CHAPTER 69

RATINGS POLICY - GENERAL PROMOTION ISSUES

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CONTENTS

SECTION 1 - MANAGEMENT RESPONSIBILITIES

Para
6901. Recommendations for Promotion, Advancement, Examination or Course
6902. Commanding Officer's Responsibilities
6903. Erroneous Promotion or Advancement

SECTION 2 - MANDATORY REQUIREMENTS FOR PROMOTION OR ADVANCEMENT

6904. Sea Service
6905. Educational Qualifications
6906. Medical Fitness for Promotion - JMES Criteria

SECTION 3 - LEADERSHIP TRAINING

6907. Introduction
6908. Legacy Rules - Promotion Without a Leadership Course

SECTION 4 - EXAMINATIONS

6909. Types of Examination
6910. Failure of Examinations or OPS Assessments
6911. Refusal to Take a Professional Qualifying Course or Professional Qualifying Examination for Confirmation
6912. Application for and Reporting of Examinations for Higher Rate

SECTION 5 - ACTING HIGHER RATE

6913. Use of the Acting Higher Rate
6914. Acting Higher Rate (on a Local Acting Basis)
6915. Acting Higher Rate (unpaid) - Addressable Rank

SECTION 6 - MISCELLANEOUS

6916. Transfer Between Specialisations – Counting of Time
6917. Promotion of Senior Upper Yardmen
6918. Promotion or Advancement of Recovered Deserters
6919. Advancement of Prisoners of War and Internees
6920. Special Forces - Shadow Rank Assessment Board

ANNEX

Annex 69A: Voluntary Withdrawal From PQC

CHAPTER 69

RATINGS POLICY - GENERAL PROMOTION ISSUES

SECTION 1

MANAGEMENT RESPONSIBILITIES

6901. Recommendations for Promotion, Advancement, Examination or Course

The rules for promotion and advancement indicate minimum requirements. The recommendation is an important part of the system and, before making recommendations, Line Managers are to satisfy themselves that:

a. **For Selective Promotion**, ratings have completed all the pre-requisite educational and provisional examinations for their current rate and are ready in all respects to be assigned to qualifying professional and leadership courses in the period prior to the appropriate Common Promotion Date (CPD).

b. **For Non-selective Promotion** (advancement), ratings have the educational and professional qualifications, experience, time served and personal attributes required, including the power to command subordinates appropriate to their rate.

c. **For Examination for Higher Rate**, ratings have made adequate preparation for the examination and that they have, or show promise of, attaining the qualities of command and personality required in the higher rate.

d. **For a Course for the Higher Rate**, ratings' professional knowledge is such as to justify further training and that they have, or show promise of, attaining the qualities of command and personality required in the higher rate.

6902. Commanding Officer's Responsibilities

a. **Responsibility for Submission of Appraisal Report Forms.** The Commanding Officer is responsible for ensuring that Appraisal Reports are completed in accordance with the guidance contained in JSP 757 and finalised on JPA within the prescribed timescale. Wherever possible, alignment should be conducted and the Subject's relative position in the order of merit given in the 2RO's section of the report. An indication of the size of the peer group concerned should also be given.

b. **Standard of Reporting on Ratings.** To ensure that only the right ratings are promoted or advanced to higher rates it is essential that, from the earliest stage in their career, the utmost care is taken when making a report or assessment. Each Commanding Officer is responsible for ensuring that a satisfactory standard of reporting is maintained. Heads of Department should assist in this task and personally check all reports and advise and instruct Divisional and other Reporting Officers as required. Inspecting Officers should always satisfy themselves that a proper standard of reporting is maintained in the units they inspect. The Ratings Promotion Section may advise when a special (or late) report may be more advantageous to a rating, particularly when reporting procedures may suffer through a period of short-term assignments.

c. **Backward Ratings.** Ratings in the categories shown below may be Discharged SHORE on grounds of inadequacy if they cannot be promoted or advanced within a reasonable period because of incompetence or for reasons within their own control. They are to be reported, with recommendations, to the appropriate authority with power to approve Discharge SHORE for consideration of their future. In this context, the length of a reasonable period should be determined by the Commanding Officer having regard to the system of promotion or advancement governing each specialisation, but reports should not normally be delayed beyond the following periods:

(1) **Legacy Artificers.** If not recommended for advancement, 6 months after becoming eligible to be advanced to PO or 12 months after becoming eligible to be advanced to CPO.

(2) **Medical Technicians.** After 2 years as a Leading Medical Technician (unless declined or failed the examination for POMA) or after 3 years as a PO Medical Technician rate (unless declined or failed the examination for CPOMA).

(3) **Medical Assistant (Submarine).** Ratings who fail to complete the MASM1 task book within 12 months post MASM1 course will be referred to MA(SM) Head of Cadre on potential grounds of inadequacy.

(4) **Engineering Technician and Non-technical Specialisations.** After 3 years served as an AB2. The manning situation in some branches and specialisations may require similar criteria for ratings above AB2. These are defined in the appropriate Chapters.

d. **Ratings Detached or Loaned.** Where ratings are detached and an Appraisal Report is due, the Commanding Officer of the parent unit remains responsible for ensuring that all necessary action is taken. This also applies to periods of loan temporary duty and passage. Similarly, action is also to be undertaken where a rating undergoes a short-term assignment within or at the end of a standard reporting period and is expected to return to the original parent unit. In all cases where the detachment is for a period of 2-6 months, a Detachment Insert Slip is to be provided. For periods in excess of six months, a full SJAR is required.

e. **Ratings Belonging to Commonwealth Navies.** Recommendations for Commonwealth ratings are to be rendered in the manner shown at Chapter 73.

6903. Erroneous Promotion or Advancement

a. If it is discovered that a rating has been wrongly promoted or advanced, e.g. because of insufficient qualifications, the following action is to be taken:

If the rating has not become fully qualified and due for promotion or advancement to the rate held by the time the error is discovered, the promotion/advancement is to be cancelled from the date of discovery and a signal sent to the Ratings Promotion Section for corrective action on JPA.

b. Errors that are discovered subsequent to ratings becoming fully qualified and due for promotion or advancement to the current rate are to be reported to the Ratings Promotion Section for corrective action.

c. Increases of pay paid for periods of erroneous promotion or advancement are recoverable in accordance with JSP 754. The Logistics Officer of the ship or establishment is to be consulted in all cases.

d. Time spent in a higher rate in consequence of erroneous promotion or advancement is allowed to count for pension purposes provided that the higher duties and responsibilities were assumed. It does not count towards seniority even when subsequently correctly promoted or advanced. In order, therefore, that the pension entitlement is clearly recorded, both the Ratings Promotion Section and Veterans UK are to be informed in writing.

SECTION 2

MANDATORY REQUIREMENTS FOR PROMOTION OR ADVANCEMENT

6904. Sea Service

a. Where shown as a qualification for promotion or advancement in the various specialisation flow diagrams; guidance on whether a position counts as Sea Service may be found at Para 5908.

b. Such service must be carried out in the actual rate i.e. the rating must have been carrying out the duties of that rate and wearing the appropriate uniform unless otherwise stated in the specialisation Chapter concerned. For information, this does not apply to sea service undertaken in the acting higher rate (on a local acting basis) which counts as sea service only in the lower rate e.g. sea service as an Acting Leading Seaman counts as sea service as an AB Seaman 1.

c. Sea service in any given rate is the sea service undertaken from the date of promotion or advancement to that rate within the current specialisation.

d. Sea service undertaken in the same rate/different specialisation will not normally count towards time in the new specialisation.

6905. Educational Qualifications

Refer to Chapter 96, Para 9615.

6906. Medical Fitness for Promotion - JMES Criteria

Ratings/ORs 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 selective and non-selective promotion. The following principles apply:

a. **Personnel with a Permanent JMES.** All individuals who have been placed in a permanently reduced JMES code by NSMBOS or by ROHC will be assessed by the RNMEB for their suitability for promotion as part of their determination in retaining an individual in service. This determination will take into account age, past experience, seniority, the nature and extent of the medical limitations, and types of assignment for which the individual might be required to undertake in the current rank and higher ranks if selected for promotion or due for advancement. By default the assessment will assume that retention in service will also include the potential for service at the next higher rank/rate. If the RNMEB is unable to offer continued employment in a higher rank or rate then the individual will be deemed medically unfit for promotion.

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 promotion.

(2) Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous NSMEB determination (see Para 6906 sub para a above).

(3) Where a Service woman is pregnant and has the JMES code of E6, her fitness for promotion should be assessed in light of her 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 promotion. If she was previously in a permanently reduced JMES, she should be assessed as per her previous RNMEB determination (see Para 6906 sub para a 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 promotion. If it is not deemed likely, then the individual will need to be referred to RNMBOS for a permanent medical category to be awarded and their eligibility is to be determined by RNMEB.

(4) Where it is likely that the individual will need a permanently reduced JMES, the Medical Officer should deem the individual unfit for promotion subject to the subsequent RNMBOS/ROHC and RNMEB recommendations. If the individual is subsequently given a permanently reduced JMES by the RNMBOS or ROHC and the RNMEB determines fitness for promotion, then seniority and pay should be back-dated to the original date of intended promotion.

(5) Any case where doubt exists is to be referred to the RNMEB.

SECTION 3

LEADERSHIP TRAINING

6907. Introduction

a. There are currently two career leadership courses for RN ratings (see also Chapter 21 Section 6):

(1) **Leading Rates' Leadership Course (LRLC).** LRLC is a four week course, providing the basic building blocks of leadership training to assist personnel, selected for promotion to LH, in their development and to prepare them for their future roles as superior officers.

(2) **Senior Rates' Leadership Course (SRLC).** SRLC is a four week course, built and tailored for Naval use, which develops an individual's Command, Leadership and Management (CLM) experience, giving a thorough grounding in leadership techniques based on current theory models. These theories are exercised under stressful conditions throughout the course. The SRLC also includes an examinable 'divisional' module, recognising that all senior ratings are expected to play a full part in the divisional system of their unit.

b. Both courses are administered and conducted at the Royal Navy Leadership Academy (RNLA) in HMS COLLINGWOOD. They form part of the Navy's policy on through-career development, ensuring that those entrusted with leadership of our people are properly trained to exercise this responsibility. These skills are vital in contributing to the Moral Component of Operational Capability in the Royal Navy and supplement an individual's skills. As such, the LRLC and SRLC are mandatory requirements under selective promotion and form all or part of the training package for promotion to LH and PO respectively.

c. Under selective promotion, personnel are assigned to the appropriate leadership training by DDPD prior to the CPD (but with the timing of attendance on courses dictated by assignment priorities). Any rating who is unable to attend the first leadership course to which they are assigned is responsible for ensuring that they are re-booked on course and that they complete the training by the CPD. Failure to take this action will result in application of the rules set out at Para 6714 and Para 6802. Cancellation of a course within two months of its commencement for reasons other than operational or medical will be classed as a failure and the appropriate penalties imposed in accordance with Para 6719. If a rating, having been selected for promotion, is considered ready to attend a leadership course at short notice, DDPD should be informed of this fact. As DDPD is only able to assign ratings to courses from among those who become available between assignments, those remaining have to be spared from current assignments. Commanding Officers should note this and endeavour to spare ratings accordingly so that promotion is not affected. All personnel should be aware that it is considered a **joint responsibility of the individual and the Service to ensure timely attendance for leadership course training**.

The RNLA issues an annual RNTM providing detailed instructions covering personal pre-joining preparations, documentation required, joining instructions and an outline of the course content. All personnel attending a leadership course are to familiarise themselves with the content of the extant RNTM on the LRLC and SRLC issued by the RNLA.

d. **Re-entrants or Service Transfers.** Re-entrants, or personnel transferring from the Royal Marines, Army or RAF will have the Leadership training that they completed during their Service considered at the time of entry into the RN, and will be awarded credits as appropriate. Where a qualification is deemed to be a suitable alternative, and there would be little benefit to either the Service or the individual by their completing either LRLC or SRLC, then a waiver will be approved by Hd BM. Any waiver awarded is to be recorded on JPA by BM Coherence WO1.

e. **Attendance on LRLC - Special Rules.** As stated, the successful completion of LRLC is a mandatory pre-promotion requirement for promotion to LH in all specialisations, with the following exceptions:

(1) **Direct Entry Medical Technician/Naval Nurse/Dental Hygienists.** These ratings may be advanced to the Acting Leading Hand on completion of specialist training and be subsequently confirmed on completion of LRLC.

(2) **Sideways Entry Medical Technicians.** Ratings who have completed the LRLC may be advanced to the confirmed rate on completion of their specialist training. Ratings who have not completed LRLC may be advanced to Acting Leading Hand and subsequently be confirmed on completion of LRLC

(3) **Leading Hand Police Candidates.** The LRLC must be completed either prior to the RNPIC or within three months of completion of the RNPIC. A further extension of three months may be approved by the Branch Manager for service/medical/compassionate reasons, keeping PM(Navy) informed. Failure to complete the LRLC within this time frame will result in reversion to source branch or specialisation.

(4) **Leading Physical Trainer Candidates.** The LRLC must be completed either prior to the LPTQC or within three months of completion of the LPTQC. A further extension of three months may be approved by the Branch Manager for service/medical/ compassionate reasons, keeping RNPTS informed. Failure to complete the LRLC within this time frame will result in reversion to source branch or specialisation.

(5) **Leading Aircrewman/Leading (Photographer) Candidates.** The LRLC must be completed either prior to the LACMN/L (Phot) QC or within three months of completion of the LACMN/L (Phot) QC. A further extension of three months may be approved by the Branch Manager for service/medical/ compassionate reasons. Failure to complete the LRLC within this time frame will result in reversion to source branch or specialisation

6908. Legacy Rules - Promotion Without a Leadership Course

Prior to the introduction of selective promotion, ratings could achieve promotion or advancement to the acting higher rate (including Acting CPO) without having to complete leadership training beforehand. Completion of the appropriate course was only required for confirmation in the rate and subsequent consideration for promotion to higher rates. There are some senior ratings at PO level who have yet to complete the SRLC. With many individuals still to undertake the appropriate leadership training, ACOS(PCap) embarked on a programme to assign POs and Acting CPOs to SRLC and Acting LHs to LRLC as places become available. Individuals may assist and facilitate this process by advising ACOS(PCap) of their availability dates for leadership course training. While ratings in the acting higher rate may not be compelled to attend, **refusal to do so (if assigned) will result in their reversion**, although this will not be deemed to be a professional failure. Having been so reverted, however, ratings will then come under selective promotion rules and will have to be selected for promotion before becoming eligible for leadership training and promotion.

SECTION 4

EXAMINATIONS

6909. Types of Examination

a. **Professional Qualifying Examinations (PQEs).** PQEs are examinations taken by ratings to qualify professionally for promotion or advancement and may take the form of a written, practical or oral examination, or any combination of the three. They may be conducted by:

(1) Officers of the Professional School - by correspondence or as otherwise arranged.

(2) Officers or Warrant Officers (WOs) of the Fleet, Squadron or Ship.

(3) A Central Examining Authority.

b. **Provisional Examinations (PEs).** PEs are taken to assess ratings' suitability for promotion to the higher rate and also to determine that they have the potential to qualify on the Professional Qualifying Course (PQC), which is a pre-requisite for promotion. PEs may be written, practical or oral, or any combination of the three, and may be conducted by:

(1) Officers of the Professional School by correspondence, or as arranged.

(2) Officers of the Fleet, Squadron or Ship.

(3) A Central Examining Authority.

Promotion chapters for each specialisation show the point at which individuals are entitled to sit PEs.

c. **Invigilation of Written PQEs and PEs.** Invigilation of a written PQE or PE for the higher rate may be conducted by any officer or rating of CPO status or above as designated by the Examining Board. Under normal circumstances, the invigilator should be at least two rates above the highest level of rating taking the examination.

d. **Local Examinations.** When, due to the exigencies of the service, it is known that it will not be possible to convene an Examining Board as detailed in the appropriate Chapters, within 4 months of the rating's application for examination, a local examination is to be convened. The Board should be constituted from available officers and/or senior ratings, advice being sought from the Professional School if necessary. The period of 4 months is extended to 6 in those cases where examinations are held at 6-monthly intervals.

e. Should the candidates fail the local examination, they may not re-apply for examination earlier than 4 months from the date of failure, with the exception of EGS PE (see Para 6910 sub para k). Should the candidates pass the local examination, they are considered for promotion purposes to have provisionally passed the examination for which they applied and referred to as the 'Date of Passing'. Passing a local examination qualifies ratings for promotion to the next higher rate when otherwise eligible.

f. **Loss of Paperwork.** When candidates have applied for an examination before the last date specified for applications and the application has failed to reach the authorities, or the examination papers have failed to reach the candidates, or the worked papers fail to reach the examining authority in time, or if the candidates are prevented from taking the examination for reasons beyond their control, Lead Schools should apply to the Ratings Promotion Section to ante-date the 'Date of Passing' (providing candidates are successful in the immediately following examination) to the date of the examination which was missed. Where it subsequently proves that a rating has achieved a PE pass before attaining one year's seniority in their current rate, where applicable, the basic date of passing is to be adjusted to the later date. In these cases, the Ratings Promotion Section is to be advised when such action is taken.

g. **Ratings in Small Vessels and Outstations.** Ratings serving in small vessels and outstations should, subject to the exigencies of the Service, be transferred temporarily to their parent base or other large ship/unit in order to have facilities to work towards the necessary examinations to gain the professional qualifications required for the higher rate.

h. **Annual OPS Checks.** Details of branch specific OPS Check requirements are contained in Chapter 74 to Chapter 90. All personnel are expected to remain at OPS while building up experience towards promotion. Maintenance of OPS is to be monitored through an OPS Check process, success in which is a pre-requisite for promotion to LH and PO. Some ratings may not achieve or maintain OPS or, in some cases, not attempt to progress themselves thereafter for any number of reasons. Individual Branch Chapters are to be consulted to determine the action to be taken in these cases.

i. **Engineering Branch Operational Performance Statement Assessments.** Engineering Branch OPS Assessments are conducted in accordance with the timescale detailed in the individual Chapter 74, Chapter 75 and Chapter 76 and the relevant competence recorded on JPA.

6910. Failure of Examinations or OPS Assessments

a. **Outright Failure of PQEs Set by Schools or Examining Authority on a PQC.** Ratings will not be promoted to the higher rate or retain the higher rate (if promoted following completion of leadership training) if not successfully completing the mandated professional and/or leadership courses. Ratings who fail outright or who are removed from the relevant Course at the appropriate School are to suffer the following penalties:

(1) Deselection from the promotion signal.

(2) Reversion from the substantive rate or relinquishment of the acting higher rate (if held) - individuals are to be reverted or lose the acting higher rate from their date of failure.

(3) Removal of a PE pass, entailing a possible loss of pay - the pay Qualification Point will be reinserted.

(4) A requirement to spend a minimum of 12 months in the lower rate and the need to re-qualify, by way of a Commanding Officer's recommendation, for subsequent consideration for promotion to the higher rate.

b. The Commanding Officer of the Training Establishment may defer an individual's removal from course if considered appropriate, pending extra instruction and immediate re-examination within that establishment and subject to negotiation with the rating's parent establishment/ship.

c. Exceptionally, if the Commanding Officer of the Training Establishment considers that the degree of failure does not justify the course failure penalties in paragraph 1, but the rating cannot be retained for further training and immediate re-examination in accordance with Para 6910 sub para b, the following procedures are to be followed:

(1) The automatic penalties of course failure are not to be applied.

(2) The Ratings Promotion Section and the rating's Commanding Officer are to be informed of the additional training required.

(3) The rating is to be assigned back to the training establishment for re-examination at the earliest possible opportunity.

(4) The rating is to be formally warned that a second failure of a course will invoke full penalties.

d. Ratings who fail at this second attempt will be subject to the automatic penalties of course failure from the date of the second failure.

e. If, during the waiting period, the rating's Commanding Officer feels that the rating should no longer be recommended for further training, the penalties of course failure are to be applied from the date the Commanding Officer informs the rating of the decision. Ratings who no longer wish to return for a second attempt are to be treated as a course refusal in accordance with Para 6911.

f. If an individual wishes to withdraw from course they are to be interviewed by either their Divisional Officer prior to course start or Course Officer post course commencement, using the proforma at Annex A. They are also to be interviewed by their CM before final approval for de-selection by the appropriate CM SO2. The interview process is to ensure an individual understands the full impact that their decision has on their career and promotion eligibility, as well as seeking to identify options to encourage the promotion.

g. Any individual who withdraws from PQC will not be considered for promotion at the next board (or next two boards for those branches who convene more than one board per year). Exceptionally, application can be made by an individual's Commanding Officer/Course Officer if there are exceptional reasons for the individual removing themselves from course.

h. **Failure of PEs and PQEs set by Fleet, Squadron, Ship or Central Examining Authority.** Ratings who fail a PE or PQE set by the Officers of the Fleet, Squadron, Ship or Central Examining Authority may be examined at an interval of not less than 4 months or, for Engineering Branches or Logistics Branch Fleet Examinations, as specified by the President of the Board or Head of Navy Logistics Training (HoNLT) and Commanding Officer Food Services Training Wing (CO FSTW), DCLPA Worthy Down, at the time of failure. The earliest date for re-examination is to be noted on the rating's history sheet and on the Application for Examination forms. For EGS candidates, Line Managers and HoDs are encouraged to arrange another PE as soon as mutually appropriate, with a minimum period of one month between attempts. Applications should be made to the unit's CO and Flotilla SMEO/SWEO to resit PE after a minimum of one month has elapsed. The decision on whether or not to approve the request will be formulated depending on the nature of the previous failure and the proposed re-assessment time scales.

i. The reasons for judging ratings to have failed are to be noted on the Application for Examination form and also discussed with the candidates.

j. Ratings failing an examination are eligible for re-examination, as specified above, for the first three attempts. They must then wait one year before being allowed a fourth attempt; further cycles of three attempts are then permitted.

k. **Failure of an OPS Assessment Set by Fleet, Squadron, Ship or Central Examining Authority**. For Engineering Branches, ratings who fail an OPS Assessment set by the Officers of the Fleet, Squadron, Ship or Central Examining Authority may be re-examined at an interval no less than that either specified by the President of the Board at the time of failure or that specified by a Warning Officer, noting the recommended review timescales given in Chapter 57. An unsuccessful OPS check is considered a failure and the warning process for reversion to the appropriate rate should commence. Candidates then have two further attempts. On failure of the third attempt the candidate should be reverted to the previous rate.

6911. Refusal to Take a Professional Qualifying Course or Professional Qualifying Examination for Confirmation

a. Ratings who refuse to take a PQC or PQE required for promotion will be:

(1) Deselected from the promotion signal.

(2) Reverted from the confirmed rate or relinquish the acting higher rate (if held).

b. An individual's refusal, together with the date on which they become eligible again, is to be reported to the Ratings Promotion Section.

c. When there appear to be valid reasons for a refusal, the case is to be reported to the Ratings Promotion Section for a decision as to whether or not they are sufficiently strong to justify exemption from the above automatic penalties.

d. **Withdrawal from Course.** If, on receipt of instructions detailing ratings to attend a course (professional or leadership), a Commanding Officer considers that a rating can no longer be recommended in accordance with Para 6901, they are to be removed from the course and suffer the penalties listed in Para 6910.

e. If, whilst undergoing a course (professional or leadership), the Commodore of the Training Establishment considers that ratings do not merit retention on course they are to be removed and suffer the penalties listed in Para 6910.

f. Ratings removed from a course for misconduct may not be put on course for at least two years and, immediately preceding the second course, must satisfy the career check requirements for promotion and advancement. Withdrawals in accordance with this clause are to be reported by letter to the Ratings Promotion Section.

6912. Application for and Reporting of Examinations for Higher Rate

a. Applications for examination are to be made in duplicate on Forms S442 as required by the various specialisation regulations. Both copies of the relevant Form are to be forwarded to the Administrative Authority or Examining Authority, who will then arrange for the examination to be conducted in accordance with the appropriate specialisation regulations.

b. On successful completion of all parts of the examination, the Examining Authority will enter the results on Forms S442 and forward one copy to the candidate’s unit where the required notations are to be made on the rating’s Service Documents and the competences are to be added to JPA by unit HR personnel.

c. In the case of failures, the original of the form is to be completed and forwarded to the candidate's ship or establishment for retention with the rating’s divisional documentation for future reference.

d. **Local Examination.** When it is known that a formal examination will not be available within four months of the candidate's application being made, application is to be made for a local examination using Forms S442 (in triplicate), as required by the various specialisation regulations. All of the application forms are to be clearly marked 'LOCAL EXAMINATION'. If the application is approved, the Commanding Officer is to convene a Local Examination Board.

e. On successful completion of the local examination, the results are to be entered on the forms and the original forwarded to the Advancement Authority. One copy is to be used for notation purposes in accordance with Para 6912 sub para b and then retained with the rating's Divisional Documents for use by the Board at the formal examination. The third copy is to be handed to the candidate.

f. In the case of failure of the local examination, one copy of the form is to be retained with the rating's divisional documents for future reference, clearly stating the reason for failure. The remaining copies are to be destroyed following the raising of Form C170.

g. **Special Rules.** Where any specialisation has special rules for applications for examination, these are shown in the various specialisation Chapters concerned.

SECTION 5

ACTING HIGHER RATE

6913. Use of the Acting Higher Rate

a. The acting higher rate may be used in the following situations:

(1) By anyone who, having been selected for promotion under Common Promotion Date (CPD) rules, is assigned to a position in the higher rate before the CPD in question and is fully qualified for promotion (including satisfying medical requirements), having completed all mandated training. Under the selective promotion system, ratings that have been selected for promotion will normally be promoted on a CPD. Those who subsequently qualify in all respects for the higher rate following selection, however, may be awarded the acting higher rate if assigned to and then carrying out the duties of a position, complemented for the higher rate, prior to the CPD. The individual may retain the acting higher rate until their CPD providing that they remain assigned to the position and continue to carry out the duties of the higher rate. If the individual ceases to remain assigned to the position or no longer carries out the duties of the higher rate, however, for whatever reason, they must lose the award of the acting higher rate immediately. Such awards are made subject to individuals satisfying all other relevant promotion criteria. With the exception of pregnancy, individuals who have assignments to pre-promotion training cancelled or delayed (e.g. due to operational requirements) will not be entitled to any retrospective promotion awards prior to the CPD for which selected.

(2) By non-artificer/technicians who were promoted to the higher rate before the introduction of selective promotion (however, such individuals are being assigned to leadership training where still outstanding - see Para 6908). There will remain a number of personnel who have been advanced under the previous B13 advancement system who have not yet completed the necessary professional or leadership course for confirmation in their current rate. These personnel will remain in the acting higher rate until such time as the necessary courses are completed. Individuals who, following assignment, fail or refuse to attend leadership course will lose the acting higher rate.

(3) By new entry and sideways entry Naval Nurses on completion of their specialist training. Due to the compressed nature of the training pipeline and the lack of employment as an Able Rating, Direct Entry Naval Nurses (who have not completed LRLC) may be granted the Leading Rate on an acting basis on completion of Phase 1 Training. Direct Entry Dental Hygienists may be advanced to the Acting Leading Rate in accordance with Para 8801. Confirmation in the higher rate will occur on completion of the LRLC.

(4) In exceptional cases, by branch transferees and those joining sideways entry specialisations.

(5) By artificer/technicians who are qualified by time for advancement to the higher rate but have been unable to complete the required professional or leadership training due to the exigencies of the Service.

(6) On a local acting basis (for those not selected for promotion) - see Para 6914.

(7) On an unpaid basis - see Para 6915.

b. Prior to the introduction of CPD, time in the acting higher rate counted towards any time qualification for the next higher rate. The use of the acting higher rate, however, is dependent upon a number of factors which are outside an individual's control. Consequently, to ensure that all individuals selected at the same time for the same CPD are treated in the same manner and are therefore not disadvantaged, only time spent in the confirmed rate will count for advancement/promotion purposes under the CPD scheme.

c. The following procedures for the award of the acting higher rate will apply for those individuals selected and qualified for promotion or those who are due promotion by time and/or qualification:

(1) The Career Manager (CM) or Career Management Cell (CMC) (for squadded ratings) identifies the rating who has been selected for promotion and has completed mandatory training. The CM/CMC will then assign the rating to a higher rate position and change their rank to the acting (paid) rank (as referred to in JPA).

(2) Once assigned and rank changed, the CM/CMC will note the status of the acting (paid) rank in the rank review field. This change in rank will trigger the JPAC who will then alter the pay, allowances and IBD to reflect the higher rank.

6914. Acting Higher Rate (on a Local Acting Basis)

a. The award of the acting higher rate on a local acting basis to ratings capable of performing the duties of a higher rate is a system designed to enable an individual to undertake the duties of a higher rate for a temporary period. Such advancement may be authorised (except to the rank of WO – see Para 6914 sub para o) to make good deficiencies in establishments when the higher rate allowed is:

(1) Not borne and the vacancy is not expected to be filled within 21 days.

(2) When a rating is absent from duty for Service reasons or for sickness and it is not expected that the vacancy will be filled within 21 days.

(3) When a rating is absent from a ship or establishment on compassionate leave which is expected to exceed 21 days.

(4) Not already covered by excess bearing in any higher rate in the same specialisation.

Note. *Where employment in the higher rate consists of general duties e.g. barrack guard, accommodation party etc. and it is considered that the 'same specialisation' rule need not apply, authority may be sought from DDPD to give the award to another rating, best suited to the post, provided that the overall establishment in that rate is not exceeded.*

b. A temporary manning standard does not affect the establishment for this purpose except for ships in which equipment has been placed in the state of care and maintenance. In these circumstances, a decision should be sought from DDPD (who in turn may seek higher authority) regarding the award of an acting higher rate on a local acting basis which is in excess of the temporary manning standard.

c. Careful discrimination is to be exercised in the selection of ratings for the acting higher rate on a local acting basis, particularly in the technical and medical branches. Commanding Officers are free to select any rating for an award of the acting higher rate on a local acting basis in the individual's own specialisation; however the following guidelines are to be adhered to:

(1) The individual must be capable of performing the higher duties as determined by the Commanding Officer.

(2) The individual should have been recommended for promotion 1 Rank Up (Yes, High or Excp) in their last SJAR. Where this is not the case, a SPEC SJAR should be raised recommending the individual for receipt of the Acting Higher Rate and future promotion.

(3) Although not mandatory, prior consideration should be given to ratings who have:

(a) Been selected for promotion.

(b) Passed (or are making good progress towards passing) a PE or alternative.

(c) Completed the relevant Leadership Course for the higher rate (see Para 6914.d sub para (3)) for mitigation where this is not the case). The individual should not have failed a Leadership Course within the last 12 months.

(4) The individual must be medically fit for promotion (see Para 6907).

(5) Commanding Officers have complete discretion as to the standard of conduct which should be required for the award of the acting higher rate on a local acting basis, except after being disrated (see Para 6914 sub para k).

d. **Award Process.** In order to fill a temporary vacancy:

(1) The unit is to identify the position that needs to be filled internally.

(2) The unit identifies a suitable individual who meets the promotion eligibility criteria.

(3) If no suitable Leadership Course qualified rating is available, Commanding Officers can (if required) select someone who has not completed a Leadership Course. In so doing, however, they must include planned action to mitigate the duty of care impact of employing a person at a higher rate who has not completed all the required training; both on behalf of the individual and those who they will lead. If the period of the award is to exceed six months, the award of the acting higher rate on a local acting basis should be reviewed at the six month point to ensure that the individual is performing well in the temporary vacancy. If the latter does not apply, or the individual is failing to lead successfully, consideration should be given to awarding the acting higher rate on a local acting basis to another individual, preferably one who has completed the relevant Leadership Course. Reporting the award of the acting higher rate on a local acting basis (and any change of individual at the six-month review) should be made in accordance with details at Para 6914 d sub para (4)).

(4) The unit raises an 'Acting Promotion Authorisation Request' by signal or electronically (to the CMC for squadded ABs and Leading Hands; the CM for all other ratings). In cases where ratings are awarded the acting higher rate on a local acting basis exceptionally, without having completed a Leadership Course, this must be made clear on the signal/e-mail.

(5) Having identified the gapped position on JPA, the CM/CMC assigns the individual to that position, changes the rank to acting rank and inserts a rank review date. This will ensure the individual has the requisite roles and responsibilities commensurate with the new rank on JPA and, additionally, will trigger the process for the JPAC to change the individual's pay, allowances and IBD to that of the new rank.

e. Awards of the acting higher on a local acting basis rate may be authorised only one step above the substantive rate held in all specialisations.

f. Ratings holding the acting higher rate on a local acting basis are not to be employed on duties of a rate higher than that appropriate to their new position.

g. Ratings holding the acting higher rate on a local acting basis will rank in command with, and have the status and privileges of, equivalent ratings (for further information, see BRd 2 QRRN (Command).

h. **Relinquishment of the Acting Rate.** Once the review date is reached (see Para 6914.d sub para (5)), the CM/CMC will assess the need to continue to fill the position on a temporary basis and, thereby, the retention of the 'acting paid rank' by the rating. It is a unit's responsibility to inform the CM/CMC if circumstances alter and justify a change in the individual's 'acting (paid) rank' status before the rank review date. Once informed by the unit, the CM/CMC will make the necessary adjustments to the rating's rank on JPA. It should be noted that, under JPA, ratings are not reverted when they complete the period of acting higher rate on a local acting basis but relinquish their acting rank (for reversion for unsuitability see Para 6915 sub para (i)). A rating is to relinquish the acting higher rate on a local acting basis as a result of any of the following events:

(1) If the vacancy ceases to exist.

(2) If promoted or advanced to the substantive rate.

(3) If moved to another position following routine unit position rotation, or following a 6 month review (see Para 6914.d sub para (3)).

(4) If reassigned, including leave prior to next assignment.

(5) If placed on a course (whether within the establishment or elsewhere), from which they are expected to return, involving an absence of more than 35 days from the duties for which the acting higher rate on a local acting basis was granted.

(6) If absent through sickness or injury for 28 days from the date of cessation of duty.

(7) If fails, refuses to attend or is withdrawn (unless due to medical or other Service reasons) from a Leadership Course to which they have been assigned.

i. Commanding Officers in the rank of OF3 or above may order reversion from the acting higher rate on a local acting basis for unsuitability at any time (as opposed to relinquishing the acting higher rate on a local acting basis as at Para 6914sub para h)). Commanding Officers below that rank are to obtain the approval of the Navy Command Headquarters Casework Cell.

j. For disciplinary purposes, ratings holding the acting higher rate on a local acting basis will be treated in the same manner as those holding the substantive rate. In particular, ratings may be disrated to their substantive rate or to an appropriate lower rate either by court-martial or summarily, subject to the regulations applicable to the substantive equivalent to the acting rate held. The same consequential effects will apply (see JSP 830 - Manual of Service Law).

k. A rating holding the acting higher rate on a local acting basis, who is disrated in accordance with Para 6914 sub para j, must attain a minimum of one year's Career Check free service before being again granted the acting higher rate on a local acting basis or before being promoted to a higher rate under the rules at Para 6720 and Para 7002. An individual disrated from a confirmed rate must also attain a minimum of one year's Career Check free service before being granted the acting higher rate on a local acting basis. If, exceptionally, there are special reasons for granting the acting rate to an individual in any of these three categories with less than one year's Career Check free service, application is to be made to the Navy Command Headquarters Casework Cell (copy to the Ratings Promotion Section).

l. **Petty Officer (Police) and Master-at-Arms (MAA).** Where a Petty Officer(Police) (PO(P)) is assigned by DDPD to fill a MAA position, the draftee may apply in their current ship/establishment for the granting of the award of Acting MAA rate on a local acting basis without a signalled prompt from the new unit. In recognition of their special policing powers, the individual may be awarded the rate with an effective date of joining the unit or date of taking passage (e.g. in an aircraft) if travelling with other Service personnel. The rating is entitled to wear the uniform of the higher rate from that date. The effective date of relinquishing the higher rate is the day after leaving the establishment position or the date of promotion to substantive MAA, whichever is the earlier. These provisions also apply to ratings that are awarded the rate of Acting PO (Police) on a local acting basis when filling a unit Senior Regulator position.

m. **CPO Coxswain (SM).** POs who are potential branch transferees from another specialisation and are selected and qualified for transfer to CPO Coxswain (SM) but not yet promoted, who are subsequently assigned to a CPO Coxswain (SM) position, may apply in their current unit for the granting of the award of the Acting CPO Coxswain (SM) rate on a local acting basis without a signalled prompt from the new unit. In recognition of their special policing powers, the individual may be awarded the rate on a local acting basis with an effective date of joining the submarine or the date of taking passage (e.g. in an aircraft) if travelling with other Service personnel. Ratings are entitled to wear the uniform of the higher rate from that date. The effective date of relinquishing the higher rate is the day after leaving the establishment position or the date of substantive promotion to CPO, whichever is earlier.

n. **Joint Service Establishments.** Acting rates or ranks under the same conditions as above may also be granted to RN, RAF and Army personnel serving in Joint Service Establishments.

o. **Warrant Officer Rank.** AHR on a local acting basis of WO2 and WO1 will only be considered in exceptional circumstances, where all other options have been exhausted, i.e. activation of reserve candidates and/or supplementary promotion board, or if it is not feasible to do this for operational reasons. Profession Managers must be consulted prior to the award of AHR (on a local acting basis) of WO2 and WO1. Hd CM must give final approval for the award of AHR (on a local acting basis) of WO2, and DDPD for the award of WO1.

6915. Acting Higher Rate (Unpaid) - Addressable Rank

a. Promotion to the acting higher rate (unpaid), commonly known as addressable rank (and referred to on JPA as acting unpaid rank), carries no entitlement to pay, allowances or pension rights of the higher rate and may be given in the following circumstances:

(1) Where it is desired to exceed, temporarily, the authorised establishment for such purposes as special operations and training.

(2) Where it is necessary for attendance on courses or duties with other Services.

(3) Where it is necessary for prestige purposes, or to enable a rating to carry out their duties more effectively.

b. Applications should be submitted to the Career Manager for authorisation, who will make the necessary changes on JPA.

c. **Warrant Officer Rank.** AHR (Unpaid) WO2 and WO1 will only be considered in exceptional circumstances, where all other options have been exhausted. Profession Managers must be consulted prior to the award of AHR (Unpaid) WO2 and WO1. Hd CM must give final approval for the award of AHR (Unpaid) WO2, and DDPD for the award of WO1.

d. **Duties.** Ratings holding the acting higher rate (unpaid) will rank in command with, and have the status and privileges of equivalent ratings (for further information, see BRd 2 QRRN (Command) and BRd 3(1) Part 6 (Uniform Regulations)).

e. **Relinquishment.** The acting higher rate (unpaid) is to be relinquished when:

(1) The assignment for which the acting higher rate (unpaid) was granted is completed, including discharge to leave prior to next assignment.

(2) The course or duties for which the acting higher rate (unpaid) was granted are concluded. This includes removal from course for either professional or disciplinary reasons.

(3) The rating is promoted or advanced to either the substantive or paid acting higher rate.

(4) The rating is medically downgraded and assigned to the medical margin.

(5) The rating is remanded for trial by Court Martial or tried summarily with an offence under AFA 06 unless their Commanding Officer directs otherwise (under AFA 06, an individual is normally to be charged in their substantive rank).

SECTION 6

MISCELLANEOUS

6916. Transfer Between Specialisations - Counting of Time

See Chapter 51 for more information.

6917. Promotion of Senior Upper Yardmen

Details of the scheme for promotion of Senior Upper Yardmen (SUY) are found in Chapter 50. Accelerated advancement to PO or above is sometimes given to selected candidates to enable them to obtain the necessary experience for SUY.

6918. Promotion or Advancement of Recovered Deserters

a. The following qualifications for promotion or advancement, if gained prior to desertion, are not affected by desertion:

(1) Educational qualifications.

(2) Professional and specialist qualifications unless they have been made more stringent while in desertion.

b. **Counting of Former Service.** Time spent as a deserter, prior to re-entry on a ship's books, does not count for advancement, either for the service qualification or for sea service.

c. The period of desertion may not count for promotion or advancement purposes, but time awaiting trial and time in detention or cells imposed on conviction of desertion is allowed.

d. **Removal of 'R' Notation.** On removal of the 'R' notation, the usual conditions of promotion or advancement and re-promotion or re-advancement in the branch/specialisation and rate, to which the ratings concerned are to be reverted, apply. Time spent before desertion is allowed to count for further promotion or advancement or re-promotion or re-advancement but, as stated, the time spent actually in desertion will not be allowed to count. The date of seniority in the rate and the date of passing, if qualified for the higher rate before desertion, should be adjusted accordingly.

e. **Ratings Disrated on Recovery.** Ratings disrated on recovery will be eligible for re-promotion or re-advancement in accordance with Para 7002. After re-promotion or re-advancement, they will be eligible for further promotion or advancement under the normal rules except that their seniority and, if qualified professionally for the higher rate, their basic date of passing will be the date of recovery from desertion (i.e. the date of re-entry on a ship's books) adjusted for time spent in a lower rate, or rates, after recovery.

f. **Ratings not Disrated.** Ratings who are not disrated on recovery may be advanced or promoted under the normal rules for their specialisation. The seniority and, if qualified professionally for the higher rate, the Basic Date of passing will be the date of re-entry on ships' books.

g. **Able Rate.**

(1) Special reports on the fitness for advancement of all recovered deserters of the BD2 (or equivalent) are to be forwarded to the authorities named at Para 6918.g sub para (2) on the date the rating becomes eligible for advancement under the normal rules after deducting the period actually spent in desertion.

(2) Advancement of recovered deserters to BD1 may be authorised by Commander-in-Chief, Senior Officers of Squadrons, the Captain HMS NELSON and Commandant DCEME HMS SULTAN, without reference to the MOD(N).

(3) To be eligible for advancement on completion of the necessary period of qualifying service, a rating must also be considered fit for advancement and recommended for advancement in accordance with Para 6901. If the rating is not recommended, advancement is to be delayed until the Commanding Officer is able to make the required recommendations.

(4) The advancement of ratings who are recommended by their Commanding Officers later than the date on which they are qualified by service is to be made from the date of the recommendation.

(5) Ante-dating to the date on which a rating qualified for advancement by service, or to any other date, is not permitted unless it is clear that the advancement has been overlooked, or that necessary correspondence has been lost, and that it is known that the rating would have been recommended on the date to which it is proposed to ante-date them. If a rating was qualified for advancement before desertion but they were not advanced, through no fault of their own, they may be advanced from their original date of qualifying provided that their record at that time was such that they would have been recommended. Their date of advancement is then to be immediately adjusted to the date of their re-entry on a ship's books after recovery from desertion. This date is to be re-adjusted in respect of any subsequent desertion.

(6) Any claim, which a recovered deserter may have had to any accelerated advancement, is to be regarded as forfeited by the desertion.

(7) Time in the same branch, prior to desertion, may count towards the service qualification, and where applicable towards the sea service qualification, but a rating who is transferred from one branch to another may, for this purpose, only count 5 weeks' service in the previous branch.

6919. Advancement of Prisoners of War and Internees

a. **Advancement to AB1.**

(1) AB2s may be advanced to AB1 on the date due by service while prisoners of war or interned. Professional and specialist qualifications are to be waived if ratings have been unable to obtain them due to their capture or internment.

(2) This advancement will not be allowed where it is established that the rating would not have been advanced on due date because of some known inefficiency. In such cases, the rating's advancement is to remain in abeyance.

(3) The advancement of ratings taken prisoner or interned will not be permitted at a date earlier than would have been due previously.

(4) Ratings who were fully qualified for advancement on a date earlier than that on which they were taken prisoner or interned but who were actually advanced may be advanced while prisoners of war or interned with effect from their original date.

b. Internees may be advanced from BD2 to BD1 and have their professional and specialist qualifications waived if ratings have been unable to obtain them during the time of internment. They cannot be waived if it is established that there was some known inefficiency prior to internment.

c. **Advancement to PO (Artificers).** Artificers may be advanced to PO, while prisoners of war or interned, on the date due by service.

d. **Promotion above Able Rate (Non-artificer/Technician) and above PO (Artificer/Technician).**

(1) Promotion beyond the Able Rate (non-artificer/technician) and advancement beyond PO (artificer/technician) will not be permitted while a rating is a prisoner of war or interned, except as provided for in Para 6919.d sub para (8).

(2) Promotion or advancement may be authorised after liberation, in accordance with the following rules, provided that the rating is not discharged from the Service on termination of hospital treatment, or foreign service or prisoners of war leave and returned to normal duty with an unbroken record of service:

(a) All the required qualifications for promotion or advancement (e.g. conduct, service, sea service, professional, specialist and educational) must be fulfilled before the selective promotion or advancement is authorised.

(b) The period of time, since the date of return to duty, taken to complete the necessary qualifications is then to be added to the date of qualification.

(c) Sea going service performed before being taken prisoner or interned will count towards any sea service qualification required.

(3) Eligibility to take examinations for further promotion or advancement, following promotion or advancement achieved in accordance with Para 6919 sub para b, is to be determined as follows:

(a) The date of eligibility to take examinations for further promotion or advancement is to be calculated from the adjusted seniority in rate.

(b) The effective date of passing the examination is to be antedated as in Para 6919.d.(2) sub para (b).

(4) Where a rating was selected before internment, DDPD may authorise promotion to the higher rate. Time-based advancement (e.g. to PO or CPO) may be approved by COs provided that the rating concerned:

(a) Applied to take the examination(s) within a reasonable period of return to duty (excluding prisoner of war leave or foreign service leave).

(b) Passed the examination(s) at the first attempt.

(5) Where a rating is eligible for selective promotion, they will be considered by the first Selection Board, subject to normal selective promotion procedures. This Board may exceptionally recommend to DDPD, for confirmation by Second Sea Lord (2SL), any retrospective promotion that it may feel to be justified.

(6) In cases where no professional qualification is required, further promotion or advancement may be authorised with similar retrospective effect as in Para 6919 sub para a.

(7) **Acting Higher Rate.** The acting higher rate held at the time of capture or internment may be retained during captivity and for a period of 61 days after repatriation or of rejoining Ratings ships whichever is earlier. Ratings will then revert to their confirmed rate.

(8) **Ratings Reported Missing or who Die in Captivity.**

(a) Ratings who are reported missing, and of whom no more is heard, may be advanced from the due date on official presumption of death, provided that the advancement was due prior to the date on which the rating was reported missing.

(b) Ratings who are first reported missing and who are subsequently reported to be prisoners of war or interned will be dealt with in accordance with Para 6919sub paras a-d.

(c) Ratings who are reported missing, of whom it is discovered that they died at a later date, and prisoners of war and internees who die in captivity, will be dealt with as in Para 6919.d.(8) sub para (a), except that the period of service performed subsequent to the date on which they were reported missing, taken prisoner of war, or interned, will be taken into account. They will be promoted or advanced to any rate for which they would have been qualified by service alone prior to the known or calculated date of their death, it being assumed that they would have obtained the necessary professional qualifications within that period.

(d) Any rating who dies in captivity or is presumed to have died in captivity, whose record of service is such that they would have been selected for promotion, is to be considered by a Selection Board for promotion. This Board may recommend to DDPD, for confirmation by 2SL, any retrospective promotion that they may feel to be justified.

6920. Special Forces - Shadow Rank Assessment Board

Badged RN/RMSF ranks (either SBS/SAS) are only entitled to SF pension and Terminal Benefits on becoming Permanent Cadre (PC) at six years SF service. If a rank dies or leaves the service for medical reasons prior to achieving PC, their terminal benefits will be based on their assessed Shadow rank, which is the rank that they could have been expected to achieve had they remained in their previous SQ. The RM Branch Manager can advise on the SRAB procedures.

ANNEX 69A

VOLUNTARY WITHDRAWAL FROM PQC

1. This section is for personnel who voluntarily remove themselves from PQC.

2. The initial interview should be conducted by either the course instructor or the individual's line management. The purpose of the interview is to explore all options and if possible look to reverse the decision.

3. If the decision remains unchanged after the interview is complete, the individual should then be booked for a CM interview before the final decision on voluntary removal is made. Given the gravity of self-withdrawal from course, the final decision must be approved at SO2 level or above.

Name: ..... **Service No:** .....

1. What are your specific reasons for removing yourself from your PQC?

2. Is there anything that might encourage you to reconsider this decision?

3. **Instructor/DO input:**

Instructor/DO Interview conducted on (date): .....

4. CM report (a brief description of the CI outcomes)

CM Name:..... **Signature:**..... **Date:** .....

Date report entered on to JPA: .....