CHAPTER 58

MANAGEMENT OF CAREER

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

CONTENTS

Para
5801. Definition
5802. Provision of Career Management Advice
5803. Assignment Preferences
5804. Career Interviews
5805. Enhanced Security Clearances - DV Clearance
5806. Disclosure and Barring Service (DBS) Checks
5807. Marital or Civil Partnership Status and Long Term and Established Relationships
5808. Dual-Serving Parents (DSP) Policy
5809. Single Parent Policy
5810. Continuity of Education Allowance (CEA)
5811. Medical
5812. Maternity Arrangements
5813. Extensions of Service (EOS)
5814. Unlawful Discrimination
5815. Records and Reports
5816. Disclosure of Information

ANNEXES

Annex 58A Assignment Preferences
Appendix 58A1 Assignment Preferences in JPA
Annex 58B Career Interview
Appendix 58B1 Career Interview Proforma
Annex 58C Spare
Annex 58D Developed Vetting (DV) Clearances - CM Instructions
Appendix 58D1 FTC(A) Form
Annex 58E Dual-Serving Parents (DSP) Application Form
Annex 58F Continuity of Education Allowances - Guidance for Career Managers
Appendix 58F1 Specimen CEA Eligibility Certificate
Appendix 58F2 Continuity of Education Allowance (CEA) Eligibility - Frequently Asked Questions
Annex 58G Joint Medical Employment Standard
Annex 58H Spare
Annex 58I CM Guidance for Processing Extension of Service Requests
Annex 58J Unlawful Discrimination - Guidance for Career Managers
Annex 58K Personal Records
Annex 58L Disclosure of Information - Exceptions

CHAPTER 58

MANAGEMENT OF CAREER

5801. Definition

Career management may be defined as "the assignment of individuals in accordance with endorsed current and future Service requirements, exploiting skills, career development needs and, whenever possible, personal preferences, whilst providing advice on future career paths". Further detail on the aims of career management can be found in Chapter 59 - Assignment Principles

5802. Provision of Career Management Advice

a. **Officers and Warrant Officers 1st Class.** Career Managers (CM) are to maintain and encourage regular personal contact between themselves and their assignees, both 'in office' and during their visits to ships and establishments. For their part, both individual officers are encouraged to maintain contact with their CM by e-mail, telephone, or by visits to discuss their assignments, careers, preferences and circumstances.

b. **Ratings/RMOR.** Career Management advice is available to all ratings on request. Specific advice is provided as follows:

(1) **Senior Ratings.** Career management advice and guidance is available from the relevant CM in NCHQ Portsmouth (or in the case of SM ratings the CMC in Faslane and for FAA, the CMCs in Culdrose, Yeovilton and Marham).

(2) **Junior Ratings.**

(a) EWO or CMC CMs in Devonport, Faslane or Portsmouth or CMCs in Naval Air Stations and at RAF Marham, for advice on current/next assignments, career courses and immediate concerns. For some smaller branches Career Management has been retained by the appropriate Career Management team in NCHQ Portsmouth.

(b) Waterfront Careers Advisers in base ports provide broader career management advice, e.g. issues on career development, out of specialisation opportunities and Dual-Serving Parents (DSP) (see Para 5808).

(3) **RMOR.**

(a) RM Career Advisors (RMCAs), located in most major RM units, and the RM Career Management team (Leach Building, NCHQ, Portsmouth), provide general careers advice

(b) Specialisation Advisers (SA) are primarily based in the lead training schools for their Specialisation and in NCHQ. They provide SME advice relating to their particular specialisation.

5803. Assignment Preferences

a. The primary means of indicating individual assignment preferences to CMs is via JPA. The importance of keeping these preferences up-to-date cannot be sufficiently stressed. Updates can be enacted at any time, but the following occasions are considered mandatory:

(1) New Entries: on completion of Phase 2 Training.

(2) On sea service and LFS: when an assignment order is received detailing a relief or when indication is received that the individual will be assigned without relief (e.g. a ship decommissioning).

(3) Annually for RMs – Updates MUST include the date the amendments or update was entered even if no changes have been made.

(4) When preferences change OR personal circumstances change

b. JPA preference data can include Sea and shore preferences and also allow individual to volunteer for operational tours. Ratings who have identified a particular position in which they wish to serve can submit an Electronic C240 as appropriate, or can register their interest through the MySCIO App.

c. **RM Only.** Whenever an individual submits any change to their preferences it is the duty of those line managers in the hierarchy/workflow chain to ensure that recommendations are made about the individual's suitability or availability before it is forwarded to the next person in the chain and ultimately the relevant RM Career Manager (DRM for Band Service).

d. Divisional Officers are to assist with advice about career preferences and encourage divisional members to utilise the career management services available when appropriate.

e. Further information on Assignment Preferences, including guidance on how to update personal preferences in JPA can be found at Annex 58A.

5804. Career Interviews

a. **Officers and Senior Ratings.** Officers and Senior Rates are entitled to a Career Interview (CI) every 3 years, to take place at least 6 months prior to FAD with the aim for CIs to be on the change of every full assignment (i.e. a CI may not be needed for an Op Tour but the plan for the follow on assignment would require a CI. Engineer Officers are encouraged to use the Engineer Career and Registration Logbook (ECaRL) in preparation for CMI, MPAR and OJARs. Full details on the CI process can be found at Annex 58B

b. **Junior Ratings.** The DO is the first point of contact for the individual's career development with support from the EWO and DEPCO, who will be able to provide more specialist advice to DO/ the individual in liaison with CMC CM (for more information see Chapter 21 (Divisional System). Junior Ratings also have the ability to engage directly with their Career Manager and to have CIs every 3 years at least 6 months prior to FAD. The interview will take the form of a 30 minute conversation organised after the individual has completed the SCIO Career Interview Proforma to highlight personal circumstances and preferences for assignments.

c. In all cases, individuals should complete a Career Proforma via SCIO prior to a Career Interview – instructions on how to do this can be provided by an individual's CM.

d. **Royal Marines.** CIs will be conducted for all ORs by the Unit Royal Marines Career Advisor (RMCA) but may also be undertaken by the Specialisation Advisor or the Chain of Command. The CI will be recorded on the OR's SCIO Career Proforma or, if this is not operationally possible, on a locally produced RMCA CI Proforma which will be uploaded to the OR's SCIO account. A CI will occur:

(1) On change of every full assignment.

(2) A Career Counselling Interview at 12-months point post King's Squad Pass Out (KSPO).

(3) 3-years post KSPO.

(4) Or on request.

5805. Enhanced Security Clearances - DV Clearance

Due to the nature of their duties, a number of positions require a higher than normal level of security clearance (Developed Vetting (DV) clearance). These clearances are both expensive and time consuming to process and necessarily involve some intrusion into personal privacy. In line with MOD guidance, the number of DV clearances is to be kept to the minimum required for operational effectiveness. Top level information on DV clearances can be found in JSP 440 Pt 6; further detail can be found in Chapter 63; desk level instructions for CMs on DV applications and renewal can be found at Annex 58D.

5806. Disclosure and Barring Service (DBS) Checks

As a result of the Criminal Justice and Court Services Act 2000 - Working with Children and Vulnerable Adults, certain assignments require the nominee to have undergone a Disclosure and Barring Service (formerly Criminal Record Bureau (CRB)) check. These are currently tagged in JPA with a legacy CRB competence. When assigning to such a position, CMs are required to nominate personnel for Certificates of Disclosure and to ensure they hold them prior to assignment into the position, or, if a Certificate is already held, to confirm it is at the correct level and remains in date for the period of the assignment. Full details on the type of positions requiring the initiation of a check, levels of disclosure and the process for requesting clearance can be found in Chapter 60 Section 7.

5807. Marital or Civil Partnership Status and Long Term and Established Relationships

a. The rules in Para 5807 sub para b to sub para d below relate to career management and assigning only. They do not relate to situations properly characterised as misconduct, nor do they relate to pay/pensions (see Para 2706 and Para 2162) and other matters where marital status is, or may be, taken into account (some of which are covered in the appropriate Chapter of this BR).

b. CMs take no account of marital or civil partnership status in developing career plans and determining assignments. Personnel will not therefore be placed in, or excluded from, any specific assignment, at home or abroad, simply on the ground of their marital or civil partnership status. This general principle applies to those who are formally married and also to those in stable relationships regardless of the sexual orientation of those involved (the only exception to this principle is in those few circumstances where the law permits marital or civil partnership status to be taken into account; such situations will arise rarely).

c. **Service Couples.**

(1) The principles above apply to those whose spouse/civil partner is also serving. The following additional points, however, should be noted:

(a) CMs will deal with each party to a relationship as an individual in their own right. Accordingly, each party will be assigned according to the four aims of assigning (see Chapter 59), i.e. it is not possible to plan joint careers.

(b) Within the overarching principle at (a) above, service couples are of course allowed to express personal preferences and these will be reflected whenever possible. CMs are aware of the demands of Naval service in terms of separation and will try to mitigate these whenever possible if individuals so request (special consideration will also be given where parental responsibilities are involved - see Para 5808.- DSP).

(c) Service in the same ship/establishment/command is neither guaranteed nor prohibited. Accordingly, couples may serve together provided that no adverse impact occurs, or is likely to occur, on the efficiency or operational effectiveness of the Service. Whether there is, or is likely to be, an adverse impact is to be judged in the light of the circumstances at the time. The mere existence of a relationship does not adversely impact on the Service, but if there is a risk that either party may be inhibited in the performance of their duties by the relationship, then the Service interest is engaged. It will also be engaged if the relationship leads to suspicions of favouritism or bias by either party, especially if one is more senior. More specifically, an adverse impact is generally likely in the following circumstances:

i. Where one of the parties is in a position to influence appraisal reports written on the other. This will usually arise where one is in the formal reporting chain of another, but may also arise if one is expected to provide a significant input into the assessment of the other. In both situations, the objectivity of reports will be called into question.

ii. Where one has functional authority over the other. There is a risk that the existence of the relationship may lead to favouritism, for example in compiling duty rosters, granting leave etc. A relationship between an instructor and student is particularly vulnerable in this regard.

iii. Where the parties have frequent dealings with each other in the performance of their duties. This is more likely in a small ship or unit than a large one.

iv. Where there is a wide rank disparity between the parties. This is a matter of degree and depends on the precise circumstances of the case. There is no objection in principle to officer-rating relationships, but, if the circumstances are such that there is a risk of over-familiarity between one party and the acquaintances of the other, then the Service interest may be engaged.

(2) Where they are aware that a relationship is already in existence, career managers will consult the prospective employer before assigning individuals to the same ship/establishment/command. Where a relationship begins while parties are serving together, then the Commanding Officer should consider whether the relationship impacts, or is likely to impact, adversely on the efficiency or operational effectiveness of the unit. COs should refer to the guidance at Para 2144 (Armed Forces Code of Social Conduct) and apply the Service Test. If the situation justifies intervention, a CO should apply an appropriate sanction. The CO may make an application to land one of the parties, using the procedure in Para 6006 (Removal from Assignment). If an application is made, the CO will be expected to demonstrate that the Service interest is clearly compromised and that the adverse impact cannot be reduced to acceptable levels by reasonable adjustments to working practices onboard. If Service couples do serve in the same ship/establishment/command, the ’no touching’ rule applies in the same way as it does to everyone else.

(3) Those who are married, in a civil partnership, or in a long-term relationship, and are assigned to serve at sea together will not be accommodated together due to the potential for adverse impact on OC.

d. **Relatives.** The rules above also apply where Service personnel serve with relatives (siblings, parents, children) by blood, marriage or adoption.

5808. Dual-Serving Parents (DSP) Policy

a. In situations where service parents[1] are both on active service[2] in the Royal Navy[3] and have joint parental responsibility for a child(ren)[4] who are aged under 18 years, it is generally in the interests of the Service, the SP and the child(ren) to avoid a situation where both parents are assigned to sea, deployed or absent from the child(ren) for a significant period at the same time. Absences apart from sea service[5] and deployment include career training and augmentation outside of the current assignment area. As such, dual-serving parents may apply for DSP status in order to deconflict these activities to provide continuity of childcare. DSP status will not be authorised where either SP is in receipt of Continuity of Education (CEA) allowance for the child(ren) to which the DSP status is requested.

b. DSP status allows one dual-serving parent to be recognised as the Primary Carer, thus ensuring assignment is compatible with childcare responsibilities. The Primary Carer status will move between both parents throughout their careers. The policy does not mean that dual-serving parents will complete less sea service or deploy less than their contemporaries during the course of their careers; it is simply a mechanism to de-conflict sea service, deployment and career training of dual-serving parents in recognition of the unique challenges faced by these Service Persons (SP).

c. The SP with Primary Carer status should not be considered for augmentation/trawls out of the area that they are currently assigned but may still be considered for trawls within local area bases/establishments. The Chain of Command should consider if nomination of a Primary Carer for augmentation for trawls/augmentation is likely to significantly impact their ordinary childcare responsibilities; where such a likelihood exists, the SP should not be nominated.

d. The DSP policy will be applied where possible where the other parent is serving in the Army or RAF [6], subject to adherence to other single Service and/or Unified Career Management (UCM) policy.

---

[1] DSP applies equally to dual-serving parents who are married, in a civil partnership, long term established relationship, separated or divorced: the intent of the policy is to recognise the child who has both parents, or people with legal responsibility for them, serving.
[2] Does not include SP on FTRS(HC), however, in exceptional circumstances, advice should be sought from the DSP Manager.
[3] Or where the other parent is serving in the Army or RAF.
[4] Referred to as 'dual-serving parents'.
[5] Defined as 'service at sea' as distinct from sea service, which is a workforce term that is applicable also to employment in units not actually at sea.
[6] The policy will not be applied where either parent is serving in the Royal Fleet Auxiliary (RFA). RFA personnel are Civil Servants, as such, they do not have the commitment of 'service'. The MOD is committed to empowering and supporting a diverse workforce and developing a suite of legally compliant contemporary and inclusive options to address the challenges of modern family life and provide addition scope of choice with flexible working opportunities for all. For RFA personnel, options include a process to deconflict sea assignments, Enhanced Shared Parental Pay, and policy to apply for defined and published rotational 2 or 3 year shore-based roles after a qualifying period of Worldwide Sea Assignment. RFA policy lead should be consulted for further advice.

e. **DSP Process.** DSP status is applied through the following process:

(1) Both dual-serving parents are required to submit the DSP Application Form (Annex 58E)[7] via e-mail to their respective Career Managers (CM). This should be done by all SP that wish to apply for DSP status, regardless of current assignments[8]. Career Managers will engage to confirm that each SP has submitted an application form and discuss their career management. Both SP must consent for DSP status to be applied.

(2) Career Managers will arrange a joint career interview[9] with both SP[10]; the DSP Manager[11] will chair this joint career interview if appropriate in the circumstances. This joint career interview must be conducted before DSP status is applied, and no later than six months prior to the start of the assignment in which DSP status is requested in order to comply with the associated PFS assignment notice timelines. The aim of this, and all subsequent DSP joint career interviews, is to agree employment and training solutions which meet both the needs of the Service and the needs of the SP. Joint career interview discussions should include (but not limited to):

(a) Deconfliction of sea service and deployments to avoid concurrent absences.

(b) Career training requirements which will result in extended absences, and changeover of Primary Carer status to facilitate career training[12].

(c) Other needs of children, such as geographic preferences[13] due to childcare provision/education, support network, housing, medical etc.

(d) Length of assignments, i.e. for dual-serving parents, it may offer greater stability for assignments to be the same length (if possible).

(e) Handover plan for Primary Carer status[14].

(f) A holistic view of Separated Service totals.

(g) Other Flexible Service[15] options that may be required.

[7] With the intention for Annex A to be digitised in SCIO in the future.
[8] There is no requirement for SP with existing legacy SWDC agreements to submit an application until their next review.
[9] This can be conducted by the most appropriate and convenient means, e.g. Face to face, online etc.
[10] There will be scenarios where joint career interviews are not appropriate e.g., where domestic abuse is a factor. There is a mandatory question regarding consent to joint careers interviews on the DSP Application Form. Joint career interviews will not be conducted where consent is not provided by both SP. CMs will engage with the DSP Manager to discuss the most appropriate strategy where consent is not given.
[11] NAVY PEOPLE-CM DCOS.
[12] Inclusive of all branch/trade mandatory career training and other training such as ICSC and ACSC.
[13] Whilst geographical preferences will be taken into account, it does not preclude assigning outside of these to a different area.
[14] A handover timescale is difficult to assess and should be discussed on a case-by-case basis.
[15] JSP 750, Chapter 2: Flexible Service.

(3) Following agreement of career management, respective CM will update JPA records with DSP status[16] highlighting whether the SP is 'Primary Carer' or 'non-Primary Carer'. Assignment Orders will be issued at the appropriate time. Both the Service and the SP have an obligation to comply with the plan agreed at the DSP joint career interview. Where an agreement cannot be reached by the SP and/or CM, the DSP Manager will be consulted for a final decision.

(4) DSP eligibility and markers are subject to mandatory review at least annually by the CM. This will include a discussion with the other SP CM to ensure continued eligibility and review current arrangements. Any discrepancies or issues should be highlighted to the DSP Manager.

(5) DSP Application Forms must be re-submitted no less than 6 months ahead of FAD or where a significant change is anticipated, such as a requirement to attend career training. It will be the responsibility of the SP to bring their situation and aspirations to the attention of their CM at the earliest opportunity. Furthermore, the CM is to be informed immediately if there is a change in the personal circumstances of either or both SP, for example, if one SP leaves the Service or if one Service Person no longer has joint responsibility for a child(ren) through a Court Order.

(6) Subsequent joint career interviews will be conducted as required by the SP.

f. **DSP Caveats.** The following caveats will apply;

(1) Liability for sea service and deployments against the requirements of their particular branch remains for both SP[17] and must be equitably deconflicted over their careers. Primary Carer status applies equally to both SP; presumptions this will fall to one parent over the other must not be made.

(2) A SP should not normally be marked a Primary Carer for in excess of 5 years consecutively. Careful assessment of the particular circumstances and the needs of the Service should be made if a longer period for one SP as Primary Carer is required. There should normally be a minimum handover of Primary Carer status for 2 years, after one SP has held the tag for 5 years. There should also be a holistic view of Separated Service totals in relation to fair allocation of the Primary Carer status. The DSP Manager should be consulted for advice if required.

(3) Exceptionally, it may be necessary for overriding operational reasons for both SP to be assigned to sea or deployed service at the same time. This action will only be taken with the agreement of Director Personnel and Training/Naval Secretary (Dir P&T/NavSec).

[16] The Service Number of the other parents must be recorded on this record.
[17] The Flexible Service provisions provide options for part time working, and restricted separation.

5809. Single Parent Policy

a. **Definition of a Single (or lone) Parent.** There is no official agreed definition of a single (or lone) parent; however, for the purpose of this policy, a single (or lone) parent is defined as a Service Person in PStat Cat 2[18] who has sole parental responsibility for dependent child(ren) aged 18 years and under[19]; this means a single parent where there is no other person that has legal parental responsibility for the child(ren)[20].

b. **Eligibility.** The policy will apply to SP that meet the definition at para 5809.a; where necessary, advice regarding eligibility may be sought from SO2 Women and Families Policy[21]. Where a SP does not meet the definition at para 5809.a, the policy will not apply[22].

c. **Policy Overview.** It is the responsibility of the SP to ensure that adequate childcare arrangements are in place in order to meet the requirements of their employment, including sea service and other types of deployments, career training and overnight/out of hours duties required by their role. However, it is generally in the interests of the Service, the SP and the child(ren) to ensure appropriate management and support to SP categorised as a single (or lone) parent, recognising that they provide sole parental responsibility. The policy is designed to assist single (or lone) parents to adequately plan in balancing childcare and safeguarding around the challenges of service life. As such, Single Parent Policy includes:

(1) The requirement for Commanding Officers and Divisional Officers/Line Managers to ensure the appropriate management of single parents serving in the RN, and;

(2) Standardises career management relating to single parents serving in the RN.

d. **Requirements of the CO and Divisional Officer/Line Manager.** Where a SP meets the definition of a single (or lone) parent iaw para 5809.a, the CO (delegated to DO/LM) is to:

(1) Encourage single parents to review routinely and refresh ‘Employee Domestic and Welfare Considerations’ on JPA.

(2) Discuss the impact and timing of career training to identify where support may be required around planning to attend career training.

[18] JSP 752 Version 54 April 2023.docx (sharepoint.com) Para 02.0203b.
[19] Where the child is in full time education at the time they reach their 18th birthday, then it will apply until 10 September the year they reach the end of state/further education stage following their 18th birthday.
[20] E.g. Maternal or Paternal parent absent from birth, parent deceased, a court order removing parental responsibility.
[21] NAVY PEOPLE-PSP EMP POL SO2.
[22] Where the SP is separated from the other parent who is also serving in RN, Army or RAF, Dual Serving Parents (DSP) Policy may apply. See para 5808, Dual-Serving Parents (DSP) Policy.

(3) Consider the impact and management of overnight/out of hours duties. Temporary exemptions may be considered iaw para 3515, on a case-by case basis.

(4) Discuss Flexible Working Arrangements[23] and approve where practicable.

(5) Consider the impact of trawls and assist in compiling effective 'pain and grief' statements or equivalent[24].

e. **Career Management.** SP categorised as single (or lone) parents may request a career interview[25]. SP should ensure that the 'Employee and Welfare Considerations' information in JPA is kept up to date. The aim of this career interview is to agree employment and training solutions which meet both the needs of the Service and the needs of the SP. Career interview discussions should include (but not limited to):

(1) Timing of sea service and deployments to minimise the impact to the child(ren)[26].

(2) Timing of career training[27] to minimise the impact to the child(ren).

(3) Other needs of the child(ren), such as geographic preferences[28] due to childcare provision/education, support network, housing, medical, etc.

(4) Other Flexible Service[29]12 options that may be required.

(5) Subsequent career interviews will be conducted as required by the SP.

5810. Continuity of Education Allowance (CEA)

Full details on the eligibility and application of CEA can be found in JSP 752 Ch 14. Guidance to CMs on the completion of the Eligibility Certificate can be found at Annex 58F.

[23] JSP 750, Chapter 1: Alternative Working Arrangements (JSP750_Part1.pdf (sharepoint.com)).
[24] The SP should not be considered for augmentation/trawls out of the area that they are currently assigned (unless they volunteer) but may still be considered for trawls within local area bases/establishments. The Chain of Command should consider if nomination of the SP for trawls/augmentation is likely to significantly impact their ordinary childcare responsibilities; where such a likelihood exists, the SP should not be nominated.
[25] The request for a Career Interview to supplement the 'entitled' provision iaw BRd3, Chapter 58, Para 5804, exists for particular significant changes in circumstances (which is not unique to single parenthood) and may be of use to single parents if they have specific concerns around their career plans.
[26] SP categorised as single (or lone) parents are not exempt from sea assignments or deployments. Whilst the preferences of the SP will be taken into account, they may still be assigned outside of these preferences. Where the SP wishes to avoid separation entirely, flexible service options should be considered.
[27] Inclusive of all branch/trade mandatory career training and other training such as ICSC and ACSC.
[28] Whilst geographical preferences will be taken into account, it does not preclude assigning outside of these to a different area.
[29] JSP 750, Chapter 2: Flexible Service.

5811. Medical

a. **Reporting and Recording of Medical Categories.** A list of the Joint Medical Employment Standards (JMES) (see 2009DIN01-183 and JSP 346 Chapter 5) is at Annex 58G. It is important that all information concerning changes to JMES is retained so that CMs can determine quickly whether there are any limitations to an individual's employability. The following guidelines apply:

(1) JPA records are to be updated to reflect any current medical restriction of more than one month's duration. All permanent changes of medical category are to be recorded as an assigning restriction.

(2) COs/Line Managers are to be made aware of personnel joining who have a reduced JMES; however, the circumstances which necessitated re-categorisation are not to be disclosed.

(3) If a CM is in any doubt as to the medical suitability of an individual for a particular position, the UCM MED team should be consulted.

(4) Whenever a CM is informed by a CO, Head of Establishment or Head of Department that an individual's mental or psychiatric condition is such that a security problem might arise in post, they are to call the employer's attention to their obligation to render an aftercare report in accordance with JSP 4400, Vol 2, Chapter 18 Annex C.

(5) When an individual is medically re-categorised (either up or down), the COs of units are to report all changes promptly by e-mail in signal format to the appropriate CM/CMC mailbox, depending on the branch and rank/rate of the individual. When a JMES below MFD is given, the review date must also be reported.

(6) In the case of inpatients of Defence Medical Groups (DMGs – formerly Military Defence Hospital Units (MDHUs)), the reporting action will be taken by the CO.

(7) An area restriction can only be given for clinical reasons. Welfare or domestic concerns should be addressed by Royal Navy Family and People Support (RN FPS) and not by allocating a medical limitation code.

b. **Invaliding.** See Chapter 54 Section 2.

c. **Royal Navy Medical Board of Survey (RNMBOS) and Royal Navy Medical Employability Board (RNMEB).** See Para 2804. CMs should be aware that the RNMBOS, RNMEB and invaliding process all happen without formal assigning actions. Care must be taken to 'track' these individuals through this process especially if there are additional issues such as welfare or discipline overlaying the medical ones. Any issues regarding RNMBOS and/or RNMEB should in the first instance be referred to the Secretary of the RNMBOS (INM-MES MAO).

(1) **Personnel Placed Permanently in Categories P3 or 7.** Personnel can be recommended for a Permanent Medical Category (PMC) by the RNMBOS which is then approved by the RNMEB. A JMES with appropriate medical limitations will also be issued and will dictate assignment restriction.

(2) **Personnel rated Permanently Unfit for Naval Service/Royal Marine Service (PUNS/PURMS - MEDCAT P8).** Following RNMBOS, personnel made PUNS/PURMS are to be assigned to the most appropriate MA5 Terminal Leave margin position in accordance with the RNMBOS signal and placed in MEDCAT P8 prior to discharge (see Margin Activity Guide at Annex 3B).

(3) There are no medical grounds for delaying an individual's release from the Service except for iaw JSP 760 19.004. In all other cases personnel are to be assigned to Release when due, notwithstanding that they are medically downgraded[30].

d. **Vaccinations and Immunisations.**

(1) COs are to ensure that all necessary vaccinations and immunisations are completed in time prior to deployments and to ensure that individuals are not prevented from joining their new unit on the effective date.

(2) Vaccinations are to take place in accordance with JSP 950 Leaflet 7-1-1: Immunological Protection of Entitled Individuals.

e. **Assigning Personnel Prone to Sea-Sickness.**

(1) Personnel serving in small ships who suffer from chronic sea sickness will be medically re-categorised MLD (Frigates and above only) and the appropriate assignment action taken.

(2) After 12 months Sea Service in a larger ship, such personnel will either be re-categorised MFD if the response to service in frigates and above has been satisfactory, or referred to Executive Authorities to assess continuance in service if seasickness persists (see BR 1750A Article 0803 for further guidance).

[30] BR1750a (Handbook of Naval Medical Standards) Art 0316.

(3) Because of their commitment to small ships, personnel in the Diver and Mine Warfare specialisations are to be downgraded as soon as the problem becomes manifest and considered for Discharge Shore in accordance with Para 5451 sub para j.

f. **Dental Fitness.** Following receipt of an AO, COs are to ensure that personnel detailed for assignment to ships, overseas establishments and to the Submarine Service are dentally examined at the first opportunity. Personnel selected for Submarine Service, whether volunteers or not, are to be dentally examined and rendered dentally fit prior to joining Basic Submarine Training, with the exception of those from ships and establishments where no Dental Officer is available.

g. **Fitness for Service in Submarines.** See BR 1750A Handbook of Naval Medical Standards Ch 9.

(1) All individuals assigned to SM service are to have a preliminary medical examination carried out by their Unit MO to assess their medical fitness for initial Submarine training before joining Basic Submarine Training.

(2) Where a preliminary medical examination reveals a temporary unfitness, which may reasonably be expected to be resolved within 6 months, the relevant CM should be notified by signal so that appropriate assignment action can be taken.

(3) Should the MO carrying out the medical examination assess an individual is permanently unfit for service in submarines, the examination report and full medical documents are to be forwarded to INM for attention of the SMO(SM) for final assessment. The individual's CM is to be informed by signal.

5812. Maternity Arrangements

a. The following are the key references:

(1) JSP 760 - Tri-Service Regulations for Leave and other types of absences (Chapter 20 - Maternity Leave).

(2) BRd 3(1) Chapter 35.

b. All details pertaining to the administration and assignment of pregnant individuals are contained in the above references.

c. Once an individual has had their pregnancy confirmed, and at a time concurrent with their wishes, they will be given the Med Cat P4. Unless serving at sea (see below), they will remain in their assignment until they commence their maternity leave. The latest an individual must inform their CO that they are pregnant is in the 15th week before the expected week of confinement (i.e. the estimated week of childbirth).

d. On confirmation that an individual serving at sea is pregnant, the ship is to transfer them ashore at the earliest convenient opportunity[31]. For Squadded ratings, the ship is to signal the relevant CMC, info NCHQ (FAO the relevant CM) stating the temporary disposal of the rating. The CMC will Manage Move the rating ashore. For non-Squadded ratings and officers, the ship is to signal NCHQ (for attention of the relevant DDPD CM) to request assignment instructions. This is to ensure that the Service can fulfil its legal obligations and responsibilities for the individual's health, and that of their unborn child, and to preserve operational effectiveness. Guidance for EWOs and CMC CMs can be found in Annex 3B and SSDIs (Chapter 3 – Margin Activities).

e. Service personnel who are assigned to the MA4 maternity margin and who belong to any of the three major Waterfronts will be managed through their appropriate geographic Recovery Cell. Those assigned to RNAS Culdrose or RNAS Yeovilton, however, are to be managed under their MA4 margin and should, wherever possible, remain under the care and management of the Divisional team within their parent Squadron or Unit throughout the time that they are assigned to MA4.

f. The pregnant individual should attend a meeting with the CM no later than 15 weeks before the expected week of confinement (but certainly before they depart on maternity leave) in order to ensure that they have appropriate and sufficient information relating to their future assignment in order for them to begin making provision for childcare, housing etc.

g. To ensure that the Maternity Desk in the UPO (and any receiving DO where applicable) has early visibility of the individual, the assignment to the MA4 margin must be completed by no later than week 27 of the pregnancy. This will allow the maternity desk to make early contact with them for the mandatory administrative actions to be completed.

h. All CMs are to ensure that, when assigning individuals (both officers and ratings) to the appropriate MA4 sub-category (A–C)[32], Assignment Orders include an action in the Additional Assignment Details for the individual **to undertake a maternity absence interview at their appropriate Recovery Cell (or through their Divisional Officer if being maintained by their parent Unit, Establishment or Squadron), prior to their MA4 start date.** Individuals who are geographically remote from a Recovery Cell should contact their nearest Recovery Cell by telephone or email. Guidance on the use of the Margin for assigning pregnant personnel can be found in the Margin Activity Guide (see Annex 3B).

i. Career Managers are to keep in contact with the individual throughout their maternity leave period and should inform them of the follow-on assignment in accordance with CAT A PFS standards for assignment notice (i.e. three months before return to work for an assignment within base port area, and five months before return to work for an assignment outside of base port area).

[31] If the ship is alongside, the individual may remain onboard until 28th week of pregnancy (subject to a risk assessment being conducted which permits this outcome).
[32] The MTM MA4 pooled positions are located in DRAKE, and NEPTUNE and PORTSMOUTH only.

j. Where an SP has opted to leave the RN as of right of being pregnant, her new TX date will be calculated by the Release Office and appended to the JPA Form R005. The JPA Form R005 should then be forwarded for processing by the relevant agencies (CM and DBS). The CM is to use the JPA Form R005 as the authority to amend the current Contract End Date, which will ensure the subject gains access to resettlement entitlements and that any other mandatory pay and allowance actions are completed.

5813. Extensions of Service (EOS)

The policy regarding Extensions of Service is at Chapter 49 Section 3. Annex 58I provides further guidance specific to Career Management.

5814. Unlawful Discrimination

Discrimination on the grounds of race, gender, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity/paternity, and marriage and civil partnership is unlawful. CMs are to make themselves familiar with the MOD's code of practice on Equality and Diversity and Naval policy on Diversity and Inclusion. CMs should appreciate the forms which discrimination can take and guard against them. More detail can be found at Annex 58J and Chapter 30.

5815. Records and Reports

a. **Appraisal Reports.** See Chapter 57.

b. **Personnel Records.** The following personnel records are kept by CMs and/or the Promotions Section, in addition to records held in JPA:

(1) **Officers.** The purpose, content and the disposal of each of these files is described in detail at Annex 58K.

(a) **Official Record (OR).** (See Annex 58K Para 1 and Para 2.)

(b) **Personal File (PF).** (See Annex 58K Para 3.)

(c) **Appraisal Report File (ARF).** (See Annex 58K Para 4 and Para 5.)

(d) When appropriate, a Quarterly Report File (QRF) (see Chapter 57 Section 5) will also be raised.

(2) **Ratings and Other Ranks.**

(a) No personnel files (outside JPA) are held by CMs on any ratings and other ranks other than for WO1s.

(b) Ratings and Other Ranks Promotion Sections maintain promotion dossiers for all personnel on the trained strength of the Royal Navy. These dossiers form the basis for consideration by Selection Boards. Dossiers will be raised on receipt of an individual's first Appraisal Report after joining the trained strength and will contain Appraisal Reports, along with copies of professional and leadership course reports, as applicable. The same dossiers will also be used by Extended Career (EC) Boards where ratings/ORs are eligible for such consideration.

(3) **Changing of a Name.** Changing a name is an action that cannot be undertaken on JPA by a self-service user. Application is to be made to the Unit HR Administrator, who will verify the documents (marriage certificate, deed poll etc.) and then enter the information on Maintain Personal Details on JPA.

(4) **Service Number.** Royal Navy personnel are allocated a tri-service number by JPA which does not differentiate between gender or rate/ranks. The individual will retain this Service Number throughout their subsequent Service career. A Service Number, once allocated, is never reallocated or used again even though the individual concerned may not, in the event, finally enter the Service.

(5) Conduct Records (S3300d and JPA Formal Discipline Record (FDR) (see Annex 58K Para 10).

c. **Maritime Reserve Personnel.** See Chapter 102 Section 11.

d. **The Navy Directory.** The Navy Directory is published annually and can be found on the Defence Intranet. Officers' service details which appear in the Navy List are taken directly from JPA records. If any errors to Navy List entries are noted, an amendment form is to be completed and forwarded to the Editor as directed.

5816. Disclosure of Information

Guidance on disclosure of information is at Para 0109. Certain exemptions are permitted for CMs, which are detailed at Annex 58L.

ANNEX 58A

ASSIGNMENT PREFERENCES

1. Introduction

Employee Preferences and Employee Sea Preferences in JPA 'Self-service Employee' contain the only information normally available to CMs on preferences and personal circumstances. It is important, therefore, that when personal details change, Preferences should be updated. Preferences assist the CM to place the individual, whenever possible, in a position to the advantage of both the Service and the individual. An individual with no preferences will be recorded as '1st Preference' in any assignment.

2. Preference Assignments

Job or assignment areas listed under 2nd and 3rd Preference will be regarded as a Preference assignment and recorded as '1st Preference'. The first complement assignment for all individuals will be recorded as 1PRE.

3. Comments and Aspirations

To provide as much information as possible individuals should not only state their preferences, but also make use of the Comments and Career Aspirations fields. The more information on JPA, the more chance an individual has of obtaining their preferences.

4. Advice

Divisional Officers must ensure ratings complete their preferences in JPA promptly and accurately, assisting where necessary with advice on courses and qualifications. For further advice, Ratings' Career Management Advisers (CAs) are located in HM Naval Bases Portsmouth, Devonport and Faslane, and Royal Naval Air Stations at Culdrose and Yeovilton. RM Regional Career Development Advisers (RCDAs) are located in Portsmouth Naval Base and CTCRM Lympstone. They provide advice on assigning and career progression to all ratings and ORs.

5. JPA Process

Guidance on how to update personal preferences in JPA can be found at Appendix 58A-1.

6. Occasions for Inputting Preferences

Employee Preferences and Employee Sea Preferences are to be inputted on the following occasions:

a. New Entries: When first given access to JPA Self-Service.

b. Re-Entries: on re-entry.

c. On sea service and LFS: when an Assignment Order is received detailing a relief, or when indication is received that the individual will be assigned without relief (eg. a ship decommissioning).

d. Annually for RMs - Updates MUST include the date the amendments or update was entered, even if no changes have been made.

e. Before Annual SJAR/OJAR is raised.

f. At any time: when a Service person wishes to update the information.

g. Before last assignment preceding release, if different to current preferences.

7. Application for a Particular Course or Position (R)

a. JPA Self-Service does not provide a facility for applying for a particular course or position. An electronic form, together with guidance notes, however, is available on the DDPD website through the 'Course/Assignment Application' button. The form should not be used solely to ask for a particular unit; this should be done through JPA Self-Service Preferences.

b. It should be noted that there is no facility to record this information in JPA in a way that can be searched by CMs.

c. **RM.** Chain of command within the unit MUST forward to the relevant desk to ensure that name is added to the appropriate list.

8. Last Assignment before Release

a. Service personnel whose final assignment in the Service is at a place of duty which is not their first UK preference recorded on JPA may be entitled to Disturbance Allowance and Removal of Personal Effects benefits to assist them in settling their family in the area to which they intend to resettle. The rules for entitlement can be found in JSP 752 Chapter 7 Section 4.

b. If changing geographical preference for this last assignment, the change must be made in sufficient time for the CM to be aware of it before the assignment is considered.

9. Base Port Changes

a. Personnel are assigned taking into account their preferences, as stated in JPA. The 'assignment type' as recorded on the Assigning Record (AR) shows them either to be assigned in accordance with their preference - 1PRE, or not - NPRE.

b. A change in a ship's base port may affect the relationship between an individual's assignment type and their preferences and the assignment type may not reflect the new base port. Accordingly, whenever a ship's base port is changed, CMs are to review all Assignment Orders for the Ship's Company and any personnel detailed to join. If the 'assignment type' does not accord with the individual's current preference, an Assignment Order is to be issued to change it, effective from the date of the change in base port.

10. Shore Service Preference - Geographical Designations

In order to ensure equal treatment and the correct annotation of assignment type on assignment orders, the UK locations listed below are to be considered in the same geographic area in relation to assignment type and a preference for either is to be recorded as 1PRE.

a.	London and Northwood	-	1PRE
b.	Bath and Bristol	-	1PRE
c.	Taunton and Yeovilton	-	1PRE
d.	Portsmouth and Gosport	-	1PRE
e.	Plymouth and Dartmouth	-	1PRE

APPENDIX 1 TO ANNEX 58A

ASSIGNMENT PREFERENCES IN JPA

1. Updating Personal Preferences - Timing

Ensure your preferences reflect what you want by updating them as and when your wishes change. Updates can be enacted at any time and at the very least should be completed or updated prior to your AR being initiated (at the start of your reporting year).

2. Process

Your Personal Career Preferences should be entered into JPA as follows:

a. Log on to **JPA Self Service - Employee**. Under **Extra Information Types**, select **Employee Preferences** and **Update**.

b. Under **Preference Category** always select **Routine** and in **Preference Priority** choose either **Location or Appointment** depending on which is more important to you.

c. Under **Location, 1st, 2nd and 3rd Choice** click on the torch, then click **Go**. This lists all locations in alphabetical order, including overseas options. Locations are listed by Area e.g. A_SCOTLAND, or County e.g. C_HAM for Hampshire. A full list of locations can be found on the JPA Appraisal Website.

> ***Note.*** *To select Portsmouth, type* ***%Ports*** *in the blank text box to the left of the* ***Go*** *button, this will then display Portsmouth.* ***%Ply*** *will bring up Plymouth,* ***%Fas*** *will bring up Faslane. For an OpTour in, say, Afghanistan, type in* ***%Afgh****.*

d. **Location Negative Choice** is where you don't want to go.

e. **Waive Notice** should say **Yes** if you are content to be assigned anywhere (including assignments which would be considered as Non-Preference) with less than normal Assigning Notice (see Chapter 59 Section 11).

f. Under **Job 1st, 2nd and 3rd Choice**, click on the torch. In the blank text box type %RN then click **Go**. You can refine your search by typing, for example, %RN|Eng (use the vertical line Field Separator – located to the left of the z key), which brings up all Engineering jobs. Scroll through the list by clicking **Next 10** to find the job field of your choice. The job choices are quite generic so consider your preferences carefully. Your choice can be expanded upon in the Career Aspirations (free text) box.

> ***Note.*** *Officers only: typing '****Joint%****' in the 'Job' box will display a list of Joint options to select from.*

g. **Job Negative Choice** should be used to show jobs you really wish to avoid.

h. **Comments and Career Aspirations** are free text boxes and should be used to expand upon your preferences or to tell your Career Manager about your aspirations and plans for your future development and employment. You should also use these boxes to detail any courses you wish to attend as they do not appear in the Location/Job Choices lists in JPA..

i. Volunteer for Commission (Other Ranks), Volunteer for Further Service (Other Ranks) and Volunteer for Change of Commission (Officers) are self-explanatory, however, make sure your selections are RN/RM specific.

j. When you have finished filling out your preferences, click **Apply**, next then **Submit** otherwise your preferences will not be saved.

ANNEX 58B

OFFICER'S CAREER INTERVIEW

1. Aims

Career Interviews are available to all Service Personnel and are a chance to review career aspirations, identify personal drivers, provide career guidance and thereby help the officer to look ahead and plan their career. The SCIO Career Interview Proforma (guidance in Annex 58B Appendix 1) is a tool that helps both the individual and CM to develop a realistic career path for the individual, whilst managing expectations not least through the individual's honest completion of the 'SWOT' analysis.

2. Periodicity

RN personnel should be interviewed in person or by telephone/web conference by their Career Manager at least every three years.

3. Preparation

It is important that all aspects of career management are considered when preparing for a career interview. CMs should ensure that an individual has completed and submitted the SCIO Career Interview Proforma in advance of the interview.

4. Conduct

All interviews will vary according to the circumstances and the needs of the individual concerned. However, personnel can expect the following points to be covered:

a. An analysis of the individual's appointing preferences, personal driving factors and pressures, 'self-analysis' (using the SWOT grid of the Career Interview Proforma) and long-term aspirations.

b. An explanation of the mechanics of the promotion system and the terms/gradings used, alongside an indication of the distribution of promotions against seniority and promotion numbers. If relevant, a review of the individual's Promotion Board gradings whilst in zone and the Career Manager's assessment of the grading trend will also be discussed in order to give an indication of promotion prospects.

c. Discussion of Career Timeline (including factors such as reporting dates, Promotion and/or Commission transfer signals, Promotion/Commission transfer zones, Commission Termination date and time remaining).

d. A proposed Assigning Plan and agreement of any further action required.

It is vital that Career Managers put individuals at ease. Junior personnel in particular can find their career interview a daunting prospect but it is vital that a full and frank discussion is achieved if the aims of the interview are to be fully met.

5. Data Review and Checks

Time should be taken during the interview to ensure that current data held in JPA and in SCIO is correct, including home and living address, telephone/email contact data, professional qualifications and competencies with any expiry e.g. RNFT, SC/DV and Sea Safety and CBRNDC. Interviewees should be reminded that it is incumbent on them to ensure that this data is kept up to date. This check is essential to ensure that records are accurate and up to date in compliance with the Data Protection Act (DPA – see Para 0110).

6. Record of Interview/Data Protection Act

Career interviews form an integral part in career management decisions and an appropriate record should be retained in support of the audit trail. These records will be disclosable under the terms of the DPA and must be a true reflection of the discussion. The SCIO Career Interview Proforma is an auditable document that must be sent to the individual, retained on their profile and used for all Career Interviews.

7. Personnel nearing End of Service/Considering Early Termination

CMs should remind officers approaching the end of service or those considering applying for Early Termination to confirm their entitlements to Graduated Resettlement Training (GRT) with reference to the authorities detailed in JSP 534. CMs should also remind individuals that they will be expected to take their GRT during their last assignment and not between their last assignment and Terminal Leave/Release, save in exceptional circumstances with the approval of the branch SO1. If exceptional approval is given, they will remain as an overbearing in the organisation in which they were serving immediately prior to discharge and the costs of the individual will fall to that organisation during the GRT period.

8. Next Assignment for In-Zone Personnel and Disclosure of Promotion Grades

As a default, CMs should continue to discuss and plan future assignments on the basis that the individual remains in their current rank (this is to avoid an individual construing a discussion about assigning in the higher rank as an indication that they will be promoted). Although CMs will disclose previous promotion grades, care is to be taken not to give an individual any grounds for believing that they may be selected for promotion in the next assignment. In the case of personnel at the top of the promotion zone, plans for the future and assignments can be discussed on the basis of the individual being selected but Career Managers are to be careful in their expectation management of the individual and are to seek advice from their CofC prior to doing so.

9. Promotion

It is appropriate that an individual should be able to make important career decisions in light of the probability of their promotion. During a Career Interview, individuals will be able to discuss their chances of promotion with their Career Manager (see Para 4 sub para b). It is worth noting that it is impossible to predict an individual's promotion prospects with certainty and the Career Manager's assessment should, therefore, be regarded as an informed prediction based on the knowledge to hand at the time (individuals should remember that Career Managers can still offer them interesting and satisfying careers, even if they do not secure promotion).

APPENDIX 1 TO ANNEX 58B

SCIO CAREER INTERVIEW PROFORMA

CAREER INTERVIEW PROFORMA - GUIDANCE TO THE INTERVIEWEE FOR THE COMPLETION OF PART ONE

1. Personal Details and Assigning Preferences

The first part of the SCIO Career Interview Proforma should be checked fully by the individual to ensure that dates, competencies, clearances and preferences are showing correctly from the data held in JPA. The Career Manager will work based in this information and if it is incorrect, JPA should be updated prior to the Career Interview. There are then several free text boxes and drop down menus to express preferences for training, Op Tours and LFS opportunities.

2. Personal Drivers

The next area is a self-analysis of those aspects of the interviewee's private life and personal aspirations that impact upon career management. This is an important area that requires an honest approach when being completed. Individuals should try and capture all issues that could impact on next and future assignment plans, however trivial they may appear. The ‘personal priorities’ area is to be used to record where an individual's career is placed in relation to wider life goals. Whilst specific jobs can be used to illustrate as examples, the main focus should be on the ‘desired effects’. More detail is better with prompting detail in “?” bubbles to the right and with each text box expandable.

3. ‘SWOT’ Analysis

‘SWOT’ is a useful tool to inform the career management decision-making process. Areas should be completed as follows:

a. **Strengths.** Those positive aspects or distinctive attributes or competencies that place an individual above the majority of their peer group.

b. **Weaknesses.** Those negative aspects or competence shortcomings that limit professional effectiveness or which need to be corrected or additional action to minimise their impact. This might highlight a career development need.

c. **Career Opportunities.** Those favourable employment areas, conditions or environments that would enable the individual to excel.

d. **Career Threats.** Those unfavourable employment areas, conditions or environments that could inhibit an individual's performance and/or achievement of potential.

4. Favourited Jobs

The SCIO Career Interview Proforma automatically updates with the most recent favourited roles from the SCIO/MyNavy jobs list and is a very useful way of highlighting opportunities that the individual is interested in to the Career Manager.

5. Timeline

The individual should review the data that is pulling through for rank/rate, assignment, courses, appraisals, and performance at selection boards[1]. They are then able to add data under "Factors" that demonstrate their future assignment aspirations, and other relevant information, to the Career Manager. This should be realistic and based on performance and time remaining within the Service.

6. Career Fields – Officers Only

Officers that are OF3 or senior must ensure they have up to date Career Fields on SCIO. This is updated via SCIO>My Profile>Right hand drop down menu>Career Fields. Details about the Career Fields are as follows:

FIELD	DEFINITION	EXAMPLES
Management of Defence	Posts that develop defence policy and strategy, manage at the military strategic level and deliver Departmental and TLB non-operational outputs.	MOD Centre, NCHQ, DCDC, JFC Joint Warfare etc.
Operations	Posts which deliver outputs within formation HQs (or other service establishments as necessary) in connection with the conduct of operations (including Force Generation and Force Preparation).	HM Ships/Subs, RM Cdo Units, FAA NAS, PJHQ, MARBATSTAFFs (MBS / CAF / 3 Cdo^{X} / COMUKTG), Frontline Flotillas / Sqns
Operational Support	Posts which deliver outputs within formation HQs (or other Service establishments as necessary) in connection with support to the conduct of operations.	NCHQ, PJHQ, DI, NBCs, FOST Sea, DGISS etc.
Defence Engagement	Posts which either enable and/or deliver engagement between UK Defence and other organisations at home and abroad.	Defence Diplomacy; liaison, exchange & Loan Service with other Nations, international organisations and UK Government Depts; posts in NATO HQs; International Policy & Planning, NATO & European Policy; Media Operations & Corporate Communications; Culture & Language appointments.
Capability and Acquisition Management	Posts that develop and execute capability and acquisition policy, strategy, planning & finance; identify and manage capability requirements; conduct research including operational analysis; manage capability programmes and projects.	DE&S, DSTL, NCHQ, DGISS
Personnel	Posts involved with all aspects of the training and provision of trained personnel; recruiting; personnel strategy, policy and planning; manpower planning and career management of SP.	2SL, Core Training, MWS, FOST Shore, FAA NAS, ACOS(PCap), NCHQ etc.

[1] Shows as 'PSB'

SCIO CAREER INTERVIEW PROFORMA - GUIDANCE TO THE CAREER MANAGER FOR THE COMPLETION OF PART TWO

1. Date of Interview and Interview Aim

Self-explanatory.

2. Career Management Administration Checks

The Career Manager is to check fully the Part One of the Proforma, investigating further where applicable. Further data pulls through from JPA and SCIO to the Part Two of the Proforma and should be checked. The Assignment Restrictions are particularly important and if SWDC (now known as Dual Serving Parents (DSP) but still tagged as SWDC in JPA), consider the requirement for a joint Career Interview in line with policy[2]; advice can be sought from the DSP Manager if required.

3. Discussion

To cover the points highlighted by Part One and Part Two and any additional Branch specific issues deemed appropriate by the Career Manager. Anything requiring recording should be written in the CM Notes section; opportunities for further training should also be recorded.

a. **Boards.** Ensure that the individual is aware of their promotion, commission transfer, professional course / Command zones. Previous Board Gradings (showing in SCIO timeline) are to be discussed with the interviewee.

b. **Current Performance.** Career Managers should have an honest conversation with the individual about their current ‘pack’ comparative to their peer group and explain where an individual sits in relation to the promotion[3] average.

c. **Future Aspirations.** The individual’s future aspirations, using the Part One career timeline as appropriate, should be discussed, with the Career Manager highlighting opportunities and threats against the individual’s portfolio and other aspirations to allow the individual to make informed decisions.

4. Assignment Plan

To be developed in conjunction with the interviewee’s comments, aspirations and preferences as recorded in Part One, and the context defined during earlier discussions. Assignment options are mapped according to overall suitability and career development potential. Branch and CAPPS roles (as appropriate) should be ‘offered’ using the Part Two for the individual to do research into and to then provide a preference order to the Career Manager; roles that do not show on the SCIO drop-down menus should be listed under ‘other available roles’.

5. Required Further Action

Actions for both individual and Career Manager should be recorded for follow-up action.

---

[2] BR3, Ch58, para 5807
[3] Or other Career Milestone as appropriate.

6. Administration

The SCIO Career Interview Proforma can be saved, printed and exported via PDF. When submitted, it saves to SCIO and sends it direct to the interviewee for their use and records.

ANNEX 58C

SPARE

ANNEX 58D

DEVELOPED VETTING (DV) CLEARANCES - CM INSTRUCTIONS

1. Policy

A Developed Vetting (DV) clearance is expensive and time consuming to process and necessarily involves considerable intrusion into personal privacy. In keeping with MOD guidelines, the number of DV clearances is to be kept to the minimum needed for operational effectiveness. Details about DV clearances may be found in Chapter 63 and JSP 440 Pt 6.

2. Responsibilities of Career Managers

Career Managers are responsible for:

a. Applying for DV security clearances where the requirement is specified by the Establishment or authorised by other proper authority.

b. On request, provide copies of DV clearance certificates to the subject (and to organisations to which personnel are to be assigned as required).

c. Assisting SYVETT when requested in expediting the DV process.

3. Application for DV Clearance

a. DV Clearance applications are processed through the SYVETT cell. Requests are to be raised through the SyVett Application functionality within SCIO or, where that is not possible, using the form at Appendix 58D-1.

b. Once DV security clearance has been applied for and the DV clearance pack has been forwarded to the assignee, it is the responsibility of Security Vetting Management Officer (SYVETT) to monitor the return of questionnaires and check for accurate completion prior to onward transmission to UK Security Vetting (UKSV). SYVETT will update CMs/clerks of any delays in the DV process.

4. Review of Clearances

CMs are to review, on a monthly basis, the future requirement for clearances in issue ideally 8 months before they expire, and make an application for their renewal if necessary.

5. Applying for/Renewal of DV Security Clearances

The following points are to be borne in mind when applying for, or requesting renewal of, a clearance:

a. A person whose future in the Service is in doubt, by reason of conduct, suitability, medical condition or other relevant reasons, is not to be considered for a post that requires a DV clearance. An initial DV (i.e. where it has not been held at any time previously) is not to be requested for personnel who have less than two years to serve.

b. Normally a *minimum* of four to five months' notice is required to complete clearance procedures. When less notice is unavoidable, CMs are to inform the future employing unit of the possibility of delay in granting a clearance. The fact that this has been done should be confirmed to UKSV via SYVETT when applying for the clearance. Priority will not normally be accorded to short notice requests for clearance unless a reasonable explanation is given. Where, as an exception, a clearance is required as a priority case a letter signed by the relevant branch CM SO1 is to accompany the paperwork to UKSV requesting Priority action and giving the justification for this (see also Para 9 for Emergency Unsupervised Access).

c. Where a requirement for DV clearance is not specifically authorised by the Establishment e.g. if an approved Establishment change is imminent or the requirement is for attendance on a career course etc. a brief explanation should be given when applying for the clearance.

d. When a person assigned to a NATO or LFS post already holds the required clearance, but its validity will expire whilst still overseas, it is essential that CMs task early review of the clearance so that renewal procedures are completed before the assignee departs from UK. All renewals of clearances involve interview of the prospective clearance holder, a process that cannot be carried out abroad.

e. If an assignment is subsequently changed, consideration must be given to any application which may have been made for a DV clearance. UKSV should be notified at the earliest opportunity should cancellation of the application be required.

f. Specific requirements for Attaché/Defence Adviser posts and Exchange assignments can be found in Para 5911 and Annex 59C.

6. Period of Clearance

An initial DV is normally granted for a period of seven years. At approximately the six years and four months point the CM should review the continued requirement i.e.. whether the individual is still in a DV billet or likely to require DV for a future assignment, and request a review if necessary. Following a routine review, and assuming no problems, DV clearance will be granted for up to seven years. Extensions to DV clearance should not normally be necessary, however, they may be requested from UKSV in certain circumstances e.g. if an individual is due to leave the RN shortly after expiry of DV and full review would not be justified or if a routine review has started but is not finished by the time the old clearance expires.

7. DV Clearance Certificates

Once UKSV and/or SYVETT have informed CMs that DV clearance is complete a copy of the clearance certificate should be added to the SCIO personal file. Their competence profile will be updated in JPA by the UKSV.

8. Queries

In general, any queries should be taken up in the first instance with the UKSV Help Desk on York 01904 662644 (Mil 94777 2644). If the Help Desk is unable to assist they will refer the query to the relevant Case Officer.

9. Emergency Clearance

a. For short term operational reasons, it may be necessary to allow DV access to designated personnel who do not hold a current DV clearance. In these circumstances, written application is to be made by the CO, Line Manager, or CM as appropriate, to Navy PSyA-Aftercare SO3C[1]. The following information is to be supplied:

(1) The name, service number and rank of the individual involved.

(2) Justification, and the period for which clearance is likely to be required.

(3) Confirmation that all local records and reports have been checked and reveal no matters of security concern in respect of such a clearance.

(4) In the case of a requirement for a Crypto Custodian, confirmation that no other officer with a current DV clearance is available.

b. On receipt of the application, Navy PSyA will carry out internal checks and, if they prove satisfactory, will grant Emergency Unsupervised Access (EUA) for the period requested, providing it does not exceed six months.

c. On receipt of authorisation, the CO/Line Manager, is to ensure that the person granted access is kept under strict supervision regarding conduct, and has access limited to just that information and equipment that is necessary for the performance of relevant tasks.

Note. *EUA will only be granted once the DV security questionnaire form has been completed and sent to UKSV.*

10. Denial, Withdrawal or Limitation of Security Clearance

Navy PSyA will normally alert the CM when a UKSV recommendation for denial or withdrawal is being considered. Alternative arrangements may be planned, but no assignment should be made until the formal decision has been taken. In practice the decision to withdraw or deny security clearance is made by Navy PSyA under delegated powers.

11. The Security 'Risk Register'

There is a requirement placed on the UKSV and Navy PSyA to hold a register of cases of individuals who are considered to be in a position of vulnerability to adverse pressure and thus may present a potential security risk. Vetting confidentiality necessarily restricts the amount of information that UKSV or Navy PSyA will release to a CM but in the majority of cases the restriction will not prevent an assignment going ahead. It is essential to note that an individual whose name appears on the Risk Register is not de facto a security risk; it is simply a means whereby potential problems can be monitored by the security authorities. In most cases the circumstances leading to inclusion on the Risk Register will have come to light during the vetting process and the individual will thus be well aware that there are security concerns. The Register is reviewed by UKSV and Navy PSyA on a monthly basis and names are not added or removed without Navy PSyA's approval.

[1] Requests may be made by e-mail to NAVY PSYA-AFTERCARE SO3C, copy to NAVY PSYA-RN STRAPSO ASST or by signal to RNPSYA PORTSMOUTH using SIC YAY, copy to SCU Leydene for Corp Strapso RN.

12. NATO COSMIC Top Secret Clearance Certificates

a. Where a DV is being initiated for a full assignment requiring one or more of these certificates, a request can be made to the UKSV at the same time as the DV paperwork is submitted to York and it will be issued when the clearance process has been completed. Where a certificate is required and the DV is already in place, or where it is for SC level only, a request should be made to SYVETT. It should be noted that under the current NATO rules, it may be necessary to renew the clearance before a certificate can be issued. It is therefore very important that they are requested in good time for any review to be completed. Certificates will not be issued more than six months in advance of the assignment.

b. CMs may issue certificates in those cases where it is required for a course or other assignment that lasts for a few weeks only. In all cases certificates should only be issued for the individual's current level of clearance i.e. to TOP SECRET if needed and they have DV or SECRET if SC only.

13. ATOMAL Clearance

An officer required to have access to ATOMAL information will be indoctrinated locally within their unit. They must, as a prerequisite, have the appropriate level of security clearance. In addition, the officer must be a British Citizen as defined by the Nationality Act 1981. Special rules cover access which may be given to non-British citizens who are members of, or associated with, HM Forces. Citizenship can be verified from:

a. A Passport.

b. A Certificate of Registration as a British citizen.

c. A Birth Certificate.

d. An officer requiring access to ATOMAL information must be indoctrinated in accordance with NATO regulations before access can be permitted. Uniformed personnel awarded a NATO ATOMAL clearance may be indoctrinated locally on the authority of the NATO Commanding Officer or Head of Establishment provided that their security certificates do not expressly debar them from access to the information involved.

14. Security Clearances for Dual Assignments

The Dual Assignments List is held by the People Ops Augmentation team and an individual's requirement is detailed on their assignment order. Both indicate any requirement for DV clearance. CMs are responsible for initiating clearances as required.

15. Assistance to Navy PSyA - Access to Officers' Records

a. A list of Navy PSyA staff who are authorised to have full or limited access to assigning and promotion records in the course of enquiries will be updated periodically by Navy PSyA and will be promulgated periodically by Dir P&T/COS(P) Temporary Memorandum.

b. CMs are required to inform Navy PSyA of any matters of potential security significance which are brought to their notice, whether in OJAR/SJAR reports or during the assigning dialogue.

16. Special Access Operations (SAO) Assignments

Throughout MOD there are facilities known as Special Areas of Operation (SAO), also known as Special Access Operations, within which a particularly sensitive source of intelligence is protected. Such intelligence can only be handled by staff who have been specially approved for this work and who meet strict vetting and nationality criteria. These criteria are laid down in JSP 440 Pt6, Sect 2, Chapter 7 and require that those assigned into such a billet must hold DV clearance and they and their direct relatives must be British. In exceptional cases it is possible to grant a waiver to the nationality criterion but only when there is a clearly identifiable compelling need for a person to fill a particular post. Such a need could be the individual holding unique skills or for those with limited career opportunities outside the SAO compartment. Each application for a waiver is considered on a case-by-case basis and cannot be guaranteed. SAO posts can be identified through JPA using the Review Job/Position Requirements function. Further information on SAO clearance can be found at the Reference or by contacting PSyA.

APPENDIX 1 TO ANNEX 58D

SYVETT-003A / DV (Rev 05/09) – DESPATCHED ON:

This notification is to inform you that DV Security Clearance is required for:

Surname:	Forename:
Rank:	Branch:
Service No:	Date of Birth:
Initial DV or Review:	Date Required By: (Do Not Enter ASAP)
Assignment Requiring Clearance	Unit: Full Assignment Title:
Current Location (mailing address):	
Email Address of applicant: (Supervisor/XO or alternative must be provided)	
MF 1938 Barcode	
Any other information that you think may be useful to the vetting authorities	
Requesting Career Manager's name	
Branch	
E-mail address	
Telephone Number	

THIS FORM MUST BE COMPLETED IN FULL OR IT WILL BE RETURNED TO CM

THIS FORM MUST NOW BE SENT ELECTRONICALLY TO: NAVY PSYA-SYVETT

ANNEX 58E

DUAL-SERVING PARENTS (DSP) APPLICATION FORM

DSP status documentation is raised upon application from Service Persons who have a child or children less than 18 years of age and where they have a simultaneous Sea Service, deployment, and career training liability.

PART 1 - DSP INFORMATION

Service Details

Name	
Rank/Rate	
Branch	
Service Number	
Unit and Current Assignment PID	
FAD in Current Assignment	
Engagement Expiry Date	
PStat Category	
Career Manager	
Current Separated Service Total	
Are you applying for Primary or Non-Primary Carer Status?	
Enter details of any anticipated career training courses	
Is there any additional information you wish to enter for consideration?	

Details of other Service Person with Parental Responsibility[1]

Name	
Rank/Rate	
Branch	
Service Number (if known)	
Career Manager (if known)	

Child(ren) Information

Date(s) of birth of child(ren) to which the DSP policy applies	
Date youngest child reaches 18	
Date child is due to finish full time education (if later than above)	
Are you in receipt of CEA for this child(ren)?[2]	
Are the details of your child(ren) recorded on JPA?	

[1] The other Service Person is responsible for completing and submitting their own application. It is recommended that both application forms are submitted concurrently.
[2] DSP status will not be approved where the SP is in receipt of CEA for the child(ren) to which the DSP application applies.

Service Person Declaration

1. I have read and understood the contents of BRd3(1) Chap 58, para 5808, with reference to Sea Service, deployment, and career training liability for DSP parents.

2. I understand that the policy does not mean that dual-serving parents will complete less sea service or deploy less than their contemporaries during the course of their careers and that it is simply a mechanism to de-conflict.

3. I understand that the Primary Carer can still be considered for augmentation/trawls within local area bases/establishments.

4. I understand that normally SP will not be marked a Primary Carer for in excess of 5 years consecutively, and that a minimum handover of Primary Carer status for 2 years after one SP has held the tag for 5 years.

5. I understand that a holistic view of Separated Service totals will be taken in relation to fair allocation of the Primary Carer status.

6. I understand that is it my responsibility, not that of Navy People Career Managers, to ensure that the formal DSP status paperwork is raised and kept up to date in a timely manner.

7. I understand that I must inform my Career Manager should my personal circumstances change, and any deviations from the terms of the DSP contract will invalidate the agreement and I will be liable for immediate assigning action.

8. I understand that my Career Manager will base any assigning on my preferences, and I confirm these are up to date in JPA.

9. I confirm that the child(ren) to which this application applies, resides with me or the other SP to which this policy applies.

10. I confirm that I am not in receipt of CEA for the child(ren) to which this DSP application applies.

11. I confirm that the information provided above is true and accurate and, where applicable, is recorded on JPA.

12. I **consent/do not consent** (delete as applicable) to a joint career interview[3].

Service Person Signature		Date	

Once Part 1 above is complete, this form should be submitted via e-mail to the Service Person's Career Manager.

[3] Where consent to a joint career interview is not given, the Career Manager will consult with the DSP Manager so that joint Career Management can occur via an alternative method.

PART 2 – CAREER MANAGER DECISION

13. The Career Manager has consulted with the other SP with parental responsibilities Career Manager to confirm a DSP Application has been submitted and relevant data confirmed.

14. The SP has been interviewed by their Career Manager and the DSP policy has been fully explained.

15. The SP has been informed that a holistic view of Separated Service totals have been considered in relation to fair allocation of Primary Carer status with the following decision being made:

The SP will hold the DSP Status of: **Primary Carer/ Non-Primary Carer** (Delete as necessary)

16. I confirm the SP has been informed of the above decision.

Career Manager Signature	Name	Rate	Date

PART 3 – CAREER MANAGER ACTIONS

Following the DSP decision being made, and the SP being informed, the CM is to take the following action:

17. JPA Action – Update JPA Assignment Restriction field to reflect the following details:

    a. Enter Applicable From Date – This is the date of the assignment order for which the DSP status is requested.

    b. Enter a Review On Date – This is when to expect the SP to re-submit their DSP Application Form no less than 6 months ahead of FAD.

    c. Enter Restriction Category – SWDC[4].

    d. Restriction Detail – In here the CM is to enter:

        (1) DSP Status – Either ‘Primary Carer’ or ‘Non-Primary Carer’.

        (2) Other Parent details – Name, Rank/Rate, Service Number.

        (3) DSP Status End Date – Date youngest child reaches 18.

The information entered will replicate onto SCIO under Individual Readiness Plan (IRP).

[4] SWDC is a legacy tab which will be updated in JPA in due course but should still be used until the change has been implemented.

Career Manager to note:

18. Any previous SWDC/DSP information is to remain on restrictions so to retain the history for future assigning/DSP decisions.

19. A SP should not normally be marked a Primary Carer for in excess of 5 years consecutively. There should be a minimum handover of Primary Carer status for 2 years after one SP has held the tag for 5 years.

PART 4 – NOTES FOR DSP APPLICANTS AND CAREER MANAGERS

20. Applying for the DSP status does not mandate that one parent must be assigned or remain at sea or deployed because the other parent has been assigned ashore. Both parents may be assigned to shore positions (no guarantee of the same geographical location), and this should be considered by CMs particularly where the sea going parent is nearing their FAD, in which case CMs may wish to honour their MTA.

21. Extending one parent at Sea may have Separated Service implications particularly for Officers and Senior Rates.

22. DSP LHs and AB1s who have not achieved OPS in their current rate are most likely to remain at sea or be assigned to sea service.

23. Squadded Spec AB2s applying for the DSP status will normally remain assigned to sea service as there are no Shore positions for AB2s.

24. The Navy People Career Manager's DSP decision is final. Every endeavour is made to match a Service Person's preferences to the requirements of the Service, but this may not always be possible.

25. It is the responsibility of DSP applicants to ensure they have adequate childcare provision arrangements in place throughout the DSP status period to cover any assignment, duty, or augmentation requirements they may be tasked to undertake. Childcare advice and support is available through the Parent Support and Information Team.

26. It is the responsibility of DSP applicants to ensure they check their own SCIO account to ensure their DSP is recorded under their Individual Readiness Plan (IRP) and if not to contact their Career Manager at the earliest opportunity to rectify.

In accordance with the Data Protection Act 2018, the Ministry of Defence will collect and process the information supplied on this form in connection with matters concerning personnel administration and policies. In order to comply with our statutory obligations, the data will be retained and reviewed as necessary, and may be transferred to electronic media. The MOD is committed to ensuring that your personal data is kept securely and that it will not be disclosed unlawfully.

ANNEX 58F

CONTINUITY OF EDUCATION ALLOWANCES - GUIDANCE FOR CAREER MANAGERS

1. Continuity of Education (CEA) - Background

All rules for CEA are laid down in JSP 752 Chapter 14. The Strategic Remuneration Review (SRR) led to some changes in the regulations and process for Service personnel applying for Continuity of Education Allowance (CEA)[1]. The most notable of these was the replacement of the 'mobility' certificate with a new 'eligibility' certificate. The form is self-explanatory but, given the role of Assignment Authorities in the completion of these forms this guidance serves to highlight the changes in what CMs are now required to do. Despite the introduction of the latest certificate, the policy governing entitlement to CEA remains unchanged; its fundamental purpose is to assist Service personnel achieve continuity of education for their children who would otherwise be denied in the state day school sector if their children accompanied them on frequent assignments both at home and overseas. In claiming CEA an individual must fully accept that **mobility and accompanied service are overriding principles for maintaining entitlement** except when in assignments that are designated INVOLSEP.

2. CEA Costs

Current figures indicate that CEA costs the MOD (and taxpayer) in excess of £200m annually for between 4,500 - 5,000 claimants across all 3 Services[2]. Currently the Senior (Board) allowance is £5412 per term which for an average claim of 7 years equates to a total cost in excess of £200K (gross) - of which the claimant would receive a net sum of approximately £114K. Clearly CEA represents a very significant proportion (approximately 25%) of the overall annual MOD allowances budget, for a relatively small proportion of the population (2%). It is not surprising therefore that CEA is under close scrutiny. Indeed, to safeguard CEA for those who genuinely need it, it is crucially important that it is carefully managed and that adherence to the regulations is enforced at all levels.

3. CEA Eligibility

One of the safeguards in the CEA process is the CEA Eligibility Certificate[3], which requires action by CMs; an example is at Appendix 58F-1. In common with the Mobility Certificate, this has to be completed on the following occasions:

a. On submission of an initial claim

b. On change of school

c. At the beginning of each new assignment

d. When an existing certificate is more than 3 years old and a new claim is to be submitted.

[1] Promulgated in 2008DIN01-191 (1 Sep 08) – CEA – Changes to Regulations JSP 752 Ch 15 and SP Pol's SP 05.03.08.01 dated 5 Dec 08 - CEA DL: Changes in JSP 752 Regulations: Continuity of Education Allowance (CEA).
[2] There are about 1000 RN/RM claimants today of whom about 59% are officers and 41% ratings.
[3] The latest CEA Eligibility Certificate was introduced in Sep 08 and replaced the previous CEA Mobility Certificate; 2008DIN-01-191 refers.

4. CEA Certificate

The certificate has 5 sections, 2 of which are of particular interest:

a. **Part 1.** Completed by the claimant, Part 1 includes an acceptance of the rationale for CEA (i.e. to enable continuity of education), a commitment to family mobility and an undertaking that the individual's family has accompanied them to their current/new assignment or an explanation of why not, for example because the assignment is designated INVOLSEP. This section requires the claimant to list their family residence and residence at work addresses during their last 3 appointments. This is an important part of the enhanced governance of CEA by the Children's Education Advisory Service (CEAS) and is designed to document a history of family mobility which is likely to be subject to investigation if it suggests that an individual has not been fulfilling their mobility commitment whilst in receipt of CEA. It is of course possible that there could be acceptable reasons for any such occurrence.

b. **Part 2.** Part 2 is the most significant change for CMs. The crucial difference lies in the wording of the judgement required by the CM. The 'mobility' certificate asked whether the claimant had a '*current **liability** [or not] to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years'; the replacement 'eligibility' certificate asks whether the claimant ...'is **likely** [or not] to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years.*' The rationale behind this change is not to seek to reduce or to abolish CEA, but rather seek to improve assurance measures that it is being paid for the purpose for which it is intended.

5. Assessment

It is essential that CMs consider Part 2 of the certificate carefully and that their assessments are honest, objective and consistent. There is nothing complicated in the meaning and interpretation of the word 'likely'; it simply means that there is a 50% or greater chance of a move (in the next 4 years). The CM must consider each specific case on all its individual merits. The CM's decision must be an informed one that is specific to the individual claimant, taking into account the age, rank, time served, trade/specialisation intricacies, promotability, Operational Pinch Points and operational tempo, to name but a few variables. When all these factors are taken into account, it could possibly emerge that most CEA claimants will be adjudged to be ***likely** to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years*. That said, the change from 'liability' to 'likelihood' might identify a few claimants who, whilst they retain a liability to be assigned away elsewhere, which all individuals have, in reality are very unlikely to be so assigned. This might be because, for instance of, their specialisation, career stage, personal choice or assignment preference.

6. Final Assignment

The revised Eligibility Certificate also has an additional option to identify those who are already in receipt of CEA but are coming to the end of their career. Where a CM considers that the claimant ***is unlikely*** *to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years)* but only because the individual is entering their final assignment, and there is no intent of a further assignment, they should annotate this as the most applicable statement: '3. *An existing claimant is entering their end of career assignment.'*

7. Investigation

The CM's judgement is not binding. It is simply an honest judgement, or best reasonable assessment, made at the time of application based on balance of probability (not certainty) at the time, taking all relevant factors into account - and there will undoubtedly be occasions where situations change or the needs of the Service require that people deemed 'likely' will not be reassigned out of area and vice versa. The subsequent database[4] generated, encapsulating claimants' previous addresses, will identify where this happens repeatedly and these instances will then be open to further investigation and review of CEA eligibility by CEAS. That said, there may be good reason for such occurrences in which case CEA eligibility will withstand such review. As stated above, the important thing is that CMs must be honest, objective and consistent and take all of the many factors affecting the individual into account when completing Part 2 of the Eligibility Certificate.

8. Review

It is stressed that CEA will not automatically stop if a Career Manager adjudges a claimant to be unlikely to be assigned to a new duty station in the next 4 years. Instead, it will initiate a review of CEA eligibility to be undertaken by the claimant's Commanding Officer. It is this review which will confirm eligibility, and it will take into account all of the criteria listed in the regulations in JSP 752 Chapter 14[5]. Therefore, CMs can act with certainty, confident that their part in the CEA process is merely to judge the likelihood of an individual's continued mobility and not to establish their eligibility for CEA.

9. Governance

The changes are not intended to initiate a purge of or clampdown on CEA claims; it is about governance of the scheme and adapting the application process to provide assurance that CEA is being used for the purpose intended. It is crucial that there is consistency across the board in the implementation of CEA policy and the associated procedures hence this guidance and an audit of the approval process.

10. Questions

A list of Frequently Asked Questions on CEA Eligibility is at Appendix 58F-2.

---

[4] Derived from Part 1 of the CEA Eligibility Certificates

[5] The criteria includes, but is not limited to: claimant is a Regular SP, (for continuation claims) a valid CEA Eligibility Certificate and CEAS Boarding School Certificate, child of eligible age, CEAS approved school, maintain a family at a home in which they would normally reside with their children when the exigencies of the Service permit, serving accompanied or in an INVOLSEP assignment, in last assignment, stage of education..

APPENDIX 1 TO ANNEX 58F

SPECIMEN CEA ELIGIBILITY CERTIFICATE

JSP 752 Chapter 14

This certificate is to be read and signed immediately prior to the following occasions:

a. Submission of Initial Claims, or
b. On change of school, or
c. The beginning of each new assignment, or
d. If the current certificate is more than 3 years old at the time a CEA claim is submitted.

It is to be completed by Service claimants and submitted to CEAS. Once verified by CEAS, the original will be returned to the claimant and is to be retained for audit and to support future claims.

PART 1 - TO BE COMPLETED BY THE SERVICE CLAIMANT **SERIAL NUMBER:**

Number:…… Rank:…… Name:……..

Svc/Regt/Corps:…… Current Unit:……

Unit Address including postcode ……

……

Unit telephone number…… Unit Fax number ……..……

Email ……

1. I have read and understand the regulations relating to payment of CEA and I accept:

a. The CEA I am claiming is paid to enable continuity of education for the child(ren) for which I claim.

b. A commitment to family mobility and that when I am assigned I will continue to serve accompanied. If I fail to relocate my family on assignment my entitlement to CEA will be reviewed and will cease unless I am INVOLSEP or gain exceptional authority from PACC iaw JSP 752 Chapter 14 to serve unaccompanied and retain CEA.

c. I will immediately inform my unit HR of any changes to my personal circumstances that may impact upon my entitlement to claim CEA.

2.* My spouse/civil partner, or child(ren) (for PStat Cat 2), have accompanied me to my (new) assignment station and addresses are as follows:

At my (new) Assignment Station/Unit My family currently reside at:	Resident at Work Address (RWA) (if different from family address)
…… …… …… ……	…… …… …… ……

3.* My spouse/civil partner, or child(ren) (for PStat Cat 2), have not accompanied me to my new assignment station because:
……..
……..
……..
……..

HISTORY OF SERVICE CLAIMANT'S LAST THREE ASSIGNMENTS
(Last 3 preceding assignments - not to include operational assignments attracting INVOLSEP) Attach a continuation sheet where there is more than one address at any assignment or a mid-assignment move.

DATE (mm/yy)	ASSIGNMENT STATION	HOME ADDRESS (FAMILY RESIDENCE)	RESIDENCE AT WORK ADDRESS (RWA)
Assignment 1.			
From: …… To: ……	…… …… …… ……	…… …… …… ……	…… …… …… ……
Assignment 2.			
From: …… To: ……	…… …… …… ……	…… …… …… ……	…… …… …… ……
Assignment 3.			
From: …… To: ……	…… …… …… ……	…… …… …… ……	…… …… …… ……

Signed …….. Dated ……..…

PART 2 - TO BE COMPLETED BY THE ASSIGNMENT AUTHORITY

From:…….. Reference:……

1.* Number…….. Rank…… Name…… is likely to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years.

or

2.* Because of the nature of the above Service person's qualifications and projected career pattern, they are unlikely to be posted more than 50 miles from their current duty station for at least 4 years.

or

3.* The above Service person is an existing claimant entering their end of career assignment (see JSP 752 Chapter 14 Para 14.0119).

Signature:…… Date:……..

Name and Rank:……

Appointment:……Assignment Authority Stamp

Delete paragraph as appropriate.
PART 3 – TO BE COMPLETED BY CLAIMANT'S CO (OR FORMALLY DELEGATED REPRESENTATIVE) – See JSP 752 Chapter 14 Para 14.0108.d

PART 4 - TO BE COMPLETED BY THE INITIAL SERVICE CLAIMANT, AND ON CHANGING SCHOOLS, AFTER CONTACTING CHILDREN'S EDUCATION ADVISORY SERVICE (CEAS)

CHILD DETAILS
First Name(s) …….. Surname ……

Date of birth …… Male/Female ……

Current home address including postcode …….....

……...……..

Contact Telephone Number:……...……

THE SHORTLIST OF BOARDING SCHOOLS YOU HAVE CONSIDERED

1. ……

2. ……

3. ……

DETAILS OF CHOSEN SCHOOL

School name and address including postcode ……..

……

Telephone number …… Fax number ……

Email ……..

Proposed start date ……(A copy of the letter from the school offering a boarding/day place is to be enclosed with this application). This is for a Full Boarding/Weekly Boarding/Day Pupil placement (Delete which is not applicable).

Give your reasons for selecting the chosen school …….....……..

……

……

Current school with dates ……...……

Previous schools attended with dates ……....……..

.....

……

1. For a weekly boarding placement I am enclosing a signed copy of Annex F to Chapter 14 of JSP 752.
2. For a day pupil placement I confirm that my child will be attending the same school as a sibling who has completed the statutory minimum 3 terms as a boarder. I understand that my child will resume boarding when my circumstances change. (JSP 752 Chapter 14)

3. I have considered a number of schools including the Duke of York's Royal Military School, Queen Victoria School, Dunblane and all State Boarding Schools. If I need to reconsider these arrangements at any time I will notify you in writing.

Signature ……. Date ……

PART 5 – TO BE COMPLETED BY CEAS ON RECEIPT OF COMPLETED CEA ELIGIBILITY CERTIFICATE FROM SERVICE CLAIMANT

As this form is uniquely serial numbered and tracked, it must be returned to CEAS even if the application is not supported.

Return completed form with letter from school and a weekly boarder's certificate as shown at Annex F to Chapter 14 of JSP 752 (if applicable) to:

CEAS
Bldg 190
Trenchard Lines
Upavon
Pewsey
Wiltshire SN9 6BE

Tel: Upavon Mil (94344) ext 8244, Civil 01980 618244
Fax: Upavon Mil (94344) ext 8245, Civil 01980 618245
Email: enquiries@ceas.detsa.co.uk

CEAS Action Only: Stamp

Date Received:

Signature Supported/To be Reviewed

Boarding School Certificate Issued: Yes/No

APPENDIX 2 TO ANNEX 58F

CONTINUITY OF EDUCATION ALLOWANCE (CEA) ELIGIBILITY - FREQUENTLY ASKED QUESTIONS

1. Why has the policy changed?

a. It hasn't. Most importantly, there are no plans to abolish CEA, in fact quite the opposite: support for the underlying principle of financial assistance for Service personnel who send their children to boarding school in order to serve accompanied, remains as strong as ever. CEA is the new name for Boarding School Allowance and was re-named in April 2006 to coincide with the launch of Joint Personnel Administration and the bringing together of the 3 Services various pay and allowances rules in a series of Joint Service Publications or JSP. The policy laid down in JSP 752 Chapter 14 (Tri-Service Regulations for Allowances) clearly sets out the entitlement parameters for eligibility for this allowance and they have not changed here.

b. The underlying principle of CEA remains that family mobility/accompanied service is inherent in claiming the allowance.

c. The aim of the certificate and updated policy is not to reduce or abolish CEA, but rather the revised certificate aims to improve audit procedures and ensure that the allowance is being appropriately managed and ineligible claims prevented. This will be accomplished by both internal unit audits and external audits by the Children's Education Advisory Service (CEAS); they hold MOD's Accredited School Database, which currently includes over 400 educational establishments. The underlying principle of CEA remains that family mobility is inherent in claiming the allowance.

2. Why does the Eligibility Certificate now focus on likelihood of moving, rather than liability to move, to an assignment more than 50 miles from their current assignment in the next 4 years?

a. To better reflect the underlying principle of CEA which is family mobility/accompanied service.

b. Furthermore, the likelihood of moving is just one of several factors on which the form focuses in order to assess a claimant's eligibility for CEA. Others are:

(1) An acceptance, by the claimant of the rationale for CEA (i.e. to enable continuity of education in accordance with the policy laid down in JSP 752).

(2) A commitment, by the claimant, to family mobility and an undertaking that the individual's family has accompanied them to their current/new assignment or an explanation of why not, e.g. because it is designated INVOLSEP.

(3) A statement by the claimant listing their family residence and residence at work addresses during their last 3 appointments.

(4) An entitlement and eligibility statement by the Commanding Officer. All of these are looked at together for any eligibility assessment by the claimant's Commanding Officer. These are all in place, as assurance measures, to protect this important allowance for the future.

3. What does 'likely' mean?

There is nothing complicated in the meaning and interpretation of the word 'likely'; it simply means that there is a 50% or greater chance of a move (in the next 4 years). But the Career Manager must consider each specific case on all its individual merits. Their decision must be an informed one that is specific to the individual claimant, taking into account the age, rank, time served, trade/specialisation intricacies, promotability, Operational Pinch Points and operational tempo, to name but a few variables.

4. Will all claimants' eligibility to CEA be affected immediately by the changes?

Not before they are next required to submit an Eligibility Certificate. A new CEA Eligibility Certificate is required to be completed in the following circumstances:

a. for all initial claims,

b. on a change of school thereafter,

c. at the beginning of each new assignment,

d. where the certificate is over 3 years old.

e. on any change of personal or family circumstance.

5. Will a 'not likely to move' assessment by a Career Manager automatically mean that a claimant is no longer entitled to CEA?

No. The Career Manager's role is merely to provide an assessment of the likelihood that a claimant might move in the next 4 years. It is not an assessment of eligibility. If a Career Manager's assessment is a 'not likely' this will initiate a review of eligibility for CEA by the Unit Commanding Officer. They will then assess eligibility based upon all aspects of the Certificate's content and all other variables, including provision for special circumstances.

6. What if the claimant does not agree with their Career Manager's assessment of the likelihood of him moving?

Any review of eligibility for CEA is conducted by the Unit Commanding Officer. They will then assess all variables, including provision for special circumstances, before signing the CEA Eligibility Certificate.

7. What if the claimant does not agree with their CO's or the CEAS's assessment of their eligibility?

They may appeal the decision to the SPVA JPAC PACC.

8. Can a claimant considered unlikely to move to an assignment more than 50 miles from their current assignment in the next 4 years be eligible for CEA?

Yes, they may if they are in their final assignment, or in order to complete the current stage of education, or for welfare, compassionate and other exceptional circumstances, if approved by SPVA JPAC PACC.

9. Are there preserved rights or transition arrangements for those currently claiming CEA?

No, but their eligibility cannot be affected before they are next required to submit an Eligibility Certificate, and even if declared 'unlikely' they may still remain eligible for the reasons in the answer to Q8.

10. When will the database of claimants' previous addresses as recorded in Part 1 of their Eligibility Certificates be first used?

Audits can be called for at any time by an individual unit, the single Services, the Centre or the NAO. Claimants should retain all paperwork and CEA Eligibility Certificates.

ANNEX 58G

JOINT MEDICAL EMPLOYMENT STANDARD (JMES)

1. Medical Deployment Standard (MDS)

The MDS code describes the medical capacity for deployment. Table 58G-1 details the MDS codes and their meaning.

Table 58G-1. Medical Deployment Standard Codes

MDS Code	Description
MFD Medically Fully Deployable	1. Fit to deploy to all parts of the world on contingent or follow-on operations without any limitations or requirements for routine medical support beyond deployed Primary Healthcare.
MLD Medically Limited Deployability	2. Deployment limited due to: a. A medical condition. b. Medical treatment needs. c. Medical support requirements. d. Risk arising from exposure to specific climates eg heat or cold. e. The need to avoid specific exposures eg noise or chemicals. 3. A grade MLD requires a medical risk assessment (MRA) to be carried out for deployment. The decision on that deployment will depend on the medical condition, individual function, the proposed employment, length of the deployment and the medical support available. 4. MLD personnel may vary from those with minimal limitations who can be used in a wide range of roles and situations to those who can only undertake a limited role or Career Employment Group (CEG) within a specific, well supported setting.
MND Medically Not Deployable	5. Not deployable outside the United Kingdom 6. May be admitted to or under the care of a Medical Facility (MF) or awaiting medical discharge (A6 L6 M6 E5 or 6).

2. Medical Employment Standard (MES)

The MES code relates to an individual's employment in their branch/trade duties and is expressed as numerical degrees in four functional areas (detailed elements), indicated by the letters A, L, M and E. These reflect medical fitness for duties in the **A**ir, **L**and and **M**aritime environments and any additional specific **E**nvironment and Medical Support considerations. All detailed elements of the MES are to be allocated for each individual. Table 58G-2 details the MES codes and their meaning.

Table 58G-2. Medical Employment Standard Codes

AIR		
MES Code	**Description**	**Notes**
A1	Fit for flying duties without restriction.	Only for aircrew.
A2	Fit for flying duties but has reduced hearing or eyesight.	Only for aircrew.
A3	Fit for duties in the air within the stated employment or MedLims.	Only for aircrew.
A4	Fit to be flown in a passenger aircraft.	
A5	Unfit to be taken into the air.	Except as aeromedical evacuation patients.
A6	Unfit for any duties in the aviation environment.	Duties in the aviation environment include, but not limited to, air traffic control, baggage handling, aircraft towing, aircraft maintenance, airfield driving and duties on a flying station/base.
LAND		
L1	Fit for unrestricted duty.	
L2	Fit for high readiness roles with minor limitations.	Must be able to undertake Pre-Employment Training (PET) and Individual Pre-Deployment Training (IPDT) to deliver the minimum personal military skills to allow an individual to carry out the requirements of their job specification while maintaining their own FP and positively contributing to the FP of those around them. RN/RM may be unfit for defined aspects of mandatory fitness testing or modifications to command courses may be required but fully employable and deployable in branch/trade.
L3	Fit for limited duties but with some restrictions subject to MRA.	Should not impose a significant and/or constant demand on the medical services if deployed, on exercise or deployments. The individual may deploy on operations or overseas exercises following completion of a MRA. Have no limitations in their ability to function wearing personal equipment demanded of the environment, branch/trade and rank.
L4	Fit for certain deployed roles into well-established MOB locations subject to Consultant Occupational Physician MRA.	Individuals whose medical conditions have the potential to pose a significant risk on deployment in the land environment. May be reliant on an uninterrupted supply of medication and/or a reliable cold chain. Must be able to function wearing a helmet and the minimum theatre standard body armour. Likely to be restricted to MOB only.
L5	Unfit deployment. Fit for branch/trade and limited UK operations.	May be fit limited UK operations. May be employed within their branch/trade and are fit for UK internal operations within the bounds of their MedLims.
L6	Unfit for service in the land environment.	Unfit for any duties.
MARITIME		
M1	Fit for unrestricted duties.	May be employed and deployed worldwide in the maritime environment.
M2	Fit for restricted duties afloat within the limitations stated.	Fir for duties at sea but may be restricted to specific size or type of vessel, have medical support needs or environmental limitations as indicated by the MES and MedLims. To be employed or deployed within the MedLims specified.

Table 58G-2. Medical Employment Standard Codes (Continued)

MARITIME		
MES Code	**Description**	**Notes**
M3	Fit for restricted duties in a vessel in harbour or alongside with the limitations as stated.	Able to safely move around a ship alongside or within the confines of a harbour including the ability to evacuate from the vessel and take emergency action (eg fire-fighting and damage control) without assistance. Unfit to serve at sea but may serve within the confines of a port or harbour.
M4	Fit to be carried as embarked forces in transit.	RN personnel should not be graded M4. RM personnel should not normally be graded M4.
M5	Fit for restricted duties ashore within the limitations as stated.	Not to work on ships/submarines alongside and may not be able to complete all duties required of their branch/trade ashore.
M6	Unfit for any duties in the maritime environment.	Long-term sick or in a MTF for >28 days or given a medical board recommendation for discharge.
ENVIRONMENTAL AND MEDICAL SUPPORT		
E1	Fit for worldwide service in all environments.	Fit to deploy on contingent and enduring operations with no requirement for medical care within the deployed location beyond Primary Healthcare (or equivalent).
E2	Fit for unrestricted duties but with a medical risk marker.	Has a specific medical condition, which does not currently affect employability or deploy ability but may do so in the future. Has no climatic restriction and no requirement for medical support bar adequate supply of medication. The medical condition is stable with treatment. Should loss of medication occur for <1 week this should not lead to clinical deterioration in the condition or functional degradation during that time. Examples of medical risk markers are early noise induced hearing loss, stable chronic condition requiring medical monitoring.
E3	Restricted employment outside UK due to medical support or environmental requirements.	Fit subject to limitations as will require access to enhanced medical support or has specific medications requirements unlikely to be compatible with contingent operations. Fit to be in areas within limitations eg climatic injuries, hearing loss, susceptibility to environmental exposure. Personnel may require guaranteed access to an MO outside UK waters or only be deployable where access to Secondary Healthcare is possible.
E4	**Only** to be employed out of the UK where there is access to established 'NHS equivalent or better' Primary and Secondary Healthcare.	Has a medical condition requiring access either routinely or as an emergency to medical care at a level equivalent to that provided in the UK. Limited to Overseas Bases only (excludes Falklands and Diego Garcia).
E5	May be employed within the UK only.	To be employed appropriately to their MedLims within the UK. See M grade for ability to be employed on a ship.
E6	Pregnancy/Maternity.	Only to be used when the woman has formally informed her employer of her pregnancy **and** she has given her written consent for MES to be displayed as E6 or a contemporaneous record has been made in the clinical notes confirming permission granted. E6 is to be maintained until the Service woman has successfully completed a return to work medical post pregnancy and/or maternity leave.

3. Medical Limitations

a. The JMES provides sufficient information to the Executive and line management to enable them to understand employability and deployability but does not give sufficient information to allow a precise understanding of how an individual may be employed. This is achieved by the use of Medical Limitations (MedLims) and their accompanying codes.

b. In DMICP MedLims are listed in the order they are applied. More than 12 MedLims can be applied in DMICP but only 12 will be visible to personnel staff on JPA. If >12 MedLims are applied, MedLim ‘000’ will automatically appear on JPA. This MedLim directs the CoC to seek further medical advice on employability.

c. Table 58G-3 details the MedLim codes available with their meaning.

Table 58G-3. Medical Limitation Codes

1000 Series - Miscellaneous Domain		
Sub-domain	**MedLim Code**	**Description**
MedLims (>12)	000	> 12 MedLims allocated – CoC to seek further advice on employability
Not otherwise specified	1100	Restrictions on Service duties and employment not specified by a MedLim (details in med docs)
Working conditions	1200	Unfit shift work
Working conditions	1201	Unfit for night work
Working conditions	1202	Unfit for lone working
Working conditions	1203	Unfit to work at height
Working conditions	1204	Unfit to work on gantries
Working conditions	1205	Unfit to work underground
Working conditions	1206	Unfit to work in confined spaces
Working conditions	1207	Unfit to work without direct supervision
Working conditions	1208	Fit limited duties in trade or branch (type will be specified in Med Docs)
Working conditions	1209	Office duties only
Working conditions	1210	Fit limited working hours agreed between MO and Line Manager
Working conditions	1211	Unfit to conduct EPPs
Working conditions (App 9)	1212	Passenger - land vehicles restriction
Working conditions (App 9)	1213	Workplace restrictions
Employment	1300	Medical marker (no functional limitation)
Employment	1301	Employment subject to single-Service crewing restrictions
Employment	1302	Enlisted below entry standards
Employment (App 9)	1303	Refer to Appendix 9
Safety critical duties	1400	Unfit to conduct safety critical duties
Safety critical duties	1401	Unfit to undertake service driving
Safety critical duties	1402	Unfit to undertake service driving with passengers
Safety critical duties	1403	Unfit to drive specific vehicle (type will be specified in med docs)
Safety critical duties	1404	Not to be responsible for operating machinery
Safety critical duties	1405	Unfit for work with unguarded machinery
Safety critical duties	1406	Below required colour perception standard requires supervision for colour discrimination tasks
Food handling	1500	Unfit food handling
Food handling	1501	Unfit for galley/kitchen duties
Diet	1600	Must have opportunity for regular meals
Diet	1601	To have access to a gluten free diet at all times
Diet	1602	To have access to specialist diet (type will be specified in med docs)

Table 58G-3. Medical Limitation Codes (Continued)

2000 Series - Aviation Domain		
Sub-domain	**MedLim Code**	**Description**
Flying	2000	Unfit solo pilot – must fly with a pilot suitably qualified on type
Flying	2001	Unfit solo (aircrew category will be specified in med docs)
Flying	2002	Unfit specific aircraft (type(s) to be specified in med docs)
Flying	2003	Fit (details to be specified in med docs) flying duties only
Flying	2004	Unfit (conditions of flight to be specified in med docs)
Flying	2005	Permanently unfit flying duties
Flying	2006	Unfit to climb on aircraft
Flying	2007	Unfit ejection seat aircraft
Flying	2008	Restricted employability because of anthropometric limitations
Controlling	2100	Unfit aircraft controlling duties
Controlling	2101	Fit to control only when another qualified controller is on duty and in close proximity
Hearing/Vision	2200	Aircrew assessed as hearing standard <H1 but with a satisfactory functional hearing test iaw AP1269A
Hearing/Vision	2201	Must wear approved visual correction when flying or controlling aircraft
Hearing/Vision	2202	Must carry approved corrective flying spectacles when flying or controlling aircraft
Respirators	2300	Unfit aircrew respirators
STASS	2400	Fit dry/poolside STASS training only
STASS	2401	Unfit any STASS training
Parachuting	2500	Unfit land parachuting
Parachuting	2501	Unfit sea parachuting

3000 Series - Land Domain		
Sub-domain	**MedLim Code**	**Description**
Deployment	3000	Limited operational land deployments. Employable within the confines of a rear echelon only
Deployment	3001	No operational land deployments. Must not deploy to any operational arena
Deployment (App 9)	3002	Fit for short land deployments subject to Medical Risk Assessment
Deployment	3003	Fit detachments in worldwide areas not exceeding 30 days
Mobility (App 9)	3100	Infantry activities (including digging) restrictions
Mobility (App 9)	3101	Travel on foot across rough terrain restrictions
Mobility (App 9)	3102	Move tactically and adopting fire positions restrictions
Field conditions (App 9)	3200	Living in field conditions restrictions

4000 Series - Maritime Domain		
Sub-domain	**MedLim Code**	**Description**
Ships/submarines	4000	Fit to serve in frigates and above only
Ships/submarines	4001	Fit for short visits to a ship/submarine alongside only
Ships/submarines	4002	Fit to serve in ships or submarines at sea in UK waters only
Ships/submarines	4003	Fit to serve in ships or submarines at sea in UK and Northern Europe waters only
Ships/submarines	4004	Fit for submarines in UK and US fleet exercise areas within medevac range
Ships/submarines	4005	Temporarily unfit submarine service
Ships/submarines	4006	Permanently unfit submarine service

(Continued)

Table 58G-3. Medical Limitation Codes (Continued)

4000 Series - Maritime Domain (Continued)		
Sub-domain	**MedLim Code**	**Description**
Ships/submarines	4007	Permanently unfit service on a submarine at sea (fit SM duties alongside/ashore)
Ships/submarines	4008	Permanently unfit service on a submarine at sea or alongside (fit SM duties ashore only)
Marine Craft	4100	Unfit fast boat transits and boat operations in rough sea states
Royal Marines	4200	Permanently unfit for Royal Marines General Service
Diving	4300	Temporarily unfit diving
Diving	4301	Permanently unfit diving
Diving	4302	Fit to dive, with restrictions assigned by SMO Underwater Med/RNMBOS. D/W MO for medical restrictor
Diving	4303	Unfit mixed gas diving, navigation and watch keeping duties (for CP4 divers iaw BR1750A 1219b)
Sea survival/fire-fighting	4400	Unfit for BSSC or ISSC
Sea survival/fire-fighting	4401	Unfit for BSSC or ISSC but fir Embarked Forces Fire Fighting Training
Sea survival/fire-fighting	4402	Unfit fire-fighting training and duties
Dockyard	4500	Unfit to work on dockyard edges
Medical review	4600	Fit for short embarked deployments subject to MRA
Medical support	4601	Fit to serve in ships, submarines or RM Units with a permanent MO borne only
Medical support	4602	Needs access to a MO within 24 hours when deployed outside UK waters
Medical support	4603	Needs access to a MO within 2 days when deployed outside UK waters
Medical support	4604	Needs access to a MO within 3 days when deployed outside UK waters
Medical support	4605	Needs access to a MO within 5 days when deployed outside UK waters
Medical support	4606	Needs access to a MO within 7 days when deployed outside UK waters

5000 Series - Environmental and Medical Support Domain		
Sub-domain	**MedLim Code**	**Description**
Geographical	5000	Geographical/Regional assignment restrictions (details specified in medical documents)
Geographical	5001	Unfit to deploy, travel or reside in malarious areas
Geographical	5002	Unfit Service outside base areas
Climatic (App 9)	5100	Climatic restrictions – To be employed in appropriate thermal environment
Climatic	5101	Unfit for work outdoors
Climatic	5102	Unfit exposure to hot environments (including within the UK) seek guidance from medical staff
Climatic	5103	Unfit exposure to cold environments (including within the UK) seek guidance from medical staff
Climatic	5104	Unfit exposure to excessively wet environments
Climatic	5105	Unfit exposure bright lights/strong sunlight
Climatic	5106	To wear Service/civilian PPE to ensure hands and feet are kept warm
Climatic	5107	Fit to be employed in temperate climates only

(Continued)

Table 58G-3. Medical Limitation Codes (Continued)

5000 Series - Environmental and Medical Support Domain (Continued)		
Sub-domain	**MedLim Code**	**Description**
Environmental hazards	5200	Unfit exposure skin irritants/sensitisers (type will be specified in med docs)
Environmental hazards	5201	Unfit exposure to dusts, fumes and vapours (type will be specified in med docs)
Environmental hazards	5202	Has (or may have) been exposed to environ hazard, avoid further exposure, refer to med docs/JPA
Med support	5300	Not to conduct safety critical duties if medical support device(s) unavailable
Med support	5301	To have access to appropriate power supply for medical equipment
Med support	5302	Requires access to irradiated Blood Products
Auto-upgrade	5400	ROHC auto-upgrade: if not upgraded MFD within 12 mths is to return to RNMBOS/FMB
Auto-upgrade	5401	ROHC upgrade: if not upgraded MFD or MFD (8001 + or - 5504) within 12 mths return to RNMBOS/FMB
Auto-upgrade	5402	PMO/SMO upgrade: if not upgraded MFD or MFD (8001 + or - 5504) within 12 mths return to RNMBOS/FMB
Medical review	5500	Must have MRA undertaken by ROHC prior to Exercise/IPDT/deployment
Medical review	5501	To be made available for regular medical reviews
Medical review	5502	For annual review by PMO/SMO
Medical review	5503	For annual review by Regional OH Consultant
Medical review	5504	Requires MRS prior to attendance on Command Course
JCC/SCC	5600	Fit for modified JCC or SCC/JCC or SCC (RM Band) only

6000 Series - Locomotion, Lifting and Carrying Domain		
Sub-domain	**MedLim Code**	**Description**
Locomotion	6000	Unfit strenuous physical exertion
Locomotion	6001	Requires to be seated at place of work
Locomotion	6002	Fit sedentary duties only
Locomotion	6003	Unable to sit for long periods
Locomotion	6004	Unable to stand for long periods
Locomotion	6005	Unfit for work kneeling down
Locomotion	6006	Unfit marching/drill
Locomotion	6007	Able to walk short distances only
Locomotion	6008	Unable to climb stairs regularly in course of duty
Locomotion	6009	Unable to climb vertical ladders
Upper limbs	6100	Fit limited use of one hand/arm (details will be specified in med docs)
Lifting/Carrying	6200	Unfit heavy lifting
Lifting/Carrying	6201	No load carrying

7000 Series - Hearing and Vision Domain		
Sub-domain	**MedLim Code**	**Description**
Hearing	7000	To have annual audiograms with subsequent review by PMO/SMO
Hearing	7001	To ensure correct use of hearing personal protective equipment iaw Hearing Conservation Programme
Hearing	7002	To avoid unprotected exposure to loud noise
Hearing	7003	Unfit exposure to noise above (to be specified) level

(Continued)

Table 58G-3. Medical Limitation Codes (Continued)

7000 Series - Hearing and Vision Domain (Continued)		
Sub-domain	**MedLim Code**	**Description**
Hearing	7004	Unfit wearing of headsets
Hearing	7005	Unfit split headsets
Vision	7100	To wear appropriate eye protection including specialist or tinted eyewear

8000 Series - Physical Fitness and Rehabilitation Domain		
Sub-domain	**MedLim Code**	**Description**
Fitness testing	8000	Medically exempt from all requirements of RNFT/RAFFT/PFA
Fitness testing	8001	Fit for Alternative Aerobic Assessment or Rockport Walk element of RNFT/RAFFT
Fitness testing	8002	Unfit upper body/strength test element of the RNFT
Fitness testing	8003	Unfit RM BFT/CFT/ACFT/speed marches
Fitness testing	8004	Unfit AFT/OFT/speed marches
Fitness testing (App 9)	8005	Unfit to walk 3.2km carrying 15kg
Fitness testing	8006	Unfit OFT
Fitness testing	8007	Unfit Alternative Aerobic Assessment
Fitness testing	8008	Unfit press-ups
Fitness testing	8009	Alternative press-up hand position allowed
Fitness testing	8010	Unfit sit-ups
PT	8100	Unfit running
PT	8101	Unfit impact activity
PT	8102	Unfit organised physical training; fit individual PT programme only
PT	8103	Unfit upper body PT
PT	8104	Restricted lower limb non-impact physical training
Rehabilitation	8200	Individual to be made available to follow rehabilitation PT programme
Rehabilitation	8201	Graduated rehabilitation as directed by Clinical Lead
Rehabilitation	8202	Graduated rehab including supervised phased return to limited sea duties as directed by Clinical Lead
Rehabilitation	8203	Fit travel outside UK on duty for adaptive sport/adventurous training/represent the Service following MRA
Rehabilitation	8204	Unfit Multi Activity Course
Rehabilitation	8205	Unfit Core Recovery Event 1
Rehabilitation	8206	Unfit Core Recovery Event 2
Rehabilitation	8207	Unfit Core Recovery Event 3
Sport	8300	Unfit sport (to be specified in med docs)
Sport	8301	Unfit contact sports
Sport	8302	Unfit solo swimming

9000 Series - Military Tasks Domain		
Sub-domain	**MedLim Code**	**Description**
Weapon handling	9000	Unfit handling live arms
Weapon handling	9001	Unfit live weapons/fit simulation
Weapon handling	9002	Unfit APWT
Weapon handling (App 9)	9003	Ranges restrictions
Weapon handling (App 9)	9004	Weapon handling restrictions
Guard/Ceremonial	9200	Unfit guard duties

(Continued)

Table 58G-3. Medical Limitation Codes (Continued)

9000 Series - Military Tasks Domain (Continued)		
Sub-domain	**MedLim Code**	**Description**
Guard/Ceremonial	9201	Unfit for ceremonial duties
Personal Kit and Equipment	9300	Clothing restrictions/military PPE (to be specified in med docs)
Personal Kit and Equipment	9301	Unfit wearing Service footwear (to be specified in med docs)
Personal Kit and Equipment	9302	Unfit non-aircrew respirators
Dog handling	9400	Unfit for dog handling
CBRN	9500	Unfit CBRN threat areas, unable to tolerate CBRN protection and/or prophylactic measures
Unit	9600	Unfit to return to original unit
UKSF	9700	Permanently unfit UKSF Selection

ANNEX 58H

SPARE

ANNEX 58I

CM GUIDANCE FOR PROCESSING EXTENSION OF SERVICE REQUESTS

1. Principles

Extensions of Service (EOS) may be used for the following reasons:

a. To act as a short-term workforce regulator by increasing the total bearing of all specialisations in order to meet the global requirement.

b. To assist in alleviating shortages in any particular specialisation or sub-spec that cannot be solved by using officers of other specialisations.

c. To retain officers with deep specialist skills or knowledge of which there is a shortage.

2. Types of EOS

There are two types of EOS (defined at Para 5811):

a. **Career Manager's EOS.** A 'Career Manager's' (CM) EOS can be for up to a total of six months. CMs are not to give EOS which individually or cumulatively exceed six months in total, nor are they to add a CM's EOS to the end of a 'full' EOS; this limitation is necessary in view of the significant hidden pension implications of EOS. Any EOS which results in a cumulative total of over six months is to be processed as a 'full' EOS.

b. **Full EOS.** As a guideline, 2½ years is normal but periods up to five years may be considered. In general, the RM gives up to two years for an EoS; anything greater is classed as an Extended Career for which a Selection Board is convened.

3. Administrative Action

The following procedure is to be followed:

a. **Application.** After discussion with the CM, an individual should apply for all types of EOS by raising a Form S61(Rev 11/13) which can be found via a link on the RN Web A-Z under Forms (Royal Navy). Once completed, with the medical declaration signed as required, the form should be forwarded electronically through the chain of command to the relevant CM.

b. **Process.** On receipt of the S61, the CM is to staff the request by completing Part 6 of the S61 and ensure that, for a 'full' extension, a copy of an SJAR/OJAR (no more than six months old) with a relevant recommendation for the EOS and medical certificate have been received. The application form should be distributed (soft copy via email) through each team's SO1 CM (officers)/SO2 CM (ratings) to the relevant Branch Manager (who is required to scrutinise against branch and specialisation requirements) and thereafter, for a 'full' extension only, to NAVY PEOPLE-TRAINING N5 SWPO/R SO1 for scrutiny against overall bearing/requirement and financial control aspects. After Branch Manager and SWP scrutiny, the application should be returned to the CM.

c. **Final Approval.** SO1 CMs (Officers) and SO2 CMs (Ratings) are delegated authority to approve a CM's EOS and 'Full' EOS subject to there being a branch shortage; if the branch is in balance or overborne, Head of Career Management (Hd CM)/Hd N5 approval is required. Additionally, if the extension takes the individual beyond age 60, Hd CM's approval must be sought.

d. **Administrative Action.** Once an application has been approved, the CM (or delegated Admin Support Staff) is to amend the individual's JPA contract in accordance with current JPA 'kill-card' SOPs. For officers, the completed application form is to be retained within the officer's PF. For ratings, the completed form is returned to the unit for retention.

e. **IC(12).** A maximum EOS of two years (i.e. to 14 years) may be granted to officers serving on normal IC commissions.

4. Where retirement dates are to be extended from before 31 Mar to 1 Apr or later (ie. one that gives the individual the advantage of having terminal benefits assessed under a later and more favourable pension code), CMs must ensure that the extension is for genuine Service reasons.

5. Ratings are not to be granted an EOS purely to retain eligibility to an EC. The fact that approval of a requested extension for a service requirement makes an individual eligible for consideration for EC is entirely coincidental. CMs are to ensure that this is clearly understood by Divisional Officers and applicants/potential applicants in any discussions.

ANNEX 58J

UNLAWFUL DISCRIMINATION - GUIDANCE FOR CAREER MANAGERS

1. The Equality Act 2010 brought together a raft of anti-discrimination legislation, extended some protections to characteristics that were not previously covered and strengthened particular aspects of equality law. The 9 Protected Characteristics under the Act are:

- sex (gender);
- sexual orientation;
- gender re-assignment;
- race and ethnicity;
- religion or belief;
- marriage or civil partnership;
- pregnancy and maternity;
- age; and
- disability.

2. Discrimination occurs when someone is treated less favourably or is disadvantaged because of a protected characteristic above, whether direct or indirect, intentional or unintentional. Discrimination is generally unlawful, however it can be justified if you can show that it is 'a proportionate means of achieving a legitimate aim'. Types of discrimination are:

a. **Direct Discrimination.** Occurs when someone is treated less favourably than others because of a Protected Characteristic they have or are thought to have (see perceptive discrimination below), or because they associate with someone who has a protected characteristic (see associative discrimination below). For example, turning down an assignment for an individual who is lesbian, because you believe that the team she will lead is homophobic and think her sexual orientation would prevent her from gaining the team's respect and managing them effectively would be direct sexual orientation discrimination.

b. **Perceptive Discrimination.** Direct discrimination against someone because others think they possess a particular Protected Characteristic (not applicable to Marriage or Civil Partnership And Pregnancy and Maternity). For example, not considering a 30 year old man for a youth recruiting assignment because visibly he appears much older and wouldn't establish rapport with young people, would be discrimination on the perception of age.

c. **Associative Discrimination.** Direct discrimination against someone because they associate with another person who possesses a Protected Characteristic (not applicable to Marriage or Civil Partnership and Pregnancy and Maternity). For example, not assigning an individual who associates with Muslims, because you believe this would prevent them from carrying out their duties or gaining the respect and trust of their team, would be discrimination because of association with religion or belief.

d. **Indirect Discrimination.** Occurs when you have a rule or policy that applies to everyone but particularly disadvantages people who share a Protected Characteristic. For example, it is likely that a policy that only allows men to serve in Afghanistan would be indirect discrimination because of sex. However, if the cultural nature of a particular assignment dictated that the mission could only be carried out effectively by a man, then discrimination could be justified as a “proportionate means of achieving a legitimate aim”.

3. Exemptions

The Armed Forces have been granted very limited exemptions in respect of Age, Disability, Gender Reassignment and Sex, for the purpose of ensuring the combat effectiveness of the Armed Forces. For example it may be a genuine occupational requirement to be a man, or not to be a transsexual person.

4. Further advice and guidance can be sought from Diversity and Inclusion Policy staff and Service Legal Advisers.

ANNEX 58K

PERSONAL RECORDS

1. Official Records

a. Official Records (ORs) are placed before promotion or transfer Boards. The Officers' or Ratings' and Other Ranks' Promotions Sections of Deputy Director People Delivery (DDPD) are responsible for the accurate and timely completion of ORs. The OR contains a CV derived from JPA and copies of all recent appraisal reports, going back as far as directed in the Transfer/Promotion Board Instructions written for specific Selection Boards. The OR may also contain copies of reports and letters as follows:

(1) Reports in special format from UN Service and Joint Service, NATO and other non-RN Defence Colleges.

(2) NATO letters of appreciation and efficiency reports, Ambassadors', High Commissioners' and Head of Defence Sales' reports on attachés and advisers.

(3) Honours or Awards (see JSP 761).

(4) Formal intimations of appreciation, commendation or praise by Commonwealth or foreign governments or foreign Naval authorities, including NATO and the United Nations, and by the Admiralty Board, Commanders-in-Chief and independent Flag Officers.

(5) Court Martial convictions, and censures by Admiralty Board and formal warnings when so directed, expressions of severe displeasure by a Commander-in-Chief or independent Flag Officer, censure by Commonwealth or foreign governments or foreign Naval authorities including NATO when so directed by the Admiralty Board.

b. Under the Rehabilitation of Offenders Act 1974, all censures awarded as a result of conviction by a civil court, for some neglect in professional duty, or for conduct where formal disciplinary proceedings are not appropriate, are expunged from the OR when the stipulated period of rehabilitation has expired. All censures are regarded as spent after five years and all Court Martial convictions after five years if the offence or punishment is not specifically covered by the Act.

2. Access by Third Parties to Official Records

Once finalised, the AR is released to the subject reported on so that they can read the comments made by higher reporting officers. No information is released inside or outside the Service except on the strictest need-to-know basis. Any exceptions require the personal approval of the Career Management authority acting on behalf of the Admiralty Board. Any requests for information from solicitors, employment consultancies or other such organisations are not to be acknowledged but immediately passed to the appropriate Secretariat. The release of other types of personal information is governed by JSP 400.

3. Personal File (PF)

The PF is held by the appropriate Career Manager. It is split into two parts. One part - PF(AR) - contains copies of the individual's ARs for the use of the Career Manager. The second part – PF(MC) - contains miscellaneous correspondence that is:

a. A record of all assignments.

b. Any other occurrences such as:

(1) Requests.

(2) Medical categories.

(3) Special qualifications.

(4) Correspondence to and from the individual officer.

c. Honours and Awards.

d. Letters of appreciation etc.

e. Expressions of displeasure of Commanders-in-Chief, Independent Flag Officers and Area Flag Officers, but only if such action is recommended by the Initiating Officer.

f. Admiralty Board formal warnings when not included in the ARF.

g. Censures, Courts Martial, and Summary Trial convictions (see para 6 et seq below).

4. Appraisal Report File (ARF)

An officer's ARF contains:

a. All original ARs written on the officer.

b. All original Awards, Honours and Censures.

c. All original 'official' letters of appreciation etc.

5. Custody of ARFs

ARFs are stored as follows:

a. For all RN and RM officers up to and including Commander and Lt Col – in archives in a separate building adjacent to Victory Building.

b. For all Captains, Commodores, Colonels and Brigadiers - in the Naval Assistant's office.

c. For all 2* officers and above - in the Naval Secretary's office.

6. Censures

a. The following censures are recorded in the PF(MC) and ARF:

(1) Admiralty Board Severe Displeasure or Displeasure.

(2) CinC/Flt Cdr's or independent Flag Officer's Severe Displeasure.

b. Other censures are recorded as follows:

(1) **Admiralty Board Formal Warning.** OR if so directed. Retained permanently in PF(MC).

(2) **CinC/Flt Cdr's or Independent Flag Officer's Displeasure.** PF(MC) if so directed. Retained permanently in PF(MC).

(3) **CinC/Flt Cdr's or Independent Flag Officer's Formal Warnings and Loggings by Commanding Officers.** These are not recorded.

(4) **Any Form of Censure by Commonwealth or Foreign Governments or Military Authorities, including the UN, EU or NATO.** These are only to be noted in the OR if the Admiralty Board so directs or if formal censure by the Admiralty Board is incurred.

7. Recording of Courts Martial and Summary Trial Convictions and Acquittals

a. **Convictions.** All Courts Martial convictions are noted in both the PF(MC) and ARF. The Promotions Section will action any necessary amendments to the JPA record (e.g. changes of seniority).

b. **Loss of Seniority.** If underzone or in zone, loss of seniority has an effect on when an officer comes into zone or on how long they remain in zone (even if the effect is to lengthen their time in the zone). If overzone, loss of seniority does not have the effect of rendering the officer re-eligible for selective promotion.

c. **Acquittals and Quashing of Convictions.** Acquittals at Courts Martial are recorded in the PF(MC) only. If a Court Martial conviction is subsequently overturned by the Court Martial Appeal Court the PF(MC) notation of the conviction is to be marked "Quashed" while the Promotion Section is to remove the Court Martial summary sheet from the OR. If, however, the sentence is quashed after the summary sheet has been presented to a promotion board, the summary sheet will be annotated "Quashed" and will only be removed from the OR once the selection process is complete for that year. On the rare occasions that an AR makes reference to a Court Martial, and other correcting action is not practical, the AR is similarly to be annotated "Quashed".

d. **Disclosure of Courts Martial Proceedings.** Requests for disclosure of Courts Martial proceedings should be addressed to NAVY SEC-2 DISCIPLINE 1A.

e. **Summary Hearings of Officers**

(1) The Armed Forces Act 2006 provides for officers of or below the rank of Commander to be dealt with by way of summary hearing for minor offences. The Navy Board has directed that there will be a rebuttable presumption that reprimands will be recorded in the PF(MC) for 2 years and severe reprimands will be recorded in the PF(MC) and OR for 3 years. Navy Legal-SHRC will inform DDPD/Hd Proms of charges which have been proved.

(2) In the normal course of events, Career Managers will be unaware of a summary hearing of a member of their plot and the fact of a summary hearing should have no implications for assigning. It may, however, on occasion, be necessary for a Career Manager to note that an officer is involved in a summary hearing, for example if the holding of a summary hearing has an effect on the timing of an assignment. If such an exceptional case arises, a note may be made in the PF(MC) or the scribble pad, but care should be taken to destroy such records under DPA Principle 5 if the charge is not proven or if the proved charge is not recorded. In the unlikely event that an offence heard summarily forms the basis of an application to land an officer, then a record of summary hearing may be kept in the PF(MC) insofar as it is an integral part of the landing application.

8. Rehabilitation of Offenders Act

a. Under the Rehabilitation of Offenders Act 1974, a censure awarded as a result of actions listed in the following sub paragraphs should be expunged from the OR when the stipulated period of rehabilitation has expired. All censures should be regarded as spent after 5 years; all Court Martial convictions after the stipulated period or after 5 years if the offence or punishment is not specifically covered by the Act. This 5 year period commences on the date of conviction or, in the case of a custodial sentence, on its completion.

(1) Conviction by a Civil Court;

(2) Police Caution (PC);

(3) Some neglect in professional duties;

(4) Conduct where formal disciplinary proceedings are not appropriate;

b. Although the Act demands that all such convictions or censures are spent after the appropriate period, for the purposes of consideration of promotion, career planning and assigning, the Act recognises and allows that they should, subsequent to becoming spent, be taken into account, if appropriate in considering matters affecting National Security or in considering levels of punishment or censure after a subsequent conviction or incident meriting further censure. Records of Court Martial convictions and censures are not, therefore, expunged when they are spent, but retained as the permanent record in the MOD from which information may be obtained for DV and more sensitive security vetting purposes when required by DVA and for Court Martial when required by the Court.

c. Promotions Section will ensure that all records of censure etc. are expunged from the OR five years after conviction. If the five year period expires during the selection process, then the reference point for calculating the end point is to be the date the transfer/promotion boxes are dispatched to board members.

9. Disposal of Records

On retirement or discharge. the PFs of officers are archived at a specialist facility in Swadlincote, Derbyshire, by TNT Archive Services under a Pan-Govt contract. The files are retained for 100 years from a person's date of birth. The file contents are to be weeded so that only the following items remain enclosed:

a. The PF.

b. Assignment record sheet.

c. Reports as RN rating (for SUY Officers).

d. Assignment/Officer letters on entry or transfer.

e. Certificates e.g.:

(1) BWC.

(2) ONC.

(3) Charge Certificates.

(4) Security clearance records.

(5) Courts Martial reports.

(6) Medical reports.

(7) Special commendations.

(8) FT Naval Aviation Advisor reports, especially for RAF candidates.

(9) Record of flying experience and ability S3168.

(10) Retirement letters (PVR, redundancy etc).

(11) NOK forms.

(12) Official Secrets Act Declaration.

(13) Any correspondence or signals which may indicate health, financial, personal problems and intentions regarding future work/home e.g. joining RAN, moving to USA etc. (no other correspondence between officers and CMs is required).

(14) Commodore BRNC reports on withdrawal from training (YOs only).

10. Conduct Record (RN Form S3300d and Wallet S3300e) and JPA Formal Discipline Record (FDR)

a. **Purpose.** The Conduct Record (CR), RN Form S3300d (with the associated spent conviction wallet, RN Form S3300e), was introduced on 1 Jan 00 in order to provide a comprehensive, through-career record of Service and civil convictions for the minority of individuals who offend. The entire series of S3300 forms is superseded by records on JPA (S3300a, S3300b and S3300c having been subsumed into the SJAR). From Jul 09, all discipline occurrences that were previously reported on Forms S3300d and S3300e were reported to JPA Discipline, from where it is possible to produce the Formal Discipline Record (FDR) as an auto-fill form. Any remaining forms S3300d and S3300e must be retained for those personnel that have them, since an individual's discipline history prior to JPA will not be uploaded but will continue to be recorded on these forms.

b. **Retention and Access.** The CR (where applicable) is an integral part of a rating's/other rank's service documents and is normally to be retained by the UPO/Ship's Office. The CR and FDR are available to the following but only in the circumstances detailed:

(1) **Divisional/Commanding Officer.** When the individual joins – only if under a continuing sentence (i.e. ongoing suspended sentences/Second Class for Conduct/Service Supervision and Punishment Order (from 31 Oct 09)).

(2) **Divisional/Commanding Officer.** Unspent convictions only - when considering administrative decisions (e.g. Service Penalties).

(3) **RN Police/Coxswains.** Full access to the CR and FDR when investigating an alleged offence.

(4) **Divisional Officer.** Full CR and FDR when preparing for disciplinary proceedings.

(5) **Commanding Officer/other Subordinate Commander.** Full CR and FDR - when considering the results of an investigation, to inform the decision on charging or referral to the Director of Service Prosecutions. After finding a charge proved, or a charge is admitted, to inform the decisions on sentence.

(6) **Court Martial.** Full CR and FDR will only be referred to after a finding of guilt or a guilty plea (if such occurs).

(7) **Ratings and Other Ranks.** May see or have a copy of their own CR and FDR on request and will be given a copy when charged with a Service offence.

c. **Previous Raising of a CR.** A CR was raised on all personnel serving on 1 Jan 00; after this date until 31 Oct 09, on entry or re-entry a CR was raised for all new entrants and those re-entrants who did not have a CR raised during their previous service. From 31 Oct 09, Form S3300d and accompanying wallet S3300e are no longer issued and the FDR via JPA is the sole source of disciplinary history for new entry personnel.

d. **Content.** The CR (where one exists) comprises a covering folder (RN Form S3300d) within which is stored:

(1) Copies of any charge sheets or equivalents from the Army or RAF.

(2) Copies of Punishment Warrants.

(3) Signals of court martial conviction(s) and sentence.

(4) Reports of civil convictions and PCs; plus (if required).

(5) RN Form S3300e, a wallet, to which relevant documents are moved when convictions become 'spent'.

e. Only findings or admissions of guilt resulted in entries in the CR. No information concerning unproven offences or acquittals at trial is to be included.

f. Documents included in the CR wallet (S3300e) were annotated with the appropriate rehabilitation period (see PLAGO Para 0708).

g. The CR records the following:

(1) Log number.

(2) Date of conviction.

(3) Reference/details of relevant documents.

(4) Rehabilitation date.

(5) Whether offence was reported to the Police National Computer.

(6) Time forfeited details (see Para 10 sub para n).

(7) Good Conduct Badges (GCB), the Long Service and Good Conduct Medal (LS&GCM), the Meritorious Service Medal (MSM) (see Para 10 sub para s).

h. **Log Number/Documents.** Details of all convictions prior to 31 Oct 09 were recorded and a copy of the relevant documents (i.e. S241, S271, AFB252, Court Martial Signal) inserted within the Conduct Record. Each document was numbered sequentially and the number inserted in the Log No. column.

i. **Conviction Date.** The entry in this column is the date of conviction e.g. date warrant signed at page 2/Court Martial finding/Civil Court finding/date PC signed by the individual.

j. **Reference/Details.** The document reference inserted in this column is the ship/unit, form number and serial number (i.e. NONSUCH/S241/16, NONSUCH/C57/3 etc) or the Court Martial signal (originator and DTG).

k. **Career Check (CC).** Prior to 31 Oct 09, where a conviction gave rise to a CC this was recorded within the CR as well as being recorded in JPA under Warnings and Sanctions. A CC may affect eligibility for GCB, LS&GCM and MSM (see JSP 761 Chapter 5), promotion (see Part 8 of this BR) and other administrative changes (see individual regulations). A CC has no effect when recorded on the CR of an individual aged under 17½. The CC date entered on the CR was one of the following:

(1) Date of conviction e.g. date warrant signed on page 2/Court Martial finding/Civil Court finding/date PC signed by the individual; or

(2) Date of release from prison/Young Offenders Institution/detention or removal from Second Class for Conduct; or

(3) N/A, denoting 'Not Applicable' as sentence/conviction/PC did not give rise to a CC.

l. **Rehabilitation Date.** Guidance on the Rehabilitation of Offenders Act can be found in PLAGO Para 0708. The Rehabilitation Date will be the prescribed period of time since the date of conviction. Rehabilitation periods are detailed in Annexes A and B of PLAGO Para 0708. A further conviction during the rehabilitation period of a previous offence may extend the rehabilitation period of the earlier offence. In this instance, where the rehabilitation period is changed by another offence (Annex C of PLAGO Para 0708), the original date is to be ruled through and the new date inserted. If there is any doubt, advice should be sought from DCS-LAW-DIS.

m. **Reported to PNC.** The column for reporting to the Police National Computer has an entry 'Yes' or 'No'.

n. **Time Forfeited.** Time forfeited arises from imprisonment/Young Offenders Institution (YOI) detention, detention and, in some circumstances, Service Penalties. The number of days forfeited plus D, P, CP, A, Pay F or N/A was recorded on the CR (Time forfeited column) as appropriate:

(1) D Detention.

(2) P Imprisonment/YOI.

(3) CP Civil Power (BR 2 Para 3906).

(4) A Stoppages of pay for absence over leave under Army or RAF Regulations.

(5) Pay F Forfeiture of pay.

(6) N/A Not applicable.

o. **Second Class for Conduct.** The CC date entered on page 2 of the CR was the date of removal from Second Class for Conduct.

p. **Detention/Imprisonment.** The CC date to be entered on the CR log was either the date of conviction (if sentence was suspended) or date of release from Detention/imprisonment.

q. **Committal of Suspended Sentences.** Where a suspended sentence is committed, the original CC date and the N/A entry under the time forfeited column were ruled through. A new CC date and number of days forfeited was inserted above on completion of sentence.

r. **Remittal or Enforcement of Suspended Sentences.** When a suspended sentence was remitted or enforced, details were to be recorded upon the relevant supporting documents:

(1) **Suspension of Sentence after Committal.** The effective date and number of days served, and 'Residue Suspended';

(2) **Remission of Suspended Sentence.** Effective date; notation 'Suspended' or 'Residue Suspended' ruled through; and enter 'Remitted' or 'Residue Remitted' as appropriate;

(3) **Committal or Re-committal Following Suspension of Sentence.** Effective date; ruled through notation suspension of sentence or of 'Suspended' or 'Residue Suspended' and residue of sentence; and enter notation 'Committed' or 'Recommitted' as required.

s. **Good Conduct Badges, LS&GC Medal and MSM.** Awards, deprivations, forfeitures and restorations of Good Conduct Badges, the LS&GC Medal and the MSM were recorded within the CR (see JSP 761 Chapter 5). Note: Prior to 1 Jan 00 such entries were recorded on the Certificate of Service.

t. **Bring Up Review Date Box.** The Bring-up/Review date Box should have been completed only in pencil. It was provided for UPO staff to note 'bring up' dates for review of suspended sentence, Second Class for Conduct and re-promotion as appropriate. When no longer extant, any entry was to be erased.

u. **Annual Sighting.** The requirement for Annual Sighting ceased on 31 Oct 09 with the obsolescence of the CR.

v. **Losses and Replacement.** In the event of loss of a CR, application is can be made to DCS-LAW-DIS for reconstruction from the historical information (prior to 31 Oct 09) held in the Discipline Database.

w. **Disposal of CR.** The CR becomes the property of the individual at their leaving the Service.

x. **Spent Convictions Wallet (RN Form S3300e).** As stated in Para 10 sub para a, the S3300e, as a repository of information on spent convictions, became obsolete from 31 Oct 09 with convictions recorded after this date being entered in JPA only and accessed via the FDR which should in future identify those convictions that are spent. Reference can be made to PLAGO Para 0708 to decide which of those convictions entered on the CR can be classified as 'spent' and the details filed in the S3300e.

y. Under the Rehabilitation of Offenders Act 1974 (ROA) all sentences passed by Service and civilian courts are subject to various rehabilitation periods (see PLAGO Para 0708 for periods and further details). Once an offence has been rehabilitated or 'spent', it is not to be considered when administrative decisions regarding employment or career are made, unless those decisions are exempt from the provisions of the ROA e.g. eligibility for the award of medals.

z. To avoid inadvertent consideration of CR documents relating to spent convictions, such documents are to be placed within the spent convictions wallet (RN Form S3300e). This is then to be secured, by the same India tag, within the CR (RN Form S3300d) and underneath other documents, if any, relating to unspent convictions.

Table 58K-1. Career Manager's Documentation Retention Periods

Document Type	Type of Data Held	Purpose	Retention Period	Remarks
JPA	Automated electronic system containing details of Officer; e.g. employment listing, NoK, marital category, qualifications – academic and service history.	To assist assigning and Career Management. Search for Officers with particular qualifications required for specific posts.	On discharge from Active Service, final full print retained in P File	JPA coexists alongside the P file. Depending on the discharge code, a slightly modified record is then retained until the officer's Emergency Liability ends or he reaches age 60. (Officers whose commission is terminated without Emergency liability - e.g. conscientious objectors - have their records reduced to a stub immediately). The JPA record is then reduced to a stub, but the full record is retained so it can be resurrected in the event of conscription, re-entry or enquiry.
Appraisal Report File	Original OJARs, honours, awards and censures (Admiralty Board Severe Displeasure or Displeasure, CINC/Flt Cdr or FO Severe Displeasure) and letters of appreciation etc	Repository of original documentation. Currently Stowed away from Proms Section for Business Continuity and Disaster Recovery purposes.	Retain 100 years from DOB*	File is held by DDPD (Proms) away from Proms Section and CMs' Records for Business Continuity and Disaster Recovery reasons.
Personal File - split into PF(MC) and PF(AR)	See separate sections below	To give CM a complete history of the individual for career management purposes.	Retain 100 years from DOB*, subject to regular review (e.g. 2-yearly weeding cycle) to discard inaccurate or out of date information and the destruction of individual papers specified below.	PF(MC) is Miscellaneous Correspondence, collected iaw DPA principles 1-4 and regularly reviewed. PF(AR) is the CM's copy of appraisal reports. The PF is held by CMs until the officer leaves the Service. It is then passed to CM (Reserves) who retain until Officer attains age 60 (if leaving to pension) completion of Emergency Liability in other cases. The file is then passed to Restore (formerly TNT) Swadlincote.

(Continued)

Table 58K-1. Career Manager's Documentation Retention Periods (Continued)

Document Type	Type of Data Held	Purpose	Retention Period	Remarks
PF(AR)	CMs copies of OJARs and other reports.	Gives CM complete reporting history of individual.	Retain 100 years from DOB*.	There is a need for this file as the contents of Proms/Transfer files will be limited to the more recent reports; the precise contents will vary according to rules set by CM (Reserves).
PF(MC)	Routine Correspondence between CMs and individual		5 years from last record unless grounds exist for further retention	As a guideline routine correspondence associated with the officer's last, current and next assignments should be kept. Records may be kept longer if they are contentious or they shed more light on a particular effect on an officer's career than the mere fact of the assignment. Details which are obviously transient (e.g. arranging a time for a meeting) should be destroyed during the review process.
	AIB Letter of assignment/ admission to RN		Retain 100 yrs from DOB*	
	Commission Transfer letters		2 years from date of transfer unless grounds for further retention exist.	Successful transfers are likely to be un-contentious. Unsuccessful transfers or matters of dispute or complaint should be held longer.
	Records of all assignments, i.e. job history or CV.		Retain 100 years from DOB*	An up-to-date JPA CV/job history will suffice.
	Commendation/Awards letters		Retain 100 years from DOB*	Commendations and awards letters are not on JPA. Citations/ Recommendations for an award are not disclosable under DPA.
	Censures		100 yrs from DOB*	Note: Higher censures also in ARF and in OR. Lower level censures (e.g. CINC/Flt Cdr or FO Displeasure), if directed to be retained in PF(MC), will only be kept in PF. Censures are spent after 5 yrs but are to be retained for DVA/ national security purposes.
	Court-Martial Convictions		100 yrs from DOB*	Any records of not guilty findings will be retained for 100 yrs from DOB. Electronic discipline records exist on JPA and the RN Historic Database and may be accesses through NAVY SEC-2 DISCIPLINE 1A. Court-Martial convictions that are spent must still be retained in PF(MC) for DVA/ national security purposes.
	Interview Notes, e.g. Career Interview Proforma		Retain 5 yrs from date of record.	As a guideline, CIPs relating to the last two assignments should be kept. Where relevant or contentious, CIPs may be kept longer.
	E190s		Retain 100 yrs from date of birth*	Subsume into PF when officer joins trained strength.
	MOD Official Secret Act Declarations		Retain 100 yrs from DOB*	

(Continued)

Table 58K-1. Career Manager's Documentation Retention Periods (Continued)

Document Type	Type of Data Held	Purpose	Retention Period	Remarks
	Medical information relating to career management		Retain while relevant and current.	The PF(MC) is not the medical record. Medical records must be kept by medical authorities for 100 yrs from DOB.
	Unpaid leave documentation, e.g. maternity, career break		100 yrs from DOB*	
	Welfare correspondence		Retain while relevant and current.	Welfare records must be kept by proper authorities, e.g. NPFS.
	Subject Access Requests		7yrs from date of last enclosure*	
	AHR papers from temporary file		100 yrs from DOB, unless AHR was not awarded.	
	DV Clearance Certificate		Retain for currency of certificate	
	Disclosure Certificates, e.g. from Criminal Records Bureau		Retain for currency of certificate	
	Assigning Preference Form/Card		3 yrs from date of record.	
Adverse Report File	OJARs, letters ordering imposition of and removal from Special/Quarterly reporting.	Provide full record and audit trail of adverse reporting instances.	Retain 100 yrs from DOB*	Adverse Report files are administered by DDPD (Proms). Once Adverse Reporting ceases (or officer is discharged), the Adverse Report file should be amalgamated with the PF in the custody of the CM.

(Continued)

Table 58K-1. Career Manager's Documentation Retention Periods (Continued)

Document Type	Type of Data Held	Purpose	Retention Period	Remarks
Temp File Acting Higher Rank	Letters, reports, miscellaneous papers depending of subject.	To allow a particular issue to be staffed by relevant dates without compromising security by circulating the complete PF relating to the individual.	Held until staffing is complete, then incorporated into PF(MC).	
Honours & Awards.	Honours lists. Gallantry awards. Citations. Application for LSGC Medal	Information collated on personnel included on nomination lists.	* INFORMATION NOT RELEASED UNDER DPA 98	

Notes:

*1. The above guidelines draw heavily on Ministry of Defence Data Protection Act 1998 Guidance Notes: No.5 Document Retention Periods, revised by Info Access Pol - 10 Oct 05 MOD guidance is marked *.*

2. The scrutiny of files for weeding/retention should never be a purely mechanistic task. The above guidelines help in the exercise of judgement and discretion.

3. Aim to:

a. Weed any packs when they cross the desk.

b. Have a registry weeding plan (e.g. 2-yearly cycle).

c. Record weeding action for audit trail.

ANNEX 58L

DISCLOSURE OF INFORMATION - EXCEPTIONS

1. Bona Fide Enquiries

Confirmation is given, in bona fide enquiries, of length of service and other similar facts about careers which reflect to the credit of the individuals or is in their interest (e.g. facts which enable assessment of claims being pursued by the individual).

2. Disclosure to DVA Staff, Security Services and Intelligence Departments

a. Dir P&T/NavSec has granted named DBS(NSV) staff permission to remove ARs and career management files for scrutiny during the course of DV enquiries, subject to the following provisos:

(1) All files must be signed in and out at the appropriate career management desk.

(2) Files drawn must be recoverable at short notice and are to be returned as soon as they are finished with and certainly on the same working day as they are drawn.

(3) Files may be drawn only by those on the list of named investigators.

(4) No copies are to be taken of any of the files' contents.

b. Access is granted to Security Service representatives introduced to SO1 Branch CMs personally by certain nominated officers of Navy Command PSyA.

c. The names of three Intelligence Officers who may have direct access to officers' records are known to Dir P&T/NavSec. They have been instructed to contact Dir P&T DCOS when necessary, who will arrange an examination within the Directorate concerned, or to contact the CM Reserves Cell in the case of Retired Officers.

3. Disclosure of Information for MSF/Civil Service Employment Reference Purposes

a. **Candidates for Employment as a Civil Servant (Military Support Function).** The necessary information is to be supplied for the Selection Board by CMs. In order to process the clearances, Security Officers (Investigating) from the Personnel Security Investigating Unit (PSIU) of MOD Sy and authorised investigators from other Government Departments, on showing their identity cards, are allowed access to the personal records of RN Officers or Retired Officers who have applied for MSF posts requiring DV clearance in the MOD or other Government Departments. The officers' records are not to be removed except where an officer is seeking employment in a post in PSyA; their personal record file may be passed to PSyA for personal scrutiny. Medical information may only be divulged by NCHQ Medical Division and then only when written confirmation is provided that the person concerned is being considered for a post requiring a DV security clearance.

b. **Candidates for Employment in Other Government Departments (OGDs).** Disclosure of necessary facts to OGDs who have a 'need-to-know' eg. in connection with applications for employment, is normally to be made by a personal letter, approved and signed at SO1 Branch CM level. Contents of the officer's official reports are not to be disclosed but a general paraphrase of the officer's overall performance may be given. Alternatively, authorised investigators may be allowed access as in Para 3 sub para c.

c. **Candidates for Civil Service Band B Appointments.** There is a specific requirement of the Civil Service Commission for reports on officers who are applicants for Principal grade appointments in the Administration Group of the Home Civil Service. In such cases report forms to be used for this purpose will be received from the Civil Service Department. These reports, and any other references which may be asked for in respect of RN officers, are to be provided by the appropriate OCM. In the case of Retired List officers of Commander's rank and below, their reports and references will be provided by the CM Reserves Cell.

4. Disclosure of Information to Support Commonwealth and Inter-Service Transfer Applications

a. Requests for copies of ARs for an officer seeking permanent transfer to the Navy, Army or Air Force of Australia, Canada or New Zealand should be dealt with as follows:

(1) Enquirers should be told that officers will have in their possession all ARs written since Apr 97.

(2) Reports written before Apr 97 were compiled by Reporting Officers on the assumption that they would not be disclosed to outside authorities. MOD owes a duty of confidentiality to such Reporting Officers and is therefore unable to disclose copies of the reports in question.

(3) Providing the individual consents, in writing, an officer's CM will provide a summary of their career to date (ie. a list of appointments/assignments with a 2-3 sentence précis of performance for each).

b. Copies of ARs on an officer seeking transfer to the Army or RAF may be forwarded to the appropriate authorities by the appropriate CM Admin Support.

5. Admiralty Board Submissions for the Administrative Discharge of Officers

Copies of ARs covering the relevant period (generally that under Quarterly Report) leading up to the submission for discharge may be made available to CNLS for the specific purpose of providing supporting evidence for the Board Submission itself.

6. Disclosure of Information for Statistical Research

Navy People Strategy HR Research Cell staff are allowed access to personal records held by Career Managers and in JPA for statistical research only. Any other access must be cleared with Dir P&T on a case-by-case basis. Records must not be removed from the Department.

7. Disclosure of Medical Information

Requests for medical information should be referred to SO1 OCM Med.

8. Disclosure of Addresses

a. Addresses of Active Service or Retired Officers are not normally disclosed, but whenever disclosure is refused, an offer is to be made to forward pre-paid correspondence to the current unit address of an Active Service Officer or the last known private address of a Retired Officer. Where appropriate it should be explained that this policy arises from the need to preserve the confidential nature of personal service records, which are held for official purposes only.

b. Under certain circumstances, exceptions may be made in the case of Police, Solicitors, the Clerk of a Court or Probation Officer and other Departments of the Crown. Addresses may be supplied in writing or by telephone but in the latter case the individual making the enquiry is to be asked to give a name and telephone number in order that their identity may be checked. Additionally, the Chaplain of the Fleet has been authorised by the Second Sea Lord to disclose the Service addresses of Jewish personnel to the Senior Jewish Chaplain to HM Forces and may therefore approach CMs for this information.

c. Private addresses of Active Service Officers may be disclosed only to the Police.

d. Servicemen and women have been consistently advised to maintain anonymity as far as possible in the light of the current general threat from terrorism. Although official mail for Service personnel will normally be addressed to their service address, occasions will arise when this is not possible and a private address must be used. In addition, official mail for retired personnel must, of necessity, be addressed to their private address. Plain envelopes are, therefore, to be used for all official mail necessarily addressed to private addresses and mention of rank and decorations is to be omitted. Mail for individuals serving abroad should invariably be addressed to the BFPO address. Current MOD and RN regulations for despatch of mail to Northern Ireland and to Eire are to be complied with.

9. Memorandum on Service of Legal Process on Members of HM Forces

A memorandum, issued by the Lord Chancellor's Office on 26 Jul 79, was prepared for the information of solicitors who might wish, on behalf of their clients, to serve legal process in civil proceedings in the courts of England and Wales on people who are (or who, at the material time, were) regular members of HM Forces. This memorandum sets out the procedure to be followed in respect of enquiries from the plaintiff's solicitor needing to find out where a service person is serving and the assistance they may be given in serving proceedings on the serviceperson. Should a subpoena be received, the relevant Staff Legal Adviser should be consulted immediately.