CHAPTER 22

PERSONNEL FUNCTIONAL STANDARDS

(Sponsor: NAVY PEOPLE-PSP EXEC SO3)

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CHAPTER 22

PERSONNEL FUNCTIONAL STANDARDS

Notes:

1. Whilst the paragraphs in Chapter 22 and Annex 22A contain the existing policy for Personnel Functions Standards (PFS) for the Royal Navy, the standards are currently under review as part of the ongoing Royal Navy Divisional and Regimental (Div&Reg) review work. Accordingly, an automated PFS/Div&Reg tool is being developed.

2. The Div& Reg Review Team are working tirelessly to develop a solution that will enable PFS/Div&Reg issues to be raised at any level and elevated quickly within units and establishments. This will enable either prompt resolution at unit (CO) level or further elevation to 1 (Flotilla/Bde) level. If necessary, the issue can finally be elevated into NCHQ for consideration by the appropriate policy desk officer. Feedback will then be sent out to units to enable visibility of issues, solutions and responses where resolution is not possible at the unit and 1* Flotilla/Bde level.*

3. Until further notice unit and establishment PFS/Div&Reg issues are to be recorded in a single all-encompassing PFS/Div&Reg feedback document and included in Flotilla returns, as applicable.

4. Any questions or queries are to be forwarded via email to the NCHQ Desk Officer: NAVY PEOPLE-PSP EMP POL SO1.

2201. Introduction

a. Personnel Functional Standards (PFS) applies to all regular Royal Navy personnel and to Maritime Reserves (according to the level of Service commitment that a reservist is undertaking).

b. PFS supports 2SL's intent for Royal Navy personnel and is a mechanism that contributes to the delivery of sufficient, capable and motivated personnel. This, in turn, underpins the Navy's Strategic Plan and the MOD's Service Personnel Plan.

c. PFS has been developed not as a contract, but as defined essential Terms and Conditions of Service (TACOS) to which the Royal Navy is committed to deliver for its personnel within available resources. In challenging economic and demanding operational times, there may be times when PFS cannot be achieved. It is imperative, however, that all units, budget holders and the Chain of Command endeavour to meet the standards set within PFS for Royal Navy personnel who are at the heart of our military capability.

d. In order to assess how the Royal Navy is meeting its commitment to its people, honest evidence based feedback is required from units; this will be a 'termly' requirement to align with divisional meetings and the timing for Navy Board Holding to Account and MCofOC reporting requirements. This is necessary to establish objective evidence of issues affecting achievement of PFS and assist 2SL in monitoring prevailing Service Conditions and, where unacceptable trends are identified, to facilitate management action or influence policy change.

e. PFS and details of the reporting requirement are at Annex 22A.

2202. Further Information

The NCHQ lead for PFS is NAVY PEOPLE-PSP EXEC SO3. Personnel should consult with PFS Chapter Sponsors (see Annex 22A Contents at Page 22A-6) direct with any specific queries.

ANNEX 22A

PERSONNEL FUNCTIONAL STANDARDS

HOLDING NOTE:

Notes:

1. Whilst the paragraphs in Annex 22A below contain the existing policy for Personnel Functions Standards (PFS) for the Royal Navy, the standards are currently under review as part of the on-going Royal Navy Divisional and Regimental Review (Div&Reg) work. Accordingly, an automated PFS/Div&Reg tool is being developed.

A FULL UPDATE TO THIS ANNEX WILL BE PUBLISHED AFTER COMPLETION OF THAT REVIEW, INCLUDING AN UPDATE TO ROLE TITLES TO REFLECT NCHQ'S POST-TRANSFORMATION ORGANISATIONAL DESIGN.

2. The Div& Reg Review Team is working to develop a solution that will enable PFS/Div&Reg issues to be raised at any level and elevated quickly within units and establishments. This will enable either prompt resolution at unit (CO) level or further elevation to 1 (Flotilla/Bde) level. If necessary, the issue can finally be elevated into NCHQ for consideration by the appropriate policy desk officer. Feedback will then be sent out to units to enable visibility of issues, solutions and responses where resolution is not possible at the unit and 1* Flotilla/Bde level.*

3. Until further notice unit and establishment PFS/Div&Reg issues are to be recorded in a single all-encompassing PFS/Div&Reg feedback document and included in Flotilla returns, as applicable. A link to the combined return can be found here[1].

4. Any questions or queries should be forwarded via email to the NCHQ Desk Officer: NAVY PEOPLE-PSP EXEC SO3.

1. Introduction

a. PFS supports 2SL's intent for Royal Navy personnel and is a mechanism that contributes to the delivery of sufficient, capable and motivated personnel. Many of the standards contained in this document are well established, embraced by current practice and legislation and, in most cases, are incorporated in rules and regulations; where appropriate the regulations are identified and are the authority for individual entitlement or eligibility.

[1] https://modgovuk.sharepoint.com/:f:/r/sites/NAVYPT-PeopleStrategy-ExecPolicyTeam/Shared%20Documents/General/PFS%20%26%20DIV%20Returns%202022?csf=1&web=1&e=qp49Se

b. 2SL, on behalf of the Navy Board, is the sponsor of PFS and is responsible for monitoring the achievement and maintenance of the standards set therein. Reporting of the status of PFS by units is required on a 'termly' basis (Spring, Summer and Autumn) to align with Divisional Meetings and the timing for Holding to Account and Moral Component of Operational Capability (MCoOC) reporting requirements. Reserve Forces are required to report in Spring and Autumn only. This PFS 'battle rhythm' provides a sustainable staffing and feedback timeline that will enable units to assess the measures taken and advice given before compilation of the next PFS report, and will help establish objective evidence of issues affecting achievement of PFS, thereby assisting 2SL in monitoring prevailing Service Conditions and, where unacceptable trends are identified, to facilitate management action.

2. Why do we have PFS?

PFS has been developed, not as a contract, but defined essential Terms and Conditions of Service (TACOS) to which the Royal Navy is committed to deliver for its personnel within available resources. PFS applies to all regular Royal Navy personnel and to Reserve Forces according to the level of Service commitment that a reservist is undertaking. Applicability of PFS for Reserve Forces has been highlighted in each PFS Chapter. Reserve Forces comprise the Maritime Reserves (Royal Naval Reserve (RNR)), the Royal Marines Reserve (RMR) and Regular Reserves (Royal Fleet Reserve (RFR)):

a. It is used to set standards which should be provided to all members of the Royal Navy; and

b. It provides procedures for identifying and reporting deficiencies ('Breaches') through the Chain of Command to 2SL area for subsequent action.

3. What are the benefits of PFS?

By maintaining PFS we will ensure better motivation, retention, satisfaction and care of our people by creating a sense of belonging and improving the understanding of the TACOS under which we serve. This in turn will lead to the inculcation of ethos, respect, discipline and good leadership and management.

4. How does PFS work?

a PFS deals with important TACOS and, as such, requires to be constantly monitored so that management action can be initiated either to prevent breaches or rectify them when they occur. In the first instance action should be taken at unit level, with progressive referral, if necessary, up the Chain of Command. There may be occasions when PFS is intentionally or unavoidably breached, but generally these will only be for exceptional operational or resource reasons; such breaches need to be reported so that early management action can be taken and, when necessary, the reasons for non-compliance communicated to those personnel affected.

(1) **Terms of Service** are the rules and regulations which govern our careers, detailing commissions, engagements and matters such as promotion and assignments. They are predominantly the responsibility of the Head, Naval People Strategy.

(2) **Conditions of Service** are the financial conditions, such as pay, pensions and allowances, and non-financial conditions, such as leave, accommodation standards, quality of catering and levels of harmony, that Service Personnel receive or experience during their service. These are predominantly but not exclusively the responsibility of Dir P&T's Deputy Director People Strategy.

b. 2SL has engaged with counterpart officers in the Army and RAF, DE&S, Joint Commands and other MOD Departments to ensure that all Royal Navy personnel may expect compliance with PFS, irrespective of where they are serving. Additionally, where Royal Navy personnel are working on partnership contracts, PFS is to be referenced in such contracts. Where RN personnel find themselves subject to lesser conditions of service set by the other Services, or PFS achievement is deliberately constrained by contractual conditions, individuals are to be made explicitly aware of the reasons for deviations from PFS.

c. The Naval Senior Officer Network (NSON) will help ensure that PFS is disseminated through the diverse employment areas for Royal Navy personnel.

5. How can I use PFS?

a. PFS should be used as a ready reference but, for more detailed information, the relevant source document and lead authorities have been identified where appropriate.

b. PFS is available to all Royal Navy personnel. Commanding Officers, Divisional Officers, Troop Commanders, and Budget Holders are to ensure that in the exercise of their delegated authority they endeavour not to vary TACOS to the extent that PFS is breached. Individuals have a responsibility to ensure that enabling systems such as JPA are maintained with accurate and up-to-date information. This is essential if accurate assessment of areas of PFS is to be achieved by the Chain of Command. The Chain of Command must ensure that robust measures are in place within units to ensure that PFS is being met. Where PFS is being breached, despite all efforts by the Chain of Command to address them, then this is to be reported to the NPS Employment Policy area following the reporting guidance below.

6. What are the Categories?

PFS is divided into two separate categories which are defined as:

a. **Category A (CAT A).** Mandatory requirement, the cost of which must be included in the Planning Round and cannot be amended by Budget Holders. The target for all CAT A Standards, as mandatory costed items or statutory requirements, is to be 100%.

b. **Category B (CAT B).** Desirable objectives which Budget Holders are strongly encouraged to achieve in order to maintain balanced terms and conditions throughout the Royal Navy, but over which they have discretion as to the extent of application.

7. Measure of Effectiveness

a. Accurate and timely reporting of PFS breaches is essential as the information provided to Navy Command Headquarters (NCHQ) forms an integral part of the measurement of effectiveness of the Royal Navy's Moral Component of Operational Capability (MCoOC). Additionally, by receiving accurate assessments of the status of PFS standards within units, NCHQ is able to maintain evidence to support future changes to policy or processes where required. NCHQ will report Very Serious breaches of PFS through the Navy Board Standing Objectives Holding to Account Report and through 2SL's Personnel Executive Group (PEG) which specifically address risk reports.

b. In order to establish credible and objective evidence of PFS status, units are to report on the status of PFS on a termly basis (Reserve units have dispensation to report in Spring and Autumn only). **Assessments of CAT A PFS for Accommodation, Career Management, Harmony, Leave and Fitness, Sport and Adventurous Training are mandatory.** An Excel based PFS Reporting Tool has been designed to simplify the reporting requirement and which is available to COs of units, with supporting guidance notes, to complete PFS reports. Completed reports, with contextual comments, are to be returned to NAVY PEOPLE-PSP EMP POL SO1 on 31 Mar (Spring), 31 Jul (Summer) and 30 Nov (Autumn) annually.

c. Reports should follow the Qualitative Assessment criteria (detailed below). Feedback from PFS reports will be collated in a PFS Database, from which evidential reports will be used to inform NCHQ senior management and affect subsequent management action as necessary.

8. Qualitative Assessments and Feedback

a. The following table provides guidance on the definitions of the status of PFS and guidance to the qualitative assessments to be used. When reporting, units should indicate their assessment of PFS status against respective Chapter headings.

Table 22A-1. Guidance on the Definitions of the Status of PFS

	Definition	Qualitative Assessment
Satisfactory	No shortfall identified	The standard has been met to acceptable quality levels.
Minor Weakness	For assessments classified as 'Minor Weakness' the shortfall may require a change in priorities at unit level to rectify the problem.	A single serious shortfall or a number of minor shortfalls in the delivery of acceptable quality levels.
Serious Weakness	For assessments classified as 'Serious Weakness' the shortfall may require a change in priorities at Command level to rectify the problem.	A single very serious shortfall or a number of serious shortfalls have been identified which severely restrict the delivery of acceptable standards.
Very Serious Weakness	Assessments classified as very serious indicate that the shortfall is critical to the achievement of core TACOS. Very Serious Weakness issues will be directed to Navy Command TLB/NAVB for consideration.	The shortfall from target is considered critical to the delivery of core TACOS.

b. When reporting the following amplifying information should be included:

(1) The reason(s) for, and scale of, the variance.

(2) The effect(s) of the variance upon personnel.

(3) The proposed action to remedy the shortfall.

c. NCHQ Chapter sponsors will provide written feedback on Very Serious and Serious weaknesses through a consolidated feedback return to be released 31 May (Spring term feedback), 30 Sep (Summer term feedback) and 31 Jan (Autumn term feedback).

d. NAVY PEOPLE-PSP EMP POL SO1 is the desk level sponsor for PFS. ***Specific queries should be directed in the first instance to the relevant Chapter sponsor identified within PFS.***

e. Contact details for the PFS sponsor desk are:

DII(F) E-Mail: NAVY PEOPLE-PSP EMP POL SO1
Mil Tel: 93832 5514
BT: 02392 625514

f. PFS has been subjected to Equality Analysis. Specific policies referenced in PFS will be subject to Equality Analysis by policy sponsors.

CONTENTS[2]

Section Number	PFS Standard	Chapter Owner	Chapter Sponsor	Categories
1.	Accommodation	PFCS ACCOM SO1	NAVY NPS-PEOPLE SPT ACCOM SO1	CAT A CAT B
2.	Career Management	HD CM	CM POLICY & MI SO2C	CAT A CAT B
3.	Catering	LOG INFRA-OPS DACOS	NAVY LOG INFRA-OPS AFLO SO3	CAT A
4.	Representations and Service Complaints	PERSONNEL CASEWORK DACOS	NAVY LEGAL-CASEWORK TEAM LDR SO1	CAT A CAT B
5.	Data Protection Act	SEC-DEP HD	NAVY SEC-2 DPA CDPO	CAT A
6.	Discipline and Service Law	LEGAL DACOS	NAVY LEGAL-DISCIPLINE LAW SO1	CAT A CAT B
7.	Diversity and Inclusion	NPS	NAVY NPS-DANDI SO1	CAT A
8.	Fitness, Sport and Adventurous Training	NPS	NAVY NPS-PEOPLESPT DACOS	CAT A CAT B
9.	Harmony	NPS	NAVY NPS-STRATPOL EMPLOY POL SO1	CAT A CAT B
10.	Health Promotion	PERS-CNPD	NAVY PERS-CNPD	CAT A CAT B
11.	Health and Safety	SSM-CESO	NAVY SSM-CESO HS POL SO1C	CAT A
12.	Leave (Absence)	NPS	NAVY NPS-STRATPOL EMPLOY POL SO1	CAT A CAT B
13.	Lifelong Learning	TRG HQ-DACOS	NAVY TRG HQ-EL3 SO2	CAT A CAT B
14.	Pastoral and Spiritual Care	CHAPLAINCY-DCOTF	NAVY CHAPLAINCY-COTF-DCOTF	CATA
15.	Pay and Allowances	REM SO2	NAVY PEOPLE-REM SO2	CAT A
16.	Pensions	REM SO2	NAVY PEOPLE-REM SO2	CAT A
17.	Personal Health	MED-DACOS HEALTH	NAVY MED-INTEL CUST SO1	CAT A CAT B
18.	Resettlement	TRG HQ-DACOS	NAVY TRG HQ-EL3 SO2	CAT A CAT B
19.	Specialist Welfare	PERS-PFCS DACOS	NAVY PERS-PFCS SO1	CAT A
20.	The RN Divisional and RM Regimental System	NPS-COS	NAVY PEOPLE-PSP EXEC SO3	CAT A CAT B
21.	Travel	REM SO2	NAVY PEOPLE-REM SO2	CAT A
22.	Uniform and Specialist Clothing	LOG INFRA-OPS DACOS	NAVY LOG INFRA-OPS SC POL SO1	CAT A

[2] PFS Standards in bold have a mandatory reporting requirement.

SECTION 1

ACCOMMODATION

Single Living Accommodation (SLA)[3]

Sponsor: NAVY NPS-PEOPLE SPT ACCOM SO1

CAT A

a. To provide suitable accommodation, in accordance with **JSP 464** - Tri-Service Accommodation Regulations, for entitled personnel who choose or are obliged to live in SLA. Where, in Navy Command establishments and units, SLA is not available to meet the long-term programmed requirement, the need for increased provision is to be reported to NCHQ[4]. The short-term alternatives are:

(1) **Financial Recompense.** In the form of reduced accommodation charges on a sliding scale, when accommodation in the best condition cannot be provided.

(2) **Substitute Service Single Accommodation**. The provision, through an authorised agency contractor, of Substitute Service Single Accommodation (SSSA). SSSA is provided to meet requirements lasting six months or more, where there is no SLA available or the condition/type available is such that the Commanding Officer deems it unsuitable for allocation to the individual concerned.

(3) **Lodging Allowance.** When SLA is unavailable and SSSA is unavailable or inappropriate, Lodging Allowance is provided to enable Service personnel in the UK to rent accommodation and meet associated necessary costs.

b. To ensure that all plans for SLA new build and major refurbishment in Navy Command establishments and units will, providing it is achievable within the constraints of available space within the footprint of the establishment/unit and existing building limitations (e.g. where SLA is located within listed buildings), provide all trained personnel with single-occupancy cabins to the JSP 315 scales in force at the time of build/major refurbishment.

c. To ensure that in Navy Command establishments and units, TV rooms and other communal spaces are not misappropriated for use as SLA.

d. To ensure that, except when undergoing training, officers and senior ratings/SNCOs are always accommodated in single-occupancy cabins.

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[3] Note that accommodation at sea is **not** classified as SLA.
[4] SLA Risk is to be reported via the Navy Command TLB Active Risk Manager (ARM) process. SLA requirements are to be raised via the Infrastructure Statement of Need (SoN) process and included in the site's Integrated Estate Management Plan (IEMP).

e. To provide accommodation services[5] for permanent and "duty" SLA (not transit) as follows:

(1) **All Ranks/Rates.** To clean all cabins/rooms, including en-suite facilities, on change of occupancy.

(2) **Officers.** To provide twice-weekly cleaning of cabin accommodation including en-suite facilities. Daily cleaning (Mon-Sun) of all communal areas and ablutions. Where cleaning is undertaken through an output-based contract, the appropriate Key Performance Indicators (KPIs) are to be met. Where necessary, clean Service linen to be provided and made up weekly (Service issue linen is cleaned at public expense).

(3) **Senior Ratings/SNCOs.** To provide twice-weekly cleaning of cabin accommodation including en-suite facilities. Daily cleaning (Mon-Sun) of communal areas and ablutions. Where cleaning is undertaken through an output-based contract, the appropriate Key Performance Indicators (KPIs) are to be met. Where necessary, clean Service linen to be provided weekly.

(4) **Junior Ratings/RMORs.** To provide twice-weekly cleaning of en-suite facilities. To provide daily cleaning (Mon-Sun) of communal areas and ablutions. Where cleaning is undertaken through an output-based contract, the appropriate Key Performance Indicators (KPIs) are to be met. Where necessary, clean Service linen to be provided weekly.

CAT B

a. SLA is always to be allocated by rank in accordance with the SLA eligibility table in JSP 464, Part 3, Chapter 3, Paragraph 0302 and the provisions of JSP 464, Part 3, Chapter 5.

b. In Navy Command establishments and units, SLA at or below Standard 4 for Condition is not to be allocated.

c. Other than in the most exceptional circumstances (requiring prior approval from NCHQ), SLA rooms in Navy Command establishments and units are not to be furnished with more bed-spaces than they were originally scaled for[6].

d. In Navy Command establishments and units, separation is to be maintained between SLA for officers, senior ratings/SNCOs and junior ratings/RMORs (i.e. not provided in the same accommodation block). Where this not achievable, prior approval must be sought from NCHQ to temporarily (normally no longer than 12 months) mix ranks/rates in the same building/accommodation block providing floor/wing separation is able to be maintained and, ideally, separate building/block entrances used.

[5] The NCHQ lead for Accommodation Services is NAVY LOG INFRA-INFRA SFM.
[6] The granting of approval is not to prevent such action being reported as a Cat B breach for as long as the accommodation remains compromised.

Service Family Accommodation (SFA)

Sponsor: NAVY NPS-PEOPLESPT ACCOM SO1

CAT A

To provide suitable family accommodation to entitled personnel, including Mobilised Mar Res and personnel on FTRS(FC), detailed in JSP 464.

Accommodation in HM Ships and Submarines

Sponsor: NAVY NPS-EXEC SO1

CAT A

a. The officers and Ship's Company of submarines operating outside of Base Ports are to be accommodated ashore in suitable Service Accommodation or hotels when not required for duties on board.

b. Embarked staffs and visitors to ships and submarines who are required to sleep in austere accommodation on board at sea (e.g. camp beds in fan chambers), are to be accommodated ashore, if necessary in hotels, when the unit is alongside.

c. All bunks are to be fitted with an appropriately sized curtain in order to provide privacy to the occupant.

d. All messdecks and recreational areas are to be fitted with appropriate soft furnishings including seat covers and curtains which are to meet extant DEFSTAN. Soft furnishings are to be clean, well-fitting and in good order, and are to be cleaned at Crown expense.

CAT B

a. Visitors to units, both Service and civilian of any of rank, rate or grade, are to be accommodated in a bunk appropriate to their rank, rate or grade. Where this is not possible, they are to be accommodated in the next best grade of accommodation. A CO's responsibility for Safety, Health and the Environment (SHE) is to have primacy over rank entitlements. Irrespective of 'bunking' arrangements, individuals are to dine and make use of recreational facilities in the mess appropriate to their rank, rate or grade. Austere accommodation is to be a measure of last resort.

b. Complement Ship's Company should not be displaced from their bunks in order to accommodate visitors or contractors. Exceptionally and where no alternative exists, a CO may authorise a short, temporary displacement of a ship's officer in order to accommodate a senior officer or VIP.

c. Carpets, in messes, messdecks and recreational spaces are to be contract cleaned at intervals not exceeding six months.

Relocation Allowances

Sponsor: NAVY PEOPLE-REM SO2

CAT A

a. To pay Disturbance Expenses to entitled personnel as a contribution towards the necessary additional expenses that may arise when the Services require personnel to make a qualifying move to or from a Residence at Work Address on permanent assignment (**JSP 752 Chapter 12 Section 1).**

b. To pay removal expenses to entitled personnel moving personal effects within authorised entitlement to a residence at a new place of duty (**JSP 752 Chapter 12 Section 4**).

c. To pay charges, within certain limits and subject to specified conditions, for unaccompanied baggage to entitled Service personnel and, where appropriate, their dependants, when moving at public expense within the UK and between the UK and worldwide destinations on change of permanent place of duty (**JSP 752 Chapter 12 Section 4**).

d. To pay charges, within certain limits, incurred by entitled personnel assigned overseas for the storage of personal effects in the UK (**JSP 752 Chapter 12 Section 4**).

Homeowner's Package

Sponsor: NAVY PEOPLE-REM SO2

CAT A

a. To provide financial assistance to entitled personnel to enable them to purchase their own property in accordance with Tri-Service Accommodation Policy by:

(1) Forces Help to Buy (**JSP 464 Volume 1 Chapter 6**).

b. The refund of legal expenses (within prescribed limits), and associated expenses for house purchase and sale (**JSP 752 Chapter 12 Section 3**) The refund of legal expenses (new buyer) if buying a first property for use as a Residence at Work Address at a new duty station (**JSP 464 Volume 1 Chapter 8**).

c. To refund legal expenses and solicitor's fees incurred solely in regaining possession of the property which had been let for Service reasons, subject to specific qualifying conditions. Expenses incurred in relation to rent arrears, damage to property, checking payments, tracing the tenant, and any costs incurred as a result of not using a solicitor to draw up the tenancy agreement, or any other matter not directly related to repossession are not included (**JSP 752 Chapter 12 Section 3**).

SECTION 2

CAREER MANAGEMENT

Definition of Career Management

"The assignment of individuals in accordance with endorsed current and future Service Requirements, exploiting skills, career development needs and, whenever possible, personnel preferences, whilst providing advice on future career paths."

Officers' Career Management

Sponsor: NAVY PCAP-CM POLICY & MI SO2C

CAT A

a. To assign officers to meet the requirements of the Service, to develop their careers to make the best use of their abilities ensuring that their suitability for promotion is developed and to give due weight to the preferences of individual officers concerning the type, location and timing of assignments, taking into account their family circumstances (see Chapter 59 Section 1).

b. All eligible officers are to be considered for selection to attend national or overseas staff courses.

c. All officers will have the opportunity to be considered for transfer to a longer career until they reach a Full Term Commission (FTC).

d. After the first 10 years of service all officers will have the opportunity to have a personal interview with their Career Manager to update them on their career aspirations and personal circumstances at least once every three years, but generally once per assignment (see Annex 58B).

e. To provide as much notice of assignments as practical (see Chapter 59 Section 11) and at least three months' notice for a home base[7] assignment and a minimum of five months' notice for non-home base or LFS assignments.

Notes:

1. Deputy Director People Delivery (DDPD) staff plan to give at least the minimum notice for all assignments as described unless operational reasons dictate that the required notice is unachievable. In such cases, authorisation must be given by Head of Career Management and an auditable trail will be created to show the decision making process.

2. It is often impractical for individuals assigned to and from courses to receive the minimum notice period (see Para 5942), therefore any such instances will be treated as a CAT B PFS breach and therefore do not require authorisation by Head of Career Management.

[7] A home base assignment is defined as one where the new assignment is to a location where the distance from their current residence at place of work address is no more than 50 miles (or 90 minutes by public transport) iaw JSP 752 article 04.1314.

f. All officers will be allowed to submit 12 months' notice to leave the Service, subject to a minimum Return of Service (RoS) after specified courses, or RoS associated in respect of promotion, training received or associated with the award of a Financial Retention Initiative (FRI).

CAT B

a. To achieve shore assignment lengths of 2½ years with six months' flexibility above or below (see Annex 59G).

b. Within the first 10 years of service officers have the opportunity for a personal interview with their career manager to update them on their career aspirations and personal circumstances generally once per assignment.

WO, Senior and Junior Ratings and RMORs' Career Management

Sponsor: NAVY PCAP-CM POLICY & MI SO2C

CAT A

a. For all WO, Senior and Junior Ratings to be assigned to meet the needs of the Service, where at all possible taking personal preferences and family circumstances into account (see Chapter 59 Section 1).

b. To enable personnel to realise their potential through advancement and promotion within their specialisation and in line with the needs of the Service by:

(1) The provision of appropriate training courses and associated facilities throughout a career to ensure people are properly trained to carry out the tasks expected of them when put to the test in a hostile environment; this should take the form of career training, TEM, PJT and PWT.

(2) The provision of professional qualifying courses.

(3) The provision of command courses (see Chapter 69 Section 3).

c. To provide the opportunity for eligible applicants to be considered for selection for promotion to commissioned rank (see Chapter 50).

d. To provide the opportunity for selected applicants in the RN, RM and QARNNS to serve beyond the completion of a 22-year engagement, as circumstances allow (see Para 4946).

e. DDPD staff are to provide Promotion Prospect Assessments (PPAs) for CPOs of at least five years seniority who are eligible in all respects for promotion to WO2 RN.

f. DDPD RM RCM staffs are to provide Promotion Prospect Assessments (PPAs) for all RMORs up to the rank of CSgt where positions exist at WO2 RM within Specialisation.

g. To provide access for individuals to receive assignments and career advice and guidance through face to face interviews with the DDPD Career Managers in NCHQ and the Waterfront Career Management Cells (CMC) in Portsmouth, Devonport and Faslane Naval Bases, and at Royal Naval Air Stations at Culdrose and Yeovilton. Advice is to be provided through interview giving guidance on direction, courses available and career planning.

h. To provide as much notice of assignments as practical (see Chapter 59 Section 11) and at least three months' notice for a home base[8] assignment and a minimum of five months' notice for non-home base or LFS assignments.

Notes:

1. DDPD staff plan to give at least the minimum notice for all assignments as described unless operational reasons dictate that the required notice is unachievable. In such cases, authorisation must be given by Head of Career Management and an auditable trail will be created to show the decision making process.

2. It is often impractical for individuals assigned to and from courses to receive the minimum notice period (see Para 5943), therefore any such instances will be treated as a CAT B PFS breach and therefore do not require authorisation by Head of Career Management.

3. Ratings in Shore Service not on LFS may be subject to Emergency Relief Pool (ERP) rules.

i. All ratings will be allowed to submit 12 months' notice to leave the Service, subject to a minimum Return of Service (RoS) after specified courses, or RoS associated in respect of promotion, training received or associated with the award of a Financial Retention Initiative (FRI). Ratings must complete 2½ years' service after completing their Standard Initial Training Period (SITP) before they may be released.

CAT B

a. Senior Ratings remaining on Sea Service will have a nominal Future Availability Date (FAD) of 36 months, after which they can expect a minimum of 18 months' Shore service.

b. If over-riding operational requirements dictate an extended Sea Service assignment of up to six years for a Senior Rating, this will be followed by a two year Shore Service assignment in First Preference Area, on condition that the declared First Preference Area is not changed within 12 months of Future Availability Date (FAD). Back-to-back sea assignments will be authorised personally by Head of Career Management. An assignment to a non-preference Shore Service Assignment will be given a FAD of two years from joining and will be reviewed prior to the 24 month point from joining.

[8] A home base assignment is defined as one where the new assignment is to a location where the distance from their current residence at place of work address is no more than 50 miles (or 90 minutes by public transport) iaw JSP 752 article 04.1314.

c. To assign ratings/ORs, where possible, to billets in their stated First Preference Area (see Para 5803).

d. Units are to endeavour to provide a minimum notice period of 30 days to an individual moving ashore from the seagoing unit where that individual would normally be exempt food and accommodation charges.

Squadded Ratings

To enable individuals in a Squad to plan their immediate programme, in consultation with the Divisional Officer and the individual, they will be provided with a rolling six month Personal Plan by the EWO/SM Cox'n.

Note. *FADs for Squad assignments will normally be set at 48 months after joining. Reasons for being assigned from the Squad include:*

a. Transfer to another ship, to a preference area or within the same base port.

b. Transfer to Squad requiring second AB tour (e.g. MWV).

c. Drafted to Shore Service or Local Foreign Service.

d. Branch or Arm transfer.

e. On promotion following command and qualifying courses, unless circumstances permit the return of the individual back to the original unit.

f. Assigned to a non-Squad Sea Service billet.

Personal Turbulence

a. Standfast volunteers, personnel should only be moved temporarily to fill (Note 1) another JPA assignment at short notice a total of three times in any 12 month rolling period, and for a cumulative total duration of no more than 57 days. Such movements (number and duration) are to be recorded in JPA (see Annex 59I) and reported in the professional section of any subsequent Pain and Grief proforma raised on an individual in response to a further request for temporary cover.

b. A Service person moved to provide a temporary fill should be given a minimum of two working days' notice to move (Note 2).

Notes:

1. A temporary fill is defined as a period of eight to 30 days inclusive. Periods greater than 30 days require the Career Manager to take assignment action (in accordance with Para 5948) and as such come under the Career Management PFS. Inter-unit loans of personnel lasting seven days or less should be regarded as routine business and are not affected by this PFS. Personnel movement to undertake training or training courses is exempt from this PFS, as are short notice assignments under existing ERP rules.

2. The notice to move is to allow personnel time to organise their personal lives. As such, when given notice to move the individual should be stood down immediately from their current place of work. They should not be required to present themselves for duty at the receiving unit, mounting centre, or point of departure (airport, railway station, etc.) for a minimum of two working days from this point. Longer notice may be considered appropriate particularly for Personnel e-OPDEFs at Category B or less, commensurate with the operational imperative.

Annual Appraisal Reports (see Chapter 57)

Sponsor - NAVY PCAP-CM POLICY & MI SO2C

CAT A

a. Annual appraisal reports are mandatory for all personnel – officers, ratings and other ranks (including those over-zone for promotion and pre-retirement). Reporting informs the Subject how well they have performed identifies their potential and advises how they may improve their performance and potential. It is also used for Career Management in selection for promotion and extended commission/career, assessing suitability for specific assignments and command selection.

b. All individuals are entitled to, and should have, identifiable and nominated 1st and 2nd Reporting Officers[9] (1RO and 2RO) to commence the reporting process at the beginning of the reporting period. Thereafter, the process is continuous with three distinct stages:

(1) Start of Reporting period – setting Roles and Responsibilities and Personal Objectives.

(2) Mid Period Appraisal Review (MPAR).

(3) Final Appraisal – e.g. End of Tour, Supersession or Annual at Common Promotion Date.

[9] Exceptionally, in certain cases such as personal staff officers and officers employed in small and/or remote organisations where the 1RO is a 1* or Flag officer, a single RO only is acceptable.

c. As a general rule, a full Appraisal Report is required for periods of six months or more with Short Stand-alone Tour (SST) reports for periods of two to six months; alternatively, for detachments of two to six months when the Subject is returning to their parent unit, an Insert Slip should be raised for attachment to the main appraisal report (**JSP 757**).

d. All personnel are to receive a Mid-Period Appraisal (MPA), which is to be a formal indication of their performance in an assignment, between the fourth to eighth months of the annual reporting cycle (**JSP 757 Articles 3.03b and 7.03b**).

e. All personnel will have access, through JPA, to the finalised Consolidated Appraisal Report written on them (**JSP 757 Articles 3.18 and 7.18**)

Maritime Reserve Forces

Sponsor: NPT(Res)

NPT (Res) will act as the focal point for the Career Management of the RNR and RFR and NPT(RM) for the RMR. They will utilise the categories of Reserve Service articulated in the Reserve Forces Act 1996 (RFA 96) to facilitate extraction of a Reservist from the Reserve Force into either FTRS, Part Time Reserve Service (ADC), or Mobilised Service depending on the needs of the Regular Service. Where applicable, PFS that apply to Regular Service personnel will apply to the Maritime Reservist. In addition to this the following standards will be applied:

Annual Appraisal Reports - Maritime Reserve Forces

CAT A

a. **Volunteer Maritime Reserves (Royal Naval Reserve (RNR)/Royal Marine Reserve (RMR) Personnel).** RNR/RMR personnel are to be reported on as follows:

(1) RNR/Queen Alexandra's Royal Naval Nursing Service Reserve (QARNNS(R)). Reports on OJAR/SJAR are to be completed on JPA on the same dates and occasions as for regular RN personnel (**JSP 757 Chapters 2 and 6, Annex C**), restricted to:

(a) **Officers**

i. In zone officers, holding substantive rank of Lt with more than five years' seniority.

ii. Over zone officers, when specifically requested by the individual.

(b) **Ratings,** when eligible for promotion.

(2) **RMR - List 1.** Reports on OJAR/SJAR are to be compiled on JPA on the same dates and occasions as for regular RM personnel. The parent RMR unit is responsible for ensuring that a request for a Detachment Insert Slip is made on JPA for RMR officers attached to RM units for periods of continuous training in excess of two weeks (**JSP 757 Article 9.05**).

(3) Volunteer Reserves (RNR/RMR/QARNNS(R)) Personnel on Full Time Reserve Service (FTRS). Volunteer Reserve (RNR/RMR/QARNNS(R)) personnel on FTRS are to be reported on as follows:

Reports for RNR and RMR officers and ratings/other ranks serving on FTRS are to be completed on JPA on the same occasions as for RN/RM personnel. The parent RNR/RMR unit is responsible for initiating reports, including setting the appropriate Reporting Chain, and liaising with the reporting officer in the FTRS employing unit (**JSP 757 Articles 2C.08 and 6C.06 – 6C.08**).

b. **Mobilised Maritime Reserves (RNR/RMR/QARNNS(R)) Personnel.** Mobilised Reserve (RNR/RMR/QARNNS(R)) personnel are to be reported on as follows:

Personnel of the Volunteer Reserves who are called out for active service or recalled for full-time service in peacetime are to be reported upon on JPA in the same manner and on the same occasions as regular service officers and ratings. Where a period of mobilisation is for six months or less, a Short Appraisal Report is to be raised (**JSP 757 Articles 5.07 and 9.07**). Responsibility for administration lies with the parent employing unit.

c. **Royal Fleet Reserve (RFR) Personnel on Mobilised or Full Time Reserve Service.** RFR personnel on Mobilised Service and FTRS Service are to be reported on as follows:

Reports on RFR personnel are to be completed on JPA by the employing unit on the same occasions as for RN/RM personnel. Where a period of mobilisation is for six months or less, a Short Appraisal Report is to be raised (**JSP 757 Articles 5.07 and 9.07**). In all cases, the final reporting officer is to include a statement regarding the suitability of the individual for further FTRS and, where appropriate, service in the acting higher rank/rate.

Career Management - Maritime Reserves Forces

CAT A

a. For all personnel to be assigned to meet the needs of the Service, where at all possible taking personal preferences and family circumstances into account

b. To provide as much notice as possible of FTRS new commitments, commitment renewals and at least:

(1) Three months' notice for FC assignments.

(2) Four weeks' notice of LC and HC assignments.

c. To provide six months' notice to terminate a FTRS FC and four weeks' notice to terminate a FTRS LC, HC and ADC in accordance with the notice periods articulated in BR 64 (BRd 3(2)).

d. Where possible to not exceed the limits of call-out in a specified period in accordance with JSP 753.

CAT B

a. To provide as much notice as possible to a Maritime Reservist who is called-out to permanent service and to issue call-out papers at least 60 days before the date of call-out.

b. To provide at least three months' notice if a commitment is not to be renewed

Stability for Service Personnel who are, or have Spouses/Partners who are Undergoing Courses of Assisted Conception Treatment

Sponsor: NAVY PCAP-CM POLICY & MI SO2C

CAT B

a. To provide, wherever possible, stability for regular Service personnel who are seeking to access NHS Assisted Conception Services for themselves or their spouse, civil partner or partner on condition that the chain of command and/or Career Manager is consulted early in the process in order to set the conditions to allow for planned stability.

b. Ensure, where possible, that any assignment generated by the need for stability does not adversely affect the Service person's career profile. However, personnel requesting stability for this purpose should understand the potential career implications of such a request and must accept that there may be occasions when this is not possible because of the overriding needs of the Service. No concession can be expected if a professional development course is missed in order to achieve stability for the purposes of accessing NHS assisted conception services, therefore, a period of stability may not be in the best interests of their military career.

(1) The length of the period of stability needed will vary with each case and according to the treatment being given, but will normally be up to six months. All pre-assisted conception investigations (in and outpatient) will not be subject to stability, rather this element would be as any other in or outpatient treatment is conducted. The period of stability will cover the time needed for one attempt at assisted conception to be completed, of around three months, and if the pregnancy is successfully achieved then the stability period may be extended to enable the couple to be together for at least three months in order to reduce the likelihood of stress induced miscarriage. Any longer period of stability to allow for further attempts to conceive if the first try is unsuccessful will be at the discretion of the Career Manager.

(2) These provisions do not allow personnel the right to demand an assignment in a particular location in order to seek treatment from a particular provider. Nor does access to NHS Assisted Conception Services entitle personnel to avoid an assignment for which an Assignment Order has already been issued.

SECTION 3

CATERING

Sponsor: NAVY LOG INFRA-OPS AFLO SO3

CAT A

a. To maintain compliance with the MOD's military feeding and catering strategy and the quality of life for Service personnel by:

(1) The provision of a varied, nutritious and healthy diet in keeping with the MOD's Nutrition Policy Statement (JSP 456 Vol 1 Chapter 4).

(2) The provision of three (four at CTCRM for all personnel undertaking the initial training phase) properly prepared meals per day to entitled personnel (subject to a contribution towards the cost of feeding through the appropriate daily food charge for those not entitled to be fed at Crown expense).

(3) The provision of separate messing facilities for officers, Warrant Officers/senior ratings/SNCOs and junior ratings/ORs to scale standards (JSP 315).

(4) Compliance with all relevant national and European Food Safety legislation.

(5) The provision of staff and facilities for Official Mess Functions for mess members in established Service messes ashore as follows:

(a) **Wardroom/Officers' Mess.** 12 Official Functions per annum. Generally, these are two seasonal balls and 10 other functions (e.g. Mess Dinners) as agreed by Mess Committees. For all such functions labour costs (up to midnight or as otherwise authorised by the TLB) are funded at public expense.

(b) **Warrant Officers/Senior Ratings/SNCOs Mess.** six Official Functions per annum. Generally, these are two seasonal balls and four other functions (e.g. Mess Dinners) as agreed by Mess Committees. For all such functions labour costs (up to midnight or as otherwise authorised by the TLB) are funded at public expense.

Note. *Maritime Reserves are not entitled to the crown funded functions (labour costs) for Officers and Senior Rates' messes as is the norm for other full time naval personnel. However, if they are serving in a unit which is attached or within a Naval establishment, and are Mess Members, they are entitled to attend those functions hosted in the respective Mess.*

(6) For Catering, Retail and Leisure (CRL)/Pay as You Dine (PAYD) units in established Service messes ashore the appropriate level of service for officers, Warrant Officers/senior ratings/SNCOs and junior ratings/RMORs will be provided in accordance with individual unit contract specification.

b. Individuals will be fed at crown expense when qualifying criteria are met as laid down in **JSP 754** and **JSP 456 Vols 2 and 4**.

c. Reclamation of the Daily Food Charge/Core Meal, and payment of Special Messing Allowance, Food and Incidentals Allowance, LOSLOA, when the qualifying criteria as laid down in **JSP 752** are met.

d. Provision of a duty meal or meals when entitled under the criteria laid down in **JSP 456** and **JSP 754**.

e. Catering for the dietary needs of individuals on religious, ethnic, medical or lifestyle choice (e.g. vegetarian) grounds, where logistic and operational circumstances permit.

f. **Maritime Reserves.** Where MR personnel serve in RN/RM units, then they will benefit from the same catering services as for regular Royal Navy personnel. Where RNR/RMR units are not co-located with RN/RM units they do not benefit from MoD funded catering services. There is a clear requirement for COs of Reserve units to comply with MoD Policy rules and regulations with regarding safety, including food safety (Reference BR 9147 – Navy Command Safety and Environmental Management System).

SECTION 4

REPRESENTATIONS AND SERVICE COMPLAINTS

see Chapter 23

Sponsor: NAVY LEGAL-CASEWORK TEAM LDR SO1

a. Handled properly, Representations and Service Complaints have the potential to highlight areas for management improvement and administrative efficiency, bringing a broader benefit to morale. This is particularly so where those exercising Service duty of care overtly promote and ensure a positive culture to support those involved in the Service Complaints process (including Complainants, Respondents and witnesses) and capture and implement lessons identified. In any leadership position, the receipt of a Representation or Service Complaint 'on your watch' should not be regarded as a sign of failure. Taking a positive and confident approach to ensure that Representations and Complaints are handled properly will be recognised as a sign of a successful, mature and capable management, and individual performance appraisal assessments should reflect capability and behaviour in this regard.

b. The general principle is that all Representations and Complaints are to be dealt with at the lowest level of the command chain commensurate with the provision of an authoritative reply.

c. Representations and Service Complaints apply to all members of the Royal Navy including the Reserve Forces, subject to policy and statutory limitations. The procedures to be followed can be found in BRd 3(1) Chapter 23, JSP 831 (Redress of Individual Grievance: Service Complaints) and JSP 763 (The MOD Bullying and Harassment Complaints Procedures).

Representations

CAT A

a. Any member of the Royal Navy wishing to make a Representation about any Service matter, whether personal or general, including matters affecting their or another's welfare and any suggestion connected with the Service, will be allowed to submit it to their Commanding Officer, through the divisional/regimental and command chain as appropriate.

b. Where the Commanding Officer rejects such a representation, a member of the Royal Navy who is personally affected by the issue will be allowed to submit a Service Complaint.

Service Complaints

a. Any member or former member of the Royal Navy who believes they have been wronged in relation to their service will be allowed to submit a Service Complaint.

b. Valid Service Complaints will be dealt with in accordance with BRd 3(1) Chapter 23, JSP 831 (Redress of Individual Grievance: Service Complaints) and JSP 763 (The MOD Bullying and Harassment Complaints Procedures) and any other tri-Service guidance as appropriate.

c. Any person entitled to submit a Service Complaint and any person implicated in a Service Complaint (a 'Respondent') is entitled to the support and advice of an Assisting Officer. An Assisting Officer should assist the Complainant with the drafting of the formal complaint in order to assist to focus the issues and make the complaint easier to investigate. Wherever possible the Assisting Officer will be an appropriately qualified person requested by the Complainant or Respondent (see also **JSP 831 Annex I**).

d. Every effort will be made to ensure personal differences are resolved as quickly, fairly and amicably, and at the lowest level possible. Any person concerned that they have been subjected to bullying, harassment or discrimination, and any person implicated, is entitled to receive advice and support from the unit Diversity and Inclusion Adviser (D&I(A)).

e. Complaints of bullying, harassment or discrimination that require formal investigation will be investigated thoroughly, expeditiously and impartially by Harassment Investigating Officers.

f. Commanding Officers will consider appropriate administrative or disciplinary action, including appropriate comment in annual appraisals, as regards any person under their command found to have bullied or harassed anyone, in accordance with CDS's guidance (CDS/1/1/6 dated 17 Sep 10) now incorporated into BRd 3(1) Chapter 23 Annex 23I.

CAT B

a. Timelines for resolution of Service Complaints are governed by JSP 831, JSP 763 and 2013DIN01-002 implementing a 24-week total timeline. In order to meet the overall 24-week timeline for handling all three levels of the Service Complaint Process, handling at Level 1 of the process should be complete within eight or 12 weeks, depending on the complexity of the case (BRd 3(1) Chapter 23 refers). CNLS staff are responsible for monitoring performance against the overall 24-week target set by the MOD and periodically will report unit complaint handling and JPA performance to 1*/2* higher formations.

b. Complainants and Respondents must be updated on the progress of the complaint at least every 30 working days.

The Service Complaints Commissioner for the Armed Forces

The role of the independent Service Complaints Commissioner (SCC) was established in 2008 and provides:

a. A rigorous and independent oversight of how the Services Complaints System is working which reports annually to Ministers and Parliament; and,

b. An alternative point of contact for Service personnel (or their family members, friends or other representatives) who do not feel they can raise a complaint or a concern within the chain of command without the independent oversight of the SCC.

SCC Contact Details

The Service Complaints Commissioner
PO Box 61755
London
SW1A 2WA
Telephone: 0203 178 7634
Email: SCC@armedforcescomplaints.independent.gov.uk or Contact@oscc.gsi.gov.uk

CAT A

a. Commanding Officers will, on receipt of an allegation from the SCC, inform the individual concerned that an allegation has been received and provide them with information and assistance (i.e. including an Assisting Officer) to submit a Service Complaint should they wish to do so.

b. Any Service Complaint arising from an SCC referral will be dealt with in accordance with JSP 831, JSP 763 and BRd 3(1) Chapter 23.

SECTION 5

DATA PROTECTION ACT

see Annex 1C

Sponsor: NAVY SEC-2 DPA CDPO

CAT A

a. All personnel, including all members of the Reserve Forces, have rights under the Data Protection Act 1998 (DPA98), in respect of personal data held by the Service about them. Anyone processing personal data must comply with the eight enforceable principles of DPA 98, which state that personal data must be:

(1) Fairly and lawfully processed.

(2) Obtained only for one or more specified and lawful purposes and shall not be processed in any manner incompatible with those purposes.

(3) Adequate, relevant and not excessive.

(4) Accurate and, where necessary, kept up to date.

(5) Not kept for longer than is necessary.

(6) Processed in accordance with the data subject's rights under this Act.

(7) Secure against unauthorised or unlawful processing of personal data and against accidental loss, destruction or damage.

(8) Not transferred to countries outside the European Economic Area unless that country ensures an adequate level of protection for the rights and freedoms of the data subject.

b. A summary of what personnel can expect from Navy Command TLB in respect of how their personal data is stored and processed, and the responsibilities of the individuals themselves can be found in RNTM 14/10 the 'Navy Command Personal Information Charter'.

c. Personnel may request copies of personal data held on them, whether in paper or electronic form by applying in writing or by submitting a Subject Access Request (SAR) application form available from their Data Protection Officer (See Note).

d. Following receipt of a SAR, it must be answered within a period of 40 calendar days from the date on which the individual has given sufficient information in order to locate the information sought. This right of access to personal data is subject to exemptions under DPA 98, which include data relating to third parties, data processed for the purpose of the prevention and detection of crime, management forecasts/planning, and legal professional privileges.

e. Personnel may also require inaccurate data relating to them to be rectified, blocked, erased or destroyed.

f. Further guidance on the DPA98 for all Royal Navy personnel is available on the Data Protection Act Support site located on the RN Web, accessed via the Defence Intranet homepage.

***Note*.**

Completed SARs are to be sent to:

Navy Disclosure Cell
Head, Naval People Strategy
Room 48
Mail Point G-2
West Battery
Whale Island
PORTSMOUTH
Hampshire
PO2 8DY

SECTION 6

DISCIPLINE AND SERVICE LAW

see Chapter 20

Sponsor: NAVY LEGAL-DISCIPLINE LAW SO1

CAT A

a. The right to legal advice, in accordance with the Police and Criminal Evidence Act (1984) and the Service Police Codes of Practice, when under investigation in connection with an offence.

b. The right to be assisted by an officer or senior rating (for example their Divisional Officer) as an Assisting Officer when facing a summary hearing under The Armed Forces Act 2006.

c. The right to elect for Court Martial trial in the circumstances prescribed under the Armed Forces Act 2006, having had the opportunity to consult legal advice.

d. The right to appeal to the Summary Appeal Court (SAC) against finding and punishment at Summary Hearing and the right to seek leave to appeal to the Court Martial Appeal Court (CMAC) if convicted before the Court Martial, having had the opportunity to consult legal advice.

e. The right to support and assistance from a Divisional Officer when tried at the Court Martial.

f. The right to legal representation before the SAC, the Court Martial or the CMAC, and when considering exercising the right to elect Court Martial trial or appeal to the SAC. Legal representation will be free of charge if provided by a service lawyer and will be subject to the rules of the Armed Forces Legal Aid Scheme if provided by a civilian lawyer.

CAT B

Investigations by the RN Special Investigation Branch (SIB) should be completed within four calendar months, from initial tasking to despatch of final SIB report.

Note. *Members of the Reserve Forces become subject to Service law in circumstances detailed in the Manual of Service Law (JSP 830 Chapter 3 Part 1 (Jurisdiction as to Personnel) but any decision on the application, or not, of Service law to them does not constitute an actionable breach of PFS.*

SECTION 7

DIVERSITY AND INCLUSION

see Chapter 30

Sponsor: NAVY NPS-DANDI SO1

CAT A

a. The Royal Navy recognises that its people are the most important factor in delivering operational effectiveness and values the diversity and range of individual skills and talents of its personnel. It is resolutely committed to ensuring that all Naval personnel have equality of opportunity for employment, training and advancement based solely on their merits and abilities and can work in an inclusive environment free from any form of intimidation, humiliation, harassment, bullying or other abuse or unfair treatment.

b. Diversity and Inclusion applies to all members of the Royal Navy, including the Maritime Reserves.

c. All necessary steps are to be taken to prevent discrimination on grounds of an individual's gender, sexual orientation, gender reassignment, race and ethnicity, religion or belief (or non-belief), marriage or civil partnership, pregnancy or maternity. The Royal Navy is exempt from employment legislation on the grounds of age and disability.

Access to a Diversity and Inclusion Adviser (D&I(A))

CAT A

All personnel are to have access to an D&I(A) within their unit who is trained to advise on all aspects of Diversity and Inclusion policy and the MOD complaints process. Whilst individuals are encouraged to approach a D&I(A) within their own unit in the first instance, individuals have the right to approach any D&I(A) they choose. Individuals should be confident of sensitive treatment by all those responsible for their care.

Informal Resolution

CAT A

All personnel wishing to make a complaint of Bullying, Harassment or Discrimination are to be supported by their chain of command in their attempts to achieve informal resolution. A trained mediator is to be provided where all parties to a complaint are willing to attempt mediation.

SECTION 8

FITNESS, SPORT AND ADVENTUROUS TRAINING

See Chapter 29

Sponsor: NAVY NPS-PEOPLE SPT COTEM PEDSO1

Physical Development (the trilogy of Sport, Adventurous Training (AT), and Physical Education (PEd)) makes an important contribution to the development and sustainment of the Moral Component of Operational Capability by delivering individuals who are mentally and physically robust with a high degree of war-fighting spirit; it also makes a critical contribution in the recruitment and retention of individuals, and the maintenance of high morale.

CAT A

a. **Facilities.** To maintain and improve existing Sport/Physical Training facilities through the provision of new 'Standardised Approach to Sports Halls' (SASH) buildings, artificial turf pitches and other sports facilities to scale in accordance with JSP 315 (Scale 48), with special emphasis on the provision of sport and fitness facilities in close proximity to ships, air stations and deployable RM units to enable personnel to maintain a level of fitness at least comparable with the RN Fitness Test (RNFT) and the RM Basic, Combat and Advanced Fitness Tests. Reserve Forces personnel working in a military establishment under FTRS will have access to all sport and physical training facilities. In addition, Maritime Reserve personnel in RNR/RMR units located in military establishments will have access. Remote RNR/RMR will have access through nearest military establishments.

b. **Duty Travel.** To allow all personnel who are members of a Combined Service, Single Service, Command or unit team in a synopsis or recognised sport, to travel at public expense (JSP 752 Chapter 4 Section 8).

c. **Time.** To promote fitness for operations, fighting spirit and individual well-being, personnel are to be provided with:

(1) **Phase 1 and 2 Training.** Five periods (Note 1) of vigorous physical activity (Note 2) per week. For Phase 2 flying training establishments, this should be five periods per week during ground training phase, reducing to two periods per week during the flying training phase (in accordance with JSP 898 Part 1 Chapter 2.8 Para 3b).

(2) **Trained Strength.** Minimum of three hours of vigorous physical activity per week programmed as part of the working day (either split over a number of days or as one session) (Note 3).

(3) **Reserve Forces.** Reserve Force personnel under training will have physical activity programmed into their course, dependent upon the length of the course.

d. **Adventurous Training (AT) and Challenging Activities (CA).** At least 20% of unit personnel are to participate in five working days of AT/CA each year. Such activity can range from an organised expedition lasting five days to a series of five individual daily activities and is to be counted as part of standard working hours. The definition, aim and guidelines for AT are contained in **BR 51 Vol 3 and JSP 419**. CA are those activities authorised by **BR 51 Vol 3** (see also Para 2905 sub para b). In sum, personnel and managers are urged to take advantage of the increasingly varied facilities and options offered by the Joint Services AT organisations and in particular our own Naval Outdoor Centre (Germany), the Joint Services Adventure Sail Training Centre (Gosport) and the Joint Services Sub Aqua Diving Centre (Devonport) as well as the equipment provided to all units. The regional ATI is available for advice and guidance. This applies to FTRS FC Mar Res, and 2.5 days AT for Volunteer Reserves.

e. FTRS (except ADC) are entitled to five days of AT/CA each year.

CAT B

a. **Time.** To promote fitness for operations, fighting spirit and individual well-being, personnel are to be provided with:

b. **Phase 3 Training.** Three periods of vigorous physical activity per week for courses in excess of four weeks' duration. However, training organisations are to ensure that courses achieve maximum compliancy within resources available.

c. **MARRES AT.** The amount of AT conducted by Maritime Reserves is at the discretion of the RNR/RMR unit's CO who will decide whether such training should be paid or unpaid. A maximum of two and a half days (RNR) five days (RMR) per Training Year may be allowed to accrue for Bounty qualification purposes. Paid AT in excess of five days per Training Year is subject to the prior approval of Commander Maritime Reserves.

Notes:

1. A 'period' is defined as being a minimum of 45 minutes duration, programmed as part of the normal training/working day, and is to contain a minimum of 40 minutes of effective activity. Periods may be used for either physical training or sport or a combination and may be delivered through a mix of single and double period allocations providing the minimum requirement for effective activity is achieved (i.e. 40 minutes for each period).

2. Vigorous physical activity is defined as organised, structured and supervised physical fitness programmes including sports (e.g. circuit training; personal fitness programme; team run; Synopsis, Recognised or Approved sports as determined by the Combined Services Sports Control Board; an Olympiad or other activity such as bucket ball that promotes teamwork and fitness). This may be as simple as a personal fitness regime organised by the individual, structured to ensure continual ability to demonstrate at least the fitness required to pass the relevant Service fitness test, and supervised by the Command chain through the reporting system.

3. Time in working hours for physical training is the Command contribution to fitness preparation and maintenance as a constituent element of personal Operational Capability; there is also a personal responsibility to train out of working hours if required to reach/maintain appropriate levels of personal fitness.

SECTION 9

HARMONY

Sponsor: NAVY PEOPLE-HQ N9 EMP POL-SO1

Royal Navy personnel have their Harmony measured by recording Separated Service (SS), which is defined as 'Absence from normal place of duty or lack of freedom to enjoy leisure at place of duty/residence at work address or leave. Full details of SS reporting and recording requirements are contained within Chapter 26 Section 5 and Section 6. These include when SS will accrue as a result of watch-keeping/shift workers, duties, excessive/late working, on call periods, voluntary waiver scheme and other exceptions which may occur at normal place of duty leading to lack of freedom.

CAT A

a. Except in times of significant war fighting, RN and RM personnel on the trained strength, except badged SF personnel, three watch crewed personnel (see Annex 22A, Section 9, Cat A, sub para b) and RN/RM junior officers during their first 10 years on the Trained Strength (see Annex 22A, Section 9 Cat B, sub para a), will have their individual harmony managed so as not to exceed the threshold of 660 days SS over a rolling three year period (expressed as 660/3).

(1) Geographical Squadded Personnel (GSP) Separated Service will be managed within the GSP System by the unit's EWO/Cox'n/RSM in conjunction with the DO/Troop Commander, Departmental coordinators/Company Sergeants and/or Career Management Cell on behalf of the Commanding Officer

(2) For non-Squadded personnel, Career Management (through assignment) and unit/platform programming will be the main processes for managing Separated Service.

(3) RN and RM personnel returning from a sea going deployment period of 228 days or more (including any mid-deployment leave of up to two weeks) will have a 16-month deployment restriction placed on their JPA record by their Career Manager. Personnel will not conduct a major deployment (in excess of four months) during the 16-month period following their return, but could be assigned to units at high readiness or sea going units providing there is no plan or expectation of the unit deploying for over four months during the 16-month period.

b. For personnel serving in three watch crewed vessels (3WC) a protected entitlement of 270 days 'off watch' over a rolling three year period; equivalent to a maximum SS threshold of 825/3.

c. Unless a voluntary waiver has been submitted and approved, an application to breach an individual's harmony measure must be made, in advance, by the individual's CO to DDPD through Head of Career Management. This would normally be on the grounds of preserving unit Operational Capability. If not approved, the individual will be assigned to employment (when practicable) so as to reduce their SS total below the appropriate threshold or (if possible) to provide a period of 16 months employment without a major deployment. If the breach is approved, SS continues to accrue and is to be addressed at the earliest opportunity (see Chapter 26 Section 6).

d. **Maritime Reserves.** Under the call out powers of RFA 96, the 'Time Out' Policy will apply to Mobilised service personnel such that they cannot be mobilised more than once in the period governed by JSP 753, unless they chose to volunteer.

CAT B

a. All officers of the rank of Lieutenant RN/Captain RM and below, during the first 10 years of service, are to have their SS managed to achieve the maximum amount of Harmony time consistent with their necessary career development and operational necessity; 660/3 remains a desirable standard to achieve. This also applies to badged SF personnel.

b. Overnight duties should be undertaken no more frequently than one in four for non-watch-keepers when alongside in Base Port and/or parent Air Station or in the Barracks of RM deploying units.

c. Personnel should not work more than an average of 48 hours a week over a rolling 17-week period in accordance with the Guidance on the Working Time Regulations (WTR) for Service Personnel (extant DIN refers). The principles enshrined in the EC Working Time Directive apply, with due regard to the overriding need to maintain operational effectiveness.

d. Whilst individual harmony thresholds are the overriding PFS, Navy Commitments will endeavour to achieve, in priority order, the following desirable objectives when planning and programming non-3WC units, recognising that these objectives do not fit all platform types. Some or even all of sub-paras a-h below are not concurrently possible, especially for submarines and MCMVs given their numbers, availability, distinct operating patterns and different crewing regimes:

(1) At least 12 months should exist between major (4 months or more) deployments or operational tours.

(2) Deployments/tours away from Base Port, parent Air Station, or parent RM barracks should not be longer than 7.5 calendar months, accepting that a transition to hostility or a specific operational requirement may necessitate longer deployments or tour lengths.

(3) Over a 3-year period Ships, Naval Air Squadrons and Ship's Flights, and RM units should spend at least 40% of their time in their Base Port, Parent Air Station or Parent Barracks respectively[10]. Extraneous tasking of personnel away from place of duty should be minimised to preserve individual harmony time.

(4) Look to programme at least 14 days of Operational Stand Down (OSD)[11] for deployments of between four and seven and a half months, for deployments of seven and a half to 11 months this will increase to 28 days with one period of OSD of sufficient length and specifically allocated to give families the opportunity to fly out and visit.

(5) Ships, RM Units, Naval Air Squadrons and Flights should not be deployed for consecutive summer leave periods or for consecutive Christmas leave periods. Deployments during both summer and Christmas leave periods in any 12 months should be avoided whenever possible.

(6) Non-deployed units should have the majority of their summer leave period coincide with Base-Port school holidays so that personnel with families can take leave during that period.

(7) For ships, leave and maintenance may be coincident, but wherever possible should be kept separate. For submarines, leave will usually be coincident, but at least one period within the leave year should be kept separate from maintenance.

(8) Except when deployed or when the Defence Industry Base dictates, Fleet Time Support Periods should take place at Base Ports. Ships RAMP/DPs are likely to be conducted at Base Port although they will be subject to commercial competition.

(9) Detailed programmes for operational periods should be published six months in advance, with the caveat that short notice commitments can occur at any time.

[10] This time is defined as days, or parts thereof, in which the Ship, NAS, RM unit is in their Base Port/Air Station/Barracks and is able to give night leave.
[11] Port visits of four days or more duration are included as OSD.

SECTION 10

HEALTH PROMOTION

Sponsor: NAVY NPS-PEOPLE SPT COTEM PEDSO1

a. Health Promotion is integral to the Physical Education pillar of Physical Development and aims to reduce injury and illness and promote a healthy lifestyle in order to maximise the number of personnel who are physically fit for their military task and mentally ready for deployment as well as enabling those who leave the Service to be fitter for longer.

b. Health promotion applies to all members of the Reserve Forces in Full Time Service and those on mobilised service and they should have access to information on Health promotion detailed in this chapter.

Smoking Cessation

Sponsor: NAVY NPS-PEOPLE SPT TEM 1LT

CAT A

a. All personnel in the Royal Navy are to have access to ‘Stop Smoking’ advisers either within the Royal Navy or by referral to NHS provided services.

b. All personnel who want to stop smoking are eligible for provision of medicines such as nicotine replacement therapy (NRT) to support cessation.

CAT B

All personnel should have access to carbon monoxide monitoring.

Responsible Attitude to Alcohol

Sponsor: NAVY NPS-PEOPLE SPT TEM 1LT

CAT A

a. All personnel are to have access, through a variety of media to education, advice and guidance on the effects of excessive consumption of alcohol. In particular, the provision of a formal presentation through the Substance Misuse Lecture that articulates the Royal Navy’s policy on excessive alcohol consumption, the dangers associated with such consumption and the avenues available for those in need of help to combat alcoholism.

b. All personnel who commit offences as a result of excessive alcohol consumption will be given access to an Alcohol Awareness Course.

c. All personnel will undertake alcohol consumption screening as part of their Periodic Dental check and a Brief Intervention will be offered if appropriate.

Healthy Weight Management

Sponsor: NAVY NPS-PEOPLE SPT TEM 1LT

CAT A

a. All personnel will be able to monitor their body size and health risk level through Body Composition Measurements (BCM) taken by Physical Training staff.

b. All personnel will have access through a variety of media to education, advice and guidance on maintaining a healthy weight.

Sexual Health

Sponsor: NAVY NPS-PEOPLE SPT TEM 1LT

CAT A

a. Access to information on contraception and contraceptive services will be made available to all personnel.

b. Access to information about the prevention of sexually transmitted diseases (including HIV) will be made available to all personnel.

c. All female personnel aged 25 and over will be invited for cervical screening in accordance with the National Cervical Screening Programme.

d. All personnel under the age of 25 will routinely be offered an annual Chlamydia test.

SECTION 11

HEALTH AND SAFETY

Sponsor: NAVY SSM-CESO HS POL SO1C

CAT A

a. To ensure, so far as is reasonably practicable, the health, safety and welfare at work of all personnel by:

(1) Compliance with the Health and Safety at Work Act 1974 and associated legislation, MOD policy (**JSP 815** and **JSP 375**) and the Navy Command Health and Safety Management System (**BR 9147**). There may be occasions when activities in the Navy Command are not covered by Health and Safety legislation, in which case the health and safety of Navy personnel will be ensured by adherence with MOD policy and **BR 9147** which optimise the balance between risks and benefits.

(2) The provision of a healthy and safe working environment.

(3) Arrangements for ensuring safety and minimisation of risks to health in connection with the use, handling, storage and transport of potentially dangerous articles and substances including the provision of all personal protective clothing and equipment as necessary.

(4) The provision of information, instruction, training and supervision to ensure personnel are aware of the need for health and safety at work and thereby enable them to comply with statutory legislation, MOD policy and **BR 9147**.

b. Health and Safety applies to all members of the Reserve Forces when serving in a MoD environment.

SECTION 12

LEAVE (ABSENCE)

see Chapter 26

Sponsor: NAVY PEOPLE-PSP EMP POL-SO1

CAT A

a. To ensure personnel take the minimum 28 days of annual paid leave, in accordance with the Working Time Directive, each year with timing subject to operational requirements.

b. To provide for personnel to take their Individual Leave Allowance (ILA), as defined in JSP 760, within the leave year that the allowance accrues. Or, exceptionally, where for Service reasons this is not possible, to provide for outstanding leave to be carried forward to the following leave year.

c. To provide personnel with a full explanation of the reasons when, for Service reasons, it is necessary to postpone or stop leave or to recall personnel already on leave.

CAT A - Reserve Forces

a. Unless otherwise stated Reserve Forces personnel are eligible for the same allocation and types of absence as Regular personnel subject to the type of Reserve service being undertaken.

b. MR (ADC) personnel are entitled to leave on a pro-rata basis in accordance with **JSP 760 Chapter 1**.

c. Mobilised MR personnel who are deployed on qualifying Operations will be entitled to Post Operational Leave (POL) on a pro-rata basis in accordance with **JSP 760 Chapter 11.**

d. MR personnel are to take leave within the period of their commitment.

CAT B

a. There should be two main periods in the year for taking annual leave, in the Summer and at Christmas. Other long leave is to be granted as convenient.

b. On Shore Service, a day's Authorised Absence (AA) may be awarded subsequent to a weekend duty. Any non-watch-keeper who is required to keep duty on a Saturday or Sunday or both days may receive one day's AA in lieu to be taken in the week following the duty. This is subject to CO's discretion and does not include duty on call when not called in.

c. On joining a dedicated watch-keeping post (including 3WC vessels or being nominated for shift duties), individuals should be clear of outstanding leave as the opportunity to reduce any balance is restricted due to the stand-down periods determined by local management. Any outstanding balance should be preserved until the end of such an assignment ensuring it is taken prior to the individual's next assignment.

d. Every effort is to be made to ensure personnel take leave prior to and after operational deployments to ensure high leave balances do not accrue.

SECTION 13

LIFELONG LEARNING

Individuals

Sponsor: NAVY TRG HQ-EL3 SO2

This section applies to all regular members of the Royal Navy, all Reserve Forces serving on FTRS (Full, Limited and Home) and RNR/RMR mobilised personnel - depending on their length of service and their particular eligibility criteria. Certain parts apply to non-full-time Reserve personnel i.e. FTRS (ADC), RNR and RMR personnel and are highlighted where applicable below.

CAT A

a. To provide Royal Navy personnel with the opportunity to access a Royal Navy Education Centre (Education Centre, Waterfront Training Centre and e-Learning Centre) and facilitate the use of its full range of activities.

b. To provide all Royal Navy personnel with access to a trained Education and Resettlement Officer who can provide impartial information, guidance and advice, on learning and resettlement opportunities.

c. To provide opportunities, including all Reserve Forces, to access on-line learning in all Royal Navy Education Centres, including qualifications such as ITQ.

d. To provide a refund of 80% of the fees normally approved for small scale learning activities up to the maximum level specified, via the Standard Learning Credit (SLC). The detailed eligibility criteria can be found in JSP 898, Part 4, Chapter 4.

e. To provide access for eligible Royal Navy personnel to enhanced sums of money for approved personal development courses sitting at Level 3 (or higher) on the Qualifications Credit Framework, via the Enhanced Learning Credit (ELC) Scheme. The detailed eligibility criteria can be found in JSP 898, Part 4, Chapter 3.

f. To provide support to personnel deemed to have Specific Learning Difficulties (SpLDs) in accordance with JSP 898, Part 4, Chapter 6 and BRd 3(1), Chapter 96 in order to maximise their learning, training and productive service.

g. To provide all Royal Navy personnel, including Reserve Forces, with a Personal Development Record (PDR) and access to a trained Personal Development Adviser, to enable them to record, review and plan their development.

h. To provide all Royal Navy personnel, including Reserve Forces, serving at sea with the opportunity to discuss their personal development with a Naval Education and Training Service (Operations) Officer at least once in a two-year appointment or draft.

i. To partially/fully accredit training to the highest level of recognition in accordance with Defence Policy for Accreditation[12]. To allow Service personnel to gain through-career qualifications for:

(1) Legislated training (eg. Health and Safety related qualifications).

(2) Trade and Branch skills.

(3) Generic Leadership and Management skills.

j. To provide all new entrants (ratings/ORs) to the Royal Navy with the opportunity to gain an Apprenticeship to the level appropriate to their branch/specialisation or trade within Phase 1 and Phase 2 Training.

k. To provide all eligible Naval College Entry and non-graduate Direct Entry Royal Marines with the opportunity to gain a fully funded Foundation Degree and subsequently to provide a funded route to an Honours degree.

l. To provide a recreational and reference library, ashore and afloat.

m. To provide access to language learning aids in support of individual language training, including Reserve Forces.

CAT B

a. To provide the opportunity for Royal Navy personnel to attend education classes (eg. GCSE, Functional Skills, Vocational Qualifications) in Royal Navy Education Centres (detailed in BRd 3(1), Part 9, Chapter 96). FTRS (ADC) and RNR/RMR Volunteer personnel may access classes only; personal study is to be within their own time.

b. To provide the opportunity for Royal Navy personnel to receive support for Education For Promotion (EFP) requirements, Mathematics and English GCSE in front-line units.

c. To provide the opportunity for Royal Navy personnel to attend elective civilian courses. The provision of this study time will be subject to the effect on OC of the officer's unit as determined by their Commanding Officer.

d. To provide the opportunity to register for study with a Higher Education institution. This includes the eligibility to attend five working days on residential study time as Service duty, if a student is registered for two courses they may attend a further five days, but this will be taken from the student's leave entitlement.

[12] JSP 898, Part 4, Chapter 5.

e. To provide any non-graduate officer, undertaking study on the In Service Degree scheme, the opportunity to take up to six weeks study time in any one academic year. This time will cover: private study, research, summer school attendance, examinations and civilian attachment and should be demonstrably related to some such specific activity. The provision of this study time will be subject to the effect on OC of the officer's unit as determined by their Commanding Officer.

Family Education

Sponsor: NAVY TRG HQ-EL3 SO2 & NAVY PERS-PPA SO1

CAT A

a. To provide the children of Royal Navy personnel when serving overseas on an accompanied posting, with an education of a type and standard comparable with that available in England and Wales, through provision of a Service Children's School or access to apply for an education grant. Continuity of Education Allowances (CEA) may also be available for those entitled (**JSP 752 Chapter 14**).

b. The payment of Continuity of Education Allowance (Board) (CEA (Board)) or CEA (Day) to entitled personnel to assist Service parents to achieve continuity of education for their children. Members of the Reserve Forces are not eligible for CEA.

c. To provide access to Special Educational Needs Addition (SENA) to entitled Royal Navy parents of children with Special Educational Needs (SEN). SENA assists with the costs of additional tuition that those children might require, based upon their certification of SEN as issued by the Children's Education Advisory Service (CEAS) or a Statement of SEN issued by a Local Authority.

d. To provide advice on all aspects of Service children's education via the CEAS, based in Upavon (Tel: 01980 618244; Mil: 94344 8244 or by e-mail enquiries@ceas.detsa.co.uk).

CAT B

a. Access to Education and Lifelong Learning advice and Education Resources, including but not limited to Ships' Library, e-LC and internet, including families of Reserve Forces.

b. Access to Functional Skills and GCSE education through spare capacity in Royal Navy Education Centres iaw BRd 3, Chapter 96, including families of Reserve Forces.

SECTION 14

PASTORAL AND SPIRITUAL CARE

See Chapter 31

Sponsor: NCHQ Deputy Chaplain of the Fleet

CAT A

a. To ensure that all personnel are free to practise their faith and worship within any reasonable constraints imposed by the demands of the Service.

b. To ensure access to a Naval Chaplain, whenever practicable, to provide both faith-specific support and general pastoral support to all Service personnel, their dependants, and the Divisional/Regimental System.

c. To provide access to a Civilian Chaplain to the Military (CCM) for appropriate ‘faith-specific’ support for personnel from World Faiths.

d. To guarantee confidentiality for all personnel who approach a Chaplain for counselling or advice in accordance with tri-Service policy.

e. To maintain, through the three Naval Base Chaplaincies, the availability of a Naval Chaplain at one hour’s notice to respond in person or by phone, 24 hours a day, 365 days a year. This applies to Reserve Forces personnel but the availability of a Naval Chaplain at one hour’s notice will initially be by phone.

SECTION 15

PAY AND ALLOWANCES

See Chapter 27

Sponsor: NAVY PEOPLE-REM SO2

CAT A

NAVY REM undertakes to:

a. Provide advice to the Centre on Naval Pay and Allowances (including additional pay and allowances and annual Reserve Bounties) in a timely and accurate manner.

b. To provide advice and guidance to the Service on Pay and Allowance policy and its interpretation in a timely and accurate manner.

c. To update and communicate significant changes in Pay and Allowance policy affecting the Royal Navy.

Notes:

*1. **JSP 752** is a publication which details the regulations for payment of military expenses and allowance. It is designed to be used by staff responsible for expense and allowance policy. The JSP contains the policy, direction and guidance on the processes involved and best practice to apply. The JSP is reviewed at least bi-annually.*

*2. **JSP 754** is a publication which details the regulations for payment of the military salary, Recruitment & Retention Payment (RRP), additional emoluments and food charges. It is designed to be used by staff responsible for pay policy. The JSP is reviewed at least bi-annually.*

SECTION 16

PENSIONS

See Chapter 27

Sponsor: NAVY PEOPLE-REM SO2

CAT A

NAVY REM undertakes to provide:

a. Advice to the Centre on pension policy affecting the Royal Navy within a timely and accurate manner.

b. To provide advice to the Royal Navy on the interpretation and application of regulations governing AFPS 75, AFPS 05 and AFPS 15.

c. To update and communicate significant changes in Pension policy affecting the Service.

SECTION 17

PERSONAL HEALTH

See Chapter 28

Service Health Care

Sponsor: NAVY MED-DACOS HEALTH HNNS

CAT A

To ensure and regulate provision, at no cost to individual Service Personnel, a balanced and cost-effective medical service which provides for:

a. Primary Healthcare (General Practice, Occupational Health, Rehabilitation, and Mental Health) delivered on all Shore establishments by Defence Primary Health Care (DPHC), and by Fleet on all Afloat Platforms to a standard at least as good as relevant UK civilian best practice.

b. Access to timely Secondary Healthcare in the UK at least equivalent to that provided by the National Health Service, to standards as laid down by current Surgeon General Policy and Standards documents for the Defence Medical Services (DMS).

Service Dental Care

Sponsor: NAVY PERS-CM OF MED DENTSO1

CAT A

To ensure and regulate provision by Dental Services under the command of DPHC, at no cost to individual Service Personnel, dental treatment in accordance with the Surgeon General's Policy and Standards document, and to a level at least equivalent to the National Health Service. This will include:

a. An initial and subsequent periodic dental inspections and treatment in accordance with policy.

b. Appropriate emergency dental care, dependent on facilities and location.

c. A referral service for appropriate advanced and specialist treatment.

CAT B

To ensure the waiting time for routine appointments will not be greater than five weeks.

Health Care - Reserve Forces

Sponsor: FLEET-ME NAVY MED-DACOS MED OP CAP

CAT A

To provide medical and dental treatment for the Maritime Reserves in accordance with BR 1991 Annex 17A - Matrix of entitlement to medical and dental treatment.

Family Healthcare

Sponsor: NAVY MED-DACOS HEALTH HNNS

CAT A

To ensure and regulate provision by DPHC access to healthcare, at MOD expense, for families, when serving overseas on an accompanied posting, of a type and standard broadly comparable with that provided by the NHS in the UK. Dental care is charged at NHS banded rates. The MOD will ensure repatriation of dependants in need of specialist or emergency care that cannot be provided abroad.

SECTION 18

RESETTLEMENT

Sponsor: NAVY TRG HQ-EL3 SO2

The Transition to Civilian Life

JSP 534 - The Tri-Service Resettlement Manual sets out the resettlement entitlement for all Service personnel including Reserve Forces[13].

CAT A

a. To assist all Royal Navy personnel in making a successful transition to civilian life by:

(1) Providing the opportunity for all personnel to obtain resettlement advice and information at any stage of their career.

(2) Providing personnel with access to resettlement provision through 1st, 2nd and 3rd Line resettlement advisers.

(3) Providing resettlement assistance on a graduated basis, both in terms of provision and time available, according to length of service.

(4) Providing the opportunity for entitled personnel, exceptionally, to apply to defer discharge, commensurate with any unused period of Graduated Resettlement Time (GRT), for resettlement purposes and where this is not appropriate to exceptionally apply for post discharge resettlement.

(5) Refunding a portion of the fees incurred on approved courses up to the maximum level specified.

(6) All entitled personnel leaving the Service to take terminal leave on the basis of one day for each completed month of service subject to a minimum of five working days and a maximum of 20 working days.

b. Providing the opportunity for eligible personnel to take time from normal place of duty to attend resettlement activities (consultancy sessions, finance and housing briefings, Career Transition Workshops, modular workshops, seminars, internal and external training courses, work attachments, and individual resettlement preparation) subject to certain criteria being met, on a can-be-spared basis.

c. Service Leavers with four or more years' service and who have membership of the Armed Forces Enhanced Learning Credit Scheme will have the opportunity to achieve their first full Level 3 qualification (A level or vocational equivalent) or a first foundation or first undergraduate degree free from tuition fees iaw JSP 898, Part 4.

[13] JSP 575 covers Early Service Leavers

CAT B

a. All RN and RNR personnel who complete a minimum of 12 years by their final day in service receive the following valediction upon retirement:

(1) Commanders and below. A Certificate of Valediction signed by 2SL.

(2) Ratings. A Certificate of Valediction signed by 2SL (Valediction will not be produced for personnel required to leave the Service for disciplinary reasons).

b. Additionally, any rating, regardless of the time served, who has made an outstanding and significant contribution to the Royal Navy during their tenure in the Service, may receive a CO's Valedictory Letter.

c. RMORs may receive a Valedictory Certificate and Testimonial.

SECTION 19

SPECIALIST WELFARE

See Chapter 24

Sponsor: NAVY NPS-PEOPLESPT RNRMW ASW O1

CAT A

To provide comprehensive information, advice and support services to Royal Navy and Royal Marines personnel and their families, and mobilised reservists including FTRS, by:

a. The provision of the Royal Navy Family and People Support (RN FPS) employing serving and civilian staff who are qualified and trained.

b. RN FPS provides confidential advice, assessment, support and/or practical help within the following timescale:

(1) Priority requests for investigation or assistance will be responded to within 24 hours.

(2) Routine requests will be responded to within three working days.

c. The provision of the RN FPS Information Support Service.

d. The promotion of community development amongst Naval personnel, their immediate families and extended families, wherever they live, so as to reinforce their ability to withstand the stresses of Service life, particularly arising from operations.

e. The RN FPS Portal can be used for all enquiries relating to personal or family issues, community development and welfare/information service, however, staff at the RN FPS Hub/Satellite offices are available for face-to-face discussions where necessary.

(1) The contact details for the RN FPS Portal are:

Tel: (Mil): 9380 28777 (Civ): +44 (0)23 9272 8777
E-mail: navypers-welfare@mod.uk

(2) The RN FPS Portal will operate during office hours 0800-1630 Mon–Thurs, 0830–1600 Fri. Outside of these hours, contact may be made with the Officer of the Watch, details below, who may direct callers to the Out-of-Hours service for emergency provision.

(3) Scotland Area - 01436 674321 Ext 4005

Eastern Area - 02392 726159
Western Area - 01752 555220
RM Stonehouse - 01752 836395
Central Area - 01935 455444

f. The provision of Forces Line which is available Mon-Fri 0900-1730. Tel: 0800 731 4880.

SECTION 20

THE ROYAL NAVY DIVISIONAL AND ROYAL MARINES REGIMENTAL SYSTEMS

See Chapter 21

Royal Navy Divisional System

Sponsor: NAVY PEOPLE-TRG-HQ N9 EXEC SO1

CAT A

a. To promote career development, high motivation and morale by maintaining the Divisional System and providing for every rating and officer (see Note 1):

(1) Regular access to a nominated and formally trained Divisional Officer (DO) for advice on Service, career and private matters (see Note 2).

(2) Allocation to a Division consisting of no more than 15 including Divisional Senior Rate(s) if in the same reporting chain. Leading Hands should be included in the Divisional management chain (see Note 3 for exceptions).

(3) Divisional meetings to be held at least three times a year. Minutes from Divisional Meetings are to be forwarded to parent Flotilla Staff and a summary sent to Fleet FXO; Para 2124 Refers.

(4) On changing DOs, within units or when reassigned, a ‘Hot Handover’ must be conducted between respective DOs; Para 2151 refers.

b. All personnel involved in the management of the Divisional System are to be properly trained and fully conversant with Chapter 20. DOs must have completed the Divisional Officers' Course (DOC) no longer than six months before, and not after, assuming responsibility for their first Division.

c. Contact is to be maintained by DOs or nominated SM 5th watch officers or SRs with personnel detached, for whatever reason, from their unit, (recommended at least once every 14 days), until the individual either returns to the unit or is re-assigned. If Ships Staff or Landed Officers/SRs are not available (Leave/Courses etc.) then this responsibility vests with the parent Flotilla Staff.

Notes:

1. Whilst the RN Divisional System is mandated for the management and care of ratings, it is implicit in the term 'Command' that the same standards are expected and are applied to all subordinates (irrespective of their rank).

2. Increasingly, RN personnel are deployed as Individual Augmentees (IAs) to Land Theatres and in an operational environment they also require access to single Service information and admin support. A theatre RN Divisional structure with a Senior Divisional Officer and Divisional Leaders is to be established for all IAs to supplement, but not supersede existing J1 organisations and personnel support.

3. The number of ratings in a Division may exceed this figure in those billets where Divisional Officer duties are the prime task, such as in New Entry Training Establishments and Recovery Cells. In all cases, the correct level of divisional care is to be afforded at all times.

4. Spouses, Partners or personnel in long term relationships or former relationships should not act as Divisional Officers, Divisional Senior Rates or Reporting Officers for each other.

CAT B

As a guiding principle, Divisional Senior Ratings (First Reporting Officers) should have divisional responsibility for no more than 14 ratings. Subject to unit composition, the unit Divisional System should be designed around this principle. Exceptions to this principle should be reported to the unit's parent Flotilla Staff.

Royal Marines Regimental System

Sponsor: NAVY PEOPLE-TRG-HQ N9 EXEC SO1

CAT A

To promote career development, high motivation and morale by maintaining the Regimental System and providing for every individual on joining their unit:

a. To be allocated to a Troop, Company or Department.

b. To have regular access to their Troop/Company Commander or Head of Department for advice on Service, career and private matters.

Reserve Forces

Sponsor: NAVY PEOPLE-TRG-HQ N9 EXEC SO1

CAT A - Reserve Forces

The RN Divisional and RM Regimental systems apply to all members of the Reserve Forces.

SECTION 21

TRAVEL

Duty Travel

Sponsor: NAVY PEOPLE-REM SO2

CAT A

a. All personnel required, and authorised, to travel on duty may do so at public expense by the most economical means available (**JSP 752 Chapter 6 Section 7**).

b. **Class of Travel.** For all personnel authorised to travel on duty by rail or ferry, the class to which they are entitled by rank or rate is detailed in **JSP 800 Volume 2**. All personnel authorised to travel on duty by air should travel at the class to which they are eligible by rank or rate, except where the length of the journey is also a factor in determining class of travel. However, travel by MOD Charter or on NATO duty will be at economy class (**JSP 800 Volume 2)**.

c. The payment of Subsistence Expenses, and where appropriate, the provision of accommodation via American Express (GBT) Booked Accommodation to reimburse actual allowable accommodation and food costs necessarily purchased when travelling on duty or detached duty, within MOD limits (**JSP 752 Chapter 5 Section 1)**.

d. Travel allowances apply to Reserve Forces personnel provided they meet the criteria detailed in **JSP 752 Chapter 6 Section 7**.

Leave Travel

Sponsor: NAVY PEOPLE-REM SO2

a. For all eligible personnel serving in the United Kingdom or in HM Ships based in the United Kingdom to be granted appropriate 'Get You Home' (GYH) leave travel assistance in accordance with the current regulations (**JSP 752 Chapter 7**).

b. For entitled personnel to transfer a specified number of their GYH (Seagoers) and GYH (Early Years) warrant entitlement to their family (**JSP 752 Chapter 7 Section 1**).

c. For entitled personnel to exchange either 5 or 10 GYH(Seagoers) warrants for one return journey to their country of domicile (**JSP 752 Chapter 7 Section 2**).

d. For entitled personnel serving on a permanent assignment overseas to be granted GYH (Overseas) journeys (**JSP 752 Chapter 9 Section 11**).

e. For entitled unaccompanied personnel serving on a permanent assignment overseas in a nominated country and has a Qualifying Residence in the UK to be granted Get You Home (European Commuting Allowance) journeys (**JSP 752 Chapter 7 Section 6**).

Additional Entitlements

Sponsor: NAVY PEOPLE-REM SO2

a. For entitled personnel in Personal Status Categories 1 or 2 to receive a specified entitlement to School Children's Visits to enable eligible children of personnel in receipt of CEA to visit them at their place of duty, subject to a personal contribution (**JSP 752 Chapter 10 Section 2).**

b. For personnel serving in a ship displaced from their UK Base Port to another port in the UK, members of the Ship's Company will be eligible to receive one additional GYH (Seagoers) warrant for each period of 36 consecutive days (**JSP 752 Chapter 7 Section 2**).

c. For entitled personnel granted specified leave and serving on the permanent strength of a resident unit in Northern Ireland to be granted a specified number of Northern Ireland Journey travel entitlements (**JSP 752 Chapter 8 Section 1**).

d. For entitled personnel and their immediate family serving on a permanent assignment overseas who qualify for a specified number of Respite Provision days to contribute towards travel and accommodation costs in order to achieve overnight respite from their duty station (**JSP 752 Chapter 9 Section 5**).

SECTION 22

UNIFORM AND SPECIALIST CLOTHING

See BRd 3(1) Part 6

Sponsor: NAVY LOG INFRA-OPS SC POL SO1

CAT A

a. To provide uniform, specialist and protective clothing through a Joint Business Agreement with the Defence Clothing IPT (DC IPT), to enable personnel to comply with standards of dress and scales of entitlement set in **BRd 3(1) Part 6** (Royal Navy Uniform Regulations) and to provide them with clothing appropriate to the environment in which they are serving by:

(1) A gratuitous issue of:

(a) Initial uniform outfits and accessories.

(b) Ratings/ORs badges on advancement/promotion.

(c) Tropical clothing to personnel on their first qualifying overseas draft/appointment.

(d) Cap ribbons to personnel in Class 2 Uniform on joining a new unit.

(e) Maternity uniform on the first occasion of need.

(f) Specialist clothing on personal or individual loan.

(2) For Ratings/RMORs, free replacement of compulsory items on a fair wear and tear basis.

(3) The sale of Uniform Clothing to officers (**JSP 886 Vol 6 Part 5 Section 3 Annex A Para 37**).

b. To sponsor, through the DC IPT, or as appropriate, by authorised local unit arrangements, contracts to provide at public expense:

(1) **Tailored Uniform to:**

(a) Personnel promoted into the Senior Rating structure (No 1 Suit only).

(b) RN and RM officers on entry.

(c) All Senior Rates/NCOs and Junior Rates/ RMORs when replacement is required.

(d) New Entrants to HMS RALEIGH and CTCRM Lympstone (including RM Musicians/Buglers).

(2) **For Ratings/RMORs:**

(a) The repair of parade boots and Service court shoes (**JSP 886 Vol 6 Part 5 Section 3 Annex A).**

(b) The necessary alteration of uniforms.

(c) The sewing on of badges and medal ribbons.

(3) For embarked personnel and personnel serving in certain posts ashore the laundering, at the required frequency, of all specified clothing for officers and ratings (within the terms set out in **JSP 886 Vol 6 Part 5 Section 5 Annex C**).

(4) The provision of clothing to personnel outside of the standard size range.

c. The provision of Officers' Uniform Income Tax Relief to assist officers in the maintenance of uniform clothing.

d. The provision of a cash grant to RN and RM Officers/WO1s to enable:

(1) The purchase of some items of initial uniform outfit by RM officers in accordance with **BRd 3(1) Part 6**.

(2) The lacing of uniform suits on promotion or reversion from an acting higher rank.

(3) The tailoring and fitting of Aiguillettes and Royal Cyphers for entitled personnel.

(4) The purchase of certain items of temperate and tropical clothing as scaled in **BRd 3(1) Part 6**.

(5) The replacement of clerical vestments necessarily used in the conduct of Divine Service and for which an initial cash grant was not made.

(6) RM personnel promoted to WO1 to purchase uniform clothing not available from service sources (see Annex 40C).

e. Payment of an allowance when civilian clothes are required to be worn on duty by ratings and RMORs (**JSP 752 Chapter 8 Sections 2 and 3**) and a one-off grant to contribute towards the costs incurred by female ratings who are required to purchase items of clothing that are not issued to them at public expense (**JSP 752 Chapter 8 Section 2**).

f. The development and maintenance of ranges and stocks of uniform and specialist clothing and equipment.

g. To identify additional items required to meet a new capability or major enhancement, for introduction through the Acquisition Cycle.

h. Maritime Reserves – Uniform and Specialist Clothing standards apply to all Maritime Reserves subject to **BRd 3(1) Part 6** regulations.