensure support measures are put in place to prepare the learner for their EPA; these could include:

(1) Task Book/Career Development Journal insert.

(2) Visits from Apprenticeship staff.

(3) Computer based training with offline capability.

EPAs will be conducted by an EPA Organisation (EPAO), in several cases, such as engineering, this EPAO will be the MIAA. Units will be provided with information and support to help with the continuation of training. Information on EPAs will be promulgated via RNTM once a delivery route is developed.

f. **Apprenticeship Encouragement.** Trainees who have yet to achieve the appropriate FS level are to be encouraged and, where possible, given maximum access to L&D Hubs to achieve the necessary grade. Certified copies of FS certificates should be sent to the lead school to claim the Apprenticeship.

9628. Higher Level Apprenticeships

a. Higher Level Apprenticeships (Level 4-7) are increasing in availability and delivery with several Higher Education Establishments, including universities, offering them. If an opportunity is identified as feasible for any number of RN personnel, then SO1 PACC should be contacted in the first instance.

[78] Other options include Realistic Working Environments.

b. The Civil Service (CS) has its own Apprenticeship offering and there may be opportunities for RN personnel to use this offer. The point of contact for enquiries is NAVYPT-TMG-ApprenticeshipTeam@mod.gov.uk.

9629. Audits and Inspections - Ofsted

All RN/RM Phase 2 and a high proportion of Phase 3 training has Apprenticeship qualifications mapped to the training delivered. Any MoD training that receives such civilian recognised qualifications, and attracts government support funding, is liable to be inspected by Ofsted.

a. As the Ofsted nominee, Hd of RN Apprenticeships (NAVY PEOPLE-TMG PACC SO1) will receive the notification of an inspection with 6 days warning. This will be communicated to all appropriate stakeholders and Training Establishments. The inspection will be managed centrally by Apprenticeship HQ with assistance from establishment sub-nominees. Hd of RN Apprenticeships is the owner of the RN Apprenticeship SAR and QIP.

b. **Internal Apprenticeship Reviews within Training Schools (Education Inspection Framework).** In addition to the QA processes delivered as part of JSP 822, Team Fisher is contracted to deliver an annual programme of internal Apprenticeship assessment reviews. These assessment reviews are based on the Ofsted Education Inspection Framework (EIF).

c. **Provider Financial Assurance Audits (PFA).** PFA audits are conducted by the DFE to ensure eligibility and authenticity of funding claims and correct contractual adherence to funding rules and regulations. They will inspect a sample of learner files against their records and the Training Provider's records. They expect to find, or be provided with, evidence that the records meet contractual regulations of continuous learning for the periods of funding (learner reviews etc). Where records do not concur, or if evidence cannot be provided to demonstrate an individual was in continuous learning, the funds provided for those Learners/periods will be reclaimed by the DFE.

9630. Management and Governance of Apprenticeship Funding

a. If an Establishment/Unit identifies an area where the facilities or opportunities for Apprenticeship delivery could be improved, then an application can be made to use Apprenticeship Funds (AF).

b. All applications from unit sponsors for Apprenticeship Funding should use the Short Business Case Template at Annex 96O. Completed forms should be sent to the Pipeline Accreditation Team (based in HMS COLLINGWOOD) to the Group Mailbox NAVY-TMGPAAC-GRANT-APPLICATIONS@mod.gov.uk where they will be processed, and the approval route will commence. A business case appropriate to the value of the project will be required to justify the request.

c. In the case of equipment with maintenance requirements and/or limited life, a clear statement of how the sponsor intends to meet those requirements/replacements is required. This funding does support through-life aspects of a project.

d. **Approvals Process.** Applications to utilise the AF may be submitted from any Unit or Establishment which supports apprentices. All applications are approved by DDPT via SO1 PACC and the TMG Business Support Team.

(1) Requests under £10,000 may be submitted using the EAF Template[79].

(2) Requests over £10,000 must be submitted using the Business Case form to the PACC team who will process, log and send to the TMG Business Support Team.

(3) DDPT's decision is communicated to the application sponsor by the PACC team with further details on how to proceed.

(4) All applications are managed in line with MoD commercial and financial regulations. The PACC team undertakes the required due diligence to ensure the correct routes are, and can be, followed prior to submission to DDPT.

(5) A full documentary audit trail is maintained within the PACC Limited SharePoint.

(6) Once funding is allocated and spent, the Royal Navy must evaluate the effectiveness of apprenticeship programmes to ensure they meet ESFA requirements, learner outcomes, and operational objectives.

e. **Financial Propriety.** All financial approvers are accountable to their Chain of Command for the proper management and expenditure of Apprenticeship funding drawn down through national contracts. In addition, the following must be adhered to:

(1) Expenditure and accounting procedures must be in accordance with departmental policy and procedures for MOD funds. Accounts may be subjected to scrutiny by Defence Internal Audit and the National Audit Office.

(2) Funding shall not directly underpin core RN training.

(3) Double funding (the use of Apprenticeship funding for activities, supporting personnel or resources already paid for within the MOD budget) is to be avoided.

(4) Equipment is to be considered MoD property and be entered into a Fixed Asset Register, created by the receiving establishment for each permanent item of expenditure. In the case of new/additional IT equipment directly relating to SELBORNE and requiring Team Fisher maintenance support, the sponsor will need to engage with the Authority contract management to establish approval to add equipment to the SOR.

(5) Disposal and write off will be in accordance with normal business guidelines, ensuring that efficiency and effectiveness of delivery is maintained.

[79] 20240418-EAF_Template FY 2425.docx

f. **Sponsor's Responsibility.** Sponsors of an Apprenticeship Fund Application are to ensure that:

(1) The PACC Team are informed of any invoices/payments due quoting your grant reference, designated UIN and RAC code.

(2) Termly progress review is provided to RNAP HQ, significant delays/issues should be reported as soon as practicable.

(3) Details of the project are handed over to an appropriate person when leaving a role.

(4) RNAP HQ is consulted regarding appropriate branding, signage and PR prior to the completion of the project.

g. **Apprenticeship Fund Stakeholders.** The individuals and teams associated with the administration, financial scrutiny and deciding authority for Apprenticeship Funds are as follows:

(1) **DDPT.** Budget holder for Apprenticeship Fund.

(2) **TMG Head Delivery.** Provides monthly feedback on the AF to DDPT and inputs on major Business Case applications to ensure they align with TMG Delivery.

(3) **PACC Team.** Led by SO1 PACC, the team ensure all applications and Business as Usual (BAU) expenditure complies with MoD regulations and a full audit trail is maintained for income and outgoings.

(4) **PACC WO.** Conducts all administration on the Apprenticeship Service System which enables the drawdown from the tri-service levy.

(5) **Navy Finance Team.** Produce the monthly reports which detail the income and outgoings and offer support with compliance of financial regulations.

(6) **TMG Business Support Team.** Manage Business Cases for DDPT and support with all processing and compliance requirements.

(7) **CWD UPO.** Process the income received from the DFE.

(8) **Navy Commercial.** Support with the commercial requirements of an Apprenticeship Fund Application.

SECTION 5

EDUCATION FOR PROMOTION

9631. Defence Literacy and Numeracy Direction

For all members of the Armed Forces, the English and mathematics requirement is encapsulated in the Literacy and Numeracy Direction, details of which are contained in JSP 822 Vol 8. This policy aims to ensure that the Functional Skills (FS) needs of Armed Forces personnel are addressed at the earliest opportunity to enhance their operational effectiveness, and potential for personal and career development.

9632. Education For Promotion

a. The Education for Promotion (EFP) Policy builds on the Defence Literacy and Numeracy Direction and is the collective term used to describe how the RN will deliver Functional Skills (FS) in English and mathematics in specified time scales. All Ratings/OR will be trained and assessed to L2 FS English and mathematics during Phase 1 and Phase 2 Training. Those who do not achieve the standard will be supported by regional hubs and LDO Ops teams. The EFP requirement is:

(1) A FS Initial Assessment is required for all personnel who do not hold GCSE Grade 9 - 4 (2017 onwards) or Grade A* - C (pre-2017), FS Level 2 or equivalent qualifications in English Language and Mathematics. See Annex 96P for a list of MOD approved proxy qualifications that give FS equivalences.

(2) Promotion to Leading Hand/Corporal. All personnel must attain a Level 1 FS qualification in English and mathematics in order to be educationally qualified for LH/Cpl[80]. The GCSE equivalent acceptable grades for promotion are minimum 3-1 (D-G).

Note. *For Level 2 Apprenticeships the minimum acceptable GCSE grade equivalent is 3-1 (D-G), effective from 1 Aug 24.*

(3) Promotion to Petty Officer/Sergeant (PO/Sgt). All personnel must attain a FS Level 2 qualification in English and mathematics prior to promotion to substantive PO/Sgt.

(4) There is no additional educational requirement for promotion to Chief Petty Officer/Colour Sergeant.

[80] Promotion Regulations (see BRd 3(1) Part 8) are to be consulted for specific branch selection criteria.

(5) The Qualified Educationally Warrant Officer (QEWO) competence is no longer valid or required; to be qualified for promotion to Warrant Officer, personnel will require English and Mathematics competences at FS Level 2. There will be no legacy rights and individuals will require English and mathematics competences at Level 2 to be annotated on their JPA competence profile, which may be obtained from the various competences listed below (competencies listed in italics are no longer available on JPA, but remain valid):

Educational|RN/RM Basic Skills Numeracy Level 2|Navy|
Educational|RN/RM Basic Skills Literacy Level 2|Navy|
Educational|RN/RM Key Skills AON Level 2|Navy|
Educational|RN/RM Key Skills Communication Level 2|Navy|
Educational|RN/RM Functional Skills Mathematics Level 2|Navy|
Educational|RN/RM Mathematics Level 2|Navy|
Educational|RN/RM Functional Skills English Level 2|Navy|
Educational|RN/RM English Level 2|Navy|
Educational|RN/RM English Proxy A*- C|Navy|Navy|
Educational|RN/RM Mathematics Proxy A*- C|Navy|
Educational|RN/RM Basic Skills Proxy Numeracy Level 2|Navy|
Educational|RN/RM Basic Skills Proxy Literacy Level 2|Navy|

(6) Where a competence is not annotated but an appropriate qualification is held, it is the individual's responsibility to provide evidence that they are educationally qualified. Requests for changes to educational status are to be submitted to NAVY PEOPLE-TMG PACC EFP Mailbox, together with certified true copies of the relevant certificates, or taken to a L&D Hub, ERO, UEO or the LDO Ops team. Once qualifications are confirmed as suitable, the new educational status will be entered directly onto JPA.

(7) Commonwealth and Non-British qualification evaluation will be conducted by NAVY PEOPLE-TMG PACC EFP Mailbox. Full qualification certificates are required; preliminary/provisional result slips are not acceptable. if the certificates have been lost, a letter direct from the institute must be emailed to NAVYPEOPLE-TMGPACCEFPmailbox@mod.gov.uk. Commonwealth and non-British qualification evaluations are for RN (accreditation or promotion) purposes only. Evaluation for any other reason, e.g., upon leaving the Service, is the individual's responsibility.

(8) TMG PACC TEAM will ensure that all qualifications gained outside of the UK are recognised to the comparable level, as advised by the Department for Education approved ENIC system. This comparability can be used for Apprenticeships and JPA EFP[81]. UK ENIC screenshots will be provided and JPA actioned accordingly.

[81] For RN mandated purposes (accreditation or promotion) any costs will be the responsibility of the RN, not the individual.

b. **Legacy Qualifications prior to 1 Apr 06**[82]

(1) NAMET scores of 5:5 and above will remain extant for the purposes of promotion to LH/Cpl and for Branch Transfer (BT) and Specialist Qualification (SQ) selection[83]. NAMET scores will not be taken into consideration when assessing whether an individual is at the correct educational standard for promotion to PO/Sgt[84].

(2) Personnel who do not hold a FS at Level 2 or a proxy qualification will need to attain the requisite FS qualifications in English and mathematics prior to promotion to PO/Sgt.

9633. Educational Criteria for Upper Yardman/Senior Upper Yardman and Warrant Officer Commissioning Schemes

a. Commissions and Warrant (CW) papers should be raised only for Upper Yardman/Corps Commission (UY/CC) candidates who meet, or are expected to meet, the educational criteria of five GCSEs in non-overlapping subjects at grades 9-4 / A*-C (or equivalent), including both mathematics and English Language. Functional Skills Level 2 in English and/or mathematics cannot be used in lieu of a GCSE A*-C/9-4.

b. The educational requirement for Senior Upper Yardman/Senior Corps Commission (SUY/SCC) candidates to have CW papers raised is two GCSEs grade A*-C/9-4 (or equivalent), one of which must be mathematics or English Language. To be eligible for the Final Selection Board, SUY and SCC candidates are required to have GCSEs Grade A*-C/9-4 in mathematics, English Language and two other non-overlapping subjects, a total of four GCSEs (or equivalent). Functional Skills Level 2 in English and/or mathematics cannot be used in lieu of a GCSE A*-C/9-4.

c. For the Warrant Officer 1st Class Commissioning Scheme (WOCS), the minimum Educational Standard is two GCSEs Grade 9 – 4/A*- C in both English Language and mathematics prior to the date of the Commissioning Board.

d. Common equivalent qualifications that are accepted in lieu of the GCSE are as follows:

(1) Scottish Intermediate 2. Standard Grade 1, National Grade 5 (A-C)

(2) GCE Ordinary Level (Grade A, B or C).

(3) Certificate of Secondary Education (CSE) Grade 1.

[82] Individuals who rejoin the Service as ABs have legacy rights if their initial date of entry was prior to 1 Apr 06.
[83] Results can be split e.g. NAMET for one element and Functional Skills for the other, in order to be most beneficial for the individual.
[84] NAMET 0:0 denotes GCSEs in English and Mathematics at Grade C or above, further clarification on NAMET scores can be obtained from NAVY PEOPLE-TMG PACC EFP Mailbox.

e. The qualifications above are by no means exhaustive. In cases of doubt regarding the acceptability of qualifications or subjects, upon submission of certified true copies of certificates, NAVY PEOPLE-TMG PACC EFP Mailbox will evaluate academic/vocational qualifications.

f. A pass at the Admiralty Interview Board (AIB) will not negate the requirement to meet the educational criteria; consequently, candidates who fail to obtain the required educational standards will not be considered by the Final Selection Board (FSB) and will need to re-submit their application for the relevant scheme once they are educationally qualified. In circumstances where a candidate's education results are due after their attendance at the AIB, result must be received before an otherwise eligible candidate can be considered at the FSB.

g. Requests for changes to educational status are to be submitted to NAVY PEOPLE-TMG PACC EFP Mailbox with certified true copies of the qualification certificates. Once qualifications are confirmed as suitable, the individual's new competence profile will be recorded directly onto JPA. The authority for recording on JPA the competence Qualified Educationally for UY/SUY rests solely with the TMG PACC TEAM.

9634. Additional Educational Criteria for Upper Yardman and Senior Upper Yardman

a. **Candidates for Upper Yardman Engineer Officer (UY(E)).** Candidates for Engineering specialisations are required to have additional qualifications over and above the basic requirement listed at Para 9615. They are required to have successfully completed degree level study leading to the award of an appropriate engineering degree which is accredited to Incorporated Engineer level by the Engineering Council. SUY Engineer Officer candidates are subject to different requirements, as detailed in Chapter 50. The Service has three routes available to enable candidates to achieve the UY(E) requirement: UY(E) University of Portsmouth Degree Scheme (UY(E) UoPDS), a Degree Apprenticeship or the Defence Technical Undergraduate Scheme (DTUS). Selection to the DTUS will be limited to those candidates who display outstanding officer and academic potential early in their Service career and who achieve an AIB Final Board Score of at least 250 marks, commensurate with that of a potential University Cadet Entry (UCE) candidate. Detailed pre-educational requirements for UY(E) candidates may be found in Chapter 50.

Note. *Reporting Officers are advised to discuss a potential UY(E) candidate's current academic achievement and any study being undertaken with the appropriate Upper Yardman Recording Authority (UYRA) before commencement of CW papers. Such action will avoid nugatory reporting for ratings who are unlikely to meet the educational standard required to study for an Engineering degree.*

b. **Upper Yardman/Senior Upper Yardman.** Those qualifications required for entry into specialisations, over and above the basic requirement, are as follows:

(1) **Candidates for Training Manager (TM).** Candidates for TM must have gained, or be in the process of gaining, a degree that is recognised within the UK. Candidates will not normally be able to attend the AIB until they have received their degree results in writing. Only in exceptional circumstances, and with the approval of AIB Cdr(E), will candidates be permitted to attend the AIB without written evidence of their degree results. It should be noted that entry into the Officer Corps will be on production of either the degree certificate or a document containing the candidate's final results.

(2) **Candidates for QARNNS.** In-Service candidates for QARNNS must be registered with the Nursing and Midwifery Council (NMC). At the discretion of the QARNNS Recording Authority (RA), candidates may be deferred when there are already too many nominations or when, in the Recording Authority's judgement, and with the agreement of the Commanding Officer, a candidate is not yet ready to attend the AIB.

c. **Recording of Results.** Results should be recorded by following the guidelines below:

(1) **Data Capture.** Accurate recording of FS information is critical in support of the personal development of the individual, as such details of FS assessments and qualifications need to be captured at the earliest opportunity on JPA as a competence. New Entry training establishments are to ensure that the appropriate results are recorded on entry to the Service. Phase 2 training establishments are to update records to reflect any improvement in an individual's qualifications generated by successful completion of FS elements of the relevant Apprenticeship Programmes.

(2) Authority for updating English and mathematics competences to JPA has been delegated to a limited number of authorised personnel within L&D Hubs. The TMG PACC Team is the central point of contact and competence recording authority for FS qualifications, English and mathematics GCSEs and educational equivalencies. Verification of education equivalences remains the sole responsibility of the TMG PACC Team.

(3) It is not a requirement for individual qualifications to be recorded within the qualifications area of JPA. The main priority is that the individual's JPA competence profile accurately reflects the Educational/Professional Qualified competence and that the individual is educationally qualification for promotion. It is the responsibility of individuals, Divisional Officers/Troop Commanders to ensure that JPA is updated with any other qualifications (JSP 794 refers).

(4) Due to GDPR and limited storage space, paper records of individuals' qualifications will no longer be retained by the TMG PACC Team.

9635. Access to English and Mathematics Support and Testing Provision

a. Opportunities to achieve the pre-requisite level of FS certification for promotion are available through accredited training, such as the Apprenticeship Programmes integrated as part of Phase 2 Training and the Advanced Apprenticeship Schemes associated with career courses. These schemes enable achievement of FS Level 1 and 2 qualifications through the completion of nationally recognised assessments in English and mathematics. Personnel registered on the Apprenticeship and Advanced Apprenticeship Schemes who successfully complete the FS tests at the appropriate level will qualify educationally for promotion to either LH/Cpl or PO/Sgt as appropriate.

b. Where personnel need to achieve FS outside of the formal training system, opportunities exist through the network of L&D Hubs. The programmes offered in the Hubs are tailored to suit the individual's current knowledge, circumstances and abilities. Usually, most of the programme is delivered via an e-learning medium with assistance from an E-Learning / Functional Skills Coach (EL/FSC) or equivalent. Such programmes are supplemented with 1:1 tuition from the English or Mathematics Tutor and, where tutors are not available, EROs, LDO Ops and UEOs or equivalent should be able to assist. If needed, the help of Specific Learning Differences Advisers (SpLDA) can also be accessed. When e-learning is deemed to be unsuitable for an individual, face to face tuition will be offered. A choice of electronic or paper-based examination is also available.

c. Onboard a ship, individuals can achieve FS qualifications if help is available from an LDO Ops officer or an ERO. Offline learning materials and 1:1 or small group tuition is usually used, leading to a paper-based test. The test must be invigilated by an LDO Ops officer or trained ERO.

9636. English and Mathematics Programme

The sequence of FS provision may be summarised as follows:

a. **Initial Assessment.** Initial assessment (IA) establishes an individual's English or mathematics skill level in terms of the Regulated Qualifications Framework (RQF) levels (from Entry Level 1 to Level 2). Note: IA is not a qualification and cannot be used to qualify an individual for promotion.

b. **Diagnostic Assessment.** Diagnostic Assessment identifies an individual's specific ability and highlights areas of weakness. This provides a description of learning needs and assists the FS specialists in the compilation of a learner's programme planner, also known as an Individual Learning Plan (ILP). The ILP outlines short- and longer-term learning targets, a detailed programme to address the FS needs and a record of progress and achievement.

c. **Learning Support.** Learning Support is the programme of support developed by the FS specialist for the learner. It may comprise 1:1 or classroom tuition, group work, intensive courses, e-learning based programmes and distance learning.

d. **Mock Assessment(s).** Mock assessments would usually resemble the ‘live’ examination and are offered to the learner as an exam preparation tool.

e. **Testing For Qualification.** All FS programmes offered to Service personnel lead to a nationally recognised qualification that is awarded on successful completion of the final assessment(s).

f. **Tracking.** Accurate recording of FS information is critical in support of the personal development of the individual. It is therefore important that data on FS achievement by the individual follows them through their training and throughout their service career.

9637. Educational Qualification for Promotion, Branch Transfer or Specialist Qualification Selection

a. EFP does not affect the education requirements of those branches or specialisations with a requirement for specific GCSE qualifications for entry.

b. NAMET scores achieved by legacy personnel for the purposes of selection for BT and SQ will remain extant for the service lifetime of the individual (this is applicable to AB/Mne’s only: once promoted to LH/Cpl they no longer retain legacy rights). All other personnel (LH and above) who wish to be considered for BT and SQ will be required to achieve the relevant FS in English and mathematics.

SECTION 6

ACCREDITATION

9638. Accreditation of Naval Training and Experience

a. The Royal Navy is fully committed to the overarching Defence Direction for accreditation, which is contained within JSP 822 Vol 8.

b. Accreditation is the gaining of a whole or partial civilian qualification through the recognition of training and experience. Where accreditation does not meet the requirements for the full national qualification, schemes should provide opportunities for individuals to 'top-up' their learning to enable them to achieve the full qualification.

c. The purpose of this section is to:

(1) Provide an overview of the principles of accreditation.

(2) Identify RN specific issues.

9639. Accreditation Categories

Accreditation may be achieved in three ways:

a. **Career Course.** A service funded course that an individual is required to attend.

b. **Elective.** Additional training designed to complement a career course or extension of a Foundation Degree to an Honours Degree.

c. Through a combination of the above.

9640. Accreditation Sponsors.

The responsibility for accreditation within the RN falls to either Deputy Director People - Training (DDPT) for RN training or Branch Managers for branch specific training.

a. **TMG RN Training.** RN training comprises Leadership and Management training and University of Lincoln Courses (UoL). UoL courses include Royal Marines Young Officer Foundation Degree, International Defence Training Degree, BRNC Foundation Degree, Social Work Degree and Royal Marine Band Service Degree. Overall responsibility for the accreditation of these courses lies with DDPT, delegated to SO1 Pipeline Accreditation, working in conjunction with the appropriate lead schools and providers.

b. **Branch Led Training.** Branch Led Training is the responsibility of lead schools/heads of profession who will liaise directly with the appropriate accreditation bodies in consultation with NAVY PEOPLE-TMG PACC C2 and NAVY PEOPLE-PSP LD Pol ElectSO2, within the rules laid down in JSP 822 Vol 8. DDPT provides an advice/consultancy service in these cases.

9641. Overarching Principles

a. Accreditation is to be sought for all formal training, subject to it being able to meet the policy criteria and the necessary resources being available[85].

b. The RN will facilitate and fund accreditation in accordance with the following principles:

(1) Negotiate with Awarding Bodies, the highest level of recognition of all RN training and experience which contributes towards a Role Performance Statement (Role PS) or educational outcomes. The choice of accreditation to be pursued will depend upon the following:

(a) An assessment of the value of the qualification in the current and future civilian employment market and its associated value to recruitment and retention. Particular attention should be given to the likely completion rates of the chosen route.

(b) The nature and scale of the gap between Role PS and the standard required by the civilian qualification.

(c) The availability of resources to bridge the gap to a higher civilian standard.

(d) The value (skills, professional contacts) that may benefit the RN as a result of holding that award whilst the individual remains in Service.

(e) Government policies and the related ability to access Education and Skills Funding Agency (ESFA) funding to support any additional training or administrative effort, (over and above the Role PS), that is required to facilitate accreditation.

(2) Provide opportunities for Service personnel to gain civilian accreditation in a structured and cost-effective manner, on a through career basis.

(3) Provide qualifications and accreditation mandated by national legislation.

9642. Awarding Organisations

Accreditation is to be sought for all formal training, as follows:

a. Selection of the most appropriate awarding organisation is a key consideration and will aid the overall development of any accreditation scheme.

b. Apprenticeship opportunities must be explored[86].

c. At the highest possible level as measured on the Regulated Qualification Framework (RQF).

[85] JSP 822 Vol 8 Ch 2.
[86] If in doubt NAVY PEOPLE-TMG PACC C2 can advise.

9643. Governance

Note. *This section is under review by SO1 Pipeline Accreditation as part of the SELBORNE programme. Any queries should be directed to NAVYPT-TMG-ApprenticeshipsTeam@mod.gov.uk.*

9644. Funding

All new accreditation requests must follow the Training Change Working Group (TCWG) and Customer Executive Board (CEB) process.

a. Accreditation can be funded either by the Service or by individuals, depending on the course. The availability of financial resources must be carefully considered prior to commitment to a given accreditation scheme.

b. Potential funding routes include the following:

(1) **NCHQ Funding.** For accreditation derived wholly from generic RN career courses, for example Leadership and Management courses, Service funding may be provided from a central budget by the TMG.

(2) **Other Service Funding.** For accreditation derived wholly from Branch specific career courses, Service funding will be provided by the requirements desk/lead school in question. TMG PACC C2 must be informed of all intended accreditation, including costs. Desk officers must seek advice from TMG PACC C2 before embarking on an accreditation route.

(3) **Individual Funding.** Where there is no service requirement for accreditation, individuals will be expected to self-fund their accreditation. This includes accreditation derived from courses which are not part of an individual's career requirement, or from personal elective learning.

(4) **Learning Credits.** Service personnel may be able to use Standard Learning Credits and Enhanced Learning Credits to fund accreditation provided that the qualification falls within the scope of the regulations in JSP 822.

9645. Responsibilities

a. The TMG is to:

(1) Inform Service Accreditation Policy;

(2) In conjunction with Branch Managers, maintain an Accreditation Database;

(3) Support wider MOD requirements and data collection;

(4) Maintain records of Quality Assurance Activities for all accreditations including site visits and reports.

(5) Maintain close working relationships with Branch/Career Managers and Accreditation Cells regarding RN Accreditation.

(6) Provide SME support to Schools/Establishments on Accreditation and explore further opportunities.

b. SME School Leads are to:

(1) Identify training that may attract civilian recognition and liaise with Awarding Bodies for the accreditation of branch specific training.

(2) Provide adequately trained assessors to support/undertake workplace assessments. Where practicable, assessments are to be based upon existing task book regimes.

(3) Ensure all quality assurance documentation, including Course Approval Activity Reports, are sent to NAVY PEOPLE-TMG PACC C2.

SECTION 7

OFFICER CAREER DEVELOPMENT

9646. Officer Career Development Programme (OCD)

Note. *This section is under review and will be transitioned to Chapter 97 at the next BRd 3(1) review.*

a. The regulations for the current programme for OCD apply to all RN Officers. Additional guidance for RNR Officers is currently under development but all stages are available where capacity exists.

b. OCD regulations are published in BRd 3(1) Chapter 97, Professional Military Education (PME)

c. Further OCD details and course dates are published by RNTM

d. **OCD Regulations.** The regulations relating to attendance on the separate elements of the OCD are as follows:

Table 96-4. OCD Regulations

Course	Regulations	Comment
1 – Junior Officer Leadership Course 1	Prerequisite for JOLC2	To be attended prior to completion of Phase 2 Training. Due to the experience gained during their Naval careers, SUY (and some UY) officers have acquired considerable management and leadership experience in comparison to Direct Entry officers. For SUY and UY Officers who have successfully passed SRLC, they will no longer be required to attend JOLC1. The requirement to attend JOLC1 remains for those SUY and UY officers who have only passed LRLC.
2 – Junior Officer Leadership Course 2	Prerequisite for ICSC(M)[87]	To be completed prior to selection/attendance for ICSC(M).
3 – Naval Analysis Course	Prerequisite for ICSC(M)	To be completed prior to selection/attendance for ICSC(M). Primarily attended by OF2s of 2+ years of seniority.
4 – Intermediate Command and Staff Course (Maritime)	Aspirational prerequisite for Full Commission Stage (FCS) transfer	Contact your CM for details. Those officers who have not successfully completed ICSC(M) may be considered less favourably by transfer selection boards. Note that it is unlikely that an individual will be selected for ACSC who is not Full Commission Stage (FCS).
5 – Pre-ACSC Critical Thinking Skills Course (CTSC)	To be completed post selection for ACSC (but prior to the start of ACSC)	Mandatory for RN personnel and desirable for RM personnel.

[87] There is no requirement for RM, RFA, WOs or International students to have completed JOLC2 prior to attending ICSC(M).

SECTION 8

PROFESSIONAL MEMBERSHIPS

9647. Professional Membership

Professional Bodies are typically non-profit making organisations which seek to further a particular profession, the interests of the individuals engaged in that profession and the public interest in general. Membership of a professional body indicates a level of competence within a particular field and is normally accompanied by post-nominal letters (e.g. MIEE, CEng, etc). From a Naval perspective, professional bodies can be seen as falling into one of two categories:

a. **Branch Specific.** Certain branches or trades will have an obvious linkage to a particular professional body, for example, the various engineering branches.

b. **Generic.** In addition to branch specific skills all Naval personnel will, throughout their career, build up expertise in leadership and management. These skill sets can also be mapped across to professional bodies. One example of this is through the Professional Recognition Awards (PRA), details of which may be found in the PRA DIN.

c. **Level of Professional Membership**.

Each professional body will have its own rules of admission and criteria for membership, but as a guideline the following are the levels that commonly exist:

(1) **Associate/Affiliate.** The lowest grade of membership, normally offered to those who have either recently qualified at the graduate level and have little or no practical experience, or those with experience but a level of achievement deemed to be lower than graduate level (typically junior officers and LH/PO).

(2) **Full Membership.** Typically offered to those with qualifications at a graduate level and/or significant experience at working in a responsible position within their field of expertise (typically senior Lt/Lt Cdr and CPO/WO2/WO1).

(3) **Fellow.** Normally only offered to those in more senior positions with a wealth of experience and/or knowledge at a Master’s degree level (normally Cdr+, sometimes senior Lt Cdr/WO1).

(4) **Chartered Status.** An additional level of professional competence can be indicated by achieving Chartered Status. This indicates a range of relevant professional skills as well as technical and commercial leadership, interpersonal skills and commitment to professional development.

d. **Mandated Membership.** In general, the RN[88] does not require personnel to be a member of any professional body, and thus does not normally mandate or centrally fund any schemes. In exceptional cases, if a particular assignment requires membership, then it may be funded by the organisation which sets the requirement for the membership, but only for the duration of that assignment.

e. **Elective Membership.** RN personnel may elect to join any professional body for which they are qualified. The rules governing membership are those of the professional body in question and not of the RN.

f. Standard and Enhanced Learning Credits cannot be used to pay for membership fees[89]. The only exception may be where both substantial additional work and an examination, assessment or assignment is undertaken which is not an integral part of the service course syllabus. Each case will be considered on its merits.

9648. Corporate Membership Schemes

a. A number of professional bodies offer corporate membership schemes to RN personnel. In each case certain elements of RN training and experience will have been mapped onto the membership criteria of the body in question, and this mapping exercise is normally in lieu of the portfolio of evidence that a professional body would typically require for membership.

b. It must be emphasised that the rules and regulations of each corporate scheme are dictated by the relevant professional body, not by the RN. It is entirely possible therefore that the levels of membership offered to naval personnel will vary, depending on the rules of the body in question. All fees associated with these membership schemes are paid directly to the professional bodies, although in some cases the RN may collect the fees to simplify administration.

9649. City and Guilds Professional Recognition Award in Leadership and Management

a. The City & Guilds Professional Recognition Award (PRA) has replaced the old Senior Awards. The PRA grants two certificates; a Regulated Qualification Framework (RQF) award and a City & Guilds Award (which entitles the holder to a post nominal). PRAs allow individuals to gain valuable recognition for their personal achievement and application of professional knowledge within the military. In addition, it provides future civilian employers with a recognised performance benchmark offered under the City & Guilds Royal Charter. They are most useful to those about to leave the Naval Service who wish to have their service experience recognised by a Civilian provider. The application form can be found at Annex 96R and the application and payment procedure can be found at Annex 96S.

[88] Special rules may apply to Engineering and Medical Branches.
[89] By definition, these schemes are intended to fund Learning. Full details of both schemes in JSP 822 Vol 9.

b. **Accreditation Levels and minimum eligibility criteria.** PRAs have been mapped directly to Command, Leadership and Management (CLM) courses have been mapped across to the equivalent qualification level.

(1) **Licentiateship (LCGI) (RQF 4)** is mapped to LRLC/CLDC and is awarded to Leading Rates and Corporals.

(2) **Affiliateship (ACGI) (RQF 5)** is mapped to SRLC/SLDC and Phase One Officer Training, and awarded to Petty Officers, Sergeants, Chief Petty Officers, Colour Sergeants, Sub Lieutenants and Lieutenants (RM).

(3) **Graduateship (GCGI) (RQF 6)** is awarded to Warrant Officers Class One and Two, Lieutenants (RN) and Captains (RM)[90].

(4) **Membership (MCGI) (RQF 7)** is mapped to Intermediate Command and Staff Course Maritime/Land and awarded to Lieutenant Commanders and Majors.

c. **Retired Personnel.** Retired Naval Service personnel are eligible to apply for the PRA up to two years after leaving the Service, provided they meet the above eligibility. Where retired personnel cannot complete Section 2 of the Application Form at Annex R, comprehensive proof of their eligibility must be supplied. A copy of their **discharge documents is mandatory** as part of the application process.

d. **Reserve Personnel.** Reserve Forces personnel are eligible to apply for the PRAs at the same level as Regular personnel, provided the eligibility criteria are met.

e. The Naval Service has established Delegated Authority status with City and Guilds, enabling a substantial reduction in fees for military personnel compared to the standard rates. This is a one-off cost. The table below outlines the PRA cost **effective from 01 Sep 25.** PRA costs are revised annually with effect from 01 Sep; applications for PRA received after 15 Aug will be required to pay the revised cost. Personnel submitting PRA applications from Jul – Sep are to contact NAVY PEOPLE-TMG PACC EDU Del to confirm the final cost.

Level	Current cost effective from 1 Sep 25 to 15 Aug 26
Licentiate	£123
Affiliate	£153
Graduate	£160
Member	£195

f. The PRA is **not eligible** for Standard Learning Credit (SLC) use.

[90] Current requirement of 2 years in substantive rank.

ANNEX 96A

APPLICATION TO SIT AN EXAMINATION

APPLICATION TO SIT AN EXAMINATION (FORMS)

ANNEX 96B

INITIAL APPLICATION FOR GREENWICH HOSPITAL HIGHER EDUCATION BURSARY

	INITIAL APPLICATION FOR GREENWICH HOSPITAL HIGHER EDUCATION BURSARY (FORMS)

ANNEX 96C

APPLICATION FOR CONTINUING GREENWICH HOSPITAL HIGHER EDUCATION BURSARY

APPLICATION FOR CONTINUING GREENWICH HOSPITAL HIGHER EDUCATION BURSARY (FORMS)

ANNEX 96D

UNIVERSITY OF LINCOLN PART TIME TOP-UP UNDERGRADUATE SCHOLARSHIPS

1. P&T will fund up to 20 places per annum on part time Level 6 top-up undergraduate courses to those who have been awarded a foundation degree via previous study. Part time top-up undergraduate courses run remotely for 12-18 months from the University of Lincoln (UoL). For full details please visit the UoL website for the course details (linked below).

2. Top-up courses to full undergraduate degree are offered to Service Personnel in the following subjects and are subject to the University's entry requirements and RN's eligibility criteria. This includes candidates being in possession of a Level 5 foundation degree, or have experience gained through rank or work-based distance learning. Personnel must have discussed their chosen course with their CM ahead of their application to discuss onward employment and how the subject area is relevant and applicable to their future career. The following Undergraduate degrees are available:

a. **BSc (Hons) Maritime and Defence Studies.** Applicants to undertake this programme must ensure they have completed the FdSc in Maritime Studies as part of the Intermediate Warfare Officer Foundation (IWOF) course[1].

b. **BSc (Hons) Leadership and Management**[2]. This programme is open to anyone with an existing Level 5 qualification/foundation degree. This programme is the natural Route to Honours for Royal Marines officers who have completed the FdA in Leadership and Management.

c. **BSc (Hons) Logistics Management**[3]. The BSc (Hons) Logistics Management programme has been designed to develop students' capacity to successfully manage people, operations, and systems within a logistics environment.

d. **BSc (Hons) Human Resource Management**[4]. The BSc (Hons) Human Resource Management, a final year top up course, is designed to build on HR military professionals' skills, linking practical experience with academic theory to provide them with the opportunity to enhance their knowledge and expertise in Human Resource Management.

e. **BSc (Hons) Engineering Management**[5]. The BSc (Hons) Engineering Management as a final year top-up course. The degree presents military engineers and technicians at all levels with an opportunity to enhance their managerial and academic skills within their particular area of operational expertise. Qualified applicants will join the degree in the third year.

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[1] Maritime and Defence Studies | BSc (Hons) | University of Lincoln (https://www.lincoln.ac.uk/course/defssbub/). Email contact: Selborneadmin@lincoln.ac.uk

[2] BSc (Hons) Leadership and Management | Military Programmes | University of Lincoln.(https://www.lincoln.ac.uk/lbs/militaryprogrammes/bschonsleadershipandmanagement/) Email contact: wbdladmin@lincoln.ac.uk

[3] BSc (Hons) Logistics Management (Military) | Military Programmes | University of Lincoln (https://www.lincoln.ac.uk/lbs/militaryprogrammes/bschonslogisticsmanagementmilitary/)

[4] BSc (Hons) Human Resource Management (Military) | Military Programmes | University of Lincoln.(https://www.lincoln.ac.uk/lbs/militaryprogrammes/bschonshumanresourcemanagementmilitary/) Email contact: wbdladmin@lincoln.ac.uk

[5] BSc (Hons) Engineering Management (Open Military) | Military Programmes | University of Lincoln. (https://www.lincoln.ac.uk/lbs/militaryprogrammes/bschonsengineeringmanagementopenmilitary/) Email contact: wbdladmin@lincoln.ac.uk

ANNEX 96E

UNIVERSITY OF LINCOLN FOUNDATION DEGREE OPERATIONS MANAGEMENT SCHOLARSHIPS

1. P&T will fund up to five places per annum on this part-time, two-year foundation degree at UoL. The Foundation Degree in Science (FdSc) Operations Management is open to all ranks, who have direct responsibility for tasks and resources. Modules include Operations Management, Managing People, Planning and Control Systems, Academic Study Skills, Developing Skills as a Leader, and an Operations work-based project (see Table 1).

2. Method of study. The FdSc Operations Management is a Work-Based Distance Learning (WBDL) degree which aims to bridge the gap between learning at work and learning at university. The programme considers the high level of skills and learning which are demonstrated every day in the workplace and provides a degree framework to support and accredit this learning. This is a flexible learning package with the ability to pause studies and re-join a later cohort. There is no face-to-face teaching or on campus attendance required with all teaching delivered online.

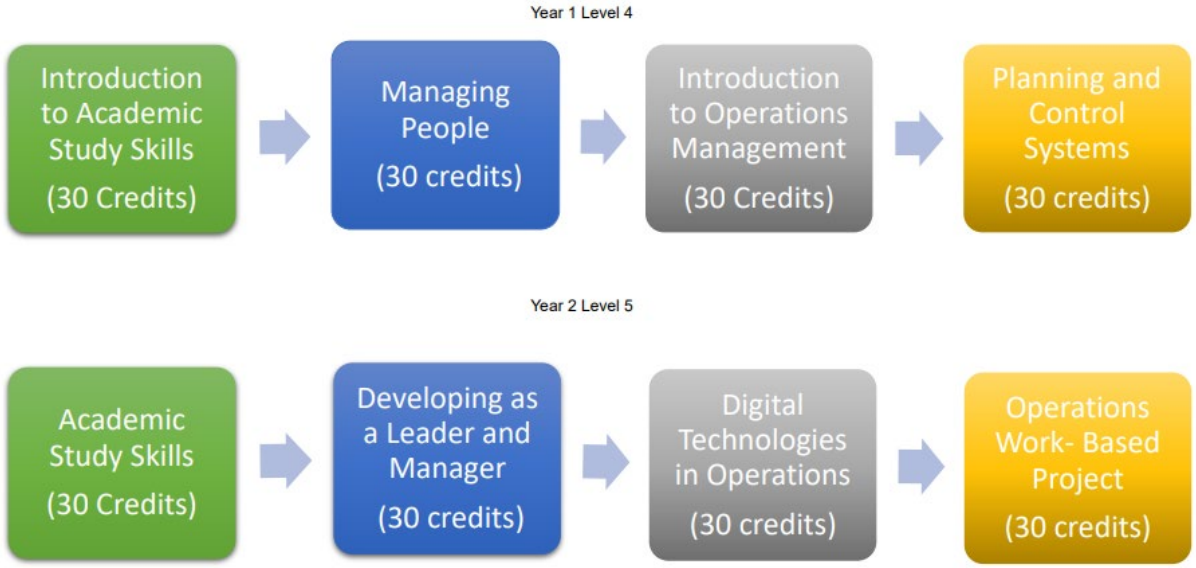
3. Course eligibility. The FdSc Operations Management provides those without formal higher education qualifications to get started with their management qualification journey, utilising their team leadership experience. The course starting point will be managed on a case-by-case basis, considering the individual's rank and level of experience. Recognised prior learning (RPL) will be considered and may be used to determine a shorter period of study (e.g., one year where possible). For example, Able Ratings with secondary associated duties such as secretary of a sports club could use their rank and experiences to achieve a place on the foundation degree. To get started using your rank alone you will need to hold the minimum of Leading Hand or Corporal. Leading Hands (with two years' experience and above) could expect to start the course from the second year and complete within a one-year period. Individuals who have reached the rate of Petty Officer (with two years' experience) could expect to be entered on to one of the one-year part time BSc (Hons) programmes. It is incumbent on the applicant to discuss their potential entry point with UoL[1] before completing their application on SCIO.

4. Commitment. The course and associated assessments are at foundation degree level and therefore, applicants should be prepared to offer the commitment and dedication to produce work of an appropriate standard. Throughout the programme, assessment methods are designed to enable students to develop their potential and are based on the development of close working relationships between the tutor and student. Hence, assessment strategies aim to reflect the focus of the course being on independent self-managed learning.

[1] For further enquiries, please contact the UoL Work-Based Distance Learning team on WBDLAdmin@lincoln.ac.uk.

5. Application. There are three intakes per year (Oct, Feb, and May – Oct and Feb available to RN). Funding for each intake should be sought from the annual ASB, which is held in May each year. When candidates apply to the FdSc Operations Management on SCIO, they are to state their preferred entry point in their application, which associated reasoning provided (e.g. I would like to apply for the FdSc commencing in Jan 26 due to operational commitments which will see me return from deployment in Dec 25). If a preferred date is not given, then the Oct 25 entry will be assumed. For more information on the course and how to apply, please contact the Work-Based Distance Learning Team[2].

Figure 96E-1: FdSc Operations Management modules (Level 4 and Level 5)



[2] WBDLAdmin@lincoln.ac.uk

ANNEX 96F

DIR P&T UNDERGRADUATE ACADEMIC SCHOLARSHIPS

1. Dir P&T will fund a limited number of places per annum on part time Foundation Degree (Fd)/full Undergraduate Degree courses. The UoL is the provider of choice[1], however, applications to study with other providers will be considered where UoL does not offer a realistic/similar alternative and a strong justification can be made, dependent on cost.

2. Courses can be on any subject (e.g. HR/Leadership and Management, Strategic Studies, Intelligence and Terrorism Studies), but applicants must provide compelling reasons when applying and justify their choice against benefit to the service and their own personal development.

3. Part-funded or part-completed degree courses cannot be funded by Dir P&Ts Undergraduate Academic Scholarship Scheme. Top-ups are permitted[2] under the rules of this scheme, however if an individual's course has already commenced, Dir P&T cannot part-fund the remaining course fees[3].

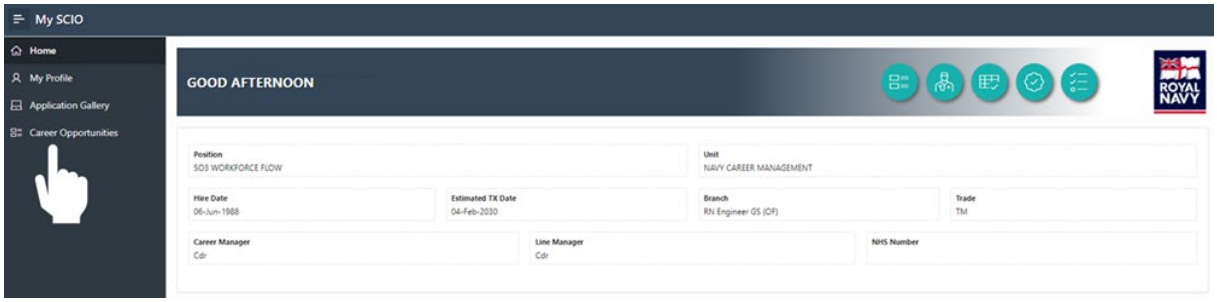
[1] UoL is the RN's Higher Education partner under Project Selborne.
[2] E.g., if a PgCert is already held, applications can be made to top-up that course to either a PgDip or Degree in the same subject.
[3] E.g., if an applicant has completed year one of a three year part-time undergraduate degree, they cannot claim for the remaining two years under this scheme.

ANNEX 96G

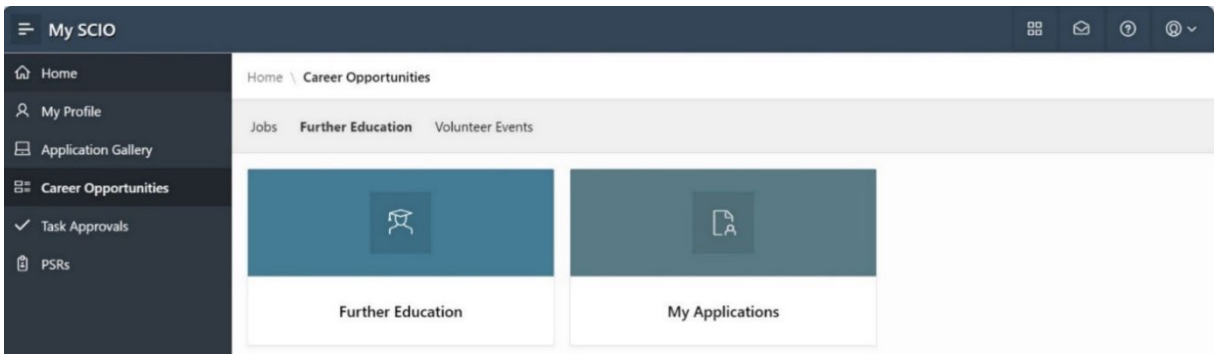
SCIO GUIDE TO APPLYING FOR ACADEMIC SCHOLARSHIPS

1. Logon to SCIO[1].

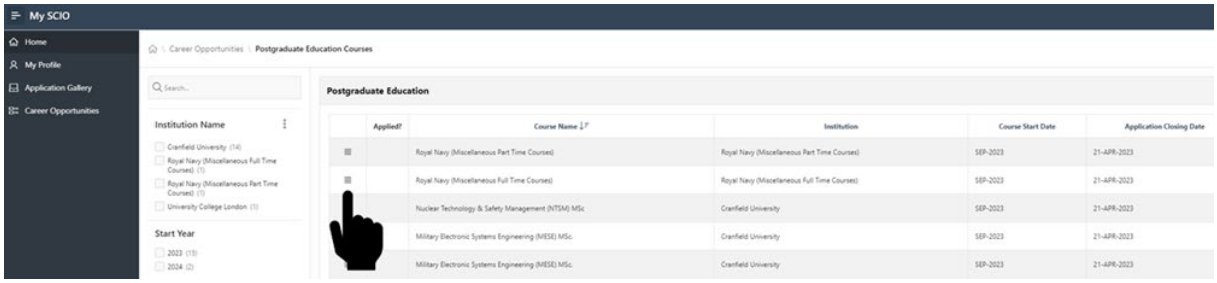
2. In the menu on the top left-hand side of the screen, click ‘Career Opportunities’.



3. There are three options n the second horizontal banner (‘Jobs’ is automatically selected). Click ‘Further Education’ in the banner then the ’Further Education’ box.



4. Filter by postgraduate or undergraduate courses using the menu on the left, then select your preferred course by clicking the hamburger menu. You will receive two options; ‘Course Details’ or ‘Apply’. Click ‘Course Details’ to ensure you have selected the correct course. Click ‘Apply’ to start your application.



5. If you are applying for a course that is not one of the taught programmes delivered by Cranfield, University College London, or UoL, select ‘Royal Navy (Miscellaneous Part Time Courses)’ or ‘Royal Navy (Miscellaneous Full Time Courses)[2]

[1] https://navyapps.jmt.cns.r.mil.uk/scio/f?p=444:1::::::
[2] Only applicable to FT postgraduate applications

6. If selecting ‘Miscellaneous Part Time/Full Time Course’ (as either a Foundation, Full Undergraduate, or Postgraduate Degree), you must submit the following information within the 'Justification' box, so that the ASB has all the information about your application:

a. The name of the course.

b. Qualification gained.

c. The name of the University/College.

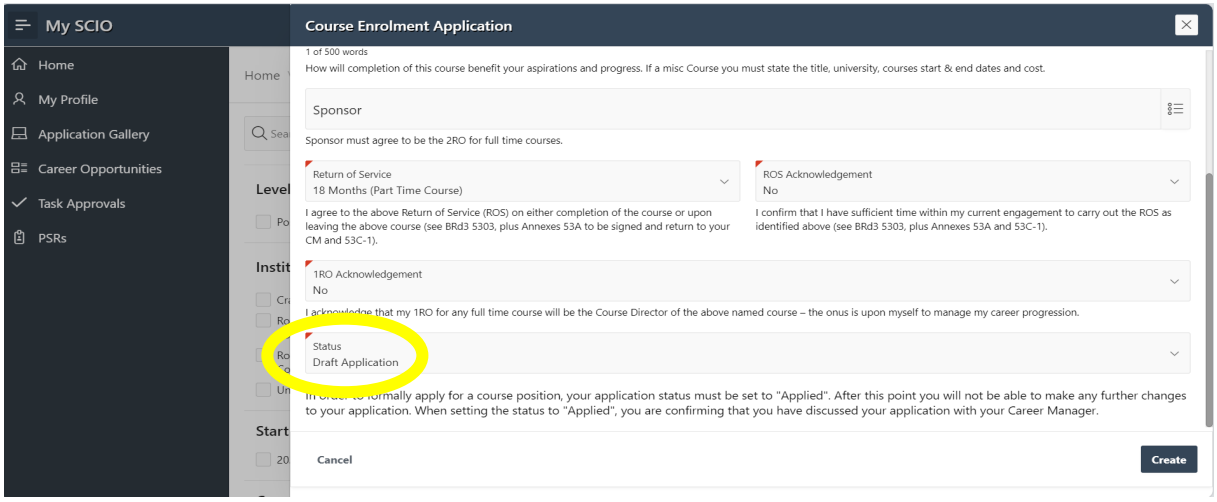
d. The course start date.

e. The length of the course being applied for.

f. The total cost of the course.

7. The application form includes the individual’s justification, as well as their CM’s statement. The ASB will be looking for applications that demonstrate best value for money, have a strong justification for the personal and professional benefits that the academic study will provide, and how completion of the course will fit into their career plans. Applicants are to indicate how their work will benefit the Service, as well as how they intend to feed research findings back into the RN. There is a limited budget, therefore funding is allocated to those with the most compelling justification.

8. Once applicants have completed the form, they **must change the status to ‘Applied’** in the drop-down menu[3] in order for their CM to access it. Applications can remain in draft form until the individual is content, but the status must be changed for the CM to complete their input[4].



9. Click ‘Create’ to save the application form. Note that the status can remain as ‘Draft Application’ when ‘Create’ is selected. To change the status, individuals will need to return to their application and change the status to ‘Applied’.

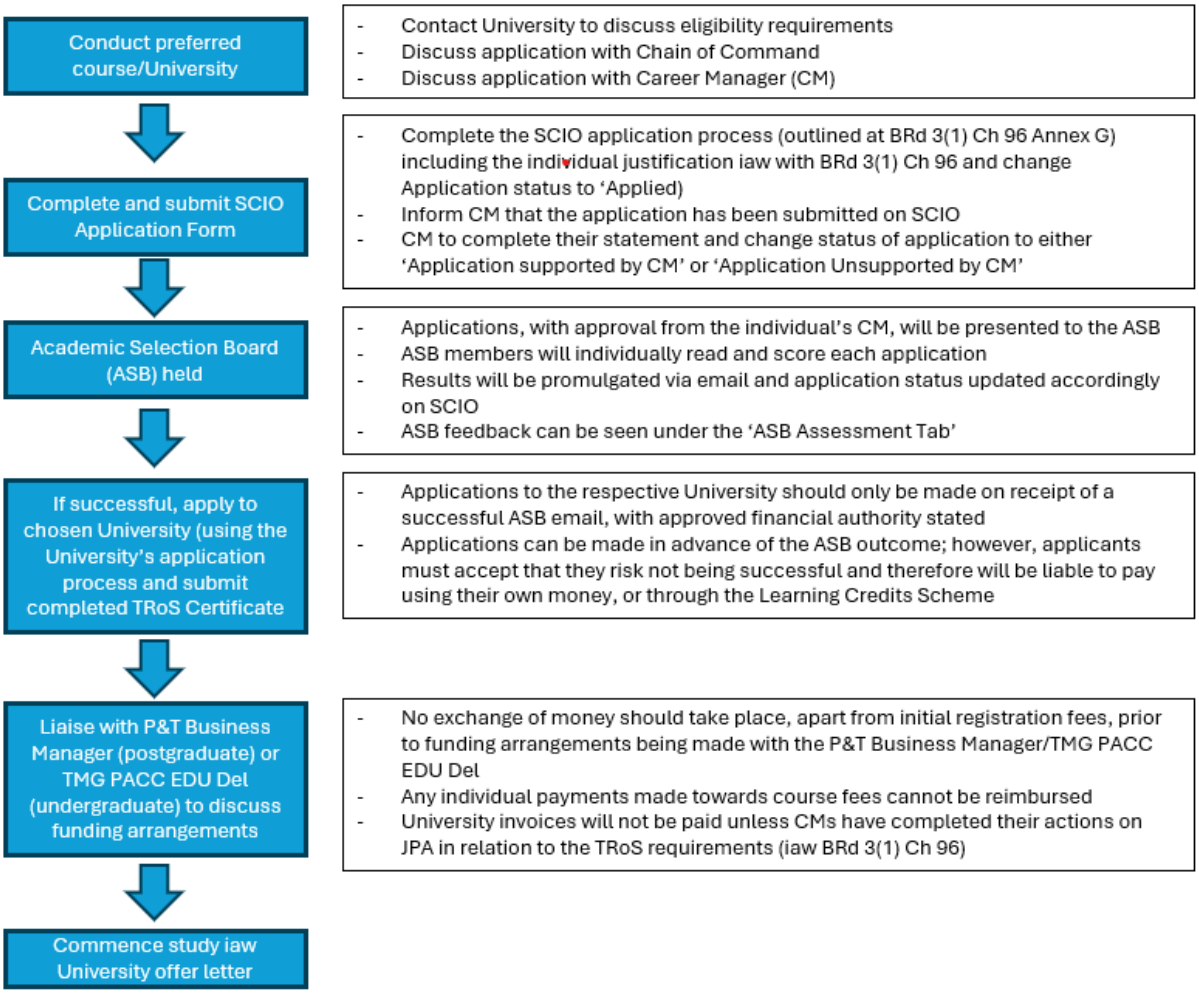
[3] ‘Draft Application’ is automatically selected upon starting the application.
[4] Applicants who do not amend their status to ‘Applied’ will prevent the CM from inputting their statement and therefore will not be presented to the ASB.

10. CMs **do not receive an automatic notification from SCIO;** it is incumbent upon the applicant to personally inform their CM that an application has been submitted. CM guidance can be found at Annex 96T.

ANNEX 96H

ACADEMIC SCHOLARSHIPS APPLICATION PROCESS

Figure 96H-1. Academic Scholarships Application Process



ANNEX 96I

FULL AND PART TIME POSTGRADUATE OPPORTUNITIES AT THE DEFENCE ACADEMY, DELIVERED BY CRANFIELD UNIVERSITY

Note. *The number of course places and dates listed below are correct for the year stated. These may change on an annual basis depending on the SOTR for that year. The number of places will be updated at the BR review points; however, enquiries can be directed to NAVY PEOPLE-PSP LD Pol ElectSO2 for up-to-date figures and information.*

1. The Defence Academy (DefAc) provides a range of full and part time Postgraduate degree courses through its academic partner, Cranfield University at Shrivenham. A summary of the courses available are in the table below. For full details of DefAc full and part time offerings please refer to the 'Course Prospectus' on the DefAc website[1].

2. For students on part time courses, agreement is required from employers for their release and T&S funding approval for all residential modules. Where employers decline T&S funding, students agree to self-fund residential accommodation and associated costs.

3. Part time MSc course dates are 1 Sep 25 – 31 Jul 28. Part time PgCert and PgDip course dates are 1 Sep 25 – 31 Jul 27. Full time course dates are listed under the course headings below.

Course	Number of RN Places TY25/26
Full time	
Cyber Defence Information and Assurance MSc and Cyberspace Operations MSc	2
Defence Simulation and Modelling MSc	1
Explosives Ordnance Engineering MSc	3
Guided Weapons Systems MSc	2
Information Capability Management MSc	1
Military Electronic Systems Engineering MSc	1
Aerospace Vehicle Design MSc	3 (AE)
No 55 AeroSystems Course	

Course	Number of RN Places TY25/26
Part time	
Cyber Defence Information & Assurance MSc	9
Defence Simulation & Modelling MSc	1
Explosives Ordnance Engineering MSc	1
Guided Weapons Systems MSc	1
Information Capability Management MSc	2
Military Aerospace & Airworthiness MSc	2
Military Electronic Systems Engineering (MESE)	1

[1] https://www.da.mod.uk/

4. Cyber Defence & Information Assurance (CDIA) MSc and Cyberspace Operations (CSO) MSc. Full time course duration - 11 months. Course start date: 1 Sep 25

a. The CDIA MSc is designed to develop professionals who can effectively manage and exploit the threats and opportunities of cyberspace at the organisational level with both a defensive and corporate focus. The CSO MSc is designed to develop professionals who will be able to think, plan and operate in the cyberspace environment. The CSO and CDIA MScs share core modules and are of similar construct. The modules are delivered through a blend of ten 5-day mandatory residential classes at the DefAc and two online learning modules, in addition to approximately 600 hours of self-study per year (12-15 hours per week private study). Candidates should not underestimate the amount of private study required.

b. The target audience is OR7 – OF4 and candidates should be in or expect to be appointed to a cyber-related position. The courses are aimed at developing leaders in cyber within the MOD; they are not technical courses. Candidates should expect to undertake a cyber related leadership role in the future, rather than a more technical appointment. Further information can be found on Cranfield's website[2].

c. Note that the difference between the CDIA MSc and CSO MSc is one module only. The CSO MSc has a secret module that is not included in the CDIA MSc. Therefore, applicants can apply to either the CDIA MSc or CSO MSc on SCIO.

5. Defence Simulation and Modelling (DSM) MSc. Full time course duration – 1 year. Course start date: 1 Sep 25

a. The DSM MSc is intended to develop professionals who understand the benefits and challenges of the technologies, methodologies, principles and terminology of Modelling and Simulation as used across Defence. The course focuses mainly on representation at the battlespace level and above and covers applications such as experimentation, training, education, testing, analysis and the assessment of military forces, systems, and equipment. It is designed to develop intelligent customers who can provide advice on the design, development, procurement, use and management of Defence models, simulations and Synthetic Environments in order to achieve improved capability in a cost-effective manner.

b. DSM MSc Students will need to attend for two consecutive weeks at the beginning of study. Students must complete a taught phase consisting of eight residential modules, plus four advanced (self-study mini project) modules, followed by an individual research project and a written dissertation/thesis on a relevant topic. Further details about the course can be found on Cranfield University's website[3].

[2] https://www.cranfield.ac.uk/courses/taught/cyber-defence-and-information-assurance and https://www.cranfield.ac.uk/courses/taught/cyberspace-operations.
[3] https://www.cranfield.ac.uk/courses/taught/defence-simulation-and-modelling.

6. Explosives Ordnance Engineering (EOE) MSc. Full time course duration – 11 months. Course start date: 1 Sep 25

a. The EOE MSc is designed to provide practitioners, teachers and researchers in the fields of explosives and EOE with the advanced academic background necessary for them to contribute effectively to any military or commercial project requiring their expertise. The taught phase of the course contributes 120 credits to the MSc award in the form of a mixture of compulsory and elective residential modules. Most modules are 5 working days long and worth 10 credits. The exception to this rule is: 'Munitions and Target Response' (10 working days) and 'Addressing EOE Capability Gaps and Futures' (20 credits each and run over two academic terms). After successfully completing these modules which is equivalent to a PGDip award, the final part of the MSc requires the completion of a thesis project.

b. Dependent on experience, students may also need to attend some elements of Introductory Studies running 1 - 12 Sep 25. A detailed Timetable for this module will be provided by the Student and Academic Support lead for the course nearer the start date. In addition, students will need to attend Introduction to Explosives Engineering (22 - 26 Sep 25 dates tbc) and Research Tools Part 1 and Part 2 (29 Sep – 3 Oct 25 dates tbc). Further details about the course can be found Further details about the course can be found on Cranfield University's website[4].

7. Guided Weapons Systems (GWS) MSc. Full time course duration – 11 months. Course start date: 1 Sep 25

a. The GWS MSc is designed to educate students in the principles of guided weapons technology. It is suited for those who will be involved in defence intelligence and capability acquisition functions; whom may be involved the specification and analysis of such systems. The GWS MSc is a technical degree and assumes a level of knowledge of mathematics and science commensurate with an undergraduate science degree. The course will develop students' technical knowledge of all the component parts of guided weapon systems. It also enables students to carry out an in-depth investigation (part of their thesis requirement) into an area of GW technology to further enhance their analytical capability.

b. It is of primary benefit to services personnel who are about to be posted into GW-related positions with organisations such as DI, DSTL and DE&S (and their international equivalents). The taught phase of the course consists of twelve 5-day residential modules. After successfully completing the 12 modules, the final part of the MSc requires the completion of an 80-credit thesis project. Most candidates will be technical officers and scientists in government defence establishments, OR7 – OF4 officers and SNCOs with appropriate educational background and experience. Further details about the course can be found on Cranfield University's website[5].

[4] https://www.cranfield.ac.uk/courses/taught/explosives-ordnance-engineering
[5] https://www.cranfield.ac.uk/courses/taught/guided-weapon-systems.

8. Information Capability Management (ICM) MSc. Full time course duration – 11 months. Course start date: 1 Sep 25

a. Successive defence reviews, including the 2021 Integrated Review, have identified the need to deliver strategic advantage across all domains through the delivery and exploitation of information using joined-up systems of people, processes, and technology. Consequently, there is an increasing need for personnel with the appropriate skills and understanding of the principles, practices, methods and tools required to enable this advantage to be realised. The ICM MSc has been developed to meet this requirement, providing students with postgraduate level education in the principles and practices that underlie the delivery of effective, efficient, sustainable, and secure information systems and digital services across business and the battle space. The modules span areas such as Digital Business Strategy; Programme & Project Management; Cyber Security & Information Assurance; Software Engineering; Systems Architecture; Emerging Technology Monitoring; Systems Thinking; Data Modelling, Storage & Management; Data led Decision Support & AI; Methods and Tools, and Professional Issues.

b. The course is accredited by two professional bodies, representing IT professionals and Information professionals, these are The British Computer Society (BCS), and the Chartered Institute of Library and Information Professionals (CILIP).

c. The taught phase of the course consists of ten 5-day residential modules delivered at Shrivenham (which also include directed pre-module reading) and two distance learning modules. After successfully completing 12 taught modules, the final part of the MSc requires the completion of a thesis allowing the student to demonstrate their ability to make use of the knowledge gained during the course in a real-world situation aimed at delivering strategic benefit. The course is also offered as a PgDip and a PgCert, and individual modules are available as Short Courses for Credit for those operating in specialist areas.

d. Students must be in an appointment that will permit both release to the residential phases, and the completion of the distance learning modules and thesis. The course is aimed at upskilling those entering appointments that will influence future acquisition and policy in the Digital Domain. Open to senior OF2 – OF4. Other ranks will be considered by exception. Further details about the course can be found on Cranfield University's website[6].

[6] https://www.cranfield.ac.uk/courses/taught/information-capability-management

9. Military Electronic Systems Engineering (MESE) MSc. Full time course duration – 11 months. Course start date: 1 Sep 25

The MESE MSc is designed to provide education and training in electronic military systems and electronic warfare. It is suited for those who will be involved in the specification, analysis, development, technical management, or operation of military electronic systems. It covers military RADAR, electro optics, communications, and information systems emphasising the technology used in sub-system and systems. The taught phase of the course consists of twelve 5-day residential modules delivered over 2 years. After successfully completing 12 taught modules, the final part of the MSc requires the completion of an 80-credit thesis project. Most candidates will be technical officers in government defence establishments, OR7 – OF4 officers and SNCOs with appropriate educational background and experience and scientists. Further details about the course can be found on Cranfield University's website[7].

10. Aerospace Vehicle Design (AVD) MSc. Full time only

a. This MSc course provides a taught engineering programme with a focus on the technical, business and management aspects that encompass aircraft design in the civil and military aerospace sectors. Teaching integrates a range of disciplines required for modern aircraft design, for example: Aircraft systems design; Avionic systems design; Design for manufacture; Initial aircraft design; Operation and cost; Propulsion integration; Stability and performance; Structural design and airframe.

b. The AVD MSc is for AE Officers only and is tagged as a pre-requisite to specific RN role only. It is taught on a full-time basis for one academic year at the Cranfield University campus. For more information see the AVD MSc Cranfield website[8].

c. This course is paid for out of Dir P&Ts postgraduate fund and is not centrally funded by the MOD/Cranfield University Academic Partner contract.

11. No 55 AeroSystems Course. Course duration – 11 months. Course start date: 1 Sep 25

a. The AeroSystems Course is a postgraduate-level degree programme in AeroSystems and is designed to provide specialist education for personnel of the three Services, Civil Service, and international military personnel. Course duration is 46-weeks full-time which enhances knowledge and expertise in the realm of electronic warfare, aero-engineering, mission integration and role specific themes with the goal of training MAA approved test and evaluation qualified personnel and capability acquisition managers (QAS – Qualified AeroSystems).

[7] https://www.cranfield.ac.uk/courses/taught/military-electronic-systems-engineering.
[8] https://www.cranfield.ac.uk/Courses/Taught/Aerospace-Vehicle-Design?gad_source=1&gad_campaignid=22024783634&gbraid=0AAAAA-LoCDeVIWCSNFISqgzS8NKWRSJCK&gclid=EAIaIQobChMItYmunqGRjgMV2IRQBh2hAjI_EAAYASAAEgJO4PD_BwE

b. The AeroSystems course is multidisciplinary, covering the areas of uninhabited aircraft systems, guided weapons, electro-optics, communications, radar, electronic warfare, and information networks. The course covers the key concepts, fundamental principles, Space, test and evaluation, considerations of design, and critical thinking. The course includes the Cranfield Masters of AeroSystems (MSc), Air and Space Warfare Centre Intermediate Space Operations course, and Empire Test Pilots School Evaluator Aircrew course.

c. Graduates of the course can expect to be posted to appointments in Test and Evaluation, Requirements and Capability Management, Defence Equipment and Support (DE&S), research posts (including DSTL), and ASWC posts relating to Mission Support.

d. There are a finite number of funded places available, and applications are boarded and selected by the Air and Space Warfare Centre. UK military personnel should be Officers, WOs or SNCOs and have at least 3 years to serve or be prepared to extend as the course attracts an RoS commitment. The applicant's academic background will dictate the academic administrative enrolment process, to align with the University's academic entry standards.

e. Pre-sessional studies and a Research Workshop will take place in Aug 25 (date TBC). .DIN 2024DIN07-090 Aerospace Course Applicants provides more detail. The application closing date is 17 Mar 25. Queries should be directed to the AeroSystems Course Manager (aswc-aerosystems@mod.gov.uk).

ANNEX 96J

P&T POSTGRADUATE SCHOLARSHIPS

1. Full Time Masters Scholarships

P&T will fund **up to three** places per annum on other, full-time, Masters level courses of one academic years' duration at a mutually agreed University - harmony may be considered as a reason for choice. Courses can be on any subject (e.g. Maritime Management, HR/Leadership and Management, Strategic Studies, Intelligence and Terrorism Studies, etc), but applicants must provide compelling reasons when applying. Support from CM must be sought from outset.

2. Full Time Marine Engineering MSc

P&T will fund **up to two** places per annum on the full-time Marine Engineering MSc at University College, London (UCL). The aim of the course is to prepare Marine Engineer OF2 (and occasionally OF3) for immediate and longer-term career field employment in Capability and Acquisition by exposing them to the academic aspects of the design, analysis and operation of machinery and systems for warships, submarines, and auxiliary vessels. The programme covers a wide range of engineering subjects relevant to the development and procurement of marine engineering. The programme features two parallel streams: mechanical and electrical. Further details about the course can be found on the UCL website[1]. Support from CM must be sought from the outset.

3. Part Time/Distance Learning Postgraduate Scholarships

An increasing number of universities offer e-based distance learning courses at Master's level, where minimal (if any) attendance is required. P&T will fund approximately **20 new candidates** per annum seeking a complete Master's level qualification (and not just modules). The onus will be on the individual to demonstrate sufficient personal intellectual stamina and lifestyle capacity (including career plans) to complete the course.

4. Further advice on courses and universities can be sought from your local LDO Hub in advance of applications being made. It is important to note that all course fee payments (for those selected) must be made by the RN directly to the university, individuals **must not** make payments themselves as these will not be reimbursed. The financial arrangements will be managed by (NAVY PEOPLE-TRG-HQ N8 SO1).

5. Part Time Doctorate Scholarships

P&T will fund **up to two** applications for part-time Doctorates per annum for up to five years each in areas of mutually agreed research. These includes both academically focussed, traditional PhDs and the shorter professional doctorates that build on life experience. Candidates should already have demonstrated their suitability for study at this highest of levels through a proven academic record at postgraduate level and may need to undertake a research techniques module. An example of the type of research that could be undertaken is Cranfield University are currently searching for potential military candidates to undertake two research opportunities in Underwater Warfare. For more information regarding this opportunity please contact Dr Temple – t.temple@cranfield.ac.uk).

[1] https://www.ucl.ac.uk/prospective-students/graduate/taught-degrees/marine-engineering-mechanical-electrical-msc.

6. Wilkie Calvert co-supported PHd Studentship at Reading University

This scheme run by the University of Reading is aimed to build research focused partnerships with selected employers, and to support the career development of their talented individuals. Through the scheme, the University and employers will co-support early to mid-career professionals who are keen to develop their career by studying for and gaining a PhD whilst conducting research on a topic that is relevant to their organisation. For those selected Reading will provide funding to cover the cost of fees for part-time study for up to six years. Employers are expected to provide support in some tangible way such as time for study and access to facilities. For further details please contact the ASB Sec. Further information can be found on the Reading University website[2].

[2] https://www.reading.ac.uk/doctoral-researcher-college/funding/phd-studentships/wilkie-calvert

ANNEX 96K

LEARNING AND DEVELOPMENT ORGANISATION POINTS OF CONTACT

1. Learning and Development Hubs - General Enquiries

a. **LDO North region:**

HMNB Clyde:
NAVY PEOPLE-TMG LDO FAS Help (MULTIUSER)
(NAVYPEOPLE-TMGLDOFASHelp@mod.gov.uk)

NAVY PEOPLE-TMG LDO FAS-NDHelp (MULTIUSER) NAVYPEOPLE-TMGLDOFAS-NDHelp@mod.gov.uk

45 Cdo RM Condor: NAVY PEOPLE-TMG LDO 45Cdo Help (MULTIUSER)
(NAVYPEOPLE-TMGLDO45CdoHelp@mod.gov.uk)

b. **LDO East region:**

HMNB Portsmouth:
NAVY PEOPLE-TMG LDO POR LearnDev (MULTIUSER)
(NAVYPEOPLE-TMGLDOPORLearnDev@mod.gov.uk)

NAVY PEOPLE-TMG LDO POR Reset (MULTIUSER)
(NAVYPEOPLE-TMGLDOPORReset@mod.gov.uk)

HMS Collingwood:
NAVY PEOPLE-TMG LDO MWS-CWD Help (MULTIUSER)
(NAVYPEOPLE-TMGLDOMWS-CWDHelp@mod.gov.uk)

HMS Sultan:
NAVY PEOPLE-TMG LDO SUL Help (MULTIUSER)
(NAVYPEOPLE-TMGLDOSULHelp@mod.gov.uk)

HMS SULTAN Learning Support: NAVY PEOPLE-TMG LDO SUL SpLDA (MULTIUSER) NAVYPEOPLE-TMGLDOSULSpLDA@mod.gov.uk

Hamworthy Barracks:
MAB6-Education@mod.gov.uk

c. **LDO South Region:**

CTCRM:
NAVY PEOPLE-TMG LDO CTC Help (MULTIUSER)
(NAVYPEOPLE-TMGLDOCTCHelp@mod.gov.uk)

RM Norton Manor:
NAVY PEOPLE-TMG LDO 40Cdo Help (MULTIUSER)
(NAVYPEOPLE-TMGLDO40CdoHelp@mod.gov.uk)

RM Chivenor (CLR):
NAVY PEOPLE-TMG LDO CLR Help (MULTIUSER)
(NAVYPEOPLE-TMGLDOCLRHelp@mod.gov.uk)

BRNC:
NAVY PEOPLE-TMG LDO BRNC Help (MULTIUSER)
(NAVYPEOPLE-TMGLDOBRNCHelp@mod.gov.uk)

RNAS Yeovilton:
NAVY PEOPLE-TMG LDO YEO Help-TRG (MULTIUSER)
(NAVYPEOPLE-TMGLDOYEOHelp-TRG@mod.gov.uk);

NAVY PEOPLE-TMG LDO YEO Reset (MULTIUSER)
(NAVYPEOPLE-TMGLDOYEOReset@mod.gov.uk)

NAVY PEOPLE-TMG LDO YEO-LearnDev (MULTIUSER)
NAVYPEOPLE-TMGLDOYEO-LearnDev@mod.gov.uk

For Defence Trainer queries: NAVY PEOPLE-TMG LDO YEO DT (MULTIUSER)
NAVYPEOPLE-TMGLDOYEODT@mod.gov.uk

d. **LDO West region:**

HMNB Devonport: NAVY TRG HQ-LDO W ERC MULTIUSER (MULTIUSER)
(NAVYTRGHQ-LDOWERCMULTIUSER@mod.gov.uk)

RM Bickleigh Barracks: NAVY PEOPLE-TMG LDO 42Cdo Help (MULTIUSER)
(NAVYPEOPLE-TMGLDO42CdoHelp@mod.gov.uk)

RM Stonehouse: NAVY PEOPLE-TMG LDO 30Cdo Help (MULTIUSER)
(NAVYPEOPLE-TMGLDO30CdoHelp@mod.gov.uk)

HMS Raleigh: NAVY PEOPLE-TMG LDO RALEIGH Help (MULTIUSER)
(NAVYPEOPLE-TMGLDORALEIGHHelp@mod.gov.uk)

RNAS Culdrose: Navy cu-Air LD Hub (MULTIUSER)
(Navycu-AirLDHub@mod.gov.uk)

NAVY PEOPLE-TMG LDO DEV Help (MULTIUSER) NAVYPEOPLE-TMGLDODEVHelp@mod.gov.uk

NAVY PEOPLE-TMG LDO DEV FUNCSKLS (MULTIUSER) NAVYPEOPLE-TMGLDODEVFUNCSKLS@mod.gov.uk

e. **LDO Ops team:**

Deployed personnel should use the following contact details:
NAVY PEOPLE-TMG LDO Ops Help (MULTIUSER)
(NAVYPEOPLE-TMGLDOOpsHelp@mod.gov.uk)

2. Ships' Library Requests

NAVYPEOPLE-TMGLDOShipLib-Off@mod.gov.uk

3. Other LDO POCs

NAVY PEOPLE-TMG LDO RNRM Library (MULTIUSER)
NAVYPEOPLE-TMGLDORNRMLibrary@mod.gov.uk

NAVY PEOPLE-TMG LDO SERVICES (MULTIUSER)
NAVYPEOPLE-TMGLDOSERVICES@mod.gov.uk

NAVY PEOPLE-TMG LDO RN-ELCVets (MULTIUSER)
NAVYPEOPLE-TMGLDORN-ELCVets@mod.gov.uk

NAVY PEOPLE-TMG LDO ELC Vets (MULTIUSER)
NAVYPEOPLE-TMGLDOELCVets@mod.gov.uk

NAVY PEOPLE-TMG LDO RN HQ (MULTIUSER)
NAVYPEOPLE-TMGLDORNHQ@mod.gov.uk

ANNEX 96L

INSTRUCTIONS FOR THE MANAGEMENT AND INVIGILATION OF EXAMINATIONS

1. Introduction

The following generic instructions detail the processes to be followed by Commanding Officers (COs) and those Supervisors or Invigilators[1] for academic examinations, which include GCSEs and Functional Skills. Those nominated to invigilate examinations must also fully adhere to the instructions supplied by the Awarding Body for the specific examination; those instructions take precedence over the instructions detailed below. For examinations centrally funded through the Defence Examinations Centre, applicable instructions must be followed by Exams Officers. For the Functional Skills (FS), British Computer Society (BCS) qualifications and other recognised qualifications delivered in the L&D Hubs and onboard ship, SOP Q3, published on the LDO SharePoint site must be followed[2].

2. Instructions for Commanding Officers and Authorised Team Fisher Employees

a. It is the responsibility of the CO to see that examinations are held on the occasions required. The CO is responsible for the safe custody of examination papers, which are to be locked away on receipt and not handed to the Supervisor until the day of the examination.

b. Examinations are to be held on the date and at the time specified, although it is recognised that operational requirements are paramount. Should COs of operational units wish to change either the date or time of an examination, then prior permission must be sought from the Examining Authority in question. The risk of compromising the examination is to be minimised.

c. The CO is to ensure that the individual selected to act as the Supervisor/Invigilator Officer meets the criteria below and fully understands the responsibility of the role.

3. Instructions for Supervisors

a. Each examination held in a Unit or establishment is to be supervised by an officer not below the rank of Warrant Officer or, exceptionally, by other Senior Rates when specifically authorised by the CO to do so. The Supervisor is responsible for the proper conduct of the examination. The Supervisor is to be present throughout the examination. Where the Supervisor is not the Invigilator, then they are to be present at the beginning and at the finish of each paper.

b. The Supervisor is to arrange the space allocated for any examination such that candidates can be seated at a satisfactory distance apart (minimum 1.25 metres) and can be properly invigilated.

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[1] For example, authorised Team Fisher employees.
[2] https://modgovuk.sharepoint.com/teams/55461/DeliverELearning/Forms/AllItems.aspx?id=%2Fteams%2F55461%2FDeliverELearning%2FStaff Guidance%2F20200807-SOPQ3v9.pdf&parent=%2Fteams%2F55461%2FDeliverELearning%2FStaff Guidance

4. Instructions for Invigilators

a. Supervisors may call upon Invigilators to assist them. Invigilators are not to be below the rank of Warrant Officer, although COs may, exceptionally, specifically authorise other SRs to perform these duties. Invigilators are to be fully briefed before an examination about their duties, which are summarised as follows:

b. Under no circumstances during an examination are Invigilators to take any action which:

(1) Could distract or divert their attention as invigilators.

(2) Could cause a distraction for the candidates.

(3) Causes them to leave the examination room/compartment.

(4) Could create an opportunity for candidates to cheat.

c. A seating plan showing the names of candidates is to be produced by the Supervising Officer. This plan is to be retained by the UEO/ERO/Team Fisher for a period of six months after the date of the examination.

d. At least one Invigilator is always to be present in the examination room. If the number of candidates for an examination exceeds 30, a second Invigilator is to be appointed and situated at the back of the examination room. Where any room has only one Invigilator, another Invigilator should be on standby.

e. The sealed envelopes containing the question papers are to be opened only by the Supervisor, at the time of the examination and in the presence of the candidates.

f. Candidates are not allowed to bring into the examination room any books, notes or personal belongings which may prejudice the conduct of the examination, including any digital watches or personal devices which may connect to the internet, unless specifically authorised to do so in the instructions for the examination in question. All wall posters etc. or other matter in the room which could be of any help to candidates must be removed before the examination commences.

g. Candidates are to provide pens, pencils, rubbers and mathematical instruments as appropriate. They are required to write their answers in black ink only.

h. Where possible, candidates from the same ship, and candidates who have been working together in courses leading up to the examination, should be separated by random seating arrangements.

i. No candidate may enter the examination room once 30 minutes have elapsed from the beginning of an examination.

j. No candidate may leave the examination room within the first 30 minutes of an examination. Any candidate that leaves the examination room must then be supervised until the exam is completed by the other candidates.

k. A candidate who leaves the examination room intending to return is to be accompanied by an Invigilator throughout their absence from the room.

l. Candidates found giving or receiving assistance are to be dismissed from the examination room and reported to the CO of the ship or establishment in which the examination is taking place.

m. All examination material, including answer books, rough working sheets etc. and question papers are to be collected before candidates leave their desks. Specific examination instructions as stipulated by the examining authority are also to be followed. It is the responsibility of the invigilator to remind all candidates that they must not discuss the contents of any Functional Skills exam once they have completed it.

n. Scripts must be sent onwards using a traceable postal service or tracked email, such as Royal Mail ‘Signed For’ delivery. Authorised Examinations Officers are to ensure that receipt of postage is retained until arrival of candidates’ certificates.

ANNEX 96M

DUTIES OF THE EDUCATION AND RESETTLEMENT OFFICER

1. The purpose of the Royal Navy Learning and Development Organisation (LDO) is: “to support 2SL, Dir P&T and Commanding Officers to develop the intellectual potential of their people to maximise Operational Capability (OC) and ultimately prepare them for return to the national workforce”. The Education and Resettlement Officer’s primary role is to provide information and support to facilitate personal and professional development to the Unit.

2. The specific education duties include:

a. Liaising with the LDO (Ops) Officer assigned to the Unit for all L&D queries and for relevant information.

b. Maintaining the PFS requirement of access to an educational professional by arranging LDO (Ops) visits at least once in every 18 month period: alongside before deployment, during deployments and when in long refit.

c. Receiving the Education and Resettlement Officer Brief within two months of assuming the role.

d. Arranging deployed visits by LDO (Ops) and acting as host during that visit.

e. Maintaining an Education for Promotion (EFP) record based upon JPA-extracted data (provided by LDO (Ops)), and liaising with Divisional Staff to ensure personnel are aware of EFP requirements.

f. Liaising with LDO (Ops) NAVY PEOPLE-TMG LDO Ops Help (MULTIUSER) and NAVY PEOPLE-TMG PACC EFP MAILBOX (MULTIUSER) to ensure accurate recording of EFP qualifications and Upper Yardman/Senior Upper Yardman competences.

g. Supervising and maintaining the Ship’s Library and the Ship’s Core Professional Academic Library (SCPAL).

h. Providing information on Service Academic Qualifications:

(1) EFP maths and English.

(a) Act as or nominate a unit Functional Skills mentor.

(b) Refer learner to English and mathematics Tutor or LDO (Ops).

(c) Advise on EFP examinations and reporting procedures.

(2) University Short Course Programme.

(3) Route to Honours for Officers.

(4) Sponsored Post-Graduate Study opportunities.

i. Providing access to non-Service academic qualifications:

(1) GCSEs and A Levels:

(a) Advise on provision by distance learning providers.

(b) Act as Exams Officer for Unit through Defence Examinations Centre (DEC).

(c) Ensure that candidates have sufficient chance of passing the examination to justify the spending of Service funds.

(d) Arrange tuition onboard or at Learning and Development Hubs.

(e) Act as Invigilator, or delegate appropriately.

(2) Degree or other academic examinations:
Liaise with LDO and appropriate bodies to provide access to non-DEC examinations should they be requested by learners.

j. Providing advice on Educational allowances:

(1) Standard Learning Credits (SLCs):

Act as signatory for SLC Claims and maintain records.

(2) Enhanced Learning Credits (ELCs):

Refer ELC claims to LDO (Ops) or local L&D Hub.

k. Supervising Part Time Service Instructors (PTSI), ensuring provision is in accordance with BRd 3(1) Chapter 96 and JSP 752.

l. Directing personnel to Regional L&D Hubs for advice on Neurodiversity and Specific Learning Differences (SpLD).

m. Maintaining relevant Temporary Memoranda, noticeboards and personal development areas on the shared computer drives pertaining to Learning and Development, including (but not limited to) information on:

(1) Elective Education.

(2) Language learning and testing.

(3) Royal Navy Through Life Education Pathway (Ratings) and Officers Through Life Development Pathway.

(4) Royal Marine Officer Career Development Programme.

3. Specific resettlement duties include:

a. Directing Service Leavers to the local L&D Hub Service Resettlement Advisers (SRA) or Learning and Development Advisers (LDA) for mandatory resettlement interview.

b. Advising personnel on core resettlement entitlement:

(1) Advise on GRT.

(2) Advise on IRTC.

(3) Advise on support available from NAVY PEOPLE-PSP LearnDev Reset.

(4) Advise on support available from the Career Transition Partnership (CTP).

ANNEX 96N

PART TIME SERVICE INSTRUCTOR (PTSI) JPA COMPETENCY APPLICATION

PART TIME SERVICE INSTRUCTOR (PTSI) JPA COMPETENCY APPLICATION (FORMS)

ANNEX 96O

SPARE

ANNEX 96P

ENGLISH AND MATHEMATICS - QUALIFICATIONS, LEVELS AND PROXY QUALIFICATIONS

Table 96P-1. Certificates in Adult English and Mathematics Qualification Levels

Adult English and Mathematics Level	National Curriculum Equivalence
Level 2	GCSE 9-4/A* - C[1]
Level 1	GCSE 3-1/D - G
Entry Level 3	Entry levels are intended specifically for adults with limited Basic Skills to enable them to return to learning. Consequently, they do not have qualification equivalents.
Entry Level 2	
Entry Level 1	

1. Functional Skills (FS) sit at either Level 1 or 2 on the National Qualifying Framework NQF).

a. Functional Skills Level 2 in English and Mathematics cannot be used in lieu of a GCSE A*-C/9-4 for QEUY/SUY.

b. A proxy qualification is a recognised substitute qualification. An equivalent qualification is one has the same recognised attainment standards but may vary significantly in the breadth of curriculum covered. For example, a Cert in Adult English at Level 2 could be compared to a module that forms part of a GCSE. Both the certificate and full GCSE are at the same level, but the Certificate only covers one part of the full GCSE syllabus. The awards are equivalent, and a GCSE grade 9-4/A*-C is a recognised proxy for the Level 2 certificate, but not vice-versa.

2. MOD Approved Proxy Qualifications For Functional Skills Qualifications

Where an FS is required to meet a statutory requirement e.g. for completion of an Apprenticeship, only FS are acceptable; HM Government has directed that there are to be no proxy qualifications for FS. MOD, however, is free to determine its own range of proxies for FS. Tables 96P-2 and 96P-3 outline UK qualifications that are acceptable to the Royal Navy as proxies to the Level 1 and 2 Functional Skills Qualifications.

3. The lists of proxy qualifications are not exhaustive, and confirmation of proxy qualifications or education equivalencies can be sought from NAVYPEOPLE-TMGPACCEFPMAILBOX@mod.gov.uk. If required, additional advice will be sought from the apprenticeship teams iaw with Apprenticeship Standards. Non-British, commonwealth & foreign international qualifications will be evaluated by the TMG PACC Team.

[1] From Summer 2017 the GCSE grading system was progressively reformed, English and Mathematics GCSEs being the first to be changed; grades 9 - 4 equate to A* - C, grades 3 - 1 equate to D - G.

Table 96P-2. Level 1 Qualifications

Functional Skills Qualification in English - Level 1	Functional Skills Qualification in Mathematics - Level 1
GCSE English Language – Grades D-G/ 3-1 (Inc F & G)	GCSE Mathematics – Grades D-G/ 3-1 (Inc F & G)
GCSE English Literature - Grades D-G/3-1	
Functional Skills – English Level 1	Functional Skills - Mathematics Level 1
Any GCE A Level with English in the title (A-E)	Any A Level with Maths in the title (A-E)
Any GCE AS Level with English in title (A-E)	Any GCE AS Level with Maths in title (A-E)
International GCSE (IGCSE) English Grade D-G/3-1	International GCSE (IGCSE) Maths Grade D-G/3-1
GCE A Level grade A-E with English in the title	GCE A Level grade A-E with Maths in the title
GCE AS Level grade A-E with English in the title	GCE AS Level grade A-E with English in the title
International GCSE (IGCSE) grade D-G/3-1	International GCSE (IGCSE) grade D-G/3-1
SCOTTISH SCQF LEVEL 4	**SCOTTISH SCQF LEVEL 4**
SQA English Standard Grade – Credit 3 & 4	SQA Mathematics Standard Grade – Credit 3 & 4
SQA English Standard Grade– General 3 & 4	SQA Mathematics Standard Grade – General 3 & 4
SQA English & Communication – Intermediate 1	SQA Mathematics – Intermediate 1
SQA National 4 English	SQA National 4 Mathematics
	SQA National 4 Application of Mathematics (L1 equivalent for EfP)
SQA National 4 English Literature	
SQA SCQF 4 Core Skill: Communication	SQA SCQF 4 Core Skill: Numeracy
Irish Leaving Certificate English: **Ordinary** Level: **Up to & Inc 2016:** Grades D/D1-D3	Irish Leaving Certificate Mathematics: **Ordinary** Level: **Up to & Inc 2016:** Grades D/D1-D3
Irish Leaving Certificate English: **Foundation** Level: **Up to & Inc 2016:** Grades A1-B1	Irish Leaving Certificate: Mathematics **Foundation** Level: **Up to & Inc 2016:** Grades A1-B1
Irish Leaving Certificate English: **Ordinary** Level: **From 2017 Onwards:** Grades 5-6	Irish Leaving Certificate English: **Ordinary** Level: **From 2017 Onwards:** Grades 5-6
Irish Leaving Certificate English: **Foundation** Level: **From 2017 Onwards** Grades 1-2	Irish Leaving Certificate Mathematics: **Foundation** Level: **From 2017 Onwards** Grades 1-2

Table 906P-3. Level 2 Qualifications

Functional Skills Qualification in English – Level 2	Functional Skills Qualification in Mathematics – Level 2
GCE A Level English Language & Literature: Grade A-E	GCSE A Level Mathematics: Grade A-E
GCE AS Level English Language & Literature: Grade A-E	GCE AS Level Mathematics: Grade A-E
GCE O Level English Language: Grade A-C	GCE O Level Mathematics: Grade A-C
CSE English: Grade 1	CSE Mathematics: Grade 1
GCSE English Language - Grades A*-C/9-4	GCSE Mathematics - Grades A*-C/9-4
GCSE English Literature - Grades A*-C/9-4	GCSE Additional Mathematics: Grade A*-C/9-4
Functional Skills: English Level 2	Functional Skills: Mathematics Level 2
GCE A Level grade A-E with English in the title	GCE A Level grade A-E with Maths in the title
GCE AS Level grade A-E with English in the title	GCE AS Level grade A-E with English in the title
International GCSE (IGCSE) grade A*-C/9-4	International GCSE (IGCSE) grade A*-C/9-4
SCOTTISH SCQF LEVEL 5	**SCOTTISH LEVEL SCQF 5**
SQA National 5: English grade A-C	SQA National 5: Mathematics grade A-C
	SQA National 5 – Application of Mathematics grade A-C (L2 equivalent for EfP only)
SQA SCQF 5 Core Skill: Communication	SQA SCQF 5Core Skill: Numeracy
SQA English Standard Grade – Credit 1 & 2 (from Sept 2001)	SQA Mathematics Standard Grade – Credit 1&2 (from Sept 2001)
SQA English Standard Grade – General 1 & 2	SQA Mathematics Standard Grade – General 1 & 2
SQA English/Communication – Intermediate 2-Grades A-C	SQA Mathematics/Numeracy – Intermediate 2-Grades A-C
SCOTTISH SCQF LEVEL 6 & 7	**SCOTTISH LEVEL SCQF 6 & 7**
SQA Advanced Higher: English	SQA Advanced Higher: Mathematics
SQA Higher: English	SQA Higher - Mathematics

ANNEX 96Q

EDUCATION CONCESSIONS TO ENTITLED PERSONNEL OVERSEAS

1. Entitled Personnel

Service dependants and UK-based Service Department civilians and their dependants are entitled to join part-time education classes provided for Service personnel and will count towards the minimum number of six needed to set up a class (i.e. a mixed Service/Civilian class).

2. Classes

Classes may be established for entitled civilians in the absence of any initial demand from Service personnel, subject to the following requirements:

a. A prior application must be made in each case to LDO Hubs where new classes are set up as a direct result of this concession.

b. Part-time classes set up as a result of this regulation should take place in existing educational premises (including Service children's schools), or in other suitable Service accommodation which may be available without incurring additional expense to public funds.

c. Expenditure from public funds is permissible for incidental expenses, such as lighting, heating, and cleaning, arising from this concession, and for also for additional equipment, provided expenditure on this item is of a minor nature.

d. Local instructors must be used.

e. All classes must be equally available to Service personnel of all Services and their dependants and to UK-based Service Department civilians and their dependants.

f. Applications to establish a class should not be made unless minimum numbers are at least six and are likely to remain at or above that level for at least one term. The class is to be discontinued if numbers fall permanently below three.

g. Course fees should not be charged to students who attend courses run through the Part Time Service Instructor scheme. However, a small charge may be levied if there is a need to provide specialist materials for the course.

h. Textbooks, stationery and material for civilian students will not be supplied at public expense, except where textbooks are available from Service libraries.

i. When classes close after having run for more than three consecutive meetings, the current term's fee will be charged, but any fees paid to cover consequent terms will be refunded. Where classes close after not more than three consecutive meetings, tuition fees should be refunded in full, but not the cost of textbooks, stationery or materials.

j. The following qualifications must be met to employ an individual as a part time teacher:

(1) **A Level Qualifications and Equivalent.** Applicants should be a qualified teacher, and have an honours degree in the subject, or one closely related to the one they wish to teach.

(2) **GCSE Qualification and Equivalent.** Applicants should have a minimum of an A level in the subject and preferably experience of teaching at a similar level.

3. Vocational/Recreational

Applicants should provide an outline of the intended course prior to commencement, unless a syllabus exists e.g. from bodies such as City and Guilds.

4. Hourly rates of pay for Part Time Service Instructors (PTSIs) are detailed in BRd 3(1) Chapter 96 and in the tri-Service Regulations for Allowances JSP 752.

ANNEX 96R

APPLICATION FOR CITY AND GUILDS PROFESSIONAL RECOGNITION AWARD – ROYAL NAVY AND ROYAL MARINES

Section 1 – to be completed by the applicant

I wish to apply for the Award as follows:

Level of Award:	

Please complete your details below in BLOCK CAPITALS – the name you provide will appear on your certificates.

Surname:	Forename(s):
Date of Birth:	Tx Date (if you have left the RN/RM*):
Rank:	Service Number:
Service (RN/RM):	Substantive Rank Date:
Contact Tel No:	Email:
Address the certificates are to be sent to:	
Signature**:	

* Applications can only be accepted up to two years after discharge and must be accompanied by a copy of your discharge documents.

** Electronic signatures are accepted.

This form **must** be accompanied with:

- Confirmation of Payment email sent to you by DBS.
- A short CV (Service details will be verified from official sources)

- Proof of your substantive rank and seniority date (e.g. JPA personal/service details summary).
- For service leavers only, a copy of your discharge documentation.

Application forms will be returned if any of the above is missing. Ensure all signatures are provided. Note that Learning Credits may not be used to fund a Professional Recognition Award.

APPLICANT'S DECLARATION

I hereby apply for a City and Guilds Professional Recognition Award. I certify that all information provided in support of this application is authentic and accurate.

Applicants Signature:	Date:

Section 2 – to be completed by the applicant's current unit (or previous unit if a service leaver) by serving personnel of OF3 or above (OF4 or above for Membership/Level 7 PRA).

I certify that the above-named individual is eligible to apply for a Professional Recognition Award as indicated, and is aware that SLC may not be used to fund this application.

Name:	
Rank:	
Role:	
Unit:	
Email address:	
Telephone:	
Signature of certifying Officer:	

When completed, this form should be emailed to PRA Support Administrator (NAVY PEOPLE-TMG PACC EDU Del) with all accompanying documentation.

ANNEX 96S

PAYMENT PROCEDURE FOR CITY AND GUILDS PROFESSIONAL RECOGNITION AWARD – ROYAL NAVY AND ROYAL MARINES

1. Payments are to be made through https://www.gov.uk/payments/mod-dbs-fps/mod-invoice-payment.

2. When prompted to enter an invoice number, type in C&G, immediately followed by your service number (e.g., C&G30001234). You will then be asked to submit payment amount, followed by payment details. Once this has been done, you will receive a confirmation message, and an email will be sent to your account.

3. Following successful payment, personnel are to email the PRA Support Administrator, with the following details:

a. Copy of the confirmation of payment email from Defence Business Services (DBS).

b. A short CV outlining relevant experience, responsibilities, training & education.

c. Proof of your substantive rank and seniority date (e.g. JPA personal/service details summary).

d. For service leavers only, a copy of your discharge documentation.

4. Claim Processing. Applications will be processed by the 15th of the month. Prices increase on 1 Sep each year, therefore anyone applying after 15 Aug will be required to pay the revised price. If you have not received confirmation of your PRA within 8 weeks of submitting your application, please contact the PRA Support Administrator Email: NAVY PEOPLE-TMG PACC EDU Del.

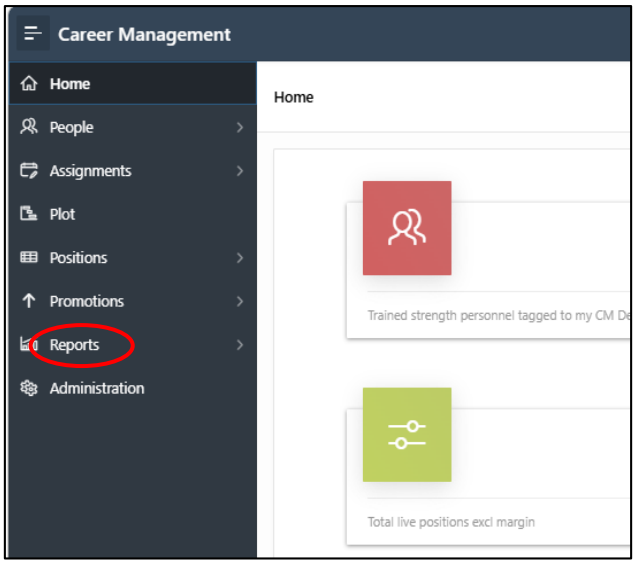
ANNEX 96T

CM SCIO GUIDANCE FOR ACADEMIC SCHOLARSHIP APPLICATIONS

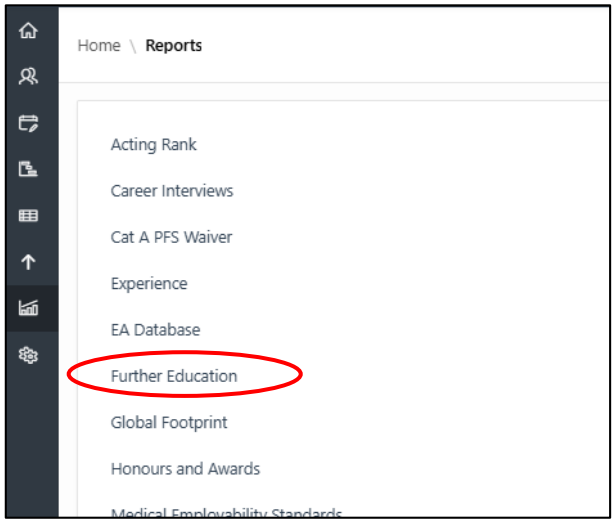
1. CMs do not get a notification from SCIO when a candidate applies for P&T sponsored study; individuals will need to inform you that they have completed their application and changed the status to 'Applied'.

2. Log on to SCIO.

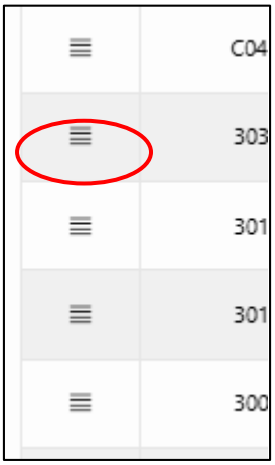
3. Click on word 'Reports' (do not click arrow).



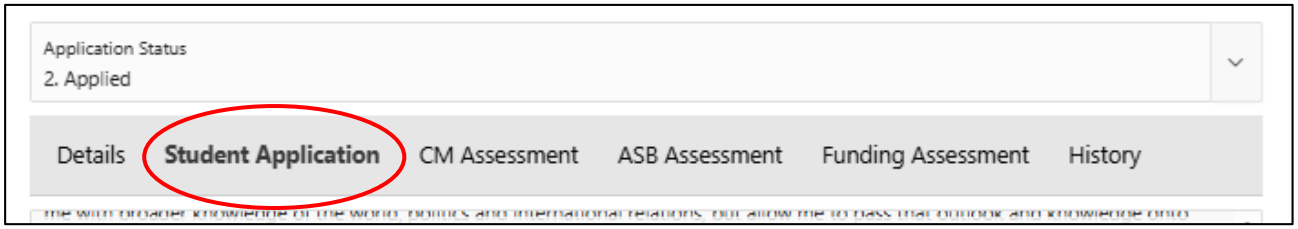
4. Click on 'Further Education'.



5. Click on the lines next to a candidate to open their application.



6. CMs are to review the student application by clicking on the Student Application Tab.



a. CMs are to look at the Justification paragraph to confirm:

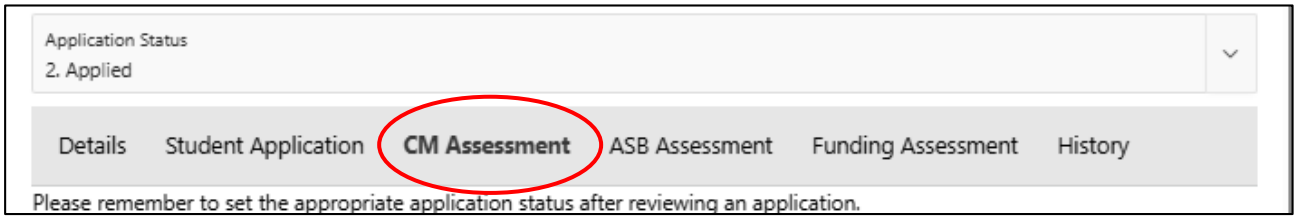
(1) The student has the previous experience and evidence of academic acumen, suitable drive, and capacity to complete the course.

(2) The application supports a service need as well as support the individuals' personal development aspirations.

(3) Are to note the Return of Service and confirm that they student has enough time until TX to complete their studies and RoS.

(4) The applicant has a Sponsor who has supported their application.

6. When content with the justification, click on the 'CM Assessment' tab.



a. Answer all the drop-down menu questions

b. Provide a short but compelling Future Career Benefit narrative.

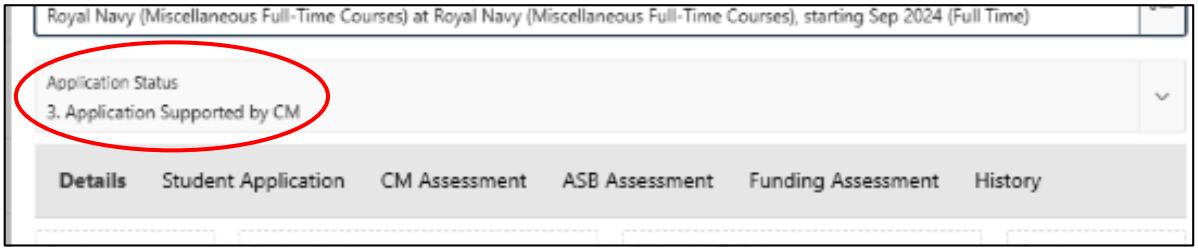
c. As detailed in BRd 3(1) CMs are to provide an assessment including a career plan for the individual which utilises the academic skills gained through the funded qualification.

BRd 3(1), Chap 96, para 9608 (5). *The CM's statement must include a viable plan(s) of how the CM intends to employ the individual on completion of their academic study to ensure there is always a benefit to the Service (beyond the associated Return of Service). Whilst investment in personal development through academic scholarships is retention positive, Defence should be seen to benefit positively from the wealth of skills and academic knowledge that individuals acquire during their studies through appropriate employment plans. If a CM cannot make a clear case that the Service will benefit from an individual undertaking additional academic study, then the application will be rejected by the ASB. Applications cannot be finalised on SCIO without the CM's comments. Applications will only be presented to the ASB if the CM supports the individual's application.*

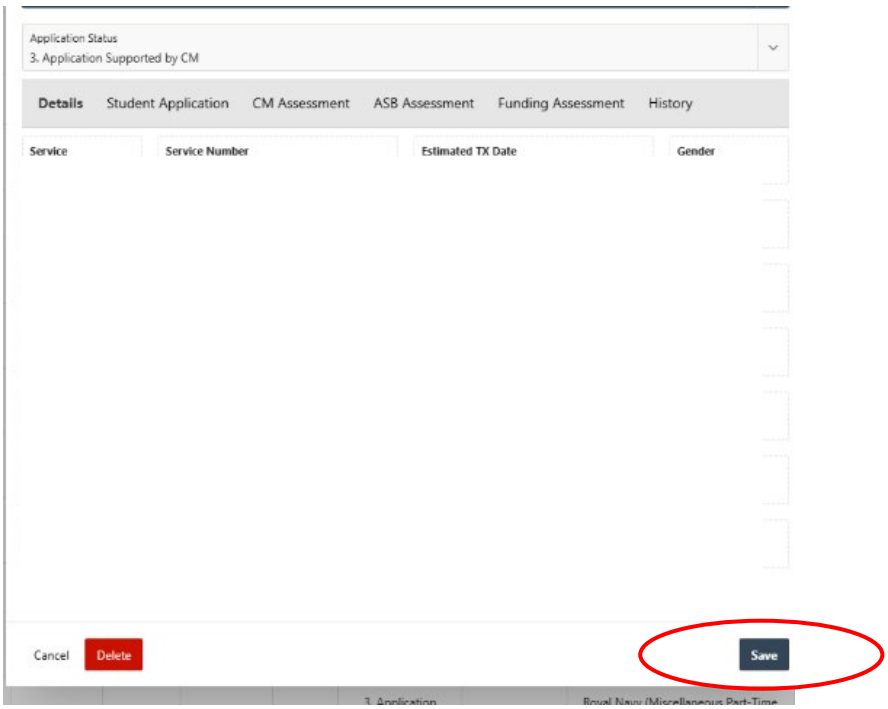
7. CMs **must** change Application Status from Applied to either:

a. Application Supported by CM

b. Application Unsupported by CM



8. Save application.



ANNEX 96U

APPLICATION FOR THE US NATIONAL RESOURCE STRATEGY MASTERS PROGRAMME

1. Completed applications are to be sent to NAVY PEOPLE-CM OF LOGS BAR SO1, NLT 01 Oct

Service No:	**Rank:**	**Name:**
Service:	**Branch/Specialisation:**	
DOB:	**Current Appointment and Full Work Address:**	
Contact Telephone No:	**Email Address:**	

Academic and Staff Training History:
(including all academic qualifications and those for which study is ongoing and all notable Service courses attended)

Subject	**Qualification** (including grade if applicable)	**Year**

Applicant's Reasons for Applying for Eisenhower School (max 500 words)**:**

Applicant Statement:
I am aware that:

a. For military officers the course attracts a Training Return of Service of 30 months.

b. Civil servants may be responsible for repaying the costs of the course should they withdraw, resign or fail to complete the course without the agreement of the course sponsor. If/when civilian applicants are offered a confirmed place on the course they will be provided with appropriate forms by DES or Civil Service POCs.

Date:	**Signature:**

Line Manager's Supporting Statement[1] (Max 250 words)**:**

LM Name:	**Appointment:**
LM Rank:	

[1] Line Managers should comment on the individuals professional experience and personal suitability to conduct a staff course overseas, both as a student but also the singleton UK representative and informal educator to US and international peers.

2. Applications are invited **no later than 1 Oct** of the year before the course start date. Applications, after discussions with individuals OF4 or OF5 Career Managers, should be forwarded to the relevant single service POC[2]. For military personnel this opportunity is a Tri-Service competition, with those applying requiring experience of or potential for Joint Service appointments and likely to have a Career Field history of Operations Support, Management of Defence or Capability, Acquisition or Project Delivery.

3. Application and career management timings for Academic Year 2027.

NLT 1 Oct 26	Individuals submit application to appropriate Single Service / Civil Service POC
NLT 1 Nov 26	Following respective Single Service/ Civil Service selection processes and initial suitability checks, POCs forward maximum of two recommended candidate's applications to DIN sponsor. A covering email must amplify individual career utilisation options after Eisenhower School. Unsuccessful applicants notified.
NLT 1 Dec 26	CDLS chaired Selection Board selects a candidate and a reserve. Unsuccessful applicants notified.
NLT six months before IF Preparatory Course start date	Single-Service Career Managers issue Assignment Order and individual can engage formally with BDSUS and US Office of Defence Cooperation to commence administrative processes.
Two weeks before IF Preparatory Course start date	Eisenhower School attendee arrives in Washington DC

4. Potential candidates are advised to submit convincingly articulated applications early and ensure that the supporting justification by line managers is robust enough for 3* scrutiny. The quality and strength of application will be an important determining factor, as the senior selection board will not have access to Service Records. Selection weighting will apply to those applicants with identified beneficial follow-on assignment options. It is important that individuals have the ability and willingness for the academic rigour of post-graduate study and the knowledge to advise US peers on UK defence organisation, policy and processes.

5. Applications from current and/ or ex-students who for Service and/ or other commitments have not been able complete their studies on any previous legacy Defence Logistics Staff Course programme are eligible. Such applications should include a statement on the reasons for not being able to complete the previous academic course.

[2] For RN personnel NAVY PEOPLE-CM OF LOGS BAR SO1; Civil Service personnel to UKStratCom-DefSp-People-DHd

CHAPTER 97

PROFESSIONAL MILITARY EDUCATION (PME)

(Co-sponsors: NAVY PEOPLE-PSP LD Pol SO1
NAVY TRG CTCRM-CW CORPSTUTOR01)

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CHAPTER 97

SECTION 1

ROYAL NAVY OFFICER PROFESSIONAL MILITARY EDUCATION

9701. Introduction

a. This section is to inform RN Officers, and where relevant RM Officers, and their chain of command about the requirements and opportunities of Professional Military Education. It has recently been moved from BRd 8374 and is due to be fully reviewed and updated for the next edition of BRd 3(1).

9702. RN Intermediate Command and Staff Course (Maritime) (ICSC(M))

a. The RN ICSC(M) is a single Service staff course aimed to equip officers for the full range of junior staff and command assignments and to evaluate their potential for further staff training. There are five courses each year, each lasting eight weeks. Typically, some 30-40 students attend each course. Career Managers select students to attend at a time best suited to their individual careers, specialist training and employment. Most students will have spent some eight to ten years in the service, but age and seniority ranges can vary.

b. The ICSC(M) syllabus includes staff skills, knowledge of the UK Armed Forces and defence studies. The course is structured to provide a useful lead into the ACSC. Reports of a student's performance on the course include a graded recommendation for a staff assignment, an assessment of the student's potential for further staff training and of their performance in relation to that of other course members. If an officer's overall assessment is unsatisfactory, they may not be credited with an ISC qualification.

c. RM officers may attend the ICSC(M) but normally they will attend the Army Junior Division Staff Course (JDSC) which is better suited to their junior assignments and preparation for command. They may also attend the RM International Maritime Strategy Course (RMIMSC) at JSCSC.

d. **ICSC(MR).**

(1) ICSC(MR) is designed for senior Lts RNR, Capts RMR and for WOs. The course is a condensed version of the 10-week Regular ICSC(M) and consists of a mandatory residential foundation weekend, a period of approximately eight weeks self-study preparation and a 12-day main residential phase. With an emphasis on development of staff skills it aims to prepare Officers and Warrant Officers for Command and Staff appointments at the Staff Officer 2 (SO2) or senior Warrant Officer level:

(a) Within the MR Forces in Unit senior management positions or on the staff of Commander Maritime Reserves (CMR);

(b) In operational staff roles, ashore or afloat, either deployed or in the UK.

(2) Successful completion of ICSC(MR) is a pre-selection requirement for promotion to Lt Cdr RNR/Maj RMR[1] and for selection to senior CMR WO1 appointments.

9703. Advanced Command and Staff Course (ACSC)

a. The purpose of the ACSC is to prepare selected officers for high grade joint and single-Service assignments, up to and including the rank of Captain RN and other Service equivalents, by developing their command, analytical and communication skills and by providing a broad understanding and knowledge of joint, single-Service and combined operations, the management of Defence in the UK and the wider aspects of Defence as a whole. Selected students are eligible to read for an MA in Defence Studies through King's College, London.

b. Students are drawn from officers of Lieutenant Commander rank or those newly promoted to Commander. Selections are made by Branch Committees, led by the appropriate Naval Personnel Teams, taking account of an officer's performance, potential and overall career management.

c. For RM officers, the guidance and regulations described in the Army Junior Officers' Training and Education Scheme and Staff Selection Handbook (Army Code 71418) are followed closely (although not to the exclusion of discrete RM considerations) reflecting the relevance of Army non-specialist training to the RM.

d. Under Army regulations, RM officers become eligible for selection for staff training in the calendar year in which they reach 31 years, for earliest attendance at ACSC in the calendar year in which they reach age 32. Officers remain eligible to attend until the calendar year in which they reach age 35.

e. Occasionally, RM officers may be selected to attend staff training under the regulations that apply to RN officers.

f. **ACSC(R).**

(1) ACSC(R) is a tri-Service course for senior OF3[2] from each Service. The course includes a mandatory induction weekend, 8 weeks self-study preparation, and a 15-day main residential phase. ACSC(R) aims to develop understanding of policy and strategic issues, single-Service and Joint operations, operational planning, aspects of Command and the management of the Reserve Forces.

[1] Maj RMR are normally required to complete ICSC(Land) but ICSC(MR) is an acceptable alternative – BRd 3(1) Ch 101.
[2] In some cases, OF4s attend.

(2) For MR students, the course provides Command and Staff training in preparation for appointment as an SO1:

(a) Within the MR Forces in Unit Command or on the staff of CMR;

(b) In operational staff roles, ashore or afloat, either deployed or in the UK.

(3) Successful completion of ACSC(R) is a pre-requisite for selection for promotion to Cdr RNR/Lt Col RMR.

9704. Higher Command and Staff Course

The Higher Command and Staff Course takes place annually at the Joint Services Command and Staff College during the period January to April. Attendance is drawn from selected officers of Commodore/Captain rank and equivalent and senior staff from the Civil Service and certain foreign countries. The aim of the course is to prepare selected senior officers and officials for higher command and senior staff assignments. The main themes covered are strategic and operational doctrine, operational art, the nature of high command, campaign planning, the conduct of joint and combined operations and the present and future operational environments.

9705. Overseas Defence Colleges and Single Service Staff Courses

Opportunities exist for reciprocal or exchange attendance of officers on various courses or on the directing staffs of these courses at defence and single-service colleges in other countries. Some vacancies arise on a regular basis and others by special invitation. The Naval Secretary selects officers to meet the requirement. A graduation symbol may be awarded as shown in the Navy List, for example, psc(o) (passed staff course (overseas)) followed by the abbreviation of the country. Countries involved on a regular basis are Australia, Canada, India, Pakistan, Germany, France and Spain. Officers should seek any further advice from their Career Manager.

9706. NATO Defence College

a. The aims of the NATO Defence College in Rome are as follows:

(1) To prepare selected senior service officers and civilian officials, normally of Captain RN rank and equivalent, of NATO member nations for the exercise of high level policy, command and staff functions within the organisation, by studying the military, political, economic, psychological, social, scientific and geographical factors which influence the NATO defence effort.

(2) To promote the development of understanding, the broadening of outlook and the exploration of new approaches to the factors and problems of NATO to assist in strengthening its unity and effectiveness.

b. Courses start in February and September annually and last 23 weeks. Graduates are awarded the symbol 'nadc' in the Navy List. The Naval Secretary selects officers for attendance.

9707. Royal College of Defence Studies (RCDS)

a. The purpose of the RCDS is to give selected members of the Armed Forces (of Captain RN rank and equivalent) and the UK Civil Service the opportunity to study in depth the problems of defence related to international relations and public policy (with emphasis on strategic aspects) in company with representatives of Commonwealth and foreign governments; 40 countries are represented. The aim is to prepare members for senior positions in the direction and management of defence and security and related areas of public policy.

b. The aim is achieved by developing strategic thinking, global perspectives, and a world-wide network of professional contacts through a wide-ranging programme covering political, economic, technological, sociological and management issues, thematic analysis of each region in the world and all aspects of foreign and security policy and international relations. The syllabus involves a broad spectrum of institutional visits as well as study tours to the UK's regions and overseas.

c. Courses start in January and last for one year. Graduates of the College are awarded the symbol 'rcds' in the Navy List. Officers selected to attend the College receive full details of the course on assignment.

d. The training return of service (ROS) obligation for this course, and all other Staff Courses, Defence Fellowships and Degree courses, is shown in the following paragraphs (see also BRd 3(1) Chapter 53).

9708. Maritime Reserves – Command and Staff Training

a. **ICSC(M).** The ICSC(M) follows a modular approach to training, in line with the delivery for regulars. The reserve course is made up of several modules. Each module runs several times a year, controlled by the Royal Navy Division at the JSCSC. The courses are: Naval Analysis Course (NAC) (five days), Preparation Phase (five days) and Foundation Module (12 days based at Shrivenham). Remote learning modules are Understanding Learning (five days), Business Skills (three days), Planning Operations (10 days based at Shrivenham) and a Consolidation Weekend of two days. This is a total requirement of 42 days, over two years. Once the learning pathway has commenced, the course member must complete it within two years. Individuals applying for Command and Staff training must have at least two years seniority as a substantive Lt RNR, Capt RMR or WO.

b. **ACSC(R).** The ACSC(R) follows an initial weekend, followed by a period of study and a 15-day Main Residential Phase:

(1) **Initial Weekend.** Normally a weekend mid-March.

(2) **Main Residential Phase.** Last two weeks of July.

Students on ACSC(R) will need to complete a significant amount of pre-course reading to gain the most from the course. JSCSC will advise what preparations and pre-course reading is required. In addition, students must meet the following criteria:

(1) At least two years seniority as a substantive Lt Cdr or Maj.

(2) Completion of ICSC(MR) or ICSC(M) or ICSC(Land) (RMR Officers).

(3) A recommendation to attend the course in the most recent OJAR.

or

(4) Regular Service equivalents to (3) to (5) above.

c. **Co-ordination and Selection Process.** A CMRTM will be issued each year detailing the process for selection onto the course. Individuals who meet the eligibility criteria and wish to apply are to submit a Training Authorisation Order (TAO) via their unit co-ordinator. All nominations will be provisionally 'enrolled' onto the course by the Course Booking Cell pending final selection. A Command and Staff Training selection board will be convened as per the CMRTM comprising CM RES SO1, SO1 CST and SO1 RNR Training to consider the candidates. Selection is competitive and only those individuals recommended and considered ready for training will be selected by the board. Should the number of candidates exceed the spaces available, a reserve list will be maintained. Successful candidates will be promulgated by signal by the end of January; any reserves will be notified in person. Following promulgation of the signal, the CBC will update JPA and this will generate a JPA workflow to all candidates to confirm or cancel their course booking. JSCSC is responsible for sending out the relevant course joining instructions, specific pre-course reading and overseeing administrative arrangements. Reserve units will remain responsible for administration of pay, allowances and travel to and from the course.

9709. RM International Maritime Strategy Course

The RM IMSC aims to prepare selected RM and RN officers for ACSC and amphibious warfare assignments by developing their analytical and communications skills. The course, which provides a broad understanding and knowledge of the principles and roles of naval warfare with particular reference to the part played by amphibious operations, takes place twice annually and lasts for four weeks. The focus is on all aspects of amphibious operations drawing on amphibious doctrine past and present, historical case studies and analysis of current and future practise. Students are examined on two presentations and three written essays and the course concludes with a viva voce examination with a senior RM Officer and The Dean or Deputy Dean of Studies.

9710. Defence Fellowship Scheme

a. The Defence Fellowship scheme enables high calibre officers with a keen interest in problems of defence to develop their intellectual powers by studying or researching a chosen subject at an advanced level in a University. Defence fellowships are highly regarded, justify diversion from normal employment and, on submission of an acceptable thesis, earn the symbol ‘df’ in the Navy List which is taken into consideration by promotion boards.

b. The subject for study must have application to, or influence on, Defence in a wide interpretation, or direct relevance to the officer’s specialisation. The normal field of choice is higher defence studies, such as, strategy, politics, economics and technology, but consideration may be given to other subjects including personnel management, history and psychology. Candidates are required to approach an appropriate University with their proposed topic of study and to produce a thoroughly prepared analysis of the study, in 750 words, which is considered in the selection process.

c. On completion of the fellowship, officers are required to submit a thesis to MOD (Directorate of Defence Policy) within three months which, including appendices, may not exceed 30,000 words. Copyright belongs to the Crown and approval to publish is required in accordance with BRd 2 Chapter 68. Submission of a thesis for any higher degree is the responsibility of the officer concerned but, if eligible under the statutes of the University, they are encouraged to do so. Officers are to write a short report on their defence fellowship to accompany their thesis.

9711. MPhil Degree in International Relations - Cambridge University

a. The Master of Philosophy degree scheme at Cambridge University enables officers to develop their intellectual powers and extend professional knowledge to meet the demands of staff and other future assignments. The course lasts one academic year and is open to Lieutenant Commanders/equivalent and above, normally aged 35-45. Applicants do not need to be graduates but they must satisfy the University that they are capable of undertaking post-graduate study.

b. Two Defence lecturers are sponsored by MOD in the History Faculty and are known as Teaching Fellows in Defence Studies. These fellows assist in teaching and helping supervise officers. The course includes lectures and seminars which are selected from those given by the faculties of History, Law and Economics, and Politics, and additional special ones covering strategic issues which are of interest to MOD students. Candidates propose a thesis topic related to defence from several fields.

9712. Master of Business Administration (Defence) (MBA(D)) and Master of Business Administration

a. The MBA(D) forms part of the higher education contract administered by DCMT Shrivenham. It confers a higher management qualification orientated to the needs of the Armed Forces. There are two forms of MBA(D), as follows:

(1) The residential MBA begins at the start of the academic year and lasts for 12 months (four academic terms). The RN normally has six places on the course.

(2) The Executive MBA(D) lasts for two years and is based primarily on distance learning, although permission may be given for attendance at eight residential modules (each of eight days' duration) during the course. Commitment to a substantial amount of private study throughout the course will be required. The RN normally has four places on the course.

b. Students will normally be drawn from Lieutenant Commanders or Commanders. Nominations for attendance will be considered within the Navy Command Headquarters/Dir P&T directorate. Considerations will include the applicant's intellectual ability, their potential and the number of years' service remaining. Officers who wish to be considered should seek more information from their Career Manager.

c. While officers may initiate MBA training at any UK University, Service funding is unlikely to be agreed in view of the availability of MBA(D) training.

9713. The Programmes and Projects Master of Science (PPM MSc)

The PPM MSc forms part of the higher education contract administered by DCMT Shrivenham. It confers a higher management qualification orientated to the needs of the Armed Forces and is designed for participants who are developing their roles as programme and project managers. Graduates from the programme will be equipped to be contributors to the implementation of strategic change or the delivery of complex products and/or services through major projects and programmes. The course is designed to enable participants to study for a range of post-graduate qualifications leading to an MSc. The intermediate qualifications leading to this degree are the Postgraduate Certificate and Postgraduate Diploma.

9714. Master of Science (MSc) in Leadership Studies (Defence)

The MSc in Leadership Studies (Defence) forms part of the higher education contract administered by DCMT Shrivenham. It confers a higher management qualification orientated to the needs of the Armed Forces and is designed to appeal to all those who are interested in, or involved with, leadership. Its primary audience will be those who already have some personal experience of leadership practice and who are keen to expand their knowledge and understanding of leadership theory, and to improve their leadership practice. It is not an MSc restricted to the defence sector and will include security and the public services more generally.

9715. Master of Science (MSc) in Defence Acquisition Management

The Cranfield University MSc (and Post Graduate Diploma (PG Dip)/Post Graduate Certificate (PG Cert)) Course in Defence Acquisition Management (DAM) has been developed in concert with the MOD to meet both a defence and educational need. The course is delivered by the Department of Defence Management and Security Analysis (DDMSA). This department includes groups covering Acquisition and Logistics, Mine Action, Disaster Management, Security Studies and Defence Management. The Department is responsible for teaching and researching all concepts of defence management and security studies.

9716. Hudson Fellowship

a. The Hudson Fellowship, usually undertaken at St Anthony's College, Oxford enables senior officers to study International Relations alongside international academic and governmental representatives, whilst conducting specific research in an area relevant to Defence and the officer's particular strategic interests. The Fellowship lasts for one academic year and is aimed primarily at officers of Captain/Colonel rank although those at Commanders/Lieutenant Colonel rank may also apply. The Naval candidate is proposed by the Naval Assistant to the Naval Secretary, through the Assistant Director of Naval Staff (Studies) to the St Anthony's College Fellowship Committee for ratification in June each year.

b. Study at St Anthony's includes participation in the International Relations MPhil seminars, lectures and classes series, presenting a research paper to the MPhil course and producing research for regular consultation with college Professors, culminating in a written thesis of at least 20,000 words.

c. A Junior Hudson Fellowship, of broadly similar content to that described above, is open to Lieutenants or Lieutenant Commanders of any branch. The Fellowship is for one academic year at Christ Church, Oxford. Candidates are proposed to the University by Dir P&T through the Head of Defence Studies.

SECTION 2

RM OFFICER CAREER DEVELOPMENT (RMOCD)

9717. Aim

a. To lay out the requirements of the RMOCD programme covering command, leadership and management (CLM), staff training and education, and core skills to RM, RMR, and Royal Marine Band Service (RMBS) officers. This chapter does not capture personal professional military education (PME), or professional qualifying courses for specific in-branch advancement.

b. This chapter is to inform RM officers[3] and the RM chain of command of the RM OCD programme, including the timescales for completion and requirements for promotion. RM OCD is designed to develop the mental agility, cognition, and professional attributes to operate effectively in the contemporary and future operating environment.

c. The RM OCD model continually evolves to reflect changing Defence, security, political and budgetary imperatives. Change initiatives in the Army, Navy and Joint environments may impact RM OCD. The OCD programme is progressive and provides continuous development. It encourages personal ownership through career progression but is also influenced by the needs of the Service.

9718. Background

a. **Governance and pan-Defence Links.** RM OCD policy is overseen by the RM OCD Steering Group[4], with the RM OCD Working Group[5] coordinating programme delivery. Driven by the requirement for RM officers to operate in both the maritime and land environments, RM OCD draws on elements of both the Army and Royal Navy's OCD programmes, and RM-specific courses as required.

b. **OCD Policy Anomalies.** Annex 97A articulates a standard OCD requirement for RM officers, separated into areas for regular, RMR and RMBS. An individual officer's OCD requirement may however differ from this, and clarification of requirements may be needed[6]. The Corps Tutor should be the initial point of contact for all OCD related enquiries, with career managers (CMs) giving formal/final decisions when needed[7].

[3] RM Officers' covers regular, RMR and RMBS Officers.
[4] DCGRM chaired.
[5] CO Command Wing CTCRM chaired.
[6] For example, an individual who had conducted a legacy MA(C) and MA(A) before the issuing of this DIN would not be expected to conduct an additional MA(B).
[7] This is particularly important around promotion requirements – see para 9 & 10.

c. **RM OCD Principles.** The key principles governing RM OCD are as follows:

(1) The RM chain of command is responsible for monitoring and mentoring officers throughout the programme and providing officers with the time to complete OCD during working days. There remains an enduring need for Cdo Units to provide complementary battlegroup level estimate training and staff writing development as routine development.

(2) Individual officers are responsible for ensuring they complete each element of the OCD programme at the appropriate stage of their career and for ensuring the results are recorded in an accurate and timely manner on JPA. Where they exist, and in liaison with CMs, opportunities should be sought and exploited between appointments to complete courses. All elements of RM OCD are required for promotion eligibility; individual officers must be aware of their specific requirements and progression. CMs will proactively liaise with units to deconflict appropriate times for officers to attend mandated training courses.

(3) The RM Corps Tutors provide advice to RM officers, CMs and the Command on policy matters, including course attendance criteria and content. The Corps Tutors are also responsible for delivering Naval Analysis Courses (NACs), Military Analysis (Module B) (MA(B)) and the Advanced Amphibious Warfare Course (AAWC).

(4) The RM CMs are responsible for career and assignment advice and hold the decision on an officer's eligibility for promotion boards (PBs). CM are also responsible for assigning officers to the key residential command and staff courses.

d. **Revised Officer Entry Scheme/Criteria for Promotion.** Under the terms of the RN's Revised Officer Entry Scheme, from Feb 13, RM Captains with four years of seniority (Capt+4) may be considered for promotion to Major. Officers will not be put forward for PBs without completing the OCD requirement.

9719. RM OCD Pathway until Promotion to Major

Annex 97A tabulates the below requirements and timeline following the completion of RMIOT training (including SCCO, RMR and RMBS) which are also at Ref A. The Junior Officer Leadership Programme 1 (JOLP1) is included in RMYO training.

a. **Junior Officer Leadership Programme Part 2 (JOLP2). (Direct Graduate Entry (DGE) and Direct Entry (DE) only).**

(1) **Aim.** Continuous development of the leadership ability of a junior officer.

(2) **Structure.** Training is conducted during initial Troop Command. It is the chain of command responsibility to ensure individual completion of the JOLP 2 proforma at Annex 97D for all DGE/DE RM officers[8]. JPA action also sits with the unit chain of command.

(3) **Requirement.** JOLP2 is to be completed within an officer's first 12 months as a Troop Commander.

b. **Walcheren Essay (WE).** (DGE/DE/SCCO/RMR).

(1) **Aim.** To develop critical thinking, writing skills, and awareness of RM-related defence issues.

(2) **Structure.** A 2500-word researched essay on a choice of two strategic studies questions (different questions set annually) set by the Corps Academic and CGRM.

(3) **Requirement.** DE, DGE, SCCO, and RMR officers[9] are to complete the WE to be eligible for the PB, the WE is to be completed at any point from initial Tp Comd up to OF2 +4 years[10].

c. **Junior Officer Tactical Awareness Course (JOTAC). (DGE/DE regular; RMR and SCCO at CM discretion).**

(1) **Aim.** To educate junior officers by developing their military knowledge and tactical understanding of sub-unit and BG operations in a combined arms environment in order to prepare them for employment as a junior Captain.

(2) **Structure.** JOTAC is a 4-week residential course at the Junior Division (Jnr Div – Warminster) of Land Command and Staff College (LCSC) (See Ref C). Course applications should be made by RM officers directly via the after CM approval has been given. Students should be conversant with the staff standard for the Army and have completed the below eligibility requirement:

(3) **Eligibility.** MK JOTAC (Regular and Reserve) summative test pass within 6 months of the start of JOTAC (there will be a 1-hour MK entrance assessment on day 1 of the course).

(4) **Requirement.** From the start of TY24/25, RM DE/DGE officers should complete JOTAC ideally as a Lt RM (in line with Army policy). This requirement is only for RM officers from the RMYO 21 Batch onwards. It must be completed to be eligible for OF3 PB, but is not a requirement for promotion for Capt RM.

[8] Once completed, the individual officer can request for the JOLP2 JPA competency to be added to his profile; the hard copy of the signed JOLP2 proforma should be retained by the individual officer for their personal records.
[9] RM Band officers do not need to complete the WE.
[10] This is a substantive timeline change from training year 2023/24.

d. **Military Knowledge Captain's Warfare Course.** (MK CWC - previously Junior Command and Staff Course (Land) (JCSC(L)). (DGE/DE only, SCCO at CM discretion).

(1) **Aim.** To deliver the additional underpinning military knowledge required by Captains attending CWC.

(2) **Structure.** MK CWC is an on-line course accessible via the Intranet/Internet. Further details on MK JCSC(L) can be found at Ref B.

(3) **Eligibility.** MK CWC is a pre-requisite for attendance on the CWC.

e. **Captain's Warfare Course (CWC) (6 weeks).** (DGE/DE only, SCCO at CM discretion).

(1) **Aim.** To provide the functional knowledge and understanding of combat and staff procedures in a combined arms environment at battlegroup and brigade levels in order to prepare Capts for staff appts within units and brigades.

(2) **Structure.** Based at Land Warfare Centre (LWC), The CWC End State is to deliver Captains with the requisite analytical and communication skills, professional knowledge and understanding to fill senior Captain appointments at Regimental Duty, and on the Staff, within the Littoral/Land domain.

(3) **Eligibility.** RM officers are to have completed MA(B) and MK CWC prior to applying for CWC.

(4) **Requirement.** RM officers should complete CWC by Capt +2 in line with Army policy. As SCCO do not need to attend CWC, it is not considered an entry requirement if they are selected for ICSC(L) (see para 8k for details on ICSC(L)). CWC is considered go/no-go criteria for DGE/DE PSB attendance. It is highly unlikely waivers will be granted for non-attendance.

f. **Amphibious Warfare Course (AmphWarC).** (All DE/DGE/SCCR regular and reserves RM officers – once course restarts).

(1) **Aim.** A one-week introduction to the conduct and planning of amphibious operations.

(2) **Structure.** A series of lectures and exercises focusing on the planning of amphibious operations.

(3) **Eligibility.** No strict eligibility criteria for AmphWarC.

(4) **Requirement.** RM officers are encouraged to complete the course by Capt +4; it must be completed to be eligible for OF3 PB (DE/DGE/SCCO and RMR).

(5) **The Course is Currently in Abeyance.** No further delivery of the course planned in the near/mid-term. For RM OF3 PB, AmphWarC will not be required, no action is required by individuals going forward to the OF3 PB.

g. **Military Analysis B (MA(B)) and Naval Analysis Course (NAC).** (All RM officers – RMBS NAC only).

(1) **Aim.** To develop the ability to challenge and test hypotheses, through the medium of contemporary defence studies, so producing the flexibility of mind and analytical skills required by officers. Delivered as two stand-alone one-week modules.

(2) **Structure.** Separate one-week modules:

(a) The MA(B) - 'Britain and International Security' is a one-week module held at various Army Education Centres (AEC) and CTCRM. RM officers may apply to any of these delivery centres (details at Ref D).

(b) The NAC is delivered at CTCRM and Britannia Royal Naval College (BRNC) Dartmouth. Details on application and course dates are at Annex 97C.

(c) The package will develop Captains' powers of analysis and communication skills.

(d) The courses are run at a post-graduate level, featuring a programme of lectures, reading, writing, and seminars.

(3) **Eligibility.** There are no strict eligibility criteria for MA(B)/NAC; RM officers should wait 12 months after passing out of YO training before applying for their first MA(B)/NAC course, additionally there should be a period of at least 6 months between each MA(B)/NAC. Officers who may be loaded onto ICSC(M) (mostly RMBS/SCCO) should attend NAC with a plan to commence the residential elements of ICSC(M) within a further 6-month period.

(4) **Exemptions.** Officers who successfully complete MOD Officers Week and Officer Education Residential are exempt from MA(B).

(5) **Requirement.** DE/DGE and SCCO must complete both modules to be eligible for PB. Legacy MA(A) & MA(C) remain valid qualifications; however, RM officers will no longer be able to enrol on either of these courses. RMR Officers must complete both modules to be eligible for PB. RMBS officers must complete NAC to be eligible for PB. Refs D & E contains course dates and application details. Annex 97C highlights the application process and dates for the NAC delivered by the Corps Tutors at CTCRM. For DE/DGE and SCCO the following additional points apply:

(a) For SCCO 11&12, the academic programme from the SCCO Commissioning Course will count as a MA module.

(b) Successful completion of SF Officers' Week will count as completion of the MA(B) course.

h. **Military Knowledge ICSC(L).** (All officers selected to attend ICSC(L)).

(1) **Aim.** An online distance-learning course delivering the additional underpinning military knowledge required by senior Captains and junior Majors. This is not a criteria for packs to be forwarded to the OF-3 PB.

(2) **Structure.** MK ICSC(L) is an approximately 8-hour online course that must be completed directly before ICSC(L), after selection for promotion.

i. **Advanced Amphibious Warfare Course (AAWC).** (All officers selected to attend ICSC(L), in coordination with CMs).

(1) **Aim.** A four-week academic course to provide an understanding of the principles and roles of naval warfare in British defence policy, with reference to amphibious operations as a service specific update immediately prior to attendance on ICSC(L). This is a CTCRM course that is run by the Corps Tutors at the Joint Services Command and Staff College (JSCSC).

(2) **Structure.** The key themes are as follows:

(a) An update on higher level RN and RM issues and policy.

(b) An overview of international affairs, with a focus on actual and potential conflict zones which might be of concern to British foreign and defence policy.

(c) An examination of historical case studies of amphibious warfare.

(d) The role of the RN and RM in the context of British defence policy.

(e) Current and future developments in naval and amphibious strategy and practice.

(3) **Eligibility.** No strict criteria prior to AAWC.

(4) **Requirement.** This is a mandatory course for DE/DGE RM Officers promoted to Major prior to attendance on ICSC(L). The CM will load the course and will be able to make decisions about individual attendance if operational commitments present attendance difficulties. This is not a criteria for packs to be forwarded to the OF-3 PB.

(a) SCCO Officers will attend at CM discretion if selected to attend ICSC(L).

(b) Any other officer (from UK tri-services or from a foreign service) who would benefit from an academic overview of amphibious warfare.

j. **Director of Music (DoM) Qualification. (RMBS Officers).**

(1) **Aim.** To develop the required skillset to lead and direct a RM Band.

(2) **Structure.** Candidates attend a university or conservatoire. Duration is up to 2 years, managed, administered and assessed by the university or conservatoire attended by the candidate. Both the course and the candidate's progress are monitored by the Royal Marines School of Music (RMSoM).

(3) **Requirement.** This is a mandatory course to be eligible for RMBS PB.

k. **Intermediate Command and Staff Course (Land).** (ICSC(L)) and Intermediate Command and Staff Course (Land Reservist) (ICSC(LR)). (DE/DGE regular and reserve, SCCO at CM discretion).

(1) **Aim.** To prepare Majors for appointments in Sub-Unit command and staff officer up to and including Lieutenant Colonel. They will develop the requisite analytical and communication skills, professional knowledge, understanding and motivation.

(2) **Structure.** ICSC(L) is a 26-week course delivered in two terms.

(a) Term 1. Instils the command and staff fundamentals before students then analyse the UK Defence capability within the international, national strategic and operational context.

(b) Term 2. Focuses on the tactical planning and execution of land operations within a combined, joint, international, and/or multi-agency context. It includes an exchange with US contemporaries.

(3) **Requirement.** All DE/DGE officers on promotion to Major. SCCO will attend at CM discretion[11]. RMR officers will attend Initial Command and Staff Course (Land Reservist) (ICSC(LR)), a 2-week bespoke package, to be eligible for PB.

l. **Intermediate Command and Staff Course (Maritime) (ICSC(M)).** (SCCO (at CM discretion) / RMB offices selected for OF3).

(1) **Aim.** To prepare RN[12] officers for OF3 command, charge and staff (SO2) appointments by further developing their leadership, analytical and communication skills, knowledge of Defence and UK military capabilities and understanding of maritime power.

[11] SCCO attendance on ICSC(L) or ICSC(M) will be at CM discretion.
[12] RN refers to all elements of the Royal Navy including the RN, RM, RFA, QARNNS (1SL direction 2020).

(2) **Structure.** ICSC(M) consists of two residential modules delivered at the Joint Services Command and Staff College (JSCSC), the Defence Academy (DEFAC) of the United Kingdom, Shrivenham.

(a) **Module 1.** The conceptual element. It lasts 4 weeks and covers: the international environment, maritime power, joint operations, and self-awareness. Completion of Module 1 is a pre-requisite to attendance on Module 2, including for RNR students.

(b) **Module 2.** The practical element. It requires successful completion of Module 1, lasts 5 weeks and covers: planning, organisational leadership, and wider command and staff skills.

(3) **Eligibility.** RM officers selected for ICSC(M) will need to have completed NAC within the 6 months prior to being loaded onto the course.

(4) **Requirement.** SCCO Officers will attend at CM discretion. RMBS Officers will attend ICSC(M) within 12 months of promotion to Major. This is not a criteria for packs to be forwarded to the OF-3 PB.

9720. OF3 Promotion Process

a. For Captains to be considered at the PB, they must have completed **all required** elements of the RM OCD package for their seniority. The criteria for attendance at the OF3 Promotion Selection Board are in accordance with para 9719, and summarised at Annex 97A. Criteria vary between cohorts (DE, SCCO, RMBS, and RMR), but must be completed no later than 31 July for eligible candidates' packs to be forwarded to the PSB. Exemptions must be sought through direct communications with the relevant CM no later than 31 Jul as per para 9705. Once selected at the PB, criteria for substantive promotion is to be in date for the annual mandated fitness test[13].

b. It is responsibility of the subject officer to ensure that requisite OCD competencies are recorded on JPA once complete. The list of OCD JPA competencies is at Annex 97B.

9721. OCD Waiver Policy

Individuals who cannot attend required elements of OCD may apply to their CM for a waiver to be eligible for PB. Waivers will only be granted due to significant, extenuating and unpredicted circumstances. A waiver request should be endorsed by the subject officer's CO and emailed to the RM CM no later than 31 Jul. Waiver requests should contain the following:

a. Name, Service Number, Rank, Seniority and SQ.

b. Dates of OCD courses completed.

c. Details of reason that required element of OCD could not be completed.

d. Estimate of when required element of OCD could be completed.

[13] Subject to specific medical criteria.

9722. Points Of Contact. The RM Corps Tutors are the principal source of advice on all aspects of RM OCD. Contact details are as follows:

a. Mil: 93785 4595 Tel: 01392 414595.

b. Email: NAVY TRG CTCRM-CW CORPSTUTOR01

ANNEX 97A

RM OFFICER CAREER DEVELOPMENT COURSE DEADLINES

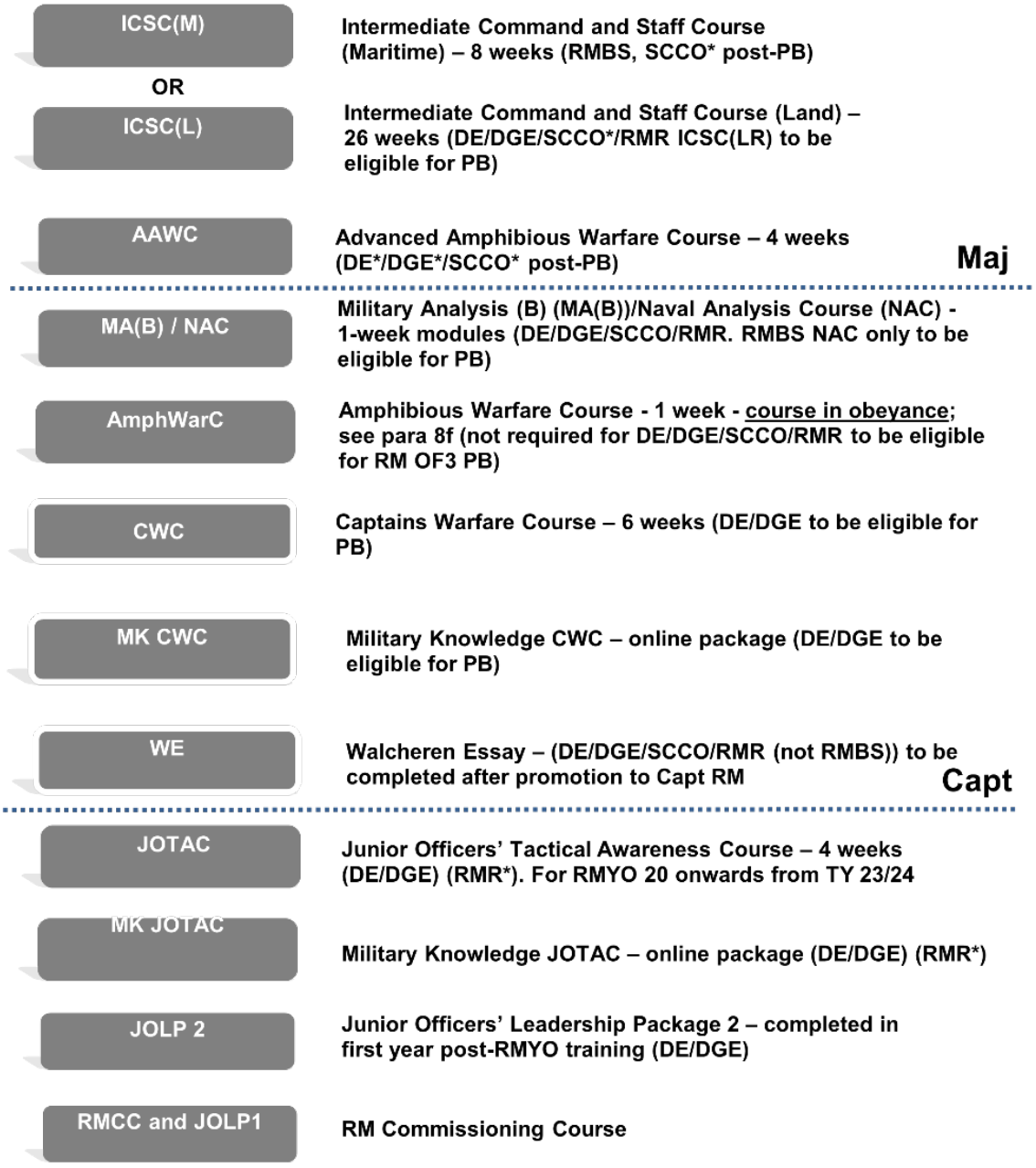
	RMYO	SCCO	RMR	RMBS
JOLP 2	Completed within first year of pass out of RMIOT.	N/A		
Walcheren Essay	Completed after promotion to Capt RM. Required to be eligible for PB.			N/A
MK JOTAC	Required to be eligible for PB.	CM discretion	CM discretion **(not RMR SCCO).**	N/A
JOTAC	Required to be eligible for PB.	CM discretion	CM discretion **(not RMR SCCO).**	N/A
MK CWC	Required to be eligible for PB.[1]	CM discretion	CM discretion **(not RMR SCCO).**	N/A
CWC	Required to be eligible for PB.[2]	CM discretion	CM discretion **(not RMR SCCO).**	N/A
AmphWarCse	Not required for RM OF3 PB 2022 or 2023 (normally would be required to be eligible for PSB[3]). **(Not required for SCCO 11&12[4]).**			N/A
1st Military Analysis (MA(B)) / Naval Analysis Course (NAC)	Required to be eligible for PB.			N/A
2nd MA(B) or NAC	Required to be eligible for PB.[5] **(Not required for SCCO 11&12[6])**			NAC. Required to be

[1] Legacy MK 2 is equivalent to MK JCSC(L) for promotion purposes. MK CWC would still need to be completed to attend CWC.
[2] DGE/DE who obtained 4 years seniority on or after 1 Sep 13 have to do CWC. DGE/DE who obtained 4 years seniority before the 1 Sep 13 do not need to do CWC. Captains are encouraged to try and achieve CWC by Capt +2.
[3] DGE/DE who obtained 4 years seniority on or after 1 Sep 13 have to do AmphWarCse. DGE/DE who obtained 4 years seniority before the 1 Sep 13 do not need to do AmphWarC.
[4] SCCO11&12 (year naming is based on training year) is accredited with equivalence of MA A from content of SCCO course.
[5] Completion of SF selection officer's week is accredited as MA(B). Legacy MA(A) & MA(C) are equivalent to MAB or NAC. NAC to be enforced as of OF3 PB 2018.
[6] SCCO11&12 (year naming is based on training year) is accredited with equivalence of MA A from content of SCCO course.

				eligible for PB.
Advanced Amphibious Warfare Course (AAWC)	On promotion to Major, prior to ICSC(L)[7]	CM discretion (candidates for ICSC(L) will attend AAWC)	N/A	N/A
Director of Music (DoM) qualification	N/A	N/A	N/A	Required to be eligible for PB.
ICSC(L)	On promotion to Major	CM discretion	ICSC(LR)[8] Required to be eligible for PB.	N/A
ICSC(M)	N/A	CM discretion	N/A	On promotion to Major

[7] Waiver to be granted by CM for those selected Major who cannot attend.
[8] Land Reservist - 2-week Intermediate Command and Staff Course.

Figure 97A-1. RM OCD Progression to OF3



* Denotes Career Manager discretion to maximise individual opportunities.

ANNEX 97B

RM OCD JPA COMPETENCIES

OCD Course	JPA Competency	Alternative JPA Competency[1]
JOLP 2	Mil Ed|JOLP 2 Cse Qual|Army|	
Walcheren Essay	RN Royal Marines GS| OCD WALCHEREN ESSAY|RM	
MK CWC	Mil Ed|MK CWC|Joint	
MK2	Mil Ed|MK 2|Army|	Professional|Military Knowledge 2|RM|
AmphWarC	Warfare|Amphibious Warfare Course|Navy|	
CWC	Mil Ed|Captains Warfare Course – 6 Weeks|Joint	
MA A	Mil Ed | MA MOD A | Joint.	RM|MILITARY ANALYSIS MODULE A|Navy|Yes
MA B	Mil Ed | MA MOD B | Joint.	RM|MILITARY ANALYSIS MODULE B|Navy|Yes
MA C	Mil Ed|MA Mod C Cse Qual|Army|	RM|MILITARY ANALYSIS MODULE C|Navy|Yes
NA	Educational|Naval Analysis|Navy|	
MOD Officers Week and Officer Education Residential	Mil Ed | MA MOD OFFICERS WEEK | Joint. Mil Ed | MA OER | Joint.	
AAWC	Warfare|Advanced Amphibious Warfare Course|Navy|	
ICSC(M)	Officers (General)|Intermediate Command & Staff Course (Maritime)|Joint|No	
ICSC (L)	Mil Ed|ICSC (L)(qs)|Army|	
ACSC	Mil Ed|ACSC Qual (psc(j))|Army|	
HCSC	Mil Ed|HCSC (j)|Army|	
RCDS	Mil Ed|RCDS|Army|	

[1] Certain OCD courses have two JPA competencies.

ANNEX 97C

NAC AND MA(B) COURSE DATES AND RM OCD APPLICATION PROCESSES

RM OCD Course	Application Process (in agreement with line mgt for each individual)
JCSC(L)	Apply via the Junior Staff Centre at via the Defnet site[1].
JOTAC	
MA(B)	Apply directly via Army Knowledge eXchange Military Analysis Defnet site[2] iaw 2022DIN07-018.
NAC	RNTM 07-029/24
AmphWarC	Currently no training provider for this course – see Para 8f.
AAWC, ICSC(L), ICSC(M), DoM	Career Manager will inform individuals when/if they will attend these courses.

[1] https://modgovuk.sharepoint.com/teams/9874/SitePages/Home.aspx
[2]https://akx.sps.ahe.r.mil.uk/sites/akx/learning-development/professional-and-personal-development/officer-career-development/military-analysis

ANNEX 97D

JUNIOR OFFICER LEADERSHIP PROGRAMME 2 COMPLETION PROFORMA

Part A: Subject officer details

Number:	**Surname & Initials:**	**Unit:**

Part B: Endorsement of development activity

Ser (a)	Skill Area (b)	Mandated JOLP 2 Tasks (c)	SME Details	Contact Tel. No.
1	Communication skills	• Presentations (sub unit briefings). • Participate in sub-unit level plan/command meetings. • Draft troop level daily orders. • Host and brief visitors to the unit. • Participate in a topical debate.	Name: Signature: Role: Date:	
2	Analytical Skills	• Estimate process at company level. • Conduct 1xTEWT at Company level. • Deliver stance on historical case study. • Walcheren Essay	Name: Signature: Role: Date:	
3	Leadership and Management	• SJARS • Participation in Orderly Room • Address G1/welfare issues • Organise sub-unit sports and AT activities • Duty Officer • Conduct Defence Engagement. • Understudy Mess Committee functions • Understand RM Corps manning-report/selection/train/promote model, RM Specialisations (including structures) and career management (attend roadshows/manning briefs). • Plan and conduct Troop MATTs.	Name: Signature: Role: Date:	

(Continued)

Ser (a)	Skill Area (b)	Mandated JOLP 2 Tasks (c)	SME Details	Contact Tel. No.
4	Military Skills	• Command – Observed and backbriefed. • Combat Estimate to Troop level (infantry action). • Understand ISTAR & Targeting cycle	Name: Signature: Role: Date:	
5	Staff Work *As unit business demands*, *draft*:	• Loose Minutes. • Official letters • Eulogies/writing to NOK • Testimonials for Service leavers.	Name: Signature: Role: Date:	
6	Naval Service Knowledge	• Understand Naval and RMC hierarchy and functions via visits and briefs.	Name: Signature: Role: Date:	
7.	Amphibious	• Understand Coy level STOM procedures • Understand enabler capability - guns, logistics, ASG, CHF and 1 AGRM.	Name: Signature: Role: Date:	
8.	Basic IT Skills	• Use of issue IT and applications for efficient information exploitation: • Use powerpoint in support of all skill areas. • Use JPA for individual and Troop administration. • Use Defence Gateway in support of all skill areas.	Name: Signature: Role: Date:	
9	Professional military learning culture.	• Submissions to Naval Review, British Army Review and the Globe and Laurel on current affairs and Research Areas of Specific Naval Interest[1] are actively encouraged.	Name: Signature: Role: Date:	

[1] 2017DIN07-019 Research Areas of Specific Naval Interest.

Part C: Additional development activities undertaken[2]

Additional Development Activity	OC/CO Signature	Date of Completion

Part D: Self-analysis of Command, Leadership and Management (CLM)

Conduct Self-Analysis of CLM	
Three CLM Strengths:	**Three CLM Areas for Development:**
1. 2. 3.	1. 2. 3.
Date:	Subject officer's signature:

Part E: Unit Education Officer (to be signed upon completion of parts A-D inc)[3]

Number:	Rank:	Surname & Initials:

[2] For example: Adventurous trg, OIC sports, TEWTs/Mapex, staff rides, study days, organising regimental functions, planning and organising training event etc.
[3] Once part E has been signed off, the completed proforma can be presented to the individual's Coy/Wing Clerk (or Unit Personnel Office (UPO)) for the JPA competency to be applied (see Annex B).

CHAPTER 98

NEURODIVERSITY AND SPECIFIC LEARNING DIFFERENCES

(Sponsor: NAVY PEOPLE-PSP LD PoI SO1)

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CHAPTER 98

NEURODIVERSITY AND SPECIFIC LEARNING DIFFERENCES

SECTION 1

GENERAL

9801. Background

Neurodiversity (ND) refers to differences that exist in the brain. Our brains naturally vary from person to person, our education varies from person to person, and these variations make up our different strengths and abilities. We all think, move, process information, and communicate differently; we are all cognitively abled in different ways. A Force for Inclusion – Defence's Diversity and Inclusion Policy[1] recognises that we are all different, people work better when they are themselves, and our differences can be used to benefit the team. Embracing ND increases our people's ability to achieve their potential and ultimately contributes to the RN successfully achieving its mission.

9802. Terminology

Within Defence, the term **Specific Learning Differences (SpLDs)** refers to conditions such as dyslexia, developmental coordination disorder, dyscalculia and dyspraxia. More widely in the UK, the terms **neurodivergent or neurodistinct** are used to describe people who have conditions such as autism, visual difficulties and attention deficit and hyperactivity disorder (ADHD). **Learning skills** is also a term used within educational settings. We all learn in different ways and many of us have been taught skills that help us learn more effectively such as time management, note-taking and reading efficiently. **Learning skills** help us acquire new knowledge and can be learnt and developed over time. It is worth noting that how well an individual has had their learning skills developed in the past will impact on the way they learn, and work in the present. The RN ND policy covers all recognised SpLDs, learning skills and neurodistinct traits, whether diagnosed or not, within the RN training and workplace environment.

9803. Governance

In order to provide coherence and accountability of the delivery of this RN policy, an ND Steering Group (ND SG) has been established. Championed by the RN ND Advocate[2] and chaired by Head Policy, Strategy and Plans, members include empowered representatives, ND experts, Phase 1 and 2 representatives, as well as representation from the Neurodiversity Working Group.

[1] Ministry of Defence Diversity Plan 2018 to 2030
https://assets.publishing.service.gov.uk/media/5f2d68ee8fa8f57ad042910f/20180806-MOD_DI_Plan_A4_v14_Final-U.pdf
[2] Search 'Introducing the Royal Navy Neurodiversity Advocate' on MODNet.

9804. Policy

To support the diversity of neurodivergence within our workforce, the ND SG aims to:

a. Raise understanding and remove stigma regarding neurodistinct conditions and traits across the Wholeforce RN to contribute to providing all service personnel[3] and civilian staff[4] with a career where their ambitions can be achieved, and they feel valued.

b. Encourage creativity, using appropriate reasonable adjustment allowing everyone to perform to their best and remove barriers within the RN training and workplace environment.

c. Provide consistent specialist learning skills, SpLD and ND advice and support through our Learning and Development (LDO) Hubs to RN Regular and FTRS Full Commitment (FC) personnel and their service and civilian managers. Service Personnel may self-refer if they are struggling to cope with learning or work (regardless of whether they have a diagnosed condition).

d. Provide opportunities for RN Learners[5] (within formal RN training pipelines), RN Regular and FTRS(FC) Personnel[6] to be screened for SpLDs and neurodistinct traits, which may lead to a formal diagnosis and targeted support to be offered.

e. Ensure Civil Servants and their line managers are aware of support available through the Employee Assistance Programme (EAP) and Occupational Health services.

f. Engage with Defence Medical Services to ensure appropriate and coherent pathways are developed for diagnoses and support of neurodistinct conditions for all Regular Service and FTRS(FC) personnel.

9805. Application

Under the Equality Act 2010 the Armed Forces are exempt from disability discrimination legislation; however, this policy document serves as a framework for meeting the spirit of the legislation and goes further by actively promoting equality of opportunity, thus enabling every member of the RN to maximise their talent and contribution. It applies to all full-time personnel (regular and full-time Reserve Service) and RN Learner. Ex-regular personnel with a Reserve liability and volunteer Reservists attending for obligatory training or voluntary duties will be eligible only for support when mobilised into service. For non-mobilised Reservists, responsibility for learning support rests with the individual and is not covered by this policy.

[3] Regular, FTRS and Reserve
[4] Civil Servant (including RFA) and Civilian employees.
[5] Any Service or Civilian Personnel enrolled on a RN course.
[6] Regular or Full Time Commitment FTRS Service Personnel.

9806. The Individual's Responsibilities

Although this policy provides details of specific support provided to RN personnel with learning support needs, individuals are primarily responsible for addressing their own needs. Individuals with a learning support need are encouraged to discuss those needs and share their learning plan with their line managers/Divisional Officers/Instructors/English and Maths Tutors on arrival at a new establishment/Unit prior to commencing duties/training. This handover will enable the provision of any necessary remediation and the updating of their Individual Learning Plan (ILP). Individuals are to employ all reasonable remediation recommended by their ILP, coaching support team, or English and Maths Tutors.

SECTION 2

EDUCATION AND TRAINING

9807. Training Delivery Standards

Training for RN personnel is to be delivered without discriminating against those with learning support needs and, therefore, those individuals delivering training must have an awareness of, and be sensitive to, such issues. Course format and style of delivery should be universally designed and structured to accommodate varied learning needs. Training delivery standards are to be reviewed on a regular basis and modified where necessary to achieve maximum effectiveness.

9808. Responsibilities of Phase 1 and Phase 2 Training Schools

Within initial training establishments (Phases 1 and 2) Team Fisher (via the LDO and Education and Training Organisation) have the following responsibilities:

a. Without compromising the agreed Training Performance Statement (TPS), to provide appropriate support for trainees with suspected ND conditions.

b. All Phase 1 and 2 recruits should receive a Learning and Development brief that covers ND conditions and support.

c. Equip Phase 1 and 2 recruits with learning skills through the delivery of formal training sessions[7] within the first 4 weeks of INT(R)/(O) or Foundation Phase of Initial Training.

d. Ensure that instructors and staff involved in student management are aware of ND conditions and the learning needs of trainees[8].

e. Apply any appropriate exam concessions[9]. These allowances apply only to assessments which are explicitly dependent on information processing, knowledge-based or written examinations. For externally moderated exams, authorisation to grant extra time requires approval by the appropriate examining authority. Removal of training professional warnings (see BRd 3(1) Chapter 57) could be considered if an individual has been assessed as requiring learning support after failing modular written exams. This must not, however, compromise the attainment of Training Performance Statement (TPS) or pass training risk to another part of the training pipeline. SpLDAs and English and Maths Tutors can authorise additional time for internal exams following a screening assessment. For external exams where the completion of a Form 8 is required, the SpLDA will refer the learner for further assessment.

[7] Memory techniques, mind mapping, sequencing, state, and time management.
[8] Poor performance in training should not automatically be attributed to a learning difference but may be due to another problem such as poor basic skills, poor memory, or lack of awareness of revision techniques.

[9] JSP 822 Vol 7 Ch 2 Para 2.1.12

f. Ensure that the learning support needs and details of support provided to individuals are documented within an ILP and, with the agreement of the individual, when trainees leave the training establishments the ILPs are forwarded promptly to the receiving/parent unit English and Maths Tutors/SpLDA (under appropriate protective markings).

g. Universal training design, alternative methodologies and approaches to training delivery should be actively sought and promoted, subject to the individual continuing to meet the conditions and standards set within the Formal Training Statement.

h. Where trainees with a learning support need are, after suitable remediation, unable to achieve the Role Performance Statement (Role PS) for their Profession or Discipline, the Chain of Command may, in the interest of the individual or the Service, seek advice from the Trade/Branch Sponsor on the possible re-allocation of the individual to another Trade Branch (see BRd 3(1) Chapter 51). Where there is evidence that the individual's learning support needs are so unique that they are unlikely to achieve TPS in any other Specialisation or Branch, then a case may be made for discharge from the Service (see BRd 3(1) Chapter 54).

9809. Learning and Development Adviser (LDA), English and Mathematics Tutors and Specific Learning Differences Adviser (SpLDA) Responsibilities

All LDAs and English and Maths Tutors are to have undertaken relevant awareness training[10]. SpLDAs are to be qualified and experienced to support LDAs and English and Maths Tutors, who should be involved in the following:

a. Promoting an understanding of ND conditions within the establishment, including conducting an induction brief on local ND Support processes for all trainers and DOs upon arrival, and at least annually thereafter.

b. Undertaking interviews of the individual and line manager to scope the workplace need.

c. Carrying out an initial assessment and recommending further action based on the results.

d. Interpreting Educational/Occupational Psychologists' reports on behalf of the individual.

e. Creating an ILP with the individual, line manager and or instructor.

f. Reviewing support regularly and updating the ILP with the individual and the line manager or instructor as and when necessary.

g. Liaising closely with both losing and receiving units to ensure that suitable provision is available for the individual to continue training and/or productive service.

[10] JSP822 Vol 7.

9810. Management Responsibilities

The following principles apply to the management of a learning support case:

a. Create a culture of declaration that allows a partnership between the line manager and the individual to be developed to optimise available support.

b. Recognise workplace differences associated with ND conditions and the challengers they may present. Workplace differences include but are not limited to:

(1) Time management.

(2) Organisational Skills.

(3) Prioritising of tasks.

(4) Processing verbal instructions.

(5) Short-term memory.

(6) Note taking or report writing.

c. Reports, ILPs and learning support programmes that are produced on individuals with learning support needs are to be treated as 'OFFICIAL-SENSITIVE' and are to be held by the English and Maths Tutors or SpLDA and the individual.

d. Reports should identify learning and coping strategies (reasonable remediation) that will assist the individual but not compromise the standards required to meet TPS. These strategies should be provided to the individual's line manager or Divisional staff and the individual's instructors; they are to be treated as 'OFFICIAL-SENSITIVE'. The individual's consent is required to share this information.

e. If appropriate, line managers may make reasonable adjustments to tasks and roles, as indicated as beneficial within the strategies developed by the education specialist. Individuals must demonstrate, however, that they have achieved full competence across the entire Role PS.

f. After the individual has been provided with learning or workplace support recorded in an ILP, their case is to be reviewed regularly with the line manager and SpLDA to assess the effectiveness of this support.

g. The needs of an individual in relation to a ND condition are not to be mentioned, whether positive or negative[11], in annual appraisal reports.

[11] JSP 757 Part 1 Para 15 Guidance for reporting Officers, Inappropriate Comments.

9811. Procedures

The RN will provide support to those individuals who have voluntarily come forward or have been identified by their line manager or trainers as possibly having learning support needs in accordance with JSP 822 Vol 7. To ensure consistency, reliability and validity in the process, the following procedures apply:

a. Line managers and Divisional staff become responsible for initial coaching of individuals in line with current RN Coaching policy (see BR 3 Chapter 21). In many situations, a simple discussion will resolve the issue. Where the issue is complex, the line manager should refer the individual to the establishment's Coaching support team, LDA, English and/or Maths Tutor or SpLDA.

b. Where possible, the Coaching support team, LDA, English and Maths Tutors or SpLDA should interview the individual to identify barriers to learning and scope their learning support needs.

c. The nominated personnel carry out assessments using the appropriate diagnostic tool[12]. Screenings can be conducted face-to-face or remotely. From these assessments, the SpLDA will identify the likelihood of the individual being neurodivergent, or having an SpLD, and where appropriate, will work with the individual to develop an Individual Learning Plan (ILP). The ILP will identify strengths areas as well as challenging areas and will highlight coping strategies to support them to successfully continue their learning and career. The ILP will also recommend reasonable adjustments that may assist the individual, such as coloured overlays, text to speak software and, in some cases, additional time for exams. The English and Maths Tutors or SpLDA will work with the line manager, the relevant trainers and the individual to make the changes necessary to support both the individual and their line manager.

d. ILPs will list coping strategies and remediation recognised as reasonable. Only coping strategies and reasonable remediation deliverable within the scope of TPS will be permissible.

e. Extra time for examinations should only be awarded where study skills and coping strategies are not sufficient, and the additional time is appropriate to the individual's needs; it must not be awarded automatically because of a suspected ND condition. The SpLDAs are authorised to award additional time for internal examinations only, where extra time does not bring into question the ability of the individual to conduct time critical tasks. The awarding of additional time must be discussed with the individual's instructor, course manager, or TRA to ensure it does not detract from them achieving Role PS.

[12] L&D Hubs and training establishments have access to several screening tools, for example DAST, LUCID LADS or the Do-IT Profiler

f. For external examinations (such as GCSEs and Functional Skills), the awarding of additional time can only be made by a Level 7 SpLD/ND Specialist, such as an Educational or Occupational Psychologist[13]. Where possible, the assessments by the Level 7 should provide sufficient detail to inform an ILP and details exam access arrangements but should not routinely include a diagnosis. A formal statement of needs is appropriate in most cases. A diagnosis may be requested, but must be cleared with financial approval through NAVY PEOPLE-TMG PACC EDU Del.

9812. Tracking

On identifying an individual with a potential learning support need, clear and concise individual records, marked appropriately (OFFICIAL-SENSITIVE) are to be kept. If appropriate, there must be prompt transfer of individual records when an individual is posted or detached. Records will be sent to the individual. There must also be close liaison between losing and receiving units to ensure that adequate provisions are in place for any learning support requirements.

9813. Funding

a. Public funding for the provision of eligible learning support will be provided by TMG PACC, applications should be made by e-mail to NAVY PEOPLE-TMG PACC EDU Del. The definition of eligible learning support is under review as part of the SELBORNE programme.

b. **Standard Learning Credit (SLC).** RN personnel with a recommendation from an SpLDA in an ILP are eligible (during any phase of training) to claim SLC support for Specialist tuition, recognised SpLD products (such as a reading pen) and computer software support, provided that the following provisions are met:

(1) The learning support resource software has been recommended by the Team Fisher Level 7 SpLD advisor or occupational Psychologist's report.

(2) The learning support resource is bought in direct support of the individual's SpLD. The individual's line manager is also required to provide a report, via the unit SpLDA.

(3) All other requirements for claiming SLC are observed.

c. **Enhanced Learning Credit (ELC).** Financial support for personnel with SpLD may be eligible available under the ELC scheme[14] from a scheme registered provider.

[13] If appropriate, a specialist teacher registered with PATOSS may be utilised.
[14] JSP 822 Vol 9 Para 3.5.9

SECTION 3

WORKPLACE

9814. Guidance for Managing Neurodiversity in the Workplace

a. **Understanding Neurodiversity in the Workplace.** Commanding Officers and line managers should ensure that they all have a basic understanding of neurodiverse conditions[15] and how they can assist their personnel to get the best out of them in their working environments. This information can be sourced from DLE training, the D&I Policy Desk, RNRMC and the RN Neurodiversity booklet.

b. The challenges faced by personnel with neurodivergent conditions varies significantly. Common to most unsupported conditions is that a lack of understanding within the workplace can lead to low self-esteem, anxiety, and depression. However, this can be mitigated through making reasonable adjustments to the working environment.

9815. Reasonable adjustments

a. Commanding Officers and line managers are responsible for the wellbeing of all their personnel and should actively encourage creating a working environment that helps meet the needs of all its personnel where operational capability allows. Small and cost neutral adjustments can have a significant impact, not only on the individual but also on the whole team.

b. There are several factors to consider when thinking about reasonable adjustments for those with neurodiverse conditions. The list below suggests different adjustments that might be considered. Any actions to introduce reasonable adjustments must be decided in discussion with the individual.

(1) **Physical.** Fixed desk location, chair suitable for seating position, identifying quiet spaces or remote space to work if necessary; Physical items worn or used to lower sensory input, this could be in the form or noise-cancelling headphones, noise-reducing ear plugs or focus devices. These items can be paid for utilising SLC's or via a referral from LDO or Occupational Health.

(2) **Environment.** It is not always possible to avoid loud or busy workspaces, however where appropriate quieter working spaces can be used, whether that includes remote working or a designated quiet office within the workplace.

(3) **Mental.** CoC should implement good mental resilience practices within the workplace, allowing times for adequate breaks, where operationally appropriate, and establishing stable routines. Where possible, individuals should be warned of any significant change which allows for preparation time for those that may require extra support during a change period.

[15] DLE training on Neurodiversity can be accessed on DLE: https://dle.ice.mod.gov.uk/mod/page/view.php?id=1323295

(4) **Time.** Requesting for more time for certain tasks, assistance with planning tasks, taking regular breaks, utilising smart working. Arrange to be able to work remotely if the working environment is becoming overwhelming or distracting.

(5) **Communication.** Utilise a range of communication methods that suit the individual's needs, whether this be emails, phone calls or meetings in person. Following up with typed notes after in person discussions to ensure all information was acknowledged and understood. Using different fonts in written work, where appropriate.

(6) **Behaviours.** There are several behaviours that can manifest as a result of neurodiversity. For example, fidgeting for excessive energy and to aid concentration, asking additional questions or procrastinating tasks. CoC should ensure that they question the presentation of specific behaviours and demonstrate curiosity regarding the impact of neurodivergence. Discuss any experiences of emotional overwhelm with the CoC and how to best cope or manage this.

(7) **Tasking and Reviews.** Ensure clear, concise, and non-ambiguous instructions are given to individuals. Aid with setting task priorities to keep in line with deadlines. Discuss areas that are challenging and ways that you can be held accountable, considering the complexity of a task.

(8) **IT Equipment.** Discuss any software needs with CoC, utilising the IT team on board platforms or IHUB ashore to enable access to software that will aid your work output. These can be requested for all MODNet laptops, with programmes such as CalroRead and Dragon. These and other applications can be viewed via the Applications and Peripherals Portal[16]. Microsoft accessibility features provide a guide[17] of how to make accounts more accessible. Requests can be submitted via the Navy Digital Front Door[18], with permission from your line manager and ITSO, quoting your current UIN. Queries should be directed to navydigital-frontdoor@mod.gov.uk.

c. The use of a check list can aid in the understanding of an individual's needs for any reasonable adjustments within the workplace. An example of a checklist can be found at Annex 96Q. This tool should be used in divisional interviews or where there is a requirement. Further guidance on workplace adjustments can be found on the MOD's D&I toolkits, guides and resources webpage[19].

[16] https://modgovuk.sharepoint.com/teams/301301/SitePages/Accessibility-Applications-on-MODNET.aspx
[17] modgovuk.sharepoint.com/sites/Learning_Hub/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2FLearning_Hub%2FSiteAssets%2FMy MOD Laptop%2FDocuments%2FOver to you%2FMML-OTY-Microsoft-accessibilityfeatures%2Epdf&parent=%2Fsites%2FLearning_Hub%2FSiteAssets%2FMy MOD Laptop%2FDocuments%2FOver to you
[18] 93 ND Front Door - Power Apps (https://apps.powerapps.com/play/e/9c55ffaf-6c84-e378-a7c6-08ed259d6ea3/a/164f7097-0157-475a-8e42-dafad9eb6686?tenantId=be7760ed-5953-484b-ae95-d0a16dfa09e5)
[19] Workplace Adjustments (https://modgovuk.sharepoint.com/sites/IntranetDiversityAndInclusion/SitePages/ReasonableAdjustments-and-Access-to-Work.aspx)

9816. Workplace Adjustment Passport

a. Where there is a requirement for workplace adjustment that requires sourcing of additional or new equipment, then the DES Form 221 Workplace Adjustment Passport should be filled out as appropriate. This form is to be signed by the individual requesting items as well as their line manager.

b. When requesting IT modifications, a display Screen Equipment (DSE) Self-assessment should have been carried out by the individual in the first instance and MOD Form 5016 and 5013 filled out iaw JSP 375[20]. This should be accompanying the DES Form 221 when requesting additional equipment.

9817. Workplace Support Plan (WSP)

a. Personnel are able to obtain a workplace support plan, which is bespoke to the individual and is created by a SpLDA in the Learning and Development Organisation. The support plan will specify the individuals' current struggles with ways of working or learning as well as their strengths and will identify areas where the individual will benefit from some reasonable adjustments in the workplace.

b. The WSP specific section will detail methods of support which where appropriate in the operational environment should be used with the individual, this will ensure the individual is performing effectively, allowing them to succeed at work and not hinder them.

c. Further information about SpLDs (Dyslexia, Dyscalculia, DCD) can be found in JSP 822[21].

d. Further advice and guidance on Neurodiversity policy related matters can be sought from the RN D&I team[22] or on the D&I Portal. The RN's Infinite Network[23] is also a hub of knowledge to support personnel who may be impacted by neurodiversity.

[20] JSP 735 Management of Health and Safety of Defence, Part 2, Vol 1, Ch 12
[21] JSP 822 Vol 7 Specific Learning Difficulties
[22] NAVYPEOPLE-DANDIMailbox@mod.gov.uk
[23] Royal Navy Infinite (https://forms.office.com/pages/responsepage.aspx?id=7WB3vlNZS0iuldChbfoJ5VjpWO0RHEpGniO3YpJZZJUMkNQUklZUEg0OFNKSEhZUFI5UlY3OEtXSiQlQCN0PWcu&route=shorturl)

ANNEX 98A

LINE MANAGER CHECKLIST FOR REASONABLE ADJUSTMENTS

Reasonable adjustment checklist	Confirmation of action taken
Step 1 Is there an indication or a requirement for reasonable adjustments? Ensure you are familiar with the RN's Neurodiversity policy found in BRd 3(1) Ch 96, and what constitutes as a reasonable adjustment.	
Step 2 Does the individual have a learning or workplace plan from an SpLD advisor? Does it require a review or amendment?	
Step 3 Discuss the individuals best working practices. Are there any areas they are concerned with?	
Step 4 Are there any reasonable adjustments that would benefit the individual? Are they reasonable? Will they significantly aid the individual in the workplace? Will it negatively impact others? Are they relevant? Relevant to the adjustment required that does not impact operational capability.	
Step 5 Are you able to assist the individual by putting reasonable adjustments into place. Yes: Implement changes (e.g. new working plan). No: Seek further guidance from RN D&I team and/or refer individual to occupational health or LDO if deemed necessary.	

CHAPTER 99

SPARE

CHAPTER 100

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CHAPTER 101

MARITIME RESERVES

(Sponsor: NAVY PEOPLE-PSP EMP POL RESSO1)

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CHAPTER 101

MARITIME RESERVES

SECTION 1

REGULATIONS FOR PERSONNEL MANAGEMENT

10101. The Regulations, Command and Organisation of the Reserve Naval and Marine Forces

The Maritime Reserves exists to provide sufficient, capable and motivated personnel, at readiness, to reinforce Regular Forces. The Regulations, Command and Organisation of the Royal Naval Reserve and Royal Marines Reserves are contained within BRd 3(2); procedures and process information are contained within BRd 3(1) Part 10.

10102. Annual Training Obligations and Operational Deployment Beyond Normal Retirement Age

A member of the MR is required to train in the United Kingdom or elsewhere in any one year. Regulations governing Annual Training Obligations are contained within BRd 3(2). In certain situations, there will be a requirement to consider deploying individuals to an operational environment who are beyond Normal Retirement Age (NRA). This is to be assessed on a case-by-case basis, considering the operational need where SQEP is otherwise unavailable, providing the individual meets medical and fitness requirements. Requests for service beyond 55 in the MRs is via Extensions of Service or Engagement/Commission Transfer Boards.

10103. Reporting Changes of Circumstances

All Officers, Ratings and ORs of the MR are responsible for ensuring that their personal details (address, contact numbers, next of kin details, nature of other employment etc.), recorded in JPA, are correct at all times or as soon as practicable following a material change in circumstance. Irrespective of whether any such changes have occurred during the year, individuals are to certify annually that their details are correct on JPA. Commanding Officers are to ensure that the annual certification has been conducted prior to awarding the Certificate of Efficiency (CoE).

SECTION 2

MARITIME RESERVES ENTRY

10104. General Entry Standards

Entry and medical standards (MFD) into the MR are the same for the Regular Service and may be found in Part 4 of this BR. Additionally:

a. **Age Limits and Waivers.** Normal age limits are detailed in the Recruit and Attract (RA) Eligibility Matrix (Chapter 7, Para 0759). However, WFPM RES SO2 may approve age waivers for candidates who do not meet the age criteria. Royal Navy Careers Service staff who are also Part Time Volunteer Reservists (PTVRs) are to make a formal application for an age waiver to RA using the standard approval process method. Once received, the application will be forwarded to WFPM RES SO2 for consideration. If approved, eligible and recommended, the candidate is to be processed in the normal way.

b. **URNU Students Joining the RNR.** In the final year at university, a student member of an URNU can apply to join the RNR Accelerated Officer Programme and, on successful completion of the AIB, they will join the RNR in the rank of Officer Cadet on List 1. They will be administered and paid by their RNR Unit but be seconded back, in their RNR rank, to their original URNU until the completion of their university studies with no obligation to attend their RNR Unit. Upon award of the URNU CoE, they will have been deemed to have achieved the requirements for Bounty at the List 1a rate. On completion of their studies or leaving the URNU they will be required to meet the full criteria for award of a List 1 Bounty.

10105. RNR Ratings and RMORs Attestation Papers

On entry Ratings and ORs are enlisted in accordance with RFA 96 s9. Attestation is the evidencing of the validity of the process leading to a recruit's enlistment and in the genuineness of a recruit's answers on the form. Enlistment occurs when the declaration is made and signed on the Attestation Form. The procedure for attestation is as follows: On entry Ratings and ORs are enlisted in accordance with RFA 96 s9. Attestation is the evidencing of the validity of the process leading to a recruit's enlistment and in the genuineness of a recruit's answers on the form. Enlistment occurs when the declaration is made and signed on the Attestation Form. The procedure for attestation is as follows:

a. The Enlisting Officer (EO) (defined as a commissioned officer of the Regular Services or of any Reserve Force (RFA 96)) must warn the recruit that they must answer questions on the Attestation Form truthfully. The Attestation Form is available on the CMR HQ Site[1].

b. For RNR Ratings this is the Notice Paper and Attestation Form provided at Annex 2A; for RMR ORs this is the Notice Paper and Attestation Form provided at Annex 2B. These Notice Papers can only be amended by the Admiralty Board of the Defence Council.

[1] https://modgovuk.sharepoint.com/teams/55961/CMRHGtemp/Forms/AllItems.aspx

c. The EO must provide the recruit with a copy of the Notice Paper and satisfy themself that the recruit understands it and wishes to be enlisted. The EO must then read out to the recruit the questions set out in the Attestation Form.

d. The EO must ensure that Question 13 in the Attestation Form is correctly populated as per the Terms of Enlistment stated in the appropriate Notice Paper. For RNR Ratings this is as per paragraph 12 of the Notice Paper at Annex 101T; for RMR OR this is as per paragraph 8 of the Notice Paper at Annex 101U.

e. The EO must satisfy themself that the recruit understands the questions and must record their answers on the Attestation Form.

f. The EO must ask the recruit to sign the declaration on the Attestation Form. The EO must witness the recruit signing the declaration.

g. Upon signing the declaration, the recruit becomes a member of the Maritime Reserves.

h. The EO signs the Attestation Form.

i. When the recruit is finally approved for service, the recruit may be provided with a certified copy of the Attestation Form on request.

10106. Oath of Allegiance

a. The Armed Forces Act 2006 introduced an oath of allegiance for Ratings and ORs entering the Naval Service. This is available in secular and non-secular forms.

b. The signed declaration made at enlistment is a legal requirement whereas the oath of allegiance serves an educational, symbolic and solemn purpose. The oath of allegiance may be sworn during the first day of training or at another suitable point shortly after enlistment but note that swearing the oath of allegiance is a requirement for service i.e. recruits are not permitted to decline.

10107. Rank on Entry - RNR Officers

a. **Officer Cadets and Upper Yardmen.** On passing the AIB, and subject to final selection by COMMARRES, RNR candidates will be promoted to the rank of Midshipman (paid as OF1 IL1) but will not wear the rank insignia and will be addresses as Officer Cadets. Promotion thereafter will be in accordance with BRd 3(1) Chapter 66.

b. **Seamless Entries/Trained Re-entrants.** Seamless Entrants and Trained Re-entrants will generally be commissioned into the RNR in accordance with the principles and guidance in BRd 3(1) Chapter 48, Section 4 with SO1 RES CM, in consultation with SO2 RES WFPM, assessing each application.

c. **Promotion to Officer by Ratings and Other Ranks.** For Upper Yardmen (UY), Senior Upper Yardmen (SUY), Corps Commission (CC) and Senior Corps Commission (SCC) policy refer to BRd 3(1) Chapter 50 and BRd 3(1) Part 10. COMMARRES (SO2 Training) acts as the Recording Authority for Reservists.

SECTION 3

MR OFFICER COMMISSIONS

10108. MR Commissions and Commission Parchment

a. RNR Officers are awarded the King's Commission on being promoted to confirmed Sub Lieutenant or above and are eligible for a Commissioning Parchment which they must request in accordance with Annex 101S.

b. RMR Officers are eligible for a Commissioning Parchment once they have completed Part 1 of Officer Training.

c. On commissioning, MR Officers retain their commission in perpetuity, unless they are permitted to resign their commission, or it is terminated on a compulsory basis. Whilst holding a commission, officers have no absolute right to give notice or seek discharge from the Service.

d. Officers who have served in the Royal Navy or Royal Marines are not entitled to a second Commission Parchment upon joining the RNR or RMR.

10109. MR Commissions from 1 Apr 15

a. From 1 Apr 15, the MR adopted a common commissioning structure. Entry and re-entry policy guidance is at Chapter 48. Commissions, Transfers and continuance in the Service policy guidance is at Chapter 49.

b. **Commission Stages.** The 3-stage commission career pathway is as follows:

(1) **Initial Commission Stage (ICS(RNR)).** 12 years from date of entry into service.

(2) **Career Commission Stage (CCS(RNR)).** An additional 8 years to either 20 years' service or aged 40, whichever is later. Selection by CT Board.

(3) **Full Commission Stage (FCS(RNR)).** To age 55. Selection by CT Board.

10110. Eligibility for MR Commission Transfer

Commission Transfers require the following.

a. **ICS(MR) to CCS(MR).** To be eligible for a commission transfer to CCS an officer must be on the trained strength and:

(1) Be able to complete a further period of service beyond an ICS/IC/SC up to retirement age.

(2) Be recommended by their 2RO in their latest OJAR.

(3) On either List 1, List 2 or List 5 (those on List 5 must have a MR Specialisation Short Appraisal Report (SAR)[2].

(4) Be within the appropriate zone. Those over-zone for selective promotion may still be considered exceptionally for a CCS(RNR) within the normal transfer zones. If transferred will thereafter be eligible for promotion within the appropriate zone on the new commission.

(5) Have achieved Certificate of Efficiency for 4 out of the last 5 training years[3].

b. **CCS(MR) to FCS(MR).** To be eligible for a commission transfer to a CCS an officer must be on the trained strength and:

(1) Be able to complete a further period of service beyond a CCS/CC/MC up to retirement age.

(2) Be recommended by their 2RO in their latest OJAR.

(3) Be on either List 1, 2 or 5 (those on List 5 must have an MR Specialisation Short Appraisal Report (SAR)demonstrating meaningful output and a recommendation for further service).

(4) Be medically fit for transfer.

(5) Be within the appropriate zone. Those over-zone for selective promotion may still be considered for an FCS(RNR) within the normal transfer zones, and if transferred will thereafter be eligible for promotion within the appropriate zone on the new commission.

(6) Have achieved Certificate of Efficiency for 4 out of the last 5 years.

(7) For RMR Officers, in addition, successful completion of:

(a) Walcheren Essay.

(b) RMFT. And in-date RMFT is required at the OF2 CRD (31 May) and on the date of commission transfer eligibility checks/OF3 CPD (1 Oct). This will ensure commission transfer eligibility, OF2-OF3 promotion eligibility, and substantive promotion to OF3 if selected.

c. Those officers who do not wish to accept a transfer to CCS are permitted to opt-out provided they declare their intention[4]. There will be no minimum time served to be considered eligible for commission transfer. All candidates meeting the criteria above will be identified by RN Proms and OCM RM1. Once the relevant checks have been completed, the named individuals will be transferred to CCS approx. 3 Oct each year.

[2] Chap 49 para 4904.
[3] For those who seamlessly enter from Regular service can be deemed to have achieved CoE for those years not as PTVR.
[4] Para 4908.

10111. MR Officer Entry Prior to 1 Apr 15

All general officers who joined before 1 Apr 15 joined on a continuous Reserve Commission until age 55 and will not transfer to a NEM Commission Stage but will continue to serve on their existing CC to NRA. On reaching NRA, further service may be offered as either a Commission Extension or Extension of Service in accordance with the guidance in Chapter 49, Section 1.

10112. Commission Transfer and Continuance in Service

a. **Extensions of Service (EOS).** Personnel may apply or be invited to apply to extend their service beyond the Normal Retirement Age (NRA). EoS for the MR is managed in accordance with BRd 3(1) Chapter 49 and the following:

(1) Applicants must have achieved 4 out of 5 Certificates of Efficiency in the last 5 years.

(2) Applications are to be initiated by the individual no later than 6 months prior to their final date in service, by submitting their MR EoS Application Form to their Divisional Officer.

(3) The MR EoS Application Form is to be requested from navypeople-cmreservesmailbox@mod.gov.uk.

b. **Commission Extension to 60 (CE60).** CE60 is an additional workforce lever that provides an additional opportunity for some Officers to serve beyond NRA55, up to retirement age 60, strictly to meet Service needs. Award of CE60, made on an annual basis subject to Workforce Requirement needs, will be to age 60; this will not replace the full commission transfer process, but will lengthen service to 60 for those selected. Eligible candidates will:

(1) Be Reservists serving on Lists 1, 2 or 5 who are between the ages of 51 and 59 on the 1 May.

(2) Have a minimum OPG of B with at least one OJAR from the previous three years reporting rounds.

(3) Have a recommendation for further service from their 1RO and 2RO.

(4) Not have submitted notice.

(5) Not be identified as a Long Term Non Participant.

(6) Be in an MFD or MLD (perm) MEDCAT.

(7) Have achieved Certificate of Efficiency for 4 out of the last 5 training years[5].

[5] For those who seamlessly enter from Regular service can be deemed to have achieved CoE for those years not as PTVR, though evidence of Reserve activity would be expected for award of any ES.

c. Selected officers will be transferred to CE60 unless they opt out within 3 months of the selection notification.

d. **Selection Criteria**. Selection will be based primarily on merit as applicable to commission transfer and made on employability in current rank (promotion potential will not be considered) with consideration given to future employability, aligned with an individual's potential termination (Tx) date[6]. Additionally, medical deployability, as recorded on JPA and determined by the Naval Service Medical Employability Board, will be considered as part of the selection process. Consideration will also be given to professional qualifications, specialist skills and experience achieved when assessing individual officers.

e. **Selection Process**. Selection will be by a 'panel' comprising of:

(1) For OF4s: Hd WFPM, Hd CM and an MR OF5.

(2) For OF3s and below: CM RES SO1 (or SO2 as appropriate), SO2 STRAT WFPM RES and SO1 representative from WFPM or CMRHQ as the Chair.

f. Where the CE60 MAuN exceeds the number of those candidates meeting the eligibility criteria, the panel can agree to waive the requirement for individual selections and recommend to COMMARRES that CE60 is awarded to all eligible volunteers. Additionally, where a branch is in surplus, officers may have the opportunity to branch transfer[7] subject to meeting the eligibility criteria of the receiving branch. Where candidates exceed MAuN the panel will score each candidate based on eligibility, employability and suitability. These scores will be added and list produced. The MAuN line will be added to determine those to be awarded CE60.

g. Any Officer selected for CE60 will serve until the day before their 60th birthday thereby affording them the opportunity to re-enter the zone for promotion up to their 57th birthday.

h. OF3 officers who are subsequently selected for promotion to OF4 will revert to RA55 or promotion date plus 3 years, whichever is the longer, allowing at least one full job at OF4. Further service would be subject to successful application for CE60 as an OF4 or EoS if required by the Service. Similar arrangements would apply to OF4 officers promoted to OF5.

i. **Notification and JPA TX Date Action**. Notification of selection will be made via MyNavyApp and SCIO TX dates on JPA will be adjusted by Navy PROMS. Where practicable, CMs will also notify those selected by e-mail.

[6] The length of service remaining to an individual will be considered alongside the other selection criteria to permit a holistic assessment of the benefit to the Service in offering CE60.
[7] IAW BR3(1) Chapter 51.

SECTION 4

MR OFFICER CAREER DEVELOPMENT

10113. MR Career Management

Overall responsibility for the Career Management of RNR Officers up to and including OF4 rests with CMRES SO1. In recognition of the fact that up to OF2 there are no posts outside RNR Units, Career Management for OF1 and OR2-OR6 is delegated to Unit Commanding Officers under the overall guidance of CM RES SO1Career Management of OF5 and above is the responsibility of the Naval Assistant.

10114. MR National Assignments Plot

a. Specialist Roles and Common Assignments are captured in the MR National Plot. This is managed and administered by CM RES SO1, who reviews all positions on a quarterly basis. They are filled through a competitive process, co-ordinated by CM RES SO1 in accordance with career management principles (BR3(1) Ch 59). The most suitably qualified, experienced and available person is selected. These are endorsed by COMMARRES.

b. The MR National Plot is constructed from the MR Directive (MRD). It is to be reviewed and validated against the MRD whenever it is re-issued. Changes to the MR National Plot that occur outside of this validation process must be authorised by DACOS FP and approved by COMMARRES.

10115. MR National Assignments Plot Principles

a. MR National Plot assignments are normally for two years. CMR HQ issues an annual CMRTM detailing the number of additional RSDs that are allocated to fulfil the roles and responsibilities of these posts.

b. Personnel serving on Mobilised Service will not normally be assigned to a post on the MR National Plot. Exceptions will be considered on a case-by-case basis and presented by CM RES SO1 to COMMARRES for approval.

c. Personnel will not normally be assigned to more than one position on the MR National Plot. Neither will they normally hold a National Appointment and an administrative role in their Specialisation/Unit. Exceptions will be considered on a case-by-case basis and presented by CM RES SO1 to COMMARRES for approval.

d. Personnel serving on List 4 will not be eligible for a National Appointment.

10116. MR Command Boards

The Command Board process generally follows the procedures laid down for Regular personnel.

a. There are unique nuances to selection for Command of an RNR unit (vice Regular Command Selection) that must also be factored in:

(1) **Geography.** Volunteer Reserves (VR) do not, traditionally, change units on assignment as such there is a requirement for an individual to be able to routinely achieve a reasonable and practical commute to a unit.

(2) **Time.** As with all National Roles the time commitments required to Command an RNR unit are above the standard CoE requirement. As such not all VRs may be able to take up a Command position due to their time availability.

b. **Process.**

(1) **Command Board Pool Selection.** A board will convene to select candidates based solely upon merit for command as evidenced in an individual's selection file. The board will score candidates as A (considered suitable for Command Now) or B+ / B / C (considered not yet ready). All candidates graded A will be eligible for extraction, subject to geographical requirements and the availability of the individual during the pool window[8]. The board composition will follow the same structure for all selection boards and comprise 1 x profession chair, 1 x profession member and 1 x independent member at the appropriate rank for the candidates being boarded. The results of the selection process will be published by SCIO/MyNavy, together with a pool selection notification on the Proms Defnet webpage as normal.

(2) **Develop Assignment Recommendations.** On completion of the Command board, the Res CM will be presented with a pool of selectees, in order of merit, available for Command assignments. The CM will then be afforded time[9] prior to the Command Assignment Stakeholder Engagement, to determine recommendations for optimal command assignment outcomes, recognising other career management factors including individual preferences, longer-term career trajectory factors and any geographic and domestic considerations.

(3) **Command Assignment Stakeholder Engagement.** Having identified the right people for the right jobs, Res CM will engage with employers and other stakeholders as part of the nomination process.

[8] 1 Jul to 30 Jun.
[9] Two weeks set as a realistic maximum.

(4) **Head of Specialisation Endorsement.** The final phase would see the ratified list of command assignments passed to CMR as Head of Specialisation (HoS) for final endorsement. This phase will offer HoS the opportunity to discuss and raise any concerns which may necessitate additional stakeholder engagement prior to HoS endorsement[10]. Prior to assignment orders being issued, individuals will be informed of the outcome by the relevant CM with congratulatory messages being sent by HoS as necessary.

(5) **Duration of Selection.** Selectees not extracted during the pool window will be re-presented the following year providing they continue to meet the eligibility criteria.

c. **Eligibility Criteria.** The eligibility criteria are as follows:

(1) Candidates for OF3 Command should hold a recommendation for Unit Command in the most recent OJAR, have at least one report in rank, with at least 2 years to serve on current commission, and have completed ICSC (see para10128.h).

(2) Candidates for OF4 Command should hold a recommendation for Unit Command in the most recent OJAR and be either a substantive OF4 or in the OF3-4 promotion pool aligned to the command pool year, with at least 2 years to serve on current commission[11], and have completed ACSC or equivalent (see para 10128.h).

(3) RMR officers (within the parameters above) will be eligible to command RNR units.

(4) Personnel serving on FTRS or mobilised service (within the parameters above) will be eligible for the Command Board. However, personnel serving on either FTRS or Mobilised Service will not normally be assigned to a Command position.

(5) Personnel currently in, assigned to, or have completed a Command role will not be considered at future Command Boards for the same rank.

(6) All eligible candidates should be considered ‘in scope’. Individuals can turn down a Command assignment if subsequently offered an extraction from the Pool. This should not disadvantage them from subsequent boards.

[10] Dir P&T will adjudicate on any disagreement.
[11] Effective from the beginning of the pool year..

(7) Whilst personnel who have completed OF4 Command will not be considered at future Command Boards, they do however remain available for the CM to consider them for future Command if there are no 'pooled' candidates available. If no Command-selected OF4 candidates are available for an OF4-tagged command position, AHR options will be sought from the OF3 Command pool. If no Command-selected OF3 candidates are available for an OF3-tagged command position, candidates will be considered from the OF4 pool[12].

(8) Should no Command-selected RNR or RMR officer be available, SO1 Res CM will discuss alternative candidates with CMR. RFR officers may be considered but will have to transfer to the RNR for this purpose.

10117. MR Senior Officer Assignments

All assignments for MR OF5 will be considered by the Naval Assistant in consultation with COMMARRES for 1SL approval. Assignments are normally for three years. Officers substantively promoted to OF5 or above will be subject to SOCR in accordance with BRd 3(1) Annex 66A.

10118. MR Officers without Assignments

A number of MR Officers (OF4 and above) will, from time to time, be without assignment. These officers will be captured and tracked by SO1 List Manager and be subject to periodic review in accordance with the requirement. If it is decided by COMMARRES that the service of an officer is no longer required on List 1, then they are to be transferred to List 3 or the Retired List.

10119. RNR Officer to RN Officer Transfer

All serving or ex RNR Officers who join the RN and are required to undertake full INT(O) will be paid at the level of their RN entry cohort as OF1-01. They will join in the rank of Midshipman and advance as detailed in BRd3(1). Where previous service and experience results in a reduction in training, this can be taken into account for appropriate award of seniority on entry (Chapter 13, para 1308.h. also refers)

10120. RMR Officers Career Management

At present the overall responsibility for Career Management of RMR Officers rests with Col RMR. In recognition of the fact that up to OF3 there are normally no posts outside of RMR Units and that Officers are not assigned between Units, however, the Career Management for OF1 and OF2 Officers is delegated to Unit COs under the overall guidance of a suitably qualified Career Manager.

10121. Employment Outside of RMR Units

a. Other than under FTRS or mobilisation, RMR Officers will normally be employed exclusively in RMR Units up to the rank of Captain, the main exceptions being SBS(R) and HUMINT.

b. At the rank of Major, Officers will predominantly be employed in RMR Units; however, in addition to SBS(R) and HUMINT, some broader roles are available in COMMARRES HQ and MR CAPPS at OF3.

[12] These positions are rank ranged OF3-4, with OF3 being the preferred rank.

c. At Lieutenant Colonel, other than when employed as Commanding Officer of a Unit, RMR Officers will be employed either in COMMARRES HQ, MR CAPPS or broader MOD roles.

d. When taking up a position outside of their Unit, RMR Officers will, other than in the case of mobilisation, be transferred from that Unit's Establishment List and onto the receiving Unit's Establishment List or COMMARRES' Establishment List.

e. RMR Officers serving outside of RMR Units will be administered in all respects by that Unit and meet the requirements of that Unit for their annual Certificate of Efficiency.

10122. Assignment as Commanding Officer of RMR Units

The selection of suitably qualified by rank and seniority RM Commanding Officers will be via the Military Command Board 2 (MCB2).

10123. RMR Applicants with Previous Commissioned Service

a. **Eligibility.** Applicants for a commission who have previously held regular or temporary commissions in any of the regular or reserve forces of the Crown and who meet the nationality criteria for RMR Officers may be granted direct commissions at the discretion of the RMR Officer Transfer Board. Passing the Commando Tests and being awarded a Green Beret is mandatory for every RMR Officer and must be achieved by any non-Commando trained officer. Failure to do so will result in a commission being terminated. Applicants must be made aware of the consequences before they resign their existing commission.

b. **Application to Transfer.** In order to request transfer into the RMR, the applicant should write to R&A (Officer Entry). R&A will log the applicant's details and send out a standard proforma in order to obtain the required details on the man and request that serving officers arrange for their current Unit to forward copies of their personal file to R&A and that officers who are no longer serving forward copies of their service papers (discharge certificate, appraisals et al) to R&A themselves.

c. **Commanding Officer's Interview.** The Unit CO will invite the applicant for an interview and will provide written feedback to R&A. For ex-Regulars, the CO will probe as to whether the candidate understands, and is realistic about, the time commitment required to be an RMR Officer in addition to a civilian career. The Unit CO will return their interview notes and recommendation to R&A along with confirming whether there are vacancies in their Unit at present and if so in what rank.

d. **RMR Officer Transfer Board.**

(1) The RMR Officer Transfer Board consists of:

DCMR/Col RMR
SO1 RMR
RMR RSM
CM RES SO1
WFPM RES

(2) The RMR Officer Transfer Board will convene as required and establish:

(a) Whether the applicant is to be offered an RMR commission.

(b) The rank and seniority applicable.

(c) Additional training required for the applicant to be considered a fully trained RMR Officer.

(d) Probationary terms (if any) pending completion of above training.

(e) Start date.

e. **Security and Medical.** R&A will write to the successful applicant with details of the appropriate AFCO to arrange medical and security clearance.

f. **Offer of RMR Commission.** Subject to a satisfactory medical and security clearance, R&A will write to the applicant with an offer of an RMR commission. Formal terms of commission will be attached and will cover the detail established by the RMR Transfer Board.

g. **Non-Commando Trained Officers.** Non-Commando trained officers will be placed on the RMR untrained strength until they successfully pass Commando training. Should officers subsequently be unsuccessful at Commando training within two years of the date of their commission then the commission will be terminated. On completion of Commando training and any additional training specified by the RMR Officer Transfer Board, officers will be moved onto the RMR trained strength.

h. **Acceptance of Commission.** The applicant will write back to CNR confirming acceptance of their terms of commission. Applicants transferring from other Services must resign their commission the day before they are awarded a commission in the RMR.

i. **On Boarding.** The Unit CO will liaise with the candidate reference on boarding and will arrange for the originals of service documentation to be forwarded to Navy DDPD Hd Promotions as the custodian of RMR Officers' service records.

10124. Direct Entry Royal Marines Reserve Officer

There is currently no Direct Entry scheme for the RMR.

10125. Specialisation Selection

On completion of Phase 1/Phase 2 training, RNR Officers can select their branch of preference depending on liability. Branch Sub-Specialisation selection processes are at Section 13.

10126. Branch Transfer Between Specialisations

a. **Principles**. The overarching principle governing Branch Transfer is that the needs of their service are paramount, and that the workforce requirement is the primary driver as to whether an individual is able to transfer or not. Transfer out of a shortage category Specialisation or Sub Specialisation will only be permitted under exceptional circumstances. No service person has a right to transfer.

b. **Process**[13]**.** All Branch Transfer requestions are to be raised via the individual's divisional structure, with visibility of the application given to Commanding Officers. A Divisional Officer is required to outline the implications for such a request, as well as managing the expectations of the individual. To initiate the process, RNR Specialisations are to apply on behalf of the individual by submitting a Branch Transfer request form (Annex 101A), with full supporting documentation, to NAVYPEOPLE-CMRESERVESMAILBOX@mod.gov.uk.

c. **Eligibility.** In order to be eligible for Branch Transfer, and for the transfer to be actioned, the individual must:

(1) Hold or be able to obtain the required level of security clearance must be achieved[14].

(2) Have a permanent JMES and meet the minimum JMES of the gaining specialisation.

(3) Be on List 1, 2 or 5 (if on List 5, evidence of activity for the Specialisation must be demonstrable)[15].

(4) Be on a valid engagement (those on and Extension of Service will not be eligible).

(5) In-date (pass) RNPES.

(6) Have been awarded Certificate of Efficiency in 4 out of the last 5 training years[16].

d. **Selection Boards.** The Maritime Intelligence (Annex 101J), Cyber (Annex 101K) and the Media Operations Specialisation Areas are the only specialisations who hold selection interviews/weekends that individuals need to pass prior to Branch Transfer. These are only to be attended following authorisation from the Career Manager and approval for Branch Transfer from the losing specialisation. Individuals or Divisional Officers are not to arrange attendance on the Selection Board outwith this process.

[13] See Annex 101A for RNR Branch Transfer Process Flowchart.
[14] If an individual intends to transfer to a branch or Specialisation but is unable to obtain the requisite level of security clearance, the request will not be actioned.
[15] Where an individual has applied to return to the Active List from List 3, but is unable to do so due to lack of Workforce Requirement in source Specialisation, applications may be made for Branch Transfer into a shortage category whilst on List 3.
[16] Where this has not been possible due to transfer from Regular service, or total service being less than 5 years, eligibility will be determined on a case-by-case basis by the Branch Management function.

e. **Rank and Seniority**. Branch Transfer will impact in almost all instances the seniority of the individual being transferred; no individual will be overly advantaged by transferring into branch over those already in branch. As a general rule, seniority will be adjusted to the date of the transfer. In some circumstances, depending on the competence profile of the individual requesting Branch Transfer and the training requirements of the gaining specialisation, a reduction in rank or rate may occur upon transfer.

f. **Certificate of Professional Qualification**. Any previously held Certificate of Professional Qualification (CPQ) will be removed upon entry to the new branch; a new CPQ Log will be issued with the required training of the new branch. No training can be waived without agreement from the appropriate Training Requirements Authority; and waivers that are granted are to be explicitly recorded in the Branch Transfer documentation and in the individual's P-file.

g. **Terms and Conditions of Service.** Prior to the Branch Transfer start date, new Terms and Conditions of Service (TACOS), in the form of a TACOS letter, will be issued by the Career Manager. A signed return of the issued TACOS letter must be received by the Career Manager for the Branch Transfer to be finalised. This letter will contain any changes to rank/rate, seniority, incremental base date, as well as any training waivers authorised.

10127. Transfer Between MR Units

Transfers between Units should be proposed by the 'providing' Commanding Officer and agreed by the 'receiving' CO.

SECTION 5

MR OFFICER PROMOTION

10128. Promotion of MR Officers

Promotion in the MR, as far as is practicable, mirrors that of the Regular Service and this is described in Chapter 65 and Chapter 66.

a. The general principles and regulations for promotion are contained in the Chapters referenced above. These are to be read in conjunction with the following paragraphs aimed specifically at promotion of MR officers. Specific training requirements for RNR Branches and Specialisations are published in Training Matrices. For officers who have already completed an equivalent course, applications for waivers for mandatory courses are to be made to WFPM RES SO2.

b. **Promotion to Captain/Surgeon Captain/Colonel (OF5).** Promotion to OF5 is by selection from eligible OF4s (see Para 10128.a). A board will be convened during March with suitable candidates selected for a 'pool' from which subsequent promotion may be authorised should the officer concerned be assigned into a suitable post. Officers who have not been assigned into a suitable post prior to the next Promotion Board will remain in their current rank and be reconsidered at this board. To be eligible, RMR officers must be in date for BFT or in receipt of an approved waiver recorded on JPA at the CRD. Eligibility for promotion to OF5 would normally include the requirement to have completed an assignment as Commanding Officer/Head of Branch and a senior management assignment.

c. **Promotion to Commander/Surgeon Commander/Lieutenant Colonel (OF4).** Promotion to OF4 is by selection from those eligible OF3s (see Para 10128.a). A board will be convened during February with suitable candidates selected for a 'pool' from which subsequent promotion may be authorised, should the officer concerned be assigned into a suitable post. Officers who have not been assigned into a suitable post prior to the next Promotion Board will remain in their current rank and be reconsidered at this board. For RNR officers, the relevant Training Matrix must have been completed and a Certificate of Professional Qualification submitted to the MR Promotions Office within three months following the CRD. RMR officers must be in date for BFT or in receipt of an approved waiver recorded on JPA at the CRD.

d. **Promotion to Lieutenant Commander/Major (OF3).** Promotion to OF3 is by selection from those eligible personnel (see Para 10128.a). A board will be convened in November with promotions effective on the following 1 October. For RNR officers to be eligible, the relevant Training Matrix must have been completed and a Certificate of Professional Qualification submitted to the MR Promotions Office within three months following the CRD. RMR officers must have received a Yes recommend (or higher) for 1UP in the latest OJAR and be in date for RMFT or in receipt of an approved waiver recorded on JPA at the CRD. Captains RMR (DE and SCCO) must also have completed the following:

(1) Military Analysis (MA) B;

(2) Amphibious Warfare Course (AmphWarC) (once reinstated);

(3) Naval Analysis Course (NAC);

(4) Walcheren Essay[17].

e. **Time spent in Acting Higher Rank.**, Time spent in acting higher rank will not count towards seniority for promotion. RNR officers who have spent time in acting higher rank prior to 30 Jun 14 will be deemed to have accrued seniority for promotion but at least one year must be served in the substantive rank to be eligible for promotion – e.g. time spent as an Acting Lieutenant prior to 30 Jun 14 will count towards seniority for promotion to Lieutenant Commander but at least one year must be served in the substantive rank of Lieutenant to be eligible for promotion to the next rank.

f. **Non-Selective Promotion.** Promotion up to the rank of Lieutenant RNR/Captain RMR (OF2) is subject to approval of MR Unit Commanding Officers and Specialisation Heads on satisfactory completion of branch qualifications Officers must also be in date for RNPES or in receipt of an approved waiver recorded on JPA. The following considerations apply:

(1) **Midshipman RNR.** (Paid at IL2). On successful completion of BRNC Confirmation Course (end of Phase 1A Training).

(2) **To Sub Lieutenant RNR (OF1).** (Paid at IL3). On achieving the following criteria:

(a) Successful completion of Fleet Board at the end of Phase 1B Training.

(b) Have spent a minimum of 12 months in the rank of Midshipman.

(c) Recommended by their Commanding Officer.

(3) **To Lieutenant RNR (OF2).** On achieving the following criteria:

(a) On successful completion of branch-specific YO training.

(b) Achieved CPQ for Lt in branch.

(c) Achieved a minimum of three years seniority as a Sub Lieutenant.

(d) Recommended by CO.

[17] Walcheren Essay – this can be completed as either a Lt or Capt but is a prerequisite for promotion to Maj RMR.

(4) **Promotion to Lieutenant RMR (OF1).** On completion of one year as a Second Lieutenant. To be eligible the officer concerned must have successfully completed the following courses:

(a) For Officers with No Previous Commissioned Service and Direct Entry Reserve Officers: as laid down in Para 10154.

(b) For Officers with Previous Commissioned Service: as determined by the RMR Officer Transfer Board.

(5) **Promotion to Captain RMR (OF2).** On completion of 30 months seniority as a Lieutenant. To be eligible the officer concerned must have successfully completed the following courses:

(a) Military Knowledge - Junior Officer's Tactical Awareness Course (MK JOTAC);

(b) JOTAC - minimum of 'core' block weeks 2-3;

(6) **Promotion to Captain RMR (SCCO) (OF2).** On completion of 24 months seniority as a Lieutenant. To be eligible the officer concerned must have successfully completed a minimum of two weeks on the RM Regular Senior Corps Commission Course.

g. **Promotion of Medical Officers.** Promotion of Medical Officers is in accordance with Chapter 66. Promotion to Surg Lt is automatic on date of full registration with the GMC. Promotion to Surg Lt Cdr is automatic on attaining 5 years seniority in the substantive Surg Lt rank and for promotion to Surg Cdr, officers require 6 years seniority as a Surg Lt Cdr.

h. **Command and Staff Training.**

(1) The following apply to all eligible MR Officers with effect from 1 Apr 25[18]:

(a) ICSC[19] is **not** required as either a pre-selection or pre-promotion requirement for promotion of Lt Cdr RNR or Maj RMR. Completion of ICSC(LR) is however required for all RMR OF3 (DE and SCCO) as part of RMR Offr PME and to enable them to fulfil internal to RMR Unit command roles and commensurate command and staff roles in CFs.

(b) ACSC[20] is **not** required as either a pre-selection or pre-promotion requirement for promotion of Cdr RNR or Lt Col RMR.

(c) Completion of ICSC will remain a pre-requisite for attendance on ACSC.

[18] Initially published in RNTM 07-012/25
[19] This includes ICSC(M) and ICSC(MR). ICSC(LR) is also accepted for RMR Officers.
[20] This includes ACSC and ACSC(R).

(d) Completion of ICSC will become a pre-requisite for consideration for OF3 Command in the MR.

(e) A *psc*[21] competence will become a pre-requisite for consideration for OF4 Command in the MR.

(2) **Eligibility.**

(a) Attendance on ICSC(MR) or ICSC(LR) remains open to substantive OF2s and above only.

(b) Attendance on ICSC(MR) or ICSC(LR) requires prior completion of the Naval Analysis Course (NAC).

(c) Attendance on ACSC(R) remains open to substantive OF3s and above only.

(d) Attendance on either ICSC or ACSC remains open only to those with 'YES' or above recommend in their latest OJAR, from the individual's 2RO.

(3) **Application.** Applications to attend Command and Staff Training will be invited via an annual CMRTM. Course loading will be undertaken by the CMR Command and Staff Training Team.

(4) **Waivers.** Where an individual believes they have relevant alternative experience, including as a result of transferring from Regular Service (for example, attendance at a foreign staff course or completion of MPhil in lieu of ACSC), they may apply for a waiver (see Para 10128.a).

10129. Non-Substantive Promotion - Local and Acting Higher Rank

a. Non-Substantive promotion to the Local or Acting Higher Rank mirrors, in as much as it is practicable, those principles applied in the Regular Service and as described at Chapter 66, Section 4.

b. There are two types of non-substantive promotion:

(1) **Acting Higher Rank (AHR).** AHR may be authorised by the Career Manager in accordance with the guidance in Part 8 of this BR and the following:

(a) AHR may only be granted by Career Managers on submission of the approval's paperwork detailed in Annex 66C. Any individual to be considered for AHR must have a minimum "Yes" Recommend for 1Up on their latest appraisal.

[21] Which may be achieved as a result of ACSC (Regular or Reserve), overseas staff course (where it qualifies for the psc competency) , or Accreditation of Prior Learning.

(b) Use of AHR will be considered in all throughflow calculations, including promotion MAuNs, where the Future Availability Date (FAD) of an individual on AHR exceeds the Common Promotion Date (CPD) in a given year.

(c) Individuals holding CPQ for the rate/rank above will be considered for AHR over those who do not.

(d) Award of AHR is only to be awarded for MR National Roles. Where a PID is rank-ranged an individual holding the lower substantive rank will not be eligible for AHR.

(e) For UMS positions, SUPA should be considered before AHR. When considering MR Unit, only COs and XOs of MR Units (excluding RMR COs) are to attract AHR (in extremis, for reasons such as geographical constraint)[22].

(f) For OF4 and OF5 pool promotions, AHR will not be awarded where there are suitable and eligible candidates in the pool who remain unextracted.

(g) For mobilised service, MR FGen must seek approval from the CM prior to processing any mobilisation paperwork.

(h) OF1s in the MR, unless possessing RFR liability due to previous regular service, are not permitted to undertake FTRS unless 'CPQ for Lt' in their source specialisation.

(i) RMR personnel must be in date for BFT to be awarded AHR.

(2) **Local Rank.** Local rank may be granted occasionally by the Career Manager for representational or traditional purposes. Local rank may be higher or lower than substantive rank but pay remains at the substantive rank level.

10130. Certificate of Professional Qualification (CPQ)

a. The CPQ ensures that individuals are fully qualified for promotion. The management, application and assurance of CPQs was revised in May 24[23].

b. **CPQ Log.** The CPQ Log template is available at Annex 101Q. Completion of the CPQ is the responsibility of the individual, who must ensure that the correct signatories are obtained, in the orders required on the CPQ Log. The individual's Specialisation SO1 is responsible for forwarding a copy of the CPQ Log to the MR Promotion Section (MRPS) iaw Para 10130. This only applies to PTVRs on List 1, 2 or 5.

[22] For other UMS/Unit positions, SUPA should be considered when there is a lack of suitable personnel.
[23] Archived policy records are available from NAVY PEOPLE-MR HQ POLICY SO1.

c. **Training Matrices.** The content of the CPQ will be determined by the relevant Training Matrix. Training Matrices are managed by NAVY PEOPLE-WFPM RES SO2 and endorsed by the MR Customer Executive Board (CEB). Details of any changes to the Training Matrix is to be reflected in the individual's CPQ Log. A period of 24 months from the 'date of change' will be given to allow time for any new training requirements to be completed. During this period, any completed CPQs will remain extant, however, they will be annotated with an end date – the relevant Specialisation SO2 is responsible for end-dating the CPQ competency.

d. **Waivers.** In some instances, equivalent or higher-level training or qualifications may be held by an individual, which negate the need for RSDs to be spent on completing some training iaw the Training Matrix. These will normally be captured in course Assessment Strategies as Recognition of Prior Learning (RPL). CPQ Waivers for RPL can only be awarded by NAVY PEOPLE-WFPM RES SO2 and must be submitted by email via the individual's Specialisation SO1 or Commanding Officer.

SECTION 6

MR OFFICER APPRAISAL

10131. Appraisal Reports for MR Officers

a. Appraisal Reports (AR) for MR Officers are to be completed in accordance with JSP 757. A Certificate of Professional Qualification must be submitted to the Maritime Reserves Promotion Section (MRPS) at each rank certifying that the officer concerned has completed all mandated training for promotion to the next higher substantive rank.

b. **FTRS.** MR Officers on FTRS will have the AR completed by their employing unit; however, a Short Appraisal Report is to be provided by the Specialisation or Unit CO.

SECTION 7

MR OFFICERS LEAVING THE SERVICE

10132. Leave Well Process

Guidance for Service leavers and Unit staff regarding the Leave Well Process, including Valedictory Certificates, can be found at Annex 101B.

10133. Honorary Higher Rank on Retirement

a. An officer who has held Acting Higher Rank (AHR) may, on retirement, be awarded that rank in an honorary capacity at the Dir P&T/NavSec's discretion delegated to COMMARRES, provided they have held the AHR for a minimum period of two years immediately prior to retirement.

b. This honorary rank will entitle the officer to use the title of the higher rank in civilian life and to wear the uniform of that rank on occasions of ceremony. It does not give entitlement to the higher rank if they are required to return to service for any reason.

c. An officer wishing to apply for the award of honorary rank must do so in writing to COMMARRES, requesting use of the title of the higher rank. COMMARRES may, at their discretion, approve or decline the request.

d. To qualify for the Retired List, officers must have a satisfactory record of Service. COMMARRES reserves the right to refuse admission to the Retired List for officers who are considered in any way unsuitable for further naval service. For further information on the MR Officers Retired List see BRd 3(2) Chapter 2.

10134. Wearing of Uniform by Former Members of the Maritime Reserves

a. Former members of the MRs and RFR are not permitted to wear the Naval Uniform without authority and any attempt to do so will be in contravention of the Uniforms Act 1894 (UK Public General Acts 1894 c. 45 (Regnal. 57 and 58 Vict) Section 2).

(1) *Military uniforms not to be worn without authority.*

(a) It shall not be lawful for any person not serving in His Majesty's Military Forces to wear without His Majesty's permission the uniform of any of those forces, or any dress having the appearance or bearing any of the regimental or other distinctive marks of any such uniform: Provided that this enactment shall not prevent any persons from wearing any uniform or dress in the course of a stage play performed in a place duly licensed or authorised for the public performance of stage plays, or in the course of a music hall or circus performance, or in the course of any bona fide military representation.

(b) If any person contravenes this section, they shall be liable on summary conviction to a fine.

b. Former members of the Maritime Reserves (MR) who have been placed on the Retired Lists of the RN or who have voluntarily or compulsorily been discharged from the MRs prior to TX date or Normal Retirement Age are not eligible to continue to wear uniform once they have left service unless specifically requested to do so and if there is no other Naval Service Representation available[24].

c. As Veterans, ex-members of the MR can wear the dress code characteristically worn amongst the veteran community:

(1) Civilians may wear items of uniform such as caps and berets with badges in public displays, performances and at special events, provided that such action is not to the detriment of the Royal Navy.

(2) By custom, ex-service personnel may wear caps or berets with badges on remembrance and memorial occasions. Medals earnt in service are to be worn on the left side above the breast pocket. If desired, medals not earnt by the individual but awarded to deceased family members can also be worn but on the right-hand side above the breast pocket.

(3) Historical re-enactment groups and staff in preserved historic ships are to be authorised to wear obsolete uniforms.

d. **MR Unit Functions.** Former members of the RNR/RMR are welcomed and encouraged to attend unit functions/activities. However, to ensure correct propriety is given, prior to attending events, COs are to ensure all former members are informed of the civilian attire suitable for the occasion. Unit COs/Specialisation SO1s are to enforce the following:

(1) **Formal Mess Functions.** Black Tie or equivalent.

(2) **Unit Engagement.** (i.e. Remembrance Day Parades): Veterans' attire.

e. It is highly unlikely that Veterans will be required to represent the RN at official functions. However, if circumstances do arise, COs/SO1 CAs are to engage with SO1 Policy in the first instance to ensure Higher Authority is obtained from Dir P&T.

[24] BR3(1) Chapter 38 Para 3824.

SECTION 8

MR RATING/RMR OR CAREER DEVELOPMENT

10135. RNR Ratings Career Management

Overall responsibility for the Career Management of RNR ratings rests with CM RES SO1. Warrant Officers will be actively Career Managed by CM RES SO2 into a selection of regional and specialisation assignments and also positions on the RNR National Plot. Below this rank, Career Management will be provided by Specialisations and Units via the Divisional System and under the overall guidance of CM RES SO2.

10136. RMR OR Career Management

Overall responsibility for the Career Management of RMR ORs rest with RM CM.

10137. Employment

a. Specialist and Common Assignments for Warrant Officers are captured in the MR National Plot. This is managed by CM RES SO2 who reviews all positions on a quarterly basis. The plot is managed and filled in accordance with the MR National Plot assignment principles.

b. RNR Ratings will otherwise be employed in their Branch and Specialisation.

10138. MR Entry for Ratings and ORs

Following introduction of New Employment Model, Regular and Reserve Engagement Stages (ES) are now aligned as below:

a. Direct entrants join on Employment Stage 1 (ES1) in accordance with BRd 3(1) Chapter 48 which provides for 12 years of service. On transition to the Trained Strength (TS), ES2 will be automatically awarded on receipt of the “Re-Engagement of RNR Personnel to ES2” Request Form, which is available from NAVY PEOPLE-CM RES CPO. This will provide further service to a total of 20 years’ Length of Service (LOS), or service to age 40, whichever is later. Failure to satisfactorily complete training will result in removal from the Royal Navy during ES1 as a training failure. Beyond ES2, ES3 will offer further extensions of service or career to suitable individuals in blocks of five years to a maximum age of 60.

b. Beyond ES2, transfer to ES3 will be strictly by selection in accordance with Chapter 49 with the additional requirement that members of the MR must have achieved Certificate of Efficiency in 4 out of the last 5 years.

c. The Royal Naval Reserve Declaration on Re-Engagement Form is to be completed on each further term of service. The form is at Annex 101C.

10139. Specialisation Selection

On completion of Phase 1/Phase 2 training, Ratings can select their branch of preference depending on liability. Branch Sub-Specialisation selection processes are at Section 13.

10140. Branch Transfer Between Specialisations

a. **Principles.** The overarching principle governing Branch Transfer is that the needs of their service are paramount, and that the workforce requirement is the primary driver as to whether an individual is able to transfer or not. Transfer out of a shortage category Specialisation or Sub Specialisation will only be permitted under exceptional circumstances. No service person has a right to transfer.

b. **Process**[25]**.** All Branch Transfer requestions are to be raised via the individual's divisional structure, with visibility of the application given to Commanding Officers. A Divisional Officer is required to outline the implications for such a request, as well as managing the expectations of the individual. To initiate the process, RNR Specialisations are to apply on behalf of the individual by submitting a Branch Transfer request form (Annex 101A), with full supporting documentation, to NAVYPEOPLE-CMRESERVESMAILBOX@mod.gov.uk.

c. **Eligibility.** In order to be eligible for Branch Transfer, and for the transfer to be actioned, the individual must:

(1) Hold or be able to obtain the required level of security clearance must be achieved[26].

(2) Have a permanent JMES and meet the minimum JMES of the gaining specialisation.

(3) Be on List 1, 2 or 5 (if on List 5, evidence of activity for the Specialisation must be demonstrable)[27].

(4) Be on a valid engagement (those on and Extension of Service will not be eligible).

(5) In-date (pass) RNPES.

(6) Have been awarded Certificate of Efficiency in 4 out of the last 5 training years[28].

d. **Selection Boards.** The Maritime Intelligence (Annex 101J), Cyber (Annex 101K) and the Media Operations specialisms are the only specialisations who hold selection interviews/weekends that individuals need to pass prior to Branch Transfer. These are only to be attended following authorisation from both the Career Manager and approval for Branch Transfer from the losing specialisation. Individuals or Divisional Officers are not to arrange attendance on the Selection Board outwith this process.

[25] See Annex 101A for RNR Branch Transfer Process Flowchart.
[26] If an individual intends to transfer to a branch or Specialisation but is unable to obtain the requisite level of security clearance, the request will not be actioned.
[27] Where an individual has applied to return to the Active List from List 3, but is unable to do so due to lack of Workforce Requirement in source Specialisation, applications may be made for Branch Transfer into a shortage category whilst on List 3.
[28] Where this has not been possible due to transfer from Regular service, or total service being less than 5 years, eligibility will be determined on a case-by-case basis by the Branch Management function.

e. **Rank and Seniority.** Branch Transfer will impact in almost all instances the seniority of the individual being transferred; no individual will be overly advantaged by transferring into branch over those already in branch. *Ratings/ORs transferred from one specialisation to another are not allowed to count time in their previous specialisation for promotion purposes in the branch to which they have transferred*. As a general rule, seniority will be adjusted to the date of the transfer. In some circumstances, depending on the competence profile of the individual requesting Branch Transfer and the training requirements of the gaining specialisation, a reduction in rank or rate may occur upon transfer.

f. **Certificate of Professional Qualification.** Any previously held Certificate of Professional Qualification (CPQ) will be removed from JPA upon entry to the new branch; a new CPQ Log will be issued with the required training of the new branch. A copy of any previously achieved CPQ is to be held by the individual. No training can be waived without agreement from the appropriate Training Requirements Authority; and waivers that are granted are to be explicitly recorded in the Branch Transfer documentation and in the individual's P-file.

g. **Terms and Conditions of Service.** Prior to the Branch Transfer start date, new Terms and Conditions of Service (TACOS), in the form of a TACOS letter, will be issued by the Career Manager. A signed return of the issued TACOS letter must be received by the Career Manager for the Branch Transfer to be finalised. This letter will contain any changes to rank/rate, seniority, incremental base date, as well as any training waivers authorised.

10141. Transfer Between MR Units

Transfers between Units should be proposed by the 'providing' Commanding Officer and agreed by the 'receiving' CO.

10142. RNR Ratings Transfer Between Specialisations - Counting of Time

RNR Ratings wishing to transfer between specialisations are to refer to BRd3(1) Chapter 51.

10143. Assignment as Senior Warrant Officer (SWO)

The Maritime Reserves Senior Warrant Officer (MR SWO) is the Senior Non-Commissioned Reservist in the RNR, responsible for all matters relating to the MCofOC. The assignment is normally for three years. The role is FTRS and advertised/filled iaw Chapter 102.

10144. Assignment as Maritime Reserves Regimental Sergeant Major (RSM)

The Maritime Reserves RSM is a Regular position and appointed iaw Appendix 1 to Annex 91A – WO1 RM Preliminary Selection Board.

SECTION 9

MR RATING/OR PROMOTION AND APPRAISAL

10145. Principles of Promotion

Promotion in the MR, in as far as is practicable, mirrors that of the Regular Service and this is described in Chapter 65. A Certificate of Professional Qualification (CPQ) must be submitted to the Maritime Reserves Promotion Section (MRPS) at each rate certifying that the rating concerned has completed all mandated training for promotion to the next higher substantive rank. The CPQ process for Rating/OR is iaw Para 10130.

10146. MR Ratings and OR Promotion

a. **Seniority and Common Promotion.** Seniority and Common Promotion Dates in the MR for Ratings are show in the table below:

Promotion Board	Common Reporting Date (CRD)	Seniority Requirement (in year board sits)	Date to arrive in WFC	Board Date	Common Promotion Date (CPD)
WO2 to WO1	30 Sep	0	30 Nov	Feb	N/A
CPO to WO2	30 Sep	0	30 Nov	Feb	N/A
PO to CPO	31 Mar	0	31 May	Oct	31 Mar
LH to PO	31 Jan	3 years by CPD	31 Mar	Jul	31 Jul
AB to LH	30 Nov	18 months by CPD	31 Jan	Jun	31 Jul

b. **Pool Promotion.**

(1) To satisfy the unpredictable nature of the WO2 and WO1 requirements in the RNR and to ensure that the potential for promotion of all eligible candidates is properly recognised, a process used for promotion to OF4 RNR is used. For promotion to WO2 and WO1 RNR, the Promotion Board considers the eligible CPO/WO2 population and produces a ‘pool’ of promotable candidates. SO2 RES CM will utilise this list to run suitable candidates for assignments that need to be filled in the forthcoming year.

(2) The lists generated by the Promotion Boards, which will not be published, will be valid from 1 Apr of the year of the Board to 31 Mar of the year following the Board. Those identified as being ready in all respects now and selected for the ‘pool’ will be informed via MyNavy/SCIO.

(3) As promotion will be dictated by the requirement, CPO/WO2 selected for the ‘pool’ by the Promotion Board are not guaranteed promotion. CPO/WO2 short-listed, who are not selected for promotion by 31 Mar of the year following the Board, will be reconsidered by the next Board providing they remain eligible. Skills, experience and availability of the individual are all major factors in determining who is actually promoted.

(4) Promotion to WO2 RNR and WO1 RNR will be effective from the date of assignment in the higher rank.

c. **Acting Higher Rate (AHR).** AHR mirrors, in as much as it is practicable, those principles applied in the Regular Service and as described at Chapter 69, Section 5 and the following:

(1) AHR may only be granted in accordance with Chapter 69. Any individual to be considered for AHR must have a minimum “Yes” Recommend for 1Up on their latest appraisal.

(2) Use of AHR will be considered in all throughflow calculations, including promotion MAuNs, where the Future Availability Date (FAD) of an individual on AHR exceeds the Common Promotion Date (CPD) in a given year.

(3) Individuals holding CPQ for the rate/rank above will be considered for AHR over those who do not.

(4) Award of AHR is only to be awarded for MR National Roles. Where a PID is rank-ranged an individual holding the lower substantive rank will not be eligible for AHR.

(5) For UMS positions, SUPA should be considered before AHR.

(6) For mobilised service, MR FGen must seek approval from the CM prior to processing any mobilisation paperwork.

(7) RMR personnel must be in date for BFT to be awarded AHR.

d. **Local Rank.** Local rank may be granted occasionally by the Career Manager for representational or traditional purposes. Local rank may be higher or lower than substantive rank but pay remains at the substantive rank level.

10147. MR Upper Yardman (UY) and Senior Upper Yardmen (SUY) Commissioning Schemes

The Upper Yardman (UY) and Senior Upper Yardman (SUY) Commissioning Schemes are designed to provide opportunities for the promotion of Ratings to Commissioned rank thus enabling the individuals to reach their potential and the Naval Service to build its pool of officer talent.

a. All UY and SUY officer candidates must pass selection by the Admiralty Interview Board (AIB)[29], which acts as the primary method of determining officer potential.

b. Ratings may apply to be considered for any officer branch, and where appropriate specialisation, providing that they are able to satisfy the entry criteria.

c. Successful candidates will be selected for an Initial Commissioning Scheme (ICS) of 12 years with appropriate seniority given in accordance with Regular Service regulations[30].

[29] Annex 50G for pre-requisite actions for attendance at AIB.
[30] Chapter 50, Table 50-1.

d. **Age Waivers.** In exceptional circumstances, consideration may be given to granting an age waiver. COs should submit any case which is considered to deserve exceptional treatment to WFPM RES SO2 for a decision.

e. **Failure to Complete Officer Training.** Individuals promoted to the Officer Corps through the UY/SUY Commissioning schemes who fail to make satisfactory progress and are compulsorily withdrawn from training may request to revert to their former rating or other rank branch/specialisation as an alternative to leaving the Service. On reversion to the ranks, personnel will continue to serve the balance of their engagement as a rating.

f. **FTRS/ADC.**

(1) Most military PIDs in the RN are based on the lowest appropriate rank/rate to undertake the roles and responsibilities for the position. SUY candidates can continue in their present FTRS/ADC role if the post is rank ranged to accommodate commissioning rank[31] but the FTRS commitment is to be terminated whilst the SUY attends BRNC. Incumbents will take of the rank of Midshipman until all SUY training has been completed. Thereafter, a new FTRS/ADC commitment is to be raised to reflect commissioning rank but end date of the commitment is to remain the same as the previous commitment length. If unsuccessful at Officer Training, SUY are to resume the role held in the previous rate until completion of the commitment.

(2) Those personnel undertaking FTRS/ADC in a non-rank ranged PiD will normally be required to make one of the following choices:

(a) A Reservist will be required to resign from their FTRS/ADC Commitment to take up a commission prior to the start of training.

(b) Delay Officer Training until completion of the FTRS/ADC Commitment.

10148. UY Scheme Eligibility Criteria and Administrative Process

Ratings may apply to be considered for officer training providing that they are able to satisfy the entry requirements. Personnel seeking promotion to the Officer Corps via this scheme will be in competition with non-Service candidates.

a. The eligibility criteria are:

(1) Be over the age of 17½ and under the age of 42 prior to application for AIB.

(2) Satisfy the educational criteria (see Paras 9615 and 9616).

(3) Have successfully completed Phase 1 training.

[31] SUY candidates undertaking responsibilities in a rank ranged PiD are to be considered Trained Strength.

(4) Not have exercised, or be in the process of exercising, notice to leave the Service.

(5) Be in-date (pass) for RNPES.

(6) Satisfy the **Medical** criteria (see Para 5014).

(7) Be recommended by Unit CO.

b. To ensure that suitable candidates are identified early and are able to gain any missing qualifications, accurate and careful reporting by ROs in Unit/Specialisation Areas and during exercises, deployments, and courses etc is essential. Units should ensure that the reports for which they are responsible are raised. The candidate is responsible for requesting reports whilst on exercise etc.

c. Although ROs, DOs and COs are vital in identifying candidates for AIB the ultimate decision lies with the AIB who will apply a common standard for assessing officer potential and competencies[32].

d. All AIB application are to be processed via the CMR HQ Recording Authority[33,] (RA).

e. The following flow diagram outlines the process for candidates and Units to follow:

Applicant posts intent by completing the Volunteer for a Commission Field on JPA

↓

Divisional Officer's Interview (raise the SJAR)

↓

Candidate to complete AIB Nomination Form (Annex 50H)
Pass to nominated Divisional Officer

↓

Divisional Officer to check the candidate's educational qualifications, discuss future Specialisation options within the RNR, the AIB process and any future training requirements

↓

Commanding Officers' Request
If considered ready in all respect's CO to complete AIB Nomination Form (Annex 50H)

↓

Unit forward AIB Nomination Form (Annex 50H) to CMR HQ RA

f. CMR RA will process the application and forward to the AIB who will confirm receipt, contact the candidate to arrange a suitably convenient date and inform the Unit.

g. If a candidate changes Unit, or withdraws, both AIB and CMRHQ RA must be informed.

[32] Leadership and Management Potential, Effective Intelligence, Courage, Powers of Communication, Values and Motivation.
[33] CMR SO2 Training acts as the Recording Authority for CMR.

h. If successful at the AIB, an Offer of Entry Letter from AIB is issued. Once accepted, CMR HQ RA issue an Officers Entry letter. If extracted, successful candidates will be formally entered into the RNR's Initial Naval Training (Officer) programme, with the option to attend the Accelerated Officers Programme. Unsuccessful candidates will remain in their current specialisation.

i. **Seniority.** On completion of Fleetboard and award of RNR GTS status, seniority will be assessed by STRAT RES WFP SO2.

10149. SUY Scheme Eligibility Criteria and Administrative Process

Senior Ratings may apply to be considered for officer training providing that they are able to satisfy the entry requirements.

a. The eligibility criteria are:

(1) Be under the age of 42 prior to application for AIB[34].

(2) Satisfy the educational criteria Para 9635

(3) Have completed a minimum of 12 months as a substantive Petty Officer.

(4) Not have exercised, or be in the process of exercising, notice to leave the Service.

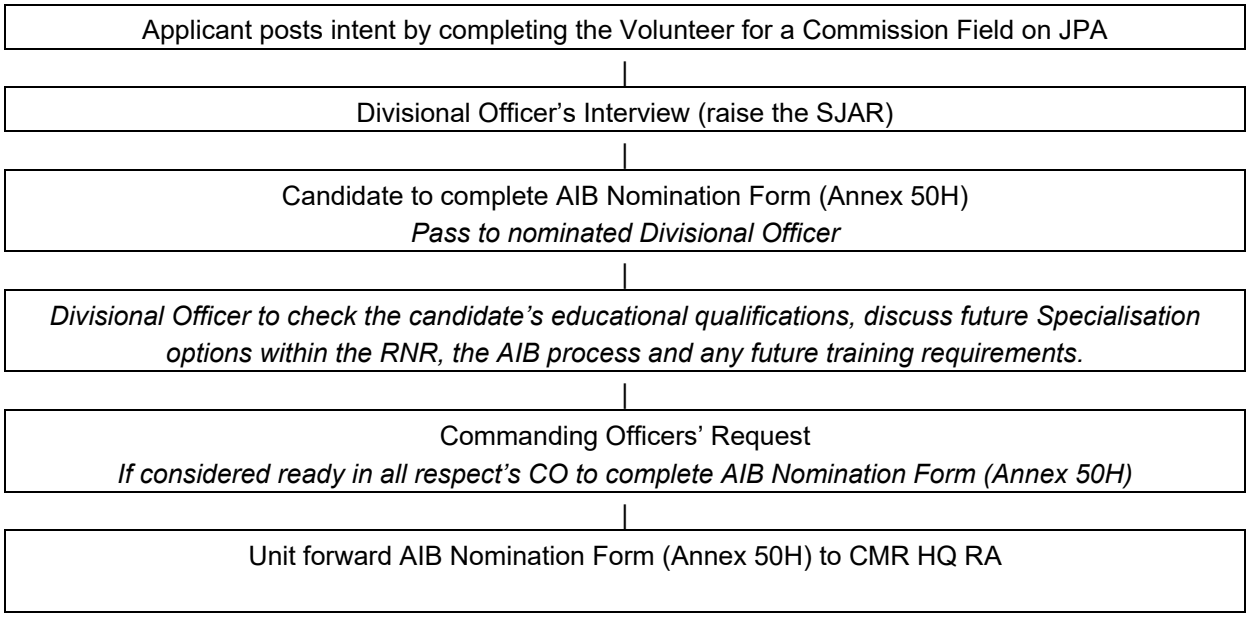
(5) Satisfy the **Medical and RNPES** criteria (see Para 5026).

(6) Be recommended by Unit CO.

b. All AIB application are to be processed via the CMR HQ Recording Authority[35], (RA).

[34] A waiver is to be requested from WFPM RES SO2 for the nomination of exceptional candidates over 42 years of age and will be on a case-by case basis.
[35] CMR SO2 Training acts as the Recording Authority for CMR.

c. The following flow diagram outlines the process for candidates and Units to follow:



d. CMR RA will process the application and forward to AIB who will confirm receipt, contact the candidate to arrange a suitably convenient date and inform the Unit.

e. If a candidate changes Unit, or withdraws, both AIB and CMRHQ RA must be informed.

f. If successful at the AIB, an Offer of Entry Letter from AIB is issued. Once accepted, CMR HQ RA issue an Officers Entry letter. Successful candidates will be formally entered into the RNR's Initial Naval Training (Officer) programme. Unsuccessful candidates will remain in their current specialisation.

g. **SUY Training.** Each SUY officer training package will need to be considered on a case-by-case basis accounting for qualifications, experience and competencies already gained in the RN. For a RNR commission the following will need to be completed. Alternatively, the RN SUY Course can be undertaken in its place.

(1) Confirmation Course.

(2) Flex Weekend.

(3) Fleetboard.

h. For RNR Officer Phase 2 training, the following courses are required.

(1) Junior Officers Leadership Course (JOLC)[36].

(2) Divisional Officers Course (DO)[37].

i. SUY Training options are:

(1) Attendance on the 8-week RN SUY course at BRNC[38].

(2) Undertake sections or all of the RNR Phase 1 Officer training if competencies not already held.

j. RTO BRNC, after consultation with Res BM and SO1 Training if required, will be the final arbiter of training requirements needed to ensure successful extraction to the officer corps.

10150. RNR WO1 Commissioning Scheme (WOCS)

The WOCS offers bespoke Officer selection and employment opportunities and will provide the RNR's most capable Warrant Officer 1s with continued career progression to Lieutenant and beyond, time permitting, in a way which recognises and utilises their considerable Reservists skills and experience.

a. The Commissioned Warrant Officer scheme is separate and in addition to the SUY process. This scheme is aimed at experienced WO1s and only a minority will be likely to have enough time on their commission to accrue sufficient evidence to merit promotion to Lt Cdr RNR. Therefore, those WO&SRs who still have a considerable number of years still to serve should consider the SUY scheme as this offers a broader Officer career.

b. **Eligibility Criteria and Application Process.**

(1) Serving MR WO1s who would be age 54 on date of extraction or under are eligible for commissioning under the Commissioned Warrant Officer (CWO) Scheme. WO1s commissioned under the scheme will need to undertake the Warrant Officer Commissioning Programme (WOCP) at BRNC Dartmouth. Acceptance onto the scheme will be approved once WO1s have been boarded for the MR JO posts below. Individuals must be capable of taking up the appointment after successfully completing training (assignments will be within 12 months of selection). Two positions have been identified for fill by commissioned WOs:

(a) **Training.** RNR AOP SO3 on 40/60 RSDs.

(b) **Assurance.** MR Assurance SO3 on 40/60 RSDs.

[36] Only required if SUY has not already undertaken Senior Rates Leadership Course (SRLC).
[37] Only required if SUY has not already undertaken.
[38] Subject to clearance by BRNC and availability on course loading.

(2) The Scheme will be run annually based on requirement and a calling notice will be issued each year. Volunteers will be reviewed each year until they are no longer eligible.

(3) **Conditions of Eligibility.** All candidates must fulfil the following criteria:

(a) Have a positive SJAR recommendation for the WO Commissioning Scheme.

(b) Hold a permanent JMES of A4 L1 M1 E1 MFD or be in receipt of an executive waiver of the medical entry standard.

(c) Be in-date (pass) for RNPES.

(d) Have obtained the minimum Educational Standards of two GCSEs Grade A* - C (or equivalent) in English language and Mathematics prior to the WO Commissioning Board sitting.

c. Exceptionally, requests for variations to the eligibility criteria are to be addressed to DACOS MR FP via WFPM RES SO2.

10151. WOCS Terms and Conditions of Service

The generic terms of the Warrant Officer 1 Commissioning Scheme have been developed to reflect the additional experience and skills gained through longer service up to and in the rank of WO1. This is a niche process designed to be able to commission senior WO1s on a short six-year commission and employ them in a specialist area with minimal additional training.

a. **Initial Commission/Engagement Length.** Officers commissioned under the CWO Scheme will be given a six years' Officer service (ICS6) or to age 55 whichever is earlier. If they are extracted beyond the age of 52, they will be given a 3-year Commission only. Extensions of Service and opportunities to transfer to longer commissions exist in line with extant policy. Appointment to a commission takes place at the start of the WOCP.

b. **Rank, Seniority and Promotion.** Officers commissioned under the CWO Scheme will be commissioned in the rank of Lieutenant RNR (Lt RNR) on commencing the WOCP at BRNC, with one years' seniority, and will be eligible for promotion after 4 years seniority to the rank of Lt Cdr on the basis of merit for employment in executive functions.

c. **Pay**. A minimum 5% pay rise will be awarded on commissioning.

10152. Selection Process - WO1 Commissioning Board (WO1 CB)

a. The design and intent of the WO1 Commissioning Scheme is to employ ex-WO1s in one to two specialist Officer roles on a relatively limited commission and therefore the requirement to sit the Admiralty Interview Board (AIB) is waived. Those candidates that have previously been unsuccessful at AIB are eligible to apply.

b. RN PROMS will convene a WO1 CB annually and successful Candidates will be placed into a WO Pool to await assignment. If not assigned on selection, WO1s will remain in the pool until the following board sits. Specialist OJARs will not be required as PROMs will utilise the candidates' ordinary promotion dossier using the recognised Definition of Merit for selection.

10153. WOCS Training

a. WO Commissioning Programme (WOCP) at BRNC Dartmouth. This comprises three weeks of unassessed academic lectures, intellectual forums and ceremonial training to support the transition to Officer. There are three courses per year that culminate with a full commissioning Passing Out Parade alongside all other Officer Cadets at the end of their Phase 1 Training. The options for this training requirement are:

(1) **Option 1.** Complete a full 3-week course as a single block of training.

(2) **Option 2.** Complete weeks 1 and 3 of a WOCP, then complete the Naval Analysis Course (NAC) prior to, or 6 months after completion of WOCP week 3.

(3) **Option 3.** Split the WOCP into 1-week and 2-week blocks over separate WOCP courses.

b. Commissioned WO1s will enter the trained strength on passing out of WOCP. Should any additional training involve an assessment with a pass/fail criteria, however, and the newly appointed WO1 ultimately fail that assessment, they will exceptionally be given the option of discharge or reversion back to WO1. Failure to complete the WOCP course within 6 months of passing out will cause reversion to WO1 or discharge.

10154. RMR Corps Commission

a. **Eligibility.** Applicants for commission who have no previous commissioned service must:

(1) Have passed a minimum of five GCSEs or equivalent, two of which must be Mathematics and English Language.

(2) Be between the ages of 18 and 30 on commissioning.

(3) Be serving in the RMR.

b. **Selection.**

(1) **Application for Commission.** An individual may apply for an RMR Commission at any stage after they have successfully completed their Phase 1a recruit course. The application is to be submitted using Annex 101E and forwarded to the Unit CO.

(2) **Unit Selection Board.** Subject to the applicant meeting the eligibility criteria for a commission, the Commanding Officer will convene a Unit Selection Board to review the application and to interview the candidate. The Board will submit its findings to the Commanding Officer using Annex 101E.

(3) **Commanding Officer's Interview.** The Commanding Officer will interview separately all candidates for commission. If satisfied, they will then raise an SJAR specific to the application for a commission.

(4) **Admiralty Interview Board (AIB).** In accordance with BRd 3(1) Chapter 50 Para 5009. On successful completion of the AIB, candidates will be presented to the FSB.

(5) **Candidates who Pass AIB Whilst Recruits.** Candidates need to complete Recruit Phase 2 Training successfully before they can be commissioned.

(6) **Commissioning as a Second Lieutenant RMR.** Once a candidate has passed AIB, they are to undertake RMR Part 1 YO officers training. On completion, application is to be made by the Commanding Officer to COMMARRES for the candidate to promote to Second Lieutenant RMR.

(7) **Corps Commission Part 2 Officers Training.** All RMR CC candidates are to undertake Part 2 RMR Officers Training, Junior Officers Leadership Course and Divisional Officers Course prior to promotion to Lieutenant RMR.

10155. Senior Corps Commission (SCC)

a. **Eligibility.** Candidates for the SCC Scheme must satisfy the minimum criteria given below:

(1) Aged over 26.

(2) Have completed a minimum of 12 months as a substantive Corporal.

(3) Meet the educational criteria.

(4) Be MFD.

(5) Have a valid RM Fitness Test (RMFT) or RMFT(A) pass recorded on JPA.

b. **Application to Transfer.** To request to be considered for a Senior Corps Commission, applicants are to put their request in writing to their CO.

c. **Unit Selection Board.** Once the CO is satisfied that the applicant meets the criteria for a Senior Corps Commission, they will arrange for a Unit Selection Board. Where the Unit Selection Board is satisfied that the candidate has the necessary attributes for a Senior Corps Commission, the CO will forward their written recommendation, along with Annex 101E, in a specially raised SJAR to the RMR Colonel.

d. **AIB.** Subject to the RMR Colonel's endorsement, RMR Units will liaise with AIB staff to load the candidate onto an AIB in accordance with BRd 3(1) Chapter 50 Para 5009.

e. **Commissioning.** Subject to a pass at AIB, the Unit CO will write to COMMARRES to confirm the existence of a suitable vacancy in the Unit. Officers undertaking the Senior Corps Commission will be required to attend a minimum of two weeks of the regular RM Senior Corps Commission Officer course as specified by the RM BM as being the most relevant for Command and G1 training. On completion of the RM SCC Officers Course, the candidate will be commissioned in the rank of Lt RMR. They will also be required to undergo Part 2 of Officer Training but may be granted exemption from specific parts by their Commanding Officer, depending on their previous experience.

SECTION 10

MR RATING/OR LEAVING THE SERVICE

10156. Normal Retirement Age for those who Joined Prior to 1 Apr 15

All ratings must expect to be discharged on reaching the age of 55, unless exceptional approval is granted. All ORs must normally expect to be discharged on reaching the age of 45, unless exceptional approval is granted by the WF Cell RM.

10157. Extensions of Service (EoS)

Personnel may apply or be invited to apply to extend their service beyond the Normal Retirement Age (NRA). EoS for the MR is managed in accordance with BRd 3(1) Chapter 49 and the following:

a. Applicants must have achieved 4 out of 5 Certificates of Efficiency in the last 5 years.

b. Applications are to be initiated by the individual no later than 6 months prior to their final date in service, by submitting their MR EoS Application Form to their Divisional Officer.

c. The MR EoS Application Form is to be requested from navypeople-cmreservesmailbox@mod.gov.uk.

10158. RMR Extensions of Service for Joiners Prior to 1 Apr 15

RMR service will not normally continue after the age of 45 years. Further extensions may be permitted with the approval of the Col RMR. Applications for such extensions are to be submitted at least six months before service is due to expire, with CO's reasons and recommendation. All RMR EOS are to be requested via RMR SO2 and approved by the Col RMR. EOS may be used for the following reasons:

a. To act as a short-term workforce regulator to increase the total bearing of all specialisations to match the global requirement.

b. To assist in alleviating shortages in any particular specialisation or sub-specialisation that cannot be solved by using ORs of other specialisations.

c. To retain ORs with deep specialist skills or knowledge of which there is a shortage.

10159. Leave Well Process

Guidance for Service leavers and Unit staff regarding the Leave Well Process, including Valedictory Certificates, can be found at Annex 101B.

10160. Wearing of Uniform by Former Members of the Maritime Reserves

a. Former members of the Maritime Reserves (MR) who have voluntarily or compulsorily been discharged from the MRs prior to TX date or Normal Retirement Age are not eligible to continue to wear uniform once they have left service unless specifically requested to do so and if there is no other Naval Service Representation available[39].

b. As Veterans, ex members of the MR can wear the dress code characteristically worn amongst the veteran community:

(1) Civilians may wear items of uniform such as caps and berets with badges in public displays, performances and at special events, provided that such action is not to the detriment of the Royal Navy.

(2) By custom, ex-service personnel may wear caps or berets with badges on remembrance and memorial occasions. Medals earnt in service are to be worn on the left side above the breast pocket. If desired, medals not earnt by the individual but awarded to deceased family members can also be worn but on the right-hand side above the breast pocket.

(3) Historical re-enactment groups and staff in preserved historic ships are to be authorised to wear obsolete uniforms.

c. **MR Unit Functions.** Former members of the RNR/RMR are of course most welcome and encouraged to attend unit functions/activities. However, to ensure correct propriety is given, prior to attending events, COs are to ensure all former members are informed of the civilian attire suitable for the occasion. Unit COs/Specialisation SO1s are to enforce the following:

(1) **Formal Mess Functions.** Black Tie/Female equivalent.

(2) **Unit Engagement.** (i.e. Remembrance Day Parades): Veterans' attire.

d. It is highly unlikely that Veterans will be required to represent the RN at official functions. However, if circumstances do arise, COs/SO1 CAs are to engage with SO1 Policy in the first instance to ensure Higher Authority is obtained from Dir P&T.

[39] Chapter 38 Para 3824.

e. In conclusion, former members of the MRs and RFR are not permitted to wear the Naval Uniform without authority and any attempt to do so will be in contravention of the Uniforms Act 1894 (UK Public General Acts 1894 c. 45 (Regnal. 57 and 58 Vict) Section 2).

(1) *Military uniforms not to be worn without authority.*

(a) It shall not be lawful for any person not serving in His Majesty's Military Forces to wear without His Majesty's permission the uniform of any of those forces, or any dress having the appearance or bearing any of the regimental or other distinctive marks of any such uniform: Provided that this enactment shall not prevent any persons from wearing any uniform or dress in the course of a stage play performed in a place duly licensed or authorised for the public performance of stage plays, or in the course of a music hall or circus performance, or in the course of any bona fide military representation.

(b) If any person contravenes this section, they shall be liable on summary conviction to a fine.

SECTION 11

GENERAL ADMINISTRATION

10161. Certificate of Efficiency (CoE)/Bounty

a. **CoE/Bounty CMRTM.** The annual Certification of Efficiency (CoE) is awarded to MRs who have met the minimum training, attendance and mandated requirements as stated in the CMRTM issued annually. This provides assurance to Command that all training performance standards have been achieved and an indication of the Operational Capability status of the Maritime Reserves. The specified criteria for receiving the CoE will be detailed in the annual TM, with further application in JSP 754. If a Reservist can provide a valid and justifiable reason why they were unable to meet the mandated requirements for the award of CoE, they may request a waiver through their Unit CO to CMR HQ.

b. **Annual Training Commitment (ATC).**

(1) **Exemptions.** MR Unit Commanding Officers may authorise exemption from ATC but, to ensure equality and uniformity across the MR, prior approval must be sought from DACOS(MRFP) before such exemption is authorised. Prior to Commanding Officers authorising exemptions from training, consideration must be given to the effect of such decisions upon the award of CoE and Bounty Qualification. In addition, where it is the intention for officers of the rank of SO1 and above to be granted such waivers, approval is to be sought from DACOS(MRFP).

(2) **URNU.** Where a student member of an URNU applies to join an RNR Accelerated Officers Programme (AOP) they will, on successful completion of the AIB, join the RNR in the rank of Officer Cadet on List 1. They will be administered and paid by their RNR Unit but be seconded back, in their RNR rank, to their original URNU until the completion of their university studies, with no obligation to attend their RNR Unit. Upon award of the URNU CoE, they will have been deemed to have achieved the requirements for Bounty at the List 1 rate. On completion of their studies or leaving the URNU they will be required to meet the full criteria for award of a List 1 Bounty.

(3) **Additional Unit Activity.** Unit COs must obtain written approval from NAVY PEOPLE-MR HQ DACOS MRFP prior to setting any additional requirement(s) for CoE. These must be promulgated to all applicable personnel nlt 30 Apr via Unit Temporary Memorandum. It is not within CO's delegated powers to deduct a proportion of bounty against the additional training.

(4) **Extensions to the Training Year.** A one-month extension to the TY (to 30 Apr) can be granted by the Unit CO[40]. Further extensions to a maximum of 30 Jun can only be granted by NAVY PEOPLE-MR HQ DACOS MRFP, delegated to NAVY PEOPLE-MR HQ POLICY SO1. Extensions to the TY should be requested, by email, where such an extension will allow an individual to meet the minimum OCO requirements. Extensions are not to be granted to achieve SA. Applications for extensions are to be submitted at the earliest opportunity and before the end of the TY.

c. **Proportional Bounties.** The only circumstance where proportional bounty may be paid is when an individual's Service Year and Reserve Year are not aligned. Bounty payments may be paid on a proportionate basis in the first and last years of Maritime Reserve service **only** if the Reservist has met all the minimum training requirements set out in the annual CoE CMRTM. For example, if an individual joins the MR on 1 Oct and completes all of their mandated activities and ATC by the end of the TY then they could receive CoE and 50% of the bounty award (6/12ths of the bounty award for the 6 months they have been in the MR). These Proportional Bounty rules also apply to Firefly personnel.

d. **Certificate of Efficiency Waiver Board.**

(1) **Instructions.** These instructions relate to the board that considers Bounty Waivers in the Maritime Reserves. In session the Board reads the applications, votes on the Reservists presented and makes a decision as to whether a CoE and Bounty payment is to be awarded or not. To make a decision on the award of CoE and Bounty, the Board's tasks are to:

(a) Read the file containing applications of all candidates presented. Note that discussion on applications should not normally occur until after voting; however, clarification of fact and personal detail should take place before voting.

(b) Consider any additional matters placed before the board by the Board Adviser and the Specialist advisers in Training and Medical matters.

(c) Finalise the list of decisions against each application.

(2) Each board member is provided with a voting sheet that lists all the applications. A file containing information on all officers, ratings and other ranks will also be provided. Prior to the COE Waiver Board, the Chair will be briefed by the Board Adviser on the process and any issues with mandated requirements, and reserved rights issues to be considered.

[40] JSP 754 Chapter 3, Section 5, 03.0515.d.

(3) **Formal Record.** On completion of the COE Waiver Board, the Board Adviser will prepare a closing statement for signature by the Chair. This document will contain the name, initials, branch and specialisation of the applicants and the decision recorded against them. Once completed and signed, the Board Adviser will inform Commanding Officers and Specified Authorising Officers of the decision and retain the list as a formal historical record of the board. All other records and electronic data including the votes cast by individual board members will be destroyed by the Branch Adviser.

(4) **1998 Data Protection Act.** The data contained in the historical record of the board and any other information generated during the board process as it affects an individual is disclosable under DPA98, but only after the announcement of the decisions have been made. Given that the board's decision is a corporate one and that minutes of the proceedings are not taken, it follows that individual board members' votes and personal notes may not be truly representative of the final outcome. It is for this reason that the Branch Adviser destroys all records and data other than the closing statements signed by the Chair. Individual board members should not knowingly retain their jottings as they are disclosable under DPA98.

(5) **Unlawful Discrimination.** These instructions reflect the Equality Act 2010. Board Chairs, members and Board secretaries are to be constantly mindful of these equality provisions throughout the selection process and whilst deliberating on the relative merits of applicants. The Board Chair is to remind members of this responsibility at the start of the Board and confirm on the Official Record that these principles have been adhered to.

(a) The Equality Act 2010 protects people from discrimination on the basis of ‘protected characteristics’ which are Age, Disability, Gender Reassignment, Marriage or Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.

(b) The protection from discrimination generally applies to those serving in the Armed Forces. However, given the need for the Armed Forces to maintain combat effectiveness, the Equality Act 2010 preserves the Armed Forces exemptions from disability and age discrimination.

(c) Discrimination can be direct or indirect:

i. **Direct Discrimination.** The Equality Act 2010 defines direct discrimination as less favourable treatment of a protected characteristic that someone has, or are thought to have (perceptive discrimination), or because they are associated with somebody who has a protected characteristic (associative discrimination).

ii. **Indirect Discrimination.** This is a less obvious form of discrimination and can occur when an organisation has a policy, condition/rule or practice that applies to everyone and is therefore apparently neutral, but which particularly disadvantages people who share a protected characteristic. This may mean maintaining traditions and practices 'because this is what we do'.

iii. **Unconscious Bias.** Studies show that people can be conscientiously committed to equality, and deliberately work to behave without prejudice, yet still possess hidden prejudices or stereotypes; a person who behaves in a discriminatory way does not necessarily have negative intent. This concept of unconscious bias applies to everyone, it governs some of the most important decisions we make and can have a profound effect in many ways. Board members need to be cognisant of unconscious bias throughout the board process.

(6) **D&I Training.** All board members are to be in date for D&I Training. For OF5 and below this is the Advanced Level D&I Training RN/RM and for OF6 it is the Senior Officers' D&I Awareness Course.

d. **Terms of Reference.** The COE Waiver Board will form and operate against the Terms of Reference detailed in Annex 101F.

10162. MR Participation in Civil Events

a. Guidance on participation in civil events is contained in current DINs. Individuals must notify their MR Units who in turn are to seek prior approval of COMMARRES HQ, copy to the Naval Regional Commander, before participation in, and training for, civil events, including Remembrance Sunday parades, local affiliations, tattoos, festivals and carnivals. The application should be in the following format:

(1) MR unit involved.

(2) Details of the event.

(3) Date.

(4) Display it is intended to mount.

(5) Any equipment required.

(6) Estimated cost to the MR of unit participation shown under the appropriate headings.

b. Prior written approval is to be sought before any firm commitment of MR personnel or resources is made. Due regard is to be given to ensure that the necessary security organisations are informed of the intention to be involved in a Public Military or Civil Event, in accordance with current regulations.

c. **Indemnity and Insurance.** When it is necessary to safeguard the Ministry of Defence against claims arising as a result of Service participation in an event, sponsors of the event will be required to give an indemnity, covered by insurance, against third party risks, and on some occasions to cover personnel and property as well. The insurance requirement may be waived if the sponsoring organisation can show that they are already sufficiently covered by insurance to make further cover unnecessary. The comprehensive form of indemnity in BRd 2, Chapter 60 applies.

10163. Publications, Lectures and Presentations

The regulations governing publications, lectures and presentations relating to the Royal Navy are contained in BRd 2 Chapter 68. All MR personnel are similarly prohibited, in the same way as regular RN/RM personnel, from conducting a private representation to Government departments and officials on matters concerning MR policy and/or conditions of service. Such representations are to be conducted via normal Service channels through individual Commanding Officers.

10164. Conflicts of Interest - Declaration of Outside Interests

BRd 2 Chapter 86 and The MOD Conflicts of Interest policy sets out what MOD requires of Crown Servants when their outside business and other private, charitable and commercial activities may conflict with their official duties. COMMARRES is to approve all Declaration Forms.

10165. Military Aid to the Civil Authorities

Reservists are permitted to undertake both Military Aid to the Civil Authorities (MACA) and Military Aid to the Civil Community duties or training whilst serving under the provisions of s27 of RFA 96. Whilst extant and emerging legislation will generally seek to offer mobilisation for such tasks wherever possible, the short notice and short-term nature of assistance to the community at times of disaster may require periods of duty under the provisions of s27. Under all circumstances, Reservists should be qualified and prepared to the same standard as regular personnel for the task they are to undertake.

10166. Employer Support

The aim of Employer Support is to develop and sustain the relationships between the Royal Navy, the Maritime Reservist and their Employer so that an Employer will support a Reservist's release for routine training and, when necessary, mobilisation for operations. Detailed instructions are contained in JSP 766 and Annex 101G.

10167. Employer Notification (EN)

All PTVRs must supply the full contact details of their civilian employer and confirm whether or not they give permission for the MOD to contact their employer directly (a Permanent Exemption or Temporary Waiver may be applied for and granted should a concern be raised by the individual).

10168. Foreign Residence Military Reserve Exchange Programme (FRMREP)

The employment of RNR and RMR personnel under the Foreign Residence Military Reserve Exchange Programme between the United States Department of Defense (DoD) and the UK Ministry of Defence (FRMREP UK/US), as defined in the Memorandum of Understanding (U.S. DoD/UK MOD FRMREP MOU) dated 27 Jul 2015 and 2015DIN01-174[41]. Further detailed instructions are contained in Annex 101H.

[41] 2015DIN01-174.

10169. Leave

Maritime Reserve personnel are entitled to leave iaw JSP 760.

10170. Leave of Absence.

a. COs may grant up to six months leave of absence to any Maritime Reservist who requests it for civilian employment or other reasons. Such leave will not affect seniority or reckonable service in the Maritime Reserves. All applications for leave of absence exceeding six months are to be submitted to the CM. Such submissions are to contain an assessment of the likelihood that the individual will resume training on completion of the stipulated period of absence.

b. **Extended Leave of Absence.** The detailed regulations for extended leave of absence (i.e. more than one year) for RNR are given below. Extended leave of absence may be granted only by COMMARRES.

(1) **Junior Officers under Training.** Junior Officers under Training will normally be required to be removed from the RNR/RMR Active List and apply for re-entry on their return.

(2) **Officers with Under 15 years' Service.** Officers with under 15 years' service will be placed on List 3 for up to three years, thereafter they will be Compulsory Removed from the Active List. Only one such period of absence will be permitted.

(3) **Officers with Over 15 years' Service.** Officers with over 15 years' service are no longer restricted to one period on List 3 and the only restriction on their reversion to this List is that the period spent in this List, over their entire career, does not then amount to more than five years. Thereafter they may be placed on the Retired List.

(4) **Ratings.** Ratings may be placed on List 3 for periods of up to three years; each period being cumulative. For periods in excess of three years they are to be discharged. Should they wish to re-join at some future point, they may be permitted to re-enter in their previous rate, subject to the prevailing workforce situation, and in accordance with current re-entry regulations. Re-entry is not a right and cannot be guaranteed.

(5) **Commanding Officers.** COs who for any reason intend taking a period of leave of absence in excess of one month are to report details to COMMARRES.

10171. Identity Cards

a. Personnel are to carry their ID cards (MOD Form 90) when on duty, including travel to and from training.

b. A new ID Card should be applied for when required e.g. by change in rank etc., in accordance with current instructions.

c. Alteration, unauthorised destruction, loss as a result of lack of care by the individual or failure to take adequate care, or the transfer to another person of an ID Card, is an offence under the AFA 06. MRs should have their attention drawn to the risks to security that may result from loss of an ID Card and the required notification process to be taken.

d. ID Cards of personnel leaving the MR are to be withdrawn and destroyed.

10172. Uniform Regulations

a. The provision, wearing and maintenance of uniform in the MR is to be in accordance with Chapter 45 and JSP 752.

b. MR personnel granted AHR for their FTRS commitment they are to seek the approval of their MR CoC to wear the higher rank whilst attending undertaking MR activity.

c. MR Personnel granted AHR in a MR National Role will not automatically be able to wear the higher rank / rate whilst undertaking their FTRS employment.

10173. Ceremonial

Instructions on ceremonial in MR units are in BRd 2, Chapters 91 and 92.

10174. Service Funerals

Instructions on Service funerals for MR personnel are in BRd 2, Chapter 95.

10175. Regulations for Wearing the Blue Ensign

a. MR Officers on the Active and Retired Lists, appointed in command of British merchant ships and fishing vessels, are allowed to fly the Blue Ensign (undefaced) under the authority of a Warrant issued by the Secretary of State for Defence, subject to the conditions laid down in BRd 2 Article 9153.

b. Applications for Blue Ensign warrants are to be submitted direct to COMMARRES.

10176. Service Funds (Non-Public Funds)

a. Service Funds are to be maintained and audited in accordance with BRd 18, Management and Accounting Instructions for Service Funds and BRd 2, Chapter 80, Section 4.

b. In MR Units a Central Fund, normally comprising the following subsidiary funds, is to be authorised by the CO in Standing Orders:

(1) General Purpose Fund.

(2) Wardroom Mess Fund.

(3) Senior Ratings' Mess and Bar Fund.

(4) Junior Ratings' Club or Mess and Bar Fund.

c. A suitably qualified individual within the unit is to act as Treasurer of the Central Fund with the Support Manager (or Executive Officer where no Support Manager exists) appointed as Supervising Officer. Sub-treasurers are also to be nominated to run the individual Service Funds. The Support Manager (or Executive Officer where no Support Manager exists) is to provide the Command with advice on Service Funds in accordance with BRd 18.

d. Where reasonably practicable, formal Audit teams are to be drawn from civilian external auditors. Units are to fund this requirement internally.

10177. MR Trophies

a. All MR trophies should be registered with the RN Trophy Centre and the holding Unit is responsible for meeting the annual hire charge. Trophies are to be held on the Unit Articles in Use (AinU).

b. Calling Notice for the award of MR Trophies will be issued annually via CMRAI.

10178. Annual Inspection of Personal Details held on JPA

MR personnel are mandated to check and update their personal details held on JPA annually and confirm to their CO that those details are correct.

10179. Final Disposal of RNR/RMR Ratings' Service Documents

a. JPA Records of Ratings/OR service are to be kept up to date by parent units. On release, the JPA account will be closed by CM Res.

b. If held a Ratings/OR Service Documents are to be retained within the MR Unit and the FTRS Cell for a period of six months from the date of discharge. Thereafter, they are to be forwarded as follows:

(1) **Service Documents.** Any paper Service Documents are to be compiled alphabetically in year of discharge order and sent to:

Defence Records Office
TNT Archive Services
Tetron Point
William Nadin Way
Swadlingcote
Derbyshire
DE11 0TB

Tel 01283 227913
Fax 01283 227942

(2) **Receipt/Despatch Note.** All documents forwarded are to be accompanied by a Receipt Note (MOD Form 24). This form is to be clearly marked with the RNR/RMR Unit's address on the reverse side.

10180. Officer Records - Documentation and Disposal

a. JPA Records of Officers' service are to be kept up to date by parent units. In accordance with RFA 96 s.75, all officers are to ensure that they inform their CO of any changes in their circumstances.

b. On discharge, Officers' Personal files and OJARs held in units are to be forwarded to Navy Search, TNT Archive.

10181. Long Term Non-Participant (LTNP)

a. All Maritime Reserve (MR) personnel on Lists 1 and 2 are required to achieve their annual Certificate of Efficiency (CoE), which includes undertaking a minimum number of OCO and SA days throughout the training year. MR Personnel who wish to remain in the MR but, for individual circumstances are temporarily unable to achieve their annual commitment, are entitled to apply for transfer to List 3 for a maximum of 3 years[42] or Leave of Absence (Para 10170). MR Personnel may also request discharge from the MR[43]. These options must be discussed between the Reservist and their Divisional Officer (DO) / Troop Commander (TC) at the earliest opportunity and not left until the Reservist is classed as being an LTNP.

b. **Definition.** MR personnel on List 1 or List 2 who have not undertaken any MR activity for 6 consecutive months will be classed as being an LTNP.

c. **LTNP Management Process.** The process map for managing LTNPs is at Annex 101D and templates of all letters are available on the CMR HQ SharePoint site[44]. The following stakeholders have an active role in managing LTNPs:

(1) **Divisional.** The DO / TC is required to maintain regular engagement with personnel in their Division / Troop, which will provide an early indication that an individual may become an LTNP. This engagement, whether informally or at the MPAR, must include a review of attendance and progress towards achieving CoE. The DO/TC is to ensure that personnel in their Division are aware of the options available to them if they are unable to undertake MR activity for more than 6 consecutive months. The DO / TC is to notify their Command / Specialisation SO1 of all personnel in their Division who have not undertaken any MR activity for more than 6 consecutive months.

[42] BRd 3(2) Para 0107: http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_0003/BRd_3_2/brd3_2.pdf.
[43] BRd 3(2) Para 0212 (Officers) and Para 0220 (Ratings): http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_0003/BRd_3_2/brd3_2.pdf
[44] https://modgovuk.sharepoint.com/teams/55961/CMRHGtemp/Forms/AllItems.aspx.

(2) **Specialisation Management.** Specialisations are to provide their Administering Unit with the details of any LTNP within their Specialisation. Specialisations are not empowered to authorise LoA, Transfer to List 3 or discharge from the MR – this is the responsibility of the CO in their Administering Unit.

(3) **Command.** All formal correspondence to LTNPs is to be sent from their Unit's Commanding Officer (CO), or Administering Unit's CO for Specialisations, as Recorded Delivery to the last known address on JPA. Copies of all correspondence and proof of postage are to be retained by the Unit.

(4) **Command Adviser.** The Regional Support Unit (RSU) Officer-in-Charge (OiC) is responsible for providing advice to the Command and must be contacted in the first instance by the CO. The RSU OiC will liaise with the Regional Legal Office for all discharge proceedings.

d. **Discharge.** All discharge proceedings are to be followed in accordance with BRd 3(1) Chapter 20 Section 25[45].

(1) **Ratings.** MR Unit COs have authority to discharge Ratings and RM Other Ranks under their Command[46]. NAVY PEOPLE-MR HQ POL SO1 is to be notified of all LTNP discharges.

(2) **Officers.** NAVSEC has delegated authority to authorise Compulsory Removal from the Active List (CRFAL) to COMMARRES[47]. COs are to make their recommendation to COMMARRES[48] as to whether CRFAL is appropriate and if the Officer should be placed on the Retired List or have their Commission terminated.

(3) **Appeals.** All MR personnel discharged for being an LTNP have the right of appeal.

10182. List Transfer

MRs wishing to transfer from one list to another are to submit a request to the Reserves Career Manager Cell (Res CM Cell). The request is to outline the reasons for transfer and an assessment of the likelihood of a return to full MR activity. The Res CM Cell will make a recommendation, in consultation with the SO2 RES WFPM, Specialisation SO1 and Unit Commanding Officer. Personnel taking up an FTRS Commitment will be moved by the Res CM Cell to List 5 from the date of commencement of the Commitment. At the time of granting an extension of service, consideration will be given as to the most appropriate List on which to place the individual for the period of the extension and if deemed appropriate to change the List, the Res CM Cell will advise the Reservist.

[45] http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_0003/BRd_3_1/ch20.pdf.
[46] In accordance with RFA 1996 s15(1) and BRd3(2) Chapter 2 Paragraph 0222.b.(5).
[47] In accordance with BRd3(2) Chapter 2 Paragraph 0213.a.
[48] In accordance with BRd3(2) Chapter 2 Paragraph 0213.c.(5).

10183. Discipline

a. The MR are governed by AFA 06 for discipline purposes as prescribed by that Act. The Discipline policy for the MR is in BRd 3(1) Chapter 20 Section 25.

b. **Disciplinary Investigation - Suspension from Training.** When Maritime Reservists engaged in training under RFA 96 Section 22 (1) (Obligatory Training for Bounty) and Section 27 (Voluntary Training Other Duties) are suspended from training for the purpose of a disciplinary investigation, and when such investigation finds that no breach of Service Law was committed, the individual may be paid Bounty if the CO concludes that, on the balance of probability, the Reservist would have received such a payment had they not been suspended.

10184. Parliamentary Candidature and Political Activities

The regulations governing political activities are contained in BRd 2 Chapter 66 and JSP 492.

SECTION 12

MARITIME RESERVES TRAINING

10185. Aims of Training

Reserve training aims to instil and inculcate the professional and personal attitudes, skills and knowledge, through individual and collective interventions and experiences, to enable Reservists to meet COMMARRES operational tasking, whilst also providing a foundation for enduring commitment, retention and development. This Section should be read in conjunction with the Training Chapters contained elsewhere in BRd 3(1.

10186. Training Management and Education

a. RNR training will be conducted in accordance with the Defence Systems Approach to Training (DSAT) quality standard as detailed in JSP 822 and coherent with Defence Direction and Guidance on Training, Education and Skills. Appropriate management processes will be articulated by TRA and TDAs or Training Providers where appropriate and applied by Units and Specialisations; this will enable audits and continual improvement.

b. Legislative compliance demands a robust personnel, training and education governance process and data assurance is a vital component of the process. The Chain of Command must have confidence that individuals are properly qualified for the activities which they have been trained to conduct, or train others in, and that risks can be effectively mitigated or managed. Where JPA competencies do not result from a training event or activity, a record should nevertheless be made in the Reservist's JPA Individual Training History to provide a data reference of the date, its location, nature and result. Reference should be made to JSP 794.

10187. OCO/CT and SA/NCL Application Codes

a. COMMARRES is required to conduct analysis in support of their expenditure and to provide outside authorities with data to support wider Defence initiatives. To support this requirement, and to aid in identification of effort and action, the activities of RNR personnel are split into a number of categories.

b. Units must ensure the correct JPA input form is used when activity is being recorded.

(1) Training Codes for activities that are classed as SA or NCL:

A	Normal Training
B	Training Overseas
C1	Normal Training Unpaid
C2	Training of Restricted Value
D	Not Classed as Training
E	Sponsored Reserves
F	ADC
G	Camp in excess of 15 Days
H	Other duties
L	Leave (ADC)

(2) Training Codes for activities that are classed as OCO or CT:

CT1 CT Camp
CT2 Course
CT3 Attachment
CT4 Modular Training
CT5 Split Camp
CT6 Additional Normal Training

10188. Fitness and Medical

a. **Medical Self-Certification.** It is incumbent upon a Reservist to ensure they are medically and physically fit to conduct training. As part of the medical self-certification[49] required before attending courses, a Reservist who is not fit for unrestricted duties i.e., not in JMES Code MFD A4/L1/M1/E1 must highlight this to their Unit prior to undertaking any training activity. The Unit will liaise with Maritime Reserves Medical Office to confirm those activities that the Reservist may undertake. Further policy on Self-Certification can be found at Annex 101L and associated Appendices.

b. **RNPES.** It is mandatory for Reservists to remain in date for the RNPES, in accordance with the regulations in BRd 3(1) Chapter 29 Section 3. Reservists who are out of date for the RNPES are only to conduct training activities with the direct authority of their Commanding Officer. Personnel who are in date, but failed RNPES, are to ensure they are given every opportunity to re-take the RNPES at the earliest opportunity and, where necessary, Reservists will be required to undertake a remedial training package. As failure to successfully pass the RNPES affects the Call-Out Liability of Reserves, Discharge action will be instigated by the CO after 4 failed attempts. Policy for Discharge SHORE of MR personnel following RNPES failure may be found in BRd 3(2) Chapter 2.

c. **Phase 1 RNPES and Fitness Assessment.** The PES is to be conducted and passed in-unit prior to attending Confirmation Course for both recruits and Officer Cadets (OCs). An RNPES (pass) is required to successfully progress on to Phase 2 Training for INT(R) or Phase 1B training for INT(O). A fitness assessment on Confirmation Course is used to assess a trainee as ‘safe to train’ for the physical challenges of training on Dartmoor, and preparedness for Ex BLD. Failure to pass fitness assessment during Confirmation Course will result in Return To Unit (RTU) action. This is not classed as a formal Confirmation Course failure. The OC/Recruit will be required to retake Confirmation Course at a later date. A hot handover will be sent to the MR Unit advising of the training shortfall.

d. **Naval Swim Test (NST).** Is conducted at HMS RALEIGH on the Recruit Development and OC Development Weekends. Failure to pass NST will prevent a trainee proceeding on to BRNC Development Weekends for marinisation training and Confirmation Course. A trainee who fails NST will be required to reattend the Recruit/OC Development Weekend at HMS RALEIGH to retake, subject to a maximum of two attempts.

[49] JSP950 Pt1 Lft 1-2-12.

e. **Exertional Collapse.** MR Units are to ensure that OCs/Recruits are fully prepared to undertake the RNPES in unit and the fitness assessment on Confirmation Course. Completion of the 12-week RNR INT Physical Training Programme (PTP) is mandatory prior to attempting any maximal physical exertion, including fitness assessments in unit and on Confirmation Course. The PTP has been implemented to prepare OCs and recruits for maximal physical exertion in a safe, progressive manner and reduce the risk of Exertional Collapse in association with Sickle Cell Trait (ECAST) to ALARP.

f. The PTP programme has 5 stages:

(1) **Physical Training Brief.** Delivered to OCs/Recruits at the Recruit Development Weekend at HMS RALEIGH.

(2) **Physical Training Programme 1 (PTP1).** A 6-week self-certified, physical training programme completed in the OC's/Recruit's own time between the RALEIGH Recruit Development Weekend and the BRNC Recruit Development Weekend.

(3) **Physical Training Programme 2 (PTP2).** A further 6-week self-certified, physical training programme completed in the OC's/Recruit's own time in the run up to Confirmation Course.

(4) **Fitness Assessment.** To be completed on Confirmation Course.

g. Only OCs/Recruits who have self-certified they have completed the full training package and had this counter-signed by INT Trainers at the Parent Unit will be permitted to attempt fitness assessment on Confirmation Course.

h. OCs and Recruits attending either the Accelerated Officer Programme (AOP) or the Accelerated Ratings Programme (ARP) received the PTP1 brief 8 weeks prior to course start to prepare them physically for the course. They then undertake further supervised PT sessions during the course before attempting the fitness assessment during either AOP or ARP.

10189. Physical Development (PDev)

a. All PDev is to be conducted in accordance with Joint Service Regulations[50] and extant DINs/RNTMs/CMRTMs. It is expected that AT and Representative Sport should not be conducted at the expense of completion of RNR INT and achieving TS within COMMARRES' stated timelines.

b. Reservists who are either out-of-date for RNPES or who have failed the RNPES are **not** to undertake any form of AT or Representative Sport.

[50] JSP 419 Adventurous Training in the UK Armed Forces.

c. AT is primarily intended to develop leadership, teamwork, physical fitness, stamina and self-reliance, or enhance sea-sense training. It also serves to develop the moral component of operational capability, *esprit de corps*, and is retention positive. It must, however, also be relevant and it is incumbent upon COs to ensure that the AT conducted is of benefit both to the Service and the individual's development as a Reservist.

d. The amount of PDev conducted by any individual is at the discretion of RNR Unit CO, who will decide whether such training should be paid or unpaid. It should not be taken at the expense of the Annual training Commitment to achieve CoE. A maximum of three days AT per annum may be allowed to accrue for bounty qualification purposes. Paid AT in excess of five days per annum is subject to the prior approval of COMMARRES.

e. RSD funding for all Representative Sport is subject to COMMARRES approval.

f. Each activity must aim to develop at least three of the qualities outlined in BRd 51 Vol 3, Chap 1, sub para 0105.

10190. Welfare and Duty of Care (WDoC)

a. MR Units and organisers of training activities must use reasonable endeavours to ensure personnel are not placed at risk travelling to/from training events. The most suitable travel option should be considered not only in terms of economic value but with consideration of event completion time, individual travel requirements, security risk assessments and distances to be travelled.

b. If, due to the exigencies of the Service (unexpected changes to a ship's programme, etc.) it is not possible to release from training an officer or rating on the correct date, COs should approve payment for any additional days.

c. No officer or rating is to be released from training to shore at their own request before completion of the period of training/duty for which they are authorised to be borne, except with the approval of the CO or, in urgent cases, of the senior person present.

d. If a Reservist fails to arrive for MR organised training the co-ordinator is, in the first instance, to attempt to contact the individual. If this fails, the appropriate Unit's Duty PSI should be contacted. Individuals who are unexpectedly unable to attend must inform the co-ordinator as soon as possible. Unit duty staffs are to be aware of those attending training at any given point and should be prepared to implement local procedures.

e. All Units are to provide a nominated member of the Ship's Company to attend the Training Assurance, Welfare and Duty of Care (TAWDoC) Working Group held 6 monthly.

10191. Handover of Recruits and Trainees Considered At Risk

a. The Handover of recruits and trainees' procedure[51] is to be implemented whenever a MR recruit or trainee[52] (Phase 1 and 2) is deemed to be 'At Risk', either due to professional, attitudinal, compassionate, medical, or disciplinary reasons. The names of such individuals must be recorded in their parent Unit Risk Register. RNR units must also inform the relevant Regional Pipeline Manager (RPM) of any individuals considered at risk to allow proper oversight and management. This is especially important under the model of regionalisation of training where trainees may be routinely travelling between Units in their region on a regular basis.

b. A MR recruit or trainee may be a cause for concern for a variety of reasons whilst they are on the Untrained Strength (UTS). There may be evidence of professional failings, poor attitude during Initial Naval Training (INT) or, compassionate, medical, or disciplinary issues that may affect their performance and, if unchecked, their suitability for continued service. In all cases they need tailored management; either pastoral, welfare or coaching to achieve the training objectives and potentially avoid loss from the Service. Delivery of this tailored management and care is reliant upon good communications and efficient transfer of information within and between the MR Unit and Lead Schools. This transfer of information applies when recruits or trainees move through the various elements of the Phase 1 pipeline, onto subsequent Phase 2 training establishments or transfer to another RNR or RMR Unit whilst UTS.

c. Whilst not fully prescriptive, the handover procedure should be conducted whenever a recruit or trainee of concern meets one or more of the following:

(1) transferring from MR Unit to Lead School Phase 1 or Phase 2 training under a Training warning[53].

(2) assessed to be at Risk of harming themselves, others, or materiel. The recruit or trainee would have been the subject of a Case Conference.

(3) under significant personal stress due to compassionate or welfare reasons which are ongoing and require continued divisional management.

(4) subject to Service or civilian Police investigation or is awaiting disciplinary action.

(5) has a medical condition that necessitates an extension or alteration of their training programme.

[51] BRd 3(1) Ch 57 Para 5751 Handover of Information on trainees deemed of concern.
[52] Including RNR Officer Candidates, Young Officers and RMR.
[53] BRd 3(1) Ch 57 Article 5729-31, 5748-9, 5735 & Annex 57B UTS Warning Process.

d. **Handover Procedure (RNR)**

(1) The RPM or Unit Training Officer (UTO) is to arrange for the relevant information to be passed to the receiving establishment or Unit at least 5 working days prior to the physical transfer of the individual and commencement of training. As a minimum, the information below is to be passed using the document at Annex 101P:

(a) Professional / academic warnings.

(b) INT warnings.

(c) Compassionate issues of a relevant or urgent nature.

(d) Limitations on training resulting from a medical issue.

(e) Any other information that the Training Staff thinks might be of use to the receiving establishment or Unit Divisional Staff.

(2) Where appropriate, especially when dealing with complex welfare or medical cases, a face-to-face briefing or telephone conversation between the current and future DO / Training Staff is to be conducted.

(3) **Personnel Risk Register.** Units are to capture those trainees considered at Risk and/or vulnerable in their Unit/Specialisation Personnel Risk Register and report at the Unit Health and Wellbeing Committee. Additionally, details of any trainees at risk should be submitted to CMR HQ SO2 RNR on a termly basis for audit purposes and where necessary, will be used to populate and maintain CMR's 'Register of Vulnerable Persons.'

(4) **Lead Schools.** Training teams at Lead Schools are to complete Annex 101P and submit to an individual's parent Unit within 24 hours in the instance of a trainee being Returned to Unit (RTU'd) to ensure appropriate oversight and management of the individual. The Lead School is to contact the parent Unit to agree travel arrangements and expected arrival times.

e. **Handover Procedure (RMR)**. For RMR personnel attending CTCRM delivered courses (RMR Phase1, BPT Pass-out Weekend, 6MSM weekend and Reserve Forces Commando Courses (RFCC)), the RMR Training Officer prior to attendance on one these courses is to identify any recruit of concern (professional, attitudinal, compassionate, medical or discipline reasons) and ensure a 'hot handover' is conducted with the Reserve Forces Training Team. Annex 101P is to be completed by the parent RMR Unit and forwarded to the Chief Instructor of the Reserve Forces Training Team at CTCRM at least 5 working days prior to the course start date.

f. **Data Protection.** Annex 101P is to be classified as OFFICIAL SENSITIVE – PERSONAL when completed, and the information is only to be shared / retained / stored iaw Data Protection Regulations and policy.

g. **CMRHQ Command Health and Wellbeing Committee (CHWC).** The CHWC chaired will review the Unit Health & Wellbeing Register and conduct Case Conferences with relevant Unit personnel as required.

10192. Leave During Training

a. Reservists accrue pro-rata leave aligned with the number of Reserve Service Days undertaken during the training year. This is calculated automatically by JPA. The entitlement to paid leave and policy of how this is administered is detailed in JSP 760 Chapter 1.

b. Officers and Ratings are therefore not to be granted leave whilst employed on RSDs. Reservists serving on RSDs onboard ships may take shore leave as permitted by the ship's programme.

10193. Overseas Training

a. No Reservist is to proceed on training overseas, or training with an overseas Regular or Reserve Force, unless authorised by COMMARRES HQ. No member of an overseas Armed Force is to train with the MR without prior approval being obtained from COMMARRES HQ.

b. Reservists are not to apply for overseas travel for an exercise billet unless the exercise has been authorised as a supported Defence activity. Approved billets will have a Local Serial Number (LSN) which must be quoted on all applications.

10194. Training Matrices

Training Matrices are derived from a collaborative process with the stakeholders of each specialisation's Training Requirements Authority (TRA) and aligned to the Specialisation's role articulated in Navy Command's Maritime Reserves Directive. Matrices contain a blend of Individual and Collective Training developed through DSAT to enable Reservists to become SQEP (Suitably Qualified and Experienced Person) in each rank or rate and identify when an individual is considered Trained Strength (TS) in their Specialisation. Proposed changes are to be endorsed biannually at the MR CEB.

a. **Individual Professional Qualifying Courses (Individual Training).** Individual Training consists of Professional Qualifying Courses developed through DSAT and endorsed by the TRA. Professional Qualification Courses are the formal individual training solutions required to achieve professional qualifications (SQ).

b. **Continuous Personal and Professional Development (inc. Collective Training).** Other training and activity endorsed by the TRA and/or COMMARRES to broaden qualifications and gain workplace experience via collective training and exercises.

c. Collective Training is aimed at improving the ability of teams, units, or formations, to function as a cohesive entity and so enhance operational capability. It supports the generation of the Experienced Person (EP). Collective Training in the form of exercises will be identified by the Specialisation Manager and specific details will be promulgated separately. The responsibility for managing the update, content and distribution to individual Reservists lies with the appropriate specialisation SO1, in conjunction with the Specialisation Manager.

10195. Training Delivery

a. Training courses and weekends delivered through a Lead School are articulated in the Customer Executive Board (CEB) governance process, which generates the approved annual Statement of Trained Requirement (SOTR). No changes are to be made without advice being sought from WFPM RES SO2, COMMARRES Training Team and the relevant Lead School.

b. Formal branch or specialisation weekend training must be conducted in accordance with JSP 822. Appropriate Supervisory and Duty of Care routines must be provided in accordance with JSP 822.

10196. Remote Working

Where training and education is delivered by virtual means, Reservists are to be paid up to and not more than the number of hours of learning stipulated by the training provider, and in accordance with COMMARRES policy.

10197. RNR Initial Uniform Issue

a. Chapter 39 provides the NS regulations for wearing uniform with Annex 39B specific to RNR officers and Annex 39C Scale 14 specific to RNR ratings.

b. Service issue uniform is **not** to be worn by Phase 0s. Phase 0 probationary recruits are to be attired in accordance with Unit directive.

10198. RNR Phase 1 Training

a. The RNR INT pipeline is a blend of material hosted on the Defence Learning Environment (DLE) for use on Unit drill nights, by the individual Reservist through their own devices, and national weekends leading to a Confirmation Course at HMS RALEIGH for Recruits and BRNC for Officers. Recruits and Officer Cadets will all undertake Phase 1A to instil military skills, and Young Officers will then undertake Phase 1B for further Marinisation training, prior to attending Final Leadership Exercise (FLEX) at BRNC and then Fleet Board.

b. RNR INT operates a 3 Term Entry System with programmed national training dates for each entry. Each unit Recruit Pipeline Manager (RPM) will coordinate with the recruit/ OC and national UTS Pipeline Manager (UTS PM) to book a Reservist onto their INT courses. There is an expectation that Phase 1A is completed within 12 months and Phase 1B (Officers only) within a further 12 months.

c. A limited number of spaces have been made available to the RNR on the RN Ratings Phase 1 (INT) course to allow Reservists with capacity to reduce time in training. The UTS PM should be contacted in the first instance to identify suitable opportunities.

d. The Accelerated Officer Programme provides a 8-week training package during the summer months, including 3 weeks of Initial Sea Time (IST) for a further 3 weeks. Following AOP YOs must then complete FLEX and Fleet Board.

e. The Accelerated Ratings Programme condenses RNR Ratings Phase 1 Training into a 5-week training package, during the summer months.

f. All Officers and Ratings are required to complete an INT Task Book during their Phase 1 training. Task Books are available via the CMR HQ SharePoint[54].

10199. RNR Young Officers' Fleet Board

a. The RNR Fleet Board is the final summative assessment of INT(O) training. Convened by DACOS Training (Reserves), the Board is designed to determine whether the individual has achieved the Training Objectives identified within the Formal Training Statement (FTS) Performance Statement (TPS) generated from the RNR All Officers' First Common Appointment (AOFCA) Role Performance Standard (RPS) and is ready in all respects to proceed to Phase 2 Training.

b. A pass at the YO FLEX and completion of the Task book are pre-requisites for progression to the Board.

c. Young Officers (YOs) are to attend Fleet Board at a point no more than two years from date of entry to officer training. Where, due to exceptional circumstances, a YO needs more time, the Unit CO is to submit an application to COMMARRES for an extension, giving details of the circumstances and timescale for eventual completion. At this point the individual is to be placed on Warning for discharge. Should they fail to pass the Board within the following 12 months, the facts are to be presented to COMMARRES who will either confirm discharge or, where there is clear evidence of mitigating circumstances, authorise a further extension.

d. The Fleet Board is a pass/fail examination. Each candidate may have two attempts to pass the Board. At the first Board the Board President will advise the YO verbally of their success/failure to achieve the required standard.

[54] https://modgovuk.sharepoint.com/teams/56020/AOPDiv/Forms/AllItems.aspx

e. In the event of failure at the first Board, the Board President must recommend the following:

Re-attend a Future Board. The President must recommend a reasonable timescale in which the candidate may re-attend, based on the severity of the failure and other mitigating circumstances, but no more than 12 months. The candidate will be placed on a Tier 3 INT Character and Leadership Warning by their Unit Commanding Officer and will be closely monitored and mentored by their assigned Unit and RNR INT Staff until attendance at a future Fleet Board.

f. In the event of failure at a second Board, the Board President must recommend the following:

Failure with Recommendation to be Removed from Training. Any YO failing Fleet Board with a recommendation to be removed from the Active List will be subject to discharge in accordance with BRd 3(2) and the RNR INT(O) Trainee Assessment and Failure Policy. Commissions will be automatically terminated on Discharge. Individuals promoted to the Officer Corps through the UY scheme who have failed to make satisfactory progress and are therefore recommended to be compulsorily withdrawn from training may, as an alternative to leaving the RNR, request to revert to their former rate. Application for reversion is subject to approval by COMMARRES and the WFPM RES SO2 (i.e. it cannot be guaranteed).

101100. RMR Young Officer Training

a. **Phase 1 YO Training.** Phase 1 Training will be undertaken during a 12-month period and will consist of a modular 4-week syllabus. Phase 1 Training will be delivered by RM Initial Officer Training (IOT) and the RMR YO will be fully integrated into the RM YO Batch. It will consist of the following modules:

(1) **Orders and Estimate.** One-week module on the YO Tactics 1 package.

(2) **Section Level Final Training Exercise (FTX).** One-week section level FTX conducted with the YO Batch.

(3) **Troop Estimate and Orders.** One-week module on the YO Tactics 3 package.

(4) **Troop Level FTX.** One-week troop level FTX with the YO Batch.

b. **Phase 1A YO Training.** Phase 1A Training will be undertaken during the subsequent 12-month period and again consist of a four-week modular syllabus. Phase 1A Training will be delivered through a combination of RMIOT, Command Training Week (CTW) and in-Unit training. It will consist of:

(1) **WADER Package.** One-week module conducted with the YO Batch.

(2) **Tactical Exercise Without Troops (TEWT).** One-week module conducted with the YO Batch.

(3) **Regimental Duties.** One-week module covering Defence Writing, JPA, SJARs, Bde Structures, etc.

(4) **Troop Commander Training.** One-week module leading a RM or RMR Recruit Troop on their final exercise.

c. **Part 2 Training.** The second part of RMR Young Officer training is conducted in Unit and focuses on the broader, non-tactical development (leadership/management, military skills/knowledge, communication skills, ceremonial and social) of the Young Officer. In signing the Training Log, the CO is confirming that the Young Officer is ready in all respects to be an RMR Lt which marks the end of 'Young Officer' training.

d. **Record of Training.** A Training Log (see Annex 101E) is to be raised for each candidate and used to record elements of YO training as they are completed.

101101. RMR Senior Corps Commission Training

Officers commissioned by Senior Corps Commission will be required to attend a minimum of 2 weeks of the regular RM Senior Corps Commission Officer course as specified by the RM BM as being the most relevant for Command and G1 training. They will be required to undergo Part 2 of Officer Training but may be granted exemption from specific parts by their Commanding Officer, depending on their previous experience.

SECTION 13

MARITIME RESERVES SPECIALISATIONS

101102. MR Specialisations

MR Specialisations are established to identify, manage and deliver the training and development requirements of the MR workforce to retain, prepare and generate in order to meet current and future operational and MR Unit activity. Some Specialisations require a formalised selection process details of which are contained in this Section.

101103. Maritime Reserves Intelligence Specialisation (MRIS)

HMS FERRET is home to the Maritime Reserves Intelligence Specialisation. The specialisation recruits individuals to undertake training and subsequent employment by the Royal Navy within the Defence Intelligence Community.

101104. MRIS Recruitment Process

The recruitment process consists of an initial interview, exam and presentation, undertaken virtually and successful candidates will be invited to a one-day assessment at the Defence Intelligence Training Group (DITG), Chicksands. Detailed guidance for applicants, including the essential criteria and application process are contained in Annex 101J.

101105. MRIS Eligible Ranks and Rates

a. RN/RNR and RM/RMR Rates may apply from OR2 to OR9. However, to maintain the structure of HMS FERRET and meet manning requirements applications are primarily sought from OR7, OR6 and OR4.

b. Officers may apply up to the rank of Lieutenant Commander (RN/RNR) or Major (RM/RMR).

c. Only applicants meeting the criteria below will be advanced to the assessment phase. The criteria are:

(1) A minimum of 5 years' experience working in an intelligence environment, *or*

(2) Where the recruitment panel recommends to the CO of HMS FERRET that an individual has specific skills and experience that must be retained, and the CO accepts this recommendation.[55]

(3) Applicants who feel they match this description must state their justification on the application form (see Annex 101J, section 6), which will be considered by the sifting panel in relation to the Unit's manning requirements.

d. Ranks wishing to join HMS FERRET from the Regular RM require approval of the EWO HMS FERRET and the WO1 CI Spec Advisor prior to loading onto an assessment.

[55] The CO may delegate this authority as necessary.

101106. MRIS Essential Criteria for Application

In order to apply, candidates must meet the following criteria:

a. Applicants must be current serving members of the armed forces (Regular or Reserve). All regular service personnel wishing to transfer to the MRIS must have engaged in the Project Firefly transfer process and are subject to the same application, sift and selection processes as their reserve counterparts.

b. Applicants must have successfully completed all aspects of Phase 1 and 2 training (RNR), Commando Training (RMR) or the equivalent in other services.

c. Applicants must be in date for their fitness test in accordance with the relevant policy of their service/branch (regular or reserve).

d. Applicants must not have any outstanding disciplinary or performance issues arising from military service.

e. Applicants are normally expected to be able to give a minimum of 2 years return of service to HMS FERRET before their TX date and applicants should be aware that the normal retirement age from the RNR is 55. Applicants with less than 2 years of return of service will only be considered if they meet the specific criteria in para 101105. The applicant should state their justification on the application form (Annex 101J, section 6), which will be considered by the sifting panel in relation to the Unit's manning requirements.

f. HMS FERRET provides essential operational support and augmentation for the RN. There is a constant requirement to support mobilisations and candidates must be satisfied that their current personal and employment circumstances would permit them to do this.

g. A willingness to undergo Developed Vetting (DV) and enhanced security vetting is mandatory for the MRIS specialisation. Details of a DV requirements and restrictions are available on the UK Government Website. Candidates who do not meet nationality requirements to obtain a DV and enhanced vetting, or who are not prepared to undergo what can be an intrusive process should not apply. Those personnel who attempt but are unable to achieve the required level of vetting will be returned to their previous unit or specialisation.

h. HMS FERRET does not undertake phase 1 or 2 training. HMS FERRET personnel who are successful at the AIB are transferred to a local unit for junior officer training. After successfully passing Phase 2, they may reapply to join HMS FERRET, subject to the process set out in this section. **However, there is no guarantee that personnel can return to HMS FERRET and this is subject to the needs of RNR manning**. As this is the case, applications from personnel who have recently taken, or intend to take, the AIB and who plan to undertake officer training will be automatically sifted out.

101107. MRIS Application Process

All applicants are to forward the following items electronically to the HMS FERRET Recruitment email address:

a. A completed application form, including photograph (see Annex 101J section 7).

b. The candidates current CV:

(1) The CV should include complete and accurate details of all employment, both military and civilian. Any breaks in employment should be documented.

(2) Candidates must declare all previous employment or experience in the military or intelligence fields, including Regular Service or civilian employment.

(3) The CV is an opportunity for candidates to highlight examples (roles held or qualifications gained) which demonstrate they possess the Core Competencies contained in the HMS FERRET Recruit Assessment Framework (see 'Application Process' – Step 5).

(4) The CV is also an opportunity for applicants to highlight any achievements, awards or commendations that they wish to be considered.

(5) Candidates should be aware that their CV will be considered by a panel who may have differing service, technical and educational backgrounds. A CV should be clear, accurate and unambiguous. The use of obscure acronyms, technical references or jargon should be avoided and could count against an applicant.

(6) Written communication skills (accuracy, brevity and clarity) are a particular requirement in Intelligence, and the CV is an opportunity to demonstrate these in itself.

c. A copy of their last SJAR / OJAR or Phase 1 Training Report.

d. Formal approval of application by their unit (see Annex 101J, section 9).

e. CI Specialisation Advisor approval letter (Ex RM CI only).

101108. Cyber Specialisation

The Cyber Reservists (CyRes) provide specialist Cyber support to Defence, allowing UK Strategic Command (StratCom) and the Single Services (sSs) to benefit from the high-end cyber expertise that CyRes have gained in their civilian careers. Regular personnel rarely have the opportunity to spend years developing highly specialised Cyber skills, so having the opportunity to work alongside CyRes can be hugely beneficial in upskilling the regular component. The MR Cyber Specialisation deploys individuals and small teams in support of operations and exercises both ashore and afloat[56], providing both offensive and defensive Cyber skillsets. The CO of the Maritime C5ISR Support Unit (MCSU) articulated the RN's requirement for Cyber skills in 2021[57] which is considered still relevant.

101109. Cyber Organisation

a. The MR Cyber Specialisation is led and managed by SO1 Cyber, assisted by SO2 Cyber. It is administered on a day-to-day basis by the FTRS Maritime Cyber Unit (Reserve) (MCU(R)) SO3 Ops and FTRS MCU(R) Co-ord, overseen by the PTVR MCU(R) OC. MCU(R) is co-located with MCSU at Portsdown Technology Park, Portsmouth. The FTRS team manage the outputs of MCU(R) as well as co-ordinating pan-unit aspects of the MR Cyber Specialisation, including MR Cyber Specialisation personnel appointed to UK StratCom CyRes units in Corsham and Cheltenham.

b. Further detail on the organisation of the MR Cyber Specialisation can be found at Annex 101K.

101110. Cyber Employment

a. MR CyRes are employed under specialised Terms and Conditions of Service (TCOS) as detailed in Annex 101L and managed under the Unified Career Management. As such all ORs joining the Cyber Reserve (ex-Regular, Trained Strength PTVR and Direct Entry) transfer to the bespoke TCOS. These include time-based advancement subject to recommendation (based on merit) and good conduct, with no requirement to attend leadership courses. MR CyRes are not required to conduct the RNPES[58] or RMFT as applicable.

b. MR Cyber Officers are not currently part of the CyRes[59] and as such are subject to standard RNR or RMR Officer TCOS as applicable.

c. Some MR CyRes are required to undertake training in core RN skills such as the Embarked Forces Sea Survival Course (EFSSC), and all OR7s and above are required to attend Divisional Officers' (DO's) course in order to undertake their role[60]. Such training is arranged by unit staff and funded by CMR HQ / UK StratCom as applicable.

[56] Deployment of MR CyRes is subject to the same medical, physical and Theatre Entry requirements as other MR personnel.
[57] Maritime Cyber Reserve – Contemporary and Future Requirement dated May 21. https://modgovuk.sharepoint.com/:w:/r/teams/55975/CMRTMs/05%20-%20Archived/2021/20210514_Maritime%20Cyber%20Reserve%20%E2%80%93%20Contemporary%20and%20Future%20Requirement_O.docx?d=w0b8b794cd25e4bc9a659c41913df3161&csf=1&web=1&e=dAO9eA
[58] CyRes deployed onboard ships will be required to conduct RN PES. Operational waivers could be requested, but would need to be considered on a case-by-case basis with the CO of the unit holding the risk.
[59] This may change if UCM CR evolves to include Officers.
[60] These training requirements are tagged to PIDs, and individuals only allocated to courses when assigned to a tagged PID.

d. The bespoke MR Cyber Specialisation TCOS are laid out at Annex 101K.

101111. Cyber Recruitment

CyRes personnel are recruited by UK StratCom based on their specialist Cyber skills, with their suitability for employment assessed by the Joint Cyber Reserve Selection Board (JCRSB). Direct entrant CyRes applicants who have been successful at JCRSB and who opt to join the MR are processed in accordance with Recruiting Instruction 53/21[61].

a. Ex-Regular RN or RM ORs, and trained strength ab-initio MRs, may apply to join the MR Cyber Specialisation on successful completion of the JCRSB.

b. A direct entry route into the MR Cyber Specialisation as an ab-Initio Officer, or as a RMR, does not exist.

c. Further detail on the recruitment of MR CyRes, including the process for internal applicants can be found at Annex 101K.

101112. Training Branch (Acting Leading Hand) Scheme

The recruitment, entry criteria and TACOS are in Annex 101R.

[61] Recruiting Instruction 53/21 Processing of RNR & RMR Cyber Reserve Candidates dated Dec 21. https://modgovuk.sharepoint.com/:w:/r/sites/defnet/Navy/_layouts/15/Doc.aspx?sourcedoc=%7B2B470CE9-789E-4285-BC03-0E57CADD7D29%7D&file=RI53_21.docx&action=default&mobileredirect=true

SECTION 14

MARITIME RESERVES MEDICAL ADMINISTRATION

101113. Reserves Medical Policy

The entitlement of Reservists to welfare support and medical care is described in JSP 770 Tri-Service Operational and Non-Operational Welfare Policy. In addition, see Naval policy on provision of medical support to members of the Reserves, at Para 2809, JSP 950 Leaflet 1-3-6 (Reserves in the Future 2020: Healthcare Provision for Reserve Forces Personnel) and, for those mobilised, JSP 753 (Tri Service Regulations for the Mobilisation of Reserves).

101114. Medical Standards for Reserve Personnel

a. Entry medicals and career standards of all RNR, RMR and Sponsored Reserve (SR) personnel are the same as the RN and RM and are contained in BRd 1750A (Handbook of Naval Medical Standards) and JSP 950 Volume 6, Chapter 7 (Medical Employment Standards Policy).

b. Reservists are required to be medically and physically fit to undergo training in accordance with the standards laid down in BRd 1750A. Reservists are responsible for ensuring they remain in date for medical examinations and report any changes in their health, significant injuries or the development of long-term medical conditions that may affect their ability to undergo training or mobilisation to the Maritime Reserves Medical Office (MRMO).

101115. Role of the Maritime Reserves Medical Office (MRMO)

The MRMO is an administrative office and does not have the facilities to carry out any clinical requirements. All clinical actions need to be processed through military medical centres or the regional reserve medical teams. Those teams provide guidance and assistance to Reserve Units. DPHC facilities and MR HQ provide advice and guidance in relation to processes and policy.

a. The instructions for medical administration are contained in BRd 1991 and BRd 1750. Additionally, JSP 950 applies to all Reservists.

b. **Establishment of Medical Documentation**. The MRMO will initiate a DMICP account and manually transfer all relevant information from the contract entry service into the individual's medical records as well as completing the required templates. DMICP accounts are not to be established for personnel who have been declared Permanently Medically Unfit for Service (PMUS). For personnel re-joining the Reserves the MRMO will reactivate the previous service account and upload the required documentation if completed.

c. **Electronic Records.** All Reservists have electronic records held on DMICP. This system is managed and maintained by the MRMO, thus ensuring an accurate and full audit trail. Any information received or communicated pertaining to the individual's medical condition is recorded on DMICP. For personnel who joined pre-2014, their FMED 4 (hard copy of medical records) has now been summarised and archived. The documentation management requirements are laid down in BRd 1991.

d. **Sponsored Reserves – Custody of Medical Documents.** Sponsored Reserves' medical documents will be maintained by an appropriate medical authority as arranged by their Operational Tasking Authority (OTA), dependent upon the location of employment. Advice can be sought from SO3 Med Op Cap.

e. **MRMO Contact Details**

MRMO
HMS KING ALFRED
Semaphore Tower
HMNB Portsmouth
PORTSMOUTH
Hants
PO1 3LT

Email: navymr-hqmedicalmailbox@mod.gov.uk
Skype: 0300 1537869 or 0300 1623287

101116. Medical Examinations

a. **Entry Medical Examinations.** Entry medical examinations are only to be conducted by Contracted Medical Examiners (MEs) via Armed Forces Careers Offices (AFCOs).

b. **Re-Entry Medical Examinations.** Personnel with former Regular Service may be exempt from the full entry medical requirements provided they were 'Recommended for Further Naval Service' and their PULHHEEMS profile at their termination medical meets the specific requirements of their prospective specialisation. A further medical will be required, however, if there have been any changes in their medical status since leaving the Service, or if 24 months have elapsed since leaving.

c. Sponsored Reserves (SRs) are subject to the standards and routine medical examination requirements of BRd 1750A, unless they are given a specific exemption by NCHQ Navy Healthcare Division and will be expected to maintain a reasonable level of personal fitness.

101117. Entitlement to Care

Reservists are only entitled to occupational health care from the military. Their primary health care remains with their General Practitioner (GP) unless they are on FTRS Full Commitment (FC), then their primary health care will be managed by the military. Occupational Health (OC) assessments serve to inform the CoC of a service person's (SP) health and deployability, and protect those who are injured by identifying what they can and cannot do. Below is further clarification of what Reservists are entitled to receive:

a. **Routine Medical Examinations.** PULHHEEMS remain a requirement for Reservists who are not in Permanent Service or undertaking FTRS (FC). These are to be conducted every 5 years from the date of joining until the Reservist leaves the service. These medicals are conducted by Defence Primary Healthcare (DPHC) in accordance with current general and clinical governance requirements.

b. **Occupational Health Medical Examinations.** These are to be carried out as and when required by Command and include service aircrew medicals, mobilisation/demobilisation medicals, HGV and Special Forces medicals etc.

c. **Joint Medical Employment Standards (JMES) Reviews.** These are carried out when issues are identified to ensure command/units are aware of the employability and deployability of their personnel. Those who are awarded permanent JMES MND will be processed to NSMBOS.

d. **Vaccinations.** Reservists are not entitled to receive any vaccinations from the military unless they are to be mobilised and have received a mobilisation order or are deploying on exercise abroad and a Force Health Protection Information (FHPI) document has been issued detailing the medical requirements. All Reservists are to maintain a minimum level of immunisation for operations to ensure the process is easier when activated. Reservists are required to provide a copy of their vaccination history to the MRMO to upload into their records and to provide any updates when required.

e. **Rehabilitation.** Reservists are entitled to rehabilitation if they have been injured whilst on duty. An accident form (NSAR) should be raised, and a copy held within their medical records. An individual can self-refer to the rehabilitation team or they can be referred by a DPHC Medical Officer (MO).

f. **Mental Health.** Personnel can be referred to the Defence Mental Health Care (DMHC) teams if their condition is attributable to their service. This referral can be carried out whilst in service via DPHC MO or their GP can refer them directly to Colchester DMCH if the individual has left the service.

g. **Audiogram.** Personnel are required to undertake this investigation every two years in accordance with the hearing conservation programme. The test is carried out at any DPHC facility. Depending on the results further tests may need to be completed or a referral to an MO carried out.

h. **Dental Care.** Reservists are not entitled to any dental care unless they are mobilising abroad, then they are allowed to undertake a dental assessment. If mobilised in the UK, they are not entitled to dental care. If injured whilst training, then personnel are entitled to emergency care only and should return to their NHS dentist or private dentist to complete the treatment via NHS services or at their own expense. However, if the injury is attributable to their service, they may be able to reclaim the cost of treatment. They will only be reimbursed for equivalent treatment carried out by the NHS e.g., dentures, removal of teeth. Work such as dental implants will not be reimbursed. The level of reimbursement must be agreed with the MRMO before any work is undertaken and an accident form must have been raised.

i. If entitled, dental assessment/examinations are conducted by DPHC in accordance with current general and clinical governance requirements.

101118. Long Term Medical Conditions

Some long-term or life-altering medical conditions mean that personnel may require a more permanent medical downgrade. Therefore, in accordance with policy, these individuals may be referred to Occupational Health departments or the Naval Service Medical Board of Survey (NSMBOS) for this process to be completed. These processes can be completed by the DPHC facility that is managing the temporarily downgraded individual or by the MRMO. If the medical condition is of a permanent nature, the Reservist will be forwarded to NSMBOS and subsequent Employability Board for potential Discharge.

101119. Treatment in Civilian Hospital/Clinic

When a Reservist is treated in a civilian hospital, the individual is to inform the MRMO, and request that a medical report outlining their diagnosis, treatment and prognosis is forwarded to the MRMO to input into the Defence Medical Information Capability Programme (DMICP) and, where necessary, initiate any military medical follow-up.

101120. Self-Declaration

a. Monitoring and assessment of the medical fitness state of the Reserve Forces relies primarily on individual's self-certification of their status. If a Reservist is unable to attend training through illness or injury, they are to report this to their Unit and the MRMO. No clinical information needs to be provided to the unit if the individual does not wish to divulge this information. However, the unit or the MRMO need to be made aware that there is an issue, and that it is being managed. The MRMO will require this information to allow it to be recorded in the electronic Medical Records and where necessary, initiate any military medical follow-up.

b. Prior to undertaking any reserve activity, if not included as part of the joining instructions, the policy detailed in JSP 950 Leaflet 1-2-12 (Assessment of Medical Suitability to Attend Courses and Training) and the specific MR process contained in Annex 101L is to be followed. Not all courses will require this information.

101121. Fitness for Training - Illness after Self-Certification

Personnel who suffer injury or illness after self-certification, but prior to commencement of training, are to report the details to the MRMO who will interview the individual and refer them for medical review if necessary. When sickness causes non-attendance at authorised Operational Capability Output and alternative training has not proved possible, documentary evidence of the circumstances – e.g., a medical certificate – must be provided by the individual. Medical records will be updated to record that an individual has been deemed unfit for training, their CO informed and their electronic medical records updated to reflect the facts. Personnel found to be unfit on joining for training will be returned to their parent unit. The circumstances of their RTU are to be reported by their Reserve Unit to the MRMO.

101122. Mobilisation/Demobilisation Actions

a. Medical administration and consequent actions are carried out to ensure Reservists are operationally deployable. On activation, the MRMO will contact the individual concerned to support and advise on the requirements for their deployment, and how to get these actioned.

b. On mobilisation, an FMed 965 (Operational Medical Record) will be raised by the DPHC MF conducting the mobilisation medical or the MRMO. The FMed 965 includes a summary of an individual's medical history, allergies, blood group and record of vaccinations.

101123. MR Medical History on the Defence Medical Information Capability Programme (DMICP)

a. Medical information pertaining to Reservists is held by the Medical Reserves Medical Office (MRMO) on the DMICP system. Up-to-date medical records which correctly reflect an individual's medical status are vital to:

(1) ensure that only the correct and necessary treatment is administered through DPHC;

(2) provide a more comprehensive and robust understanding of the medical status of the individual which impacts on operational capability and

(3) provide correct information for use when an individual is conducting reserve activity; this will help to assess whether an individual can, or cannot, undertake the activity and may reduce the risk of an individual being unnecessarily stopped from participating in the event.

b. **Requirement.** The following medical related information must be stored on DMICP for Maritime Reserves (MR) personnel:

(1) NHS number.

(2) Blood Group (required for ID tags).

(3) Vaccination history.

(4) Audiogram test[62].

(5) Any on-going medical conditions.

On joining the MR, individuals will provide a significant amount of personal information to the Armed Forces Careers Office (AFCO), including some medical details. Upon receipt in the MRMO this information is transferred to the DMICP. There will be some instances where some of this information is missing. For example, where a reservist joined prior to 2006 (before JPA and DMICP) and their information hasn't been transferred from the paper FMED4 record, or where the record has been lost or misplaced. The full details of the baseline medical information required for Reservists, and how to obtain it if it is missing, is outlined in Annex 101M.

c. **Individual Reservist's Actions**. Reservists should ensure that their medical related data is correct within JPA. Some medical related data can additionally be viewed in the MyNavy app in the "Healthcare" section.

d. **Unit Actions.** Unit permanent staff are to review their personnel's medical data and to work methodically through their list of personnel to update and correct the information held by the MRMO. This is an on-going process; to that end the work is to be conducted in the following order of priority:

(1) Deploying personnel.

(2) Personnel due to conduct MR activity overseas.

(3) New entry personnel.

(4) Ship's Company.

Unit permanent staff can interrogate JPA to review the status of audiogram tests, where there is no record of NHS Number and to check for out of date JMES for their personnel. Such searches should be run monthly. Annex 101N contains a detailed guide on how the searches are to be run.

e. **MRMO Actions**. The MRMO will run searches on a quarterly basis to check the status of other medical related information e.g. vaccination history. The MRMO will then contact the relevant unit requesting they contact the individuals concerned to carry out the required action(s). The quarterly searches will additionally be used to provide statistical information to CMR HQ.

101124. Notification of a Casualty (NOTICAS) Process for the Maritime Reserves

A NOTICAS for a member of the MR is **ONLY** to be raised when the Service Person (SP) is taken seriously ill, hospitalised or dies when:

a. mobilised into permanent service;

[62] To be undertaken every 2 years in accordance with BR1750A Chap 7 0708.c.

b. in Full Time Reserve Service (FTRS) (FC, LC, HC), or

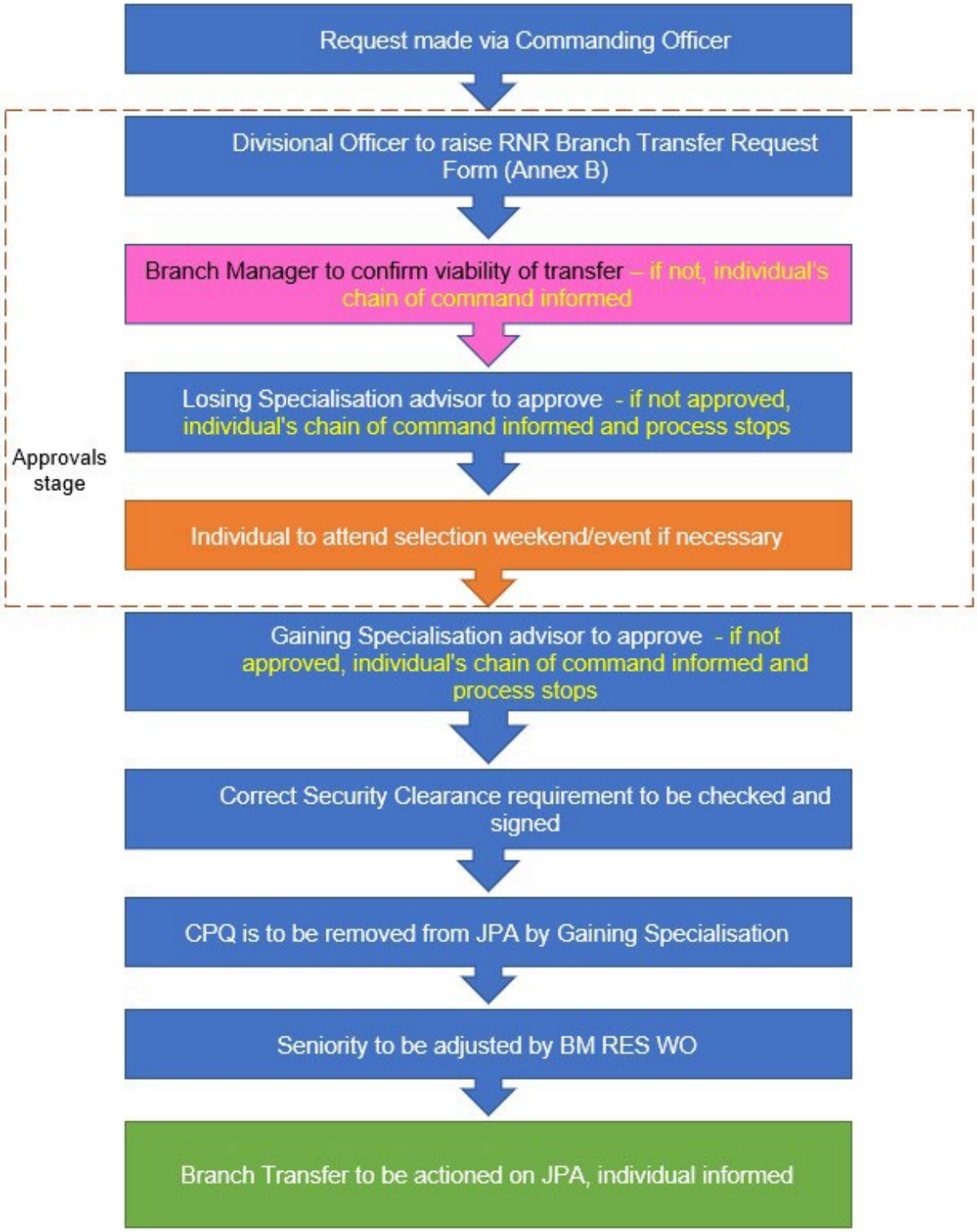
c. on duty as a Part Time Volunteer Reservist (PTVR) whether on Additional Duty Commitment (ADC) or on paid or unpaid Reservist Service Days (RSD).

d. Further details can be found at Annex 101O and its associated Appendices.

ANNEX 101A

ROYAL NAVAL RESERVE BRANCH TRANSFER

Figure 101A - RNR Branch Transfer Flowchart



RNR BRANCH TRANSFER FORM

RNR BRANCH TRANSFER FORM (FORMS)

ANNEX 101B

MARITIME RESERVES LEAVE WELL POLICY

1. Applicability

a. The MR Leave Well Policy applies to all MR personnel on Lists 1,2,3,4 and 5, and supplements the policy in Chapter 55.

b. Where there is less than 12 months to the TX date, the Leave Well process in this Annex is to be condensed and completed within the available time prior to TX.

2. Categories of Leavers

The Leave Well process applies in all situations where MR personnel routinely leave the Service:

a. **TX date.** The TX date is a PTVRs final date in the MR. Personnel also serving on FTRS/ADC are to note that the end date of their Commitment may not align with their MR TX date. In the event that the MR TX date is earlier than the Commitment end date, personnel are to contact NAVY PEOPLE-CM RES FTRS WO1.

b. **Voluntarily Outflow.** PTVRs wishing to leave the Service earlier than the end of their Commission or Engagement are to inform their CO in writing, giving a minimum of 3 months' notice.

c. **Discharge to join other Armed Forces.** Personnel who are transferring to the Regular Services or other Reserve Forces must be discharged from the MR in order to enter another Armed Force using the process in Part 4 of this BR.

d. **Discharge or Compulsory Removal of the Active List (CRFAL).** COs have the authority to Discharge a Rating/OR in certain circumstances[1]. CO's are to submit their recommendations for CRFAL and, where appropriate Termination of Commission, to CMR HQ[2].

3. The MR Leave Well Process. RNR UOOs and RMR AOs are responsible to their CoC for ensuring all personnel in their Unit leave well. The responsibilities and actions of those involved in the leave well process are detailed below and also available in a downloadable format on Defence Connect[3] for Units to update locally.

a. **Service Leaver:**

(1) **12 months prior to TX:**

(a) Download and complete the MR Service Leaver's guide[4].

b) Advise your DO/1RO, Unit and Specialisation of your TX date.

[1] BRd 3(2) para 0222.
[2] BRd 3(2) para 0213.
[3] https://jive.defencegateway.mod.uk/docs/DOC-1191495
[4] https://jive.defencegateway.mod.uk/docs/DOC-1191496

(2) **9 months prior to TX:**

(a) Engage with your DO/1RO and Unit to request EoS, if entitled and applicable. This is to be submitted no later than 6 months prior to TX date. See paras 10110 and 10155.

(b) If serving on FTRS/ADC, liaise with your employer to inform them of your TX. The FTRS employer is not responsible for the MR leave well process, however, they may need to contribute to Valedictory Certificate citation.

(3) **6 months prior to TX:** Review MR Service Leaver's guide to ensure all activity will be complete prior to TX date.

(4) **3 months prior to TX:** Review MR Service Leaver's guide to ensure all activity will be complete prior to TX date.

(5) **1 month prior to TX:**

(a) Submit final pay claim.

(b) Attend exit interview with CO.

(c) Return MOD90, MODNet Laptop, and any other kit and/or equipment to your Unit.

b. **Divisional Officer (DO) (RNR)/1st Reporting Officer (RMR)/List Manager[5]:**

(1) **9 months prior to TX:** Initiate EOS if applicable and if requested by the Service Leaver. See paras 10110 and 10155.

(2) **6 months prior to TX:**

(a) Apply for Valedictory Certificate and/or LSRA via UOO/USM/AO.

(b) Signpost the Service Leaver to available support, including MH services, Pension societies, veteran's associations etc, as applicable.

(3) **3 months prior to TX:**

(a) Initiate and write final appraisal.

(b) Conduct Exit Interview using Appendix 1 and report to the Unit CoC using Appendix 2.

(c) Ensure a Leaving Call and Exit Interview has been arranged between the Service Leaver and CO.

[5] SO1 List Manager is responsible to ensure the Leave Well process for unassigned OF4s and WO1s is correctly undertaken, liaising with Command and Units as appropriate.
[5] RSUs can provide assistance on determining length of service.

(d) Ensure a Leaving Call has been arranged between the Service Leaver and Specialisation SO1, if applicable.

c. **RNR UOO/RMR AO:**

(1) **Monthly:** Review the Service Leavers report from SCIO/JPA to ensure the Leave Well process is initiated for all eligible personnel.

(2) **9 months prior to TX:** Ensure that the EoS application for all eligible personnel, where applicable, is submitted no later than 6 months prior to the TX date.

(3) **3 months prior to TX:** Ensure 2iC Leaver's Lunch organised (only if paying Corps subscriptions). **RMR Officers ONLY.**

d. **RPM/USM/RMR AO:**

(1) **Monthly:**

(a) Run the Unit Service Leavers report from SCIO/JPA and present to the UOO/AO to ensure the Leave Well process is initiated for all eligible personnel.

(b) Update the Unit Leave Well spreadsheet to show PTVRs in their Unit who are leaving the MR within 12 months, and report this to their Command Chain.

(2) **12 months prior to TX:**
Check the status and entitlement to any Honours and Awards, including Long Service Awards (VRSM and Clasps), Good Conduct Badges (GCB) and Long Service Recognition Award (LRSA)[6]. Submit a request for any that are due/overdue.

(3) **6 months prior to TX:**

(a) Ensure that the Leave Well process has been initiated and that the DO/1RO, Command and Res CM are aware of the TX date for all Service Leavers.

(b) Engage with NAVY PEOPLE-CM RES FTRS WO1 and NAVY PEOPLE-CM RES CPO to ensure that the MR TX date for personnel on FTRS/ADC is not before the FTRS/ADC end date. **FTRS/ADC personnel only.**

[6] The LSRA is open to all ranks and rates, regular and reservist personnel with Qualifying service set at a minimum of 40 years. Further details can be found in the latest RNTM.

(4) **3 months prior to TX:**

(a) Remind the Service Leaver to apply for their pension via JPA using Pension Form 01, if applicable.

(b) Provide the latest RN's Service Leaver Events information to the Service Leaver.

(c) Ensure the Mess President has arranged the Leavers Top Table. **RMR SNCOs only if paying Corps subscriptions.**

(5) **1 month prior to TX:**

(a) Ensure that the Unit Leaving Routine is completed prior to TX date, including the return of all service issued items (uniform, Articles in Use (AinU)), MODNet laptop etc.

(b) Ensure the Service Leaver's MOD90 is received by the Unit by the TX date[7].

(c) Submit Termination Form[8] to NAVY PEOPLE-CM RES CPO.

(6) **On TX date:**

(a) Request closure of Service Leaver's MODNet and Defence Gateway account.

(b) Update all Unit distribution lists.

e. **CO:**

1 month prior to TX:

(a) Conduct a Leaving Call with the Service Leaver.

(b) Present any Honours and Awards, if applicable.

(c) Submit feedback obtained during Exit Interviews to CMR HQ RSM / SWO on the quarterly ASSESSREP (no personal identifiable information is to be included).

f. **Specialisation SO1:**

(1) On request from the DO, provide supporting evidence, as applicable, for the Service Leaver's EOS request and Valedictory Certificate citation.

(2) **1 month prior to TX:** Conduct a Leaving Call with the Service Leaver.

[7] AOs in Unit can also be a point of contact for the receipt or collection of MOD 90.
[8] https://modgovuk.sharepoint.com/teams/61290

g. **Res CM:** The MR Career Manager will undertake all JPA termination actions for personnel on the GTS.

4. Personnel serving on FTRS/ADC.

a. The FTRS/ADC employer of MR personnel is not responsible for the Leave Well process for personnel leaving the MR. However, they may be requested to provide input to the Service Leaver's Valedictory Certificate citation.

b. MR personnel undertaking FTRS/ADC are to ensure that their TX from the MR does not impact any concurrent FTRS/ADC employment. Where MR TX date and FTRS/ADC contract end dates do not align, the individual is to contact NAVY PEOPLE-CM RES FTRS WO1.

5. Personnel on List 4.

a. The CMR HQ List Manager is responsible for initiating the Leave Well process for all personnel that they manage on List 4.

b. Personnel moved on to List 4 to enable continued employment on FTRS/ADC are only to commence their Leave Well process iaw the process in this Annex.

APPENDIX 1 TO ANNEX 101B

EXIT INTERVIEW SCRIPT TEMPLATE

1. All of the following questions can be used during the Exit Interview to explore the reasons provided when an individual is leaving the Service. However, you may wish to add your own follow-up questions to obtain necessary information. Specified questions should be asked until you have enough information to rate the answer confidently.

a. **Reasons for Leaving.**

(1) What is your single main reason for leaving?

(2) How does this decision impact you and your family?

(3) What is it about this reason that prompted you to leave?

(4) Are there any other reasons why you decided to leave?

(5) When did you reach the tipping point between choosing to stay or go?

(6) What could have been done by the Service to change your decision to leave?

b. **Job Satisfaction.**

(1) Reflecting on your time in the Naval Service, can you think of any highlights or situations you will remember as very positive?

(2) Was there anything especially challenging or difficult?

(3) How would you describe the amount of variety in your work?

(4) How often were you mobilised during your time in the RNR?

(5) What would you suggest that might improve the training of future Reservists?

c. **Career Management/Training.**

(1) How do you feel about the supervision you received throughout your time in the Naval Service?

(2) What do you think of the training opportunities offered to you?

2. Are there any other comments you would like to make?

A post interview report found at Appendix 101B2 should be forwarded through the RNR Unit's Chain of Command (CoC) to the CO.

APPENDIX 2 TO ANNEX 101B

POST INTERVIEW REPORT

POST INTERVIEW REPORT (FORMS)

ANNEX 101C

ROYAL NAVAL RESERVE DECLARATION ON RE-ENGAGEMENT

ROYAL NAVAL RESERVE DECLARATION ON RE-ENGAGEMENT (FORMS)

ANNEX 101D

LONG-TERM NON-PARTICIPANT MANAGEMENT PROCESS

Figure 101D-1. LTNP Management Process – Ratings and Other Ranks

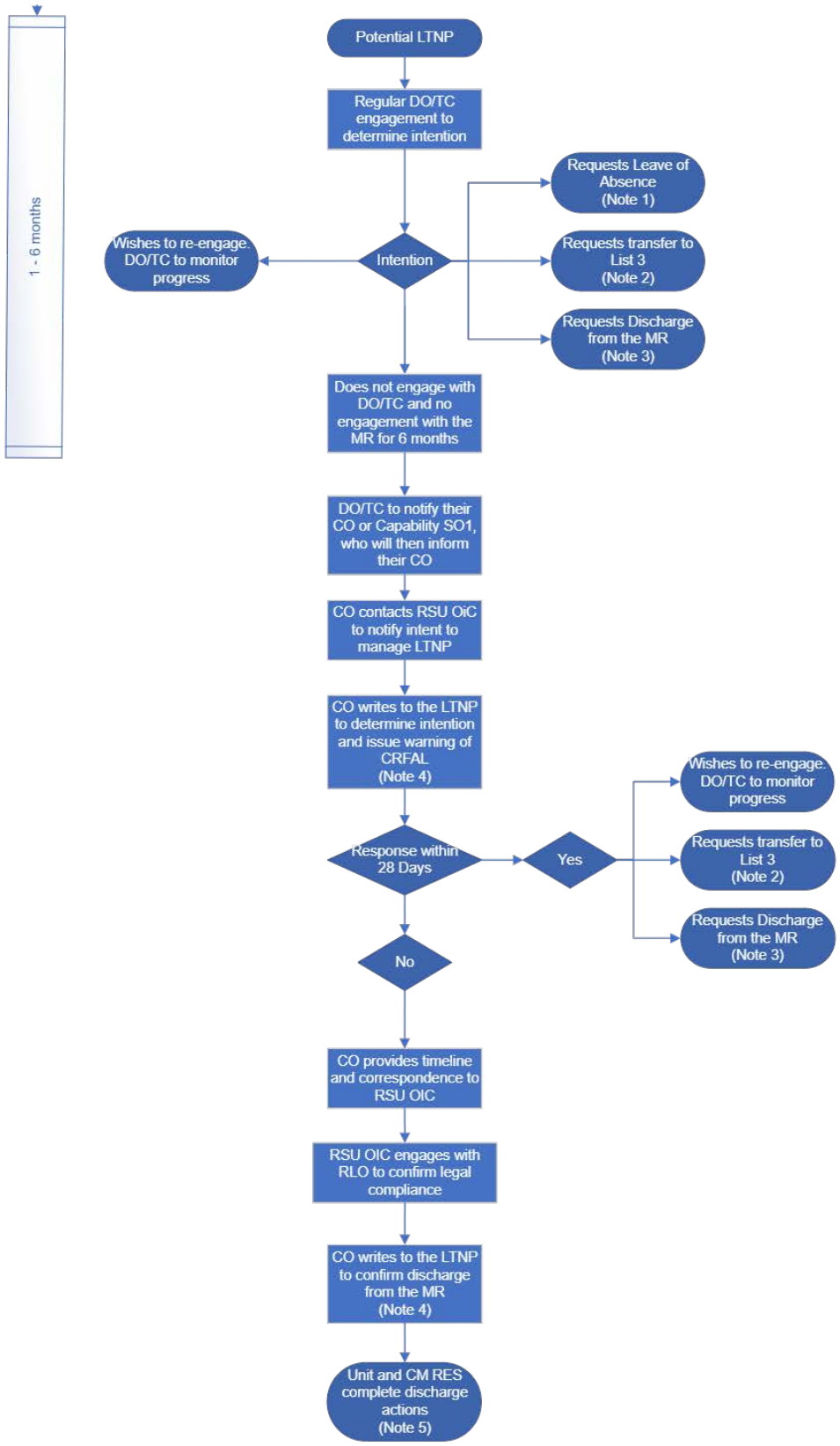
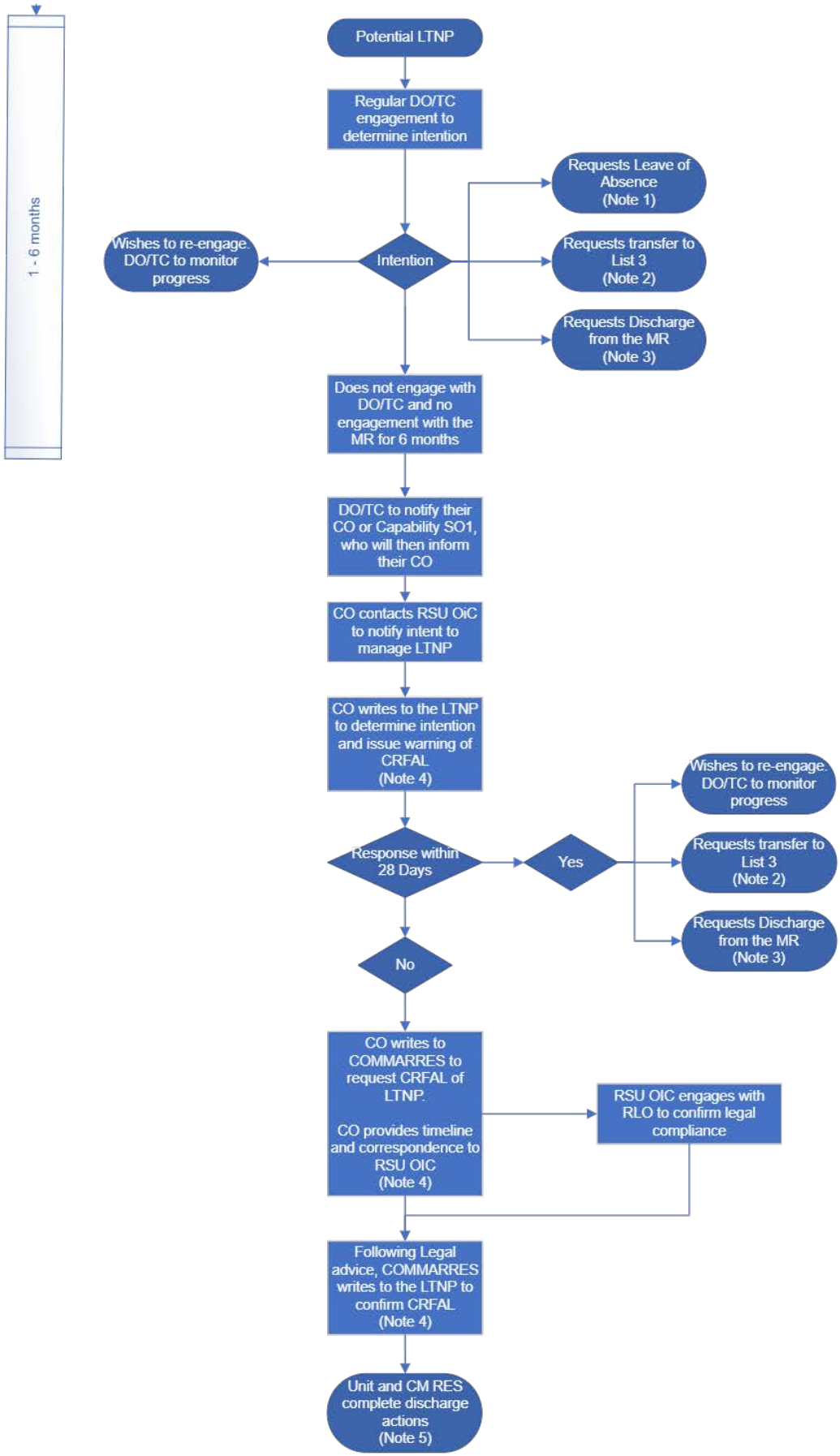


Figure 101D-2. LTNP Management Process – Officers



	Notes: *1. Leave of Absence (LoA) is to be requested in accordance with Para 10167. If the Reservist does not meet the eligibility criteria for LoA, they must request either transfer to List 3 or discharge from the MR, or elect to re-engage with the MR.* *2. Transfer to List 3 is to be requested in accordance with BRd 3(2) Para 0107[1]. If the Reservist does not meet the eligibility criteria for List Transfer, they must request either LoA or discharge from the MR, or elect to re-engage with the MR.* *3. Requests for Discharge from the MR are to be made in accordance with BRd 3(2) Para 0212 (Officers) and Para 0220 (Ratings).* *4. The templates for all letters are available on the CMR HQ SharePoint Site[2]. All correspondence is to be checked by the RSU OiC, who will engage with the Regional Legal Office as required. Letters are to be sent to LTNPs via Recorded Delivery, using the last known home address on JPA. An electronic copy of all correspondence is to be retained by the Unit, along with proof of postage.* *5. The Unit/Administering Unit is to confirm with NAVY PEOPLE-CM RES CPO that all JPA/discharge action is complete and that the LTNP has returned any items/kit/IT equipment/MOD-90 etc to the Unit within 28 days of the discharge letter.*

[1] http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_0003/BRd_3_2/brd3_2.pdf
[2] https://modgovuk.sharepoint.com/teams/55961/CMRHGtemp/Forms/AllItems.aspx

ANNEX 101E

APPLICATION FOR APPOINTMENT TO A COMMISSION IN THE ROYAL MARINES RESERVE

APPLICATION FOR APPOINTMENT TO A COMMISSION IN THE ROYAL MARINES RESERVE (FORMS)

ANNEX 101F

CERTIFICATE OF EFFICIENCY (CoE) WAIVER BOARD TERMS OF REFERENCE

1. Preamble

a. Bounties are paid to entitled individuals who must be in receipt of a Certificate of Efficiency (CoE) upon meeting the minimum training, attendance and mandatory requirements for the Reserve Year. The policy and guidance for the award of CoE and Bounty is laid down in JSP 754 Chapter 3 Section 5 and is amplified by the issue of an annual CMRTM which further highlights additional Command requirements.

b. There are times, however, when a Reservist is unable to meet the minimum training, attendance and mandated requirements for the award of CoE and requests a waiver. To ensure parity, transparency of process and financial governance, a CoE/Bounty Waiver Board is convened to assess and judge all waiver applications.

c. The CoE Waiver Board for RNR waiver applications is to be chaired by SO1 Policy.

2. Primary Purpose

The primary purpose is to assess CoE/Bounty waivers and award CoE and/or bounty if appropriate and justified against the waiver criteria.

3. Authority

The CoE Waiver Board will act under the authority of CMR. The Board will consider OF5 applications and make a recommendation but the final decision on OF5 Waiver applications will be made by DACOS FP.

4. Accountability

The CoE/ Waiver Boards are accountable to CMR through its Chair.

5. Composition

a. The RNR CoE Waiver Board membership is as follows:

SO1 Pol - Chair
SO1 Training
SO1 RNR
RNR SWO
SO2 N1 MR - Secretary
MRMO CPO - Medical Adviser

b. The RMR CoE Waiver Board membership is:

SO1 Pol - Chair
SO1 Training
SO1 RMR
RSM
SO2 N1 MR – Secretary
MRMO CPO – Medical Adviser

c. CMR HQ SO2 N1 MR and MRMO CPO are both non-voting members.

6. Timings

The CoE Waiver Board is to convene in May of each year and the decision of the Board will be issued on completion. If a waiver request is upheld, the earliest payment of Bounty will be the June pay-run.

7. Waiver Criteria

The Waiver Board must be able to clearly justify the exceptional award of CoE/Bounty or why it is not awarded. Although the list below is not exhaustive, the CoE Wavier Board is to consider each waiver request against the following criteria:

a. Each waiver must be made by the Applicant through the Commanding Officer.

b. Each waiver applicant is to provide a valid and justifiable reason why they were unable to meet the mandated requirements for the award of the CoE.

c. Each waiver application must be endorsed by the CO or Branch HOD.

d. The waiver application must be received in CMRHQ no later than the date promulgated in the annual CMRTM for CoE and Bounty requirements.

e. All waiver applications must contain:

(1) The individual letter/email request to the CO or Branch HOD.

(2) A completed MR Certificate of Efficiency Form.

(3) The CO/Branch HOD’s written recommendation detailing why the application is supported.

f. Each waiver application will also be considered against one or more of the following:

(1) Is the waiver request fair and reasonable?

(2) The overall attendance record of the individual.

(3) The number of RSDs undertaken for Operational Capability Output (OCO)/Support Activity (SA) during the year.

(4) Assignment into a Unit Management Position and the appropriateness to undertake Branch training.

(5) Support to wider defence.

(6) Medical illness or injury.

(7) Pregnancy.

(8) Overall contribution to the MRs in the Reserve Year.

8. Decision

The Waiver Board is to assess each waiver application and make the following determination:

a. Certificate of Efficiency and Bounty- Awarded/Not Awarded.

b. Certificate of Efficiency only – Awarded/Not Awarded.

c. IK – Insufficient Knowledge.

9. Administration

CMR HQ SO2 N1 MR will act as the Board Secretary and Adviser. Their role is to provide an initial briefing including any mandated requirements. The Waiver Board Secretary is to ensure an auditable system is in place to justify CoE and associated Bounty. The Secretary will seek additional advice on training and medical matters from a nominated SME who will remain present throughout the board. Each application is to contain the determination of the Waiver Board and be kept for audit purposes for 6 years.

10. Appeals

The final Arbiter for the award of CoE and/or Bounty through the CoE Waiver Board is DACOS MR FP; appeals from OF5s are to be arbitrated by COMMARRES. The Waiver Board Secretary is to remind the Applicant of the right of Appeal. Appeals must be received by no later than 30 Sep of each TY and will be considered by DACOS FP in the first instance, and subsequently by Service Complaint if that route is required.

ANNEX 101G

EMPLOYER ENGAGEMENT AND EMPLOYER SUPPORT

1. Employer Engagement and Employer Support - Introduction

a. Employer Engagement (EE) and Employer Support (ES) form the two elements of the spectrum of Defence activity that support civilian employers in their relationship with Defence and line management of reservists, whilst also supporting reservists in managing their relationship with their civilian employer within the context of their commitment to the Reserve Forces. Conceptually, EE is the general campaign to encourage civilian employers to engage positively with Defence, whilst ES is the management of an individual reservist's circumstances within the EE construct.

b. The 2018 edition of JSP 766 'The Defence Directive on Employer Support and Employer Notification' states that ES and Employer Notification (EN) are described as being "central to the relationship between Defence, Reservists and Employers. The evidence shows that employers are increasingly supportive of – and value - Reserve service". It goes on to say that "the benefits of effective EN to Reservists, Defence and employers are significant, and it is a leadership responsibility to ensure that notification is delivered effectively".

c. EE and ES responsibilities are devolved from the Ministry of Defence (MOD) through the Chain of Command to Units; the successful delivery of EE and ES responsibilities are contingent upon positive and proactive relationships between the Reserves Engagement Team and individual MR Units with Defence Relationship Management (DRM) and Reserve Forces and Cadets Association (RFCA) Regional Employer Engagement Directors (REEDs).

2. Management of ES within the Maritime Reserves

a. COMMARRES has responsibility for EE across the Royal Navy in accordance with 2SL's EE Directive and ES within the MR and in line with the tri-Service MOD policy laid down in JSP 766.

b. Unit Commanding Officers (COs) have primary responsibility for the delivery of EE activity and the provision of ES to MR personnel at a Unit or Branch level. The relationship supported is principally that between the Reservist and their Employer. It must be noted that the provision of Welfare to a Reservist and his/her family takes priority over ES.

c. Captain Reserves Engagement is responsible for the overall day-to-day implementation and management of EN and ES within the MR.

d. COs will appoint a Unit Employer Support Officer (UESO) to execute the tasks specified in this Annex.

e. Senior Management Board/Team meetings are to have an agenda item of Reserves Engagement (to cover both EE and ES, and include EN as appropriate). Engagement (to include EE and ES/EN) is to be a standing item on the Unit's (or Branch) Command Brief.

f. EE and ES are critical success factors in the maintenance of Operational Capability. Unit effectiveness in these domains will be measured and reported on during Assurance visits.

g. COMMARRES HQ will act as a conduit between the Employer and MOD/RF&C/NCHQ or HQ Theatre Troops with regard to the provision of ES to deployed Maritime Reservists.

3. Unit Employer Support Officer (UESO)

a. Each MR Unit or Branch has been directed to appoint a UESO to undertake primary EE and ES activity on behalf of its Reservists.

b. UESOs are typically OF3 ranked, with demonstrable experience in both the military and civilian workplace. To aid continuity, the Unit Warrant Officer or Whole Ship Coordinator (WSC)), Unit Operations Officer (UOO) or Support Manager (SM) will assist the UESO in managing all ES activities and deliver day-to-day activity.

c. Where a Regular RN Officer is responsible, a Deputy Reservist UESO should be appointed for balance. This is a good broadening experience for a junior officer.

d. Within the Air Branch, the UESO role is to be undertaken by the Permanent Staff at Yeovilton or Culdrose, as appropriate.

e. For the Media Operations Specialisation, the UESO role is to be undertaken by the MOS SO2 Coord/SO2 MOS.

f. UESO Terms of Reference are to be included within Unit Standing Orders.

4. UESO Primary Tasks

There are six areas of employer support activity which UESOs should ensure are delivered:

a. **Employer Notification.** EN is an important activity. After attestation (within the Reservist's first year), COs should write to the Reservist's line manager and then subsequently annually (no later than 31 Jan), detailing annual and routine training commitments where possible. The EN process is explained in detail at Para 7.

b. **Pre-mobilisation and Routine Training.** Before a Reservist undertakes routine training or is mobilised, it is important that a relationship has been established between the Unit and the employer. EN is an important first step in this. COs should decide the most appropriate approach for each relationship, in conjunction with their Reservists. The importance of the Reservist in establishing and developing this relationship should not be overlooked; they are often best placed to explain the commitment to their employer (supported by the chain of command).

c. **Mobilisation and Operations.** When a Reservist enters a high readiness period, it is important that this information is conveyed to the Reservist's line manager during the EN process. During mobilisation, units should inform employers of their employee's activities, location and their expected date of return.

d. **Demobilisation and Post-Mobilisation.** Following mobilisation, ES activities should be focussed on ensuring the employer knows their own and their employee's rights and obligations. Units should also write to employers following mobilisation outlining what the Reservist has achieved and the mutual benefit gained through the mobilisation. This should not be a redraft of an annual report but should focus purely on positive messaging following the period of mobilisation.

e. **Casework.** Casework takes place when, as a result of an individual's Reserve service, either party requires detailed advice and help, or the normal relationship between the Reservist and employer breaks down. The circumstances under which this could occur vary from a welfare situation to an administrative misunderstanding.

f. **Employer Recognition Scheme (ERS).** Engage with the scheme as follows:

(1) Encourage individual Reservists to ask their employer to self-register as Bronze Award holders.

(2) Liaise with REEDs to target which employers to encourage signing the Armed Forces Covenant.

(3) Draft citation for COs to nominate employers of their employee Reservists considered deserving of a Silver or Gold Award.

5. UESO Responsibilities

a. Provide first line support and advice to the Reservist and their employer, troubleshooting specific problems and representing the CO in ES activity that affects the unit.

b. Remain up-to-date with DRM guidance.

c. **Internal Activity.**

(1) Establish a regular schedule of initial briefings about EN for Reservists, and to maintain a list of those Reservists who have and have not been briefed.

(2) Establish a rolling programme of ongoing ES briefings for Reservists.

(3) Establish and maintain noticeboards in unit locations dedicated to ES, ensuring they are clear, current and consistent across sub-unit locations.

(4) Provide regular briefings up the chain of command to the CO about ES issues and maintain an overview of casework.

(5) Assist in individual cases where a Reservist is experiencing difficulties with their employer. Whilst the UESO will coordinate activity and ensure all parties are kept informed, advice can be sought from the Reserves Engagement Team and REEDs as appropriate, as well as utilising the information available via DRM. Recording all communications (including notes of phone calls and meetings) is important in casework.

(6) Maintain the JPA database, updating information on the unit's Reservists' employers, including whether they are supportive or not, what events they have been invited to and attended, and any communication that has occurred.

d. **Outward Facing Activity.**

(1) Liaise with REEDs to plan, deliver and evaluate EE and ES activity. Working under the direction and line management of the RFCA CEs, the REEDs deliver EN and ES on behalf of DRM. They focus mainly on HR departments and senior managers of smaller organisations employing Reservists within their region, thereby helping to create a favourable environment within which EE and ES can flourish at unit level.

(2) Brief on and implement the EN process, working with SO2 Reserves Engagement and the CO to ensure that employer data is up to date and that any requests for EN waivers are processed in good time ahead of the unit's planned notification schedule. In Northern Ireland the EN process should be followed as per para 8 sub para e.

(3) Re-direct questions from employers regarding applications for deferrals or exemption from mobilisation to the single Service personnel centre that issued the call out notice - this is beyond the UESO remit.

e. **Mobilisation and Operations.** Once Reservists have been mobilised, UESOs should write to employers as soon as possible introducing themselves as a point of contact within the unit. The UESO should maintain contact throughout the Reservist's period of mobilisation, ensuring information such as the following is included:

(1) What the Reservist is doing;

(2) Where they are;

(3) When they are coming back;

(4) Whether they can be contacted whilst serving and how to go about it.

f. **Demobilisation and Post-mobilisation.** As the period of mobilisation comes to an end, the UESO should write to the employer outlining the process of de-mobilisation, including timetables for normalisation and leave, and to highlight the detail of the Reserve Forces (Safeguarding of Employment) Act 1985. Employers should also be reminded to carry out the process for reinstatement to employment outlined in JSP 532 Guidance for Reservists Returning to Civilian Employment following a Period of Mobilised Service. The UESO's role is, in advance of the Reservist's return, to prepare the ground with the employer in easing the process of re-instatement. It is also important for the CO to write to employers thanking them for releasing the Reservist and explaining what the Reservist has done throughout the period of mobilisation. This should not be a re-run of their annual report, but instead a summary of the Reservist's achievements, and where possible how these translate into benefits for the employer. This letter should not include any reference to areas for development or potential shortfalls.

g. **Short Notice Returners.** Under some circumstances a Reservist may be demobilised earlier than expected. In this situation it is likely that the UESO will need to provide greater support to both the Reservist and the employer. Whilst the procedures in JSP 532 continue to apply, the employer/Reservist relationship may be more fragile due to the unplanned early return, and the UESO role may be to act as a mediator to support both parties.

h. **Delayed Returners.** On rare occasions, a Reservist may be required for longer than initially expected (although they will not be mobilised for a period greater than one year unless they require medical treatment prior to demobilisation). Where this happens the mobilisation centre will communicate the change in requirement to the employer, however the UESO should be prepared to provide the employer with any further information, and act as a link to the Reservist if the cause of the delay is injury.

i. **Return to Work.** When a Reservist returns from a one-year period of mobilisation they are normally given up to eight weeks' paid leave on a pro-rata basis, while still in the employment of the MOD. The UESO will need to explain this process to the employer and, in some circumstances, help facilitate an earlier return to work if that is what the Reservist wishes. This can be achieved only if the Reservist has the prior approval of the CO of the demobilisation centre or unit.

6. Reservist's Responsibilities

Reservists should communicate with their employers in addition to unit communication activity. They are best placed to understand the workings of their workplace and the best method for engaging with their employer.

7. Employer Notification (EN)

a. The EN process is designed to establish and maintain a positive relationship between Defence, the Unit CO and the Reservist's line manager and employer. The more employers know about the implications of employing a Reservist, the more supportive they are likely to be. It is unreasonable to expect employers to support the mobilisation of an employee if they did not know that the individual was a Reservist.

b. Specific guidance on the EN process will be issued by COMMARRES annually following direction given by RF&C.

c. Prior to delivering EN letters, employer data must be assured, and any waiver applications submitted to and approved by the unit CO in accordance with the annual direction issued by COMMARRES. It is recommended that employer data be gathered throughout the year through the Divisional System and waivers submitted and approved in good time to allow sufficient opportunity to ensure that letters can be completed and sent prior to the annual deadline. To achieve assurance of the data, all MRs shall undertake an annual check of their employer details held on JPA. In accordance with the Data Protection Act 1998, all Reservists retain the right to inspect information held about them on JPA.

d. MOD EN policy is detailed in JSP 766.

e. It is recognised that a high proportion of Ratings/Other Ranks do not complete initial training. The Unit or Branch can decide whether to carry out EN at the outset; otherwise it must be completed on return of the individual from their New Entry Course.

f. It is a condition of membership that all officers who join or re-engage in the MR must supply full contact details of their employer and give permission for the MOD to contact their employer directly (unless a Permanent Exemption or Temporary Waiver applies).

g. EN does not apply to Reservists who are unemployed, self-employed, students, work on temporary contracts or work abroad for a UK Registered Company. EN does not apply to a Reservist employed by a foreign company, which has its Registered Office outside the UK.

8. Request for EN Waiver

a. Waivers to prevent EN may be applied for by Reservists annually, and the authority for granting waivers rests with the unit CO. Waivers may be granted for the following reasons, at the discretion of the CO:

(1) To maintain a Reservist's security.

(2) If a Reservist's employment would be compromised by an unsupportive employer.

(3) If EN could exacerbate a short-term employment issue.

b. Applications, including as much information as possible as to why a Reservist wishes to obtain a waiver, should be made to the unit CO under unit arrangements. Once granted, notification of the number of waivers granted should be reported in accordance with COMMARRES annual guidance. Waivers may be granted in successive years if the CO judges that the reason for the application remains extant.

c. Where waivers have been granted, the unit should work to understand and try to overcome the reasons for the waiver being granted. The RFCAs and DRM may be able to provide advice on the employer's corporate position and help to alter the view of line managers. They may also help to overcome the misconceptions of Reservists who might incorrectly fear they will be penalised by their employer for being a Reservist. Throughout, it is important to be guided by the Reservist, so as to not inadvertently compromise their civilian employment.

d. EN has been beneficial to Reservists and has resulted in some employers granting their Reservist paid annual leave. It also has the benefit of allowing employers time to consider what they would do in the event of a mobilisation. These benefits should be explained in order that Reservists understand the potential benefits to them.

e. **Northern Ireland.** EN in Northern Ireland is administered by the RFCA rather than the unit CO and an 'opt in' rather than 'opt out' approach is taken.

ANNEX 101H

EMPLOYMENT OF MARITIME RESERVES UNDER THE FOREIGN RESIDENCE MILITARY EXCHANGE PROGRAMME (FRMREP)

1. Introduction

a. Foreign Residence Military Reserve Exchange Program (FRMREP) is an agreement between the US DoD and the UK MOD to allow reservists to perform reserve duties and related reserve assignments whilst residing temporarily in the other participant country. FRMREP is intended to support the training requirements of the Participants' Reserve Forces members when those members are temporarily residing overseas. Through the programme, Reservists living temporarily overseas can maintain training currency, gain valuable new skills from, and insights on, partner nations whilst maintaining formal links to their units in the UK. It is a powerful retention tool, and a professional development opportunity. The programme also supports Defence Engagement effect as it fosters an active relationship between the participants' Reserve Forces.

b. Whilst all eligible applicants are encouraged to apply for this scheme, there is no automatic right to it. Deputy Commander Maritime Reserves (DCMR), has the discretion to accept or decline each application depending on the suitability of applicants and the nature of the opportunity. Each case is to be assessed on merit. Criteria will include candidate suitability, affordability, PID availability and the extent to which the attachment will benefit both the candidate and the RN. All successful candidates will continue to serve their parent unit in a manner consistent with the requirements of maintaining currency as a member of the Maritime Reserves, and as directed by their Commanding Officer.

c. Successful applicants are to be held on the strength of their UK sponsoring unit.

2. Participating Nations

This policy covers the employment of MRs under the FRMREP agreement between the United Kingdom and the United States only. Other Reserve Forces Foreign Service Arrangements (RFFSA), including those with Australia, Canada, and New Zealand are covered under separate policies.

3. Eligibility

The FRMREP programme is designed for the RN Reserve Forces (Officers and Ratings) temporarily living overseas. The basic eligibility criteria to be considered for employment under FRMREP are:

a. A recommendation from their Commanding Officer.

b. The quality to act as a role model/ambassador for the Royal Navy overseas.

c. Valid Security Clearance to the level required by the Receiving Service.

d. To be Trained Strength with recommendation from Capability Area.

e. Medical status MFD.

4. Employment Caveats

Detailed caveats on the employment of reservists on FRMREP attachments are laid down in the FRMREP MOU; these are to be reiterated and updated in individual Authority to Train and Authority to Host letters issued under the authority of the SO1 Policy at CMRHQ. The primary caveat is that, as a training attachment, FRMREP participants are not to be used in any form of operational role nor placed in situations that exceed their individual level of skills, qualifications and experience.

a. Employment on MACA tasks in the host nation is not permitted.

b. Training in third countries may be permitted but only with the specific prior authority of both sending and receiving service HQs.

5. Application Process

UK Personnel Overseas. The following process is to be followed for MRs applying to train in the United States under FRMREP.

a. Pre-application. Seek UK unit CO's support in principle and identify a suitable host unit in the receiving nation. Action: Applicant

b. CMRHQ Approval. Complete and submit the form at Appendix 1, with CO's signed endorsement, to CMR SO1 Policy. Action: Applicant, CO

c. Application. CMR SO1 Policy on behalf of DCMR will review and approve or reject the application. If approved, application to be forward to Army International Engagement (AIE). Action: Applicant, SO1 Policy.

d. International Staffing. AIE review and approve or reject the application. If approved, submit it to the National Guard Bureau at the US DoD. Action: AIE.

6. Approval Process

On receipt of approval from the US National Guard Bureau, AIE is to request confirmation of the terms of the FRMREP attachment with an *Authority to Train* note issued by the CMR SO1 Policy, copied to the receiving service HQ and unit CO. That note will specify the duration of attachment, the maximum funded training (annual RSDs agreed by UK Unit CO) and be based on an agreed Personal Commitment Plan (PCP) aligned to the MR Branch Training Matrix. Specific caveats on training, medical limitations or employment overseas are also to be included. British Defence Staff US (BDSUS) is to be informed that a Royal Navy Reservist will be active in-country, and Duty of Care responsibilities agreed. Action: AIE, SO1 Policy

a. **Tracking.** Move and Track, in accordance with LOC policy, is a sending unit responsibility. Action: Sending unit

b. **Extension.** Applications to extend FRMREP attachments are to be submitted to AIE, through the participant's UK CO, no less than 10 weeks before the agreed end of attachment. Action: Applicant

c. **Early Termination.** MRs may terminate their attachment at any stage; they are to notify both receiving and sending unit COs, copied to AIE.

d. **Return to Unit.** MR would normally be expected to return to their sponsoring UK unit. In some circumstances, following negotiation between the sending unit and CMRHQ, a follow-on posting may be arranged.

7. Service Support

a. **Dress.** MR are to wear their own national service uniform when on duty overseas and maintain the standards and bearing expected of a member of the Naval Service.

b. **Pay and Allowances.** The parent unit is responsible for the pay and allowances of their SP for the duration of the attachment. As part of the application process, the parent unit CO is to stipulate the maximum allowable RSDs the SP may work. Additional unpaid reservist work overseas is not permissible[1]. Direct liaison should be established between the sending and receiving units to facilitate processing of pay and allowances.

(1) The host unit is responsible for travel, subsistence, and lodging costs in connection with the performance of any duty carried out by the SP pursuant to a requirement or request of the host unit.

(2) Home to duty travel allowances are payable at the parent unit CO's discretion. SP on FRMREP attachments are not eligible for LOA, deployment or recovery movement costs.

c. **Certificate of Efficiency/Bounty.** Meeting the PCP training obligations set down in Service Command Regulations is mandatory for reservists to be eligible for the Certificate of Efficiency and Training Bounty. However, acknowledging that exact NCL training may not be available overseas, COs have the discretion to sign off Certificates of Efficiency if they are content their SP overseas have met a comparable version of the minimum training standards. Discussion between sending and hosting units is required to support such assessments.

d. **Training Costs.** Training costs; including rations, fuel, etc. are borne by the receiving nation on a non-cost recoverable basis.

e. **Safety Risk Management (SRM) and Duty Holding (DH).** BRd10[2] sets out the Navy Command Safety and Environmental Management System (NC SEMS). Almost all routine training activities likely to be conducted under the FRMREP will be covered under the appropriate Safe System of Work (SSW). Duty Holding will only apply if any activity goes outside the SSW. In such circumstances DH responsibility lies with the SP's sponsoring chain of command, usually at OF6-level. Duty of Care oversight responsibilities for SP overseas will be allocated to a named in-country British officer, usually the BLO or the DA[3], but the UK chain of command must continue to support and advise their SP on risk and safety issues. Any individual invited to conduct training which appears to fall outside SSW is to notify, in advance, their UK chain of command requesting an Escalation of Risk assessment. If there is any doubt, SP have the duty to withdraw from those activities.

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[1] A stipulation within the RFFSA and FRMREP MOUs is that no unpaid training is permitted under these schemes.
[2] BRd10 link: BRd 10
[3] This allocation will be confirmed in the deployment instructions issued by Army International Engagement (AIE).

f. **DIRLAUTH.** Direct and regular liaison between parent and receiving unit COs is required to support Duty Holding, Duty of Care and reporting responsibilities, and to exploit the defence engagement benefits of the schemes.

g. **Discipline.** In addition to UK Service Law, SP on FRMREP attachments are subject to the receiving nation's laws and policies at all times, whether on duty or not. Whilst they are not subject to the receiving Service's military discipline system, they are expected to comply with instructions and customs of the receiving Service. They are to obey orders given by appropriate members of the receiving Service, provided those orders do not contravene the laws of their own Service. The receiving Service is required (by the MOU) immediately to advise the sending Service of any allegations regarding disciplinary offences involving a member of the sending Service. In addition, applicants are to be reminded of their individual responsibilities. When an SP is charged by a civil court in respect of a criminal offence, they are to report the matter immediately through their national chain of command to their CO[4].

h. **Medical.**

(1) Primary healthcare for FRMREP personnel should be provided through personal arrangements, i.e. healthcare insurance, provisions offered by their civilian employer, or as available to citizens in the host nation. This could be via access to local medical services or private medical care etc. Tasking authorities are to ensure that the FRMREP reservist has sufficient medical cover for the long-term care of illness or injuries that may result from duties carried out, as subject to TACOS; UK Reserve Service does not confer entitlement to primary care from Defence.

(2) When a reservist is on duty overseas, as with all members of the Reserve Forces, there is no entitlement to the provision of Defence Primary Care, but, in accordance with 2017DIN01-096, JSP 770 and single Service Reserve Regulations, all service personnel are eligible for urgent or emergency care.

i. **Insurance.** Reservists are to take out private medical, personal liability and kit insurance for the duration of their attachments.

j. **NOTICAS.** All serious incidents involving detached UK SP are to be reported immediately to the British Defence Staff United States (BDSUS) who will invoke the appropriate NOTICAS/JCCC action. Incidents involving foreign SP on duty in the UK are to be reported immediately to Navy Command.

k. **Assessment and Reporting.** The parent unit CO remains responsible for the applicant's annual appraisal repots. Input from the hosting unit chain of command would normally be sought.

[4] BRd 2 The King's Regulations for the Royal Navy.

8. Points of Contact

The following points of contact are to be used for staffing and advice:

a. MR SO1 Training and SO1 Policy

b. SO1 Reserves AIE, Army HQ

c. AIE mailbox: ArmyEandC-IntlEngt-Mailbox@mod.gov.uk

d. ARNG International Programs and Exchanges Coordinator

APPENDIX 1 TO ANNEX 101H

FRMREP APPLICATION FORM

FRMREP APPLICATION FORM (FORMS)

ANNEX 101I

MARITIME RESERVE MEDICAL BRANCH – RECOGNITION OF NHS ACTIVITY

1. Guiding Principles

Training and clinical practice undertaken within the NHS can account for a maximum of 25% of an individual's total Annual Training Commitment. NHS activities suitable for recognition as Operational Capability Output (OCO) include but are not limited to, training courses undertaken within the NHS, other continuous professional development (CPD) activities as well as participation in appraisal and revalidation activities required to maintain professional registration. Judgement on the suitability of NHS activities for recognition as OCO is to be approved on PCPs at the start of the Training Year.

2. Criteria

Activities undertaken within the NHS but recognised as OCO will not attract pay from the Maritime Reserves. Members of the MRMB may only seek recognition for NHS activities towards the award of a Certificate of Efficiency (CoE) and Bounty if they have met the following criteria:

a. Attended a minimum of one MRMB Training Weekend during the current Training Year.

b. Completed and remained in date for all elements of their Training Matrix at their current rank.

c. Completed and remained in date for all Pre-Appointment/Deployment training listed on the Maritime Deployed Hospital Group (MDHG) or Commando Forward Surgical Group (CFSG) Operational Job Specification for their deployed role. In the absence of a published MDHG Operational Job Specification, confirmation that the individual is fully compliant with this requirement will be sought from the relevant Consultant Advisor (CA), Clinical Specialist Advisor (CSA), Specialist Nursing Advisor (SNA) or equivalent.

d. If the training undertaken within the NHS is also included in the individual's Maritime Reserves Training Matrix or in the MDHG/CFSG Operational Job Specification for their deployed role, then it can be recognised as OCO even if the criteria described in point 7 are not fulfilled.

3. Process for recognition

Any member of the MRMB planning to seek recognition of NHS activities as OCO should include these on their PCP following discussion with the relevant capability SO1/SO2. In addition:

a. The individual is to submit evidence of having completed the activities for which recognition is being sought to the relevant capability SO1/SO2. The relevant capability SO1/SO2 will then confirm the number of days of NHS activity that have been recognised as OCO.

b. At the end of the Training Year, the individual must also submit a submit a Bounty Waiver request including the justification, *"[INSERT NUMBER OF DAYS] of NHS activity recognised as OCO, iaw BR3(1)"*, attaching Capability SO1/SO2 approval.

ANNEX 101J

MR INTELLIGENCE SPECIALISATION APPLICATION PROCESS AND ENTRY PROCEDURE

Step 1:

Applicants must read the 'Essential Criteria for Application' contained at para 101100. The attention of applicants is particularly drawn to sub paras a. – d., which set out the ranks and rates currently required by HMS FERRET and the need for all other ranks and rates to meet specific criteria, before they will be considered.

Step 2:

Once satisfied that they are eligible, the applicant completes the application form at Appendix 1 (including comments from their parent unit).

Step 3:

a. The applicant sends a completed application form to the HMS FERRET Recruitment email address navymr-ferretrecruitment@mod.gov.uk, including in addition:

- Their current military and civilian CV (see guidance above).
- Their last fully completed annual report.

b. Applicants will receive an automated reply from the recruitment inbox, acknowledging receipt of their application.

Step 4:

A panel of three personnel from HMS FERRET will sift all applications. The sift will automatically sift out:

- Incomplete applications, including those without the enclosures cited in Step 3.
- Applications which the panel believe do not have enough information in Sections 3 to 9.
- Applications where the word limit has been exceeded in any section.
- Unsigned applications.
- Applications from personnel who have recently taken, or intend to take the AIB and plan to attend officer training. See para 101100.h.

Step 5:

a. The sifting panel will look for evidence that the application contains some evidence of the Core Competencies contained in the HMS FERRET Recruit Assessment Framework, cognisant of the applicant's rank or rate. These are:

- Leadership and Management.
- Teamwork.
- Communication.
- Decision Making.
- Understanding: (Assessing, Analysing and Applying information)

b. Where an application fails to meet the standards in all or most respects (a score of 0 or 1) the application will be sifted out and the applicant provided with feedback. Applicants sifted out at Steps 4 and 5 may reapply.

Step 6:

The sifting panel will also review the applications from individuals who, although HMS FERRET has a full complement at their rank or rate, believe they meet the necessary criteria. Applicants sifted out at this stage may not reapply within 12 months.

Step 7:

Occasionally, concerns may arise regarding apparent inconsistencies or ambiguity in an application. In this case, the panel will request clarification on these points from the applicant, before deciding whether to sift the application out.

Step 8:

Candidates who are successful at the sift stage will be invited to the first stage of the recruitment process, which is the virtual interview, exam and presentation. Candidates who complete these successfully will be invited to the face-to-face assessment at DITG. The purpose of each section of the process is to identify whether candidates possess the competencies, motivation, intent and capacity required to undertake training and subsequently conduct intelligence duties.

Step 9:

Candidates will be informed of the outcome of the assessment. Candidates who are unsuccessful at either the virtual or face-to-face sections of the recruitment process will be provided with feedback and advice on whether it is considered a further application would be successful. Those who are considered unlikely to succeed may not reapply.

Step 10:

RNR personnel wishing to join HMS FERRET will be required to complete both Branch and Unit transfer processes. HMS FERRET will assist successful candidates in completing this process, but individuals must request a transfer from their own unit to HMS FERRET.

Step 11:

Successful RMR candidates will be required to apply for a Unit transfer to HMS FERRET via their USM and Career Manager. The previously held RMR line number will not be gapped in the interim. Once transfer is complete, the individual will hold a PID within HMS FERRET. If at any point the individual requires to return to the RMR mainstream, then they will have to apply via the USM of their Regional Unit and the RMR Career Manager. Retaining a link to the regional RMR Unit is crucial for the individual's career management, green skills training and ethos.

Candidates should note that a significant delay (over 3 months) in accepting a place at HMS FERRET following successful selection may result in an offer withdrawal and a requirement to re-apply.

Step 12:

a. Successful candidates will be informed of course dates of the Joint Maritime Intelligence Course (Reserves) (JMIC(R)). This training is three weeks long and residential. The first section 5 days in duration, the second 12 days in duration (which includes the weekend). JMIC(R) is mandatory for all untrained personnel and failure to successfully pass the course will result in RTU.

b. If applicants have any questions or require further information, they should email the HMS FERRET Recruitment email address navymr-ferretrecruitment@mod.gov.uk

APPENDIX 1 TO ANNEX 101J

MRIS RECRUITMENT PROCESS APPLICATION FORM

MRIS RECRUITMENT PROCESS APPLICATION FORM (FORMS)

ANNEX 101K

MARITIME RESERVES CYBER CAPABILITY

1. Organisation

Having completed their induction training CyRes joining the MR will be assigned to either MCU(R) or to one of the two UK StratCom CyRes units (CSU Corsham and JCU(R) Cheltenham). There are also a small number of MR Cyber capability OF PIDs attached to HQ JCU(R).

2. Leadership and Management

a. MR Cyber Capability leadership and management is the responsibility of SO1 Cyber and SO2 Cyber. SO1 Cyber reports to MR DACOS Information Warfare (IW) and is responsible for the delivery of MR Cyber capability and pan-IW co-ordination and collaboration.

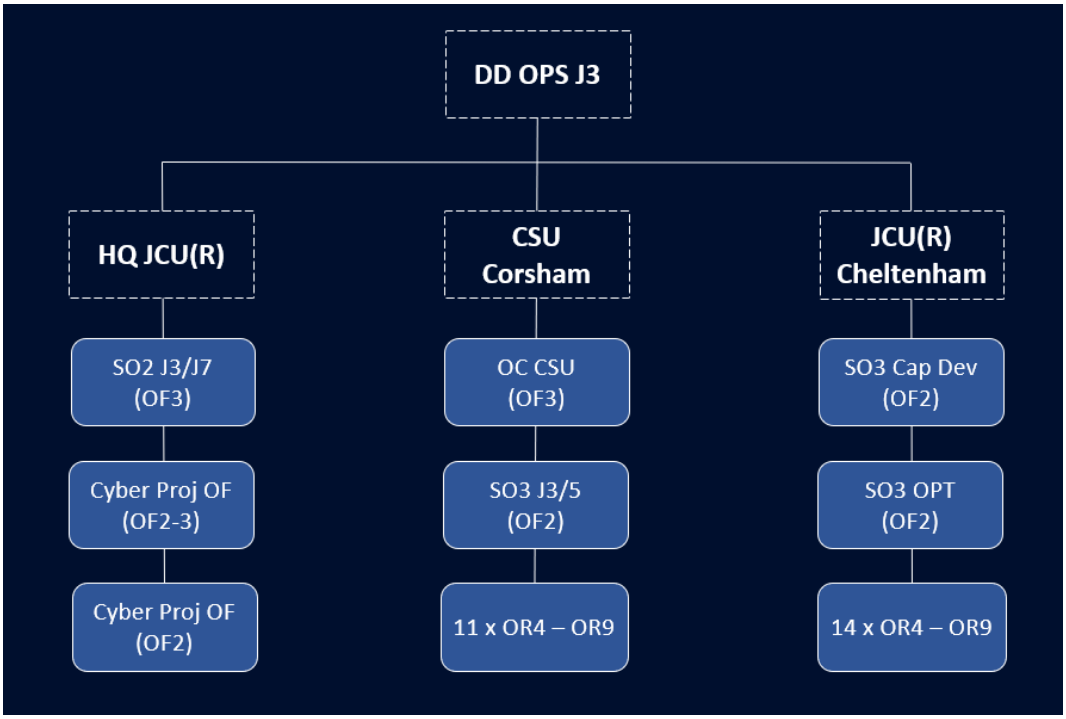
b. Officer Commanding (OC) MCU(R) is responsible for the leadership and management of all MR Cyber Capability and FTRS personnel assigned to MCU(R). OC MCU(R) is line managed by SO1 Cyber.

c. As with any Joint assignment personnel assigned to CSU Corsham or JCU(R) Cheltenham are led and managed by their respective unit OC.

3. Branch Structure

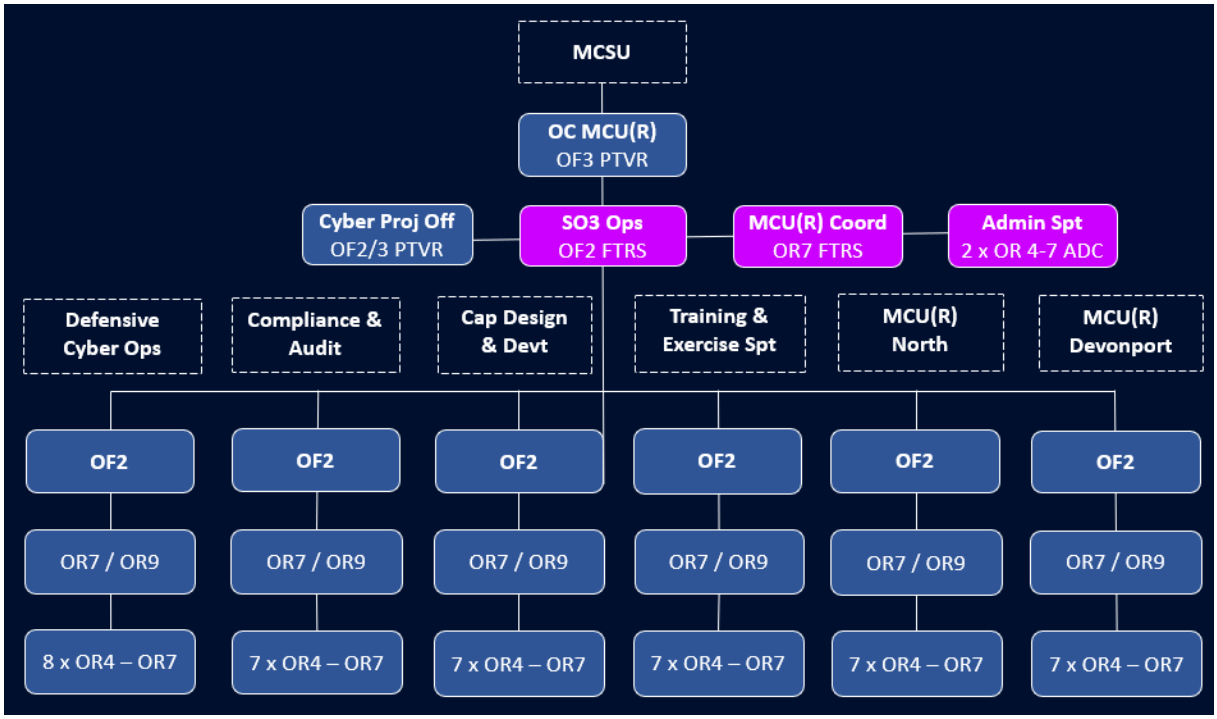
a. There is a total of 32 (7xOF and 25xORs) MR Cyber Capability PTVR PIDs in UK StratCom which are split between the three units as shown in Figure 101K-1:

Figure 101K-1: MR Cyber Capability PIDs in UK StratCom



b. In addition, there are a further 57 (8xOF and 49xORs) MR Cyber Capability PTVR PIDs in MCU(R) as shown in Figure 101K-2.

Figure 101K-2: MR Cyber Capability PIDs in MCU(R)



4. Branch Administration

a. Routine administrative arrangements for pay, training, employment and reporting responsibilities will be undertaken by the relevant unit administrative function at the unit[1] personnel are assigned to.

b. MCU(R) provides its own tasking co-ordination administrative functions through the SO3 Ops, OR7 Coord and admin support posts. Budgetary responsibilities are managed by OC MCU(R) on behalf of SO1 Cyber and administered on a day-to-day basis by the administrative team.

c. Travel and subsistence are funded by HQ JCU(R) for personnel under their OPCOM, and by the unit requesting support for personnel employed on tasking for the Royal Navy or other TLB.

5. Terms and Conditions of Service

a. The CyRes began as a pilot scheme following a Joint Forces Command (now UK StratCom) initiative in 2014, as originally detailed in CMRTM 24/14[2]. The CyRes aims to attract individuals with specialist Cyber skillsets which are not commonly found in Defence. As such, it is acknowledged that not all individuals with such skills will meet the normal age, fitness, medical or appearance standards to join the MR.

[1] i.e. HQ JCU(R), Cyber Specialist Unit (CSU) Corsham and JCU(R) Cheltenham, and by the MCU(R).
[2] CMRTM 24/14 Maritime Cyber Reserves and Formation of the RNR Cyber Unit dated Jun 14.

b. The employment of MR CyRes has therefore evolved differently from mainstream MR personnel and as such carries specialist Terms and Conditions of Service (TCOS). These TCOS only apply to ORs in the MR Cyber Capability; OFs currently remain subject to standard MR OF TCOS.

6. MR CyRes TCOS

a. MR CyRes are employed in accordance with standard MR TCOS as detailed in the Royal Naval Reserve Notice Paper[3] or Royal Marines Reserve Notice Paper[4] as appropriate, with some specific adjustments for MR CyRes personnel:

(1) **Fitness Test.** MR CyRes are not required to pass or remain in date for the Royal Navy Fitness Test (RNFT), RN Physical Employment Standards (PES) or Royal Marines Fitness Test (RMFT), although are encouraged to do so if they meet the requisite medical and physical standards, and may require to achieve a suitable fitness standard to deploy onboard ships or overseas.

(2) **Weapons Training.** MR CyRes are not routinely be weapons trained, but dedicated training will be undertaken if specific roles require it.

(3) **Security Clearance.** All MR CyRes require Developed Vetting (DV) Clearance. If this level of clearance is unattainable for any reason, then the individual in question will be deemed unsuitable for service, or further service, in the MR Cyber Capability.

(4) **Deployment.** MR CyRes will only be deployed to a Joint Operations Area (JOA) if they meet Theatre Entry Standards (TES)[5] for the location, operation or exercise in question, and have a Medical Deployment Standard of Medically Fit to Deploy (MFD). Deployment outside of a JOA for tasks and exercises will be permissible depending on JMES requirements. Personnel graded Medically Non-Deployable (MND) will not deploy. Personnel graded Medically Limited Deployable (MLD) may be deployed following a Medical Risk Assessment[6] (MRA), provided that the deployed Commander is made aware and is prepared to accept the risk.

(5) **Transfer.** Due to the unique bespoke entry process undertaken by MR CyRes, direct entrants are not eligible to transfer to another MR branch. Any individual wishing to leave the CyRes capability will need to re-join as an OR1 in order to complete the full MR Phase 1 and Phase 2 training programme. A Firefly transferee or entrant from the trained strength of the MR wishing to transfer back to their source branch would need to apply for a branch transfer as with any other MR capability and would be considered at the rate/rank held in previous Service.

[3] BRd 3(2) Annex 2A RNR Notice Paper dated Dec 20.
[4] BRd 3(2) Annex 2B RMR Notice Paper dated Dec 20.
[5] Unless a TES waiver is granted.
[6] A grade of MLD requires a medical risk assessment (MRA) to be carried out for deployment iaw BRd 1750A Handbook of Naval Medical Standards dated Apr 22. The decision on that deployment will depend on the medical condition, individual function, the proposed employment, length of the deployment and the medical support available.

b. All other TCOS are as detailed in the Royal Naval Reserve Notice Paper or Royal Marines Reserve Notice Paper as appropriate. For clarity:

(1) **Engagement.** Direct Entry MR CyRes will join on Engagement Stage 1 (ES1) (12 years' service) and will automatically transfer to ES2 (additional 8 years' service) on advancement to AB1 on completion of CyRIP. Transferees will remain on their original ES2 engagement. Extension of Service (EoS) can be applied for.

(2) **List.** MR CyRes will serve on List 1 (General – Higher)[7].

(3) **Certificate of Efficiency.** Certificate of Efficiency (CoE) requirements are laid down in BRd 3(1) and detailed in the annual CoE CMRTM.

(4) **Reserve Service Days.** MR CyRes are required to complete a minimum of 16 Operational Capability Output (OCO) and 8 Support Activity (SA) days per year to achieve CoE[8].

(5) **Naval Core Training.** MR CyRes are to complete and to remain in date for all Naval Core Training (NCL) modules[9] with the exception of NCL 1 (Fitness Test).

7. Advancement

a. CyRes across the sSs have a bespoke advancement framework which has been developed to recognise their exceptional skillset and employability. This framework is aligned across Cyber Reserve Force (CRF) units such that individuals are not unfairly advantaged or disadvantaged due to the Service they choose to join after completing JCRSB.

b. Advancement is not automatic, but is based on time in rate/rank, merit, competence and SJAR recommendation. The advancement matrix is shown in Appendix 1[10]. The following criteria apply:

(1) There is no requirement for MR CyRes to undertake leadership courses prior to advancement.

(2) Transferees from the RNR, RMR, RN or RM who transfer into the MR Cyber Capability will retain their current rate/rank but will be required to 'mark time' until they have achieved the requisite time in rate/rank to achieve advancement, and must also satisfy the other criteria of merit, competence and SJAR recommendation. For example, a PO transferring from the wider MR or a Sgt transferring from the RM would need to complete at least 6 years at that rate/rank in the MR Cyber Capability before becoming eligible for advancement to CPO/CSgt, regardless of previous SJAR recommendations or promotion board gradings.

[7] BRd 3(2) Naval Personnel Management (Reserves) dated Dec 20 para 0106: List Structure of the RNR.
[8] BRd 3(2) Naval Personnel Management (Reserves) dated Dec 20 para 0201 Annual Training Obligations.
[9] RNTM_07_056-23_Naval_Core_Training_and_Defence_Mandated_Training1.docx.
[10] Advancement from OR7 to OR9 is subject to review as part of UCM Cyber Reserve TCOS harmonisation work.

(3) As most billets are rank ranged, advancement within post is possible. Advancement beyond the scope of a rate/rank ranged PID will require a change in PID.

8. Unified Career Management

a. Unified Career Management (UCM) is a new approach to managing cadres of individuals where the capabilities they deliver and the specialist skills they possess are the same or similar across two or more of the single Services. The UCM model does not change the Service an individual belongs to, but makes a Lead Command responsible for the career management and employment of individuals within a specific capability area[11].

b. UK StratCom is the Lead Command for both UCM CyRes and UCM Cyber (for Regular personnel) and are seeking to harmonise TCOS across the CRF which may result in changes to the way that MR CyRes are employed. This harmonisation review includes rank structures, Appraisal Reporting & associated Promotion Boards, Assignments, Fitness Testing, Professional & Leadership Courses and Training Commitment.

9. Recruitment and Training

MR CyRes do not follow the conventional recruitment and training pipeline for mainstream MR ORs. Instead, they follow a recruitment process which has been developed to enable their unique skillsets to be utilised by Defence in a timely manner whilst providing them with a basic level of military familiarisation.

10. Direct Entrant Recruitment of ORs

a. MR CyRes are recruited nationally by the Joint Cyber Unit (Reserve) (JCU(R)) HQ team. On successfully passing the JCRSB, they are assigned to one of three units (one RN and two UKStratCom)[12]. Successful CyRes applicants who opt to join the MR are processed in accordance with Recruiting Instruction 53/21[13].

b. Individuals who have demonstrated the necessary Cyber expertise, but who do not meet MR standard criteria for age, fitness, medical or appearance may still be considered for service in the MR Cyber Capability. Such candidates will be considered if appropriate waivers can be agreed with HQ CMR in accordance with Recruiting Instruction 53/21. All such candidates are assessed on a case-by-case basis by OC MCU(R) in the first instance, with medical appeals reviewed by the Service Entry Medical Cell (SEMC).

c. There is no direct entry route into the MR Cyber Capability as an RMR rank therefore all direct entrants will be entered into the RNR.

[11] https://modgovuk.sharepoint.com/teams/22079/SitePages/Home.aspx
[12] Maritime Cyber Unit Reserve (MCU(R)), Cyber Specialist Unit (CSU) Corsham, JCU(R) Cheltenham.
[13] Recruiting Instruction 53/21 Processing of RNR & RMR Cyber Reserve Candidates dated Dec 21.

11. Sideways Entrant Recruitment

a. MR ORs can apply to join the MR Cyber Capability either as transferees on leaving regular service via Project Firefly, or by applying to join the MR Cyber Capability from the trained strength of the MR.

b. MR trained strength candidates (both RNR and RMR, including ex Regular) with Cyber SQEP are strongly encouraged to apply to join the MR Cyber Capability but must be aware that due to the unique TCOS that CyRes are employed under this transfer route is one-way; individuals will be unable to transfer back to another MR capability.

12. Training Pipeline

a. After successful completion of the single-Service training weekend at MCSU, pre-course learning package on the Defence Learning Environment (DLE) and 12-day Cyber Reserve Induction Package (CyRIP), CyRes will be considered to be at Training Performance Standard (TPS). Role Performance Standard (RPS) will be achieved for CyRes on completion of the Workplace Induction Package (WIP).

b. Candidates failing to successfully complete sS training weekend, CyRIP or WIP will be offered the opportunity to re-attempt the element in question. Failure on the second attempt will result in the individual being deemed unsuitable for further Cyber Reserve service. Unsuccessful direct entrants will be discharged[14], and transferees returned to source Branch

c. MR CyRes will be considered as Trained Strength on completion of the WIP, and those in the RNR who have achieved RPS will be entitled to wear the Cyber branch badge.

13. Cyber OF Development

To generate the MR Cyber OF cadre of the future, selected MR Cyber Capability ORs will be encouraged to apply for the Upper Yardman (UY) and Senior Upper Yardman (SUY) schemes[15]. Ex-Regular OFs entering via the Firefly scheme with Cyber expertise will also be considered, as will sideways transferees from the wider MR; in both instances applicants will have to pass the JCRSB.

14. Application Process

a. Serving MR personnel on the trained strength and Firefly transferees interested in transferring to the MR Cyber Capability are to register an Expression of Interest (EOI) by emailing the SO2 Selection, Cyber Reserve Force at: UKStratCom-CyberRes-GpMailBox@mod.gov.uk. Information and details regarding the EOI requirements can be found at https://www.gov.uk/government/groups/joint-cyber-reserve-force.

b. Applicants will be invited to complete and submit an application form, and if their Cyber skillset is assessed to be in demand by Defence, they will be invited to attend the JCRSB.

[14] Discharge Shore (Unsuitable During Training) (DUDT).
[15] CMRTM 21/21 Upper Yardman (UY) And Senior Upper Yardman (SUY) Commissioning Schemes

c. Advice on the process of joining the MR Cyber Capability on successful completion of JCRSB can be obtained from MR SO2 Cyber (email: NAVY PEOPLE-MR RNR CYBER SO2).

APPENDIX 1 TO ANNEX 101K

MARITIME RESERVES CYBER ADVANCEMENT MATRIX

Establishment type	Career stage	Starting rank	Requirement for progression	Next rank
None	Cyber Reserve Selection	N/A	• Selection by Joint Cyber Reserve Selection Board (JCRSB) for an OR PID.	NA
Untrained establishment	Attested and placed on a UTE bucket PID. Requires Phase 1 Cyber Reserve training.	OR1 (AB2 / Mne)	• Completion of Joint Cyber Reserve Induction Package (CyRIP)	OR2 (AB1 / Mne)
Untrained establishment	Phase 1 Cyber Reserve trained, achieved Training Performance Standard (TPS). Requires the equivalent of Phase 2 training.	OR2 (AB1 / Mne)	• Completion of Workplace Induction Package (WIP) in MCU(R), JCU(R) Cor or JCU(R) Ch.	OR6 (PO / Sgt)
Trained Strength	Phase 2 Cyber Reserve trained, joins the Trained Strength, achieved Role Performance Standard (RPS). Serving in a Cyber Reserve PID.	OR6 (PO / Sgt)	• Minimum 6 years of satisfactory service in the MR Cyber Capability (Note 1). • Certificate of Efficiency required for each year. • Recommendation for promotion required in latest SJAR.	OR7 (CPO / CSgt)
Trained Strength	Serving in a Cyber Reserve PID.	OR7 (CPO / CSgt)	• Minimum 3 years of satisfactory service in the MR Cyber Capability (Note 1). • Certificate of Efficiency required for each year. • Recommendation for promotion required in latest SJAR.	OR9 (Note 2) (WO1)

Notes:

1. A years' satisfactory service is defined by the award of the MR Certificate of Efficiency (CoE)[1]. Satisfactory service does not need to be continuous; there may be gaps when CoE was not awarded, as long as the total number of years when CoE was awarded meets the minimum requirement.

2. Advancement from OR7 to OR9 is subject to review as part of UCM Cyber Reserve TCOS harmonisation work.

[1] BRd 3(1) Naval Personnel Management Chapter 101 Section 10 para 10151 Certificate of Efficiency (CoE) and detailed in annual CMRTM.

ANNEX 101L

MARITIME RESERVES SELF CERTIFICATION TO ATTEND COURSES AND TRAINING ACTIVITIES

1. Policy

It is the responsibility of the Chain of Command (CoC) to authorise Service Personnel (SP) to attend MR Activities (via TAO submission) and ensure the SP meets the physical and functional requirements stated in the Joining Instructions (JI). JI must state the minimum JMES/MDS[1] required to enable the CoC to make an informed decision about whether a SP can attend or not. JSP 950, Leaflet 1-2-12 (V2.2 Oct 23) covers the assessment of medical suitability to attend courses and training. Training providers are to require the provision of medical self-certification by SP in their JI; MR personnel are to follow the self-certification process when carrying out the MR Activity identified in Appendix 1 to Annex 101L.

2. Medical Employment Standards

All SP have a JMES which informs service employers and CoC of any employment restrictions the individual may have. All SP can see their JMES on the Medical Employment Standards section of JPA and Ny Health App. Furthermore, nominated/authorising officers (minimum of CPO or above) within the Permanent Staff at units should have visibility of the JMES for those SP in their CoC. If the CoC or individual is unsure about the validity of a JMES they must, in the first instance, contact the MR Medical Office or liaise with the course organisers if uncertain about the physical requirements of the MR Activity.

3. Changes in Circumstances

MR personnel are required to inform the MR Medical Office of any changes to their health, significant injuries or the development of long-term medical conditions that may affect their ability to undergo training or mobilisation[2]. This action must be carried out immediately either by the SP or the unit.

4. Requirement

a. **Individual reservists.** If MR Activity requires medical self-certification to attend, normally specified in the JI, then the individual must complete the required JSP 950 Annex A and provide to the Training Provider ahead of attending the Activity.

b. Where MR Activity is regarded as “arduous”, CoC sign off will additionally be required. JSP 950 Annex B will be completed by the CoC and additional medical advice sought if required. Once approval has been given then the individual is to provide JSP 950 Annex A and B to the Training Provider ahead of their attending the Activity. Appendix 2 to this Annex outlines the process flow for simple self-certification and for arduous courses.

[1] Joint Medical Employment Standards / Medical Deployment Standard
[2] BRd 3(2) Chapter 3 Article 0310 Annex 3B.

c. Some MR activity may require additional medical screening to be undertaken to gauge suitability for attendance.[3] On completion of screening, JSP 950 Annex E should be completed and provided to the Unit and SP. Where screening is successful then Annex E should additionally be provided to the Training Provider. Appendix 3 to this Annex to outlines this process in more detail.

5. CoC Authorisation

a. Commanding Officers are responsible for authorising the attendance of their personnel on certain courses[4]. However, with the centralised administration of a number of capabilities in certain RNR units[5], it is necessary to expand the authorising officers to reflect the changes to the RNR laydown. The required JPA checks to support authorisation for arduous activities should be carried out by the individual's administering unit's Admin Officer, or their Capability Ops Officer, where one exists. The CoC authorisation should be performed as follows:

(1) For personnel in GW, Logistics, Chaplaincy, HMS FERRET and HMS PEGASUS, the unit's Commanding Officer should authorise.

(2) For personnel in IW, Training Branch, MNC and Engineers, the Capability SO1 should authorise.

(3) For RMR personnel, the USM should authorise.

b. The authorising officer is to ensure they are satisfied the individual is fit to participate in the training and that the appropriate certification has been completed to meet the course requirements. JSP 950 Annex B should be completed and provided to the SP. If the Commanding Officer/Capability SO1 is in any doubt about the validity of the JMES then they should contact the MR Medical Office for advice. Annex B to this CMRTM outlines the process in more detail.

6. Training Providers

a. Units that are co-ordinating or running courses, national, regional or local events, must conduct a suitable and sufficient risk assessment to assess their training to determine the level of fitness and functional capabilities of the activities. Appendix 4 to this CMRTM contains a flow-chart of the self-certification process from the training provider's perspective.

b. For many training courses, for example classroom-based training, a risk assessment will identify that there are no specific risks or physical fitness requirements, and therefore no medical assessment is required. Course organisers should state within JI that the course is "**open to all grades of JMES/MDS**".

[3] The list of courses requiring such additional screening can be found at JSP950 Annex D.
[4] A commander's certificate of medical suitability is appropriate for more arduous courses.
[5] At time of writing this refers to IW in HMS KING ALFRED, Engineers and Training Branch in HMS VIVID, Medics and Nurses in HMS FORWARD.

7. Documentation

Any documentation raised and assessed or seen by a military MO/Medical Staff, a copy will be retained within the individual's medical records. All other documentation is to be held within the individual's P file.

8. Completion of Self-Certification Proformas

The JSP forms are Tri-Service and therefore do not always use terminology familiar to the MR. Therefore, when completing the self-certification form, the following is to be considered:

a. the term 'course' is a generic term used to cover all aspects of MR activity;

b. the term 'rank' covers 'rate' and,

c. the term 'trade' is equal to 'Branch' or 'Specialisation';

9. Further guidance.

For further guidance or assistance in this matter contact MRMO.

APPENDIX 1 TO ANNEX 101L

MR ACTIVITY REQUIRING MEDICAL SELF-CERTIFICATION

The following MR activities require the submission of medical self-certification forms for SP to attend:

- Phase 1 INT Trainees/Instructors.
- Pre LRLC/SRLC training weekends.
- BSSC/ISSC.
- Crowborough Challenge.
- Unit organised expeditions.
- RNR SailEx.
- MREP.
- MR Field Gun.
- Sporting competitions e.g. MR 5-a-side competition.
- Unit RYA training

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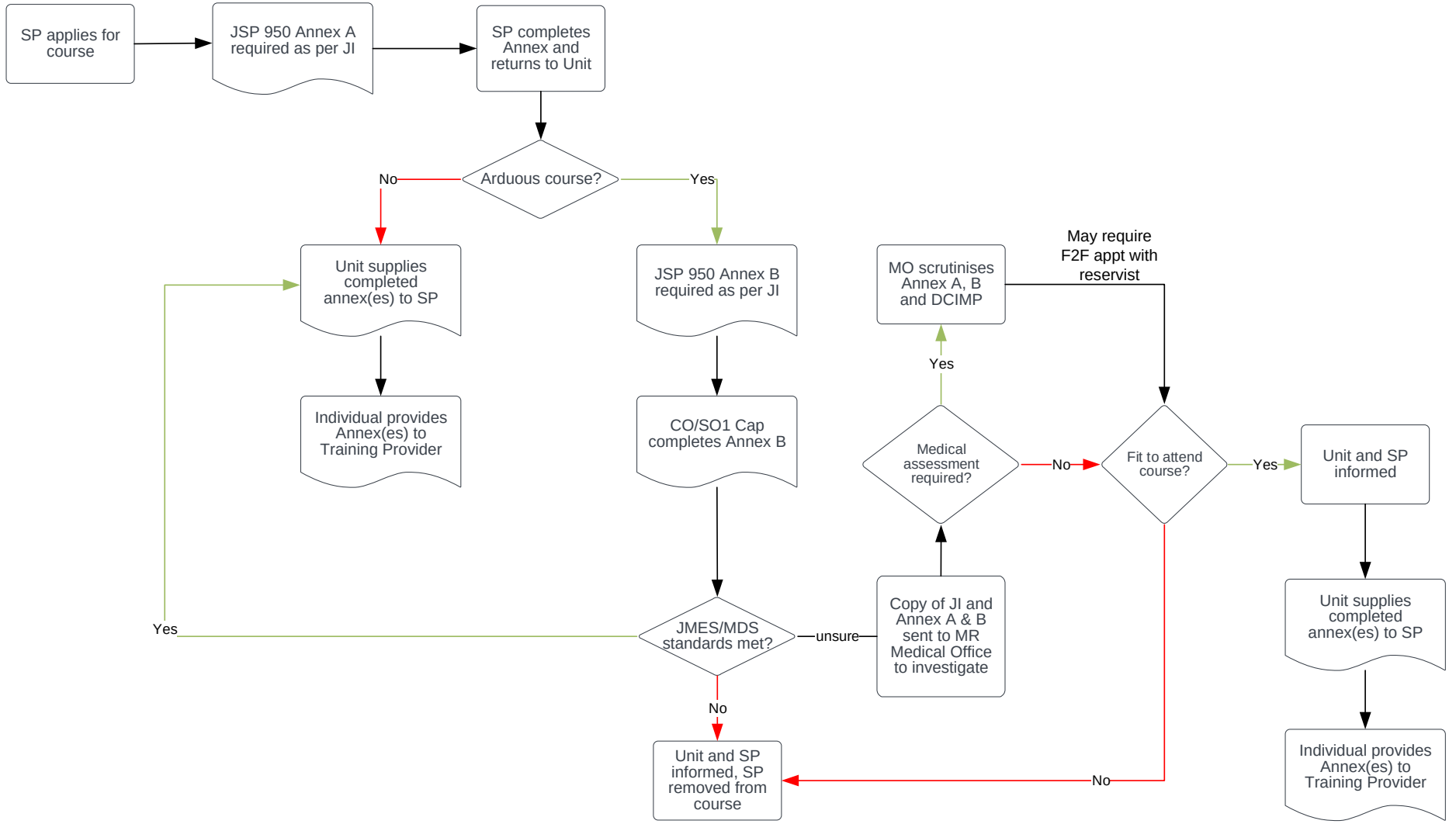
- Sea-training.
- Any training undertaken overseas (outside the UK).

APPENDIX 2 TO ANNEX 101L

SELF-CERTIFICATION PROCESS – STANDARD AND ARDUOUS ACTIVITIES

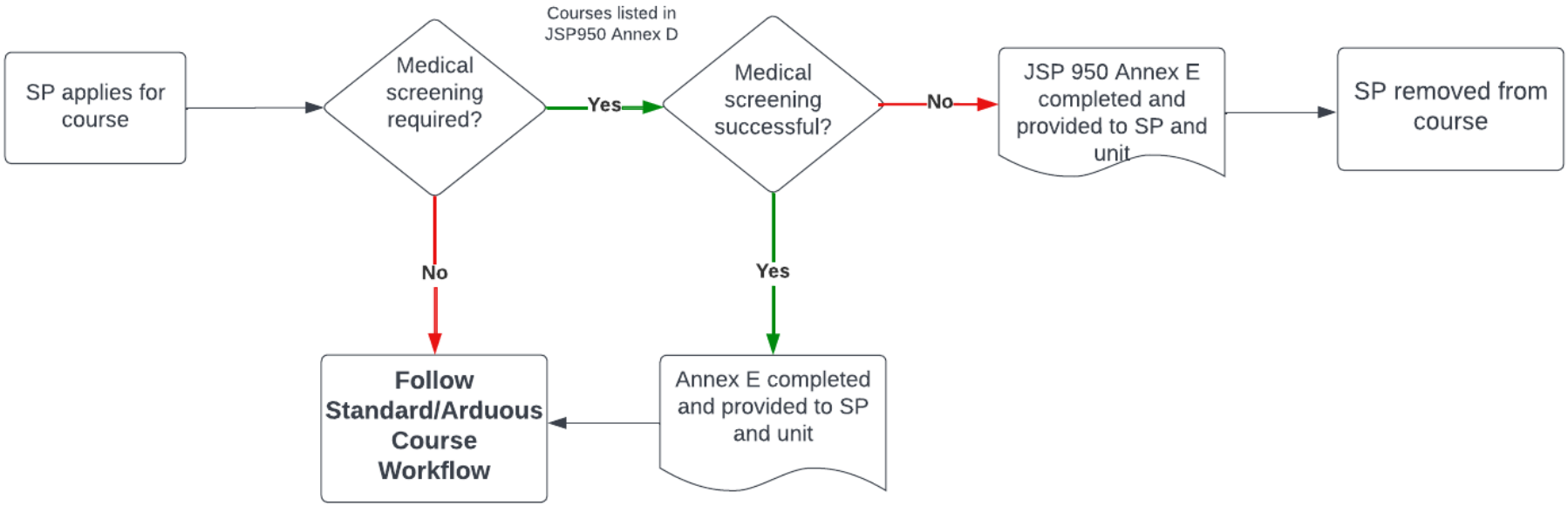
Figure 101L2-1



APPENDIX 3 TO ANNEX 101L

ADDITIONAL MEDICAL SCREENING PROCESS

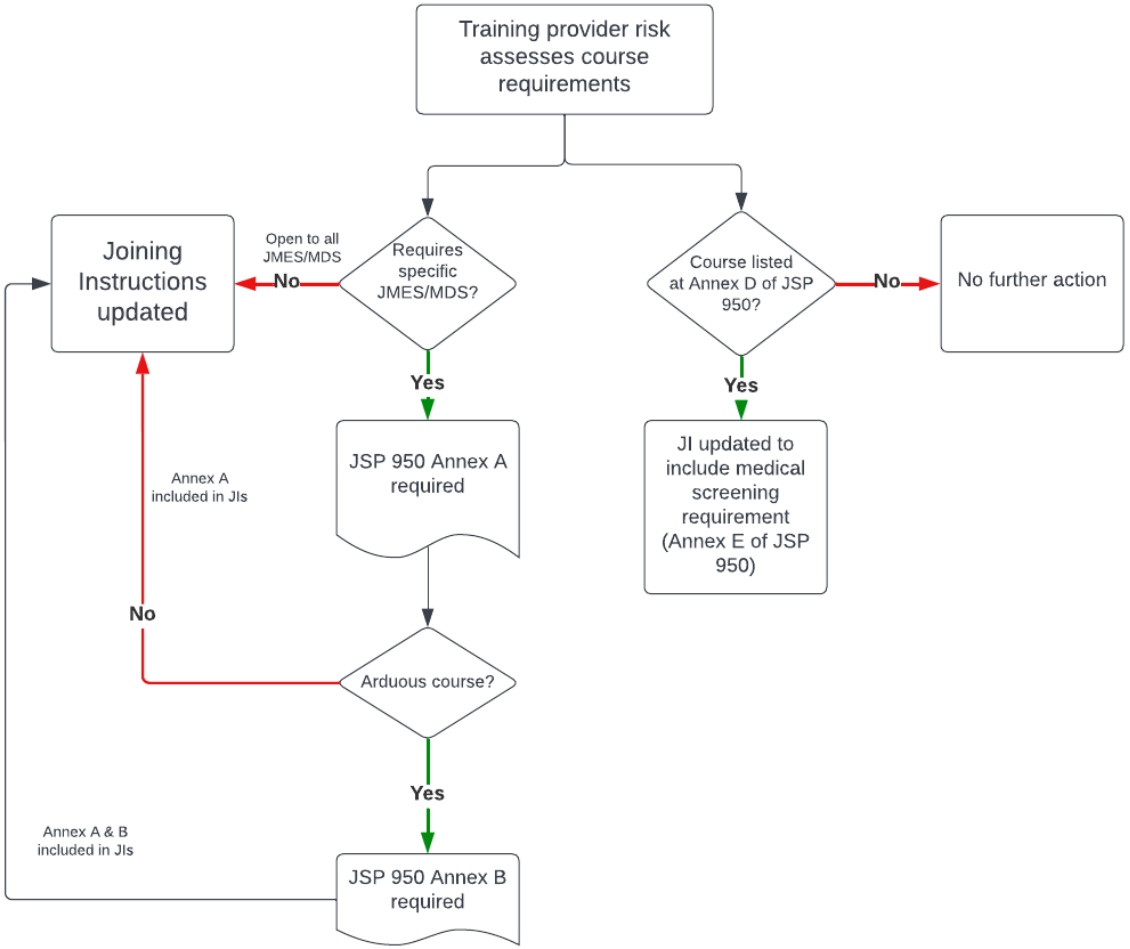
Figure 101L3-1



APPENDIX 4 TO ANNEX 101L

TRAINING PROVIDER - SELF-CERTIFICATION PROCESS

Figure 101L4-1



ANNEX 101M

DMICP BASELINE MEDICAL INFORMATION REQUIRED FOR RESERVISTS

1. It is necessary to record and maintain the following medical related information on DMICP for MR personnel:

a. NHS number.

b. Blood Group.

c. Vaccination history.

d. Audiogram test.

e. Any on-going medical conditions.

2. Medical Information

a. **NHS Number.** This should have been provided during the AFCO recruitment process. However, if it is not recorded then the individual should contact their GP to obtain their NHS Number. It is normally a 10-digit number and can additionally be found on an individual's records held on the NHS website.

b. **Blood Group.** An individual's blood group is normally recorded whilst undertaking Phase 1 training at HMS RALEIGH/BRNC/CTCRM. This information is normally required for ID tags for mobilisation. If this information is missing from an individual's record, the following methods for obtaining the blood group can be followed:

(1) **Blood Donors.** A copy of the Blood Group card and a copy of a Blood Group letter showing the individual's home address are acceptable as proof of an individual's blood group.

(2) **Blood Test.** When an individual knows they are due to attend for a military medical appointment or they are visiting a main military base, they are to contact the MRMO as there may be an opportunity to arrange an appointment at a DPHC medical facility able to conduct blood testing.

c. **Vaccination History.** All Maritime Reserve personnel should be in date for various routine UK vaccinations however they are not entitled to be given these by military sources unless they are mobilising, @R5 High Readiness or are deploying on exercise abroad and a Force Health Protection Information (FHPI)[1] has been issued. If their GP will administer the vaccines for no charge, then they should do this and provide documentary evidence to the MRMO in order to update their medical records. Any outstanding vaccinations will be carried out by DPHC once the MRMO has confirmed personnel are eligible and what is required [2] . Personnel should not undertake vaccinations that incur a charge without gaining approval from the MRMO in the first instance. If approval is not obtained prior to receiving paid for vaccinations, it is likely that the individual will not be eligible to be reimbursed.

d. For some vaccinations it is standard practice that they will have been administered in childhood and a repeat will not be necessary; others time-expire and will require re-administering, or a booster provided. Records of such vaccinations are usually held by GPs. For personnel where DMICP does not contain this information, individuals will be required to obtain and verify their vaccination history. There is no requirement for individuals to have any missing vaccinations administered unless they are required to undertake military activity.

e. For MR personnel needing to obtain their vaccination history the following methods can be used:

(1) **NHS Online Access.** The reservist should contact their GP surgery and request online access to their records; they will have to complete some paperwork and provide proof of their identity. They should then be provided with their log on details and will be able to extract the necessary information from the NHS website. Details of how to do this can be found at: 'How to access your records – NHS Choices'[3]. However, this service may not be available for all GP surgeries.

(2) **Paper Copy.** The reservist can request a print-out directly from their GP. There should be no charge for the provision of this information. If payment is requested, the reservist should decline and contact the MRMO who will assist in obtaining the records via other means.

(3) **Audio.** An audiogram is conducted during the initial entry medical, and the information is transferred to DMICP on joining. All personnel should then undergo an audio test every two years. If out of date, an individual should contact the MRMO to arrange an appointment.

[1] FHPI is the document that states the medical/dental requirements for the exercise or operation.
[2] 2021DIN01-089 Medical Preparation for Reservist Deploying Overseas.
[3] View your GP health rhttps://www.nhs.uk/nhs-services/gps/view-your-gp-health-record/#:~:text=You%20can%20get%20your%20GP,when%20you%20create%20an%20account.ecord - NHS (www.nhs.uk)

3. Individual Information Checks

a. There is no provision for information to be automatically transferred from JPA to DMICP. Therefore, when going through the process of a JMES review, PULHHEEMS or any other medical process, individuals are to ensure their contact details are provided to the MRMO when requested. This will facilitate easier communications between the MRMO and the individual to resolve any queries or issues.

b. Personnel should review and take action if required for certain medical details (JMES, vaccination status) within JPA under the “additional information” menu. Additionally, it can be viewed within the MyNavy app within the ‘Healthcare’ section.

ANNEX 101N

UNIT PERMANENT STAFF MEDICAL SEARCH PROCESSES

1. Process for Audiogram Search within JPA

a. **Stage 1.** Log on to JPA at JPA Portal (mil.uk)[1].

(1) Click on "**Unit MI Manager, Armed Forces**".

(2) Click on "**Reporting**".

(3) Click on "**JPA Dashboard**" Function.

(4) Click on "**ARMY**" button.

(5) In the GENERAL Box select "**Force Health Protection Dashboard**".

b. **Stage 2.** Scroll down to bottom of page and ensure your unit is listed in the Parent Org Name - if not;

(1) Click on the drop-down box.

(2) Click search at the bottom.

(3) Remove the tick in the match course and then type your unit in to the box-search.

(4) This should produce your unit in the left side of the box.

(5) Highlight your unit and click on the sing arrow pointing to the right. This then moves it into right box.

(6) Click on **OK** and then **APPLY**.

(7) The search will then run.

c. **Stage 3.** Scroll back up to the top and click on the fourth tab - "**Non-Routine Interventions**" This will then gather data.

(1) Top of the screen in the box labelled as **Intervention Name,** click on the drop-down box. This produces a list. Unclick all the boxes except the "**Hearing Conservation Programme**" and then press **APPLY**.

(2) One you see the Pie Charts you then need to click on "**MISR3003257-FHP Data (non-routine**)" - Can be located in the middle of the screen.

[1] JPA Portal (mhttp://jpa-portal.afpaa.r.mil.uk/mains2.aspxil.uk).

(3) Scroll down and click on **Export** at the bottom of the table, select “Excel 2007”. This produces a table of all your personnel with relation whether they are in or out date for audiogram.

2. Process for “No NHS Number” search within JPA

a. Carry out the steps detailed in Stage 1 above.

b. Identify the High-level reporting box and select “**Commander Reports MIS3002265**”.

c. Click on “**Service Box**” and ensure that RM or RN is selected, check organisational name has your unit record and the correct UIN number is in the box.

d. Click on “**OK**” and then “**Apply**“.

e. Click on Tab “**Sub-Unit**” (Top of the screen).

f. Click on **Export** at the bottom of the table, select Excel 2007. This produces a table of all your personnel and whether they have an NHS Number.

3. Process for JMES Search within JPA

a. Log on to JPA.

b. Click on “**Unit MI Manager, Armed Forces**”.

c. Click on “**Reporting**”.

d. Click on JPA Dashboard Function.

e. Click on “**Navy**” button.

f. Click on “**Command HR (Unit Management)**” - This should automatically select your unit (Shown on the right side).

g. Select “**Medically Deployability**” Tab at the top of the screen - This should then produce a list of personnel for your unit.

h. Identify the box that states MFD and clink on the arrow to produce a drop-down box (midway down the main sheet) of MFD/MLD/MND or Not Stated. Select the correct one.

i. Scroll down and click on **Export** at the bottom of the table, select Excel 2007. This produces a table of all your personnel and what their current JMES is, whether they are in or out of date, or no record.

ANNEX 101O

NOTIFICATION OF A CASUALTY (NOTICAS) PROCESS FOR THE MARITIME RESERVES

Note. *JSP751 is the authoritative document and this Annex is to be read in conjunction with the JSP.*

1. Introduction

If a member of the Naval Service is hospitalised for any reason, or severely injured or dies, a Notification of Casualty (NOTICAS) is to be raised. The NOTICAS is sent to the Joint Casualty and Compassionate Cell (JCCC) who notify the Naval Service Casualty Cell (NSCC) who ensures the Service Person is closely tracked and arranges for any support required. However, a NOTICAS for a member of the Maritime Reserves (MR) is only to be raised when the Service Person (SP) is taken seriously ill, hospitalised or dies whilst:

a. mobilised into permanent service;

b. in Full Time Reserve Service (FTRS) (FC, LC, HC), or;

c. on duty as a Part Time Volunteer Reservist (PTVR) whether on Additional Duty Commitment (ADC) or on paid or unpaid Reservist Service Days (RSD).

2. NOTICAS process for eligible Reservists

Whenever an incident occurs and a casualty has resulted or a serious illness is notified, the parent / Employing Unit of the Service Person (SP) involved raises a NOTICAS signal to the JCCC who will then disseminate the information to the NSCC. Depending on the seriousness of the injury/illness the first action the NSCC will take, is to check whether the Emergency Contact (EC) / Next of Kin (NoK) of the SP involved has been informed. With most minor injuries, it is normally the SP involved who informs their EC / NoK themselves. However, for Deaths, Very Seriously Ill, Seriously Ill or Missing personnel the NSCC is responsible for informing the family.

a. The NSCC maintains a database of RN / RM Casualty Notification Officers (CNOs) and the overriding priority for the NSCC is to inform the EC / NoK of a casualty as quickly, accurately and compassionately as possible where required.

b. The process does not end when it is confirmed that that the EC / NoK has been informed. The NSCC will arrange for a Visiting Officer's (VO) to establish communications with the family. The VOs are part of the Royal Navy and Royal Marine Welfare (RNRMW) organisation and will remain the principal link between the NS and the families for as long as is required and able to assist with any queries or problems that they may have.

c. For all Service deaths the NSCC also maintain a database of trained Funeral Officers (FOs) who are allocated as required. As with CNOs, all FOs are volunteers from the NS.

d. There are 2 ways to raise a NOTICAS: via JPA by logging in to Duty Casualty User and following the prompts, or via Email to DBS-JCCCGroupMailbox@mod.gov.uk following the format at Appendix 1. For initial contact, and any further guidance, JCCC is to be contacted directly on **01452 519951** (available 24/7).

3. Reporting Process for PTVR Not On Duty

a. **Off-Duty Reservists.** While reservists serving on FTRS, MPGS, ADC or NRPS terms are always notifiable casualties (necessitating the generation of JPA NOTICAS or an immediate signal) casualty events involving off-duty volunteer reservists are not notifiable. The death or any illness/injury of non-mobilised volunteer reservists which occurred whilst the individual was off duty is not to be reported via JPA NOTICAS or immediate signal. Units learning of the death of an off-duty volunteer reservist must report the event via an email to the JCCC group mailbox at DBS-JCCCGroupMailbox@mod.gov.uk using the heading 'Death of an Off-Duty Reservist - Individual's Name' for the attention of JCCC Deceased Estates staff (copied to single Service points of contact detailed below).

b. The following information must be included:

(1) Service Number.

(2) Rank.

(3) Full Name.

(4) Unit.

(5) Date and location of death.

(6) Name and Address of NOK (or other person) who informed MOD of the death.

(7) Confirmation that the deceased was a reservist who died off duty.

(8) POC on unit (Rank, Name, Post and Contact Number).

This will facilitate checks for any will and activates the process to make any payments from MOD to the individual's estate[1].

c. Unlike regular / permanent service personnel, CMRHQ has no visibility when a PTVR falls seriously ill and it is usually via informal means (colleague / friends) that a Unit is eventually contacted. It is therefore incumbent on every member of the Maritime Reserves to keep their Units informed if they are likely to be hospitalised over 72 hours and to ensure their families or EC / NoK know who to contact at the Unit if their health deteriorates. This provides the opportunity for the Unit and / or CMRHQ to provide the appropriate support.

[1] **Important**: The death of a reservist off duty (other than when mobilised or serving on FTRS, MPGS, ADC or NRPS terms) incurs no entitlement to a service-funded funeral / funeral grant or requirement to appoint a CNO/VO.

d. Unit COs are directed to inform the Duty Officer by phone when they become aware that a member of the MRs is seriously ill, very seriously ill or has died. The call is to be followed up by the reporting form at Appendix 2 and is to be forwarded by email to SWO or RSM.

e. Part time HQ staff are to report their welfare state direct to their parent Units. Capability Areas are to report their casualty status via their Spec SO1 who is to raise the necessary form.

APPENDIX 1 TO ANNEX 101O

MARITIME RESERVISTS ON PERMANENT SERVICE / DUTY – NOTICAS FORMAT

1. This **does not** replace the formal guidance in JSP 751 Vol 1 'Management of The Casualty.' Raising of a NOTICAS is a Unit Executive function and should normally be initiated by the UOO. If a SP becomes sick/injured (and requires to be admitted to hospital) or dies, a NOTICAS must be raised if it meets the following criteria:

- Death: there must be absolutely no doubt of this fact.

- Very Seriously Ill (VSI): this could be due to trauma / disease where it is considered that there is imminent threat to life.

- Seriously Ill (SI): due to trauma/disease where there is cause for concern but no imminent danger to life.

In all cases contact JCCC on **01452 519951** first.

2. Via JPA

Log in, go to **Duty Casualty User** and add all the Casualty details as prompted. Submit and contact JCCC to inform them that you have done so.

3. Via Email on MODNet

You can send a NOTICAS via email, use the following format (table format not required) and send to: DBS-JCCCGroupMailbox@mod.gov.uk

A.	INITIAL	Subsequent updates will follow in number sequence
B.	LH, J (JOHN) EVANS, RN, 30012354, HMS BLANKSHIRE	Casualty's full service details
C.	VSI/SI/III/ UL	Listing Category as recommended by a *Medical Officer*
D.	070330Z, ON A303 NEAR ANDOVER, WILTS	Date, time and location of incident
E.	RTI, REGULAR	Brief description of cause (must be known facts) and what service individual is on (Regular, FTRS, etc)
F.	RIDING CIVILIAN MOTORCYCLE, IN COLLISION WITH LORRY	Incident details if known, include facts only
G.	MULTIPLE INJURIES. MEDICAL CONTACT DR JAMES, A&E DEPT, ANDOVER HOSPITAL 01980 123456	Clinical details if known - will not be published in NOTICAS
H.	ANDOVER HOSPITAL AT 070550Z	Location of Casualty at time of NOTICAS action
I.	KINNOTFORMED. EC MRS MARY EVANS, 15 RIVER ROAD, NEWTOWN, BUCKS BT8 3RF	EC = Emergency Contact; KINFORMED, SELF KINFORMING, KINNOTFORMED. Critical piece of information.
J.	ACCIDENT IS SUBJECT TO POLICE INVESTIGATION. UNIT POC LT CDR P SMITH, 1ST LT, HMS BLANKSHIRE + telephone number	Contact details for UNIT POC (must be current and accurate)

APPENDIX 2 TO ANNEX 101O

MARITIME RESERVES NOT ON DUTY - MR REPORTING FORMAT

1. Units learning of the death of an off-duty volunteer reservist must report the event via an email to the JCCC group mailbox at DBS-JCCCGroupMailbox@mod.gov.uk using the heading 'Death of an Off-Duty Reservist - Individual's Name' for the attention of JCCC Deceased Estates staff.

2. If a PTVR becomes seriously ill/injured (and requires to be admitted to hospital) or dies, a MR report is to be raised[1] if it meets the following criteria:

- Death: there must be absolutely no doubt of this fact.

- Very Seriously Ill (VSI): this could be due to trauma / disease where it is considered that there is imminent threat to life.

- Seriously Ill (SI): due to trauma/disease where there is cause for concern but no imminent danger to life.

3. The reporting email is to be forwarded to the SWO for RNR personnel or to the RSM for RMR personnel (table format not required), copied to Duty Officer.

A.	INITIAL	Subsequent updates will follow in number sequence
B.	LH, J (JOHN) EVANS, RN, 30012354, HMS BLANKSHIRE	Casualty's full service details and Unit
C.	N/K, SI, VSI, Deceased	Condition of the Casualty if known.
D.	070330Z, Apr 20	Date, time Unit informed.
E.	RTI, PTVR	Brief description of cause (must be known facts), date occurred and whether RNR/RMR
F.	Informed by NoK.	Who reported the incident and whether EC/NOK aware

[1] This is a Unit Executive function and should normally be initiated by the UOO.

ANNEX 101P

RECRUITS AND TRAINEES AT RISK – HANDOVER FORM

RECRUITS AND TRAINEES AT RISK – HANDOVER FORM (FORMS)

ANNEX 101Q

ROYAL NAVAL RESERVE - CERTIFICATE OF PROFESSIONAL QUALIFICATION LOG

ROYAL NAVAL RESERVE – CERTIFICATE OF PROFESSIONAL QUALIFICATION LOG (FORMS)

ANNEX 101R

TRAINING BRANCH (ACTING LEADING HAND) SCHEME

1. Introduction

There are three routes to entry on the RNR TB (Acting Leading Hand) scheme based on the SQEP and previous military experience. This will generate qualified Leading Hand Trainers (Res) in up to a maximum of three years[1] of joining the RNR.

a. **Direct Entry.** For those joining the RNR as an *ab-initio* who already hold a recognised civilian training or educational qualification and who have utilised that experience for a sufficient period.

b. **Lateral Entry[2].** For those transferring from Regular Service to the RNR at the rate of AB1, or via Branch Transfer for those already serving within the RNR at the rate of AB1.

c. **Re-Joiner Entry or Inter-Service Transfer.** For those wishing to join the RNR having left the Regular Services at the rate of AB1[3].

2. Entry Standards

a. The entry standards are based on the RNR Training Branch Statement of Requirement (SOR), as endorsed by the Reserves Professions Manager.

b. **Lateral or Re-Joiner Entrant:**

(1) Be an AB1.

(2) Have completed Initial Naval Training[4].

(3) Have a 'YES' recommend (or higher) for promotion on a previous SJAR[5].

(4) Be recommended for any instructional environment, including Phase 1 Training, in their latest SJAR[6].

c. **Direct Entrant:**

(1) Aged 18-40.

(2) A minimum of 2 years demonstrable employment in a civilian training or educational setting whilst holding a Level 3 or above recognised civilian training or educational qualification[7].

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[1] To allow for Phase 1 training (1 year); Defence Trainer course (10 days); LRLC (12 days) for ab-initio.
[2] Includes those who can enter under Firefly 36 scheme.
[3] Or equivalent OR2 rate for Inter-Service Transfers
[4] Inter-Service transfers will be considered by WFPM RES SO3 RNR.
[5] If already in service (Reserve or Regular) or on last SJAR before leaving the Regulars if a Re-Joiner.
[6] AB1s may not have this recommend and whilst this should not be a bar to consideration a formal recommendation of suitability as a Phase 1 Trainer will be required to be given by the individual's line manager in the application for transfer.
[7] Whilst the list of potential qualifications is not exhaustive, final decision as to suitability of qualification lies with the MR TRA.

3. Recruitment

a. The recruitment of Direct Entry and Re-Joiner candidates takes specific elements from the current R&A recruitment process but tailored to the perceived increased value of the RNR TB. The standard RNR entry requirements, defined in the entry SOR and Job Eligibility Matrix, will be managed through the AFCO (Direct Entry) or Re-joiner and Inter-Service Transfer Team (RISTT) organisations with additional support from the leadership team within the RNR TB.

b. Upon initial attraction of a candidate, R&A will assess the candidate's basic eligibility and suitability against the entry SOR. There will also be an initial interview conducted between the candidate and the RNR TB WO2 INT to assess whether their training experience meets RNR TB requirements. This interview will also clarify to the candidate the exact Terms and Conditions of Service (TACOS) and recruiting process that will be undertaken. If successful at this interview the candidate will be passed to an AFCO / RISTT for management.

c. Applications from existing members of the RNR are to follow the Branch Transfer process in Section 8 of this Chapter. If the candidate is suitable a recommendation from SO1 TB will be made to permit a transfer into the RNR TB.

d. Lateral Entry candidates will be interviewed by RNR TB WO2 prior to any transfer being approved.

4. Terms and Conditions of Service

Successful candidates will enter the RNR on a bespoke Tailored Career (if *ab-initio* entrants) or on the balance of their current engagement (if branch transferring). The TACOS include:

a. Entry on an ES1 of 12 years length of service with an automatic transfer to ES2 on confirmation.

b. Join the RNR as an Acting LH RNR Trainer on IL1[8] with seniority and IBD set to date of joining.

c. For professionally qualified Direct Entrants or Lateral Entrants who have not undertaken LRLC, removal of the Acting rank will be upon completion of LRLC.

d. The following criteria are to be achieved for promotion to LH:

(1) Have achieved at least one Certificate of Efficiency during time as an Acting LH RNR Trainer.

(2) Recommended on latest SJAR for confirmation as LH RNR Trainer.

(3) Be in-date for Advanced Care of Trainees (ACoT).

[8] Unless any other previous service in the Armed Forces has been conducted where a tailored pay scale will be developed.

(4) Have completed Defence Trainer course (DTc) and hold Practitioner status[9].

(5) Attend pre-Leading Rates Leadership Course Weekend (RNLA 202 RNR) if LRLC not held.

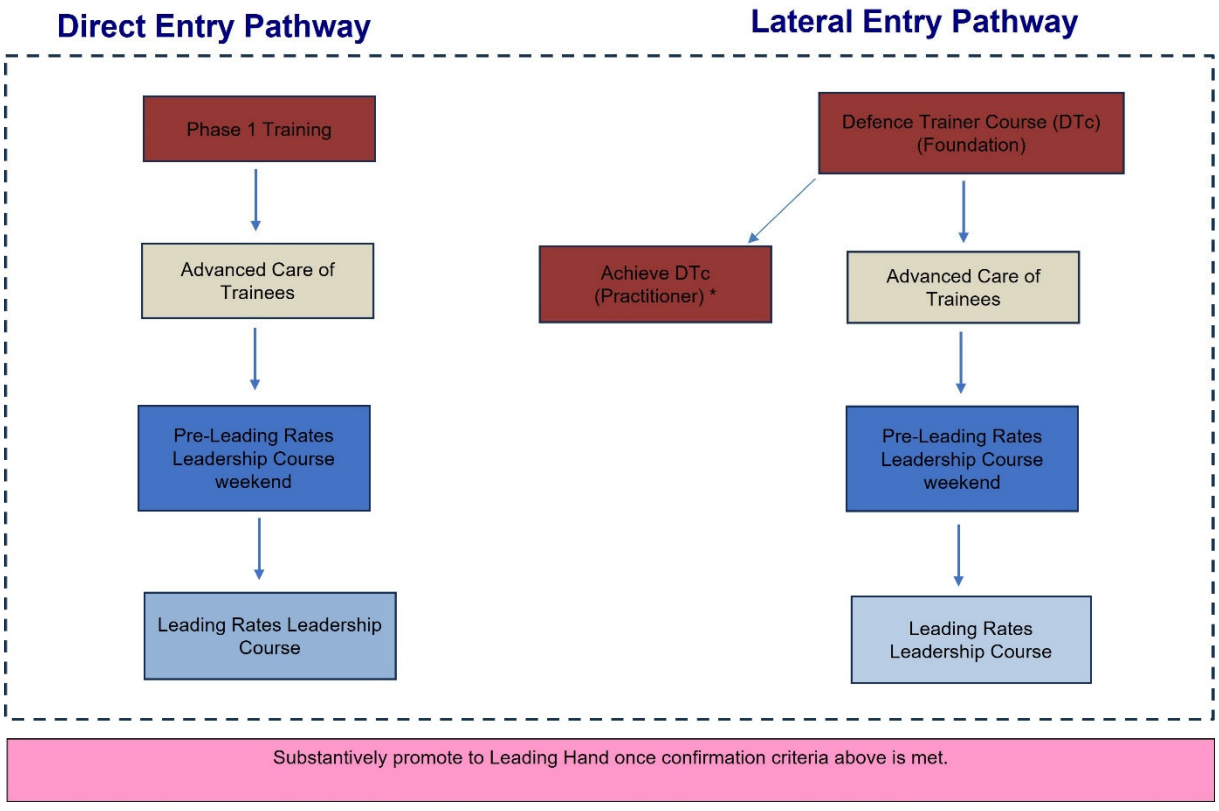
(6) Pass Leading Rates Leadership Course (LRLC) (RNLA 102 RNR).

(7) In-date PES or in possession of a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS).

e. Failure to be confirmed as a LH RNR Trainer within 2 (or 3 for DE) years of joining/allocation will result in reversion to source branch as an OR2, transfer as an OR2 to another available branch, or discharged[10]. Exceptional circumstances that prevent confirmation should be referred to WFPM RES SO3 RNR for consideration of a training extension.

f. Individual TACOS will be provided on a case-by-case basis for those applying through Lateral Entry or RISTT.

g. A summary of the training pathway is below:



* For DE – RPL Pathway (if required to DTc (Practitioner)

[9] If equivalent or higher civilian qualification held, then the Recognition of Prior Learning pathway, as contained within JSP 822, will need to be followed. Responsibility for this lies with SO2 DTC, and the requisite competency, inclusive of Advanced Care of Trainees, needs to be followed.

[10] This does not include those undertaking maternity or shared parental leave, where commensurate extensions in time will be awarded.

5. Employment

When the Acting LH RNR Trainer complete LRLC they will be assigned into an RNR TB stream specific PID (either INT or CLM) based on the needs of the organisation at the time.

ANNEX 101S

APPLICATION FOR COMMISSION PARCHMENT

1. (Officers who have served in the RN/QARNNS are not entitled to a second Commission Parchment in the Royal Naval Reserve / Royal Marines Reserve).

2. Ranks at which Officers become eligible for Commission Parchment.

a. **Surgeons.** Confirmed Lieutenant.

b. **QARNNS.** Confirmed Sub Lieutenant.

c. **Other Branches.** Confirmed Sub Lieutenant.

Surname	
Forename(s)	
Present Rank	
List & Specialisation	
RNR Unit to which Attached	

Honours, Decorations and Medals (with date of award)	

(Continue overleaf where required)

Date of entry into RNR/QARNNS	
Rank on entry to RNR/QARNNS	
First Eligible Rank	
Date Promoted/Confirmed	
Seniority Date in First Eligible Rank	

Postal Address to which Parchment should be sent	
Name	
Line 1	
Line 2	
Post Town	
County	
Post Code	
Country	

Signature of Applicant	
Date	

Honours, Decorations and Medals (with date of award) *(Continued)*	

3. Completed forms are to be sent to:

DBS
Ministry of Defence
Mail Point 350
Kentigern House
65 Brown Street
Glasgow
G2 8EX

ANNEX 101T

ROYAL NAVAL RESERVE NOTICE PAPER

(EXCLUDING LIST 7 AND THE SPONSORED RESERVE LIST)

Notice to be given under Paragraph 1 of Schedule 1 to the Reserve Forces Act 1996.

1. Explanatory Notes

This paper sets out:

a. General terms of enlistment.

b. Terms of the engagement offered to you.

c. Re-engagement, Termination, Discharge and Retention in Service.

d. Call-out liabilities.

e. Training and employment.

f. Pay, Expenses and Allowances.

g. Leave.

h. Armed Forces Pension Scheme.

i. Armed Forces Compensation Scheme.

j. Employer Notification.

k. General Conditions of Service.

2. General Information

a. The Royal Naval Reserve (RNR) is an integral part of the Naval Service and is maintained as one of the Naval and Marine Reserve Forces as defined in the Reserve Forces Act 1996 (RFA 96).

b. The RNR may be used to support the Royal Navy during periods of crisis, tensions of war or any purpose for which members of the Regular services may be used including peacekeeping and humanitarian operations and disaster relief worldwide.

3. Reserve Service and the UK Benefits System

Whether employed, self-employed or unemployed you must be absolutely certain of your financial situation and the effect upon household income and support from serving as a Reservist. It is your responsibility to speak to the appropriate Jobcentre staff, local council staff or to consult www.gov.uk to check the financial impact, if any, of earnings paid as a member of the Reserve Forces. Reservists should not rely on earnings paid for reserve service to supplement/support monthly incomes owing to the variances of the Attendance Based Pay system and meeting the JPA pay run. EPICs will only be awarded in exceptional circumstances iaw JSP 754.

Note. *All revenue earned will be declared by the MOD through Real Time Information to HMRC and the withdrawal or reduction in benefits will be instantaneous with the receipt of pay.*

4. General Terms of Enlistment

a. If you are under the age of 17½ years, the consent of a person with parental responsibility for you (within the meaning of the Children Act 1989 or the Children (Northern Ireland) Order 1995 or Section 1(3) of the Children (Scotland) Act 1995) must be given before you are enlisted.

b. In order to obtain security clearance, all candidates should have resided in the UK (including Northern Ireland) or the Republic of Ireland for a continuous period prior to application. For Foreign and Commonwealth citizens, and non-Commonwealth citizens, the general requirement is to have resided in the UK (including Northern Ireland) for a period of five years prior to application. For specific regulations BRd 3(1) is to be consulted. Applicants are required to demonstrate that they have an indefinite Leave to Remain.

c. Although enlistment in the RNR is open to Sole British, Sole Irish, Sole Commonwealth citizens, Dual Nationals or Gurkhas, certain employment paths are closed to particular groups; BRd 3(1) is to be consulted for specific restrictions.

d. RNR Air Branch personnel will be enlisted into RNAS Yeovilton. Maritime Intelligence personnel will be enlisted into HMS FERRET, Chicksands.

e. Your Volunteer Reserve commitment will consist of periods of continuous and non-continuous training, unless you are called out for permanent service or volunteer for a period of Full Time Reserve Service (FTRS).

f. Mandatory periods of continuous training will not exceed 16 days in aggregate with no period of non-continuous training exceeding 36 hours without your consent.

g. Once you attain Trained Strength (TS) status and CPQ in Specialisation, you may voluntarily enter into a commitment for periods of FTRS as defined in RFA 96, subject to requirement, suitable levels of qualification and experience and, where appropriate, employer consent.

h. You will be subject to the Armed Forces Act 2006, i.e., the service justice system, when in permanent service, when undertaking a period of FTRS and when undertaking any training or duty.

i. You will be subject at all times to the more limited disciplinary provisions of sections 95 to 97 of RFA 96 which deal with offences against good order and discipline, and desertion and absence without leave from service, duty or training.

5. Probationary Period

a. Your initial enlistment will be on a probationary basis, subject to satisfactory completion of the remaining elements of the recruiting process prior to final acceptance into service. These include:

(1) Medical examination.

(2) Fitness test.

(3) Security Clearance check.

b. If you do not successfully complete the recruiting process then you will be discharged from the RNR as Not Finally Accepted (NFA).

c. If your final acceptance into service or re-enlistment is not approved, then pay is not permissible for any period after this decision has been communicated to you.

6. Rehabilitation of Offenders Act

a. You are required to give details of any civil or military convictions which are considered ‘unspent’ under the Rehabilitation of Offenders Act 1974 before you are enlisted.

b. After enlistment you will be required to apply for Security Clearance checks as a mandatory requirement for final acceptance. At that time, you must declare all past convictions, whether ‘spent’ or ‘unspent’, to the security authorities.

c. It is your responsibility to distinguish between ‘spent’ and ‘unspent’ convictions. You may wish to consult a Citizen’s Advice Bureau, a Community Law Centre or the Clerk to the Court where you were convicted, or a Solicitor or Probation Officer or any other competent authority.

d. If you fail to disclose a conviction which is not ‘spent’, you may become liable to prosecution, either by the Service or civilian authorities and may be discharged from the Service. An ‘unspent’ conviction will not necessarily prohibit you from enlistment.

e. There are a number of posts, activities and occupations which are exempt from the Rehabilitation of Offenders Act 1974. If the position you are being enlisted into is exempt from the Act you must disclose both ‘spent’ and ‘unspent’ cautions and convictions. A regularly updated list of exempt posts, occupations and activities can be found on the Disclosure and Barring Service website. The list includes:

(1) Any work which is defined as regulated activity relating to children or vulnerable adults within the meaning of the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012).

(2) Certain occupations and employments in the healthcare professions. f. You must declare if you are prohibited from having a firearm or ammunition in your possession under section 21 of the Firearms Act 1968.

7. Terms of Engagement

You will be enlisted under the terms of one of the following engagements:

a. Engagement Stage 1 (ES1) providing for 12 years’ service.

b. Engagement Stage 2 (ES2) providing for a further eight years’ service normally running consecutively with ES1 i.e., 20 years’ service in total.

c. Engagement Stage 3 (ES3) providing for further service beyond ES2 in blocks of between one and five years, by exception, and based on the requirements of the Service.

d. Extension of Service (EoS) of varying lengths but of not less than one year may be offered instead of transition to the next engagement stage.

8. Terms of Re-Engagement

a. You may apply to re-engage for further service not more than 12 months before the end of your current engagement stage.

b. Enlistment on further engagements or on extension of service remains subject to:

(1) The prevailing Service requirement at the time.

(2) Satisfactory performance during your current and previous engagements.

(3) A positive recommendation for further service from your Commanding Officer.

9. Terms of Termination of Engagement (Discharge)

a. The Defence Council has the authority to discharge you at any time.

b. Your Commanding Officer is empowered to discharge you in accordance with RFA 96 s.15(1), in the circumstances permitted for Regular Naval Personnel in BRd 3(1) including Discharge Shore (for example, Ratings/ORs who fail to fulfil their annual training obligations and are persistent bad attendees) and Discharge SNLR (see BRd 3(1) Ch 54) and:

(1) **Engagement Completed.** Ratings/ORs are to be discharged on the day on which they complete their engagement, provided they are not at the time in permanent service or full-time service under a FTRS commitment or ADC commitment; or

(2) **For Age.** RNR Ratings are to be discharged on the day preceding their 55th birthday, this being the current age for discharge; or

(3) **Promoted to Commissioned Rank.** Ratings/ORs promoted to commissioned rank in any of the Regular or Reserve forces are to be discharged the day prior to their effective date of promotion; or

(4) **Fraudulent Entry.** If Ratings/ORs have given a false answer during the attestation process, they may be discharged at the Commanding Officer's discretion; or

(5) **Discharge SHORE.** Ratings/ORs who fail to fulfil their annual training obligations and are persistent bad attendees; or

(6) **Discharge SHORE (DUDT).** Phase 1 & 2 Trainees in accordance with the guidance in BRd 3(1) Chapter 54.

c. Your Commanding Officer may discharge you in accordance with RFA 96 s.15(1) once legal advice has been sought under the following circumstances:

(1) **Discharge SHORE (Inadequacy - Attitude to Fitness).** The warning procedure for a poor attitude to the required levels of fitness is detailed in BRd 51 Volume 2, Chapter 2 – (PES Policy, Protocols, Instructions and Guidance). Persistent poor attitude to fitness may result in Discharge SHORE on the grounds of inadequacy.

(2) **Medically Unfit for Further Service.** Ratings/ORs who fail to maintain the physical standard required for service in the MR are to be processed to the Naval Service Medical Board of Survey (NSMBOS) / Medical Employability Board (MEB) in accordance with regular service procedures.

(3) **Conviction by a Civil Court.** Discharge will depend on the gravity of the offence and its relevance to Naval Service. Advice must be sought from Naval Legal Services.

(4) **Discharge Services No Longer Required (SNLR).** Ratings/ORs whose conduct is persistently a cause for concern are liable for discharge. Consultation between reporting officers and thorough counselling of the subject play a key role in the warning process. Every effort must be made to ensure that the shortcomings are identified and the proposed solution explained to and understood by the subject, who must also acknowledge in writing the advice given, the future process and consequences. BRd 3(1) Chapter 57 contains further guidance where Discharge SNLR is being considered. MR Unit COs must consult with COMMARRES HQ prior to implementation of formal action.

(5) **Discharge SHORE (Best Interests of the Service).** Although the above types of Discharge SHORE are the normal method of dispensing with the services of ratings and other ranks whose retention is undesirable because of their unsuitability, it is not possible for the regulations to cover every eventuality. Where Command is unable to determine an appropriate method as detailed above, then an application may be considered on the basis of the Best Interests of the Service. For further information see BRd 3(1) Chapter 54.

d. **Right to Appeal.** Appeal against a decision to discharge a Rating/OR in accordance with s.15(2) RFA 96, is by way of complaint to the Defence Council in accordance with JSP 831 and BRd 3(1) Chapter 23. The Defence Council may give directions (including a direction annulling the discharge) as is appropriate.

10. Entitlement to Discharge

a. Provided that you are not at that time in permanent service or serving under FTRS or Additional Duties Commitment (ADC) or an order is in force authorising the call out of the Reserves, you are entitled to be discharged:

(1) On completion of each engagement.

(2) Before the end of the period for which you enlisted, provided that you give at least three (3) months' notice in writing to your Commanding Officer and you return in good order, fair wear and tear excepted, all arms, clothing and other public property issued to you or pay for the deficiencies. Your Commanding Officer may dispense with either or both of these conditions if it appears that the reasons for discharge are of sufficient urgency or weight.

b. You will be discharged with all convenient speed but remain a member of the RNR until actually discharged.

11. Terms of Call-Out (Mobilisation)

a. You will be liable to be called out for permanent service in any part of the world whenever an Order is in force authorising call-out. Call-out may be authorised in the following situations:

(1) When national danger is imminent or a great emergency has arisen, or in the event of actual or apprehended attack of the United Kingdom.

(2) When warlike operations are in preparation or progress.

(3) Where it is necessary or desirable to use members of a Reserve Force for any purpose for which members of the Regular services may be used, or on operations anywhere in the world for the alleviation of distress or the preservation of life or property in time of disaster or anticipated disaster.

b. If you fail to report at the time and place as specified in the notice calling you out for permanent service without leave of absence, sickness or other reasonable excuse you will render yourself liable to arrest and prosecution.

12. Retention in Service

You may lose your entitlement to discharge or be required to extend your service whilst an order under section 52, 54 or 56 of RFA96 is in force authorising the call-out of members of the Reserves or if you are already in permanent service under such an Order.

13. Training and Employment

a. On completion of Phase 1 training you will be assigned to one of the following RNR Professions:

(1) Warfare.

(2) Logistics and Personnel.

(3) Engineering.

(4) Healthcare and Medical.

(5) Chaplains.

b. Wherever possible and subject to the prevailing Service requirement, you will be assigned to the Specialisations of your choice.

c. Training may be conducted in Reserve Units, HM Ships or in Training Establishments in the United Kingdom (UK) or any part of the world and is organised in two ways:

(1) Non-continuous training, typically comprising evenings and weekends at a Reserve Unit or other UK Training Establishment.

(2) Continuous training, typically comprising a period of at least one week within the UK or any part of the world.

d. You will be required to carry out whatever duties may be ordered by those in authority to you. The nature of your employment is always subject to the needs of the Service, and no guarantee is given that you will serve in any particular employment, professional or specialisation. Nevertheless, if you are enlisted for a particular employment with the view to being trained and employed in it you will normally be so trained and employed.

14. Pay

a. Reserve remuneration package includes attendance-based pay, travel expenses and allowances for attending training and other authorised duties, a non-contributory pension and an annual paid leave entitlement, based on paid attendance.

b. Your rate of basic pay is determined by:

(1) Type of Reserve Forces commitment or form of service.

(2) Substantive Rate.

(3) Profession or Specialisation.

(4) Length of service.

(5) Qualifications held.

(6) Satisfactory performance.

15. Pay on Initial Entry (No Previous Military Service)

a. Your entitlement to pay will commence from, and include, the day of your first period of training or duty after attestation.

b. On enlistment into the Reserve Forces you will be allocated to the New Entrant Rate of Pay (NERP). You will remain on this rate of pay for one calendar year or until completion of basic trade training, whichever is the earlier.

c. Thereafter, you will be allocated to a specialisation for pay purposes and be paid from the relevant main pay spine of the appropriate pay range for your rate, professional or specialisation. Yearly incremental progression will occur, in accordance with published pay regulations, on the anniversary of the date of your transfer to this pay spine.

16. Pay on Initial Entry (Transfer from the Regular Forces)

If you have transferred or re-engaged into the Reserve Forces from the Regular Forces you will be paid at the same increment level within the pay spine and range on the Reserve pay structure as applied in the Regular Forces, assuming there are no other changes in employment status (such as a change of Professional or Specialisation). Your pay will be reassessed to count former Service towards incremental pay from the date of engagement.

17. Bounty

You will be paid an annual tax-free bounty if you complete your specified annual training requirement as an entitled Volunteer Reservist. Your bounty will only be paid on receipt of a Certificate of Efficiency from your Commanding Officer confirming that you have met the appropriate attendance, training requirements, mandated requirements as set by CMRHQ and training performance standards.

18. Leave

a. You are entitled to paid leave, in accordance with JSP 760, proportionate to your attendance for required training or paid voluntary training and other duties. You are ineligible for paid leave not based on attendance e.g., sickness absence, compassionate leave.

b. Payment will be at the appropriate rate of daily pay for your rank, made in arrears via your pay account at the rate of approximately 1 days' leave for every 10 days' paid attendance.

19. Proportionate Payments

Service Year runs from your date of enlistment on your current engagement. However, a number of payments including annual training bounties and paid leave are based on the Reserve Year which commences on 1 April and ends on 31 March. As your Service Year and Reserve Year are unlikely to coincide, depending upon when you start or terminate service during the Reserve Year, certain payments will be made on a proportionate basis in your first and final years of service.

20. Expenses and Allowances

You are entitled to a range of expenses and allowances to cover the costs incurred for accommodation, food and travel when on authorised duty, as detailed in the appropriate publications.

21. Armed Forces Pension Scheme 2015 (AFPS 15)

a. You will automatically become an active member of the non-contributory Armed Forces Pension Scheme 2015 (AFPS 15) from your first day of paid service unless you have either Transitional (Full) Protection in other Armed Forces pension schemes or you have opted out of or left the scheme.

b. You may pay into a stakeholder or personal pension subject to HMRC limits.

c. In order to receive pension benefits you must serve for a vesting period of two calendar years, starting from your first day of paid service and excluding periods of unauthorised absence, unpaid leave, service detention and/or imprisonment.

22. Option not to join, leave or rejoin AFPS 15

a. You may opt not to join, leave or rejoin AFPS 15 by submitting a request through your Commanding Officer.

b. If you are opting not to join the scheme this form must be submitted within three months of enlistment. You may rejoin the scheme once in any 12-month period providing you are still in Service.

c. MoD and Service personnel are not accredited to give specific financial advice. The Services Insurance and Investment Advisory Panel (SIIAP) (www.siiap.org) can give specialist independent financial advice to Service personnel.

23. Armed Forces Compensation Scheme

a. Armed Forces Compensation Scheme (AFCS) provides compensation for injury, illness or death which is caused by service. It is entirely separate from personal accident cover; any personal accident cover you may have is not taken into account when determining an AFCS award.

b. In the event of service-related death, the Scheme pays benefits to eligible partners and children. An 'eligible partner' is someone with whom you are cohabiting in an exclusive and substantial relationship with financial and wider dependence.

c. You can submit a claim for injury or illness which occurs while you are participating in an authorised service-related activity, including Adventurous Training (AT), physical exercise and organised sport.

24. Employer Notification

a. The Ministry of Defence (MOD) has a policy of annual Employer Notification. Each year your Commanding Officer will write to your employer informing them of your status as a Reservist and highlighting your key training periods and commitments in the coming year. If you have more than one employer you will be required to nominate one as your main employer to meet the Defence commitment to inform employers wherever possible.

b. For Reservists in Northern Ireland and Special Forces this policy is opt-in.

c. Waivers may be granted by your Commanding Officer for the following reasons:

(1) To maintain a Reservist's security.

(2) Where Employer Notification could exacerbate a short-term employment issue.

25. General Conditions of Service

a. **Individual Responsibility.** You are responsible for ensuring that personal data held in the Joint Personnel Administration (JPA) system is correct and up to date. You must notify Unit administration staff of errors or concerns regarding pay and allowances, or any changes in circumstances that may affect your eligibility to pay and allowances as soon as they occur. Failure to do so may result in you becoming liable for subsequent recovery action of over-payments.

b. **Medical Support.** You will continue to receive your primary medical care from your NHS GP unless you are in permanent service or serving under an FTRS(FC) commitment.

c. **Medical Assessment.** You are required to make yourself available for periodic assessment of your health by a Service Medical Officer to ensure that you remain fit to serve and have the appropriate medical category assigned to you. Routine assessments are conducted at age 30 and then every five years until the age of 50. Thereafter assessments occur every two years.

26. Navy Fitness Test

You are to remain in-date for the Physical Employment Standard (PES) throughout the year. You are responsible for ensuring that the outcome of the test is correctly recorded in your personal details.

27. Attestation Paper

The Attestation Paper sets out the questions you will be asked by the officer who will formally enlist you into His Majesty's Royal Naval Reserve and which you must answer. You will be asked to confirm that you have received a copy of this Notice Paper setting out the general terms and conditions of the engagement you are entering into.

ANNEX 101U

ROYAL MARINES RESERVE NOTICE PAPER

Notice to be given under Paragraph 1 of Schedule 1 to the Reserve Forces Act 1996.

1. Explanatory Notes

This paper sets out:

a. General terms of enlistment.

b. Terms of the engagement offered to you.

c. Re-engagement, Termination, Discharge and Retention in Service.

d. Call-out liabilities.

e. Training and employment.

f. Pay, Expenses and Allowances.

g. Leave.

h. Armed Forces Pension Scheme.

i. Armed Forces Compensation Scheme.

j. Employer Notification.

k. General Conditions of Service.

2. General Information

a. The Royal Marines Reserve (RMR) is an integral part of the Naval Service and is maintained as one of the Naval and Marine Reserve Forces as defined in the Reserve Forces Act 1996 (RFA 96).

b. The RMR may be used to support the Royal Navy and Royal Marines during periods of crisis, tensions of war or any purpose for which members of the Regular services may be used including peacekeeping and humanitarian operations and disaster relief worldwide.

3. Reserve Service and the UK Benefits System

Whether employed, self-employed or unemployed you must be absolutely certain of your financial situation and the effect upon household income and support from serving as a Reservist. It is your responsibility to speak to the appropriate Jobcentre staff, local council staff or to consult www.gov.uk to check the financial impact, if any, of earnings paid as a member of the Reserve Forces.

Note. *All revenue earned will be declared by the MOD through Real Time Information to HMRC and the withdrawal or reduction in benefits will be instantaneous with the receipt of pay.*

4. General Terms of Enlistment

a. If you are under the age of 17½ years, the consent of a person with parental responsibility for you (within the meaning of the Children Act 1989 or the Children (Northern Ireland) Order 1995 or Section 1(3) of the Children (Scotland) Act 1995) must be given before you are enlisted.

b. Your first period of engagement will not commence until the age of 17.

c. In order to obtain security clearance all candidates should have resided in the UK (including Northern Ireland) or the Republic of Ireland for a continuous period prior to application. For Foreign and Commonwealth citizens, and non-commonwealth citizens, the general requirement is to have resided in the UK (including Northern Ireland) for a period of five years prior to application. For specific regulations BRd 3(1) is to be consulted. Applicants are required to demonstrate that they have an indefinite Leave to Remain.

d. Although enlistment in the RMR is open to Sole British, Sole Irish, Sole Commonwealth citizens, Dual Nationals or Gurkhas, certain employment paths are closed to particular groups; BRd 3(1) is to be consulted for specific restrictions.

e. You will normally be enlisted into your geographically closest RMR Unit or sub-ordinate detachment.

f. Your Volunteer Reserve commitment will consist of periods of continuous and non-continuous training unless you are called out for permanent service or volunteer for a period of Full Time Reserve Service (FTRS).

g. Mandatory periods of continuous training will not exceed 16 days in aggregate with no period of non-continuous training exceeding 36 hours without your consent.

h. Once you attain Trained Strength (TS) status, you may voluntarily enter into a commitment for periods of FTRS as defined in RFA 96 subject to requirement, suitable levels of qualification and experience and, where appropriate, employer consent.

i. You will be subject to the Armed Forces Act 2006, i.e., the service justice system, when in permanent service, when undertaking a period of FTRS and when undertaking any training or duty.

j. You will be subject at all times to the more limited disciplinary provisions of sections 95 to 97 of RFA 96 which deal with offences against good order and discipline, and desertion and absence without leave from service, duty or training.

5. Probationary Period

a. Your initial enlistment will be on a probationary basis subject to satisfactory completion of the remaining elements of the recruiting process prior to final acceptance into service. These include:

(1) Medical examination.

(2) Potential Royal Marines Course (Reserve).

(3) Security Clearance check.

b. If you do not successfully complete the recruiting process then you will be discharged from the RMR as Not Finally Accepted (NFA).

c. If your final acceptance into service or re-enlistment is not approved then pay is not permissible for any period after this decision has been communicated to you.

6. Rehabilitation of Offenders Act

a. You are required to give details of any civil or military convictions which are considered ‘unspent’ under the Rehabilitation of Offenders Act 1974 before you are enlisted.

b. After enlistment you will be required to apply for Security Clearance checks as a mandatory requirement for final acceptance. At that time, you must declare all past convictions, whether ‘spent’ or ‘unspent’, to the security authorities.

c. It is your responsibility to distinguish between ‘spent’ and ‘unspent’ convictions. You may wish to consult a Citizen’s Advice Bureau, a Community Law Centre or the Clerk to the Court where you were convicted, or a Solicitor or Probation Officer or any other competent authority.

d. If you fail to disclose a conviction which is not ‘spent’, you may become liable to prosecution, either by the Service or civilian authorities and may be discharged from the Service. An ‘unspent’ conviction will not necessarily prohibit you from enlistment.

e. There are a number of posts, activities and occupations which are exempt from the Rehabilitation of Offenders Act 1974. If the position you are being enlisted into is exempt from the Act you must disclose both ‘spent’ and ‘unspent’ cautions and convictions. A regularly updated list of exempt posts, occupations and activities can be found on the Disclosure and Barring Service website. The list includes:

(1) Any work which is defined as regulated activity relating to children or vulnerable adults within the meaning of the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012).

(2) Certain occupations and employments in the healthcare professions.

f. You must declare if you are prohibited from having a firearm or ammunition in your possession under section 21 of the Firearms Act 1968.

7. Terms of Engagement

You will be enlisted under the terms of one of the following engagements:

a. Engagement Stage 1 (ES1) providing for 12 years' service.

b. Engagement Stage 2 (ES2) providing for a further eight years' service normally running consecutively with ES1 i.e., 20 years' service in total.

c. Engagement Stage 3 (ES3) providing for further service beyond ES2 in blocks of between one and five years to a maximum age of 60.

d. Extension of Service (EoS) of varying lengths but of not less than one year may be offered instead of transition to the next engagement stage.

8. Terms of Re-Engagement

a. You may apply to re-engage for further service not more than 12 months before the end of your current engagement stage.

b. Enlistment on further engagements, or on extension of service, remains subject to:

(1) The prevailing Service requirement at the time.

(2) You being under the upper age limit for your rank on expiry of your next engagement.

(3) Satisfactory performance during your current and previous engagement.

(4) A positive recommendation for further service from your Commanding Officer.

9. Terms of Termination of Engagement (Discharge)

a. The Defence Council has the authority to discharge you at any time.

b. Your Commanding Officer is empowered to discharge you in accordance with RFA 96 s.15(1), in the circumstances permitted for Regular Naval Personnel in BRd 3(1) including Discharge Shore (for example, Ratings/ORs who fail to fulfil their annual training obligations and are persistent bad attendees) and Discharge SNLR (see BRd 3(1) Ch 54) and:

(1) **Engagement Completed.** Ratings/ORs are to be discharged on the day on which they complete their engagement, provided they are not at the time in permanent service or full-time service under a FTRS commitment or ADC commitment; or

(2) **For Age.** RMR ORs are to be discharged on the day preceding the end of their NEM engagement; or

(3) **Promoted to Commissioned Rank.** Ratings/ORs promoted to commissioned rank in any of the Regular or Reserve forces are to be discharged the day prior to their effective date of promotion; or

(4) **Fraudulent Entry.** If Ratings/ORs have given a false answer during the attestation process, they may be discharged at the Commanding Officer's discretion; or

(5) **Discharge SHORE.** Ratings/ORs who fail to fulfil their annual training obligations and are persistent bad attendees; or

(6) **Discharge SHORE (DUDT).** Phase 1 & 2 Trainees in accordance with the guidance in BRd 3(1) Chapter 54.

c. Your Commanding Officer may discharge you in accordance with RFA 96 s.15(1) once legal advice has been sought under the following circumstances:

(1) **Discharge SHORE (Inadequacy - Attitude to Fitness).** The warning procedure for a poor attitude to the required levels of fitness is detailed in BRd 51 Volume 2, Chapter 2 – (PES Policy, Protocols, Instructions and Guidance). Persistent poor attitude to fitness may result in Discharge SHORE on the grounds of inadequacy.

(2) **Medically Unfit for Further Service.** Ratings/ORs who fail to maintain the physical standard required for service in the MR are to be processed to the Naval Service Medical Board of Survey (NSMBOS) / Medical Employability Board (MEB) in accordance with regular service procedures.

(3) **Conviction by a Civil Court.** Discharge will depend on the gravity of the offence and its relevance to Naval Service. Advice must be sought from Naval Legal Services.

(4) **Discharge Services No Longer Required (SNLR).** Ratings/ORs whose conduct is persistently a cause for concern are liable for discharge. Consultation between reporting officers and thorough counselling of the subject play a key role in the warning process. Every effort must be made to ensure that the shortcomings are identified and the proposed solution explained to and understood by the subject, who must also acknowledge in writing the advice given, the future process and consequences. BRd 3(1) Chapter 57 contains further guidance where Discharge SNLR is being considered. MR Unit COs must consult with COMMARRES HQ prior to implementation of formal action.

(5) **Discharge SHORE (Best Interests of the Service).** Although the above types of Discharge SHORE are the normal method of dispensing with the services of ratings and other ranks whose retention is undesirable because of their unsuitability, it is not possible for the regulations to cover every eventuality. Where Command is unable to determine an appropriate method as detailed above, then an application may be considered on the basis of the Best Interests of the Service. For further information see BRd 3 (1) Chapter 54.

d. **Right to Appeal.** Appeal against a decision to discharge a Rating/OR in accordance with s.15(2) RFA 96, is by way of complaint to the Defence Council in accordance with JSP 831 and BRd 3(1) Chapter 23. The Defence Council may give directions (including a direction annulling the discharge) as is appropriate.

10. Entitlement to Discharge

a. Provided that you are not at that time in permanent service or serving under FTRS or Additional Duties Commitment (ADC) or an order is in force authorising the call out of the Reserves, you are entitled to be discharged:

(1) On completion of each engagement.

(2) Before the end of the period for which you enlisted, provided that you give at least three (3) months' notice in writing to your Commanding Officer and you return in good order, fair wear and tear excepted, all arms, clothing and other public property issued to you or pay for the deficiencies. Your Commanding Officer may dispense with either or both of these conditions if it appears that the reasons for discharge are of sufficient urgency or weight.

b. You will be discharged with all convenient speed but remain a member of the RMR until actually discharged.

11. Terms of Call Out (Mobilisation)

a. You will be liable to be called out for permanent service in any part of the world whenever an Order is in force authorising call-out. Call-out may be authorised in the following situations:

(1) When national danger is imminent or a great emergency has arisen; or in the event of actual or apprehended attack of the United Kingdom.

(2) When warlike operations are in preparation or progress.

(3) Where it is necessary or desirable to use members of a Reserve Force for any purpose for which members of the Regular services may be used, or on operations anywhere in the world for the alleviation of distress or the preservation of life or property in time of disaster or anticipated disaster.

b. If you fail to report at the time and place as specified in the notice calling you out for permanent service without leave of absence, sickness or other reasonable excuse, you will render yourself liable to arrest and prosecution.

12. Retention in Service

You may lose your entitlement to discharge or be required to extend your service whilst an order under section 52, 54 or 56 of RFA96 is in force authorising the call-out of members of the Reserves or if you are already in permanent service under such an Order.

13. Training and Employment

a. Training may be conducted in Reserve Units, HM Ships or in Training Establishments in the United Kingdom (UK) or any part of the world and is organised in two ways:

(1) Non-continuous training, typically comprising evenings and weekends at a Reserve Unit or other UK Training Establishment.

(2) Continuous training, typically comprising a period of at least 1 week within the UK or any part of the world.

b. You will be required to carry out whatever duties may be ordered by those in authority to you. The nature of your employment is always subject to the needs of the Service, and no guarantee is given that you will serve in any particular employment, trade or Branch. Nevertheless, if you are enlisted for a particular employment with the view to being trained and employed in it, you will normally be so trained and employed.

14. Pay

a. The Reserve remuneration package includes attendance-based pay, travel expenses and allowances for attending training and other authorised duties, a non-contributory pension and an annual paid leave entitlement based on paid attendance.

b. Your rate of basic pay is determined by:

(1) Type of Reserve Forces commitment or form of service.

(2) Substantive Rank.

(3) Profession or Specialisation.

(4) Length of service.

(5) Qualifications held.

(6) Satisfactory performance.

15. Pay on Initial Entry (No Previous Military Service)

a. Your entitlement to pay will commence from, and include, the day of your first period of training or duty after attestation.

b. On enlistment into the Reserve Forces you will be allocated to the New Entrant Rate of Pay (NERP). You will remain on this rate of pay for one calendar year or until completion of basic trade training whichever is the earlier.

c. Thereafter you will be allocated to a trained trade for pay purposes and be paid from the relevant main pay spine of the appropriate pay range for your rank, branch or trade. Yearly incremental progression will occur, in accordance with published pay regulations, on the anniversary of the date of your transfer to this pay spine.

16. Pay on Initial Entry (Transfer from the Regular Forces)

If you have transferred or re-engaged into the Reserve Forces from the Regular Forces you will be paid at the same increment level within the pay spine and range on the Reserve pay structure as applied in the Regular Forces, assuming there are no other changes in employment status (such as a change of trade or branch). Your pay will be reassessed to count former Service towards incremental pay from the date of engagement.

17. Bounty

You will be paid an annual tax-free bounty if you complete your specified annual training requirement as an entitled Volunteer Reservist. Your bounty will only be paid on receipt of a Certificate of Efficiency from your Commanding Officer confirming that you have met the appropriate attendance, training requirements and training performance standards.

18. Leave

a. You are entitled to paid leave proportionate to your attendance for required training or paid voluntary training and other duties. You are ineligible for paid leave not based on attendance, e.g., sickness absence, compassionate leave.

b. Payment will be at the appropriate rate of daily pay for your rank, made in arrears via your pay account at the rate of approximately 1 days' leave for every 10 days' paid attendance.

19. Proportionate Payments

The Service Year runs from your date of enlistment on your current engagement. However, a number of payments including annual training bounties and paid leave are based on the Reserve Year which commences on 1 April and ends on 31 March. As your Service Year and Reserve Year are unlikely to coincide, depending upon when you start or terminate service during the Reserve Year, certain payments will be made on a proportionate basis in your first and final years of service.

20. Expenses and Allowances

You are entitled to a range of expenses and allowances to cover the costs incurred for accommodation, food and travel when on authorised duty, as detailed in the appropriate publications.

21. Armed Forces Pension Scheme 2015 (AFPS 15)

a. You will automatically become an active member of the non-contributory Armed Forces Pension Scheme 2015 (AFPS 15) from your first day of paid service unless you have either Transitional (Full) Protection in other Armed Forces pension schemes or you have opted out of or left the scheme.

b. You may pay into a stakeholder or personal pension subject to HMRC limits.

c. In order to receive pension benefits you must serve for a vesting period of two calendar years, starting from your first day of paid service and excluding periods of unauthorised absence, unpaid leave, service detention and/or imprisonment.

22. Option not to join, leave or rejoin AFPS 15

a. You may opt not to join, leave or rejoin AFPS 15 by submitting a request through your Commanding Officer.

b. If you are opting not to join the scheme this form must be submitted within three months of enlistment. You may rejoin the scheme once in any 12-month period providing you are still in Service.

c. MOD and Service personnel are not accredited to give specific financial advice. The Services Insurance and Investment Advisory Panel (SIIAP) (www.siiap.org) can give specialist independent financial advice to Service personnel.

23. Armed Forces Compensation Scheme

a. The Armed Forces Compensation Scheme (AFCS) provides compensation for injury, illness or death which is caused by service. It is entirely separate from personal accident cover; any personal accident cover you may have is not taken into account when determining an AFCS award.

b. In the event of service-related death, the Scheme pays benefits to eligible partners and children. An ‘eligible partner’ is someone with whom you are cohabiting in an exclusive and substantial relationship with financial and wider dependence.

c. You can submit a claim for injury or illness which occurs while you are participating in an authorised service-related activity, including Adventurous Training (AT), physical exercise and organised sport.

24. Employer Notification

a. The Ministry of Defence (MOD) has a policy of annual Employer Notification. Each year your Commanding Officer will write to your employer informing them of your status as a Reservist and highlighting your key training periods and commitments in the coming year. If you have more than one employer, you will be required to nominate one as your main employer to meet the Defence commitment to inform employers wherever possible.

b. For Reservists in Northern Ireland and Special Forces this policy is opt-in.

c. Waivers may be granted by your Commanding Officer for the following reasons:

(1) To maintain a Reservist’s security.

(2) Where Employer Notification could exacerbate a short-term employment issue.

25. General Conditions of Service

a. **Individual Responsibility.** You are responsible for ensuring that personal data held in the Joint Personnel Administration (JPA) system is correct and up to date. You must notify Unit administration staff of errors or concerns regarding pay and allowances, or any changes in circumstances that may affect your eligibility to pay and allowances as soon as they occur. Failure to do so may result in you becoming liable for subsequent recovery action of over-payments.

b. **Medical Support.** You will continue to receive your primary medical care from your NHS GP unless in permanent service or serving under a specific type of FTRS commitment.

c. **Medical Assessment.** You are required to make yourself available for periodic assessment of your health by a Service Medical Officer to ensure that you remain fit to serve and have the appropriate medical category assigned to you. Routine assessments are conducted at age 30 and then every five years until the age of 50. Thereafter assessments occur every two years.

d. **Royal Marines Basic Fitness Test.** You must be in-date for the Royal Marines Basic Fitness Test (BFT) throughout the year and in particular on a certain date each year which is dependent upon your substantive rank. Failure to be so will mean you are ineligible for promotion and may affect award of the annual Certificate of Efficiency unless you have a permanent or temporary waiver from the requirement. You are responsible for ensuring that the outcome of the test is correctly recorded in your personal details.

26. Attestation Paper

The Attestation Paper sets out the questions you will be asked by the officer who will formally enlist you into His Majesty's Royal Marines Reserve and which you must answer. You will be asked to confirm that you have received a copy of this Notice Paper setting out the general terms and conditions of the engagement you are entering into.

CHAPTER 102

FULL TIME RESERVE SERVICE - TERMS AND CONDITIONS OF SERVICE (TO BE READ IN CONJUNCTION WITH BRd 3(2) CHAPTER 18)

(Sponsor: NAVY PEOPLE-PSP EMP POL RESSO1)

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FULL TIME RESERVE SERVICE - TERMS AND CONDITIONS OF SERVICE

SECTION 1

SCOPE

10201. Policy and Accountability

The policy for the requirement of FTRS to fill both Regular positions and the creation of FTRS fill only (FTRS-only) positions, including coherence with Workforce Delegation, is determined by PSP SO1 Supply on behalf of DDPS. FTRS strength and liability is monitored and reported monthly by PSP SO1 Supply. CM RES SO1 (Registrar of Reserves) is responsible for both the Career Management of Reserve Force personnel employed on FTRS and the issuing and managing of commitments.

10202. Regular Positions

FTRS may be used, subject to approval, to fill Regular liability-driving positions. Requests to fill Regular non-liability driving positions are to be staffed via the same process as FTRS-only positions. When FTRS is used to fill Regular Positions the Regular Career Manager for that position should complete an FTRS Request form that informs the Cell of the JPA Position Number, the employer's details and the proposed start date. The FTRS Cell will engage with the Line Manager who will provide the TORs and complete an FTRS Commitment Level Justification Form. This will be forwarded by the FTRS Cell to the Regular Branch Manager, requesting an FTRS fill. The FTRS Cell will then seek CM RES SO1 and the appropriate Branch Manager's approval prior to initiating the recruitment process.

10203. FTRS Only Positions

a. FTRS-only positions constitute any position to be filled by FTRS that is not a Regular liability-driving position. As well as standard TLB-funded FTRS-only positions, FTRS-only positions include all non-Regular RN Careers Service positions, FTRS positions funded from the Treasury Reserve (i.e. under RfR2 funding arrangements) and any third party funded FTRS position.

b. Authority for the creation, extension and/or enrichment/de-enrichment of FTRS-only positions rests with the WFPT who should ensure that:

(1) Advice on the feasibility of recruiting into the post has been obtained from the CM RES SO1.

(2) An audit trail of the financial authority from the appropriate TLB has been received.

c. Regular personnel are not to fill FTRS only positions.

d. The CM RES SO1 will career manage these FTRS-only positions and recruit and apply extensions of service or further periods of FTRS, to those positions as required in accordance with these regulations.

e. FTRS commitment lengths will, other than in exceptional circumstances, be a minimum of 3 months and not normally exceed 3 years.

10204. Eligibility of Personnel

a. Application to volunteer to undertake FTRS may be made by any officer, rating or other rank in the Royal Fleet Reserve (RFR), Royal Naval Reserve (RNR) or Royal Marines Reserve (RMR) within the age range, rank and category authorised by the FTRS Cell providing that the applicant is able to meet the following criteria:

(1) Can satisfy the FTRS Cell that they are prepared to undertake a set period of service as stipulated in a written commitment.

(2) Holds the minimum required rank/rate or is prepared to serve at a lower rank/rate.

(3) Is Trained Strength and has completed the necessary professional training to undertake the specified duties in the role and rank/rate of the position.

(4) At the time of application and commencement of the commitment is medically fit for service in the commitment for which they apply.

(5) Is not a Transitional Member of the Reserve Forces who has irrevocably elected to become fully subject to the call out powers in RFA96, as extended by the Defence Reform Act 2014, including section 56(b) of RFA 96. See BRd 3(2) for further policy guidance.

b. Application to volunteer to undertake FTRS may be made by any officer, rating or other rank in the RNR or RMR who are approaching the end of their commission or engagement, providing the applicant is able to meet the following criteria:

(1) Are in their last two years of service.

(2) Have no RFR liability.

(3) Have not submitted their notice.

(4) Are applying for a new FTRS that commences prior to their termination date or who are seeking a further period of FTRS that will require an extension to their RNR/ RMR commission or engagement.

(5) All other eligibility criteria and minimum medical standards in Para 10204.a.

10205. Applying for FTRS

The sole method of applying for FTRS is via SERVE.

a. Once received all applications will be acknowledged via an automated SERVE message. Eligible candidates are to be processed to a suitability interview. Personnel should be aware that applications do not always result in being forwarded to a suitability interview or an offer of a commitment. Reservists should not jeopardise any current employment until a firm offer has been made.

b. Only the FTRS Cell can make an offer of FTRS employment; individuals should be aware that any verbal or written reference to possible employment on FTRS terms, prior to the commitment being signed by both parties, does not constitute an official offer of FTRS employment.

c. For personnel already in the regular service and wishing to apply for the scheme when they leave, selection criteria will be applied. Specifically, the applicant must be:

(1) Medically fit for further Naval Service and/or the type of commitment applied for beyond termination.

(2) Security Cleared beyond their Termination Date.

(3) Recommended for further service in their final OJAR/SJAR.

d. Regular personnel who are electing to submit notice to enter FTRS will normally have to complete the standard notice period before taking up FTRS employment; any deviation from this policy must be approved by the regular Branch and Career Managers.

e. For RNR and RMR personnel who are applying for FTRS in accordance with Para 10204.b, the following application procedure applies:

(1) The applicant must submit a List-4 Application[1] [2] to NAVY PEOPLE-CM RES CPO, cc'ing NAVY PEOPLE-CM RES FTRS WO1, ensuring that the justification in Part-2 references the FTRS role the applicant wishes to apply for[3]. Applications made within the last 8-weeks of service will be rejected as there will be insufficient time to process the List-4 transfer and undertake FTRS applicant sift and interview.

(2) Applications will be presented at the next available EOS and List-4 Transfer Board. Successful applicants will be notified by the NAVY PEOPLE-CM RES CPO that their application is conditional on being offered the FTRS role applied for. Unsuccessful applicants may re-apply for EOS with List-4 Transfer if they apply for a subsequent FTRS post, however, their existing MR commission/ engagement termination remains extant unless successful at both list transfer and being offered the FTRS role.

(3) EOS with List-4 Transfer applications for FTRS advertisements that commence prior to their termination date, must be made no later than 8 weeks prior to their last date in service.

[1] https://modgovuk.sharepoint.com/teams/61290
[2] Part 2 of this form must be completed by the Capability/ Specialisation SO1 for new applications, or the FTRS Employer for extension applications for continued employment in the same role.
[3] Only one List-4 application can be submitted at any one time and a separate List-4 application is required for each FTRS role.

(4) If successful at interview, the FTRS Cell will notify NAVY PEOPLE-CM RES CPO who will action the List-4 transfer and align the applicant's commission/engagement end-date with the FTRS end-date. This will be no longer than 24-months and will be reflected in the applicant's FTRS TACOS. Transfer on to List-4 will only be effective from original termination date and personnel transferred to List-4 will remain subject to the extant conditions for this List.

SECTION 2

EMPLOYMENT PROCEDURES

10206. Advertising Positions

a. FTRS positions are normally advertised no more than 6 months before FAD in order to attract the widest pool of candidates. At the CM RES SO1 discretion, however, in exceptional circumstances individuals can be offered an FTRS commitment without advertising the vacancy[4]. Approval to dispense with an FTRS advert can be authorised by CM RES SO1 and is limited to a maximum of two dispensations. Under no circumstances are employers to make the decision to dispense with an advert. Whilst not exhaustive, waivers may be granted by CM RES SO1 in the following circumstances:

(1) Advertising would not meet short notice demand considered urgent. In this context, short notice demand should be considered as anything up to 3 months.

(2) Where known skills are generally in short supply or where retention of an individual's experience is highly desirable.

(3) Where known locations or positions are difficult to recruit to and where an individual is readily available.

b. In cases where there is sufficient time to trawl for specific skills and competence, or where a wider trawl of potential candidates might be beneficial, opportunities will be advertised and subject to the standard recruitment process.

c. FTRS-only PIDs, or regular PIDs filled by FTRS, that have had previous dispensation not to be advertised or have been filled with the same incumbent for six years or more are to be re-advertised at the next rotation. This is to ensure open and fair competition, to provide opportunity to increase KSE for the employing unit, to reduce the burden of single points of failure and to allow for change of ToRs. If eligible, the current incumbent[5] can also re-apply for the role. Requests for exemptions to the six-year rule will be considered in exceptional cases only, which are to be submitted to the FTRS Cell for SO1 Res CM to consider no earlier than 6-months prior to the end of the current incumbent's commitment end-date.

10207. Offer of Employment

a. When an applicant has been successful at interview or 'career managed' into the post by CM RES SO1 and the staff checks have been completed, FTRS WO1 will forward an offer of employment for consideration, signature and return. **Under no circumstances are employers to offer a position to an individual.** It is possible that the offer of employment may differ from that applied for; for instance, the tenure offered may be shorter or longer.

[4] For example, if the fill is required under 2 months' notice.
[5] If the current incumbent holds AHR/AHR on a LA basis, they may apply for the role and be considered by the employer alongside other applicants.

b. FTRS is subject to the needs of the Service and no Reservist has any right to undertake a period of FTRS.

10208. The Commitment

a. Personnel who are offered FTRS commitments should read the associated document carefully. If satisfied, they should sign acknowledging their acceptance of the terms of the commitment and return the signed paperwork to the FTRS Section. Commitments that are dispatched and not returned and signed within 14 calendar days of the date on that commitment may be revoked.

b. The Registrar of Reserves or delegated personnel will countersign the commitment documentation within 14 calendar days to bring the individual into Service and a copy will be returned to the individual as the authority to commence service on the date specified. Personnel should not anticipate commencing FTRS, however, until their commitment has been agreed and signed by both parties.

c. Employers of RNR or RMR personnel on FTRS are encouraged to support reasonable requests by those individuals to undertake Maritime Reserve activity during the period of their Commitment.

SECTION 3

TERMS AND CONDITIONS OF SERVICE

10209. General

Section 24 of RFA 96 provides for a member of the Reserve Forces to enter into a commitment in writing to undertake a period of FTRS performing specified duties for a specified period, in a broadly similar way to Regular personnel. This is a formal binding commitment under which the Reservist agrees to undertake duties.[6] There are three central, full-time types of FTRS: Full Commitment (FC), Limited Commitment (LC), and Home Commitment (HC). Each commitment comes with a different liability and attracts different benefits and entitlements.[7] JSP 753 provides policy guidance on the Terms and Conditions (TACOS) of several Reserve commitment types. FTRS personnel are posted to a specific assignment within a unit. They should normally be employed in the assignment stated and may not be moved to alternative employment without the agreement of the individual, the FTRS Cell and the Workforce Planning Team (WFPT).

10210. Definitions

The following are owned centrally by Reserve Forces and Cadets (RF&C). They cannot be altered without consultation with AH PolStrat RF&C. The policy intent is to ensure a 'golden thread' runs between primary legislation (RFA 96), central policy (JSPs), and single Service Regulations:

a. **Full Commitment (FC).** Routinely only used to either (1) fill vacant Regular posts for a defined term, **or** (2) where the terms of reference of the post require more than 35 days of Separated Service[8] (in the UK or overseas) per year, for Service reasons. In both cases, the Reservist may undertake the same range of duties and worldwide deployment liability as Regular SP. Periods of Separated Service are to be 'Move and Track' recorded on JPA. There are no limits on voluntary Separated Service, associated with the role.[9] Within role, the Reservist may deploy to an operational theatre or attend exercises or training without the need for mobilisation; however, the liability of a Reservist to be mobilised and called into permanent service as per RFA 96 remains. In addition, FTRS (FC) Reservists are liable to short-notice trawls to augment Defence activity.[10] A declaration acknowledging this must be included in individual commitments, signed by the Reservist. The nature of the trawl will determine if FTRS (FC) TACOS or mobilisation are more appropriate).[11] Within the description of the role (specified in the commitment and/or job specification), continuous 24/7/365 liability for duty if required.

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[6] Commitments are not (employment) contracts that are subject to the Employment Rights Act 1996. For this reason, outside of HR systems (i.e. JPA), FTRS commitments are not referred to as contracts. Commitments, like all forms of military employment, are subject to the Equality Act 2010, albeit it with a total exemption on age and disability and a partial exemption on sex, and the Working Time Regulations 1998.

[7] The Royal Navy and British Army also utilise the FTRS framework to provide bespoke employment models (that largely mirror FTRS(HC) for posts that require military continuity and expertise. The RN Naval Career Service (NCS) and Army Reserve Staff Group (RSG) constructs are not determined centrally; see single Service publications.

[8] As defined in JSP 756.

[9] Both JSP 756 and single Service regulations concerning Individual Harmony Guidelines must be adhered to.

[10] This may include augmentation, exercises, and operational tours not related to the primary FTRS role.

[11] Employing organisation will assess the nature, location, and threat level of the task to help determine the most appropriate mechanism (mobilisation, or under the existing FTRS (FC) commitment). Consideration should also be given to the mechanism that provides the Reservist with the same protections and benefits as any Regular personnel they will serve alongside; they should not be disadvantaged by the selection.

b. **Limited Commitment (LC).** Fulfils a range of duties in one assigned location, with limited liability for role-related compulsory Separated Service in the UK or overseas (including operational theatres) for up to 35 days in one year, with no single period of Separated Service typically lasting in excess of 21 days.[12] In addition, if required the Reservist will have liability for compulsory Separated Service to complete mandated training courses necessary for the current post (or future progression) which does not contribute to the 35 days. Periods of Separated Service are to be 'Move and Track' recorded on JPA. There are no limits on voluntary Separated Service, associated with the role. The Reservist may be mobilised and called into Permanent Service (for example, but not limited to, under Section 52), but should not routinely respond to (and cannot be directed to) undertake a trawl task. Within the description of the role (specified in the commitment and/or job specification), continuous 24/7/365 liability for duty is required.

c. **Home Commitment (HC).** Fulfils a range of duties in one assigned location, with no liability for compulsory Separated Service in the UK or overseas, with the exception of mandated training courses necessary for the current post (or future progression). There are no limits on voluntary Separated Service, associated with the role. Periods of Separated Service are to be 'Move and Track' recorded on JPA. The Reservist may be mobilised and called into Permanent Service (for example, but not limited to, under Section 52) - and must be for deployment to an operational theatre - but cannot respond to or be directed to undertake a trawl task. Within the description of the role (specified in the commitment and/or job specification), continuous 24/7/365 liability for duty if required.

10211. Age Limits

a. Applicants for FTRS should normally be under the age of 60. The maximum normal retirement age limits for FTRS are given below; there is no guarantee of employment to these age limits. Any employment past these age limits will be by exception only[13] and require the approval of CM RES SO1:

(1) All FTRS FC personnel - 60

(2) FTRS HC/LC personnel - 60

(3) FTRS RNCS personnel - 55

b. All FTRS posts are to be advertised when a further commitment is sought and the current incumbent is, or will be, over 60 when the further commitment commences. If eligible, the current incumbent[14] can apply for the role. Requests for exemptions to this rule will be considered in exceptional cases only, which are to be submitted to the FTRS Cell for SO1 Res CM to consider no earlier than 6-months prior to the end of the current incumbent's commitment end-date.

[12] Where essential for scheduled exercises inherent in the employing Units planned annual programme (for example but not limited to, Cadet Training Teams), an extended maximum continuous Separated Service of 28 days will apply. Where this is the case, it is to be clearly listed on the post's Job Specification and made known to the individual applying during the selection process.
[13] Examples may include (but are not limited to) niche SQEP, DPP/SPP cadres, time bound projects, difficult to recruit to geographic areas, and where a position has been advertised and attracted no applicants.
[14] If the current incumbent holds AHR/AHR on a LA basis, they may apply for the role and be considered by the employer alongside other applicants.

10212. Completion of Commitments

a. Where FTRS personnel do not wish to apply to renew on completion of their commitment they should inform the FTRS Cell no less than three months prior to the last day of service. All accrued annual leave and terminal leave[15] must be taken before the last day of the commitment. Where a Reservist finishes one commitment in order to take up a new post and there is no break in service between the old and new commitment, or the period of time between one commitment and another is less than one month, there is no entitlement to terminal leave on the change of commitment. However, where there is a break in service of one month or more between one commitment and the take up of another, terminal leave is admissible on completion of the former commitment. The same entitlement applies if the change of commitment is to ADC or vice versa. Individuals who consider that their employing unit is not taking adequate steps to ensure that they receive their entitled leave prior to their last paid day of FTRS are to bring this to the attention of their local Chain of Command[16]. The amount of FTRS terminal leave is calculated in accordance with JSP 760.

b. Where personnel are transferring from FTRS to an Additional Duties Commitment (ADC) they are entitled to their accrued FTRS terminal leave before commencing ADC.

c. Notice periods are as follows:

(1) FTRS (FC) - 6 months

(2) FTRS (LC) - 3 months

(3) FTRS (HC) - 4 weeks

10213. Extension of FTRS Commitments and Further Periods of FTRS

a. There is no automatic right to an extension to a FTRS commitment or for further periods of FTRS. A Reservist accepting an FTRS commitment must be conscious that opportunity for further periods of FTRS are entirely dependent on a continuing Service requirement and suitability (including medical fitness) for the role. Additionally, a positive recommendation for further Naval Service on their Appraisal report is required.

b. **Extensions.** Extensions to extant FTRS Commitments extend the final date of FTRS service. The Commitment cannot be revoked before the beginning of the specified period of extension, whether at the request of individual or the Service. FTRS Commitments extensions will normally be instigated by CM RES SO1 up to a maximum of 6 months. Authority for longer periods of extension rests with Hd PSP.

[15] Terminal leave may only be taken once, and at the end of continuous commitments.
[16] The FTRS Cell will assign individuals into an appropriate MA5 position for their Terminal Leave.

c. **Further Periods of Full Time Service**. Further periods of full-time Service can be applied to extant Commitments but the FTRS Cell may at any time revoke, in writing this further period of FTRS Service before the start of the specified period. Applications to further periods of FTRS may be made as follows:

(1) **FTRS Commitments in Regular Positions (Reg (FTRS)).** Applications should be made by the Employing Unit to the FTRS Cell of at least six months before the current commitment expires. FTRS Cell will seek approval from the position CM to continue the fill with FTRS and once formal clearance has been given, approval by Regular BM and Strat WFPT is to be obtained.

(2) **FTRS only Positions.** Applications may be made by the Employing Unit up to 6 months before the current commitment expires. Employing Units are to ensure the position End Date is not compromised or is sufficient to cover the further period of FTRS requested. Commitment Level Justification will be required for all further periods of FTRS with evidence of Separated Service produced.

10214. Grievance Procedures

The normal grievances procedures will apply if appropriate (BR 2 (KRRN) Chapter 42). Individuals should also be aware of their rights to submit a Service Complaint in accordance with JSP 831 and BRd 3(1) Chapter 23.

10215. Medical Fitness

Reservists must be medically fit for the FTRS role they are undertaking and when required by their commitment level, be medically fit to undertake the same range of duties and worldwide deployment as Regular SP. It is the responsibility of the Reservist to inform their Employer of any change to their medical fitness that could affect their ability to undertake their FTRS roles and responsibilities. When required a Reservist is to ensure the Service has the authorisation to access their civilian medical records if needed to make a medical assessment for fitness for role. If a Reservist refuses to allow a service medical practitioner access to civilian medical records or refuses to attend a service medical appointment to ascertain medical fitness, the FTRS Commitment will be terminated. To ensure that a Reservist is medically fit to undertake the role tied to their commitment, it is essential that the Medical Certificates supplied with the FTRS Commitment are completed and the relevant JMES reviewed prior to application.

a. If an Ex-Regular has been medically discharged from Regular Service with a Joint Medical Employability Standard (JMES) that includes L6 or M6[17], they are not eligible to be members of a Reserve Force and therefore not eligible to apply for or undertake FTRS, ADC or VeRRs. An individual who has been discharged via a RNMBOS/RNMEB post Jun 25, in a lesser category than M6/L6 (i.e. MND or MLD with a JMES of 1 – 5 inclusive) will have reserve liability and may apply and be considered for FTRS/ADC/VERRs in line with their JMES. Those who were discharged MND may only apply for FTRS HC roles. Those discharged MLD will need to be able to meet the full range of the ToRs for the role and if applying for FTRS FC need be able to meet the trawl and deployable element of FC.

[17] Joint Medical Employment Standard of L6 “Unfit for service in the land environment” and M6 “Unfit for any duties in the maritime environment”.

b. Medical standards for FTRS commitments are iaw BRd 3(2) Chapter 18. Medical Certificates are to be forwarded to the FTRS Cell within two weeks of commencement of the Commitment. The medical is to be carried out by Defence Primary Health Care (DPHC). The following regulations apply:

(1) It is the responsibility of the Employing Unit to ensure that this procedure is carried out and that a copy of the completed Medical Certificate is sent to the FTRS Cell. If there is any change in the JMES of the individual up to the start of a further period the FTRS Cell should be informed immediately.

(2) A fresh Medical Certificate is required for every new period of FTRS commitment, including further periods of FTRS. Personnel who have a valid JMES that meets the minimum medical standard for the role and was conducted by DPHC within the last 6 months can make a self-declaration to the FTRS Cell that there has been no change in their medical circumstances since that date. This will be accepted in lieu of a Medical Certificate. The FTRS Cell will conduct checks of the JMES on JPA for all Personnel making a self-declaration.

(3) In order to assess an individual's fitness for employment, the examining Medical Officer is to be provided with a Job Description/Terms of Reference (ToR) relating to the FTRS role. Should the Reservist be considered medically fit to undertake the FTRS Commitment, but in a temporarily reduced medical category, the Medical Officer should annotate this fact on the medical certificate, together with an estimated duration of medical downgrading. On completion of the JMES assessment, the paperwork is to be forwarded to the FTRS Cell who, in consultation with CM RES SO1, will make the final decision on whether to approve an FTRS commitment.

(4) It is the responsibility of the Reservist to inform their Employer of any change to their medical fitness that could affect their ability to undertake their FTRS roles and responsibilities. When required a Reservist is to ensure the Service has the authorisation to access their Civilian Medical records. If a Reservist refuses to allow a service medical practitioner access to civilian medical records, the FTRS Commitment will be terminated.

(5) Service Personnel medically discharged prior to Jun 25 and in a medical category lower than L6 or M6[18], who were not awarded Reserve Liability on discharge, but subsequently wish to apply for a FTRS role, should contact NAVY PEOPLE-MR RES MOB SO2 to be considered for the award of Reserve Liability. Each application will be considered on a case-by-case basis, and the Pre-entry MEB will consider medical suitability as required.

[18] i.e. MND A4 L5 M5 E5 and lower.

10216. Long Term Medical and Dental Care

Policy guidance for Medical and Dental care is in accordance with JSP 950[19]. FTRS LC and HC personnel should remain registered with their local civilian medical and dental practitioners. They will, however, be entitled to receive emergency medical and dental treatment from Service sources. When they are required to undergo medical treatment by virtue of their Service duties (e.g. inoculations prior to proceeding overseas), they are entitled to such treatment from Service sources or receive reimbursement from Service Funds for treatment received from their Medical Practitioner.

10217. Sickness or Other Absence

a. If a Reservist is absent from work through injury, sickness or for any other reason, they are to inform their CoC, wherever possible, on the first day of absence, of the cause and likely duration of their absence.

b. If a Reservist is absent for more than seven consecutive calendar days due to sickness or injury, they are to provide their CoC with a doctor's Fitness to Work certificate. For prolonged periods of sickness (over 3 months), an individual will be required to be examined by a Service Medical Officer[20]. Provided that this procedure is observed, a Reservist will be entitled to sick absence with pay, in respect of the days on which they would normally have worked, subject to the timescales in para 10219. If the required procedure is not followed, or if abuse of the sick absence with pay arrangement is suspected, the MOD may withhold the Reservist's pay for the relevant period and may initiate disciplinary action.

10218. Medical Downgrading

Any Reservist who is medically downgraded whilst on FTRS will be subject to the same regulations as Regular personnel, save that those serving on FTRS HC or LC will have no entitlement to appear before the Royal Navy Medical Board of Survey and/or to discharge on medical employability grounds.

10219. Medical Discharge from Service

If a Reservist serving on FTRS(FC) becomes permanently medically unfit for service, they will be subject to the same medical discharge procedures as apply to Regular personnel. A Reservist who, in the opinion of a Medical Officer, is likely to recover from their injury or illness so that they may resume Reserve Service is to continue to be borne on their FTRS pay and allowances up to the day on which they would normally have completed their FTRS Commitment. Reservists serving on FTRS (LC) or (HC) who become permanently medically unfit for service will be placed in the medical margin until the end of their present commitment length if that is in less than 12 months. Those in commitment lengths longer than 12 months will be reviewed on a case-by-case basis and legal advice sought for termination of commitment.

10220. Attributable Benefits

The next-of-kin of any Reservist serving on FTRS will be eligible for the appropriate 'attributable' benefits if they suffer death or injury which is attributable to, or aggravated by, their service.

[19] See also DIN 2019DIN01-080.
[20] Failure to attend for a medical appointment could result in termination of commitment.

10221. Compulsory Drug Testing

Reservists undertaking periods of FTRS are subject to compulsory drug testing.

10222. DMT/NCT, RN Personal Employment Standard (RNPES), RM Fitness Test

Reserve personnel serving on FTRS are, if required, to maintain currency in DMT/NCT. Personnel serving on FTRS(FC) and/or are in the RNR/RMR are to be in date for RNPES/RM Fitness Test in accordance with BRd 51.

10223. Maternity/Paternity/Adoption Benefits

Entitlement to maternity/paternity/adoption benefits for a Reservist serving on FTRS will be in accordance with current Service regulations.

10224. Transfer/Re-entry into the Regular Forces or Maritime Reserves

A Reservist undertaking FTRS may apply to transfer to the Regular Forces or the MR. Although subject to the mandatory notice period prescribed in BRd 3(2) Ch 18, exceptional consideration may be given to premature termination of the FTRS Commitment where a relief can be assigned, or if it is acceptable for the FTRS billet to be gapped.

10225. Service, Advancement, Promotion

a. An RFR Reservist undertaking FTRS will be selected in accordance with the operational requirement. They will usually serve in the same rank/rate that they held on completion of their Regular Service. Local or Acting advancement/promotion to a higher rank/rate may exceptionally be allowed, if there are no suitable substantive applicants, in accordance with Part 8 of this BR. Approval for Local or Acting advancement/promotion rests with CM RES SO1. Individuals who elect to serve in a lower ranked position are to wear the uniform of, and are to be paid in, the rate/rank appropriate to the position.

b. Time spent in an Acting Higher Rank during FTRS is reckonable towards Honorary Rank on the Retired List and may be considered when determining the rank/rate and seniority an individual is granted upon a transfer to the MR.

c. Notwithstanding the general FTRS age restrictions, Reservists, at the discretion of the FTRS Cell, will be able to undertake periods of FTRS even if they are over the maximum age specified for the rank/rate for the Branch in which they are to serve.

d. RNR/RMR Reservists undertaking FTRS will also be selected in accordance with the operational requirement. They will usually serve in the same rank/rate that they hold in the RNR/RMR. Local or Acting advancement/promotion to a higher rank/rate may exceptionally be allowed, if there are no suitable substantive applicants, in accordance with Part 8 of this BR. Approval for Local or Acting advancement/promotion rests with CM RES SO1. Individuals who elect to serve in a lower ranked position are to wear the uniform of, and are to be paid in, the rate/rank appropriate to the position.

e. The policy to award AHR (on a local acting basis) of WO2 and WO1 is subject to the following caveats:

(1) AHR (on a local acting basis) of WO2 and WO1 will only be considered in **exceptional circumstances**[21],and for a specific commitment. At the end of that commitment, the role is to be re-advertised to allow for those holding the rank substantively to apply. Incumbents are eligible to reapply for their position on a local AHR basis but there is no guarantee of a subsequent commitment offer. This ensures that AHR is by exception in line with Regular Service.

(2) Hd CM must give final approval for the award of AHR (on a local acting basis) of WO2, and DDPD for the award of WO1.

f. A period of FTRS will count towards advancement/promotion in the RNR/RMR; any qualifications gained during FTRS will, if appropriate, also be considered.

g. If Promoted/Advanced[22] in the RNR/RMR whilst already serving on FTRS, the promotion/advancement may either:

(1) Be authorised immediately by the FTRS Cell, subject to operational considerations, budgetary approval and position rank/rate requirement, or

(2) Be placed in abeyance until completion of the FTRS Commitment.

h. If selected for the Pool[23] in the RNR/RMR whilst already serving in the AHR on FTRS, promotion to the substantive rank will be effective from the start of the Pool year.

i. If selected for the Pool in the RNR/RMR whilst already serving in the AHR in the MR, promotion to the substantive rank will be effective from the start of the Pool year.

j. If selected for the Pool in the RNR/RMR, and secure an FTRS role in the next higher rank during the Pool year, promotion to the substantive rank will be effective from the start of the FTRS commitment.

k. Subject to having the requisite SQEP for the role, a member of the RNR/RMR who transfers back to the RFR may return on FTRS in the rank/rate gained whilst serving in the RNR/RMR/RNCS if it is higher than that originally held in the RFR. However, personnel promoted to CA1 (Honorary WO) whilst serving in the RNCS will not retain honorary status on return to RFR employment and will be required to revert to substantive rate (OR7). Honorary CA1(WO) status can only be retained on retirement from the Naval Service.

[21] This includes personnel re-entering the RN in the AHR, which will open up a pathway for substantive promotion to WO2.
[22] To OR2 – OR7, or OF3.
[23] To OR8, OR9, OF4 and OF5.

10226. Honours and Awards

Service on FTRS counts as reckonable service for the Volunteer Reserves Service Medal (VRSM) or the Long Service and Good Conduct Medal (LS&GC). FTRS Service also counts towards RN/RM Good Conduct Badges (GCB). GCBs for RNR/RMR are to be administered within the Employing Unit, following the same procedure as for Regular Service personnel.

10227. Annual Reports

a. RFR Reservists undertaking FTRS will be subject to the same reporting procedures and timings as Regular personnel. They should be reported on with regard to their potential for further Service with recommendations for promotion, even though RFR Reservists are not eligible for promotion.

b. RNR/RMR Reservists undertaking FTRS should have reports raised by their Employing Unit which is to include a Short Appraisal Report (SAR) by the MR Capability Areas.

10228. Security Clearance

All Reservists undertaking FTRS will hold, as a minimum, a Security Check clearance. FTRS Commitments will be suspended if PSyA suspends an SC and if an SC is withdrawn, the FTRS Commitment is to be terminated. A Reservist is not to commence their commitment until all clearances have been received. Commitment start date and end date may be adjusted accordingly.

10229. Pre-Employment Training

Specific pre-employment training will be provided for FTRS Reservists who require additional essential specialist skills in order to perform their duties safely and effectively. Known training requirements will be reflected in the FTRS Commitment. All training requirements are to be booked by the employing unit via the Course Booking Cell.

10230. Spare

10231. Pay

FTRS Reservists will be paid in accordance with current Service regulations. Rates of pay are as published in the Annual Armed Forces Pay Review Body Directed Letter.

10232. Allowances and Charges

Allowances and charges for FTRS are in accordance with current Service regulations.

10233. Pension

Full details of attributable pension and the effects of FTRS on Ex-Regular Preserved Pensions, Resettlement Grants, Special Capital Payments or Compensation Lump Sums are available from the Defence Business Services (DBS) Organisation.

10234. Leave

Those Regular service personnel who seamlessly enter FTRS should ensure that they take all outstanding leave prior to termination from Regular Service: it cannot be carried forward into an FTRS commitment. Similarly, leave cannot be carried forward between FTRS commitments in different roles. Allocation of leave for FTRS is in accordance with current Service regulations.

10235. Uniform

Reservists will normally wear the uniform of, for RNR/RMR, the rank/rate they hold, or for RFR the rank/rate they held in regular Service. If they accept FTRS service in a lower rank/rate, they are to be paid as and wear the uniform of the lower rate/rank until completion of the FTRS commitment. Any additional items of uniform clothing will be issued as follows:

a. RFR Officers undertaking FTRS will have their uniform made up to a minimum scale commensurate with the duties being undertaken.

b. RFR Reservist Ratings and Other Ranks will have their uniform made up to the minimum scale in accordance with BRd 3(1) Part 6, on the production of a signed commitment. Additional kit will be issued from the nearest suitable Service Establishment.

c. RNR/RMR Reservist kit scales will be brought up to the level which will be required for the duties to be undertaken. Additional kit will be issued from the nearest suitable Service Establishment.

10236. Resettlement

Those Regular service personnel who seamlessly enter FTRS should contact their Resettlement Centre to ensure that they either take their remaining Graduated Resettlement Time prior to entry or have it transferred across to their FTRS. The entitlement for Graduated Resettlement Time for FTRS is in accordance with current Service regulations.

10237. Electoral Registration

Reservists undertaking FTRS in the UK are not eligible to register as Service Voters. They are, however, entitled to proxy or postal votes in the same way as civilian electors. FTRS personnel serving overseas may register to vote as an overseas elector (the Representation of the Peoples Act 2000 refers). Personnel should contact their local electoral officer prior to posting overseas.

10238. Jury Service

Reservists undertaking FTRS may no longer be excused jury service as of right under the Jury Act 1974. In order to be excused, the unit CO must certify to the Summoning Officer that it would be prejudicial to the efficiency of the Service if the individual was required to be absent from duty.

10239. Welfare Support

All Reservists serving on FTRS are eligible to receive an appropriate level of service welfare support. Although recommendations for compassionate drafts will not be appropriate, welfare investigations may be required to support recommendations for compassionate leave or early termination of a Commitment.

0240. Electoral Candidature

The restrictions which apply to members of the Regular Forces, set out in BRd 2 Chapter 66 also apply to Reservists serving on FTRS.

a. No member of the Reserve Forces serving on FTRS may be either a declared prospective or elected member of a Local Authority, a National Assembly, the House of Commons, the European Parliament or any other Legislative Assembly.

b. A Reservist who wishes to stand for election must apply to the FTRS Cell through their Commanding Officer to terminate their FTRS commitment. It is in the individual Reservist's own interests to apply as early as possible. Approval of applications for release not in compliance with the terms of the FTRS commitment will depend on the exigencies of the Service and operational considerations in particular.

c. An unsuccessful candidate will have no right to resume their FTRS commitment.

CHAPTER 103

ADDITIONAL DUTIES COMMITMENTS (PART-TIME RESERVE SERVICE)

TERMS AND CONDITIONS OF SERVICE
(TO BE READ IN CONJUNCTION WITH BRd 3(2) CHAPTER 19)

(Sponsor: NAVY PEOPLE-PSP EMP POL RESSO1)

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ADDITIONAL DUTIES COMMITMENTS (PART-TIME RESERVE SERVICE)

TERMS AND CONDITIONS OF SERVICE
(TO BE READ IN CONJUNCTION WITH BR3(2) CHAPTER 19)

SECTION 1

GENERAL

10301. Eligibility

a. Any member of the RNR, RMR and RFR may volunteer to undertake Reserve Service under an ADC. Those ex-Regular Ratings/Other Ranks who form the Recall Reserve will not be eligible to apply for an ADC as the Recall Reserve is not a Reserve Force as defined by RFA 96 s.1(2)(a). These personnel may, however, apply to join the RNR, RMR or RFR. If accepted into one of those Reserve Forces, they would then be eligible to apply for an ADC. A Sponsored Reservist (SR) may undertake an ADC only where specific arrangements for them to do so have been made with their employer in support of their SR role.

b. **Reserve Liability**. Any member of the RFR, including a Transitional Member, is able to undertake **ADC** duties. However, if Reserve Liability has terminated by time, an ex-Regular can request from Registrar of Reserves additional Reserve Liability in order to undertake further ADC duties. The member will have to accept the updated Call Out Obligation under DRA 14.

c. All applicants are to meet the following criteria:

(1) Are on the trained strength.

(2) Are suitably qualified by Rank/Rate, specialisation, qualifications and experience to fill the posts for which they apply.

(3) Are in their last two years of service.

(4) Have not submitted their notice.

(5) Are medically fit for service in accordance with appropriate single-Service regulations applicable at the time. Personnel are normally required to be in a minimum of Medically Limited Deployable (MLD) category; however, those in a Medically Non-Deployable (MND) category may exceptionally be considered by SMOSE SO1 in consultation with the FTRS Cell. Approval may be granted through the weekly Pre-Entry Medical Employability Board (PMEB).

(6) Are applying for a new ADC that commences prior to their termination date or who are seeking a further period of ADC that will require an extension to their RNR/ RMR commission or engagement.

d. Applicants for ADC should normally be under the age of 60. There is no guarantee of employment to this age. Any employment past this age will be by exception only and require the additional approval of Hd CM.

e. Personnel who have entered into a High Readiness Reserve (HRR) Agreement are not eligible to undertake an ADC.

f. Personnel who are classed as 'Transitional Members' under RFA 96 are not eligible to undertake an ADC until they have elected irrevocably to cease to be a Transitional Member as provided for under RFA 96 Schedule 9, paragraph 4.a.

10202. Regular Positions

Where ADC is used to fill regular gaps the Regular Career Manager for that position is to complete an ADC Request form along with the Line Manager's comments, and TORs. This is to be forwarded to the FTRS Cell via the Regular Branch Manager, requesting an ADC fill. The FTRS Cell admin staff will then seek SO1 Strat WFP approval prior to initiating the recruitment process. This procedure is also to be followed for any extensions of service in Regular positions.

10303. ADC-Only Positions

a. ADC-only positions constitute any position to be filled by ADC that is not a Regular liability-driving position.

b. A Reservist cannot undertake two separate ADCs concurrently. The maximum number of Reserve Service Days for an ADC is 180 pa.

c. A PTVR can undertake both s25 (ADC) and s22 (Annual Training Commitment) within the same Financial/Training Year. The maximum number of RSDs for the full year cannot exceed 204 RSDs pa.

d. Regular personnel are not to fill ADC-only positions.

e. The CM RES SO1 will career manage these positions or advertise if needed and apply extensions of service to these positions.

f. **Maritime Reserves ADC-only Positions.** ADC positions established in support of the Maritime Reserve Directive (MRD) do not require establishment authorisation from FTRS Cell or FTRS BM. Funding for ADC positions is authorised by DACOS FP within internal resources (LAV001). Advertising for these ADC positions will be at the direction of CMR, if no suitable or identified MR is available.

g. For RNR and RMR personnel who are applying for ADC in accordance with Para 10301.b, the following application procedure applies:

(1) The applicant must submit a List 4 Application[1] [2] to NAVY PEOPLE-CM RES CPO, cc'ing NAVY PEOPLE-CM RES FTRS WO1, ensuring that the justification in Part-2 references the ADC role the applicant wishes to apply

[1] https://modgovuk.sharepoint.com/teams/61290.
[2] Part 2 of this form must be completed by the Capability/ Specialisation SO1 for new applications, or the ADC Employer for extension applications for continued employment in the same role.

for[3]. Applications made within the last 8-weeks of service will be rejected as there will be insufficient time to process the List 4 transfer and undertake FTRS applicant sift and interview.

(2) Applications will be presented at the next available EOS and List 4 Transfer Board. Successful applicants will be notified by the NAVY PEOPLE-CM RES CPO that their application is conditional on being offered the ADC role applied for. Unsuccessful applicants may re-apply for EOS with List 4 Transfer if they apply for a subsequent FTRS post, however, their existing MR commission/ engagement termination remains extant unless successful at both list transfer and being offered the FTRS role.

(3) EOS with List 4 Transfer applications for ADC advertisements that commence prior to their termination date, must be made no later than 8 weeks prior to their last date in service.

(4) If successful at interview, the FTRS Cell will notify NAVY PEOPLE-CM RES CPO who will action the List 4 transfer and align the applicant's commission/engagement end-date with the FTRS end-date. This will be no longer than 24-months and will be reflected in the applicant's ADC TACOS. Transfer on to List 4 will only be effective from original termination date and personnel transferred to List 4 will remain subject to the extant conditions for this List.

[3] Only one List 4 application can be submitted at any one time and a separate List-4 application is required for each ADC role.

SECTION 2

TERMS AND CONDITIONS OF SERVICE

10304. Rank and Promotion

a. Rank/Rate on appointment will be as appropriate to the complement position or as determined for the commitment.

b. Substantive promotion/advancement beyond the rank/rate established for the position will not be offered. Exceptionally, a Reservist may serve in an acting or local higher or lower rank/rate than they hold in their respective Reserve Force, however, according to the requirements of the service. Those serving in a lower rank will be required to wear the uniform of the lower rank and will be paid accordingly.

c. A period of ADC will count towards advancement/promotion in the RNR/RMR; any qualifications gained during ADC will, if appropriate, also be considered.

d. A member of the RNR/RMR who transfers back to the RFR may return on an ADC in the rank/rate gained whilst serving in the RNR/RMR if it is higher than that originally held in the RFR.

10305. Pay

The daily rates of pay for Reservists serving on an ADC will be published on the annual AFPRB Directed Letter.

a. The appropriate amount of daily pay will be calculated as follows:

(1) For a period of duty from 8 hours up to 24 hours inclusive, whether wholly in 1 day or partly in another, 1 day's pay will be issued.

(2) For a period of at least 2 hours but less than 4, ¼ day's pay will be issued.

(3) For a period of 4 hours or more but less than 6, ½ day's pay will be issued.

(4) For a period of 6 hours or more but less than 8, ¾ day's pay will be issued.

b. **Additional Pay.** Additional pay will be paid in accordance with the regulations in force for the Reserve Forces.

c. Payment will be made on the first working day of each month. Individuals are to submit the specific JPA Form to their UPO/RSU for element entry action prior to the Attendance Based Pay cut off point each month. The form should contain the number of days worked from the submission date of the previous month up to the number of days worked up to the day before the submission date of the current month. All pay is made in arrears.

10306. Allowances

Allowances and charges for ADC are in accordance with current Service Regulations.

10307. Pension

Full details of attributable pension and the effects of ADC on Ex-Regular Preserved Pensions, Resettlement Grants, Special Capital Payments or Compensation Lump Sums are available from the Defence Business Services (DBS) Organisation.

10308. Maternity/Paternity/Adoption Benefits

Entitlement to maternity/paternity/adoption benefits for a Reservist serving on an ADC will be in accordance with current Service regulations.

10309. Training Bounty

Volunteer Reservists undertaking an ADC can qualify for payment of the annual training bounty by satisfying their obligatory training commitment under RFA 96 s22/27 and any mandated requirements directed by CMRHQ. Periods of duty on an ADC are separate from, and cannot be counted towards, any Reserve Force training.

10310. Leave

a. Allocation of leave, including terminal leave is in accordance with JSP 760.

b. Where personnel are transferring from ADC to FTRS they are entitled to their accrued ADC terminal leave before commencing FTRS.

c. Leave cannot be carried forward between ADCs in different roles; nor can it be carried forward to an FTRS commitment iaw JSP 760.

10311. Discipline

a. **Liability under the Armed Forces Act 2006.** A Reservist will be subject to service law under Armed Forces Act 2006 on the dates specified in the ADC agreement, i.e. on the days they are required to attend or be available for duty and for which they will be paid.

b. **Commanding Officer.** While undertaking an ADC, a Reservist's CO will be the CO of the unit to which they are attached for the performance of the duties of the commitment.

10312. Training

a. **Pre-employment Training.** In addition to any annual refresher training, specific pre-employment training, as identified by a Branch or Trade Sponsor, is to be provided for a Reservist serving on an ADC so that they will be able to perform their primary duties safely and effectively. Known training requirements will be reflected in the ADC and will be booked by the employing unit.

b. **Resettlement Training.** A Reservist will not be entitled to Resettlement Training at the end of an ADC.

c. Personnel serving on ADC are, if required, to maintain currency in NCT. Personnel serving on ADC, unless they are a member of the Maritime Reserves, are exempt RNPES/BFT, in accordance with BRd 51(2) para 0202.

10313. Uniform and Equipment

Reservists will normally wear the uniform of, for RNR/RMR, the Rank/Rate they hold, or, for RFR, the Rank/Rate they held in Regular Service. If they accept ADC service in a lower Rank/Rate, they are to be paid as and wear the uniform of the lower rate/rank until completion of the FTRS commitment. Any additional items of uniform clothing will be issued as follows:

a. RFR Officers undertaking ADC will have their uniform made up to a minimum scale commensurate with the duties being undertaken.

b. RFR Ratings and Other Ranks will have their uniform made up to the minimum scale in accordance with BRd 3(1) Annex 39C, on the production of a signed commitment. This additional kit will be issued from the nearest suitable Service Establishment.

c. RNR/RMR kit scales will be brought up to the level which will be required for the duties to be undertaken. This additional kit will be issued from the nearest suitable Service Establishment.

10314. Medical Fitness

a. To ensure that a Reservist is medically fit to undertake the role tied to their ADC, it is essential that a Medical Certificate supplied prior to the start of an ADC and the JMES is commensurate with the role being undertaken.

b. Medical standards for ADC are iaw BR3(2) Chapter 19. Medical Certificates are to be forwarded to the FTRS Cell prior to the commencement of the ADC. This is to be carried out by a Medical Officer at a Service Medical Centre. The following regulations apply:

(1) It is the responsibility of the Employing Unit to ensure that this procedure is carried out and that a copy of the completed Medical Certificate is sent to the FTRS Cell.

(2) A fresh Medical Certificate is required for every new period of ADC.

(3) In order to assess an individual's fitness for employment, the examining Medical Officer is to be provided with a Job Description/Terms of Reference (ToR) relating to the ADC role. Should the Reservist be considered medically fit to undertake the ADC Commitment, but in a temporarily reduced medical category, the Medical Officer should annotate this fact on the medical certificate, together with an estimated duration of medical downgrading. On completion of the JMES assessment, the paperwork is to be forwarded to the FTRS Cell who, in consultation with CM RES SO1, will make the final decision on whether to approve an ADC.

(4) It is the responsibility of the Reservist to inform their Employer of any change to their medical fitness that could affect their ability to undertake their ADC roles and responsibilities. Where necessary, a Reservist is to ensure the Service has access to Civilian Medical records. If the Reservist refuses to give access to civilian medical records, the ADC is to be terminated immediately.

10315. Medical and Dental Care

ADC personnel should remain registered with their local civilian medical and dental practitioners. They will, however, be entitled to receive emergency medical and dental treatment from Service sources. When they are required to undergo medical treatment by virtue of their Service duties (e.g. inoculations prior to proceeding overseas), they are entitled to such treatment from Service sources or receive reimbursement from Service Funds for treatment received from their Medical Practitioner.

10316. Sickness or Other Absence

a. If a Reservist is absent from work through injury, sickness or for any other reason, they are to inform their CO on the first day of absence, wherever possible, of the cause and likely duration of their absence. Any unauthorised absence for a period of seven consecutive calendar days is to be explained in writing.

b. If a Reservist is absent for more than seven consecutive calendar days because of sickness or injury, they are to provide their CO with a doctor's medical certificate. An individual may be required to be examined by a Service Medical Officer. Provided that this procedure is observed, a Reservist will be entitled to sick absence with pay, in respect of the days on which they would normally have worked, for the duration of the commitment. If the required procedure is not followed, or if abuse of the sick absence with pay arrangement is suspected, the MOD may withhold the Reservist's pay for the relevant period and may institute disciplinary action.

10317. Medical Discharge from the Service

If a Reservist serving on ADC becomes permanently medically unfit for service, they will be discharged from the Service iaw BRd 3(2) para 1909.b. A Reservist who, in the opinion of a Medical Officer, is likely to recover from their injury or illness so that they may resume Reserve Service is to continue to be borne on their ADC pay and allowances up to the day on which they would normally have completed their ADC.

10318. Electoral Registration

Reservists serving on an ADC in the UK are not eligible to register as Service Voters. They are, however, entitled to proxy or postal votes in the same way as other civilian electors. ADC personnel serving overseas may register to vote as an overseas elector (the Representation of the Peoples Act 2000 refers). Personnel should contact their Local Electoral Officer prior to posting overseas.

10319. Jury Service

A Reservist serving on an ADC has no right to be excused from Jury Service. A Reservist might be excused, however, in cases where the obligation to attend court would conflict with an operationally essential period of duty or training.

10320. Annual Reports

a. RFR Reservists undertaking ADC will be subject to the same reporting procedures and timings as Regular personnel. They should be reported on with regard to their potential for further Service, with recommendations for promotion.

b. RNR/RMR Reservists undertaking ADC should have insert slips forwarded annually to their RNR/RMR unit in order that promotion reports may be raised for individuals using the same procedures as Regular personnel.

10321. Welfare Support

Reservists serving on an ADC are eligible to receive an appropriate level of welfare support through RNRMW. Although recommendations for compassionate drafts will not be appropriate, welfare investigations may be required to support recommendations for compassionate leave or early termination of a commitment.

10322. Electoral Candidature

The restrictions which apply to members of the Regular Forces, set out in BRd 2 Chapter 66, also apply to Reservists serving on ADC.

a. No member of the Reserve Forces serving on ADC may be either a declared, prospective or elected member of a Local Authority, a National Assembly, the House of Commons, the European Parliament or any other Legislative Assembly.

b. A Reservist who wishes to stand for election must apply to the FTRS Cell through their Commanding Officer to terminate their ADC.

c. An unsuccessful candidate will have no right to resume their ADC.

10323. Conflicts of Interest - Declaration of Outside Interests

BRd 2 Chapter 86 and The MOD conflicts of interest policy sets out what MOD requires of Crown Servants when their outside business and other private, charitable and commercial activities may conflict with their official duties. COMMARRES is to approve all Declaration Forms for MRs and DDPD is to approve Declaration Forms for RFRs on ADC.

CHAPTER 104

CALL-OUT OF RN RESERVE FORCES (MARITIME RESERVES AND ROYAL FLEET RESERVES)

(Sponsor: NAVY PEOPLE-PSP EMP POL RESSO1)

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CHAPTER 104

CALL-OUT OF RN RESERVE FORCES (MARITIME RESERVES AND ROYAL FLEET RESERVES)

10401. Introduction

With the introduction of centralised parameters for the harmonisation of FTRS Commitment Types (CT) for the Reserve Forces, personnel serving on **FTRS Full Commitment** will be liable to short notice trawls to augment defence activity no different than Regular Service personnel. This may but is not limited to, augmentation[1], exercises and operational tours and it does not need to be related to the primary FTRS role[2]. Reservists serving on FTRS Limited Commitment, Home Commitment or ADC will not be liable for trawls but will be mobilised if required.

10402. Trawl Process

a. To fill MR enduring positions, operationally essential billets, or participate in Defence or Navy mandated and emerging tasks, Reservists must be available for mobilisation. All workforce requirements for Reservists are subject to robust control and scrutiny by CMR FGEN on receipt of a fully endorsed requirement by People Ops or 2* Workforce Requirement Change Committee (WRCC) personnel.

b. Once the demand signal has been received, FGEN will liaise with MR Capability Areas and conduct digital searches on SCIO or Foundry to identify SQEP individuals[3]. The list of potential candidates will also be scrutinised to identify those serving on FTRS or ADC.

c. Personnel Support Requests (PSRs) will be issued by FGEN and be required to be completed by the FTRS/ADC Line Managers of the trawl candidates, the e-mail request will be copied to the chain of command and, if not originated by them, the appropriate 2* Directorate WRCC. The PSR is an opportunity for the individual and Employing unit to provide clear and unambiguous personal and professional impact statements if that individual were to be selected. It is also an opportunity for the individual to record if they are a volunteer for the trawl.[4]

[1] Augmentation is an element of Force Generation and is the temporary re-deployment of individuals, within liability driving positions (regular, reserve or civilian), to wherever they are needed to meet directed operational Military Tasks, Exercises and Events that cannot be achieved within peacetime establishments.
[2] The nature of the trawl will determine whether FTRS FC TACOS is the most appropriate mechanism as location, nature, threat level, protection of the Reservist and benefits package must align with any Regular personnel they will serve alongside. In some cases, mobilisation may be more appropriate. If disputed, NAVY People-SCL RES ADJ SO2 will act as the Adjudicator.
[3] The SQEP requirement might be as broad as a rank range or branch, or as narrow as a single rank/rate with specific competences. Most requirements (e.g. experience in a particular area) are not yet searchable and will require liaison with Capability Areas whilst also meeting the Intelligent selection process detailed in JSP 753 Chapter 3.
[4] An individual volunteering for a trawl does not mean they will definitely be nominated: the unit impact might be too severe, or there may be more than one volunteer.

d. Once PSRs are returned to People Ops, NAVY PEOPLE-OPS HEAD will act as the independent arbiter on behalf of 2SL to assess whether the role on FTRS or ADC takes priority over the tasking required. The following decisions are possible:

(1) **The Reservist will be Identified and Nominated for the Task.** FGEN and Employing Unit will be notified. For Reservists serving on FTRS LC/HC or ADC a compulsory Call out Notice will be issued by the Mobilisation Officer for the Reservist to be brought into permanent service.

(2) **The FTRS/ADC Role is Considered is Higher Priority.** FGEN and Employing Unit will be notified, and the Reservist stood down from Call Out.

(3) **The Trawl Does Not Provide any Acceptable Solutions.** FGEN will either re-trawl or issue a Force Generation Failure sent in reply to the original request.

CHAPTER 105

RESERVES ENGINEER BRANCH – DIRECT, EX-REGULAR AND MARITIME CADETS' ENTRANTS (RESERVES) – MARINE AND WEAPON ENGINEERS ONLY

(Sponsor: NAVY PEOPLE-MR HQ SO1 ENG)

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CHAPTER 105

RESERVES ENGINEER BRANCH – DIRECT, EX-REGULAR AND MARITIME CADETS' ENTRANTS (RESERVES) – MARINE AND WEAPON ENGINEERS ONLY

10501. General

a. This chapter covers the specific career regulations for the direct entry of already qualified civilian engineering technicians and engineers into the RNR Engineer Branch (Direct Entrant (DE) or Maritime Cadets (MC)) and the entry of ex-RN regulars (seamless and non-seamless entry). The recruitment of direct entrants and maritime cadets into the RNREB is specifically designed to support the Whole Force by Design and allow the Maritime Reserves to recruit directly from the large cadre of UK industry qualified technicians and from the Defence Sector.

b. Once recruited, direct entry technicians and maritime cadets with civilian engineering qualifications will have a technical career path to WO1 RNR. Promotion will be based on the achievement of civilian qualifications which equate to the engineering administration, and leadership and management requirements of the equivalent rank and rate within the RN Engineering cadre[1] and will be dealt with on a case-by-case basis. Ex-RN Regulars[2] also have a technical career path to WO1 RNR. Promotion will be based on Career Qualification Courses and professional competences gained during their regular service or on the achievement of civilian qualifications which equate to the engineering administration, and leadership and management requirements of the equivalent rate within the RN Engineering cadre[3]. Divisional Officers are to ensure that a copy of this Chapter, along with Annex 105A is placed in the PDR of every Engineer Technician (Res) Specialist in their Division.

c. The instructions in this section do not override the ability of ex-regulars to join the RNREB via Project FIREFLY in the rank or rate that they held when leaving the RN.

d. All technicians in the RNREB have access to a non-technical career path that enables promotion to WO1 ET(RES) to meet wider RNR executive roles.

10502. Direct Entry, Ex-Regular RN and Transfer from Another Reserves Branch - Entry into the RNR Engineer Branch as a Probationary LET (DE)(Res) or LET(MC)(Res)

a. Ex-Regular RN technicians who join the RNREB or transfer from another Reserves branch will continue to do so under existing arrangements of seamless transfer or extant branch transfer regulations.

b. In order to join the RNREB as a Direct Entry Technician probationary LET(DE)(Res) or LET(MC)(Res)the following eligibility criteria need to be met:

(1) Be aged 18-40.

(2) Be recommended by parent RNR Unit CO (if seeking a transfer).

[1] Further promotion may also be achieved through branch transfer, including to Regular Service, or promotion to officer.
[2] Additionally, ex-Regulars may be offered a RNREB role at a lower rank/rate if there is an overbearing at their current rank/rate.
[3] Further promotion may also be achieved through branch transfer, including to Regular Service, or promotion to officer.

(3) Pass a written and oral Level 3 technical scenario examination board (convened as required) by the RNREB.

(4) Hold a Level 3 or 4 qualification (A Level or HNC equivalent) in an engineering discipline that is accredited by a UK Engineering Institute.

(5) Be currently accredited with a UK Engineering Institution at or above level 3 (registered Engineering Technician).

(6) Have a minimum of 2 years of practical employment experience in an engineering related position in the 5 years prior to RNREB entry.

(7) Hold Level 2 qualifications in English and Maths[4].

(8) Complete RNR INT.

c. After successful completion of RNR INT Phase 1 Training (both within local Unit and Confirmation Course at HMS RALEIGH), candidates will join the RNREB as a probationary LET. Promotion eligibility, timings and the award of professional and technical competences will be in accordance with Annex 105A.

10503. RNR Engineer Branch Specialisation Selection

The specialisation selection (ME or WE) of direct entrant RNREB technicians is self-selecting in that it can be aligned to specific detail of their civilian qualifications. This will be determined during the written and oral Level 3 technical scenario examination board that is convened by the RNREB. The recruitment of direct entry technicians into the RNREB is for ME and WE specialisations only.

10504. RNR Engineer Branch – Career Progression, Exemptions and Employment

a. Career progression for ratings in the Engineer Technician (Res) specialisation is detailed in Annex 105A. Those technicians who are recruited and/or promoted based upon their civilian technical qualifications, and who have no prior qualified technical employment experience in the RN will be employed in line with their civilian experience and the engineering experience they gain through the MR across the range of EB activities. They may be employed in a non-technical context at their associated rate.

b. Those RNREB technicians who are ex-Regulars and achieved GTS will be employed in the rate for which they hold the relevant RN career qualifications course (QC) and professional competencies. They will normally be recruited by the FIREFLY process but can join via the CNR recruitment mechanisms if it has been more than 3 years since they left the RN. When an ex-Regular RNREB technician achieves further promotion based upon civilian technical training and education (i.e. an ex-Regular LET promoted to RNREB POET(DE)(Res)) then their employment and training within the RNREB will be limited to an appropriate EB activity, ensureing they receive adequate supervision and management. They will not be available to substitute for an equivalent regular technician nor be employed as a singleton within a regular RN employment context.

[4] Or Scottish Equivalent (Level 5 qualification in the Scottish Credit and Qualifications Framework (SCQF).

10505. RNR Engineer Branch - Confirmation as LET(DE)(Res) ot LET(MC)(Res)

To be confirmed LET(DE)(Res) or LET(MC)(Res) all criteria must be met as detailed in BRd 3(1) Annex 105A para 2.

10506. Failure to be Confirmed as an LET Within Four Years of Entry to RNREB

Should a probationary LET(DE)(Res) or LET(MC)(Res) fail to be confirmed as an LET(DE)(Res) or LET(MC)(Res) within four years of joining they are to be reverted to source branch, branch transfer or be discharged. Exceptional circumstances that prevent confirmation should be referred to the RNR Branch Manager for a training extension.

10507. Appraisal Reports and Promotion

a. **Appraisal Reports.** Appraisal reports are required in order to provide selection boards with the detail of an individual's performance and suitability for promotion. Appraisal reports are to be raised annually.

b. **SJAR Recommendation.** If an individual has been awarded a positive recommendation for promotion ('Exceptional', 'High' or 'Yes' for ‘1 Rank Up' on SJAR by 2RO) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be placed before the Promotion Board.

c. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation. Ratings may be deemed as 'developing' at the annual reporting stage.

10508. Engineer Technician (Res) Specialisation – Promotion Flowchart

A detailed promotion flow for the Engineer Technician (Res) specialisation is at Annex 105A. It allows for career progression from:

a. Prob-LET(DE)(Res) to WO2 ET(DE)(Res) for Direct Entry Technicians.

b. Prob-LET(MC)(Res) to WO2 ET(MC)(Res) for Maritime Cadets.

c. Ex-RN ETs to WO2 ET(Res).

d. WO2 ET(Res), WO2 ET(DE)(Res) or WO2 ET(MC)(Res) to WO1 (Res).

10509. Award of Engineering PQC Badge

a. On completion of HMS RALEIGH and INT the direct entry technician or Maritime Cadet candidate will be paid as an LET, rated probationary LET, wear white flashes with their uniform rank epaulettes and on their number 1 uniform.

b. They will be allocated to the Engineering Branch and wear the appropriate ME or WE engineer badges as determined by their Level 3 engineering qualification and performance at their written and oral Level 3 technical scenario examination board convened by the RNREB (see Annex 105A sub para 2f)).

c. Once all criteria for confirmation as a LET have been met and the candidate has been advanced to LET they will remove the white flashes from their uniform.

10510. Direct Entry, Ex-Regular RN and Transfer from Another Reserves Branch – Entry into the RNR Engineer Branch as a SLt RNR

a. Ex-Regular RN Engineer Officers who join the RNREB or transfer from another Reserves branch will continue to do so under existing arrangements of seamless transfer or extant branch transfer regulations.

b. To join the RNREB as a SLt RNR, the following eligibility criteria need to be met:

(1) Be aged 18-40.

(2) Be recommended by parent RNR Unit CO (if seeking a transfer).

(3) Engineering Council Accredited Degree or on a professional pathway to IEng or CEng (or equivalents as laid down in the PEI registration DIN).

(4) Employment in a company either in the maritime field or in equipment used by the RN[9] and involved in engineering project management in some scope.

10511. RNR Engineer Branch – Career Progression, Exemptions and Employment (Engineer Officer)

a. Career progression for officers is detailed in Annex 105B.

b. Those RNREB officers who are ex-Regulars and achieved GTS will be employed in the rank for which they hold the relevant RN career qualifications course (QC) and professional competencies. They will normally be recruited by the FIREFLY process but can join via the CNR recruitment mechanisms if it has been more than 2 years since they left the RN.

10512. Failure to be Confirmed as a Lt RNR Within Four Years of Entry to RNREB

Should a SLt RNR fail to be confirmed as a Lt RNR within four years of joining they are to be reverted to source branch, branch transfer, or be discharged. Exceptional circumstances that prevent confirmation should be referred to the RNR Branch Manager for a training extension.

10513. Appraisal Reports and Promotion (Engineer Officer)

a. **Appraisal Reports.** Appraisal reports are required to provide selection boards with the detail of an individual's performance and suitability for promotion. Appraisal reports are to be raised annually.

b. **OJAR Recommendation.** If an individual has been awarded a positive recommendation for promotion ('Exceptional', 'High' or 'Yes' for ‘1 Rank Up' on OJAR by 2RO) in the last OJAR and, since that report, has become eligible in all other respects for selection, they will be placed before the Promotion Board. Where an otherwise fully eligible candidate has received an OJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation. Officers may be deemed as 'developing' at the annual reporting stage.

10514. Direct Entry Engineer Officer – Promotion Flowchart

A detailed promotion flow for the Direct Entry Engineer Officer is at Annex 105B. It allows for career progression from:

a. SLt RNR to Cdr for Direct Entry Engineer Officers.

b. Lt RNR to Cdr for ex-Regular Engineer Officers.

ANNEX 105A

RNR ENGINEER TECHNICIAN SPECIALISATION – PROMOTION FLOWCHART

ADVANCEMENT to LEADING ENGINEER TECHNICIAN (Res)

1. Selection criteria for ex-regular ET (OR2)

a. Have achieved at least 6 months sea service whilst in the regular RN (If not entry to the MR will be through the DET scheme).

b. Undertake a Level 3 Assessment Technical Scenario Examination Board (TSEB) and awarded **Professional| Qualified for FSU MARRES LET(ME)(Res)|Navy|** or awarded **Professional| Qualified for FSU MARRES LET(WE) (Res)|Navy|** as recorded on JPA.

c. Accredited as an Eng Tech (or above) with a recognised PEI.

d. Attend RNREB training exercises and/or deliver FSU MARRES OC (as promulgated by RNREB) within an RNREB collective and supervised engineering support OCO activities environment.

e. Recommended on latest appraisal report for selection to LET.

f. Attend pre-Leading Rates' Leadership Course Weekend (RNLA 202 RNR) if LRLC not held.

g. LRLC RNR completed or LRLC and recorded as JPA competence **Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|.**

h. CPQ authorised by Head of the RNREB and recoded as JPA competence **Reserves|Qualified for Promotion to LH|Navy**.

i. At least 6 months since last Career Check (if any) on CPD or promotion due date (if later).

2. Selection criteria for Direct Entry Technician (DET) and Maritime Cadet (MC)

To be confirmed as an LET(DE)(Res) or LET(MC)(Res) from Probationary LET the following must be achieved:

a. Complete Embarked Forces Sea Survival Course.

b. Attend CBRNDC Acquaint (CBRNDC 29).

c. Completion of LET(DE)(Res) Career Development Journal (CDJ) and the JPA competence **Professional|Completion of LET(DE)(Res) CDJ|** recorded.

d. Attend RNREB training exercises and/or deliver FSU MARRES OC (as promulgated by RNREB) within an RNREB collective and supervised engineering support OCO activities environment.

e. Recommended on latest appraisal report for confirmation as LET.

f. Pass a written and oral Level 3 Reserves FSU MARRES technical scenario examination board convened by the RNREB focussed on the individual's RNR experience and Naval knowledge. Awarded **Professional| Qualified for FSU MARRES LET(ME)(Res)|Navy|** or awarded **Professional| Qualified for FSU MARRES LET(WE) (Res)|Navy|** as recorded on JPA

g. Attend pre-Leading Rates' Leadership Course Weekend (RNLA 202 RNR).

h. LRLC RNR completed and recorded as JPA competence **Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|.**

i. CPQ authorised by Head of the RNREB and recorded as JPA competence **Reserves|Qualified for Promotion to LH|Navy.**

j. At least 6 months since last Career Check (if any) on CPD or promotion date due if later.

ADVANCEMENT to PETTY OFFICER ENGINEER TECHNICIAN (Res)

3. Selection criteria for an ex-regular LET or RNR LET (OR4)

a. Completed at least 3 months operational deployment either at sea or ashore in a complement engineering billet or have undertaken a cumulation of at least 6 months of employment in a front-line RN unit (naval base or vessel).

b. Achieve and be currently accredited with a UK Engineering Institution at or above Eng Tech.

c. Serving on ES2/ES3 that expires after the nominated CPD.

d. Recommended for promotion on latest SJAR at CRD (Para 10507).

e. Pass a written and oral (Level 4 technical) Reserves FSU MARRES technical scenario examination board convened by the RNREB. Awarded and competence recorded on JPA **Professional|Qualified for FSU MARRES PO ET(ME) (Res)|Navy|** or **Professional|Qualified for FSU MARRES PO ET(WE) (Res)|Navy|.**

f. Attend SRLC RNR recorded as JPA competence **Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|.**

g. Attend exercises and deliver OC (as promulgated by RNREB) within a collective and supervised engineering support OCO activity.

h. CPQ authorised by Head of the RNREB and recorded as competence **Reserves|Qualified for Promotion to PO|Navy**.

i. At least 6 months since last Career Check (if any) on CPD or promotion due date (if later).

4. Selection criteria for LET(DE)(Res)

a. Hold a Level 4 qualification (HNC equivalent) in an engineering discipline that is accredited by a UK engineering institute.

b. Achieve and be currently accredited with a UK Engineering Institution at or above Eng Tech.

c. Have a minimum of 2 years of practical employment experience with an associated level 4 engineering qualification in an engineering related position in the previous 5 years.

d. Demonstrate supervisory experience including responsibility for line managing a minimum of 2 subordinate civilian technicians.

e. Completed PO(DE)(Res) Career Development Journal (CDJ) and recorded by DET PPM.

f. Serving on ES2/ES3 that expires after the nominated CPD.

g. Recommended for promotion on latest SJAR at CRD (Para 10507).

h. Pass a written and oral (Level 4 technical) Reserves FSU MARRES technical scenario examination board convened by the RNREB. Awarded and competence recorded on JPA **Professional|Qualified for FSU MARRES PO ET(ME) (Res)|Navy|** or **Professional|Qualified for FSU MARRES PO ET(WE) (Res)|Navy|.**

i. Attend SRLC RNR recorded as JPA competence **Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|.**

j. Attend exercises and deliver OC (as promulgated by RNREB) within a collective and supervised engineering support OCO activity.

k. CPQ authorised by Head of the RNREB and recorded as competence **Reserves|Qualified for Promotion to PO|Navy**.

l. At least 6 months since last Career Check (if any) on CPD or promotion due date (if later).

5. Selection criteria for LET(MC)(Res)

a. Have completed a Level 5/Reg III/1 (unlimited power Engineering Officer of the Watch (EOOW) Certificate of Competency through a nautical college with the requisite sea time[1] in the Merchant Navy.

b. Or has completed an industry recognised CISCO Certified Network Associate with the requisite professional placements.

c. Have completed RNR Phase 1 Ratings Training.

d. Serving on ES2/ES3 that expires after the nominated CPD.

e. Recommended for promotion on latest SJAR at CRD (Para 10507).

f. Pass a written and oral (Level 4 technical) Reserves FSU MARRES technical scenario examination board convened by the RNREB. Awarded and competence recorded on JPA **Professional|Qualified for FSU MARRES PO ET(ME) (Res)|Navy|** or **Professional|Qualified for FSU MARRES PO ET(WE) (Res)|Navy|.**

g. Attend SRLC RES recorded as JPA competence **Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|.**

h. Attend exercises and deliver OC (as promulgated by RNREB) within a collective and supervised engineering support OCO activity.

i. CPQ authorised by Head of the RNREB and recorded as competence **Reserves|Qualified for Promotion to PO|Navy**.

j. At least 6 months since last Career Check (if any) on CPD or promotion due date (if later).

ADVANCEMENT to CHIEF PETTY OFFICER ENGINEER TECHNICIAN (Res)

6. Selection criteria for an ex-regular POET or RNR POET (OR6)

a. Be confirmed as POET (ME or WE).

b. Pass a written and oral (Level 4 technical) Reserves FSU MARRES technical scenario examination board convened by the RNREB**.** Awarded JPA competence **Professional| Qualified for FSU MARRES CPO ET(ME) (Res)|Navy| or Professional| Qualified for FSU MARRES CPO ET(WE) (Res)|Navy|**.

c. Or have completed CPOET (ME) or WE Qualifying Course (QC) during regular service. Awarded JPA competence of **ME|CPOET (MEGS) QC: ME155|Navy|** or **WE|CPOET(WE) Career Course (WE 320)|Navy|**

[1] This is a requisite part of the nautical training system and achieves MCA requirements being greater than the RN equivalent.

d. Achieve and be currently accredited with a UK Engineering Institution at or above Eng Tech.

e. Attend exercises and deliver OC (as promulgated by RNREB) within a collective and supervised engineering support OCO activity.

f. CPQ authorised by Head of the RNREB and recorded as JPA competence **Reserves|Qualified for Promotion to CPO|Navy**.

g. Serving on ES2 or ES3 that expires after the CPD.

h. Recommended for promotion on latest SJAR at CRD.

i. At least 6 months since last Career Check (if any) on CPD or promotion due date (if later).

7. Selection criteria for POET(DE)(Res)

a. Pass a written and oral (Level 4 technical) Reserves FSU MARRES technical scenario examination board convened by the RNREB. Awarded JPA competence **Professional| Qualified for FSU MARRES CPO ET(ME) (Res)|Navy|** or **Professional| Qualified for FSU MARRES CPO ET(WE) (Res)|Navy|.**

b. Have a minimum of 2 years of practical employment experience with an associated engineering or management qualification above level 4 in an engineering related position in the previous 5 years and demonstrate supervisory experience including responsibility for line managing a minimum of 5 subordinate civilian technicians.

c. Attend exercises and deliver OC (as promulgated by RNREB) within a collective and supervised engineering support OCO activity.

d. CPQ authorised by Head of the RNREB and recorded as JPA competence **Reserves|Qualified for Promotion to CPO|Navy.**

e. Serving on ES2 or ES3 that expires after the CPD.

f. Recommended for promotion on latest SJAR at CRD.

g. At least 6 months since last Career Check (if any) on CPD or promotion due date (if later).

8. Selection criteria for POET(MC)(Res)

a. Pass a written and oral (Level 4 technical) Reserves FSU MARRES technical scenario examination board convened by the RNREB. Awarded JPA competence **Professional| Qualified for FSU MARRES CPO ET(ME) (Res)|Navy|** or **Professional| Qualified for FSU MARRES CPO ET(WE) (Res)|Navy|.**

b. Attend exercises and deliver OC (as promulgated by RNREB) within a collective and supervised engineering support OCO activity.

c. CPQ authorised by Head of the RNREB and recorded as JPA competence **Reserves|Qualified for Promotion to CPO|Navy.**

d. Serving on ES2 or ES3 that expires after the CPD.

e. Recommended for promotion on latest SJAR at CRD.

f. At least 6 months since last Career Check (if any) on CPD or promotion due date (if later).

ADVANCEMENT to WARRANT OFFICER (2nd CLASS) ENGINEER TECHNICIAN (Res)

9. Selection criteria for ex-regular CPOET or RNR CPOET (OR7)

a. Be confirmed as a CPOET (ME or WE).

b. Pass a written and oral (Level 4 technical) Reserves FSU MARRES technical scenario examination board convened by the RNREB. Awarded JPA competence **Professional| Qualified for FSU MARRES ~~CP~~ WO2 ET(ME)(Res)|Navy|** or **awarded Professional| Qualified for FSU MARRES CP WO2 ET(WE)(Res)|Navy|.**

c. Or have completed WOET (ME) or (WE) Qualifying Course (QC) during regular Service. Awarded **Professional|Marine Engineer Warrant Officer Charge Qualification (WOCQ(ME))|Navy** or **WE|WO Qualifying Course (WE 535)|Navy|'.**

d. Achieve and be currently accredited with a UK Engineering Institution at or above I Eng.

e. Attend exercises and deliver OC (as promulgated by RNREB) within a collective and supervised engineering support OCO activity.

f. CPQ authorised by Head of the RNREB and recoded as JPA competence **Reserves|Qualified for Promotion to WO2|Navy**.

g. Serving on ES2 or ES3 that expires after the CPD.

h. Recommended for promotion on latest SJAR at CRD.

i. At least 6 months since last Career Check (if any) on CPD or promotion due date (if later).

j. EFP in accordance with BRd 3(1) Para 9634(5).

10. Selection criteria for CPOET(DE)(Res)

a. Pass a written and oral (Level 4 technical) Reserves FSU MARRES technical scenario examination board convened by the RNREB. Awarded **Professional| Qualified for FSU MARRES WO2 ET(ME) (Res)|Navy|** or **Professional| Qualified for FSU MARRES WO2 ET(WE) (Res)|Navy|**.

b. Have a minimum of 2 years of practical employment experience with an associated level 6, or above engineering or management qualification in an engineering related position in the previous 5 years and demonstrate supervisory experience including responsibility for line managing a minimum of 15 subordinate civilian technicians.

c. Attend exercises and deliver OC (as promulgated by RNREB) within a collective and supervised engineering support OCO activity.

d. CPQ authorised by Head of the RNREB and recoded as competence **Reserves|Qualified for Promotion to WO2|Navy**.

e. Serving on ES2 or ES3 that expires after the CPD.

f. Recommended for promotion on Appraisal Report at CRD.

g. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

h. EFP in accordance with BRd 3(1) Para 9634(5).

11. Selection criteria for CPOET(MC)(Res)

a. Pass a written and oral (Level 4 technical) Reserves FSU MARRES technical scenario examination board convened by the RNREB. Awarded **Professional| Qualified for FSU MARRES WO2 ET(ME) (Res)|Navy|** or **Professional| Qualified for FSU MARRES WO2 ET(WE) (Res)|Navy|**.

b. Have a minimum of 2 years of practical employment experience with an associated level 6, or above engineering or management qualification in an engineering related position in the previous 5 years and demonstrate supervisory experience including responsibility for line managing a minimum of 15 subordinate civilian technicians.

c. Attend exercises and deliver OC (as promulgated by RNREB) within a collective and supervised engineering support OCO activity.

d. CPQ authorised by Head of the RNREB and recoded as competence **Reserves|Qualified for Promotion to WO2|Navy**.

e. Serving on ES2 or ES3 that expires after the CPD.

f. Recommended for promotion on Appraisal Report at CRD.

g. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

h. EFP in accordance with BRd 3(1) Para 9634(5).

ADVANCEMENT to WARRANT OFFICER (1st CLASS) ENGINEER TECHNICIAN (Res)

12. Selection criteria for ex-regular WO2ET, RNR WO2ET, WO2ET(DE)(Res) and WO2ET(MC)(Res) – all OR8

a. Be confirmed WO2ET.

b. Attend exercises and deliver OC (as promulgated by RNREB) within a collective and supervised engineering support OCO activity.

c. Promotion to WO1 is by recommendation and selection only. Employment for all Maritime Reserve WO1 roles is directed by the Branch Manager

d. All successful candidates will undertake the **Warrant Officers Staff Course (WOSC) – RNLA 111 | Navy|.**

ANNEX105B

RNR EB ENGINEER OFFICER - PROMOTION FLOWCHART

Ranked

SLt RNR

1. Confirmation Criteria

To be confirmed as a Lt RNR the following must be achieved:

a. IEng or CEng (or equivalents as laid down in the PEI registration DIN).

b. 3 years as SLt.

c. Completion of RNREB Maritime EQ.

d. Pass JOLC 1.

e. Pass JOLC 2.

f. Pass DOs Course.

g. Recommended on latest appraisal report for confirmation as Lt RNR.

h. Or ex RN Engineering Branch Lieutenant.

i. In date PES or in possession of a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS).

Eligible for promotion to

Lt RNR

2. Lt Cdr RNR Pre-selection Requirements

To be eligible to be selected as a Lt Cdr RNR the following must be achieved:

a. Charge Board either regular Service ME, AE or WE Charge Board (GS or SM) or the RNR EB Maritime Charge Board.

b. IEng or CEng (or equivalents as laid down in the PEI registration DIN).

c. Undertaken at least 3 months operational deployment either to sea or ashore in an engineering billet[1].

d. Or undertaken at least six months of employment in a front-line naval unit (naval base or vessel)[2].

[1] This could include a ship earlier in one's career, an operational deployment as a Lieutenant in the MR to either a role at sea or a forward deployed unit such as Bahrain or the Falkland Islands, or a succession of fortnight exercises.
[2] This could have been completed earlier in an officer's career, or by multiple shorter periods.

e. Recommended on latest appraisal report for confirmation as Lt Cdr RNR.

f. Or ex RN Engineering Branch Lieutenant Cdr.

g. In date PES or in possession of a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS).

Eligible for promotion to

Lt Cdr RNR

3. Cdr RNR Pre-selection Requirements

To be eligible to be selected as a Cdr RNR the following must be achieved:

a. At least 12 weeks engineering activity with the RN as a Lieutenant Commander.

b. Completed either ACSC(MR) or ACSC.

c. Recommended on latest appraisal report for confirmation as Cdr RNR.

d. Or ex RN Engineering Branch Commander.

e. In date PES or in possession of a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS).

Eligible for promotion to

Cdr RNR

CHAPTER 151

UNIVERSITY ROYAL NAVAL UNITS

(Sponsor: NAVY TRG BRNC-CDRU)

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CHAPTER 151

UNIVERSITY ROYAL NAVAL UNITS

SECTION 1

INTRODUCTION

15101. University Service Units

University Service Units (USUs) is the collective term used by the Ministry of Defence (MoD) for the Royal Navy's (RN's) University Royal Naval Units (URNUs), the British Army's Universities Officer Training Corps (UOTC) and the Royal Air Force's Universities Air Squadrons (UAS). The USUs aim to provide leadership development, military experience and adventurous activity to students in treachery education. USUs normally come under the direction the Command which is responsible for officer training within their respective service, either being part of or administered by the Reserve Forces. The students recruited into the USUs have no call-up liability or war role.

a. The URNUs come under the authority of Director People & Training (Dir P&T), who delegates Command of the URNUs to Captain Britannia Royal Naval College (Capt BRNC), DARTMOUTH. Dir P&T specifically retains the following functions:

(1) Definition of the URNU Mission Statement.

(2) Overall disposition of the URNUs.

(3) Composition and choice of sites and leasing arrangement for the URNUs.

(4) Personnel matter including remuneration, conditions of service and the Unit Establishment Lists.

(5) Uniform requirements.

b. Dir P&T delegates the budgets for the URNUs to Commander Universities (Cdr U) as the budget holder.

15102. Universities Department

The Universities Department is part of BRNC, DARTMOUTH, headquartered within the College. The department is divided into two sub-departments, the University Royal Naval Units (URNUs), which operates the URNUs and the Sponsored Undergraduates (SUs), which administers the RN's degree schemes including Medical Cadetships, University Cadet Entry (UCE), RN Defence STEM Undergraduate Scheme (DSUS), in service degree schemes, scholarships and legacy bursaries (SU regulations are found in BRd 3(1) Ch 17).

15103. University Royal Naval Units Sub-Department

The URNU sub department consists of the URNU Headquarters (URNU HQ), the URNUs and the URNU National Training Centre (URNU NTC). The URNU HQ is responsible for the operation of the 16 physical and one virtual URNUs spread across the United Kingdom (UK). Each of the 17 URNUs is a subordinate-unit (sub-unit) of BRNC, with the 16 physical URNUs being lodger unit of another MoD establishment. URNU Virtual is operated by the permanent staff of another URNU.

15103. Royal Naval Reserve List 7

Royal Naval Reserve (RNR) List 7 is designated for volunteers in the URNU and sponsored personnel on the RN DSUS (see para 15158). Personnel are place on List 7 for administrative purposed only (including remuneration) and have no call-up liability or war roll. This is unique to the needs of URNU and RN DSUS personnel.

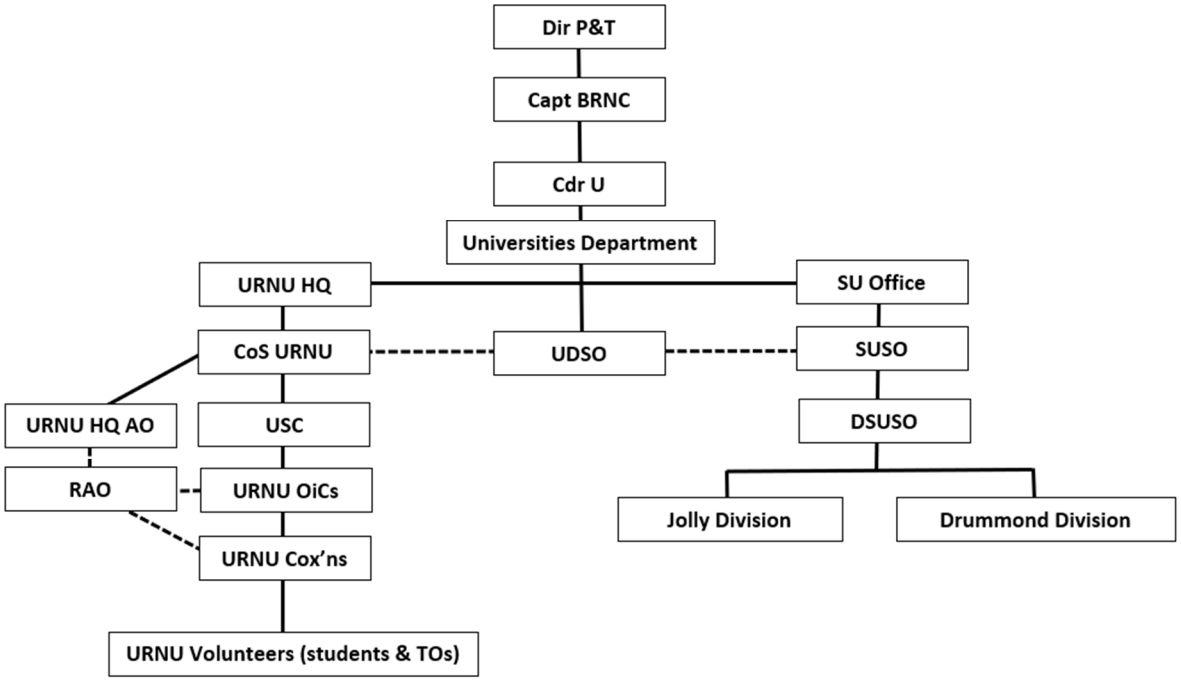
List 7 is sub-divided as follow:

a. **List 7A.** Volunteers, appointed as Honorary Officers in the URNU Training Cadre to support the operation of the URNUs[1].

b. **List 7B.** Students, in treachery education, who volunteer in the URNU.

c. **List 7C.** Students who are on the RN DSUS.

Figure 151-1. Universities Department Structure Chart



[1] They are 'Remunerated Volunteers' with a similar status to the Cadet Force Adult Volunteers (CFAV) of the MoD-sponsored Cadet Forces.

SECTION 2

COMMAND

15105. Commanding Officer

The Capt BRNC, DARTMOUTH is the Commanding Officer (CO) of the URNUs. As CO of the URNUs Capt BRNC delegates specific operational, administrative and Command functions for the URNUs, these delegations are detailed in a BRNC Captain's Temporary Memoranda (CTM), which is reissued on change of delegations or on Supersession of Command.

a. Capt BRNC retains specific responsibility for:

(1) Definition of the training syllabus and associated documentation.

(2) Promulgation of orders and assurance of standards in the URNUs.

(3) Liaison with university authorities and Military Education Committees (MECs). Hosting of the Council of Military Education Committees, Annual General Meeting (triennial rotation with the Army and RAF).

(4) Responsibility to Dir P&T for legal advice and disciplinary matters for RN and RNR List 7 personnel volunteering in the URNUs.

b. Capt BRNC is the Second Reporting Officer (2RO) for all OF3 Officers-in-Charge (OiC), Chief of Staff URNU and Third Reporting Officer (3RO) for all OF2 OiC and the University Staff Coxswain as required.

15106. Commander Universities

Cdr U is the Head of Department (HoD) for the Universities Department and is responsible to Capt BRNC for the management and operation of the Universities Department, including the URNUs and URNU NTC. Cdr U is the 1RO for all OF3 OiC and CoS URNU, 2RO for all OF2 OiCs and 3RO for all Cox'ns as required.

15107. Officers-in-Charge

Each URNU is led by an OiC who is normally a senior OF2, on occasion an OF3, from the RN or Royal Marines (RM). The OiC is responsible to Cdr U and Capt BRNC for the leadership, management and routine operation of the specific URNU to which they are assigned, in extremis an individual may be assigned as OiC for multiple units. Capt BRNC will delegate specific operational, administrative and Command functions to the OiC, such delegations are detailed in a BRNC CTM (see para 15105).

15108. Coxswains (Second-in-Charge)

Each URNU has a Coxswain (Cox'n) who is Second-in-Charge (2iC) of the unit. The Cox'n will normally be an experienced OR7, they are engaged as Full Time Reserve Service (Full Commitment) (FTRS(FC)). They are responsible to the OiC for the Executive function and internal management of the URNU to which they are assigned. In extremis a Cox'n may be assigned as 2iC for another unit.

SECTION 3

UNIVERSITY ROYAL NAVAL UNITS SUB-DEPARTMENT

15109. Chief of Staff University Royal Naval Units

The Chief of Staff University Royal Naval Units (CoS URNU) is the head of the URNU sub-department and responsible to Cdr U and Capt BRNC for the executive management and routine operation of the sub-department, including URNU HQ, the URNUs, the URNU NTC and deputising for Cdr U as required. CoS URNU has functional authority over all URNU personnel, including permanent staff, civil servants and volunteers (students and Training Officers (TOs)). CoS URNU is 1RO for all OF2 OiCs and the University Staff Coxswain, the 2RO for all Cox'ns and the 3RO for all TOs as required.

15110. University Staff Coxswain

The University Staff Coxswain (USC) is responsible to CoS URNU for the effective internal management and routine operation of URNU HQ and the URNUs. USC has functional authority over all unit 2iCs, civil servants and volunteers (students and TOs), deputising for CoS URNU as required and providing the equivalent of the Executive Warrant Officer (EWO) function for the URNU sub-department.

15111. University Royal Naval Units Administration Officer

The University Royal Naval Units Administration Officer (URNU AO) is a civil servant in URNU HQ who supports the URNU sub-department. They are the subject matter expert (SME) for the sub-department in all areas of administration, including the full range of digital administration services, policy expertise in the logistics and administrative function and responsibility for the secretarial function of URNU HQ. The URNU AO will routinely consult with regional and unit staff to support best practice across the sub-department in administrative matter especially pay, allowances and digital services.

15112. Regional Administration Officers

There are eight Regional Administration Officers (RAOs), they are spread across the UK with each RAO working out of an URNU, normally this is the unit geographically closest to the RAO's place of residence. RAOs will cover multiple URNUs based on the regional model used by the URNU which mirrors the Naval Regional Command (NRC) construct.

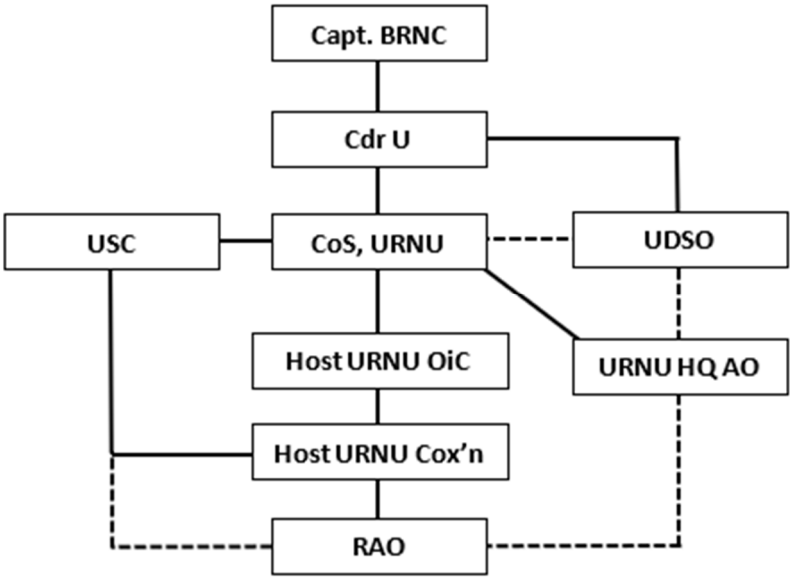
a. Each RAO is accountable to the Cox'ns of the units they are assigned to with the host unit's permanent staff acting as the RAO's Functional and Line Manager. The RAO will conduct the administration of the units they are assigned to. They will support both individual units and wider regional business, pursuant in supporting the effective operation of the URNU sub-department, under the direction of URNU HQ.

b. RAOs have functional authority over all volunteers in the URNU in the conduct of their duties.

15113. Universities Department Support Officer

The Universities Department Support Officer (UDSO) is a civil servant in the Universities Department who works across both the URNU and SU sub-departments. The UDSO is primarily the budget manager for the Universities Department budgets. The UDSO is also the electronic procurement card (ePC) manager and Motor Transport Officer (MTO) for the URNU. They also support the department as the SME for civil service line management and policy, being the senior civil servant in the department.

Figure 151-2. URNU Administrative Structure Chart



SECTION 4

NATIONAL LAYDOWN

15114. University Royal Naval Units

The URNUs are independent sub-units of BRNC, DARTMOUTH, there are 16 physical units and one virtual. These 16 units are lodger units of other MoD establishments, the virtual unit is administered by the permanent staff of a physical URNU. Below are listed the URNUs and their locations.

URNU	Date Established	Location
Belfast	2021	HMS Hibernia, Lisburn
Birmingham	1994	HMS FORWARD, Birmingham
Bristol	1986	HMS FLYING FOX, Bristol
Cambridge	1994	Army Reserve Centre, Cambridge
Devon	2016	HMS VIVID, Devonport
East Midlands	2021	HMS SHERWOOD, Nottingham
East Scotland (nee Aberdeen)	1967	Hepburn House, Edinburgh
Glasgow	1972	95 University Place, Glasgow
Liverpool	1972	HMS EAGLET, Liverpool
London	1985	HMS PRESIDENT, London
Manchester	1986	University Barracks, Manchester
Northumbria	1994	HMS CALLIOPE, Gateshead
Oxford	1994	Falklands House, Oxford
Solent (Southampton & Sussex 1972)	2021	HMS KING ALFRED, Portsmouth
Virtual	2021	Online
Wales	1994	HMS CAMBRIA, Cardiff
Yorkshire	1994	Carlton Barracks, Leeds

15115. National Training Centre

The URNU NTC is based at the Army Reserve Centre, Coldhams Lane, Cambridge, sharing facilities with URNU Cambridge. The NTC is the sub-department's Royal Yachting Association (RYA) training centre, operated by a civil servant who is the Executive Officer (EO) of the NTC. OiC URNU Cambridge is responsible for overseeing the NTC and is both the Functional and Line Manager for the EO. EO NTC is responsible to URNU HQ for the delivery of RYA accredited training, routinely to URNU volunteers (students and TOs) and on an ad hoc basis to service personnel.

15116. Regional Construct

The URNUs are divided regionally in line with the NRCs, each URNU region is administered by a Regional Chief of Staff (RCoS). The URNUs are divide as below:

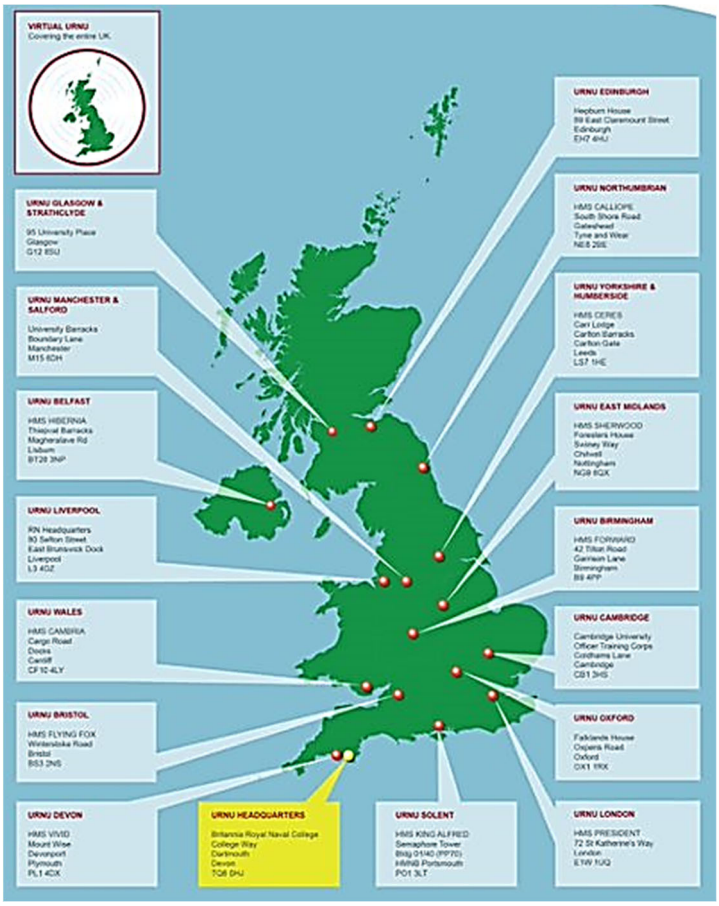
a. Scotland & Northern Ireland – Belfast, East Scotland, Glasgow

b. Northern England – Liverpool, Manchester, Northumbria, Yorkshire

c. Eastern England – Cambridge, East Midlands, London, Oxford, Solent

d. Wales & Western England – Birmingham, Bristol, Devon, Wales

Figure 151-3. URNU Locations



15117. Regional Chiefs of Staff

Each region is administered by one of the OiCs of an URNU within the region, normally this is the longest standing OiC in the region, they are referred to as Regional Chief of Staff (RCoS). The RCoS is responsible to Cdr U and CoS URNU for the administration and delivery of activity within the region, providing regional support to whole URNU events and maintaining liaison between the URNUs within the region and the NRC. The RCoS must maintain two-way communications between URNU HQ and the URNUs within their region, collating and submitting the monthly Personnel, Equipment, Training and Sustainability (PETS) return to URNU HQ.

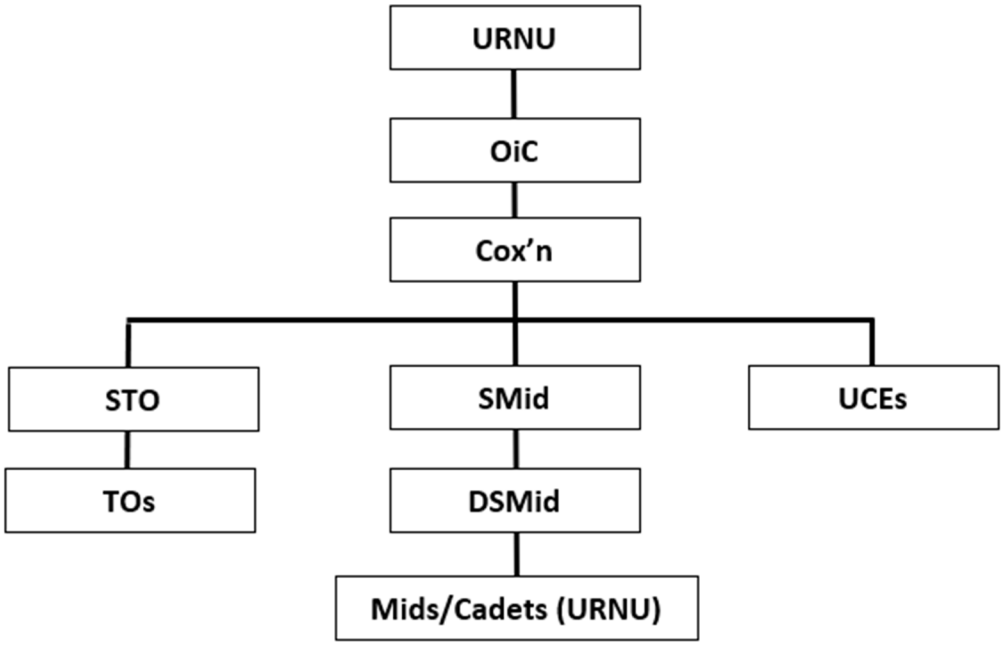
SECTION 5

UNIT MANAGEMENT

15118. Unit Structure

Each unit has two permanent staff, a regular serving OF2 or OF3 and an FTRS(FC) OR7 who administer and direct the routine operations of the unit. Each unit is funded for a maximum of 59 volunteers (students and TOs), normally made up of 51 students and four TOs, units may have up to eight TOs with approval from URNU HQ. TOs are recruited to deliver instruction and training to students and affiliated personnel across the URNU. There may also be several affiliated sponsored personnel who are administered by the SU Office.

Figure 151-4. URNU Locations



15119. Officer-in-Charge

The OiC is responsible to Cdr U and Capt BRNC for the leadership, management and routine operation of the unit. They have authority over all volunteers (students and TOs) of their unit and functional authority over all RNR List 7 personnel in the course of their duties or as the Duty OiC for an exercise or evolution. They are the 1RO and Divisional Officer (DO) for the Cox'n and 2RO for all TOs in the unit.

15120. Coxswain (Second-in-Charge)

The Cox'n is responsible to the OiC for the Executive function and internal management of the unit. They have authority over all volunteers (students and TOs) of their URNU and functional authority over all RNR List 7 personnel in the course of their duties or as Directing Staff for an exercise or evolution. They are the 1RO and DO for all TOs in the unit.

15121. Senior Training Officer

The Senior Training Officer (STO) is an experienced TO who will normally have achieved promotion to the honorary rank of Lieutenant (University Royal Naval Unit) (Lt (URNU)). The position is routinely advertised when vacant, with any suitably qualified TO being able to apply for the position. The STO is responsible to the OiC to plan the annual training programme and coordinate training delivery within the unit, the STO will also continue to deliver training. They have functional authority over all volunteers (students and TOs) in the course of their duties. They will be interviewed by a board of the OiC, Cox'n and a member of URNU HQ staff.

15122. Senior Midshipman

The Senior Midshipman (SMid) or Senior Second Lieutenant (SSLt) is the senior student, they must have achieved promotion to the honorary rank of Midshipman (University Royal Naval Unit) (Mid (URNU)) or Second Lieutenant (University Royal Naval Unit) (2Lt (URNU). They are responsible to the OiC and Cox'n for the leadership and good order of the students in the unit, acting as the conduit between the students and the permanent staff and TOs. They have functional authority over all students in the unit, in the course of their duties. The SMid/SSLt will be selected annually by the OiC, advised by the Cox'n and STO.

15123. Deputy Senior Midshipman

The Deputy Senior Midshipman (DSMid) or Deputy Senior Second Lieutenant (DSSLt) is the deputy to the senior student, they must have achieved promotion to the honorary rank of Mid (URNU) or 2Lt (URNU). They are responsible to the OiC and Cox'n for supporting the SMid/SSLt in their duties and deputising for them as required. They have functional authority over all students of the unit, excluding the SMid/SSLt, in the course of their duties. The DSMid/DSSLt will be selected annually by the OiC, advised by the Cox'n and STO.

15124. Gunroom Mess Committee

The Gunroom Mess Committee is a student led organisation, providing the management and direction of the mess and use of its non-public funds. BR 2 and BR 18 contain RN policies on messes and the control of non-public funds.

a. **President.** The President of the Gunroom Mess shall be the student appointed as SMid/SSLt. The DSMid/DSSLt will be the Vice-President and shall act for the president in their absence.

b. **Mess Committee.** Each mess is to be regulated by a Mess Committee comprising the Mess President as Chair and at least three elected mess members, if necessary, committee members can hold multiple committee positions. The Cox'n as mess treasurer is added to the committee in an advisory capacity. The committee will be dissolved annually, normally in the summer academic term, with hustings and elections taking place prior to the academic year ending. If the mess should fail to elect representatives to the committee, the OiC, Cox'n and STO shall replace the elected element of the committee and shall be responsible for the proper management of the mess. The mess committee should comprise the following positions:

(1) President of the Gunroom Mess (Chair)

(2) Vice-President of the Gunroom Mess

(3) Secretary (secondary responsibility of another position)

(4) Adventurous Training & Sports Officer

(5) Bar Officer

(6) Charities Secretary

(7) Enterprises Officer

(8) New Entry Representative

(9) Social Secretary

(10) Mess Treasure (advisory capacity)

c. **Responsibilities**. The internal economy of each mess is to be conducted by the committee, but all irregularities are to be checked by the president or, in their absence, the Cox'n and if necessary are to be reported to the OiC.

15125. Gunroom Mess

The Gunroom Mess operates similarly to a Wardroom in the RN or an Officers' Mess in the RM, with the mess being supported by non-public money subscribed from the mess members. All volunteers (students and TOs) are expected to be mess members, the OiC and Cox'n must not be members of the mess, if they wish to benefit from the mess's facilities and functions, they must subscribe without membership or vote. Due to URNUs being lodger units of other establishments the mess may not have a dedicated bar, will often have no dedicated messing facilities and may have no dedicated compartment or area of the establishment.

15126. Unit Standing Orders

Each OiC may issue Unit Standing Orders covering matters specific to their unit, these orders may outline the facilities the unit has access to as a lodger unit, the unit's relationship with the Head of Establishment or any other matters which are specific to the operation of that unit. Such orders must comply with this chapter of BR 3 and direction disseminated annually from URNU HQ in the form of UTMs until inclusion in the URNU Chapter of BRNC SGOs

15127. Weekly Orders

The permanent staff of each unit must produce a set of Weekly Orders. These should be similar to Daily Orders produced for a ship or establishment, covering each seven-day period during the term time of the local universities', orders need not be produced during leave periods. These orders should provide details of all evolutions administered by or involving unit personnel, detailing duty personnel for the weekly Training Night or other activities and list notes of pertinent information to support the executive management and direction of the unit. Each evolution should be listed with timings, location (including attendees if needed) and the person responsible for the evolution. Weekly Orders should be supported with a Shortcast, Midcast and Longcast for the unit.

15128. Training Night Routine

Units should aim to run a minimum of eight Training Nights per academic term, with scope for additional evenings dependent on the length of the local universities' academic terms. Unit should aim to run two weekends of training a month, where possible. An outline of the routine for a Training Night is below.

a. 1230 – Permanent Staff turn-to

b. 1830 – Unit set up complete, Duty Watch muster

c. 1845 – Divisions (inspection, training Colours if practicable)

d. 1900-1930 – Command Update Brief (CUB) and Shareholders

(1) CUB is for unit and military updates (e.g. meteorology, military/civil news, Shortcast, SMid/DSMid, TO/STO and OiC/Cox'n updates)

(2) Shareholders is for Mess Committee updates

e. 1930-2015 – First lesson

f. 2015-2100 – Second lesson

g. 2100 – Bar opened

h. 2230 – Last orders

i. 2300 – Bar closed

j. NLT2330 – All personnel clear of the unit

15129. Regional Support Units

There are four Regional Support Units (RSUs) across the UK, aligned and collocated with the four NRC Headquarters. The RSUs provide support to the RNR, RMR and URNUs. The RSUs will provide support to URNUs in three areas; Personnel Administration, Supply Chain (Naval Stores) support and Assurance (see para 15132). Detailed guidance on RSU support will be released in a Commander Maritime Reserves (CMR) Administration Instruction. Additional support from the RSUs can be requested by Cdr U from CMR SO1 Policy.

15130. Assurance

Unit level assurance is provided internally by the Cox'n and OiC (see para 15131), externally by the RSUs (see para 15129 and para 15132) and by an annual assurance inspection by URNU HQ staff. The assurance inspection will be an in-person inspection of the unit conducted over a one or two day period. A UTM detailing the routine for an assurance inspection will be issued annually by CoS URNU on behalf of Cdr U.

15131. Periodic Books

A list of mandated unit level period books, including the periodicity of inspection and review will be published annually in a UTM. This UTM will also provide guidance on compilation of these books and standard formatting.

15132. Compliance Management Tool

The Compliance Management Tool (CMT) is used to provide unit level assurance of the logistics function. Individual units are responsible for their Tier 1 and Tier 2 checking, as they understand the composition of their own units and the information is easily to hand. RSU OiCs are to provide support and oversight to individual units in their region. RSU OiCs will meet with individual units OiCs termly to provide an assurance check, record findings and make recommendations. The external assurance compliance check undertaken by the Tier 3 authority, will ensure that URNUs are Compliant based on the RSU OiC's termly assurance check.

a. CMT Tier 1 – Unit Cox'n

b. CMT Tier 2 – Unit CO

c. Termly assurance check – RSU OiC

d. CMT Tier 3 (Annual RSU Fleet Logistics Inspection) – Commander Logistics Naval Aviation, RNAS Yeovilton

15133. Warnings & Administrative Process

Volunteers (students and TOs), except for when embarked in one of His Majesty's Ships, are not subject to the Armed Forces Act 2006 (AFA 06) due to being civilian volunteers and not service personnel. Although not subject to AFA 06 all URNU volunteers should endeavour to comply with the Act and RN policies on values, professional standards and the code of conduct, as far as possible. The URNU does have a warnings and administrative process which applies to all volunteers in the URNU, BR 3(1) Ch 21 guides this process.

a. URNU HQ is to be informed immediately of any incidents likely to result in a complaint, media or general public interest.

b. If a volunteer has committed or been involved in a criminal offence the OiC must be made aware at the earliest opportunity. They must notify URNU HQ as soon as practicable and together decide on the need for Service Police involvement.

c. In cases of minor misconduct, the OiC of the unit has the discretion to use administrative action to rectify the behaviour of an individual. This is achieved via the warning system, however if as a result of serious misconduct, it is considered inappropriate for the volunteer to continue to be associated with the URNU then the OiC of the unit must seek advice from URNU HQ at the earliest opportunity.

d. There are three tiers of warning; Tier One is delivered by the Cox'n, Tier Two is delivered by the OiC and Tier Three is delivered by Cdr U. The warnings system is not progressive, and a volunteer may be placed on the tier of warning commensurate with their failing. Normally a volunteer will be placed on a Tier Three warning prior to termination of their membership of the URNU. Warnings must include areas for improvement written as SMART objectives. Standard warning proformas may be obtained from URNU HQ.

e. **Professional Warnings.** Students do not currently undertake any formal courses or exams and due to the URNU syllabus not currently necessitating an assessment, are not liable to receive professional warnings. Professional warnings are applicable for TOs should they fail to complete a mandated course iaw the URNU chapter of BRNC SGOs. The aim of a professional warning is to:

(1) Identify subjects who are training risks so that they can be appropriately supported.

(2) Provide guidance to those who have failed professionally.

(3) Ensure that, should a subject reach a Tier Three professional warning and continue to fail professionally, the consequences are understood.

f. **Character and Leadership Warnings.** All volunteers can be placed on Character and Leadership (C&L) warnings. The following list is not exhaustive but demonstrates shortfalls that should incur the issue of a C&L warning.

(1) Wilful disobedience.

(2) Failure to follow a lawful order.

(3) Behaviour bringing the URNU, RN or RM into disrepute.

(4) Poor behaviour due to alcohol consumption or another factor.

(5) Being late or adrift from place of duty.

(6) Failure to comply with the Code of Conduct or upload the RN's Values and Standards.

(7) Poor kit presentation and turn-out.

g. **Record of Warnings.** Warnings, reviews and the removal from warnings are to be retained in a subject's Personal-File (P-File) for reference during their time in the URNU. They are to be retained on an appropriate digital system (e.g. SharePoint).

h. **Review.** For all warnings, a review date will be agreed depending on the shortfall and the period deemed fit for rectification of the shortfall.

i. **Consequences.** The following sanctions are to be considered when issuing a warning, this list is not exhaustive; the termination of the individual's membership of the URNU is the ultimate sanction that can be authorised by Cdr U.

(1) Alcohol ban in unit bar and at unit formal events.

(2) Exclusion from attending external activity, including sea training, until shortfalls are rectified.

(3) Additional duties in the unit, in order to demonstrate that the shortfall can be rectified.

(4) Deliver extra briefs to the Unit, usually related to the shortcoming detailed in the warning.

(5) Provide reasons in writing to self-analyse poor behaviours.

(6) Removal from Gunroom Mess Committee position.

(7) Removal from unit position of authority (e.g. STO, SMid/DSMid).

j. **Removal from Warning.** If the subject has met the required standard as specified in their warning proforma SMART objectives, then the appropriate Reviewing Officer may remove the subject from their warning by means of a formal letter.

15134. Welfare Support

Due to the constrains of the RN's welfare system regarding the URNU and the limited welfare training that the permanent staff and TOs receive they cannot provide any formal welfare support to the students, other than initially listening to their concerns. Students should be directed to the appropriate welfare services offered by the university they are studying at or the National Health Service (NHS). If the welfare issue stems from the individual's membership of the URNU the issue should be raised through the Chain-of-Command to URNU HQ and Cdr U if appropriate.

15135. Military Education Committee

The War Office established University Officers Training Corps (UOTC) as part of the Haldane Reforms of 1908, it was agreed that any university wishing to furnish an OTC must have a Committee of Military Education appointed by that university.

a. Military Education Committees (MECs) or committees with comparable functions but different names have extended their remit to include the oversight of the USUs of all three Services within their universities.

b. In September 1919, 'The Central Organisation of Military Education Committees of the Universities of the United Kingdom' was established following a conference of representatives drawn from the MECs. This organisation exists today as the Council of Military Education Committees (COMEC). The function of COMEC is to serve as a single point of contact to represent the views of MECs to the MoD and as a channel of information between the universities and the MoD.

c. Unit OiCs must maintain good communications with their fellow USUs and their local MEC. Generally, MECs will hold a termly meeting with representatives from the three USUs and academics who represent the various institutions which make up the specific MEC.

15136. Reserve Forces & Cadets Association

Reserve Forces and Cadets Associations (RFCAs) are Crown bodies in the UK which give advice and assistance to the Defence Council and the Armed Forces, on matters that concern reserves and cadets.

a. They are contracted by the MoD to provide services including management of the volunteer estate, employer support, cadets and youth and to establish and maintain links with the civilian community.

b. Established in 1908 (County Associations), they are today organised as 13 regional associations, comprising voluntary members and a small full-time secretariat.

c. Their governing body is the RFCA Council which coordinates their budgets and policies and is composed of the thirteen voluntary regional chairs. It has a professional chief executive for the council and there is one for each of the 13 regional RFCAs.

d. Unit OiCs must maintain good communications with their local RFCA. RFCAs will hold several meetings annually, one of which will be their AGM with representatives from the reserve forces, USUs, cadets and Armed Forces Covenant signatories.

15137. Affiliated Organisations

URNUs should look to maintain strong affiliations and provide support to a wide variety of organisation; civic, civilian, military, academic, charitable and youth. At minimum a unit should look to have formal affiliations: with the universities which make up the local MEC, the local Maritime Society & Sea Cadets; a Surface Ship, a Submarine and a Naval Air Squadron; the local UOTC and UAS; the local Ceremonial and Civic Mayors; local charities; and a Worshipful Company of the City of London or an Honourable Company of the City of Glasgow. All formal affiliations should be scoped by the OiC and Cox'n and formalised in a Letter of Affiliation (LoA) or MoU. URNU HQ can provide advice on affiliations, with requests to sign a LoA or enter an MoU being submitted to CoS URNU for approval by Cdr U.

SECTION 6

VOLUNTEERS (STUDENTS & TRAINING OFFICERS)

15138. Recruitment

Cdr U is responsible to Capt BRNC and Dir P&T for the management of the recruitment of volunteers into the URNU, with policy being disseminated from URNU HQ and aligned with regular and reserve recruitment for the RN and RNR (see BRd 3(1) Pt 4 and BRd 3(2) Ch 2). Specific guidance on volunteer (student and TO) recruitment, including timelines, will be disseminated annually from URNU HQ in the form of a UTM until inclusion in the URNU Chapter of BRNC SGOs.

a. **Students.** The main annual recruiting drive for students takes place during the universities' Freshers' Weeks in the autumn. Most universities hold re-freshers' events in the early new year and units with spaces are to consider this as means of achieving full strength. Through year expressions of interest and commencement of the recruitment process is permitted.

b. **Training Officers (TOs).** Recruitment of TOs is conducted throughout the year, units with available positions for TOs will advertises these, in consultation with URNU HQ, normally regionally and occasionally nationally. Through year expressions of interest will be considered by units if they have available TO positions.

15139. Entry Requirements

Due to the unique nature of the URNU there are specific entry requirements for volunteers, these are detailed below.

a. **Pass URNU Selection Board.** All volunteers must pass a selection board convened either locally, regionally or nationally as appropriate (see para 15140).

b. **Meet Nationality and Residency Requirements.** Current Service policy on the recruitment of foreign and Commonwealth citizens or subjects applies. Additionally, residency conditions must be met by all applicants including British Nationals.

c. **Medical Entry Standard.** Entry Medical must be conducted in accordance with current recruitment policy (see Sctn 8).

d. **Be at Least 18 Years of Age.** Individuals under 18 years of age are not eligible for URNU membership.

e. **Pass the Military Swimming Test.** A Military Swimming Test (MST) should ideally be conducted during New Entry Weekend. If a volunteers fail the MST the units must organise a resit, volunteers will have three attempts to pass the MST prior to termination of their membership of the URNU. All MST must be witnessed by a qualified and in-date Physical Training Instructor (PTI). Evidence must be provided to say when, where and by whom the MST was conducted when passed and must be recorded in the volunteer's P-File. Volunteers who have not passed the MST may not engage in waterborne activity as part of the URNU.

15140. Selection Boards

All selection boards should be a face-to-face interview within the unit; a question bank and interview guidance will disseminated out annually as a UTM from URNU HQ. The composition of selection boards is detailed below.

a. Selection boards for students are convened locally by the OiC of the unit, the selection board consists of; an OiC (Chair), a Cox'n and third member (STO, TO, UCE or in extremis a university academic or the SMid/SSLt).

b. Selection boards for TOs are convened by URNU HQ at the request of the OiC of the unit the TO is looking to join, the selection board consist of; USC (Chair) as the TO Career Manager, an OiC and CoS URNU (or a second OiC). The following is a list of individuals often recruited as TOs:

(1) Ex-Service Personnel

(2) Merchant Navy Officers (current or former serving)

(3) Ex-Mid (URNU) normally only considered after a minimum of 12 months post-student membership.

(4) Civilians with appropriate qualities, teaching skills, motivation and knowledge. These may include, but are not restricted to, individuals already known to local AFCOs but not recruited into the regular Service.

15141. Administration

All volunteers are administered by their unit's permanent staff and associated RAO, in-line with standing Service policy. Direction and guidance on the unique administration of volunteers is available from URNU HQ.

a. **Remuneration of RNR List 7 (URNU) Personnel.**

(1) The procedures for payment of RNR List 7 (URNU) personnel are listed in JSP 754 (Tri-Service Regulations for Remuneration and Charges) and JSP 752 (Tri-Service Regulations for Allowances).

(2) Strict control is to be exercised over expenditure associated with training days. The annual maximum allocation is to be regarded as a ceiling figure, neither a base line nor an entitlement.

(3) Volunteers are entitled to payment of travelling expenses in accordance with JSP 752.

(4) Volunteers may be paid a quarter of one day's remuneration for every drill night attended.

(5) Payment of volunteers will be via JPA and in accordance with rates promulgated annually by directed letter and the Armed Forces Remuneration Review Body. Students will join the remuneration table at OF Pre-Career where they will remain until they graduate.

(6) Volunteers may be paid up to the maximum training day allowance as promulgated by BRNC.

(7) Payment is monthly, in arrears, by BACS to nominated banks.

b. **Bounty.**

(1) JSP 754 Pt 2 03.0517 and 03.0530 refer.

(2) The annual minimum training commitment to qualify for the payment of bounty is 24 days for volunteers. Training is ideally to include 16 drill nights and at least one training weekend per term. Training records are to be maintained locally and recording of bounty authorisation is to be iaw extant Maritime Reserve (MR) regulations.

(3) There will be some activities not directly associated with formal training for which the permanent staff may authorise payment, but these will not necessarily count towards the qualification for bounty.

(4) Volunteers may be eligible for payment of bounty on fulfilment of the RNR List 7 training commitment. Notwithstanding the non-alignment of financial and academic years, the bounty for students is to be paid on successful completion of the academic year. Payment will be reflected in September remuneration statements. Payment for TOs' bounty will align with the financial year. Payment of proportional amounts of bounty earned during financial years is not authorised.

c. **Travel and Subsistence.**

(1) Travel and Subsistence will be approved for volunteers and booked by permanent staff. Service: accommodation, catering and, where available, transport should always be used where possible.

(2) Reserve personnel of other lists providing instructional and administrative assistance to URNUs may be authorised to count that time as Support Activity. All assistance is to be reported to the parent unit, which will action the appropriate pay input to JPA.

d. **Reporting Procedures.**

(1) Annual reports will be completed on the occasions required by current regulations at BRd 3(1) Ch 57.

(2) **Training Officer Reports.** Reports on TOs are to be completed on 31 May annually and on recommendation for promotion using the NSAR format. Additional reports are required on change of unit OiC and termination of membership, unless an annual report has been submitted within the preceding six months. Promotion recommendations are to be submitted to Cdr U with copies retained within the unit. The URNU HQ will maintain a database of all volunteers.

15142. Career

The specific career structure of volunteers (students and TOs) will be published by URNU HQ in a UTM and will be incorporated into the URNU Chapter of BRNC SGOs. The USC is the career manager for all TOs and is the point of contact for all TO career enquires.

a. In general students are recruited into the URNU for a three-year programme of training, fourth year membership may be awarded, with applications made to URNU HQ at least three months prior to the end of the academic year.

b. After successful completion of their probation period, normally six months to one year, TOs will initially volunteer with the URNU for five years at a time, with applications for extension made to URNU HQ at least six months prior to the end of the TO's initial volunteering period.

(1) Normal retirement age for TOs is 55 years, however annual extensions of service may be made up to the age of 60 or above at the discretion of Cdr U. In addition to being noted in annual reports, recommendations for extension of volunteering, for those on annual renewal, are to be submitted in writing by OiC to Cdr U no later than three months before a TO's current termination of membership date.

(2) A TO's termination of membership, including resignation and retirement, are to be supported by letter to Cdr U, via CoS URNU.

15143. Training

The training syllabuses and course content will be published by URNU HQ in a UTM and will be incorporated into the URNU Chapter of BRNC SGOs.

a. The annual maximum number of training days for volunteers (students and TOs) is subject to annual review. The TOs' annual allowance commences on 1 April whereas the students' commences on 1 September.

b. URNU HQ will direct the composition of the training syllabus for volunteers, both students and TOs, this will include detail of initial and career courses and promotion points for volunteers.

15144. Promotion

On successful completion of the recruitment process, including medical and selection board volunteers will be entered onto RNR List 7 holding honorary rank. Students will be accorded the dignity of being addressed as Mr/Ms *'Surname'*. TOs will be addressed in the same manner as Commissioned Officers of the equivalent rank, non-commissioned service personnel may address TOs as Mr/Ms *'Surname'* as they do not hold a Commission.

a. On entry to the URNU students will be referred to as New Entrants, holding the honorary rank of Cadet (URNU) (Cdt (URNU)) until they have completed the recruitment process and mandated training, including the new entry training syllabus for students. On completion of this training students will be referred to as Cdt (URNU). Students may promote to the honorary rank of Midshipman (URNU) (Mid (URNU)) once they have completed the training syllabus for students as directed by URNU HQ.

b. On entry to the URNU TOs will be referred to as Probationary TOs, holding the honorary rank of Acting Sub-Lieutenant (URNU) (A S/Lt (URNU)) until they have completed the mandated training, including the initial training course for TOs. On completion of this training, they will be confirmed in the honorary rank of Sub-Lieutenant (URNU) (S/Lt (URNU)) and will have the opportunity to promote to the honorary rank of Lieutenant (URNU) (Lt (URNU)) on completion of the career course for TOs. There is no promotion above Lt (URNU) for volunteers in the URNU, rank and seniority on entry to the URNU may take into account former service.

15145. Accelerated Officers Programme

Where a student member of an URNU applies to join the RNR Accelerated Officer Programme (AOP) they will, on successful completion of the Admiralty Interview Board (AIB)., join the RNR in the rank of substantive rank of Officer Cadet (OCdt) on List 1. They will be administered and paid by their RNR Unit but be seconded back, in their RNR rank, to their former URNU until the completion of their university studies with no obligation to attend their RNR Unit. Upon award of the URNU CoE, they will have been deemed to have achieved the requirements for Bounty at the List 1A rate. On completion of their studies their secondment to the URNU will end and they will fulfil their reserve commitment with their RNR unit.

15146. Service Entry

a. URNU members are to be advised of the opportunities available for service with the RN/RM or RNR/RMR and assisted with applications and preparation for the AIB. Permanent staff are to ensure all students are aware of the career opportunities available to them in the RNR during their time at university or after they leave the URNU. This will require liaison with the RNR/RMR unit COs to ensure the best route for entry is for the individual concerned.

b. **Annual Report of Recruiting**

(1) A report of recruiting activity of each unit to the regular or reserve service is to be maintained by CoS URNU on behalf of Cdr U and submitted as required in response to questions from external authorities.

(2) Each unit is to maintain a record of AIB applications and results. Such statistics should be included in reports to URNU HQ.

15147. Leaving

On leaving the URNU, either due to the end of their volunteering period or for any other reason, the volunteer will have their membership of the URNU terminated. If entering regular or reserve service, the volunteer's administrative details will be passed to their new unit via their URNU's permanent staff to ensure a smooth transition from volunteer to service person. If not entering regular or reserve service, the volunteer will remain a member of the URNU, administratively only, until such time as all payments, including bounty or back pay, have been completed (normally the end of September annually). Details relating to termination of membership due to misconduct is below.

a. If terminate the membership is required as a result of serious misconduct, or where it is considered that it would be inappropriate for the student to continue to be associated with the URNU organisation, the prior approval of Cdr U is to be sought. Cdr U is to inform Capt BRNC of the circumstances surrounding any resignation or termination of membership through misconduct. Cdr U's guidance is to be sought where necessary or in circumstances which are likely to result in complaint or media or general public interest. Where acceptance of resignation is deemed unsuitable and formal terminate of membership is appropriate, Cdr U is to make formal application to Capt BRNC. The OiC has no authority to terminate the membership of a volunteer except after prior approval via this route or on graduation.

b. On termination of membership an appropriate entry under the 'End Employment' field should be made on JPA. Form C437 is to be rendered to SPVA and copied to Cdr U. MOD Form 135 (Official Secrets Act and Confidentiality Declaration) is also to be completed and held at the unit and the RN ID (MoD Form 90) card returned.

SECTION 7

SPONSORED UNDERGRADUATES

15148. Sponsored Undergraduate Office

The SU sub-department is administered by the SU Office based at BRNC. The sub-department is led by the Sponsored Undergraduate Staff Officer (SUSO) supported by the Deputy Sponsored Undergraduate Staff Officer (DSUSO), the two Drummond Division Staff Officers (DDSO North and DDSO South), the Jolly Division Staff Officer (JDSO) and two civil servant administrators. The SU sub-department administers the RN's degree schemes including Medical Cadetships, UCE, RN DSUS, in service degree schemes, scholarships and legacy bursaries

15149. Drummond Division

Drummond Division administers the personnel on the RN's various sponsored engineering degree schemes (i.e. RN DSUS, UCEs). The division is led by the DDSO North and DDSO South who are responsible to the SUSO and DSUSO for the provision of divisional care and administration of the sponsored personnel divided across the UK, the division is divided North and South. RN DSUS personnel are uniformed civilians held on RNR List 7 for administration purposes only, with a similar status to that of URNU volunteers. All other Drummond Division personnel are normally post-Phase 1 service personnel on the untrained strength of the RN.

15150. Jolly Division

Jolly Division administers the personnel on the RN's medical cadetships. The division is led by the JDSO who is responsible to the SUSO and DSUSO for the provision of divisional care and administration of personnel on medical cadetships. Personnel on medical cadetships are classed as pre-Phase 1 service personnel on the untrained strength of the RN, they are Appointed Officers holding no Commission, in the substantive rank of Surgeon Sub-Lieutenant (Surg S/Lt) or Surgeon Sub-Lieutenant (Dental) (Surg S/Lt (D)).

15151. University Cadet Entry

Those on the UCE scheme complete Initial Naval Training (Officer) (INT(O)) before attending university and are Commissioned Officers who are substantive Midshipmen. They are regular service personnel who are on the untrained strength of the RN.

15152. Affiliation of Sponsored Personnel

All Sponsored Undergraduates (SUs) will be affiliated to the URNU which is geographically closest to the university they are studying at. Each category of SUs has a directed minimum attendance at the URNU to which they are affiliated.

a. UCEs are expected to attend all training nights, supporting the permanent staff in minor unit management and training delivery, as would be expected of any officers on the untrained strength in regular service.

b. DSUS students are funded for 45 RSDs remuneration, 20 of which are specifically put aside for training with the URNU. Should a DSUS student need to exceed the 20 RSDs allotted for training with the URNU the permanent staff of the unit to which they are affiliated must consult the SU Office for approval.

c. All SUs remain under the authority of the SU Office whilst away from BRNC, day-to-day management and functional authority for SUs is delegated to the units' permanent staff, particularly in URNU related matters. All matters relating to divisional care and administration for SUs should be directed to the SU Office for consultation and approval.

SECTION 8

MEDICAL ADMINISTRATION

15153. Introduction

All applicants to join the URNU (student or TO) must complete a full medical, as soon as practicable after successful interviewing. As of 1 October 2024, the medical process for the URNU is contracted under the New Recruitment Process (NRP) which is aligned with Recruitment and Attract (R&A) for the RN. URNU medicals will be processed at one of the three Candidate Preparation Centres (CPC). URNU applicants are assessed using the pre-entry standards laid out in JSP 950 Leaflet 6-7-7 and will be awarded a Joint Medical Employability Standard (JMES).

15154. Review

Unit permanent staff will administer and review the medical progression of applicants using RITS. This must include the date the applicant registers with RITS, creation of Pathfinder and all other significant information including appeal dates, delays or other administrative issues. Permanent staff will chase up applicants who have outstanding actions for the medical process. If an applicant does not complete all actions, without mitigation, relating to the medical process and RITS within one month of starting the process their recruitment into the URNU will be terminated. Any pertinent information causing a delay to the medical process should be reported to URNU HQ at the earliest opportunity. Feedback on the medical process to URNU HQ is vital for the continued improvement of the medical process for those joining the URNU.

15155. Caldicott Principles

The Updated Service Entry Medical Cell (SEMC) process has been created to remove any need for permanent staff to see and/or process medical information, thereby protecting the medical confidentiality of those joining the URNU. At no point should an applicant be asked to provide medical information to permanent staff, however they may provide information of their own volition. The Caldicott Principles (JSP 950, Vol 1, Ch2) must be read and signed by all permanent staff (including civil servants) on taking up an assignment or a job within the Universities Department or the URNUs. These principles safeguard the individual making a medical discourse and the member of permanent staff to whom it is disclosed.

15156. Initial Application

Creation of the RITS and Pathfinder accounts must be completed by the applicant themselves, permanent staff must not create accounts for or upload the information of applicant to RITS or Pathfinder.

The initial application process is listed below:

a. Permanent staff to e-mail out a RITS link to the applicant to create a RITS logon and subsequent Pathfinder account.

b. A Unique Reference Number (URN) is generated when the RITS account is created, the applicant and permanent staff should use this number in all future optical and medical correspondence.

c. Permanent staff will issue the applicant with a Royal Navy Medical Questionnaire (RNMQ), an eye test voucher and consent form via RITS, briefing them on the administrative process and expected timeline of the medical process.

d. Permanent staff must ensure that the applicant adhere to the URNU Pre-JMES Risk Matrix (Annex 151B) until they have attending CPC, completed the medical process and been awarded a JMES which meets the minimum standard required for membership of the URNU.

e. Any applicant who is awarded Medical-on-Hold (MoH) or Permanently Medically Unfit (PMU) status at CPC does not attend the URNU or engage in URNU activity until the medical process has been completed and the MoH resolved or PMU status successfully appealed and an appropriate JMES awarded. Should a suitable JMES not be awarded the applicant will have their applicant to join the URNU terminated.

f. Permanent staff must ensure that applicants regularly check RITS, comply with actions, requests and tasks. Permanent staff are to record and update the status of applicants as a competency on the University Administration System (UAS) or replacement system, using the below categories.

(1) Medical – Fit.

(2) Medical – TMU/Medical-on-Hold.

(3) Medical – PMU.

(4) Medical – Appeal.

(5) Medical – Submitted (RTIS account created).

(6) Medical – None.

g. All applicants must be made aware of the need to inform Command of any change in medical circumstance and sign a Notification to Command on the Change of Medical Circumstances (Annex 151C) as required.

h. A full RITS user guide has been produced to aid applicants and permanent staff through the administrative process of RITS and the CPC process to achieve a medical. A copy of this user guide can be obtained from URNU HQ.

i. An URNU Recruitment Medical Flowchart can be found at Annex D.

15157. Medical Categories

On completion of a face-to-face medical at CPC the applicant will receive an e-mailed clinical letter informing them of the result of their medical, this should be retained by the individual and should not be uploaded onto UAS or any other RN digital system. The outcome of an applicant's medical at CPC will be recorded on the applicant's RITS account and JPA if a JMES is awarded.

a. A JMES is an alphanumeric code reflecting an individual's fitness to be employed in the Air (A), Land (L) and Maritime (M) environments together with any additional specific Environment and Medical Support (E) considerations, Medical Limitations (MedLim)may also apply. Below is an example of how a JMES with MedLim will appear on JPA (MedLim 1206 – Unfit to work in confined spaces).

Date of Award	Date of Review	Permanency	MDS	MES	MedLim
10 Aug 16	10 Feb 17	TEMP	MLD	A4 L3 M4 E3	1206

b. The minimum JMES for volunteers is MLD A4|L4|M3|E4 for students and MND A4|L4|M2|E4 for TOs.

c. There are three outcomes from an applicant's medical at CPC these are listed below:

(1) **Pass/Fit.** Also known as Medically Fully Deployable (MFD). The applicant has met the standards set for both Regular and Reserve member of the RN. The Applicant can partake in all URNU activity, providing all other recruitment requirements are met. A JMES will be awarded and uploaded to JPA.

(2) **Medical-on-Hold (MoH).** This is a temporary holding category where the medical process has not been completed and further information is required either from the applicant or a medical specialist. No JMES is awarded.

(3) **Permanently Medically Unfit (PMU).** The applicant has not met the standard required to engage in URNU activity and is therefore unable to be a member of the URNU. Their application process will be terminated and no JMES will be awarded.

d. Applicants who are made MoH/PMU they are not permitted to attend an URNU or engage in any URNU activity, beyond that which is required to resolve their MoH or appeal the award of PMU.

15158. Appeals

An applicant who is made PMU during their medical may submit an appeal against the award, but only if they can provide additional clinical evidence to support a review of this decision.

a. Permanent staff will initiate the appeal process via RITS. Appeals are to be submitted directly to the SEMC appeals mailbox (NAVY RA-SEMC MAILBOX and NAVY RA-SEMC APPEALS MAILBOX), by a member of the permanent staff and will be reviewed by the Senior Medical Officer Service Entry (SMOSE) and SEMC appeals team.

b. SMOSE, an RN Occupational Health Consultant, has the flexibility to decide on an individual's suitability to volunteer for the URNU. Individuals are encouraged to gather as much medical evidence as possible to prove their case. This may be letters from General Practitioners (GP), specialists and/or consultants as well as prescription scripts or test results. An overarching cover letter is also required. The gathering of information, including any associated costs, is the responsibility of applicant. It is imperative that a thorough and detailed history is provided with appropriate mitigation to ensure an expedient SEMC review.

c. OiCs are encouraged to submit a Letter of Recommendation in support of any appeals, this should be submitted to the SEMC team via the applicant. This letter should primarily be used to shed light on the nature of URNU expectations and the individual's ability to fully participate, comments may be made on likely achievable medical standard and mitigations which might be put in place.

d. Should the appeal against PMU be successful the individual will be awarded a JMES and can fully engage in all URNU activity allowed against their JMES. Should the appeal be unsuccessful the applicant's recruitment process will be terminated, and they will be unable to join the URNU.

15159. Risk Assessment

a. As with any part of the MoD URNUs must hold risk assessments (RAs), generic and specific, which cover all routine and ad hoc activity within the URNU. In conjunction with an RA for each activity volunteers (student and TO) must sign a URNU Activity Participant Declaration Form (Annex 151E).

b. During the recruitment process and prior to the award of a JMES volunteers may undertake URNU activity in accordance with the URNU Pre-JMES Award Risk Matrix (Annex 151B). Applications for volunteers to undertake activities in the "Activity allowed pre-JMES award with Capt BRNC approval" part of this Risk Matrix should apply to URNU HQ for permission stating, the nature of the activity, number of pre-JMES personnel participating, a bespoke RA for the planned activity, medical plan and the personal accident insurance the individuals hold.

15160. Volunteers

Volunteers (students and TOs) will not be subject to repeat medicals throughout their membership in the URNU, as such they must sign the Notification to Command on the Change of Medical Circumstances (Annex 151C). This waiver should then be held in the volunteer's P-File for the remainder of their time with the URNU.

a. If a volunteer develops a medical condition or suffers an accident that temporarily prevents them from taking part in URNU activity, they can be retained with a temporary JMES. This may only be held whilst they recover.

b. A change in medical status will require consultation with SMOSE and is particularly important when upgrading volunteers post recovery from a medical condition or accident. SMOSE may require information from the TO's GP.

c. URNU HQ must be informed if a volunteers medical status changes and subsequently kept appraised of their recovery plan and upgrading of their JMES.

SECTION 9

UNIFORM AND INSIGNIA

15161. University Royal Naval Units Rank Insignia

URNU (RNR List 7) specific rank insignia for volunteers (students and TOs) is currently under review and will be added on approval. As Honorary Officers, all TOs must wear a gold ‘R’ in the executive curl and students must wear rank slides defaced with the letters ‘URNU’ in all orders of dress.

ANNEX 151A

URNU TRAINING CADRE VOLUNTEER AGREEMENT (AMENDMENT 1 DATED 23 MAY 24)

By signing this agreement, you will, as appropriate, accept, confirm and declare all the matters under this section.

You acknowledge your acceptance of University Royal Naval Units' values, rules and regulations.

This agreement supersedes and replaces any earlier agreement between myself and the MOD about my volunteering with the University Royal Naval Units' Training Cadre. By signing this agreement, I confirm that:

1. I accept that I am being enrolled as a volunteer with the URNU as a member of the Training Cadre from a date that will be notified to me by the University Royal Naval Units HQ at Britannia Royal Naval College (BRNC) Dartmouth. In engaging as a volunteer, I acknowledge that I am not a member of the Regular or Reserve Forces.

2. I acknowledge that my acceptance as a volunteer in the URNU is subject to my being awarded a full Security Clearance (SC) by UK Security Vetting, and my being awarded an assessment of at least Fit (URNU) with caveats by the RN's Senior Medical Officer Service Entry (SMOSE) following a pre-joining medical. I acknowledge that I may be taken into the organisation on risk prior to these being awarded and acknowledge that a failure to achieve both SC and the medical will lead to immediate termination of my membership and voiding of this volunteer agreement.

3. I understand and accept that the University Royal Naval Units are established to broaden naval understanding and develop students and that they follow the customs and ethos of the Royal Navy.

4. I agree to uphold the ethos, core values and standards, and code of conduct of the URNU and the Royal Navy as currently published or amended in the future.

5. I agree not to promote any beliefs, behaviours or practices that are not compatible with the core values and standards of the URNU or the Royal Navy.

6. I agree to comply with the policies, rules and regulations of the URNU and voluntarily undertake to comply with any lawful instruction given to me. Though I recognise that I am not subject to the Armed Forces Act (AFA) 2006, unless at sea in one of His Majesty's Ships, I will conduct myself in accordance with the provisions of the AFA at all times when volunteering.

7. I understand that if my conduct falls below and acceptable standard this volunteer agreement may be cancelled and my membership of the URNU Training Cadre terminated following an investigation by the URNU organisation. Lesser infractions may result on my being placed under warning for my character and leadership as specified in BRNC's University Department Standing Orders (UDSOs) Part 1.

8. I will complete the on-line learning course: Basic Care of Trainees (BCOT) within one month of signing this agreement providing me with basic guidance on the provision of Welfare and Duty of Care of vulnerable adults.

9. I accept and understand that it is the primary responsibility of ALL adults involved with the URNU to safeguard the moral, psychological and physical welfare of Cadets, regardless of their gender, religion, race, ability, disability, sexuality and social background, by protecting them from any form of physical, emotional and sexual abuse or neglect.

10. I will voluntarily undertake, under the direction and guidance of my superiors, to train cadets in accordance with a training programme authorised by the URNU and in accordance with the relevant regulations and instructions. I will also carry out administrative or other duties as detailed and as necessary. I fully understand my responsibilities for the safety and wellbeing of cadets.

11. I agree that for me to offer my services on a voluntary basis, I accept the requirement to undertake the appropriate learning / training within the timescale, as laid down by the URNU. Failure to complete the appropriate initial and continuation training to a satisfactory standard may result in the termination of this agreement.

12. I accept that my continued voluntary service with the URNU is conditional on my satisfactory performance and that I will be given an annual report assessing my performance in the role. In assessing my suitability for continued voluntary service, such factors as health, fitness, enthusiasm, attitude, qualification and competence will be taken into account.

13. I understand that as I am volunteering my services, there is no legal obligation on me to accept any voluntary activities, nor is there any legal obligation on the URNU to provide me with any voluntary activities.

14. In order to maintain currency and experience as a member of the URNU Training Cadre I will seek to complete a minimum of 24 days' volunteering each academic year. The URNU will endeavour to provide me with the opportunity to complete the 24 days and to facilitate times and places of my choosing, although this may not always be possible and alternatives may be offered. Achieving this commitment will entitle me to the award of a Certificate of Efficiency (CofE).

15. I confirm that if I persistently fail to turn up for activities without contacting the URNU in advance this agreement may be terminated in accordance with current or future amendments to the policies, rules and regulations of the URNU.

16. I will return any uniform and equipment loaned to me when my volunteering ends.

17. I agree that if I have any concerns during my volunteering with the URNU, I will report these immediately using the appropriate procedure as laid down in UDSOs Part 1 and other statutory and non-statutory publications.

18. I understand and accept that I am a volunteer offering my services on a voluntary basis which can be terminated by me at any time by notifying the University Royal Naval Unit HQ in writing.

19. I understand and accept that:

a. For those activities that are authorised by the URNU that I undertake voluntarily, I will receive a volunteer allowance[1].

b. I may additionally receive other payments to compensate me for other out-of-pocket expenses but that if I wish to receive such allowances I may need to apply for them personally.

c. The volunteer allowance that I receive will be based on the Main Officer OF-1 and OF-2 Pay Spines with Zero X-Factor[2].

d. I will receive a cash bounty for each year in which I achieve my volunteering commitment.

20. Any allowances or other payments which are approved, will be paid to me by bank account so I will ensure that any changes of bank account are notified to the Regional Support Unit (RSU) that provides N1 / N4 support to the URNU to which I am assigned.

21. I agree that I will inform URNU HQ / RSU when relevant of any significant changes to my personal circumstances that affect my continued suitability for volunteering with the URNU. Examples include issues that may affect my security clearance or my working with vulnerable adults; or an issue, including medical, that may cause an increased risk to myself or others while taking part in volunteer activities. This is to ensure that all those carrying out activities in the URNU can do so in a safe manner and to ensure all activity is suitably risk assessed. I understand that failure to declare any relevant matter in a timely manner may cause an increased risk to myself or others. I also agree to inform URNU HQ / RSU of changes that are important for administrative purposes such as change of name, permanent civilian address and next of kin.

[1] URNU Training Cadre Volunteers are not members of the Armed Forces Pension Scheme, nor eligible for the Armed Forces Compensation Scheme.
[2] The rates for the URNU Volunteer Allowance will be promulgated annually in the Armed Forces Pay Award Directed Letter.

22. I understand that as a member of the URNU Training Cadre I am a temporary officer held on List 7A of the Royal Naval Reserve for administrative purposes only.[3] My rank is therefore honorary[4] and I will not use my honorary rank or wear uniform except for activities approved by my URNU Commanding Officer. Any breach of this undertaking may lead to immediate termination of this volunteer agreement.

23. I understand and accept that I am engaged as a volunteer and that there is no intention on the side of either party that this agreement should create an employment relationship or employee or worker status, either now or at any time in the future.[5]

SIGNATURE:

NAME:

DATE:

[3] BRd 3(2) Para 0108.
[4] Currently a gold 'R' within the executive curl for honorary officers iaw BRd 3(1) Art 3909.
[5] Accordingly the employment rights associated with being an employee or worker (such as, for example, paid annual leave entitlement) do not apply.

ANNEX 151B

UNIVERSITY ROYAL NAVAL UNIT PRE-JMES AWARD RISK MATRIX

1. Activity allowed pre-JMES award

a. Attend a Ministry of Defence (MoD) establishment (University Royal Naval Unit (URNU) or other) for the purposes of completing the recruitment process for the URNU (i.e. medical assessment, Candidate Preparation Centre (CPC), Security Clearance (SC) paperwork, Joint Personnel Administration (JPA) system onboarding, panel interview, uniform measurements and order, site inductions and open days/acquaints).

b. Basic education in kit and uniform care.

c. Participate in local induction training and classroom-based activity or lectures (i.e. non-physical Practical Leadership Tasks (PLTs), URNU briefing, guest speakers, basic mandated training and briefs).

d. Ship and establishment recruiting visits, but only so far as a civilian visitor would be allowed. They cannot be involved in supporting the event, only attending it (e.g. Ship Open to Visitors (SOtV)).

e. The 12-week fitness programme (off-site of a MoD establishment).

N.B. *Duty of Care (DoC) is provided by the URNU in all the examples above and a risk assessment must be completed for each activity.*

2. Activity allowed pre-JMES award with Captain BRNC's approval

a. Engage in locally arranged and low-level Sport and AT or activity that the students could engage with as a private citizen. Provided that it is delivered by a third-party external provider who hold their own insurance and indemnity. Where the provider does not have liability cover the students must prove they hold their own personal accident cover (e.g. canal boating, use of rock-climbing wall, water sports provided external to the MoD).

b. Partake in non-led sport or physical activity (e.g. deck sports in unit, run and refereed by the students themselves).

c. In-land waterways training or in-land waterways Royal Yachting Association (RYA) qualifications provided by the URNU National Training Centre (URNU NTC), specifically at Coldhams Lane, Cambridge.

d. Basic, static foot drill (delivered by a qualified drill instructor).

e. Embarkation in small patrol vessels as passengers only (e.g. for a few hours day running).

N.B. *DoC is provided by the URNU in all the examples above and a risk assessment must be completed for each activity. All activity must be reviewed by URNU Headquarters (HQ) for Capt BRNC's sign-off, this must include a review of the medical/insurance plan, communications plan and a risk assessment.*

3. Activity NOT allowed pre-JMES award

a. Acquaint courses which require hands-on rigour and engagement.

b. Military exercises, both land and maritime.

c. Sleeping in adverse conditions (e.g. in the field, on an expedition, in the wilderness, onboard a military vessel).

d. Department acquaints or low-level work in department onboard a ship or in a military establishment.

e. Royal Navy/Royal Marines (RN/RM) sport, unit sport or inter-University Service Units (USU) sport.

f. Ceremonial events or parades.

g. Representing the RN/RM in the public eye.

h. New Entry weekend or similar residential trips or courses.

i. Undertaking the Pre-Joining Fitness Test (PJFT), RN Fitness Test (RNFT) or RN Physical Employment Standard (RN PES).

j. Partake in BRNC or wider URNU events.

k. Be hosted in military accommodation outside of their parent unit.

l. Embark in a military vessel as a passenger or as Un-Trained Strength (UTS).

N.B. *Permanently Medically Unsuitable (PMU) or Medical-on-Hold (MoH) and legacy Temporarily Medical Unsuitable (TMU) personnel must not attend a unit or engage in any training, until either the award of PMU has been appealed against successfully or the requirements of MoH has been resolved.*

ANNEX 151C

NOTIFICATION TO COMMAND ON THE CHANGE OF MEDICAL CIRCUMSTANCES

I acknowledge I have passed the medical process and been given the medical status of 'Fit' or have been awarded an appropriate JMES for my position as a volunteer (students or Training Officer) within the University Royal Naval Units (URNU). I fully understand my medical and physical limitations with regards to the activities I can carry out with the URNU.

a. I confirm that:

(1) I will inform the permanent staff of my unit, or the URNU, if I suffer a physical injury that may affect my ability to take part in URNU activity.

(2) I will inform the permanent staff of my unit, or the URNU, if there is any change in my medical circumstance.

(3) I will inform the permanent staff of my unit, or the URNU, if I feel that any URNU activity is beyond my physical ability.

b. I acknowledge that:

(1) I am under no obligation to discuss the specifics of a change in medical condition or injury with my unit or URNU permanent staff, but I am obliged to inform them of an injury or change in medical circumstance.

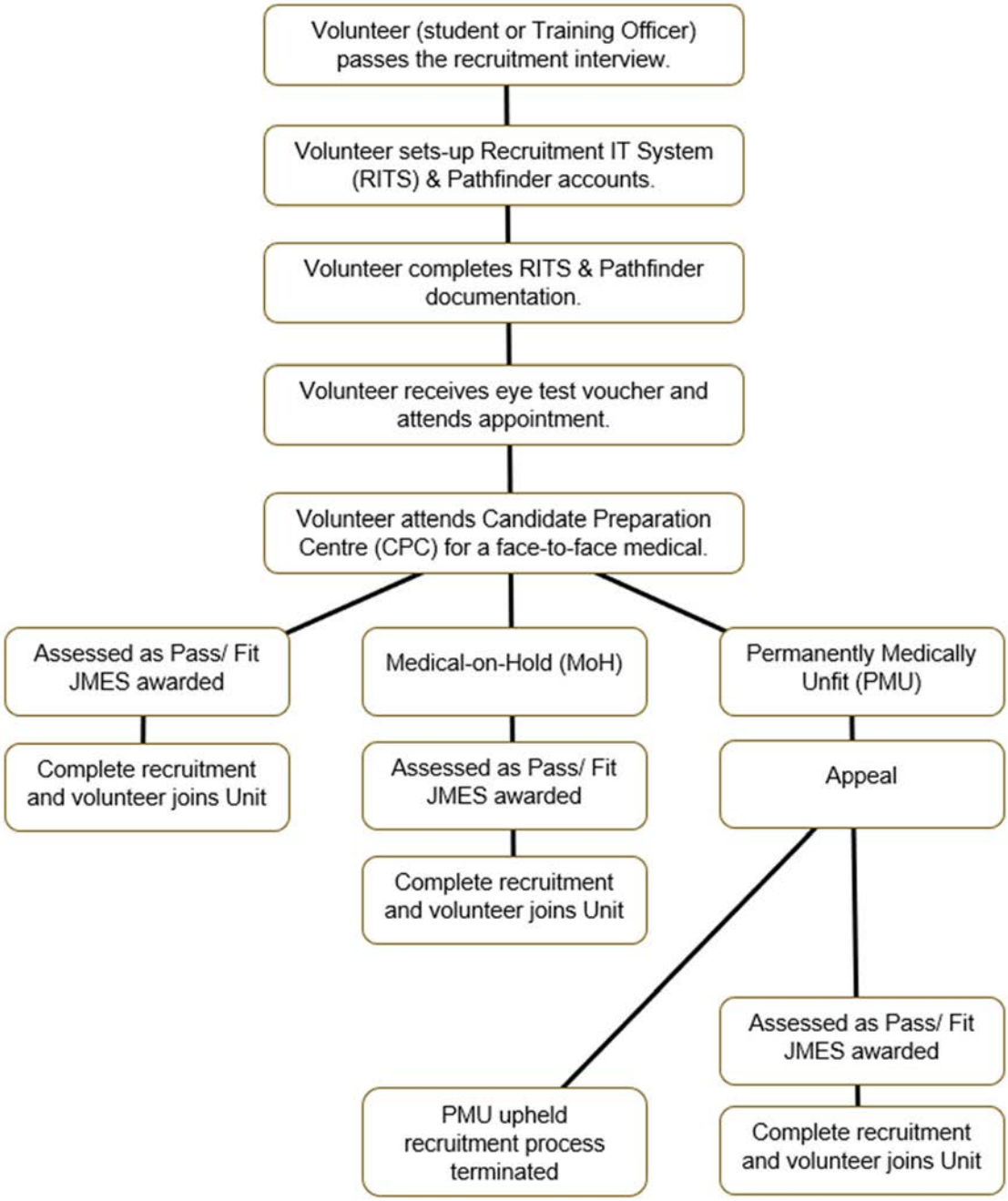
(2) I will be required to disclose the specifics of an injury or change in medical circumstance to the Senior Medical Officer Service Entry (SMOSE) who may require information from my General Practitioner (GP). This may alter my current JMES or medical category.

Surname	
Forename	
Rank	
Service Number	
Declaration	
I fully understand and agree to the comments above and will not take part in URNU activity in contravention of any of the above points.	
Signature	

ANNEX 151D

UNIVERSITY ROYAL NAVAL UNITS RECRUITMENT MEDICAL FLOWCHART

Figure. 151D-1



ANNEX 151E

UNIVERSITY ROYAL NAVAL UNIT ACTIVITY PARTICIPANT DECLARATION FORM

I acknowledge that this Form will be used by the University Royal Naval Units (URNUs) for the activity in which I may participate, and that it will govern my actions and responsibilities at said activity.

I understand that participating in this activity described above poses risk of personal injury and by signing this form I knowingly and voluntarily accept that risk. I understand that this activity requires physical conditioning, and I certify that I am in appropriate physical condition for this activity.

I will inform the staff organising the activity if there are any changes to my health or wellbeing that may hinder my full participation in the activity and understand that any false declaration or omission, may impact my health and wellbeing.

I agree to follow all instructions, rules, and regulations in place for the activity I undertake.

I understand that the Ministry of Defence considers claims on the basis of its legal liability to do so in common law. This means that the Ministry of Defence will pay compensation where it can be shown that the Ministry of Defence, its servants or agents, have acted negligently in the course of their official duty.

I understand that I am not covered by the Armed Forces Compensation Scheme (AFCS) and am strongly advised to seek personal accident insurance for this activity, to cover any losses I may incur. I am aware that PAX Insurance has a number of Personal Accident Cover options, and that there are a number of alternative providers available.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT.

Name:	
Date:	
Activity:	
Signature:	

CHAPTER 152

ROYAL NAVAL CADET FORCES

(Sponsor: NAVY PEOPLE-COS HQ RNCF)

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CHAPTER 152

ROYAL NAVAL CADET FORCES

15201. Royal Naval Cadet Forces (RNCF)

The RNCF aspire to provide a challenging and stimulating contemporary 'cadet experience' that develops and inspires young people within a safe environment. The benefits of the cadet experience – personal and social development, as well as an awareness of career opportunities across Defence – they are within the reach of most young people in all parts of the United Kingdom. All cadet activities are to be safe, fun, efficient and effective but most of all, they should be enjoyable and delivered by motivated and competent adult volunteers who are valued by Defence and society. It is important that Cadets are understood, recognised and supported by their local communities and follow the values, standards and ethos of the Royal Navy and Royal Marines.

15202. Regulations

Detailed regulations for the administration of the Royal Naval Cadet Forces are contained in the following publications:

a. JSP 814 - Policy and Regulations for MOD Sponsored Cadet Forces.

b. Combined Cadet Force Regulations - AC72133

c. Sea Cadet Regulations. (SCRs)

d. Volunteer Cadet Corps Regulations (VCRs).

15203. Sea Cadet Corps (SCC)

a. The SCC is a community-based voluntary nautical youth organisation that is administered by the Marine Society and Sea Cadets (MSSC) and is governed by charity law and its own regulations plus a Memorandum of Understanding (MOU) with the MoD. The MSSC is the governing body of the SCC. Each Sea Cadet Unit is a registered charity and is a member of the Corps by virtue of its affiliation to the MSSC. Detailed regulations for the running of the SCC are contained in the MOU, JSP 814 and SCRs.

b. The SCC is defined as those properly constituted maritime cadet units, which conform to the policies of the Sea Cadet Regulations, established by the MSSC and which are formally affiliated to it.

c. The MSSC is a Registered Charity; it is managed by an independent group of trustees. The objects of the MSSC, as set out in the governing instruments of the charity, are *inter alia* to promote the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens by the provision of education and leisure time activities using a nautical theme, to advance the education of seafarers, including members of the Sea Cadet Corps and to promote the customs and traditions of the Royal Navy (RN).

d. The MSSC meets its charitable objects by providing administration support, marketing, training resources, field management, financial management, supervision and health and safety guidance to the SCC. It promotes the development of young people in achieving their physical, intellectual and social potential as individuals and responsible citizens and takes individuals from all backgrounds and circumstances

15204. Volunteer Cadet Corps (VCC RN-RM)

a. The VCC (RN-RM) is a community-based voluntary nautical youth organisation that is sponsored by the MOD and is under the 2-star directorate of Director Personnel and Training, through a dedicated 1-star Commander RNCF, day-to-day administration by HQ RNCF.

b. The VCC (RN-RM) operates in accordance with JSP 814 and VCRs. Sponsorship, funding, access to training facilities and estates, and other support from the MOD is provided in accordance with the Memorandum of Agreement for the support of the Volunteer Cadet Corps.

c. The VCC (RN-RM) aim is to provide opportunities for young people to develop into responsible, dependable and useful members of society, employing the traditions and practices of the Naval Service as the basis for their activities.

d. Detailed regulations for the administration of the VCC (RN-RM) are contained within JSP 814 and VCC Volunteer Cadet Corps Regulations (VCRs).

15205. The Combined Cadet Force (CCF RN-RM)

a. The CCF RN-RM is a non-community youth organisation which is part of an educational partnership between the DfE, schools and the MOD. Governance of the CCF RN-RM is delivered through a bilateral agreement between Commander RNCF and Army Regional Command (RC).

b. CCF RN-RM is under Operational Command (OPCOM) of Commander RNCF and Operational Control (OPCON) is delivered by Army RC. As such Army RC may task CCF (RN-RM) to deliver priorities and provide the best experience for CCF cadets and Adult Volunteers, increasing efficiency and effectiveness. This will include the need to meet direction from MOD, RN and Army chains of command. RC will have authority over how the RN syllabus is delivered.

c. The aim of CCF RN-RM is to offer young people a broad range of challenging exciting, adventurous and educational activities to enable development of personal responsibility, leadership and self-discipline. Afloat training is the defining activity of the Royal Naval Cadet Forces. The Royal Navy proficiency syllabus bases its training emphasis on leadership, afloat activities and adventurous training.

d. Detailed regulations for the administration of the CCF RN-RM are contained with JSP 814 and Combined Cadet Force Regulations - AC72133 .

15206. Status of SCC and CCF RN-RM Officers

SCC and CCF RN-RM officers, formerly of List 8 of the RNR and RMR, are members of the SCC and CCF List. Members of this list have honorary RNR and RMR status only, they are not considered to be members of a Reserve Force as defined by RFA 96. They do not hold commissions in the RNR and RMR and have no RNR or RMR training commitment or recall/call out liability. Officers are authorised to wear Royal Naval uniform in accordance with BRd 3(1) Part 6, notably Chapters 38 and 39 or as amended by SCRs or AC72133. SCC and CCF RN-RM officers were included in the Navy List prior to its demise in 2017.

15207. Status of VCC Officers

VCC officers do not have honorary RNR or RMR status and as such are not members of a Reserve Force as defined by RFA 96. They do not hold commissions in the RNR or RMR and have no RNR or RMR training commitment or recall/call out liability. Officers are authorised to wear Royal Naval uniform in accordance with BRd 3(1) Part 6, notably Chapters 38 and 39 or as amended by VCRs. VCC officers were not included in the Navy List prior to its demise in 2017

15208. Cadet Forces Commission (CFC)

a. Officers of the SCC, VCC (RN-RM) and CCF (RN-RM), following successful completion of individual SCC, VCC (RN-RM), and CCF RN-RM training/development programmes, are appointed to a Cadet Forces Commission as approved by the Sovereign.

b. SCC, VCC (RN-RM) and CCF (RN-RM) Commissioned officers are not members of the regular or Reserve Armed Forces of the Crown or subject to the Armed Forces Act when on duty.

c. SCC, VCC (RN-RM) and CCF (RN-RM) Cadet Forces Commissioned officers are entitled to wear military uniform and rank appropriate to the RN and RM in accordance with SCC, VCC (RN-RM) and CCF (RN-RM) dress regulations, and are to be accorded by members of the Armed Forces and others, the appropriate respect and privileges appertaining to that rank when undertaking training and volunteer related activities in uniform.

d. SCC, VCC (RN-RM) and CCF (RN-RM) Cadet Forces Commissioned officers will have authority over more junior ranking Cadet Force Adult Volunteers (CFAVs) and Cadets when undertaking cadet activities.

e. The Cadet Forces Commission does not qualify for any post nominals by virtue of the commission.

f. SCC, VCC (RN-RM) and CCF (RN-RM) officers who transfer from RN to RM or RM to RN will retain their existing Cadet Forces Commission and will not be entitled to a second Cadet Forces Commission.

g. Applications or Cadet Forces Commission will be administered through HQ RNCF by SCC, VCC (RN-RM) and CCF (RN-RM) Cadet Headquarters through submission to Defence Business Services (DBS) People Services of officers of each respective Royal Naval Cadet Force who have qualified for the appointment of a Cadet Forces Commission.

h. To preserve the Cadet Force Adult Volunteer cohort, transfers of CFAVs between RNCF organisations are permitted providing consensus is gained from the gaining and losing organisation. In contentious CFAV transfers, HQ RNCF will arbitrate.

This document provides the handbook for Defence Recovery Capability assurance visits.

Part one of the handbook is the assurance framework, part two is the assurance visits guidance. Both parts of the document exist to help in the preparation for, implementation and conduct of, assurance visits for wounded injured and sick military personnel.

April 2015

Corporate member of
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Committed to clearer communication
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Introduction

1. This assurance framework will be used in Ofsted's assurance of the Ministry of Defence (MoD) Defence Recovery Capability (DRC) provision for wounded, injured and sick (WIS) personnel employed in the Armed Forces.

2. WIS personnel are either regular or Reserve personnel who, because of injury or illness, are unable to carry out their normal duties. The DRC and the single Services should provide a suitable recovery pathway within which all serving WIS personnel can receive appropriate support to make a return to duty, or transition to a properly supported civilian life that makes best use of their skills and abilities.

3. The recovery pathway provides the structure for individual support from the point of wounding, injury or sickness to a recovery outcome of either return to work within the military or a transition to a properly supported and appropriately skilled civilian life. The recovery pathway should complement the clinical pathway and support an individual through a tailored recovery plan.

4. The DRC is delivered through three separate, but related, single Service Recovery Pathways (SRPs), with the Army, as the largest Service, taking the lead responsibility. Support and resources are provided by a number of charitable partners, chief amongst which are Help for Heroes and The Royal British Legion.

5. Her Majesty's Inspectors and Ofsted Specialist Inspectors (inspectors) will conduct assurance visits. This framework, and the handbook, sets out some of the ways inspectors will seek evidence, and describe the typical but not indicative evidence they will consider to arrive at key findings during DRC assurance visits.

The purpose of assurance visits

6. Assurance visits to all providers and participants in the DRC have two purposes. First, to evaluate the extent to which the DRC provides a suitable and appropriate environment for military personnel to complete their recovery and, when ready, prepare for a return to service life or successful transition to civilian life. Second, to provide clear findings about the quality of the provision, and about the outcomes for WIS personnel in achieving sustainable work and/or personal living goals.

7. Inspectors will take into account the experiences of WIS personnel or groups of WIS personnel and, where appropriate, the experiences of their families and/or carers. Inspectors will not make a separate judgement about equality, diversity or safeguarding. Instead, they will fully consider equality, diversity and safeguarding within the context of activities, while reaching their findings on each aspect of the DRC provision.

The main findings and overall effectiveness

8. The main areas for judgements made during assurance visits are as follows:

- impact of management activities and interventions.
- quality of the WIS experience.

- personal development.
- outcomes for WIS personnel.

9. Inspectors will also reach a summative finding about the overall effectiveness of the recovery experience, which will lead to a judgement on the overall effectiveness of the provision.

Part one: the assurance framework

The impact of management activities and interventions

The success and impact of each Service, the chain of command and/or partner providers to secure and effectively manage and evaluate the delivery of recovery pathway activity

10. Inspectors will evaluate the impact of management interventions to improve the provision and activities by examining, where relevant, the extent to which the Service, partners, leaders and managers:

a. demonstrate an ambitious vision, have high expectations for what individual WIS personnel can achieve, whilst promoting high standards of welfare and duty of care.

b. promote effective communication and information management between the Services and all partners and specialist agencies, families and carers in ways that support and enhance the individual's recovery pathway

c. improve activities through rigorous performance management, performance analysis and self-assessment supported by appropriate professional development

d. ensure that residential provision is effectively and efficiently managed within the stated expectations of welfare and duty of care in the Armed Forces, where routines and procedures are clear, well-established and operate consistently to provide an orderly and safe environment

e. ensure that resources are sufficient and effectively and efficiently managed, that staff are appropriately trained and that disclosure and barring service (DBS) checks have been completed where required

f. make constructive use of users' views and complaints to effect continuous improvement

g. recognise and promote equality and diversity in planning and caring for individuals, tackle bullying and discrimination, and narrow any gaps in participation and achievement between different groups of WIS personnel

h. ensure appropriate safeguarding arrangements are in place to maintain the safety and well-being of all personnel and of their families or carers.

11. To evaluate the quality and impact of management activities and interventions on the provision of development and support for WIS personnel, inspectors will consider whether:

a. there is a clear statement of principles, translated into effective practice

b. leaders promote very high standards in a positive and supportive culture that aspires to excellence

c. the DRC provision is effectively and efficiently managed; routines and procedures are clear, well-established and operate successfully to provide an orderly and safe community in which WIS personnel are supported towards the successful achievement of qualifications and in the development of their personal, social and employability skills

d. managers have ensured that there are sufficient staff to provide appropriate welfare and duty of care to WIS personnel, whether they are deployed and supervised effectively, and have received high-quality training, development and support for their roles

e. there is continuous monitoring of the quality of all of its DRC provision and its impact on WIS personnel, and managers can demonstrate capacity for continuing improvement

f. complaints are managed well, and managers take account of individuals' views to improve the quality of the experience

g. diversity and individual needs are recognised in planning and providing appropriate welfare and duty of care for individuals, and all are accorded equality of opportunity

h. there is good communication between leaders and managers, families, carers, recovery staff and, where relevant, others who contribute to supporting an individual

i. records are comprehensive and securely stored

j. safeguarding is effective, including the arrangements for keeping WIS personnel safe and protecting them from harm; and the effectiveness of the arrangements for protecting them as vulnerable adults, countering bullying and dealing with poor behaviour

k. the single Service standards are met.

Personal Development

The successful development of skills and capacity to make an appropriate transition as identified by the individual and his/her chain of command; enabled according to need through the DRC.

12. Inspectors will evaluate the personal development of WIS personnel by examining, where relevant, the extent to which they:

a. operate within an agreed individual recovery plan involving attendance at events and meetings as appropriate

b. develop employability and/or independent living skills that enable them to take best control of their lives, working with their families and/or carers as appropriate

c. all personnel make informed choices about next steps based on timely and appropriate information and guidance mapped against their individual recovery plan

d. develop the self-confidence and skills to become more self-assured, to manage their own feelings and behaviour, to relate well to others, and to realise that they have the potential to be successful within or beyond life in the Armed Forces.

13. To evaluate personal development, inspectors will consider the following matters and their impact on the individuals' development and gather evidence by:

a. talking with WIS personnel, their families/carers and to the staff who care for and look after them

b. looking at records, case studies or other evidence the provider may offer; and considering the progress WIS personnel make in their recovery, personal and social development

c. taking into account the starting points of the WIS personnel when they took up their individual recovery plans

d. considering the work undertaken to help these individuals achieve their full potential through working towards their personal recovery outcomes

e. evaluating the recovery progress and how effectively the support that personnel receive helps them to be successful in their recovery compared with their starting points and with their peers on the same or similar programmes

f. considering individuals' social development, including the extent to which they enjoy positive and constructive relationships with staff and with each other, and are tolerant of others with or without injuries or disabilities and of people from different races, religions and sexual orientations

g. evaluating the personal development, self-esteem, independence, confidence, employability skills and financial management skills of personnel

h. taking into account the behaviour of WIS personnel and how well they respect the rights of others in the community to be treated with care, respect and understanding

i. evaluating individuals' satisfaction and contentment with the welfare and duty of care experience, including the extent to which they take advantage of what is on offer by developing new talents, skills and interests

j. considering individuals' contributions to the recovery community and how their views have affected it

k. evaluating individuals' awareness of a healthy lifestyle and its impact on their recovery

l. evaluating how well WIS personnel and their families are prepared for a successful transition to independence, employment, or for the next stage of their life.

The Quality of the WIS experience

The extent to which the provision ensures a quality experience for WIS personnel and their families in facilitating an individual's recovery

14. Inspectors will evaluate the quality of the WIS experience, by examining the extent to which leaders and managers within the Defence Recovery Pathway:

a. ensure that individual recovery plans are established and fit for purpose to provide agreed activities in sufficient breadth, depth and relevance so that they meet the needs and interests of individuals and provide them with the skills and independence to make a successful recovery

b. ensure that staff from the Services and all partner organisations have consistently high expectations for recovery and promote equality, diversity and safeguarding through all activities

c. use all available information to frequently re-focus recovery plans to ensure recipients receive the support they need, sharing this information, where appropriate, with the individuals' families, carers and welfare and medical personnel

d. provide high quality and suitable welfare support in environments appropriate to individual recovery plans.

15. To evaluate the quality of the WIS experience, command, welfare and duty of care and support for WIS personnel, inspectors will consider the following matters and their impact on the individuals' development and support:

a. the quality of pastoral support for individuals, including the impact of induction and initial assessment for new personnel, the effectiveness of links between pastoral and recovery staff in supporting the individuals' personal and recovery development

b. the impact of experienced staff in providing WIS personnel with welfare and duty of care

c. the physical environment; the quality welfare and duty of care for WIS personnel's health and physical, mental and emotional well-being; and the guidance and support provided to WIS personnel

d. the availability, uptake and quality of support for WIS personnel on personal matters

e. the quality and appropriateness of individual recovery plans, and their effective implementation

f. the range and appropriateness of activities available to WIS personnel, including work placements and work shadowing

g. the quality and effectiveness of arrangements for promoting and sustaining individuals' health and well-being

h. the quality, availability and uptake of the catering arrangements and how these contribute to healthy lifestyles

i. the quality of the welfare and duty of care accommodation (either on- or off-site), premises and facilities, including the arrangements for making WIS personnel comfortable and keeping their possessions safe

j. the procedures for ensuring that all service personnel, including those with supervisory responsibilities for WIS personnel, receive appropriate access to welfare support

k. the appropriateness of arrangements for WIS personnel to keep in touch with families and friends

l. the effectiveness of interactions between medical, clinical and the recovery pathway

m. the extent to which single Service standards are met.

Outcomes for WIS personnel

The successful transition of WIS personnel to a realistic, fulfilling and sustainable return to duty or civilian life, agreed between the individual and his/her chain of command, enabled according to need through the DRC.

16. Inspectors will evaluate the outcomes for WIS personnel, and examine where relevant, the extent to which:

a. all WIS personnel progress from their individual starting points towards the outcomes and objectives identified in their individual recovery plans

b. personnel successfully attain relevant qualifications, take part in courses or experiences that help them to progress to the next stage of their transition, into courses leading to qualifications, and/or into jobs suited to their abilities, expectations and needs

c. an individual's well-being and fitness are enhanced as a result of their experiences.

17. To evaluate the quality of the outcomes for individuals, inspectors will consider the following matters and their impact on the individuals' development and gather evidence by:

a. exploring the extent to which all WIS personnel, in agreement with their chain of command and their families, have set realistic outcomes and objectives relative to their starting points

b. investigating how personnel review and evaluate their progress against agreed objectives and outcomes in their individual recovery plans, and amend these where necessary, as their recovery pathway evolves

c. examining whether all personnel are able to make appropriate informed choices about next steps based on timely and relevant information and guidance

d. evaluating the impact and appropriateness of advice and guidance to establish expectations and to set appropriate and realistic outcomes for individuals and their families

e. reviewing the extent to which personnel attend courses and recovery events in a timely manner, and how this allows them to make suitable progress towards their outcomes and objectives.

Overall effectiveness

The extent to which all the elements of the DRC cohere effectively to ensure the needs of the individuals and the Service are fully met.

18. In making judgements about overall effectiveness, inspectors will consider the combined impact of all aspects of the WIS provision. They will take into account:

a. the impact of the provision on ensuring personnel achieve their agreed recovery plan outcomes

b. the impact of the experience and the quality of welfare and duty of care, on the recovery process, personal development and well-being of all WIS personnel

c. the effectiveness with which all stakeholders safeguard WIS personnel and their families and promote their welfare

d. the effectiveness with which the DRC provision and individual recovery plans are organised and managed between partners

e. the ways WIS personnel and their families and/or carers view their experience

f. the progress made since any previous assurance visit.

Part two: guidance for inspectors and staff in DRC settings.

Conducting DRC Assurance Visits

Introduction

1. In 2014, the MoD commissioned Ofsted to develop a DRC assurance framework for use during visits to assess the provision of the recovery pathways for all wounded, injured and sick (WIS) personnel employed in the Armed Forces. WIS personnel may be either regular or Reserve personnel who, because of injury or illness, are unable to carry out their normal duties.

2. The DRC is a MoD-led initiative delivered in partnership with Help for Heroes and the Royal British Legion, together with a number of small and larger charitable organisations. The single Services, through the DRC, should provide a suitable recovery pathway to all serving WIS personnel. Such recovery pathways take an individual from the point of wounding, injury or sickness to a recovery outcome, which is either a return to military service or an effective transition to a civilian life that makes best use of their skills and abilities. The Army takes lead responsibility but each Service manages their recovery pathways differently. The recovery pathways complement clinical pathways and should support individuals through a tailored individual recovery plan.

Assurance of the DRC

3. Ofsted MOD inspectors are either Her Majesty's Inspectors (HMI), or directly contracted Ofsted Specialist Inspectors. The MoD and Ofsted prescribe the qualifications and experience required by all inspectors, the initial and continuing training they should receive, and the standards they are required to meet. Inspectors will have extensive experience of working with the Armed Forces; most will have been involved with the MoD through Welfare and Duty of Care inspections of initial training. All inspectors have full security clearance.

Purpose of assurance visits

4. Assurance visits provide an independent external evaluation of the effectiveness of the recovery pathways, and identify areas for improvement. Judgements will be based on the range of evidence available to inspectors, which they evaluate against a national framework presented in part two of this handbook.

5. Inspectors will evaluate the extent to which the DRC provides a suitable and appropriate environment for military personnel to complete their recovery and/or make a successful transition to civilian life.

6. Visits will provide qualitative findings about the effectiveness of the recovery pathways and the outcomes for WIS personnel in the areas of achieving sustainable work and/or achieving personal living goals.

7. Visits will support and promote improvement by judging the WIS experience against a clear DRC Assurance Framework (set out in part one of this handbook) and by monitoring the progress and performance of aspects of the DRC provision over time. In response to context and setting, inspectors will adjust the focus of assurance visits to ensure relevance and impact, identifying precise actions to underpin recommendations.

8. Inspectors will provide challenge and support to the senior leaders and managers who are responsible for DRC by:

    - adjusting the frequency of assurance visits, with reference to previous outcomes and risk assessments
    - deploying resources where improvement is most needed or where an assurance visit can add greatest value
    - taking account of users' views, including current and former WIS personnel, their families, staff and employers
    - encouraging all partners to focus on the needs of users and the needs of the DRC partnership.

9. In the organisation and conduct of visits, inspectors will:

    - provide clear and timely communications
    - make use of existing data, documentation and systems of the DRC partnership to avoid placing an unnecessary burden on staff
    - respect the confidentiality of information about individuals, their families, and their recovery plans
    - arrive at findings based on sound evidence
    - conduct visits with integrity, courtesy and transparency
    - produce clear, accurate and timely reports that provide WIS personnel, their families, the MoD and partners with an authoritative, independent assessment of the quality of the provision provided by the DRC partnerships.

10. Assurance visits to active units and stations, together with visits to government organisations and the charities, will promote improvement in the effectiveness of the DRC provision by:

    - identifying best practice through feedback and annual reporting

- recommending priorities for future action and, when appropriate, checking subsequent progress
- increasing units' and establishments' capacity to evaluate their own effectiveness, by offering professional challenge and constructive dialogue
- providing an independent account of the effectiveness of the recovery pathways and the success of WIS personnel in achieving a suitable outcome.

Promoting improvement through assurance visits

11. Inspectors will carry out their work in ways that encourage partnerships to improve, to be user-focused and to be efficient and effective in the use of resources. Assurance visits will:

- raise expectations for standards of performance and effectiveness across the DRC
- provide challenge and give leaders and managers the information and impetus to act when weaknesses are identified and improvements needed
- clearly identify strengths so that these may be shared across the DRC
- promote rigour in the ways that individuals contribute to the DRC, to MoD steering groups, and evaluate their own performance, thereby enhancing their capacity to improve
- assure the progress and performance of all partners, providing challenge and support to senior leaders and managers.

The DRC assurance framework

12. Inspectors will use the assurance framework, detailed in part one of this handbook, to evaluate key aspects of the DRC according to the needs of WIS personnel. Inspection and reporting will focus on the following framework areas:

- **The overall effectiveness of the DRC provision** as a summary judgement based on the four contributory aspects listed below.
- **The impact of management activities and interventions;** the success and impact of each Service, the chain of command and/or partner organisations to secure and effectively manage and evaluate the delivery of recovery pathway activities

- **The quality of the WIS experience**; the extent to which the provision ensures a quality experience for WIS personnel and their families in facilitating an individual's recovery

- **Personal Development**; the successful development of skills and capacity to make appropriate transition as identified by the individual and his/her chain of command

- **Outcomes for WIS personnel**; the successful transition to a realistic, fulfilling and sustainable return to duty or civilian life

Selecting locations for assurance visits

13. Ofsted will consult with the Defence Working Group to identify locations providing support for WIS personnel from across Defence and the supporting charities. Inspectors will select locations for assurance visits using a range of criteria including, but not limited to:

    - indicative numbers of WIS personnel supported at the setting

    - reports from other internal Defence organisations, and care and welfare concerns raised by users or other interested parties.

Confidentiality and conduct

14. Inspectors conducting the assurance visits will uphold the highest professional standards in their work and treat everyone they encounter during visits fairly and with respect. Inspectors will:

    - have appropriate safeguarding and security clearance

    - maintain impartiality and declare any potential conflict of interest

    - respect confidentiality of information, particularly about individuals and their recovery plans

    - evaluate provision in line with the assurance framework, basing evaluations on sound evidence

    - carry out their work with integrity, treating all those they meet with courtesy, respect and sensitivity

    - take prompt and appropriate action on any safeguarding or health and safety concerns

    - ensure reported judgements are fair and reliable.

15. Inspectors will observe practice and may need to talk to staff, WIS personnel and families/carers without a third party present. Inspectors will make every effort to protect interviewees' anonymity but have a duty to pass on disclosures that raise serious safeguarding concerns, or potential criminal activity.

Selection and scheduling of assurance visits

16. Inspectors will conduct a series of annual assurance visits. Visits will be made to establishments and settings involved with DRC including:

    - individual single-service units managing WIS personnel including; Army garrisons or barracks, Royal Air Force (RAF) stations, Royal Navy and Royal Marine bases
    - Defence and tri-service establishments
    - personnel recovery units (PRUs)
    - personnel recovery centres (PRCs)[1]
    - centres run or managed by charities
    - the Recovery Career Services (RCS)
    - the Defence Infrastructure Organisation (DIO) and other organisations delivering services and support to WIS personnel.

17. Inspectors will notify establishments or settings at least 10 working days before a visit. Inspectors will contact the commanding officer or the designated point of contact for WIS personnel by telephone to plan the visit and agree arrangements. Inspectors will arrange their own transport and accommodation.

18. The duration of visits will depend on the scale and range of activities taking place, normally one or two days. During an assurance visit, inspectors will meet with WIS individuals and a range of personnel including, but not limited to:

    - COs/OCs or managers of establishments or settings
    - key staff involved in the management of WIS personnel,
    - relevant members of unit health and welfare committees, or equivalent bodies responsible for reviewing the progress and individual recovery plans of WIS personnel

[1] Details of the PRC can be found at www.gov.uk/defence-recovery-and-personnel-recovery-centres

- families and/or carers of WIS personnel
- those delivering recovery courses and activities, and any other partners involved in the DRC process.

19. Inspectors may accompany personnel recovery officers (PROs), unit welfare officers (UWOs) and visiting officers during their home visits to WIS personnel. Team members may contact WIS personnel and, where appropriate, their families, via email or telephone, to ensure that the views and experiences of users and carers/families contribute to evidence about the effectiveness of the recovery pathways, progress made and the success of the outcomes.

20. Inspectors will focus closely on the experience of WIS personnel in their recovery pathways and, during the visit, will require unrestricted access to any relevant military and civilian personnel involved in provision of recovery pathways. If selected individuals are not available during a visit alternative arrangements may be made. Inspectors may use case studies of individuals or groups of WIS personnel to gather evidence.

21. Whenever possible, inspectors will observe activities, recovery events and interactions with WIS personnel to understand the quality, impact and effectiveness of such activities.

22. Inspectors will not arrive at formal grading of provision, but will evaluate and make judgements relating to a range of evidence including:

    - the views and experiences of WIS personnel and their families
    - individual recovery plans, records and documents relating to recovery events and activities
    - personal development and support materials
    - accommodation and settings for recovery activities
    - the views of staff and managers involved in the recovery process
    - information technologies and any adaptive technologies used in delivery of support and development to WIS personnel.

23. Inspectors will use data and management information to consider the effectiveness of the recovery pathways and the success of outcome for WIS personnel. The sources and type of data used will depend on the establishments and settings visited.

24. At the end of each visit, inspectors will provide brief oral feedback to senior staff about their findings, with an outline of strengths and areas for improvement. Inspectors will subsequently write a letter summarising these findings. These letters are subject to

internal moderation by Ofsted and will not be published but will be shared with relevant MOD personnel. An annual report will summarise the findings from visits each year.

Complaints

25. Complaints or concerns about any aspect of an assurance visit should be raised with the lead inspector, in order to gain an immediate resolution.

26. Wider concerns, or those that cannot be resolved during the assurance visit, should be communicated through the single Service DRC chain of command, the Head of Service Personnel Support, or Head of Training Education Skills Recruiting and Resettlement (TESRR) as appropriate so they can liaise with Ofsted to seek a resolution.

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(Rev 07/19)

Home Office Notification Form

This Form is to be completed in two parts (see completion notes): **Part A** is the electronic notification to the Home Office is completed when a Service Person is warned for discharge or has an occurrence that affects their or their family's immigration status. When Part A is completed it must be sent by fax to UK Visas and Immigration (UKVI). **Part B** is completed when a discharge date is confirmed and the document is then signed by the Service Person and the Commanding Officer, once Part B is signed both Parts A & B are sent "email to armedforcesdischarge@homeoffice.gov.uk".

Part A - Reason for Occurrence:

Date of last entry into UK (most recent date of immigration officer's ink date stamp in passport):

Tick if not available

Service Person's Details:

Service Number	Forename(s)	Surname	Rank

Nationality	Date of Birth	Passport Number

Date of

Date of

Reason for Discharge:

Insert the discharge heading in QRs; example (QRs Para 9.380 Not finally approved for Service) or just state demobilisation

Service Person to provide full contact address, postcode and contact phone / mobile number

Dependants Full name and Surname

Only complete for occurrences affecting Regular Service Persons

	Gender	DoB	Nationality / Relation to Service Person
	M ☐ F ☐		
	M ☐ F ☐		
	M ☐ F ☐		
	M ☐ F ☐		
	M ☐ F ☐		
	M ☐ F ☐		

A.1	The above named Service Person has been asked to produce their passport along with any other relevant documents on discharge.	
A.2	Service Person has served for 4 years or more:	Medical Discharge:
A.3	The Service Person has been informed of the need to submit a copy of a letter from their RMO and or FMed 133, 19 and/or 23 to UKVI with any application to remain in the UK on a medical discharge, with less than 4 years' service.	
A.4	If estranged from wife/partner the above Service Person has changed their PStat category.	
A.5	Country in which the Service Person is being discharged:	

I certify that Part A has been completed and the Service Person has been warned that it is their responsibility to apply to regularise their immigration status or leave the country.

When Part A is completed email to armedforcesdischarge@homeoffice.gov.uk.

Produced by Creative Media Design Tel: 01264 38 2188

Part B - Before discharge is completed

(Only to be completed when discharge date is confirmed, then fax both completed Parts A & B to UKVI on 0208 1964098 before the final day of service)

B.1	The above Service Person has been	with effect
B.2	The Service Person has been advised that following their discharge it is their own responsibility to initiate procedures to regularise their immigration status with the UKVI and that this advice applies equally to the Spouse and Dependants listed above.	
B.3	The Service Person has been handed any previous UKVI Agency correspondence faxed to the administration office on (calendar).	

Declaration by the Service Person: That I understand that my exempt immigration status will be cancelled on discharge. That I understand it is my responsibility to regularise my immigration status with the UKVI within 28 days of my discharge and that this applies equally to my Spouse and Dependants listed above.

Signature of Service Person:

Print Name of Service Person: Date:

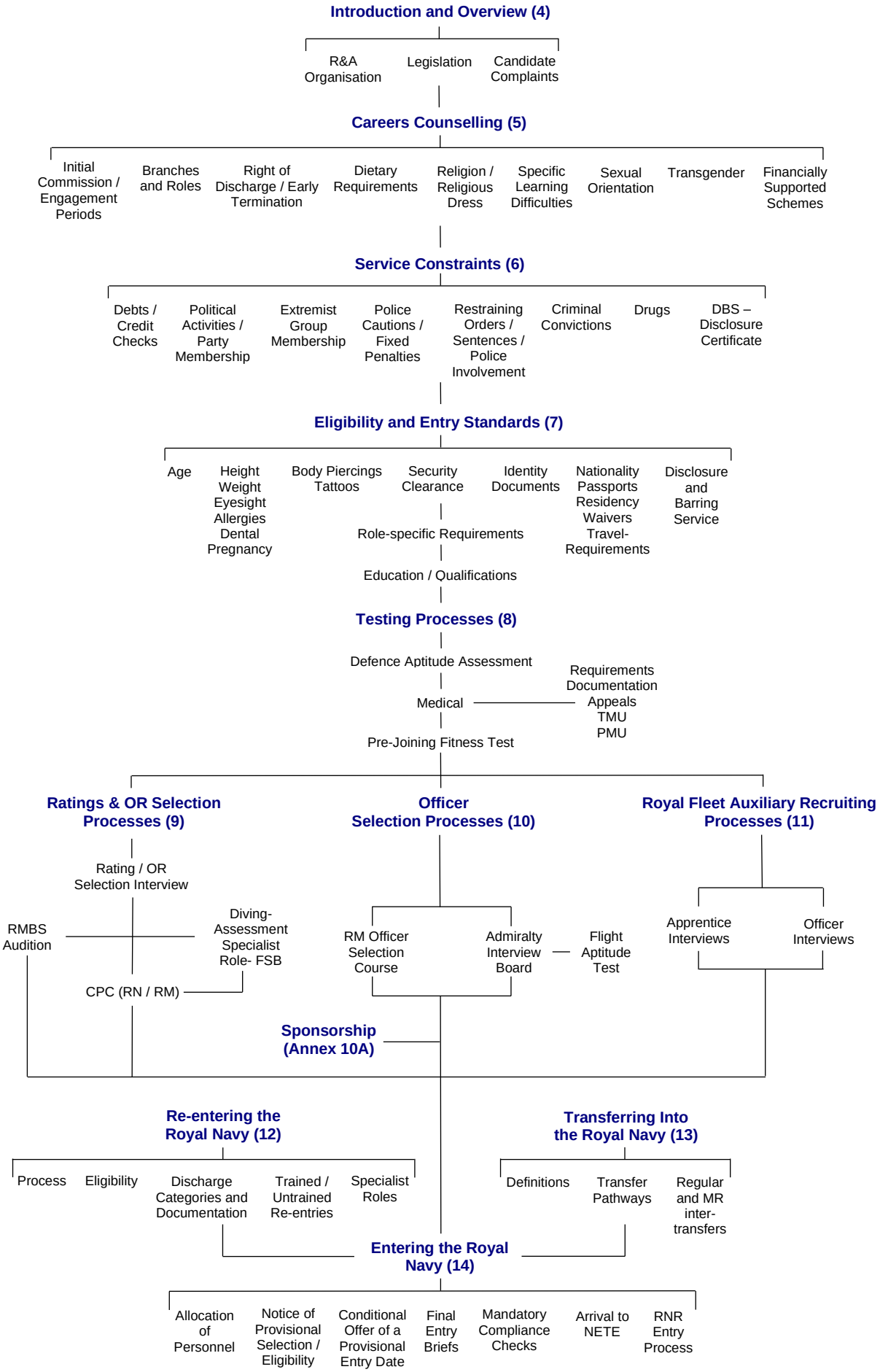
Declaration by the Unit: The discharge process has been fully explained to the Service Person and confirmed to the Service Person that it is their responsibility to regularise their immigration status, this includes the family members listed above, if they wish to remain legally in the UK.

Signature of Unit CO:

Name and Rank of Unit CO: Date:

When Part A and Part B are completed email to: armedforcesdischarge@homeoffice.gov.uk.

BRd 3 (1) Part 4 Structure



ANNEX 57D

FORMAL WARNING FOR RN RATINGS AND RM OTHER RANKS

DETAILS OF INDIVIDUAL UNDER FORMAL WARNING				
RANK/RATE	SURNAME	INITIALS	SERVICE NUMBER	UNIT
TYPE OF WARNING:				
LEVEL OF WARNING: Level 1: ☐ Level 2: ☐ 3: ☐ Warning retained: ☐ (tick as appropriate)				
DATE OF WARNING:		DATE OF REVIEW:		
REASON FOR WARNING:				
REQUIRED IMPROVEMENT BY REVIEW DATE:				
PROCESS AND POSSIBLE CONSEQUENCES OF FAILING TO IMPROVE BY REVIEW DATE:				
WARNING OFFICER DETAILS:				
RANK/RATE1	SURNAME AND INITIALS:		UNIT:	
I have today formally warned the Subject Rating/RMOR, who will be reviewed on the date below. I have awarded a Suspended Incremental Progression, where applicable, and informed the Unit HR Administrator, who will notify the appropriate Career Manager and JPAC in accordance with JSP 754 Article 03.0508. Signed: Date:				
DECLARATION BY SERVICE PERSON UNDER WARNING: I understand the nature and consequences of the warning detailed above and acknowledge the advice given and the possible consequences if I fail to improve by the review date. Signed: Date:				

[1] Minimum Rank/Rate of OR7 (Level 1), OF2 (Level 2), OF3 (Level 3).