CHAPTER 15

RECRUITING GLOSSARY

(Sponsor: NAVY RA-DHd RA)

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

AA	Advanced Apprenticeship	
AC	Aircraft Controller	
ACA	Assistant Careers Adviser	
AE	Air Engineering	
AFCO	Armed Forces Careers Office	A Tri-Service Careers Office
AFCO Form 101	The report used to record the Selection interview	
AFCO Form 104	Application for a Commission in the Naval Service (Supplement to Application Form)	
AFCO ME	Armed Forces Careers Office Medical Examiner	
AF	Application Form	
AIB	Admiralty Interview Board	The selection board for officer candidates
Applicant	An individual who has successfully submitted an application form.	
APWT	Annual Personal Weapons Test	
APC	Army Personnel Centre	
ASAP	as soon as possible	
AV MED	Aviation Medical	
BFT	Basic Fitness Test	
BCU	Birmingham City University	
BI	Business Insights	
BM	Branch Manager	
BOP	Branch of Preference	
BPSS	Baseline Personnel Security Standard	
BRd	Book of Reference	
BRNC	Britannia Royal Naval College Dartmouth	New Entry Training Establishment
BSVR	Baseline Standard Verification Record	
C&NB	Commonwealth and non-British	

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RECRUITING GLOSSARY (*Continued*)

CA	Careers Adviser	
CA1	Careers Adviser Level 1	
CA2	Careers Adviser Level 2	
CA3	Careers Adviser Level 3	
CAIB	Captain Royal Navy Admiralty Interview Board	
Candidate	An individual in the recruiting process from application to entry into service	
CBAT	Computer Based Aptitude Test	
Cdr A	Commander Air	One of the AIB Board Presidents
Cdr E	Commander Engineering	One of the AIB Board Presidents
CDT	Compulsory Drug Testing	
CEE	Central Eastern England	
Cerberus	National Security Vetting software application for processing Security Clearances	
CHS	Capita Health Services	
CM	Career Manager	
CMC	Contact Management Centre	
CMGS	Critical Manning Groups	
CMR	Commander Maritime Reserves	
CNB	Commonwealth and non-British	
CoC	Certificate of Competency	
Contact	A member of the target audience who seeks information about a military career. They become a contact once personal details, to enable future correspondence, have been recorded to an electronic database and they have agreed to correspond in future.	
COTF	Chaplain of the Fleet	
CP	Careers Publication	

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RECRUITING GLOSSARY (*Continued*)

CPC	Candidate Preparation Course	A fitness/medical assessment, and familiarisation visit conducted at either HMS Sultan, MOD Caledonia or HMS Cambria for RN candidates, or CTCRM Lympstone for RM candidates.
CRM	Candidate Relationship Management	
CRP	Customer Response Process	The process managed by Data Force
CSSRA	Countries to which Special Security Regulations Apply	
CT	Cryptologic Technician	
CTCRM	Commando Training Centre Royal Marines	
CTOS	Common Terms and Conditions of Service	
CWC	Credit Worthiness Check	
DAA	Defence Aptitude Assessment	
DAF	Disclosure Application Forms	
D&BS	Disclosure and Barring Service	
DBS	Defence Business Services	
DC	Disclosure Certificate	
DDC	Directorate of Defence Communications	
DDS	Defence Diving School	
DDPD	Deputy Director People Delivery	The DDPD Workforce Change Management Team manage changes to the Naval Service workforce requirement
DGE E	Direct Graduate Entry Engineering	
DET	Direct Entry Technician	
DEPOT	Direct Entry Petty Officer Technician	
DGE	Direct Graduate Entry	
DMG	Defence Medical Group	
DOB	Date of Birth	
DPA	Data Protection Act 1998	
DPFT	Diver's Physical Fitness Test	
DPP	Delivery Pinch Point	
DSUS	Defence STEM Undergraduate Scheme	
DUDT	Discharge Unsuitable During Training	

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RECRUITING GLOSSARY (*Continued*)

DV	Developed Vetting	
Enquirer	An individual whose enquiry can be measured	
Entrant	A person who begins first day of service based on data from JPA – on strength on first day of current month but not first day of previous month	
EOI	Expression of Interest Form	
ESM	Education Scoring Matrix	
ET	Engineering Technician	
ETM	Engineering Training Management	
EW	Educational Waiver	
F2F	Face to Face	
F&C	Foreign and Commonwealth candidates	
FA	Fitness Assessor	
FAA	Fleet Air Arm	
FAT	Flying Aptitude Test	
FBM	Final Board Mark	
FEB	Final Entry Brief	
FMed1	Medical Examination Report	
FMed691	Medical Transit Envelope	
FOC	Full Operating Capability	
FOQ	Family Origin Questionnaire	
Form S1605	Applicant's Document Cover	A folder which holds the candidate's relevant paperwork whilst undertaking the recruiting process
Form S3049	Attestation Form for the entry/re-entry of RN ratings/RMORs into the Naval Service	Specific forms exist for RN and RM.
FSB	Final Selection Board	
FTA	Failed to Attend	
FTRS	Full Time Reserve Service	
GCHQ	Government Communications Headquarters	
GS	General Service	
GDC	General Dental Council	
GLSE	Greater London and South East	
GMC	General Medical Council	
GTM	Guidance and Testing Module	
GTS	Gains to the Trained Strength	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

Hd NPS	Head Navy People Strategy	
HCPC	Health Care and Professions Council	
iaw	in accordance with	
ID	Identification	
INM	Institute of Naval Medicine	
IOC	Initial Operating Capability	
INM	Institute of Naval Medicine	
JEM	Job Eligibility Matrix	
JPA	Joint Personnel Administration	Software application to manage personnel pay and allowances, leave, career management and reporting system
JSP	Joint Service Publications	
JSP 440	Joint Service Publications Defence Manual of Security	
LfE	Learning from Experience	
MCC	Mandatory Compliance Check	
ME	Marine Engineering	
Med	Medical	
MIS	Management Information System	The computer system that manages the candidate's recruiting journey – currently RITS (see below)
MME	Military Medical Examiner	
MOD (or MoD)	Ministry of Defence	
MOD Form 486	Under 18 years of age parental consent form	
MOD Form 493	The Rehabilitation of Offenders Act	Used to determine eligibility
MPP	Manning Pinch Point	
MR	Maritime Reserves: Royal Naval Reserve and Royal Marines Reserve	
NCS	Naval Careers Service	
NENI	Northern England and Northern Ireland	
NETE	New Entry Training Establishments (BRNC Dartmouth, HMS COLLINGWOOD, HMS RALEIGH, and Commando Training Centre Royal Marines)	
NFA	Not Finally Approved	
NFA(MED)	Not Finally Approved (Medical)	
NLI	No Longer Interested	

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RECRUITING GLOSSARY (*Continued*)

NMHQ	Naval Mental Health Questionnaire	
NPS	Naval People Strategy	
NPT	Naval Personnel Team	(RES) - Reserves (X) - Warfare (E) - Engineering (LM) - Logistics and Medical (RM) - Royal Marines
NSI	Not suitable at interview	May be followed by a period of time in months which must have elapsed before the candidate can be re-interviewed e.g. NSI(3). May also be followed by (R) which indicates that the candidate has been rejected
NSVS	National Security Vetting System	
OAQ	Officer Applicant Questionnaire	Formerly OIF
OASC	Officers' Aircrew Selection Centre	
OC	Officer Commanding; Officer Course	
OCLC	Officer Careers Liaison Centre	An office that manages the officer recruiting Journey
OIM	Officer Interview Module	
OPL	Office Pack Log	
OPS	Operational Performance Statement	
OR	Other Rank - usually Royal Marine	
OSC	Officer Selection Course	
PDA	Potential Diver's Assessment	
PJFT	Pre Joining Fitness Test	A mandatory basic fitness standard for all candidates
PJHQ	Permanent Joint Headquarters	
PMO	Principal Medical Officer	
PMU PNC	Permanently Medically Unfit. Police National Computer	
Potential Entrant	An individual who has successfully completed the selection process and has accepted an offer to join a Service	
PR	Public Relations	
PRT	Pre-enquiry Recruit Testing	

(*Continued*)

RECRUITING GLOSSARY (*Continued*)

PSC	Pre-Uniformed Service Course; Public Service Course	
PSyA	Principal Security Adviser	
PSO	Personnel Selection Officer	
PTB	Procedures and Practice Test Booklet	
PVR	Premature Voluntary Retirement	See VO
Q	Qualified	
QARNNS	Queen Alexandra's Royal Naval Nursing Service	
QRRN	Queen's Regulations for the Royal Navy	
R&A	Recruitment and Attraction The authority which controls recruitment for the Royal Navy Recruitment and Attraction	
R&A BPM SO2C	Business and Policy Manager Staff Officer 2 Civilian	
R&A HQ	Headquarters Recruitment and Attraction	
R&A NMD	Nursing, Medical and Dental Recruitment and Attraction	
R&A Plans OA	Officer Allocation Recruitment and Attraction Re-Joining Policy	
R&A Plans RA	Ratings Allocation Recruitment and Attraction Re-Joining Policy	
R&A P&P AO	Policy and Plans Administration Officer	
R&A Policy SO2	Policy Staff Officer 2	
R&A Plans SO2	Plans Staff Officer 2	
R&A Policy SO3	Policy Staff Officer 3	
R&A Plans SO3	Plans Staff Officer 3	
R&A Policy WO1	Policy Warrant Officer 1	
R&A RISTT CA2	Re-entry Processing Cell CA2	
RAF	Royal Air Force	
RALEIGH TUPO	HMS RALEIGH Trainee Unit Personnel Office	HR and administration office for new entry recruits
Rating	A non-officer Naval Service entrant	
RBM	Regional Business Manager	
Re-Entrant	A candidate who has former service in the United Kingdom's Armed Forces	

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RECRUITING GLOSSARY (*Continued*)

RFA	Royal Fleet Auxiliary	
RFA 96	Reserve Forces Act 1996	
RFI	Request For Information	
RFR	Royal Fleet Reserve	
RFP	Request For Processing	
RGM	Recruiting General Memorandum	
RI	Recruiting Instruction	
RISTT	Re-joiners and Inter-Service Transfer Team	
RITS	Recruitment Information Technology System	Management Information System
RM	Royal Marines	
RM GD	Royal Marines General Duties	
RMBS	Royal Marines Band Service	
RMOR	Royal Marines Other Rank	
RMR	Royal Marines Reserve	
RMSOM	Royal Marines School Of Music	
RMYO	Royal Marine Young Officer	An officer in training at CTCRM
RN	Royal Navy	
RNAC	Royal Navy Acquaint Centre	
RNCIO	Royal Naval Careers Information Office (Single Service)	
RNFT	Royal Navy Fitness Test	
RNP	Royal Navy Police	
RNR	Royal Navy Reserve	
RNTM	Royal Navy Temporary Memorandum	
RO	Recruitment Officer	
RPW	Rockport Walk	A method of conducting the RNFT available to personnel over the age of 40
RoI	Republic of Ireland	
ROM	Recruiting Operations Manual	
ROP	Recruit Orientation Phase	
RPG	Recruitment Performance Group	
RSOPs	Recruiting Standing Operating Procedures	
RTAG	Recruiting Training Assurance Group	
SAE	Stamped Addressed Envelope	
SC	Security Clearance; Service Certificate	
SCO	Scotland	

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RECRUITING GLOSSARY (*Continued*)

SCT	Sickle Cell Trait	
SCU	Special Communications Unit	
SEMC	Service Entry Medical Cell	
SFA	Special Flying Award (Obsolete)	
SG	Selection Grade	
SI	Selection Interview	
Sift	Officer candidate's filter interview, normally carried out by CA to assess suitability to attend AIB	
Sitrep	Situation Report	
SM	Submariner	
SME	Subject Matter Expert	
SMDI	Senior Military Diving Instructor	
SMO SE	Senior Medical Officer Service Entry	
SMO SE PA	Senior Medical Officer Service Entry Personal Assistant	
SO	Staff Officer	
SP	Service Personnel	
SpLD	Specific Learning Difficulties	
Spoke	A careers office, formerly known as an AFCO (Armed Forces Careers Office)	
SPP	Sustainability Pinch Point	
SPVA	Service Personnel and Veterans Agency	
SQEP	Suitably Qualified and Experienced Personnel	
SRO	Senior Recruitment Officer	
SRT	Specialist Recruiting Team	
STEM	Science, Technology, Engineering and Mathematics	
STRATPOL	Strategic Policy	
SW	South West	
Tier (1 and/or 2) Country	Countries to which special security measures apply	
TMU	Temporarily Medically Unfit	
TORs	Terms of Reference	
TPUK	Teleperformance United Kingdom	Contracted Contact Centre used in recruitment
TSO	Training Selection Officer	
UCAS	University and Colleges Admission Service	
UCE	University Cadetship Entry	

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RECRUITING GLOSSARY (*Continued*)

UKAF	United Kingdom Armed Forces	
UKSV	United Kingdom Security Vetting	
UKSV 001	United Kingdom Security Vetting 001	Online form owned by DBS sent to candidate for security check
UGAS	Undergraduate Apprenticeship Scheme	
UIN	Unit Identification Number	
URN	Unique Reference Number	
URNU	University Royal Naval Unit	
UTS	Untrained Strength	
VO	Voluntary Outflow	
WE	Weapon Engineering	
WWE	Wales and Western England	
X Branch	Warfare Branch	
XOES	Warfare Officer Entry Section	