CHAPTER 67

RATINGS POLICY - SELECTIVE PROMOTION

(Sponsor: NAVY PEOPLE-PROMS Dep Hd)

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CHAPTER 67

RATINGS POLICY - SELECTIVE PROMOTION

SECTION 1

BACKGROUND

6701. Background to Selective Promotion

a. In the non-technician, Engineering Technician and (from 1 Nov 06), Communications Technician specialisations, ratings join the Service in their basic branch designators (BD), whatever their age, and progress through the rate/rank structure from Able Rating to Warrant Officer 1 (WO1) in accordance with the qualifications dictated by individual specialisation requirements shown in Chapter 74 to Chapter 94.

b. From 1 Jan 24, medical personnel[1] are to refer to JSP 755 Part 2 Vol 2 – Unified Career Management (UCM) harmonised TACOS. Relevant to all medical personnel joining after 1 Jan 24. Personnel in-Service or undergoing Phase 1 or 2 training on 1 Jan 24 will remain on sS legacy TACOS. Personnel promoted post 1 Jan 24 will transfer to harmonised UCM TACOS. Promotion for medical personnel on sS TACOS will be subject to the most beneficial between harmonised UCM or legacy e.g. personnel will enter promotion zone at the earlier of the two timings and exit the promotion zone at the latest of the two dates.

c. Due to the training and attainment of qualifications required early in a rating's career, there is a need to differentiate between those qualified in their specialist area to conduct the full range of specialist and technical duties of the Able Rate and those still under training. Accordingly, the expertise of Able Ratings is recognised by use of the basic and trained BD, such as AB(WS)2 and AB(WS)1. Throughout this Chapter, 'BD2' and 'BD1' are used respectively. Able Ratings should be addressed as ET, Diver etc. as appropriate. In the remaining technician specialisations, only promotion to the rank of WO1 is by selection. Advancement to AB1, and to rates up to and including CPO in the case of Medical Technicians and legacy Communications Technicians, is time and qualification based. Further information can be found in Chapter 68.

[1] Medical Assistants remain subject to sS requirements shown in Chapter 87.

d. Promotion is based on the concept of ‘select-train-promote’, achieved by Selection Boards selecting qualified ratings to be assigned to professional and/or leadership courses in the intervening period prior to a Common Promotion Date (CPD):

(1) For promotion up to and including Petty Officer level, there can be up to 3 Boards per year (31 Mar, 31 Jul and 30 Nov), depending on individual branch/specialisation requirements, with the CPD falling 12 months after the Board Date. Successful completion of the Leading Rates’ Leadership Course (LRLC) and Senior Rates’ Leadership Course (SRLC) (including the reduced syllabus courses run for ratings who are not Medically Fully Deployable is mandatory for promotion to LH and PO respectively.

(2) For promotion to CPO, ratings are selected for promotion on a CPD of the next 31 Mar but one, e.g. the 2025PO-CPO Board will select individuals for promotion on CPD 31 Mar 27.

Promotion to WO1 will be on a Promotion Date (PD) that is the start date of a WO1 qualifying assignment during the promotion year (1 Apr – 31 Mar following the board).

e. Notwithstanding the receipt of an Assignment Order, actual attendance on training courses prior to the CPD will be subject to Service requirements. All fully qualified individuals will be confirmed in the higher rate on their nominated CPD, however, on successful completion of the training, ratings will become eligible to fill an established post in the higher rate on an acting basis. Individuals who are not able to complete the training by their CPD will be treated in accordance with the rules set out in Para 6714.

SECTION 2

PRE-SELECTION BOARD ISSUES

6702. Preparation for Selection Boards - Promotion Authority

Head of Royal Navy Promotions (Hd Proms) provides the Secretary for all Selection Boards and maintains Promotion Dossiers. The latter will be maintained for all personnel on the trained strength of the RN and will form the basis for consideration by Selection Boards. Dossiers will be raised on receipt of an individual's first Appraisal Report and will contain Appraisal Reports along with copies of professional and leadership course reports, as applicable. The same dossiers will also be used by Engagement Stage 3 (ES3) Boards where ratings are eligible for such consideration.

6703. Eligibility for Selective Promotion

a. The eligibility criteria shown below are common throughout the Ratings Corps, however, individual branch/specialisation Chapters (74-94) may include additional requirements or contain further clarification. Should conflict exist between this Chapter and regulations in other Chapters of Part 8, the information in this Chapter is to take precedence.

b. It is an individual rating's responsibility to ensure that JPA correctly reflects all competences achieved by their Common Reporting Date (CRD) or Streamlined Eligibility Date (SED). Individuals are advised to check the relevant branch flowcharts at Chapters 74-94 or contact the Ratings' Promotion Section for advice. Divisional Officers are to conduct routine checks accordingly. Ratings must satisfy the following criteria and will not be presented to Promotion Selection Boards if JPA records do not reflect attainment of the qualifications/competencies where applicable:

(1) **Professional Knowledge.** Must have passed a Provisional Examination (PE) (or equivalent) for the higher rate, where applicable.

(2) **Promotion Recommendation.** To be considered for promotion, ratings must have received a 'Yes' or higher recommendation for promotion 1 Rank Up in their current substantive rate. In those branches where streamlined promotion is adopted, the SEDs of 31 Jan, 30 Apr and 30 Sep in any year will apply – see also Para 6703 sub para c. If a streamlined promotion candidate has been awarded a positive recommendation for promotion (as above) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be considered at the termly selection board.

(3) **Leadership Training.** To be considered for promotion, candidates must have successfully completed the relevant Leadership Course for their current rate. For example, a rating must have completed a LRLC to be considered for PO and an SRLC to be considered for CPO. Details should be recorded on JPA as competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|' and 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|' or similar.

(4) **Notice.** To be considered for promotion, candidates who have submitted their Notice to leave must still be serving on the day after the relevant Promotion Board sits.

(5) **Engagement.**

(a) **Promotion up to CPO**. To be considered for promotion, candidates must be serving on an Engagement Stage 1 or 2, Full Career or Open Engagement (OE1), or an Engagement Stage 3, Extended Career or Second Open Engagement (2OE) that expires after the CPD in question. For example, to be considered by the Jul 25 Board (selecting for 31 Jul 26, individuals must be serving on an ES1/ES2/FC/OE1 or ES3/EC/2OE that is due to expire on or after 1 Aug 26.

(b) **Promotion to WO2**. Recognising that selection for promotion to WO2 may bring a tailored offer of ES3, to be eligible for selection, personnel must be serving on ES2/FC/OE1 or ES3/EC/2OE that expires after 1 Apr of the year of the board. Where the engagement expiry date is before the Common Promotion Date (CPD), the Service Person must be age 59 years or younger at the CPD for them to be eligible for further ES3, and promotion will be subject to accepting the ES3 offer.

(c) **Promotion to WO1**. To be eligible for selection, personnel must be serving on ES2/FC/OE1 or ES3/EC/2OE that expires after 1 Apr of the year of the board.

(6) **Specialist/Long Training.** To be considered for promotion, candidates must not have started training for Communications Technician, Medical Technician, Naval Nurse, Dental Hygienist or a sideways entry specialisation. POs who have commenced technician training courses, or the course to become a Naval Nurse, are not considered for promotion to CPO in their source specialisation. POs selected for promotion who are candidates for such training, will be given the option of refusing promotion in order to await their respective training. If a PO, who has refused promotion, is subsequently removed from a technician training course, the facts are to be reported to the NAVY PEOPLE-PROMS Dep Hd for a decision about the rating's future promotion.

(7) **Role Performance Statement (RPS) Check.** Under streamlined promotion, the RPS Check is a part practical, part oral procedural test to check that minimum baseline standards are being maintained by ABs and LHs. Ratings are required to undertake an RPS Check at some point each year and to remain in-date on an annual basis. With the introduction of SJAR, two new 'Annual RPS Check' competencies have been created on JPA, namely 'CMS Annual RPS Check AB1(Navy)' and 'CMS Annual RPS Check LH(Navy)', each with a Pass, Waiver or Fail category and End Date. For ABs and LHs in the Engineering and Medical branches, the appropriate JPA 'Annual RPS Check' field must be entered on JPA by unit HR personnel, followed by subsequent CRDs and SEDs as required in the branch instructions. For branches that require a 'one-off RPS Check', the appropriate JPA competence that gives them that 'one-off RPS check' will continue to be applied.

(8) **Other Criteria.** To be considered for promotion, candidates must comply with any other pre-selection criteria contained in the individual specialisation flow diagrams for that rate by the CRD or SED.

c. **JPA Records.** As the Ratings' Promotion Section will only present to Selection Boards those individuals who are eligible according to JPA, Reporting/Divisional Officers and individuals must input promotion eligibility data on JPA by the individual's CRD and, where streamlined promotion is in force, at the latest by the appropriate SED of 31 Jan, 30 Apr or 30 Sep.

d. When establishing and verifying eligibility for consideration by promotion Selection Boards, the Ratings' Promotion Section will react only to data input on JPA by CRDs and SEDs. The relevant branch Chapters detail the specific JPA data entries to be made, primarily in the JPA competences area, when an individual achieves a particular promotion eligibility requirement. If the relevant JPA fields are not correctly completed, eligible ratings risk not being presented to the Board. In some instances, the JPA competences area offers more than one competence for essentially the same course and/or qualification. This is often simply a consequence of titles changing over the years.

e. In this event, the Ratings' Promotion Section will conduct an eligibility search for all JPA competences that relate to a particular course or qualification. There is, therefore, no need for ratings to make arrangements to replace their existing JPA competence with the current one.

Table 67-1. Naval Ratings - Report Dates and Board Seasons

Rate/Rank	Common Reporting Date	Promotion Selection Board Window (for next rank)
Able Rating	30 November	March, July and November
Leading Hand	31 January	March, July and November
Petty Officer	31 March	September - October
Chief Petty Officer	30 September	February - March
Warrant Officer 2	30 September	February – March
Warrant Officer 1	31 July	N/A
Junior Rating ES3	As above	September – November
Senior Rating ES3	As above	February – March

6704. Eligibility for Promotion in Source Specialisation Whilst on a Specialist/Long Training Course

a. Selection Boards will not consider ratings undergoing specialist training to be a Communications Technician, Medical Technician, Naval Nurse, Dental Hygienist or any other that necessitates a change in arm or specialisation (including those that are sideways entry). Ratings who have commenced the UY(E) University of Portsmouth Degree training course will not be considered.

b. Volunteers for specialist training will continue to be considered for promotion in their source specialisation. If they are selected and pass the requisite professional and leadership courses before starting their specialist training, they will be promoted to the higher rate (on an acting basis) if employed in a position that requires the higher rate and/or will be confirmed on the CPD (if reached before commencing their specialist training). If, on the day that an individual starts a specialist training course they have not yet obtained the qualifications needed for promotion, however (or they are qualified but have not reached the CPD), they will:

(1) If selected for promotion in their source specialisation, forfeit their selection and will not be considered further for the duration of the course.

(2) If not selected for promotion in their source specialisation, not be considered for promotion in their source specialisation for the duration of the course.

c. If, having elected to start a specialist training course instead of awaiting promotion, an individual subsequently opts to leave the course or fails it, the facts are to be reported to NAVY PEOPLE-PROMS Dep Hd for a decision about the rating's future promotion. Each case will be considered on its merits, however, the defining principles will be as follows:

(1) If an individual opts out of or fails the course prior to the CPD for which selected, the promotion should stand. Promotion to the higher rate (and therefore seniority) will count from the CPD if all the required criteria have been met.

(2) If opting out or failing outside the timeframe, the promotion should be forfeited, and the rating reconsidered at the next Board if eligible in all respects for the higher rate.

d. **Artificer Candidates.** Rules for former Artificer Candidates undertaking the Artificer Qualifying Course are archived in BR 1066 Change 19 (available via application to NPGO).

6705. Selection by Board

a. Selection by Board is the normal process for identifying individuals who are suitable for further training/promotion. Selection Boards will be convened by Hd Proms, in accordance with the table below - a standard Board having a Chairperson and two members.. Composition of Boards is as shown in the table below which shows the minimum rank for each Board position.

Table 67-2. Board Composition.

Promotion	Chairperson	Members
AB1-LH	Lt Cdr	Lt/WO1/WO2/CPO
LH-PO	Lt Cdr	Lt/WO1/WO2
PO-CPO	Cdr/Lt Cdr	Lt Cdr/Lt/WO1/WO2
CPO-WO2-WO1	Captain	Cdr/Lt Cdr

The Chairperson will usually be the senior member on the Board. One member will be drawn from the relevant branch/specialisation, with the other drawn from a different specialisation. The board will have a mix of male and female members.

b. In order to meet unexpected shortfalls arising after the Board has convened, a limited number of reserve selections may also be made at the same time as the main selections.

c. Observers (at CPO level and above) are welcomed at these Boards in order to gain a wider appreciation of the process. A maximum of two individuals is permitted.

SECTION 3

POST-SELECTION BOARD ISSUES

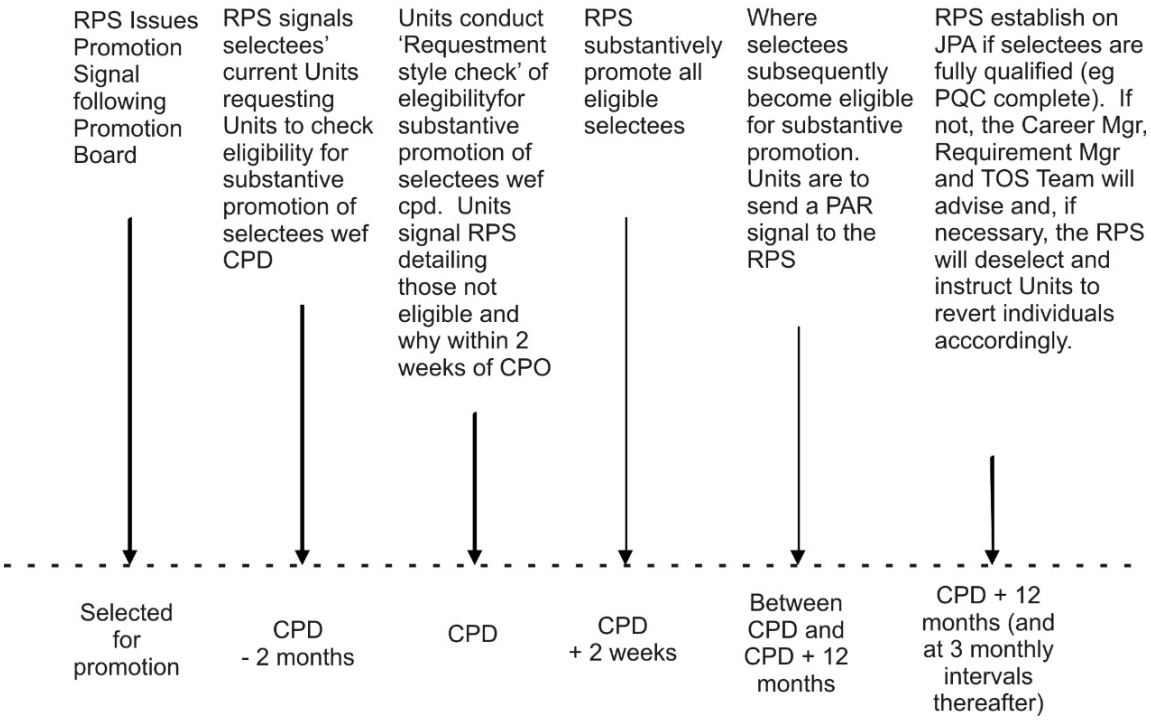
6706. Promulgation of Names of Successful Candidates

a. The names of successful candidates will be promulgated, alphabetically, shortly after each Selection Board. When an individual is selected for promotion, they are to be interviewed by their Divisional Officer within 28 days of the publication of the promotion notification. On completion of the divisional interview, individuals accepting promotion should complete the proforma at Appendix 1 to Annex A. Career Managers will select individuals for PQC attendance in merit order. The timing of PQC attendance will allow for both the service need and personal preference/factors, but individuals will be required to accept and formally acknowledge their selection. Career Managers will update CRM notes within JPA after PQC negotiation. Should an individual not accept any of the PQC dates offered, then this will constitute a refusal of promotion. The Promotion Process flow diagram at Annex A will assist the DO in navigating the promotion process. Wherever possible, CMs aims to assign successful candidates to appropriate leadership and professional courses in the period up to the CPD and then, as soon as possible afterwards, into a post in the higher rate. CMs will endeavour to assign all ratings to relevant courses on an opportunity basis but the needs of the Service remain paramount. Every effort will be made by CMs to link a professional and leadership course (where necessary) as a training package. Whilst allocation to a Professional Qualifying Course (PQC) will normally be undertaken automatically by the CM, attendance on a leadership course is, by its nature, more volatile and successful candidates should be encouraged to state their availability or preference via JPA. This further identifies that arrangement of suitable training is the common responsibility of the CM, the selectee and their CO.

b. The selections are intended to meet the expected vacancies arising during the period leading up to the CPD. To meet unexpected shortfalls, a limited number of Reserve selections will be made but will not be announced unless subsequently called forward. Reserves who are not called forward will be considered for re-selection at the subsequent Boards if still eligible for promotion; any previous reserve selection will be lost. If a sudden vacancy occurs prior to the CPD and after the Board for the next CPD has already convened, such a vacancy will necessarily be filled, temporarily, by use of the acting higher rate.

6707. Promotion Authorisation Request Procedure

a. The Promotion Authorisation Request (PAR) process for ratings selected for promotion to LH and above is summarised below:



b. Two months prior to the CPD, the Ratings' Promotion Section will signal units to verify the eligibility of ratings selected for substantive promotion on that CPD. It is important that units conduct normal 'Requestmen style' checks (see sub para (1) to sub para (11)), including obtaining the CO's approval, on all selected ratings. Units are then required to inform the Ratings' Promotion Section, by signal, within 2 weeks of the CPD, of any rating that does not meet the requirements listed at sub para (1) to sub para (11). Furthermore, action in accordance with Para 6711 should be commenced if the reason for the withholding of promotion is considered applicable. Where the rating subsequently becomes eligible for substantive promotion between that date and the nominated CPD+12 months and meets the requirements listed at sub para (1) to sub para (11), the rating's unit at the time is to signal the Ratings' Promotion Section accordingly using the PAR format. Individuals will be eligible for promotion to the higher rate if they:

(1) Are professionally qualified.

(2) Are educationally qualified.

(3) Have completed the required Service Qualification.

(4) Have been declared medically fit (pregnancy does not debar female ratings from promotion or advancement).

(5) Have more than SIX months service following a Career Check.

(6) Have the experience and personal attributes required.

(7) Have passed leadership training.

(8) Have the power to command subordinates.

(9) Are recommended as suitable to carry out the duties of the higher rate.

(10) Meet particular branch/specialisation requirements e.g. sea service.

c. At CPD+2 weeks, if no negative communication has been received, the Ratings' Promotion Section will substantively promote those qualified and eligible with effect from their CPD and will update JPA records accordingly.

6708. Duties and Responsibilities of the Higher Rate

a. The explanation of duties and responsibilities of the higher rate occurs either at the Royal Naval Leadership Academy HMS COLLINGWOOD, as part of the Leadership Course, or at the School conducting the PQC (whichever comes last).

b. The CO (or Head of Department) may wish to remind newly promoted ratings of the duties and responsibilities of their new rate. The opportunity to do this could be when they pay their joining call on the CO/Head of Department.

c. Prior to assuming the next rate, all personnel have a responsibility to ensure they meet the normal promotion criteria (see Para 6707).

d. **Certificate of Promotion.** Leading Hand, Petty Officer and Chief Petty Officer Certificates of Promotion are managed by the Command Warrant Officers and are available for duplication from the Navy Command Executive Team (NCXT) Web Site. For units unable to access the RN Web, hard copies are available from: The Command Warrant Officers, Leach Building, Whale Island, Portsmouth, PO2 8BY.

e. COs may use their discretion when arranging the occasion for presentation, but are to ensure that these certificates are presented in a timely fashion and manner which appropriately reflects the individual's achievements through their selection for promotion, and provides inspiration to others.

6709. Promotion to Warrant Officer

a. Candidates selected for promotion to WO will be offered ES3, only when required, to enable them to complete 5 years' service in their new substantive rank or to age 60 (whichever is the sooner). Any offer of ES3 for promotion will be calculated from PD for promotion to WO1, and from CPD for promotion to WO2. Where a WO2 selected for promotion to WO1 has an engagement expiry date before the PD, Career Managers can use Extensions of Service to extend them to the PD. Any offer of extended service is conditional on a rating accepting promotion to WO, and the extension will be removed if promotion is subsequently refused. There is no requirement for ratings to re-engage on an ES3 as a condition of promotion, except where the current engagement expires before the CPD or PD. This includes RM other ranks with a RN specialisation (e.g. Catering Services, Aircrew (CDO) and Medical Assistant (CDO)).

b. After all WO Selection Boards have finished sitting, the procedure will be as follows:

(1) Commanding Officers should e-mail RN Ratings Promotions Office Audit Manager (NAVY PEOPLE-Proms Audit Mgr) of candidate's intention to accept promotion. For CPOs accepting promotion to WO2, the return should also state full name (including all first names) and honours/awards (MBE/OBE etc) to assist in eventual preparation of Warrant Parchment.

(2) Where promotion includes a tailored offer of ES3, personnel will automatically have their contract extended by Proms Audit Section (PAS) unless they reject the offer and advise PAS of their decision by the deadline published in the notification for WO2, or by the PD for selection to WO1.

c. Following acceptance, promotion will be authorised by PAS as follows:

(1) Promotion to WO2: Full eligibility checks will be carried out by PAS prior to the CPD. Any fully qualified selectee assigned to WO2 position before the CPD will normally be granted acting (paid) rank iaw the Assignment Order.

(2) Promotion to WO1: The WO1 selection boards will deliver a 'bank' of selected candidates and Career Managers will match individuals to jobs during the promotion year, which runs from 1 Apr following the board, until 31 Mar the following year. Career Managers will notify PAS of intended assignments and PAS will promote fully qualified selectees on a Promotion Date (PD) that is the start date of a WO1 qualifying assignment. Those who have not been assigned, will be promoted at the end of the promotion year on 31 Mar. Where a fully qualified selectee takes up a qualifying assignment before the beginning of the promotion year (1 Apr), they will normally be granted acting (paid) rank iaw the Assignment Order

6710. Withholding of Promotion after Selection

a. If, after a rating's name has appeared on a promotion list, a CO considers that, they are no longer recommended and that promotion should be withheld, the following procedures are to be followed:

(1) An Appraisal Report (Special Circumstances) is to be raised on JPA giving reasons for recommending that a rating's promotion should be withheld. Simultaneously, a letter outlining the circumstances and confirming the raising of the appraisal is to be sent to the Navy Command Headquarters Casework Cell, copy to the Ratings' Promotion Section.

(2) The Casework Cell will approve the recommendation (or not, as appropriate), informing the Ratings' Promotion Section of the decision.

(3) If the recommendation to withhold promotion is approved, the rating's selection will remain in abeyance and direction may be given by the Navy Command Headquarters for the vacancy created to be filled from the reserve list.

(4) A rating, whose promotion has been withheld, may be recommended for promotion by the CO at any time within 6 months of the date on which the withholding of promotion was approved, or of the effective date of the Promotion Order, whichever is the earlier. This requires approval by Navy Command Headquarters.

(5) If the recommendation in Para 6711 a sub para (4) is approved, the effective date of promotion will be the date of the CO's recommendation or the CPD, whichever is later.

(6) If, six months after the date of the approval to withhold promotion or the CPD, the CO is still not prepared to recommend the rating's promotion, the selection for promotion will be cancelled.

(7) When a rating, whose promotion has been withheld, is subsequently recommended for promotion or when promotion is finally refused, a further Appraisal Report is to be rendered. This will be extracted by the Ratings' Promotion Section for inclusion in the rating's promotion dossier.

b. An individual will not be eligible for substantive promotion until the CO subsequently recommends the individual for such promotion. If eventually recommended and if eligible in all other respects, the individual will be substantively promoted and entitled to seniority and pay from the date of the CO's recommendation for promotion. If, however, 6 months after the date of the approval to withhold promotion or the CPD, the CO is still not prepared to recommend the rating's promotion, the selection for promotion will be cancelled. Accordingly, the Ratings' Promotion Section will deselect the rating.

6711. Candidates Refusing Promotion

a. Promotion refusal will be permitted at any stage, but the process must involve both the Command and the Career Manager to ensure the removal of any bias in this critical decision making process. Refusal on welfare, medical or compassionate grounds (as assessed by the unit CO), may not constitute a removal of promotion in its entirety, but should afford an individual the option to defer promotion for 12 months. If an individual wishes to deselect themselves they are to be interviewed by their Divisional Officer and respective CM[2], using the proforma at Appendix 2 to Annex A, before final approval for de-selection by their Commanding Officer. Completed proforma are to be forwarded to the appropriate CM and NAVY PEOPLE-Proms Audit Mgr. The interview process is to ensure an individual understands the full impact their decision has on their career and promotion eligibility, as well as seeking to identify options to encourage the promotion.

[2] As a minimum this should be conducted by telephone.

b. Ratings/Other Ranks who, following selection for promotion, refuse such promotion (including a refusal to attend the necessary training courses) will be deselected. Ratings/Other Ranks will automatically be removed from the next annual promotion selection board following promotion refusal. Ratings/Other Ranks who belong to branches which convene more than one promotion selection board per year will automatically be removed from the next two promotion boards following de-selection. However, where there has been a change in circumstances and a Rating/Other Rank considers themselves ready to accept future promotion, application can be made through their CoC to the Ratings' Promotion Section, who can authorise presentation at future promotion boards. In the case of notice givers, approval would be subject to withdrawal of that notice.

c. Ratings, selected for promotion, who are candidates for long training courses (see Para 6704), are to be given the option of refusing promotion in order to await technician training. In the event of a rating, who has refused promotion, subsequently being removed from these courses, the facts are to be reported to SO1 Ratings' Promotions for a decision on the individual's future promotion.

d. If an individual declines promotion to WO after accepting the promotion under the procedure in Para 6709, the CO is to inform the Ratings' Promotion Section.

e. If an individual who has submitted their Notice to leave the Service is selected for promotion, it will be conditional on the individual choosing to withdraw their Notice and that withdrawal being approved by the Career Manager.

f. If an individual submits their Notice for premature release (including applications to leave at an optional exit point) during the period between their selection for promotion and being confirmed in rate, they will automatically be presumed to have refused promotion and their selection will be cancelled. If an individual is fully qualified and is carrying out the duties of the higher rate on an acting basis, invariably, they will be allowed to retain the acting higher rate until leaving the Service providing that they continue to fill the higher rate position.

6712. Promotion Whilst on Unpaid Leave or a Career Intermission

a. Qualified ratings who, whilst fully eligible for consideration, commence unpaid leave or a career break before or during the time a Selection Board convenes, will remain eligible for selection. If unpaid leave is anticipated for more than 3 months (a Career Intermission), a Special Report is to be raised unless a routine report has been submitted within the last 3 months (to ensure completeness of reporting).

b. Time spent on unpaid leave or a Career Intermission does not count for promotion purposes. A rating's seniority in the rate will be post-dated by an amount equal to the time spent away. The adjusted seniority date is to be confirmed on JPA after the rating's return from unpaid leave or a Career Intermission.

c. If a rating is selected for WO2 or WO1 during a period of unpaid leave or career Intermission, the Ratings' Promotion Section will write to the candidate to obtain a Statement of Acceptance/Intent on return from unpaid leave. This statement will be held until confirmed on JPA within 2 weeks of the rating's return to duty. If the unpaid leave or Career Intermission starts during the year after selection and extends beyond the CPD, the effective date for promotion and seniority will be the date of return subject to normal regulations.

SECTION 4

FACTORS IMPACTING UPON THE TIMING OF PROMOTION

6713. Ratings Selected for Promotion Since CPD 31 Mar 09

a. **Fully Qualified for the Higher Rate.** Ratings who, according to JPA, have completed the mandated career (also referred to as professional) and leadership training (if required), and are eligible for promotion in all other respects will be substantively promoted on their nominated CPD by the Ratings' Promotion Section. Individuals who qualify fully for the higher rate in advance of their nominated CPD will continue to have the opportunity of filling a position in the higher rate on an acting basis prior to their formal promotion. Such time will not count for promotion seniority purposes. For guidance in relation to those ratings who are not fully qualified for the higher rate on their CPD, refer to the rest of this paragraph.

b. **Not Fully Qualified for Promotion on CPD but Completed a Leadership Course - Entitlement to Confirmation in Higher Rate from CPD.** Ratings who, according to JPA, have completed leadership training but not completed career training by their nominated CPD due to **Service reasons**, being defined as:

(1) Operational Reasons - exigencies of the Service including the short-notice deployment of a ship to an operational theatre and military aid to the civil authorities.

(2) Workforce Constraints - for example, where a ship/unit cannot release an individual to attend a training course due to workforce shortages.

(3) The Service's inability to provide the training required in time e.g. due to a lack of available places or delays in attending or completing a training course arising from the restructuring of the professional training pipeline.

or as a result of **pregnancy and Maternity Leave** (as defined in JSP 760) will, if qualified and eligible for promotion in all other respects, be promoted by the Ratings' Promotion Section on the CPD (see Para 6707 for details of the Promotion Authorisation Request (PAR) procedure to be adopted).

c. **Not Fully Qualified for Promotion on CPD but Completed a Leadership Course - Non-entitlement to Confirmation in Higher Rate from CPD.** Ratings who, according to JPA, have completed leadership training but not completed career training by their nominated CPD due to:

(1) Non-Service Reasons Outwith an Individual's Control, defined as:

(a) Being withdrawn prior to or during a training course on compassionate or welfare grounds.

(b) Being placed in a reduced medical category as a result of injuries sustained:

(i) In preparation for or during a Leadership Course.

(ii) Whilst participating in representative sport.

(iii) Whilst on duty.

(c) Being placed in a reduced medical category as a result of illness.

will not qualify for substantive promotion on the CPD. Such ratings will, however, if completing the outstanding training within 12 months of their CPD, be substantively promoted on the day after completing their training, if eligible for promotion in all other respects, and be entitled to promotion (pay and seniority) backdated to their CPD. On qualifying fully, a PAR signal (see Para 6707) should be sent to the Ratings' Promotion Section by the rating's unit (via the CO) seeking JPA action to reflect the higher rate and to apply the award of backdated promotion.

(2) Non-Service Reasons Within an Individual's Control, defined as:

(a) A period of approved unpaid leave

(b) An approved career break

(c) If being back-classed for academic reasons or having failed a professional course, they are given another chance

(d) If, having been denied promotion on their CPD for service reasons listed at Para 6713 b sub para (1), they fail to complete the first course(s) to which assigned after the CPD (assuming that they are given every opportunity to complete the course and their failure does not lead to deselection) but complete the course(s) at the second attempt within the 12 months allowed

(e) Being subject to a Career Check

(f) Removal from a Professional or Leadership Course on grounds of misconduct or for other disciplinary reasons; the outright failure of, or refusal to attend, such courses; failure of a Leadership Course twice for commitment/attitude/preparation (CAP) reasons.

will **not** qualify for substantive promotion on the CPD. Such ratings will however, if completing the outstanding training within 12 months of their nominated CPD, be substantively promoted, if eligible for promotion in all other respects on the day after becoming fully qualified for promotion. Such individuals will not, however, be entitled to promotion backdated to the CPD. On qualifying fully, a PAR signal (see Para 6707) should be sent to the Ratings' Promotion Section by the rating's unit (via the CO) seeking JPA action to reflect the higher rate.

d. **Not Fully Qualified for Promotion on CPD and Not Completed Leadership Course**

(1) **Pregnancy or Maternity Leave.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of pregnancy or maternity leave will be entitled to receive the acting higher rate from their CPD. A PAR signal should be sent by the rating's unit, via the CO, to the Career Manager or Career Management Cell (as appropriate) for action, copy to the Ratings' Promotion Section. If, after their CPD, leadership training is completed prior to career training, the rating will, if eligible for promotion in all other respects, be substantively promoted and be entitled to pay and seniority backdated to their CPD.

(2) **Service Reasons.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of Service reasons (as defined at Para 6713 sub para b) will not qualify for substantive promotion or the acting higher rate on the CPD. Such ratings will, however, on completion of the outstanding training within 12 months of their CPD, be eligible for substantive promotion if eligible for promotion in all other respects and be entitled to apply to the Ratings' Promotion Section for backdated promotion to their CPD. Where, after the CPD, leadership training is completed prior to career training, the individual will, if eligible for promotion in all other respects, be eligible for substantive promotion and be entitled to backdated promotion to their CPD.

(3) **Non-Service Reasons Outwith an Individual's Control.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of non-Service reasons outwith their control (as defined at Para 6713 c sub para (1)) will not qualify for substantive promotion or the acting higher rate on the CPD. Such ratings will, however, if completing the outstanding training within 12 months of their CPD, be substantively promoted if eligible for promotion in all other respects and be entitled to backdated promotion to their CPD. Where, after the CPD, leadership training is completed prior to career training, the individual will, if eligible for promotion in all other respects, be substantively promoted and be entitled to backdated promotion to their CPD.

(4) **Non-Service Reasons Within an Individual's Control.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of non-Service reasons within their control (as defined at Para 6713 c sub para (2)) will not qualify for substantive promotion or the acting higher rate on the CPD. Such ratings will, however, if completing all the outstanding training within 12 months of their CPD, be substantively promoted if eligible for promotion in all other respects and be entitled to pay and seniority in the higher rate from the day after becoming fully qualified for promotion. Where, after the CPD, leadership training is completed prior to career training, the individual will, if eligible for promotion in all other respects, be substantively promoted and entitled to seniority from the day after becoming qualified for promotion.

(5) If, having failed to complete the mandated career or leadership training, or both, by their CPD, a rating qualifies fully within 12 months of the CPD, PAR signal action (see Para 6707) should be taken by units to reflect the higher rate and to award backdated promotion where appropriate.

e. **Failure to Complete the Required Training within 12 months of CPD.** Ratings who:

(1) Were substantively promoted on their CPD but had not completed the required professional training due to Service reasons or pregnancy/maternity leave (see Para 6713 sub para b).

(2) Had completed their leadership training by their CPD but were unable to complete the required professional training for non-Service reasons, as shown at Para 6713 c sub para (1) and sub para (2)).

(3) Had not completed a leadership or professional course, or both, by their CPD (Para 6713 sub para d).

must complete any outstanding training within 12 months of their CPD or be reverted (where applicable) and deselected on the instruction of the Ratings' Promotion Section. The Ratings' Promotion Section may, however, where requested by an individual's chain of command, delay the taking of such action for a further six months if it is clear that the mandated training has not been completed for Service reasons (Para 6713 sub para b) or non-Service reasons outwith an individual's control (Para 6713 c sub para (1)) and it is anticipated that the outstanding training will be completed within the discretionary period. In addition to this, a further six months may, exceptionally, be granted where pregnancy and maternity leave have prevented the completion of training; when calculating training time, periods when an individual is pregnant or on maternity leave are discounted. NAVY PEOPLE-PROMS Dep Hd may authorise a six-month extension for ratings selected for POET(ME/MESM), POET(WE/WESM), LET(ME/WE), LET(MESM/WESM) and LAET(M/AV) if their attendance on the Professional Qualifying Course has been delayed for Service reasons. In every case, ratings who complete the outstanding training within the extra time awarded will be entitled to have their promotion backdated to the CPD for which selected. Appropriate PAR signal action (see Para 6707) should be taken to inform the Ratings' Promotion Section.

UNDER NO CIRCUMSTANCES WILL RATINGS BE PROMOTED TO THE HIGHER RATE IF THEY HAVE NOT COMPLETED A LEADERSHIP COURSE.

(Rules relating to the promotion of ratings selected for CPDs before 31 Mar 09 are archived in BR1066 Change 19).

6714. Medical Fitness

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 awarded a permanently reduced JMES code by RNMBOS 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 RNMEB determination (see Para 6714 sub para b 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 6714 sub 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 promotion. If it is deemed not likely, then the individual will need to be referred to RNMBOS for a permanent medical category to be given and their eligibility 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 arises is to be referred to the RNMEB.

6715. Educational Qualifications

It is the Rating's responsibility to ensure that they are educationally qualified in accordance with Para 9615 and that JPA correctly reflects the achieved competency prior to the award of substantive promotion. Ratings are to satisfy the Education For Promotion (EFP) requirements on the Common Promotion Date for which selected

a. A rating is fully qualified (passed appropriate leadership and career course) for the higher rate and is considered ready for promotion on the CPD for which selected.

(1) If an individual is EFP qualified, they will be promoted by the Ratings' Promotion Section with effect from CPD. If this does not apply, however, the CO is to give the rating three months from the CPD in which to become EFP qualified, but with the warning that de-selection is a possibility if this deadline is not achieved.

(2) If the rating becomes EFP qualified in the time permitted, the CO is to decide whether to backdate their promotion to the CPD. This judgement is to be based on the individual's previous efforts to gain the requisite educational qualifications and, if agreed, the promotion is to be backdated accordingly. If not, the individual is to be promoted, post CPD, on the day after becoming EFP qualified if still eligible in all other respects.

(3) If the rating fails to gain the necessary educational qualifications in the time permitted, the CO is to determine whether there are any mitigating circumstances (e.g. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to three months. Beyond this, cases should be referred to NAVY PEOPLE-PROMS Dep Hd for consideration. If an extension is agreed and the rating gains the qualifications in time, the CO is to decide whether to backdate the promotion to the CPD. If agreed, the rating's promotion is to be backdated accordingly; if not, the individual is to be promoted on the day following qualification. If there are considered to be no mitigating circumstances for a rating's failure to become EFP qualified in the 3 months (or longer) allowed, the CO should recommend their deselection to the Ratings' Promotion Section.

b. A rating is eligible (passed appropriate leadership course but not career courses) for the higher rate and is considered ready for promotion on the CPD for which selected.

(1) The CO is to give the rating three months from the CPD in which to become EFP, but with the warning that deselection is a possibility if this deadline is not achieved.

(2) If the rating becomes EFP qualified in the time permitted, the CO is to decide whether to backdate their promotion to the CPD. This judgement is to be based on the individual's previous efforts to gain the requisite educational qualifications and, if agreed, the promotion is to be backdated accordingly. If not, the individual is to be promoted, post CPD, on the day after becoming EFP qualified if still eligible in all other respects.

(3) If the rating fails to gain the necessary educational qualifications in the time permitted, the CO is to determine whether there are any mitigating circumstances (e.g. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to three months. Beyond this, cases should be referred to NAVY PEOPLE-PROMS Dep Hd for consideration. If an extension is agreed and the rating gains the qualifications in time, the CO is to decide whether to backdate the promotion to the CPD. If agreed, the rating's promotion is to be backdated accordingly; if not, the individual is to be promoted on the day following qualification. If there are considered to be no mitigating circumstances for a rating's failure to become EFP qualified in the 3 months (or longer) allowed, the CO should recommend their deselection to the Ratings' Promotion Section.

c. A rating is not qualified for the higher rate on the CPD for which selected (e.g. not passed leadership and/or professional training), and attains the required qualifications within 12 months of the CPD and is considered eligible for backdated promotion.

(1) If, on qualifying fully for the next higher rate, a rating is EFP qualified they are to be promoted by the CO with an effective date of promotion backdated to the CPD for which selected. If this does not apply, however, the CO is to give the rating three months from the date of qualifying for the higher rate in which to become EFP, but with the warning that deselection is a possibility if this deadline is not achieved.

(2) If the rating becomes EFP qualified in the time permitted, the CO is to decide whether to backdate their promotion to the CPD. This judgement is to be based on the individual's previous efforts to gain the requisite educational qualifications and, if agreed, the promotion is to be backdated accordingly. If not, the individual is to be promoted, post CPD, on the day after becoming EFP qualified if still eligible in all other respects.

(3) If the rating fails to gain the necessary educational qualifications in the time permitted, the CO is to determine whether there are any mitigating circumstances (e.g. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to three months. Beyond this, cases should be referred to NAVY PEOPLE-PROMS Dep Hd for consideration. If an extension is agreed and the rating gains the qualifications in time, the CO is to decide whether to backdate the promotion to the CPD. If agreed, the rating's promotion is to be backdated accordingly; if not, the individual is to be promoted on the day following qualification. If there are considered to be no mitigating circumstances for a rating's failure to become EFP qualified in the 3 months (or longer) allowed, the CO should recommend their deselection to the Ratings' Promotion Section.

6716. Disciplinary Matters

a. **Career Check.** Where a Career Check is a qualification for promotion, a minimum of six months must have elapsed since a rating's last Career Check on the due date.

b. Following reversion, the Career Check requirement for eligibility to be considered at the next Selection Board is a minimum of six months (Para 7007 refers).

c. Following disrating from a substantive or acting rate, the Career Check requirement is extended to a minimum of 12 months before a rating may be re-advanced (Para 7002 refers).

d. **Suspended Sentence.** Ratings under suspended sentence who require the requisite Career Check for promotion may, if recommended, be promoted on the date they would normally be eligible.

e. **Disrating or Revision.** If, after having been selected for promotion, ratings are disrated or reverted before their actual promotion to the confirmed rate has taken place, their selection for promotion will be forfeited. After re-promotion or re-advancement, they may subsequently become eligible for selection again.

f. **Recording of Convictions for Offences and Censures on Promotion Files.** Records of convictions by Service and civilian courts, together with details of sentences or Naval Penalties awarded, are to be retained on promotion files until they are 'spent' in accordance with the Rehabilitation of Offenders Act 1974 and MOD Policy. Once 'spent', all reference to these offences is to be expunged from promotion files by the Ratings' Promotion Section.

6717. Loss of Entitlement to Promotion - Reversion and Deselection

a. Promotion will not be an issue in the following cases where, instead, ratings will be reverted (if applicable) and deselected:

(1) If outright failing a professional or leadership course, in accordance with Para 6912 sub-para a.

(2) If removed from, or withdrawn prior to, a professional or leadership course due to misconduct or other disciplinary reasons.

(3) If a second attempt of a professional or leadership course authorised in accordance with Para 6912 sub para c is subsequently failed.

(4) If refusing to attend a professional or leadership course.

(5) If submitting Notice to leave the Service after being selected for promotion.

(6) If failing to complete a course(s) within 12 months of the CPD or cancelling/being withdrawn from a professional or leadership course within 2 months of the start date (unless due to medical or operational reasons).

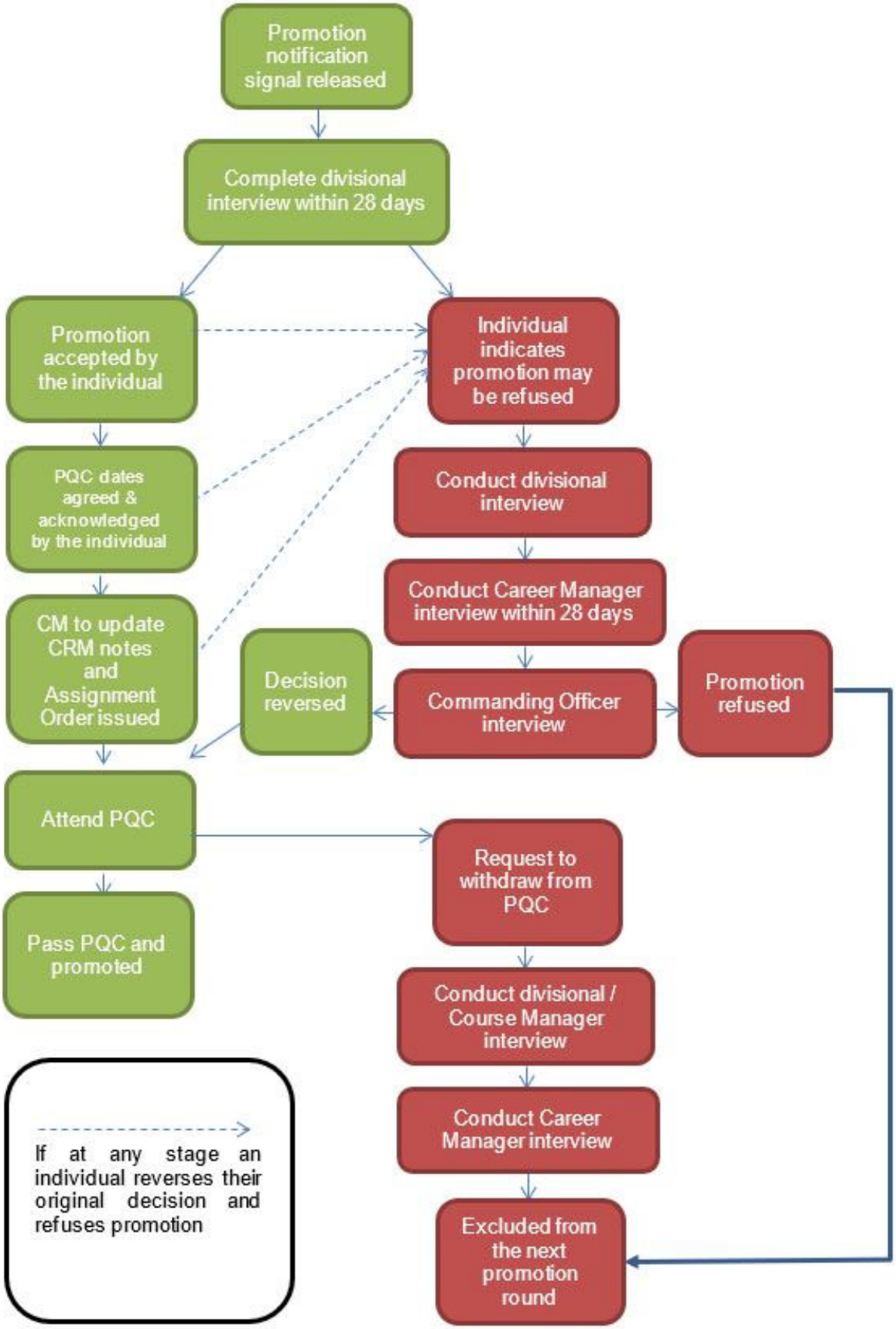
b. **Authority Requirements for Reversion.** The principles regarding the authority required to approve reversion at Para 7003 sub para f are unchanged and apply if a rating is to be reverted following signalled instruction from the Ratings' Promotion Section or because the CO considers the rating unable to perform their duties adequately. However, Para 7003 sub para f has been amended to permit COs of Lieutenant Commander rank and above to revert, without recourse to higher authority, ratings who hold substantive rank but who have not yet completed 12 months in the rank since the completion of professional training.

c. **Deselection - Appeals.** If, after a rating has been deselected, it is found that there are mitigating reasons, Service or otherwise, that may have precluded deselection a case may be made, in writing, through COs to NAVY PEOPLE-PROMS Dep Hd who may, in exceptional cases and following consultation with the Branch Manager, authorise the re-instatement of the selection, with or without penalties.

d. **Complaints Procedure.** Ratings who are reverted and/or deselected may exercise their right to make a formal Service Complaint in accordance with JSP 831.

ANNEX 67A

PROMOTION PROCESS - AIDE-MEMOIRE



APPENDIX 1 TO ANNEX 67A

ACCEPTANCE OF PROMOTION

1. This pro-forma is to be used by Divisional Officers (DOs) to interview all those who have been selected for promotion. Interviews must be conducted within 28 days of the promotion notification release date.

2. The information provided will be recorded in the individual's JPA by their Career Manager (CM) in the JPA notes section as evidence that a rating is either accepting the nomination for promotion, or wishes to self-deselect from the promotion process and not proceed onto PQC.

3. If an individual has removed themselves from any part of the selection/promotion process, then this form is to be emailed to NAVY PEOPLE-Proms Audit Mgr and their respective CM.

The Divisional Officer is to contact the respective CM to ascertain PQC availability and expected course dates within 28 days of the promotion notification release.

Once the interview is complete and this appendix completed, it should be sent to the individual's CM, an emailed copy will suffice in place of the hard copy original.

PQC start date (to be provided by CM):

I accept my promotion and have been formally notified of my PQC date and have no interfering factors that would prevent my attendance:

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

Ratings Signature: ..... **Date:** .....

Divisional Officer's Signature: ..... **Date:** .....

PCAP Notes:

Date entered on to JPA in CRM notes by CM: ……..

APPENDIX 2 TO ANNEX 67A

DE-SELECTION FROM PROMOTION

1. This proforma is for personnel who, following Divisional interview within 28 days of the promotion notification, wish to decline promotion. The questions below ensure that both the unit and individual are aware of the consequences and set the background for the subsequent CM interview.

2. Those refusing promotion must book a CM interview (CI) within the subsequent 28 day period. The CI will provide an individual with additional advice and options that should be considered prior to seeking final approval from an individual's Commanding Officer.

3. To ensure PQCs run at the maximum possible capacity, those that refuse promotion within 90 days of PQC commencement may be moved at short notice to enable the reserve candidate, or suitable replacement, to be activated.

Name: ……. Service No: ……

1. What are your reasons for refusing promotion?

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

3. My Divisional Officer has informed me of the potential impact of this decision, and I have read BRd3(1) Art 6712.

Divisional Interview conducted on …… Signature……..

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

Date report entered on to JPA ……..

CM Name:…… Signature:…….....Date:……

Commanding Officer's Notes:

Commanding Officer's Signature: …….. Date: ……