CHAPTER 49

COMMISSION TRANSFERS AND CONTINUANCE IN SERVICE

(Sponsor: NAVY PEOPLE-PROMS Dep Hd)

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CHAPTER 49

COMMISSION TRANSFERS AND CONTINUANCE IN SERVICE

SECTION 1

OFFICER COMMISSION TRANSFERS

4901. Instructions Applicable to all Commission Transfers

These rules apply to all officers in the Royal Navy regardless of the commission type.

4902. Overview

a. Transfers from an Initial Commission Stage (ICS) (or equivalent pre-April 2015 commission (Initial Commission (IC) or Short Commission (SC)) will normally be to the Career Commission Stage (CCS). This will extend an officer's career to 20 years' length of service or to age 40, whichever is later, but not beyond age 55.

b. Individuals serving on a CCS or equivalent pre-April 2015 commission (Career Commission, Medium Commission or Medium Career Commission) will, on selection, transfer to a Full Commission Stage (FCS), with service to age 55. Selection to FCS will guarantee service to age 55, even if the officer was previously subject to a rank related retirement age of 50 or 53.

c. FCS beyond age 55 will be known as Commission Extension (CE) and will be by selection and strictly to meet Service requirements. See Para 4917 for further details.

d. In addition to selective commission transfer there are also opportunities for automatic commission transfer. Officers who are not eligible for automatic transfer (see Para 4915) and who are not selected for transfer to a CCS or FCS may be able to continue to serve on an EOS basis if there is a Service need (see Section 3). They may be considered for selection to CCS/FCS if otherwise eligible.

e. Medical personnel are to refer to JSP 755 Part 2 Vol 2 - Unified Career Management (UCM) harmonised TACOS. Commission Transfer zones for medical personnel on legacy TACOS will be modified to the most beneficial between harmonised UCM or legacy timings, e.g. personnel will enter a Commission Transfer zone at the earlier of the two timings and exit the Commission Transfer zone at the latest of the two dates.

4903. Eligibility

a. All officers will be considered for transfer to a longer commission regardless of their volunteer status in JPA. To be eligible for a commission transfer, an officer must be on the trained strength and:

(1) Have achieved the following number of years' officer service on the Effective Date of Transfer (ETD)[1]:

(a) For transfer to CCS – 5 years[2] with the exception of Chaplains who become eligible for commission transfer on 3 years' officer service.

(b) For transfer to FCS – 8 years.

(2) Be able to complete a further period of service beyond the current commission up to retirement age (see Chapter 54 Section 4).

(3) Be serving on their current commission, including extensions of service, on the ETD.

(4) **MR Officers.** Must be either List 1, List 2 or List 5 (those on List 5 must have a MR Specialisation Short Appraisal Report (SAR)[3]) and have achieved Certificate of Efficiency for 4 out of the last 5 training years.

(5) Additionally for transfer to FCS:

(a) **TM Officers.** Must be in possession of the Post Graduate Diploma in either Training Management and Consultancy or Human Resource Development and Training Management, as part of the recognised TM CPD scheme. It is the individual's responsibility to ensure this is reflected as a competency in JPA before the commission transfer 'Files Out' date, as stated within the Boarding Programme available on the Promotions SharePoint[4].

(b) **Logistics Officers.** Be a substantive Lieutenant Commander on the Effective Transfer Date.

(c) **Engineer Officers (except WE/WESM(C) and TM).** From the date of the 2029 commission transfer boards, have achieved the professional registration title of Incorporated Engineer (IEng) with the Engineering Council, through a recognised Professional engineering Institute. Further details on how to gain IEng and CEng for all engineering Officers can be found in BRd 9962.

(d) **RMR Officers.** Successful completion of:

i. Walcheren Essay.

[1] 1 Feb for Lt RN/Capt RM and 1 May for Lt Cdr/Maj/Chaplain.
[2] Officers who commissioned through the WO1 Commissioning Scheme see Chapter 50 Section 4
[3] Officers who seamlessly enter from Regular service can be deemed to have achieved CoE for those years not as PTVR.
[4] Officer should seek clarification from their Career Manager if required.

ii. RMFT. And in-date RMFT is required at the OF2 CRD (31 May) and on the date of commission transfer eligibility checks/OF3 CPD (1 Oct). This will ensure commission transfer eligibility, OF2-OF3 promotion eligibility, and substantive promotion to OF3 if selected.

b. Officers who are otherwise eligible for transfer but who have submitted their Notice will remain eligible for consideration if they are still serving on the day the transfer board convenes.

4904. Medical Fitness

Officers and Ratings who are medically downgraded, and those who are likely to be categorized as permanently unfit for sea service or be restricted otherwise medically in the future, will normally remain eligible for further service. The following principles apply:

a. **Personnel with a Permanent JMES.** All individuals who have been awarded a permanently reduced JMES code by NSMBOS or by ROHC will be assessed by the NSMEB for their suitability for further service beyond the individual's current Tx date as part of their determination in retaining an individual in service. This determination will take into account age, experience, seniority, the nature and extent of the medical limitations, and types of assignment for which the individual might be required to undertake in continued service. If the NSMEB deems that further service is appropriate, then they will be categorised as 'Eligible for Commission Transfer' or 'Eligible for ES'. If the NSMEB deems that further service is not appropriate, then they will be categorised as 'Not Eligible for Commission Transfer' or 'Not Eligible for ES'.

b. **Personnel with a Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP or Consultant Occupational Physician.

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for further service.

(2) Where an expectation that a temporary JMES would be removed and the individual will regain a previous permanent JMES within 12 months, then individuals should be assessed as per their previous NSMEB determination (see para b above).

(3) Where an individual is pregnant and has the JMES code of E6, their fitness for further service should be assessed in light of their previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then she should be considered fit for further service. If she was previously in a permanently reduced JMES, she should be assessed as per their previous NSMEB determination (see para b above). If temporarily downgraded prior to the pregnancy then an assessment must be made as to the likelihood of being upgraded within 12 months of a return from maternity leave and if it is likely, then the individual should be deemed fit for further service. If it is not deemed likely, then the individual will need to be referred to NSMBOS for a permanent

medical category to be awarded and their eligibility is to be determined by NSMEB.

(4) Where it likely that the individual will need a permanently reduced JMES, the Medical Officer should deem the individual unfit for further service subject to the subsequent NSMBOS/ROHC and NSMEB recommendations.

(5) Any doubtful case is to be referred to the NSMEB.

4905. Officers Requesting Early Termination

Officers selected, or who have applied, for a transfer to a longer commission but who subsequently apply for Early Termination will not be transferred. Officers who later withdraw their Early Termination request may apply formally to Hd Proms through their CM for the transfer to be reinstated.

4906. Transfer Guidelines

a. The key criterion for commission transfer is employability in the current rank and not necessarily the potential for promotion to the next rank. For transfer to a FCS, officers will be expected to have demonstrated long term employability, to Lt Cdr/Maj or above, as well as satisfying the minimum professional standards.

b. To ensure the workforce requirement is captured accurately, candidates who have been selected for promotion, but are yet to be substantively promoted, will be presented at the commission transfer board for the higher rank.

4907. Confirmation of Transfer

Confirmation of selective transfer is subject to continued eligibility on the effective date of transfer. Officers selected must:

a. Continue to be recommended for transfer[5].

b. Not awaiting Court Martial or other disciplinary proceedings. Confirmation of transfer in each case will be dependent on the outcome of that process.

c. Be medically fit for transfer (see Para 4904).

d. Have not requested Early Termination (see Para 4905)

4908. Refusal of Commission Transfer

Officers who do not wish to accept transfer should discuss the implications of doing so with their Career Managers. A declaration of refusal must be made in writing to the appropriate Branch Promotion Board Secretary before the Effective Transfer Date. Officers will be considered at the next transfer selection board following refusal providing that they continue to meet the eligibility criteria. Similarly, any officer not wishing to be presented to a commission transfer board may withdraw at their own request. Any such request must be made in writing to the appropriate Branch Promotion Board Secretary, via the relevant Career Manager, prior to the commission transfer selection board. Selected officers who do

[5] This will be assumed unless an appraisal has been finalised with a NO recommendation after the selection process. In these circumstances the candidate will be deselected at ETD.

not indicate their intention to refuse will be assumed to be volunteers and will be transferred as appropriate.

4909. Officers Not Recommended for Commission Transfer

Officers who are not recommended for transfer to a longer commission, but who meet all other requirements listed at Para 4903, will also be considered by the Board for transfer. If any candidate receives less than a YES recommendation for transfer, the board is free to select that officer if they feel that other considerations outweigh the recommendation.

4910. Selection Boards, Membership and Transfer Dates

a. Commission Transfer selection boards will sit annually with dates published in the Officers Boarding Programme[7]. Candidates will first be considered at the Board immediately preceding their zone entry.

b. Effective Transfer Dates (ETD) are as follows:

(1) **OF2:** 1 Feb

(2) **OF3:** 1 May

c. The principles and procedures applied by Transfer Boards are similar to those defined for promotion (see Chapter 66). Selection Board membership is summarised in Table 49-1.

Table 49-1. Transfer Board Membership

Transfer Board	TSB Membership
Lt/Capt to CCS/FCS	Chair: Profession OF4 CM Profession OF4 Independent OF3 Sec: PROMOF-BS
Lt Cdr/Maj to CCS/FCS	Chair: Profession OF4 CM Profession OF4 Independent OF4 Sec: PROMOF-BS
Chaplains	Chair: NCS PSO SO1 (independent) Deputy Chaplain of the Fleet Profession member Sec: PROMOF-BSR

4911. Spare

4912. Spare

4913. Spare

[7] Found at: https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/Promotions.aspx

4914. Former Service - Effect on Transfer Zones

a. Former service will be taken into account when calculating transfer zones for the following officers:

(1) Those who re-enter the Royal Navy to complete the balance of their previous commission.

(2) Those who transfer from the Army or RAF to complete the balance of a comparable commission in the Royal Navy.

(3) Those who transfer between branches or specialisations without changing to a different commission.

b. If officers have been given a wholly new commission, for which former service has been, or not, allowed for pension or retired pay purposes, then the former service will also be allowed/not allowed when calculating transfer zones. In these cases, transfer zones will be calculated from the start of their new commissions and officers should be aware that this break in their service continuity may adversely affect their transfer prospects.

4915. Automatic Commission Transfers

a. Automatic Commission Transfer are subject to the needs of the Service and are Branch specific as set out in the sub-paras below. Individuals must also satisfy the baseline requirements at Paras 4903 and 4907, except for 4903.a(1) where transfer zones do not apply to automatic commission transfer.

b. An officer on ICS need not stage through CCS to FCS if they otherwise satisfy all eligibility criteria for automatic transfer.

c. **Application.** Application for an automatic transfer remains the responsibility of the individual and should be made through the Chain of Command to the Career Manager who, when satisfied the application meets the criteria at Para 4903, will direct the Promotions Office to action the transfer on JPA.

d. **Declining Transfer.** An officer being offered automatic transfer has no obligation to accept (see Para 4908). Subject to meeting all other eligibility criteria, any officer who declines an automatic CCS or FCS transfer will be transferred should they re-apply.

e. **RN/RM Fast Jet Pilots.** In view of the very small number of pilots qualified to fly fast jet aircraft and the high cost and length of training, on successful completion of Operational Conversion Unit (OCU) all pilots serving on an ICS will automatically be transferred to a CCS. Details of the return of service (ROS) for Fast Jet Pilot training are contained in Annex 53C.

f. **RN/RM Rotary Wing Pilots and Observers.** On achievement of Role Performance Statement (RPS), post Operational Conversion Unit (OCU) and successful award of Certificate of Competence (CofC), along with a recommendation from the CO on their OJAR and remaining fully medically fit, all pilots and observers will automatically be transferred to a CCS. Details of the ROS for Rotary Wing Pilot and Observer training is contained in Annex 53C.

g. **Warfare Officer CCS Transfers.** Automatic transfers to a CCS will be offered to officers at the following stages:

(1) On successful completion of any of the following courses:

(a) Fleet Navigation Officer Course (FNO) (SS).

(b) MM/PP Commanding Officers' Designate Course (CODC).

(c) Principal Warfare Officers' (PWO) Course (including pre-PWO technical course).

(2) On achievement of Role Performance Statement (RPS) and receipt of a CO's recommendation in any of the following: FNO (SM), Mine Clearance Diver (MCD), Mine Warfare Officer (MWO), Fighter Controller (GSX FC), Intelligence (GSX INT), Hydrography (H), and Meteorology Oceanography (METOC).

(3) On completion of first operational tour within the Special Reconnaissance Regiment (SRR) or Defence Humint Unit (DHU).

(4) On appointment as the First Lieutenant of a River Class OPV. Transfer, once an individual has achieved a CQ1 qualification and received a recommendation from the Commander Overseas Patrol Squadron.

(5) Exceptionally, to grow maritime planning capability and to mitigate workforce shortfalls in the PWO cadre, a CCS transfer will be offered to all GSX Officers who complete the Maritime Planning Officer course and who complete a subsequent operational tour.

(6) Ordinarily, these automatic commission transfer opportunities above would negate the requirement for a GS/SM selective commission transfer board. However, in order to retain talent where non-traditional career profiles are evident, all officers in their final 3 years before ICS completion, will be presented to the commission transfer board for consideration, subject to Service requirement.

h. **Warfare Officer FCS Transfers.** Automatic transfers to a FCS will be offered to officers at the following stages:

(1) To PWOs and PWO (SM) watch leaders - on achieving RPS and receiving a CO's recommendation.

(2) To any GS(X) officer on successful completion of Specialist Navigator course (WAR 111 SPEC N).

(3) To X(HM) officers - on successfully attaining H or M Charge, providing they receive a CO's recommendation entered in JPA, are a volunteer for FCS transfer and meet the criteria at Para 4903 sub para b.

(4) To GS(X) officers - on successful completion of a junior SASB1 assignment, subject to receiving a Squadron Commander's recommendation and meeting the eligibility criteria at Para 4903 sub para b.

(5) To Pilots – on completion of qualification as a Qualified Flying Instructor (QFI)/Qualified Helicopter Instructor (QHI) and successful re-categorisation from B2 (Provisional) to B1 (Competent), along with a recommendation from their CO. For those selected as a Fast Track QFI/QHI, they must also meet the eligibility criteria laid out in Para 4915 sub para e or 4915 sub para f before automatically transferred to FCS.

(6) To Observers – on completion of qualification as a Qualified Observer Instructor (QOI) and successful re-categorisation from B2 (Provisional) to B1 (Competent), along with a recommendation from their CO.

(7) To any Aviation officer who successfully qualifies as a PWO(AV), along with a recommendation from their CO.

(8) To any Pilot who successfully completes ETPS, or any Pilot/Observer completing Aero-systems course, along with a recommendation from their CO.

i. **Air Traffic Control (ATC) Officers.** The bearing of ATC officers, including ATC Fighter Controllers, is very small and as such, is susceptible to short term fluctuations and early losses after the lengthy training process. It is necessary, therefore, to safeguard this cadre of personnel by awarding them an automatic transfer to a CCS once they have achieved Competence to Operate status as laid down in BRd 768. As a consequence, SUY ATC officers, who will already have achieved Competence to Operate status as ratings, will be offered transfer to CCS immediately on completion of initial officer training at BRNC. Automatic transfers will be offered to individuals subject to a satisfactory recommendation from their CO on their latest OJAR/Standard Report Form. Should an officer refuse the CCS transfer ('opt out'), they will no longer be considered for a CCS transfer until they formally request, through their CO, to be re-considered. The application will then be processed through the normal selective transfer route.

j. **Barrister Training.** Officers selected for Barrister training whilst serving on an ICS (or equivalent commission) will be committed to an automatic transfer to a CCS 1 month before completion of bar finals/upon successful completion of bar final examinations. The ROS liabilities for Barrister training (see Chapter 53) are unaffected by this automatic transfer.

k. **Logistics Officer CCS Transfer.** Automatic transfer to CCS for all Logistics Officers serving on ICS(12) will be offered on completion/achievement of the following:

(1) Yes recommend (or higher) for Commission Transfer in at least one OJAR.

And either:

(2) Successful completion of the Logistics Professional Command Board (LPCB), as determined by the award of the LPCB competence in JPA.

Or:

(3). Upon substantive promotion to OF3.

l. **Engineer Officer CCS Transfer.** Automatic transfer to CCS for all Engineer Officers serving on ICS will be offered on achieving the JPA competence 'Charge Qualification' (Engineer GS/SM) or 'Certificate of Competence' (Engineer FAA).

m. **Engineer Officer FCS Transfer.** All Engineer Officers, except TM, will be offered automatic transfer to FCS on substantive promotion to OF3.

n. **Royal Marine Officer CCS Transfer.** Automatic transfer to CCS for all RM OF2s serving on ICS (12) will be offered on achieving the following criteria. Where the criteria are not met but the subject and CoC request consideration, applications must be made in writing to SO1 OCM RM for arbitration. Only compelling cases will be considered.

(1) Yes recommend (or higher) for commission transfer in latest OJAR.

(2) In date for RMFT.

(3) Junior Officer Leadership Programme 2 (DE officers only).

(4) Completed Junior Officer Tactical Awareness Course (JOTAC) or Captain's Warfare Course (CWC) before or during RY 24/25 (DE officers only). From 1 Jun 25 JOTAC will become the sole criteria for commission transfer

(5) Walcheren Essay (not RMBS officers).

(6) Director of Music Qualification (RMBS officers only).

o. **Promotion to Cdr/Lt Col.** Any officer not serving on a FCS selected for promotion to Cdr/Lt Col will be offered automatic transfer to FCS on the effective date of promotion.

p. **Training Management (TM) Officers.** Transfer to CCS for all Training Management Officers serving on ICS will be automatic on the completion/achievement of the following:

(1) Yes recommend (or higher) for commission transfer in an individual's last 2 OJARs.

Or:

(2) have achieved 60M Credits of the Post Graduate Diploma in either Training Management and Consultancy or Human Resource Development and Training Management, as part of the recognised TM CPD scheme.

Or:

(3) Upon substantive promotion to OF3.

4916. Transfer to Full Commission Stage (Aviator) (Professional Aviator Spine (PAS).

FCS(A) is no longer open to selections wef 1 Apr 25. JSP 754 Part 2 Section 23 covers the policy for all Officer Aircrew (OA) who have been selected and have chosen to serve on the PAS and specifically define the pay arrangements for all officers on this pay spine, otherwise pay for this group is governed by standard regulations.

4917. Commission Extension to Retirement Age 60 (CE60)

a. Commission Extension is a change in Engagement Expiry Date (EED) that extends the current commission stage. The profession and specialisation requirement will be generated annually and controlled by a Maximum Authorised Number (MAuN) - sometimes the MAuN will be zero. CE60 will take one of two forms:

(1) Officers serving on an FCS may have their commission stage extended up to age of 60.

(2) Officers serving on an ICS/IC or a CCS/CC that expires on their 55th birthday[8] may be selected to serve out the balance of their commission stage up to a maximum age of 60. Should an officer's commission not extend to age 60, selection for service beyond age 55 will include an automatic transfer to the next applicable commission stage (CCS/FCS).

c. Although not a commission transfer, the same principles outlined at 4901-4914 for commission transfers (for eligibility, medical fitness, confirmation, and refusal etc) apply for CE60.

[8] This will generally apply to the SUY/SCC cadre or other late entries to the Officer Corps e.g. Chaplains.

d. **MR Officers.** To be considered for CE60 MR officers must also not be identified as a Long Term Non-Participant.

e. **OF4 Selected for Promotion.** The principle of boarding in the appropriate rank for future employment (4906.b) applies equally to Officers who have been extracted from the OF5 promotion pool but have not promoted prior to an OF4 CE60 board. To ensure the workforce requirement is captured accurately, candidates who have had their promotion to Capt RN/Col RM approved by 1SL (Ch 66 Annex A para 3.e), will not be presented at the CE60 in their substantive rank. These candidates will move to Senior Officer Compulsory Retirement terms (Ch 66 Annex A para 3.g) on promotion. Officers who remain in the OF5 promotion pool but have not been extracted, will remain eligible for OF4 CE60.

SECTION 2

RATINGS AND OTHER RANKS - LONGER ENGAGEMENTS

4918. Transfer to Engagement Stage 2

a. Ratings and other ranks join on a 12-year Engagement Stage 1 (ES1). A transfer to Engagement Stage 2 (ES2) is awarded automatically when a rating or other rank has qualified in all respects for substantive promotion or advancement to Leading Hand or Corporal RM, i.e. they have passed all requisite professional and leadership courses, is in date for RNFT, is recommended as suitable and has reached the Common Promotion Date (CPD). An ES2 extends a rating/other rank's career to 20 years' length of service or age 40, whichever is later, in alignment with the AFPS 15 Early Departure Payment (EDP) point.

b. From 1 Jan 24, medical personnel[9] are to refer to JSP 755 Part 2 Vol 2 – Unified Career Management (UCM) harmonised TACOS.

c. Engagement extensions for medical Ratings under UCM has seen the link between Rank and engagement removed. For medical personnel, the most beneficial option between harmonised UCM or legacy TACOS will apply e.g. personnel may receive an engagement extension on completion of 2 years post Phase II training rather that aligning to promotion to OR4.

4919. Transfer to Extended Career at end of ES1

Ratings and other ranks who do not achieve substantive promotion to Leading Hand or Corporal will not be eligible for transfer to a ES2 but may have their career extended on ES1 past the 12-year length of service point via on the following mechanisms, though the Service requirements for such action are expected to be small:

a. **An Extended Career (EC).** Current regulations governing EC will continue to apply. Periods of EC are offered for a specific Service need and selection is based primarily on future employability.

b. **An Extension of Service.** In accordance with the rules at Para 4925.

c. **A revised Engagement Expiry Date (EED).** An AB/Mne who has not been able to qualify for selection for promotion to LH/Cpl e.g. due to Service reasons, maternity leave, career intermissions or a previous medical downgrade, may apply to have their career extended through a delay to their EED, thereby allowing them further time on ES1 to qualify for selection. PPLAN SWPR SO1 will ultimately decide whether such applications are approved, based on the prevailing workforce requirements.

[9] Excluding Medical Assistants as they are not currently under UCM harmonised TACOS.

4920. Transfer to Engagement Stage 3

a. **Introduction.** ES3 is awarded by selection and strictly to meet the needs of the Service. Service will be on identical terms to an Extended Career or 2OE, initially for 5, 10 or 15 years and thereafter in 5-year blocks. The final block offered which would take an individual's time in service to age 60 can be less than 5 years but must be at least 1 year in length. Individuals currently serving on an EC or 2OE (or an Extension of Active Service (EOAS) in the case of other ranks) will complete their current period but any offers of further service will be on ES3.

(1) Those serving on an ES2 who are not selected for transfer to ES3 may continue to serve past the 20 year/age 40 point on an EOS to meet a specific Service need. They will continue to be eligible for selection and late transfer to an ES3 from their EOS. Likewise, those who are selected for an ES3 but not for service past their initial 5, 10 or 15-year period on an ES3 may be selected to serve instead on an EOS to meet a specific Service need. They will continue to be eligible for selection and transfer from an EOS back to ES3.

(2) In accordance with Para 6705 sub para a, individuals serving on an ES3 will be eligible for promotion whereas those serving on an EOS will not in accordance with Para 6705 sub para d.

b. **Selections for ES3.** Transfer to an ES3 will be by selection at a Board convened annually by the Ratings' Promotion Section in Mar/Apr for senior ratings and Sep/Oct for junior ratings. Periods of ES3 are offered for a specific Service need, therefore there will be no opportunity to transfer between specialisations or branches, or between Submarine Service and General Service (or vice versa) unless it is in the interest of the Service or there are exceptional circumstances (such as medical reasons) to consider a change. The Royal Marines Other Ranks ES3 Board will be convened in Mar/Apr annually. Any other specific service need concerning the period of ES3 will be detailed in the ES3 signal.

c. **Eligibility.** All ratings and other ranks will be considered automatically for an ES3, or further ES3 (as required by Branch Managers), provided they:

(1) Are serving in the last 4 years of an ES2/FC/OE (or an extension of such – see also Para 4932 sub para e) or are on an ES3/EC which expires after the end of the calendar year in which the Selection Board sits. This includes those ratings who have submitted Notice and who would have been serving in the last 4 years of a regular engagement which would have expired after the end of the calendar year in which the Selection Board sits had it not been for the submission of Notice. Eligible ratings who have submitted their Notice must still be serving on the day after which the transfer board sits in order to be presented.

(2) Are recommended for further service on their latest SJAR.

(3) Are not serving on an EoS to fulfil a specific non-liability commitment outside of their profession/specialisation and are permanently removed from specialisation workforce requirement as agreed by PMs, CMs and the SP via an S61 and

d. **Quotas.** The Strategic Workforce Planner, in conjunction with Branch Managers, will formally set the requirement for the numbers of ES3 per rank and specialisation. This quota system is used to establish numbers of ES3 vacancies for each specialisation and rank; taking into account the numbers eligible for transfer, promotion prospects and the overall Service requirements. The quotas will also include vacancies that could be offered fairly to re-entrants who, having completed a 20-year ES2, 18-year FC or 22-year OE, are serving on an extension of service (see Para 4925).

e. **Basis of Selection.** Selection is based primarily on future employability and potential candidates should be aware that failure to acquire certain specific professional qualifications might significantly reduce their chance of selection. Candidates who have been selected for promotion but are yet to be substantively promoted will be presented at the board for the higher rate/rank, as the whole or majority of an ES3 will be served in the higher rate/rank, thus ensuring the workforce requirement is captured accurately. Further details can be provided by the relevant Branch Manager.

f. **Reserve Selection.** In order to meet unexpected shortfalls arising from a lower than anticipated acceptance rate, a limited number of reserve selections may also be made at the same time as the main selections. These selections will not be announced unless subsequently called forward. Reserves who are not called forward will be considered for reselection at the subsequent Boards if still eligible for ES3; any previous reserve selection will be lost.

g. **Offer Acceptance and Refusal.**

(1) Ratings/Other Ranks selected for further service on an ES3 will be notified via My Navy/SCIO and by a notification posted on DefNet. The notification will specify the new engagement expiry date, a date which is non-negotiable, and a deadline (approximately 2 months from date of notification) by which individuals can ‘opt out’ if they so choose. After the 2-month deadline has passed, provided no ‘opt-out’ request has been received, selectees will be transferred to their new ES3 contract subject to medical fitness as recorded in JPA (Para 4904) and continued recommendation (para 4923 sub para j).

(2) Ratings/Other Ranks are permitted to ‘opt-out’ and should discuss this with their Chain of Command. Individuals not wishing to accept ES3 should ‘opt-out’ by the published deadlines laid down in the ES3 notification. Where an individual chooses to ‘opt-out’, the ES3 offer will be withdrawn. Individuals who decide to ‘opt-out’ will be considered at the next ES3 board providing they are eligible in all respects in accordance with Para 4923 sub para b and are recommended by the CO on their latest SJAR.

h. **Effect on an Individual's Termination Date.** Provided no 'opt-out' request has been received, an individual's original/current Termination Date is cancelled, and they lose their right to leave on that date. The new Termination Date will be that offered in the ES3 notification and they will have to submit Notice and serve out the 12-month period if they wish to leave the Service before the end of the agreed new ES3. For engagement purposes, the period of an ES3 starts on completion of the original ES2/FC/OE.

i. **Medical Fitness Requirement.** See Para 4904.

j. **Withdrawal of an ES3 Offer.** If, during the period between an offer of further service on an ES3 being made and its commencement, the CO considers that an individual's performance has deteriorated due to misconduct or other serious reason (e.g. resulting in the award of a career check, warning, disrating or reversion) to the extent that the individual is no longer recommended for further service, this should be brought to the attention of the Ratings' Promotion Section for their consideration of the withdrawal of the ES3 offer. If the offer is withdrawn, the individual concerned will no longer be considered for an ES3 unless the CO considers that their personal and professional standards have improved to the point where they are deemed to merit a recommendation for ES3 once more.

k. **Active Service.** Ratings and other ranks serving on an ES3 will remain on active service and will retain any sea service liability (where applicable) although every effort will be made for the final 6-12 months of service to be served in a shore position - see also Para 5916.

l. **Unsatisfactory Ratings and Other Ranks**

(1) **Discharge to Pension.** Ratings or other ranks serving on an ES3 may be given 12 months' Notice of discharge to pension when their performance in any respect of their duties, possibly for reasons outside their control, falls below the level normally expected of their rank and seniority, but not to the extent where is such that they would be a candidate for discharge SHORE (see Para 5442). Before giving Notice to a rating or other rank, a CO should preferably have 6 months' knowledge of the individual's performance.

(2) **Warning and Process.** Ratings or other ranks are to be warned at the time Notice is given that their performance will be reviewed in 6 months' time. If there is a marked and sustained improvement in performance during this period, the CO may withdraw the Notice. Where there is no such improvement, the CO is to seek the approval of the Fleet Commander or Flag Officer for confirmation of the rating's or other rank's discharge to pension on completion of 12 months' Notice. The application, which is to contain the full circumstances of the case and be accompanied by the individual's full Service Documents, is to be forwarded to Navy Command Headquarters Casework Cell (see Annex 1E) for consideration by the Fleet Commander through the appropriate Administrative Authority and copied to the Career Manager. The application must also contain confirmation that the rating or other rank has been reminded at this point of their right to present the case and, if they elect to do so, their presentation must also be forwarded with the application.

(3) **Early Release when under Warning of Discharge.** A rating or other rank given Notice under this regulation may apply to be released early. Approval will be authorised by the appropriate Career Manager, subject to the needs of the Service.

(4) **Reversion at Own Request.** If a rating or other rank, other than a Warrant Officer, has been promoted while serving on an ES3, they may apply to be considered for reversion at their own request as an alternative to discharge to pension. Any such request is to be forwarded for consideration when the application for confirmation of discharge is submitted.

4921. Employment on Professional Aviators' Spine (PAS) – Non-Commissioned Aircrew

a. **Terms of Employment.** PAS is no longer open to selections wef 1 Apr 25. JSP 754 Part 2, Section 24 details the policy for all NCA / Army Air Corps (AAC) NCO Aircrew who have been selected and have chosen to serve on the PAS and defines the pay arrangements for all non-commissioned aircrew (NCA) personnel on the Professional Aviators' pay spine (PAS) / Pilot Employment Scheme (Army) (PES(A)), otherwise pay for this group is governed by standard regulations

b. **Medical Downgrading.** PAS NCA personnel who are temporarily medically downgraded will remain on the PAS. PAS NCA personnel who are permanently downgraded to a medical category that prevents them from being employed under the PAS NCA terms of employment, however, will be withdrawn from PAS NCA. In these circumstances, personnel will be offered a transfer back to the main aviation career stream (workforce requirement permitting) and reversion to APS2 and PS(A), or medically discharged from the Service.

c. **Promotion.** PAS NCA personnel remain eligible for promotion in competition with their non-PAS NCA counterparts. PAS NCA personnel who are promoted will not receive a pay rise as rates of pay on PAS NCA are determined by length of service rather than rank. Selection for PAS NCA will render the selectee ineligible for commissioned rank. However, should an individual wish to pursue commissioned rank, they will be transferred to the main pay spine on commencement of Officer Training or to APS1 if transferring to Pilot or Observer.

d. **Pay and Pensions.** Further details of pay and pensions for PAS NCA personnel can be found in JSP 754 Chapter 4 Section 7; JSP 764 (AFPS 05) and JSP 854 (AFPS 75) should also be consulted.

SECTION 3

EXTENSIONS OF SERVICE

4922. Introduction

Personnel may apply or be invited to apply to extend their service beyond the normal length of their commission/career/engagement or compulsory retirement age for various reasons. Opportunities for some extensions will depend on the shortage in applicants' professions, arms and specialisations and the individual's suitability and medical fitness. Before making formal application for an Extension of Service (EoS), which is not to be confused with transfer to a longer commission (see Section 1) or selection for an Engagement Stage 3 (see Para 4920), individuals should check current requirements with their Career Manager. The following information refers primarily to Regular Service personnel. For members of the Maritime Reserve (RNR and RMR), see BRd 3(2).

4923. Types of Extension

The principles for eligibility and appropriateness contained within this **must be applied to all EoS requests**.There are two principal types of Extension of Service, both of which are the responsibility of the Career Manager to administer and approve:

a. Full EoS – these are awarded when there is a requirement for the service person to be employed in a specific role for a full permanent assignment, normally for 24 – 36 months, and particularly where there are workforce scheduling issues, the cadre is considered a Workforce Capability Gap or if the SP has deep specialist skills or knowledge where there is a shortage.

b. Short term EoS – these are awarded when there is a need to extend a service person beyond their commission/engagement/career, largely for administrative purposes. These can include (but not limited to):

(1) To complete two years' service in a higher rank if subject to APFS75. The requirement to serve for 2 years in the higher rate is no longer a condition of promotion, however, under AFPS75, a minimum of 2 years' service is still required in the higher rank to safeguard a final pension in the higher rank (see Para 6706).

(2) Following an Early Termination request. Individuals who have submitted 12 months' Notice to leave the Service may apply for an EoS; if the reasons are deemed to be exceptional, a short EoS can be approved.

(3) To complete time for pension or gratuity for unpaid leave or unpaid service for officers, ratings and other ranks who have forfeited pensionable service, whether it be for unpaid leave, unpaid service or a Career Intermission. A delay in an individual's exit date that is equal to the length of the period of unpaid absence may be requested.

(4) When an individual's commission/career/engagement ends whilst serving overseas. Individuals who are entitled to claim their discharge on completion of their current commission/career/engagement before they have completed their period overseas may volunteer to remain overseas to complete their final tour.

(5) To complete Graduated Resettlement Time (GRT). An EoS may be granted to individuals who have insufficient time to complete all or part of their GRT allocation as a result of Service reasons. For further details about the GRT scheme, see JSP 534 (Tri Service Resettlement Manual).

(6) Following a Royal Navy Medical Employability Board (RNMEB) decision to discharge an individual from the Service on medical employability grounds. An EoS may be sought to allow the individual to undertake or complete further medical treatment, rehabilitation, resettlement and/or similar activities.

(7) In order to fulfil a training Return of Service requirement if an individual does not have sufficient time left to serve on their existing engagement (see Para 5304 sub para f).

4924. Situations In Which An EoS Is Not Appropriate

a. An EoS should not be awarded in the following cases:

(1) To undertake an ES3. Individuals will not be given an extension in order to have sufficient time to complete an ES3 under any circumstances.

(2) To delay the release of Medically Downgraded individuals. There are no grounds for delaying an individual's release from the Service when they are medically downgraded (see BR 1991 (Instructions for the Royal Naval Medical Service) Para 0829 e).

4925. Eligibility for an EoS

a. Officers serving on any commission and ratings/other ranks serving on any regular career or engagement may apply for an EoS.

b. Applicants must be certified as medically fit for service (normally medical category MFD A4L1M1E1). Applications from individuals in restricted medical categories may be considered in exceptional circumstances. See BRd1750A paras 0120 and 0117 for further information regarding reduced JMES.

c. Applicants should not have submitted an application for Early Termination unless there are exceptional circumstances as determined by the CM. When a service person cannot be given their prescribed shore service prior to leaving the service because of operational priorities a short EoS can be offered to give them the additional time for GRT and TL (see para 5916)

d. Applicants should be able to complete their EoS by the age of 60 (but see Para 4927 sub para b (3), for service beyond age 60 in exceptional circumstances).

e. Extensions to an ICS must not take officers beyond a maximum of 14 years' service under any circumstances. Similarly, the normal maximum extension which may be granted to officers serving on a CCS (or equivalent commission) is 5 years. The following cadres on ICS are also subject to thresholds:

(1) Medical and Dental officers on a 6 or 7-year ICS (or equivalent commission) may be extended up to 14 years' service.

(2) QARNNS officers on a 6-year ICS (or equivalent commission) may apply to extend their commission up to 8 years' service.

(3) Chaplains on a 4 or 6-year ICS (or equivalent commission) may be extended up to 10 years' service.

4926. Timing of an EoS Application

The timing of an EoS application is generally from 4 years to 1 year before the individual's current Engagement Expiry Date (EED). At this stage, it will usually be possible for a CM to predict shortages, which may generate a requirement for an EoS. In specific professions that are predicted to be in deficit, however, applications will be considered earlier than 4 years before the individual's current commission/career/engagement expiry date. The refusal of such an early application is no bar to subsequent applications closer to the individual's retirement age. Applications will also be considered exceptionally at less than 1 year before the individual's current commission/career/engagement expiry date but will not be considered once an individual has commenced their terminal leave.

4927. Staffing and Approval of an EoS Application

a. **Application.**

(1) After discussion with their CM, an individual wishing to apply for an EoS should complete a RN Form S61, which can be found under 'Forms (Royal Navy)' in the A-Z of the Royal Navy SharePoint site, and forward it through their Commanding Officer to the appropriate CM. In the case of Chaplains, EoS applications should be sent directly to the Chaplain of the Fleet or, where appropriate, to the Principal Chaplain.

(2) An individual's Medical Documents are to be scrutinised and a signature from a Medical Officer required on Form S61 declaring whether the individual is fully fit to continue in service in any part of the world and giving details of any restricted medical category (not required for a Career Manager EoS). See flowchart at Annex 49B.

(3) Applicants should have a recommendation on their suitability for further service on their current AR (if the recommendation is not articulated or the AR is more than 6 months old, a special AR should be raised).

b. **Authority to Approve an EoS.**

(1) SO1 CMs (officers) and SO2 CMs (ratings) have delegated authority to approve EoS. Authority for granting an EoS for RM Other Ranks lies with the RM Corps Drafting Officer (CDO). All EoS applications should be staffed appropriately, assessed against the eligibility criteria in para 4925 and must be approved in conjunction with advice from the relevant Professions Managers.

(2) **Post NSMEB.** Authority for granting an EoS to allow an individual to undertake or complete further medical treatment, rehabilitation, resettlement and/or similar activities rests solely with the appropriate Dir P&T Strategic Workforce Planning team.

4928. Withdrawal of an EoS Offer

An EoS offer may be withdrawn in the period between an EoS offer being made and its commencement in the following circumstances:

a. If a Commanding Officer considers that the individual's performance has deteriorated due to misconduct or other serious reason (e.g. a career check, warning, disrating or reversion, warning) to the extent that the individual is no longer considered to be suitable for further service, they should raise their concern with the Career Manager and, if appropriate, ask for them to consider withdrawing the EoS offer. If the offer is withdrawn, the individual will not be considered further for an EoS unless the Commanding Officer considers that the individual has attained and maintained the required personal and professional standards to the point where the individual could be recommended for an EoS again.

b. If an individual has been granted an EoS with the sole intention of carrying out a specific specialist role but subsequently refuses an Assignment Order.

4929. Applicable Terms of Service Whilst Serving on an EoS

a. **Assignment.** All medically fit personnel will be fully assignable on an EoS.

b. **Early Termination.** Normal ET rules apply to personnel who have been accepted for, or who are serving on an EoS.

c. **Conduct of Ratings who have Served For More Than 20 years (on an ES2), 18 years (on an FC) or 22 years (on a OE1) Pensionable Service.** Such individuals whose conduct results in their being considered for Discharge SHORE for inadequacy should be dealt with in accordance with Para 5443 a (3) sub para (c)

d. **Recruitment Retention Pay (RRP).** RRP will be paid only in accordance with JSP 754 Ch 5 Sect 2.

e. **Terminal Leave.** When there is no break between completion of normal service and the commencement of an EoS, terminal leave is deferred until completion of the EoS and will not exceed the maximum of 20 working days. Where EoS follows a break in service, there is no entitlement to any further terminal leave.

f. **Terminal Benefits.** See JSP 754.

ANNEX 49A

RN/RM FULL COMMISSION STAGE (AVIATOR) (FCS(A))

1. Introduction

The FCS(A) is no longer open to selections wef 1 Apr 25. JSP 754 Part 2 Section 23 covers the policy for all Officer Aircrew (OA) who have been selected and have chosen to serve on the PAS and specifically define the pay arrangements for all officers on this pay spine, otherwise pay for this group is governed by standard regulations. FCS(A) and its associated Professional Aviators' pay Spine (PAS) is a financial incentive designed to retain aircrew in flying or flying related assignments, at or beyond their IPP/EDP. Following the introduction of Aircrew Renumeration (ARem), personnel on an FCS(A)/FTC(A) are not eligible for Aircrew Pay Spine 1 (APS1) or Professional Supplement (Aircrew) (PS(A)) as their basic rates of pay are enhanced to recognise their aircrew skills and restricted employment specifically in flying and flying related assignments.

2. Flying and Flying Related Assignments

A flying assignment requires an individual to undertake flying duties and maintain current flying practice. A flying related assignment includes, but is not limited to, aviation management and supervision at sea or ashore, aviation regulatory, safety and assurance roles, Operational Tours or aviation staff positions which do not necessarily require the incumbent to undertake actual flying duties.

3. Employment

FCS(A) officers will generally be employed in flying or flying related aviation positions with the primary focus in the cockpit at sea and ashore. Although individuals will remain eligible to compete for selection to AASB1 assignments and promotion, subject to meeting the relevant pre-requisite qualifications, aviation executive and command assignments will generally be limited only to those occasions when it is in the Service interest. Due to the decoupling of rank from pay there may also be occasions when an FCS(A) Lt Cdr will be assigned to an aviation post normally allocated to a Lt to provide additional expertise or experience.

4. Promotion

a. **Promotion from OF2 to OF3.** Lieutenants RN and Captains RM on FCS(A) remain eligible for promotion to Lieutenant Commander and Major respectively and compete alongside Lieutenants RN and Captains RM on a CCS/CC, FCS/FTC. If selected, they will remain on FCS(A). FCS(A) OF2 personnel who are promoted to OF3 will not receive a promotion related pay increase.

b. **Promotion from OF3 to OF4.** Lieutenant Commanders and Majors RM on FCS(A) are eligible for promotion to Commander and Lieutenant Colonel respectively and compete alongside Lieutenant Commanders and Majors RM on a CCS/CC and FCS/FTC. Officers who accept promotion will move to Main Pay plus PS(A) on the day they promote. Officers who elect to remain on FCS(A) will be deselected and will not be considered at the next annual promotion selection board following refusal. Officers will be presented to promotion boards thereafter providing that they continue to meet the eligibility criteria. Officers selected for promotion are required to notify their Career Manager in writing of their intentions within 30 days of the promotion signal.

c. **CE60 and Promotion to OF4.** FCS(A) Officers who are selected for promotion to OF4 will maintain CE60 if previously selected.

5. Reversion from FCS(A) to CCS/FCS

Should personnel wish to revert from FCS(A) to CCS/FCS, having already transferred to CE60, they will remain on that career extension. Officers who move onto APS1 and PS(A) on the day the revert to CCS/FCS.

6. Pay Structure

a. The rates of pay for PAS officers are recommended annually by the AFPRB and promulgated by CDP Remuneration in a Directed Letter.

b. The PAS is a sequence of 35 increments on one range that provides scope for yearly Incremental progression. Pay on the PAS is based on length of service rather than rank although pay bars exist for the following:

(1) At increment level 30 for all OF2 aircrew[1]

7. Pensions

a. Under AFPS75, pensions for PAS personnel will be enhanced by adding a daily supplement to the standard representative rank-based pension that an individual is entitled to on leaving the Services. This will be the CS standard representative rank-based pension. The supplements will be calculated each year to reflect the pension headroom differential between the normal maximum representative pay rate for rank and the maximum pay point on the PAS that an individual can reach. The appropriate daily supplement will be earned for each day of service on the PAS, provided that a minimum of five years paid and pensionable service on PAS terms has been given before retirement. The pension supplements are promulgated annually by Directed letter.

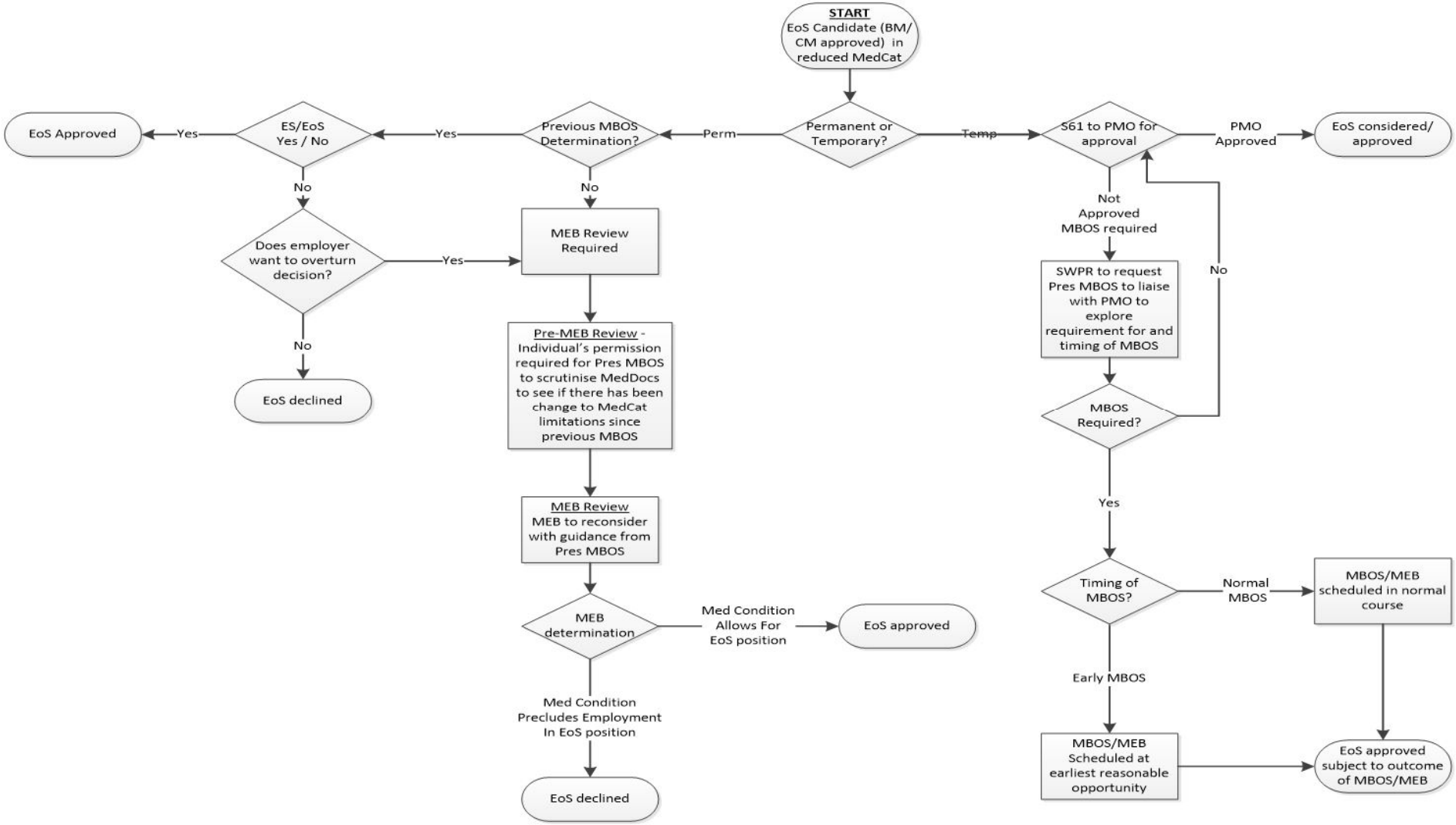
b. Personnel on AFPS 75 who exit the Service prior to completing five years' service on the PAS will receive the standard CS representative rank-based pension. Personnel should consult JSP 854 for further information.

c. Pensions for those serving under AFPS 05 will be based on the final pensionable salary; no supplements are payable under AFPS 05. Personnel leaving the service prior to age 55 will qualify for an EDP. Personnel should consult JSP 764 for further information.

d. Pensions for those serving under AFPS 15 will be based on 1/47th of their annual pensionable salary dictating their final pension pot value. Personnel leaving the service prior to age 60 will qualify for an EDP. Personnel should consult JSP 764 for further information.

[1] OF2 aircrew who transferred to the PAS on or before 31 Mar 10 remain eligible to continue to increment level 35.

e. FCS(A) and CE60 have significant implications to pension benefits, and all personnel considering application for transfer should consult the Armed Forces Pension Calculator and seek independent financial advice to ensure they fully understand any personal financial impact.

ANNEX 49B

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