CHAPTER 83

WARFARE PROFESSION - COXSWAIN (SUBMARINE)

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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CHAPTER 83

WARFARE PROFESSION - COXSWAIN (SUBMARINE)

8301. General

This Chapter covers the career regulations for Submarine Service Profession Coxswain (SM).

8302. Entry into the Coxswain (Submarine) Profession

Entry into the Coxswain Submarine (SM) Profession may be achieved in one of the following ways:

a. Profession Transfer. Volunteers are considered from all specialisations of the SM Service[1].

b. Accelerated Submarine Coxswain Entry Scheme (ACES).

8303. Profession Transfer

The following criteria must be met for entry into the Cox'n (SM) profession[2]:

a. Be either a CPO, or selected for promotion to CPO, or a substantive PO.

b. Have a permanent minimum medical category of MLD A4 / L1 / M1 / E1.

c. Hold the (SM) Basic Sea Qualification.

d. Six months or more since last Career Check (if any).

e. Have clearance to transfer.

f. Successfully complete 'dry' SCOOW qualifying course.

g. Qualify 'wet' SCOOW prior to commencing Cox'n (SM) qualifying course[3].

h. Have successfully completed Senior Rates' Leadership Course.

i. Have a recommendation from their Submarine Command Qualified Officer of Commander rank or above from their unit.

j. If a PO must have a Yes recommendation or above for promotion in their last SJAR.

[1] Volunteers from General Service will be considered on a case-by-case basis but must qualify SM in addition to meeting all other pre-requisites.
[2] To be submitted IAW current transfer policy by the Divisional Officer of the individual.
[3] In exceptional cases, a waiver for Wet SCOOW qualification may be granted.

8304. Accelerated Submarine Coxswain (Submarine) Entry Scheme (ACES)

a. The following criteria are required for Entry onto ACES:

(1) Must be a substantive LH serving on ES2, FC or OE1 which expires after the SP's forecasted end of ACES training timeline.

(2) Must have achieved Operational Performance Standard (OPS) for LH in their current profession.

(3) Must have a 'Yes' recommendation or above for promotion in their last SJAR.

(4) Must hold the (SM) Basic Sea Qualification.

(5) Must have a permanent minimum medical category of MFD A4 / L1 / M1/ E1.

(6) Six months or more since last Career Check (if any).

(7) Educationally, must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and has appropriate competences (or equivalent) in English and Mathematics and has appropriate competences recorded on JPA[4] recorded on JPA.[5]

(8) Must have a letter of recommendation from a Submarine Command Qualified Officer (OF4) of current unit outlining suitability for ACES.

b. **ACES Application.** The following criteria are required for Entry onto ACES:

(1) Initial ACES applications should be made via the ACES application form at Annex C and should be submitted to the Cox'n (SM) Head of Branch (NAVY PEOPLE-TMG RNSTC COXN) who will act as the ACES Manager.

(2) Individuals who are removed from ACES or apply unsuccessfully must wait for a period of 12 months before they can apply again.[6]

c. **Profession Transfer.** Personnel who meet the eligibility criteria for entry into ACES and have completed the ACES Application form must then request a transfer to the Cox'n (SM) Profession. Profession transfer will be approved subject to meeting the criteria in Table 83A-1 IAW with the current transfer policy.

d. **Engagement.** Candidates will remain on their extant engagement and are subject to its terms of service.

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[5] BRd3(1), Para 9614a, (3).
[6] All individuals will be considered on a case-by-case basis.

e. **ACES Selection Board.** Everyone who passes the initial sift for eligibility will be examined at a selection board to be convened between the Profession Head, Cox'n (SM) Career Manager and an Independent board member.[7]

f. **Selected individuals for ACES.** The following rules apply for individuals selected for ACES:

(1) An individual will still be entitled to be presented to their source profession LH to PO Promotion board while on ACES.

(2) An individual will be advanced to PO when the promotion requirements at table 83A-1 have been satisfied to progress with ACES training and will remain in their source Profession.

(3) On the day of advancement to PO, this will be an individuals' new Incremental Basic Date (IBD).

(4) An individual will remain in their source Profession until the promotion requirements at table 83A-2 have been satisfied, when they will transfer to Cox'n (SM) and advance to CPO Cox'n (SM).

g. **Return Of Service (ROS).** To align with current policy IAW BRd 3(1) Chapter 53 Annex 53C there is a 24-month ROS, which commences from passing the Cox'n (SM) course.

h. **Candidate Extension.** If service reasons (e.g. submarine programmes) prevent a candidate from completing the minimum required sea delivery phase before the end of their membership of the scheme, an appropriate extension may be offered. If any such delay is owing to personal reasons, an extension may also be offered, this will be considered on a case-by-case basis by the ACES manager in conjunction with the Profession Manager.

i. **Warning.** Should an individual undertaking ACES fail to meet the professional and personal standards expected of the Naval Service they will be placed on a Formal Warning IAW BRd3(1).[8]

j. **Removal from the Scheme.** Individuals may be removed from ACES in the following way:

(1) Candidates may remove themself from the ACES at any time.

(2) The ACES Manager may remove candidates from ACES if they fail to meet training milestones in a timely manner.

(3) If an individual fails the final Cox'n (SM) selected board, they will be removed from the scheme and transferred back to their source profession.

[7] An independent board member does not have direct involvement with the Cox'n (SM) Profession.

k. In each of those circumstances, candidates will be transferred back to their source profession at the rate and previous IBD from when they entered the ACES. Candidates are to make the ACES manager aware of any relevant exceptional circumstances that could affect training milestone completion.

l. Personnel requesting to submit notice upon removal from the scheme will still be subject to any normal notice requirements.

m. If a candidate becomes unsuitable for service in submarines, they will be transferred back to their source profession at the rate and previous IBD from when they entered the ACES.

n. If a candidate becomes unsuitable for service in submarines, they will be transferred back to their source profession at the rate and previous IBD from when they entered the ACES.

o. Individuals who request to submit their notice will be removed from the scheme and transferred back to their source profession at the rate and previous IBD from when they entered the ACES.

p. **SJAR Requirement.** When an ACES candidate has successfully completed their 12-month assignment to the waterfront a SPEC SJAR needs to be raised with a CO's recommendation for advancement to CPO Cox'n(SM) IAW Annex 83A Table A-2.

8305. Cox'n (SM) Aptitude Clearance

a. When an individual has been recommended for the Cox'n (SM) specialisation an application is to be submitted to NAVY PEOPLE-PSP Plans Supply WO for permission to proceed to aptitude.

b. When permission is granted, the individual or unit is to liaise with the Cox'n Recording Authority to confirm the date when the applicant will attend a Cox'n (SM) aptitude.

8306. Cox'n (SM) Selection Board Procedure

The Selection Board will consist of two Command qualified individuals, and one must be a Commander X (SM), Professions Manager / Career Manager, a WO1 Cox'n (SM). The board will consist of:

a. A promotion board to ensure all PO's candidates are suitable for selection to CPO.

b. Applicants will be required to undertake the following:

(1) A short presentation on their service career to date.

(2) A question and answer-based interview.

c. The Selection Board will assess candidates' suitability based on their promotion dossier, Service Paper, Presentation and the Question and Answer based interview for suitability to proceed to Cox'n (SM) training.

d. A successful Selection Board pass and workforce clearance will be valid for 2 years.

e. The Divisional Officer and the applicant will be informed of the results of the Cox'n (SM) Selection Board.

8307. Profession Transfer Workforce Clearance

a. Once an individual has passed the Cox'n (SM) Selection Board, workforce clearance to change branch / specialisation is to be requested via NAVY PEOPLE-PSP Plans Supply WO in accordance with current regulations.

b. Personnel who have successfully passed the Cox'n (SM) Selection Board and are waiting to be assigned to the Cox'n (SM) QC must continue to meet the criteria at Para 8303. Failure to achieve this requirement may result in the candidate been debarred from transfer / selection to start Cox'n (SM) training.

c. On receipt of an Assignment Order detailing a candidate for Cox'n (SM), Divisional Officers are to check that the rating meets all the requirements at Para 8303. Queries regarding eligibility which cannot be answered in this Chapter should be referred to the Branch Manager or the Spec Adviser immediately, particularly if they concern a discipline issue, Career Check or seniority.

8308. Passing Coxswain (SM) Professional Qualifying Course

On successful completion of Cox'n (SM) PQC the following rules apply:

a. An individual leaves their original specialisation and joins the Cox'n (SM) specialisation.

b. All individuals on the same course will have their seniority date amended to the agreed Common Promotion Date (CPD).

c. An individual will be advanced to CPO Cox'n (SM) once the criteria at Table 83A-2 have been satisfied.

d. All CPO Cox'n (SM) ratings are subject to a 12-month probationary period. During this period, they must have qualified, achieved or conducted the required standard in BSQ, SCOOW Wet qualified, CPOOD (where applicable) and an Admin Inspection by FOST on their assigned unit. This is to be certified by the CO of their unit.

e. On being certified the NAVY PEOPLE-TMG RNSTC COXN is to be informed.

8309. Reversion, Disrating and Returning to Source Profession

a. If an individual has not completed within their 12-month probation period, BSQ, SCOOW Wet qualified, CPOOD (where applicable), Admin Inspection by FOST on their assigned unit. It is considered an individual is unsuitable or unable to attain the required standard of a Cox'n (SM), they will then be returned to their source profession with their original seniority as a PO or CPO.

b. Individuals who voluntarily request to return to their original source specialisation within 12 months of completing Cox'ns (SM) training will be re-instated in the rate held before undergoing training with their original seniority as a PO or CPO.

c. If and individual is disrated to a rate below CPO, they will be returned to their source specialisation.

8310. JPA Recording – Competences

Once a Cox'n (SM) has successfully completed any training which has a competency must be input to JPA by the appropriate unit HR administrator. It is the responsibility of the individual to check that JPA has been updated with the relevant competence.

8311. Education For Promotion (EFP)

Individuals must be at least a PO to transfer into the Cox'n (SM) specialisation therefore the minimum EFP is to hold Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA, therefore an individual is educationally qualified for subsequent promotion in accordance with Chapter 96.

8312. Selection for Chief of the Boat

If, due to shortages in the Cox'n (SM) specialisation, the requirement arises for a Chief of the Boat, Fleet Commander will issue separate instructions.

ANNEX 83A

RN COXSWAIN (SM) PROMOTION FLOWCHART

Table 83A-1 ACES Petty Officer – Advancement Requirements

Requirement	Competency	Proficiency Level	Notes
Selected for ACES			
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|	Pass	
Completed SCOOW Dry course	SM|Astute Class SCOOW Qualified|Navy| or SM|V CLASS SCOOW TRAINEE|NAVY|	Pass	
Recommended by the ACES Manager, based on current performance and previous reporting.			Must have completed SRLC and SCOOW dry prior to been recommended
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Serving on an ES2 / FC / OE1 / TC or ES3 / EC / 2OE which expires after the SP's forecasted end of ACES training timeline.			
Advanced to PO			

Table 83A-2 Chief Petty Officer - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Completed 12 Month Assignment to Waterfront with PFS Waiver.[1]			ACES only
CO Recommendation required for advancement to CPO Cox'n (SM)			ACES only
Successfully completed SCOOW	SM|Astute SCOOW (Dived) (ACTS36)|Navy| or SM|V Class SCOOW Qualified|Navy| competency recorded on JPA.		
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Serving on an ES2 / FC / OE1 / TC or ES3 / EC / 2OE[2]			
Successful completion of Cox'n (SM) Selection Board			
Passed Cox'n (SM) course	SM|Submarine Coxswain (COXN 001)|Navy	Pass	
Advanced to CHIEF PETTY OFFICER COXSWAIN (SM)			

[1] This replaces the 12-month probationary period for Coxn (SM) outlined in BRd 3 (1) Chapter 83 Para 8308.
[2] For ACES individuals they must be serving after their forecasted end of ACES training timeline.

Table 83A-3 Warrant Officer 2 Cox'n (SM) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on an ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the CPD			(Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at Common Reporting Date (CRD)			

Table 83A-4 Warrant Officer 2 Cox'n (SM) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
EFP			Para 8310
Promoted to WARRANT OFFICER 2 Cox'n (SM)			

Table 83A-5 Warrant Officer 1 Cox'n (SM) - Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on an ES2 / FC / OE1 or ES3 / EC / 2OE that expires after the CPD			(Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at Common Reporting Date (CRD)			

Table 83A-6 Warrant Officer 1 Cox'n (SM) - Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
EFP			Para 8310
Promoted to WARRANT OFFICER 1 Cox'n (SM)			