CHAPTER 90

ROYAL NAVY SPECIAL FORCES PROFESSION

(Sponsor: NAVY PEOPLE-CM RNSF SO1)

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CHAPTER 90

ROYAL NAVY SPECIAL FORCES PROFESSION

SECTION ONE

GENERAL

Notes:

1. Chapter 90 relates to the RNSF Profession which was established in 2020. The RNSF policy within is drawn from extant policy due to its legacy of being an RM Specialisation. Work to reflect RNSF across BRd 3(1) is in progress, as such there may be some duplication which will be addressed in future reviews.

2. Any questions or queries are to be forwarded via email to the NCHQ Desk Officer: NAVY PEOPLE-CM RNSF SO1.

9001. Introduction

a. This Chapter covers the career regulations for Royal Navy Special Forces (RNSF) Profession which includes the SBS and RNSFC Disciplines. Specifically, the career management of RNSF ORs and Late Entry Officers (LE).

b. RNSF are the Navy's contribution to UKSF, a Tri-Service organisation that is primarily managed through a Joint Force HQ commanded by Commander UKSF.

c. Where feasible RNSF policy will align with UKSF Tri-Service Terms and Conditions of Service (TACOS) managed through HQ MAB. This Chapter relates specifically to the sS requirements of RNSF.

SECTION TWO

CAREER STRUCTURES

9002. Entry into RNSF

Entry into RNSF is through lateral transfer only. The selection pathways are managed by Special Forces Training Command on behalf of Commander UKSF which is covered in detail through other Defence publications. Entry may be achieved in one of the following ways:

a. Op ELECTUS for entry into SBS/22SAS

b. Op NEPHITE for entry into 18 Signals Regiment

c. Op COEUS for entry into SRR

9003. Assignment to UKSF

RN/RM candidates are assigned to Special Forces Training Command (SFTC) only from the post-aptitude phase of Selection.[1] Should an RN/RM candidate withdraw or Removed From Course (RFC) from Selection during the aptitude phase then their Assignment Order to SFTC is to be cancelled. In most cases, ranks will be returned to their parent Unit unless directed otherwise.

9004. Return of Service

For ratings and other ranks, a Return of Service (ROS) is required to consolidate an individual's training and give a reasonable return on the investment made by the UKSF. Having completed six months' selection pathway and been successful, ratings and other ranks become eligible to apply for Early Termination 2 years after they have joined the Trained Strength.

9005. Sideways Transfer

RNSF will consider and accept other nations forces for transfer on a case-by-case basis to meet the needs of the Service. All transfer activity will be conducted by the MAB profession team and the relevant Recruit and Attraction Headquarters.

a. Request received from the individual.

b. Endorsement and approvals requested (AFCO 101).

c. Medical department issue medical questionnaire. Service details are sent to SYVETT (DV transfer if applicable).

d. MAB HQ informed - Disclosure Cell informed.

e. Letter of Offer issues to SP post approvals process completion.

f. Transfer to the RN letter of Offer accepted and returned.

[1] From the start of the course until completion of the aptitude phase, candidates are to be 'Move and Tracked' only, not assigned by their parent unit. This is due to the probability of being unsuccessful during this phase of selection.

9006. Reversion in Rank and Mark Time Rate of Pay

An NCO who is accepted for transfer to RNSF will be reverted to OR2 to ensure the Profession structure can be sustained. On transfer, where pay is less than their former rate of pay due to a reversion in rank, individuals will be provided a Mark Time Rate of Pay (MTRP). These SP will remain on MTRP until pensionable salary equals (or is greater than) the previous salary[2].

9007. RNSF Probation

On passing Selection[3] into UK Special Forces, All ORs[4] transfer into RNSF. From badging they will be on Probation for 24 months. The purpose of probation is to allow RNSF Head of Discipline to make an objective assessment of the individual's ability and suitability to remain within the organisation. The process consists of:

a. Assignment Order.

b. JPA main trade competencies being added.

c. SF Recruitment and Retention pay (RRP) applied.

d. Probation competency record on JPA for the period commencing.

e. Added to the protected community.

9008. Options During Probation

If SP on probation do not meet the required RNSF standards during probation, the RNSF Profession Manager may consider the following:

a. **Probation extension**. With concurrence from the respective Head of Discipline the probation period can be extended with six monthly reviews for individuals where standards have not been met, serious injury or absence has occurred or doubt still exists over suitability.

b. **RTU**. Individuals may be returned to their Single Service parent unit or offered a Service Contract on authority of the respective Head of Discipline at any time during the probation period if work ethic, behaviour or performance does not meet the standards expected of RNSF personnel.

9009. Permanent Cadre

After successful probation, RNSF individuals will achieve Permanent Cadre (PC) status. This provides RNSF personnel a greater degree of career security and simplifies administration. To be eligible for PC, the individual needs to:

a. Have met all training and professional requirements.

b. Have a clean disciplinary record during probation.

c. Be medically fit to deploy (MFD).

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[2] This does not apply to Foreign Nationals on lateral entry.
[3] Via Op ELECTUS or Op NEPHITE.
[4] RNSF consists of MAB6 and RN MAB1 individuals.

On successful transfer to Permanent Cadre, the individual's probation competency is to be end-dated and their record correctly updated with a valid PC competency recorded on JPA. The proforma for submission is at Annex 90A.

9010. Re-Entry into RNSF

The administration for the re-entry of ratings and other ranks is undertaken by Head Recruit & Attraction (Hd R&A).

a. Rs wishing to re-enter RNSF should contact R&A/Armed Forces Recruiting Offices[5]. Rank, seniority, and training requirements will be determined by the RNSF Branch Manager in association with R&A, this will primarily be based on the currency of Knowledge, Skills, Experience from previous service. For those wishing to re-enter RNSF, previous reckonable service will count for length of service purposes, irrespective of the duration of any break in service.

b. Candidates seeking re-entry whilst serving on a Full Time Reserve Service (FTRS) engagement should be aware that periods of FTRS cannot be added to periods of regular service, including former regular service, for the purposes of counting time towards service on a normal commission. Neither does FTRS count towards the determination of entitlement for terminal benefits[6]. Any offer of service will be made in close consultation with the Terms of Service Team and the re-entry process will be administered by R&A as detailed in Chapter 12.

[5] See BRd 3(1) Ch 12 for detailed instructions.
[6] JSP 754 Ch 2 Para 1104.

SECTION THREE

PROMOTIONS AND APPOINTMENT BOARDS

9011. OR Promotion Requirements

To be eligible for promotion (at CPD), candidates must be in date for NCT1 and have met the qualifying education criteria/courses required for each rank.

a. **Promotion to OR3 (Lance Corporal)**. Heads of Disciplines are authorised to promote OR2 to the rank of Acting (Paid) OR3 on successful completion of probation. The only exception will be for RNSFCs who will promote to OR3 on successful completion of their respective selection pathway (NEPHITE Badging Day).

b. **Promotion beyond OR3**. Promotion beyond OR3 is based-on merit and seniority, subject to Service requirements. The Common Reporting Period for every OR is 1 December to 30 November with a CPD 12 months after.

9012. OR Substantive Promotion

RN Proms must be satisfied that the individual to be administratively promoted can perform the full duties of the next rank. Therefore, the RNSF individual should meet the following criteria:

a. The individual must be eligible for promotion prior to CPD.

b. The individual should have been recommended for promotion 1 Rank Up with EXCP, HIGH or YES on their latest SJAR.

c. For promotion to OR4 and OR6 all individuals must have successfully passed the respective RNSF Career, Leadership and Management training. Any command courses conducted by individuals in their previous employment outside of RNSF do not qualify for promotion within RNSF. Promotion to OR8 and OR9 requires RNSF individuals to successfully conduct the MAB 12 delivered Joint Warrant Officers' Course.

9013. Promotion Process

All promotions are subject to Service requirements. The RNSF OR promotion cycle consists of 3 stages[7]:

a. **Grading Conference (GC).** Two GCs[8] will be conducted annually. Head of Discipline will chair these, with governance support provided from RNSF Profession Manager and RN PROMS. All 1ROs and 2ROs are required to attend. The purpose of the GC is to place all eligible candidates into an order of merit. Further guidance can be found in the RNSF Staff Reporting Directive.

b. **Internal Review Board (IRB).** The IRB consists of 3 Board members (OF3 and above) with the aim of ratifying the appraisal reports.

[7] Prior to the process commencing the RNSF BM WOs conduct an administrative alignment board.
[8] RNSF MAB6 and RNSFC.

c. **Final Selection Board (FSB)**. The FSB consists of 3 Board members (OF3 and above). On completion of the FSB the Maximum Authorised Number (MAuN) will be applied to confirm the candidates who are to be selected for promotion.

9014. Promotional Reserves

Those who sit outside of the MAuN but still meet RNSF requirements will remain as promotional reserves. Service requirements will dictate the selection of reserves, as authorised by RNSF PM.

9015. De-Selection for Promotion prior to CPD

There are few instances where individuals may be de-selected for promotion prior to CPD. Whilst rare, these occasions may include:

a. **Permanent Medical Downgrade (PMD).** PMD is regarded when an individual has been graded below the medical standards required for RNSF service. Individuals in a PMD category will have had their capabilities specifically defined by the Royal Naval Medical Board of Survey (RNMBOS)/Royal Navy Medical Employability Board (RNMEB) and may be exempt from the RMFT and have other restrictions placed upon them. However, the individual may be promoted in line with the regulations set out in BR1750.

b. **Does Not Want Promotion (DNWP) or receives a DEV/NO SJAR.** When an individual DNWP or has been awarded a DEV SJAR 1 Rank Up prior to CPD, they will have their promotion selection rescinded and will automatically be deselected. It is unlikely that the deselected rank will be considered for promotion at the next annual FSB following promotion refusal[9]. Ranks will be presented to FSBs thereafter providing they continue to meet the eligibility criteria.

c. **Early Termination.** Any rank selected for promotion who requests Early Termination prior to CPD will be deselected for promotion.

Ranks who have requested Early Termination will be considered for promotion at the FSB but will not be selected for promotion. Ranks may, on Withdrawal of Early Termination (WoET), be subsequently selected pending authorisation by the RNSF BM.

9016. Erroneous Promotion

If a promotion is subsequently found to be erroneous the promotion will be rescinded from the date that it was authorised.

9017. OR Acting Higher Rank (AHR)

The administrative promotion to Acting or LAHR of RNSF NCOs and Mnes to one rank above their substantive rank may be appropriate in the following circumstances:

a. Where a shortage of individuals, in a particular rank, leads to a vacancy in that rank against the complement of MAB6 or RNSFC, which is not expected to be filled for at least 21 days.

[9] RNSF BM may allow exceptions in line with Service requirements.

b. Where an NCO is absent for reasons of sickness, compassionate leave, or service requirements (excluding Command course or margin action), where the vacancy is not expected to be filled within 21 days.

9018. OR Acting Higher Rank (AHR) process

a. Acting and Local Acting Higher Rank (LAHR) can be requested by RNSF PM and authorised by RN Proms. Acting or LAHR may be refused, or withdrawn, if RNSF workforce ceilings are likely to be exceeded. In all cases, substantive promotion takes precedence over Acting or LAHR. Any such decision must mitigate the duty of care implications of employing an Other Rank in the next higher rank who has not completed all prerequisite training, both on behalf of the individual and those whom they will lead.

b. Relinquishment or reversion from Acting or Local Acting rank has no consequential effect on the individual's consideration for substantive promotion by the FSB, other than those instances where reversion is for poor performance.

(1) **Acting Higher Rank.** Acting Higher Rank may only be awarded to those RNSF ranks who have a positive recommendation for employment in the next higher rank which must be reflected in reporting. A review of the Acting promotion must be reviewed by the RNSF BM at CPD.

(2) **Local Acting Higher Rank.** LAHR may be awarded to Mnes, Cpls, Sgts or CSgts who have not been selected for promotion and are identified in UKSF as capable of filling a gap at the next higher rank. The individual must have a positive recommendation for promotion in their reporting to support the LAHR. A review of Local Acting promotion must be reviewed by the RNSF BM twelve-months post award.

9019. AHR/LAHR Eligibility

Commanding Officers must be satisfied that the individual to be administratively promoted is capable of performing the full duties of AHR and is the most suitable person within the Unit and can satisfy the following criteria:

a. The individual should have a positive recommendation for promotion on their latest SJAR.

b. An individual must not have failed a Command course within the last 12 months.

c. In the case of promotion to Acting WO1 an individual must have already been selected for promotion to WO1 at the RNSF FSB.

d. The award of the Acting rank should be reviewed 12 months post award to ensure that the rank is performing at an acceptable standard in the position. If the latter does not apply or the rank has failed to successfully complete the respective Command Course, they should be reverted to their substantive rank. Consideration may be given to awarding the acting rank to another, more suitable rank, should this occur.

9020. Circumstances for Reversion

A rank holding Acting or LAHR is to be reverted to their substantive rank[10] when the vacancy which resulted in their administrative promotion ceases to exist. Consideration should also be given to reversion from Acting or LAHR rank when an individual:

a. Fails to achieve a positive recommendation for promotion 1 Rank Up in their SJAR.

b. Declines or fails a Command and/or Career course deemed a prerequisite for role unless exceptions are authorised by the RNSF BM.

9021. Promotion to Local (Unpaid) Acting Higher Rank

LAHR can be Authorised by the RN Proms. Promotion to LAHR, which carries no entitlement to pay, allowances or pension rights, may be awarded in the following circumstances:

a. Where it is desired to temporarily exceed the authorised complement for such purposes as special operations and training.

b. Where it is necessary for attendance on courses or duties with other Services.

c. Where, subject to workforce constraints, it is necessary for prestige purposes, or to enable an NCO/WO to carry out their duties more effectively.

d. The individual must not have failed a Command course within the last 12 months.

e. The award of LAHR must be reviewed by RNSF BM every twelve months post promotion. Any rank awarded Local rank may be entitled to SUPA in accordance with JSP754.

9022. Disciplinary Procedure

BRd 3(1) Chapter 70 details the discipline procedure relating to AHR and LAHR.

9023. RSM Board

RNSF are responsible for the conduct of the RSM[11] appointment process. Adj MAB6 will act as board secretary and provide administrative requirements. Board members will include:

a. CO MAB6.

b. Designated CO MAB6 (where available).

c. RNSF Profession Manager.

d. An externally employed RNSF Board Member.

[10] RNSF ORs will remain minimum of OR3.
[11] For the RNSFC Branch the board is conducted iaw MAB1 policy.

e. An HQ MAB Board Member.

Selected RSMs must have attended the JWOC prior to substantive promotion and before taking appointment.

SECTION FOUR

COMMISSIONS

9024. Commissioning and Late Entry Officer Promotion

Independent management of commissioning Officers from the ranks allows RNSF to effectively identify ORs to be selected for commission and adequately train those Officers to meet RNSF Work Force requirements.

9025. Commissioning Schemes

For eligible ranks there are two commissioning schemes that have discrete purposes with differing Terms and Conditions of Service (TACOS):

a. Warrant Officer Class 1 Commissioning Scheme (WO1CS) - awarded an Initial Commission Stage (ICS) of 6 years.

b. RNSF Late Entry (LE) Commissioning Scheme - ICS of 12 years or to the day before fifty-fifth birthday, whichever is soonest.

9026. Commission Transfers

For LE Officers opportunities to transfer to Career Commission Stage (CCS) and/or a Full Commission Stage (FCS) are dependent on eligibility and reporting recommendations. Specific information on commission transfers can be found at BRd 3(1) Chapter 49.

9027. Warrant Officer 1 Commissioning Scheme (WO1CS)

a. The WO1CS offers bespoke Officer selection, training and in-Profession Service employment opportunities and will provide RNSF OR9s with a continued career with a limited contract. It recognises and utilises the considerable KSE-B accrued in an OR career.

b. The promotion of individuals through this process remains specific to the Profession and Discipline of the candidate and employment will be determined through the RNSF PM. It follows, therefore, that prospective WO1CS candidates should discuss the specific range of Officer appointments that will be available in the forthcoming annual cycle with the RNSF PM before commissioning.

9028. WO1CS Board

RN Promotions will convene a RNSF WOCS Board annually which will consider applicants and select the requirement based on the MAuN provided by the RNSF BM. The WO1CS Board will use the candidates' promotion dossier to determine an order of merit for the candidates.

9029. WO1CS Training Pathway

Successful candidates at the WO1CS Board will be allocated to the WO Commissioning Programme (WOCP) at BRNC Dartmouth. RNSF BM will align entry dates with LE Officer appointments or additional training (if applicable). The WOCP is delivered separately to the LE course which is conducted at CTCRM.

9030. Eligibility for WO1CS

Candidates for the RNSF WOCS must fulfil all the minimum criteria below:

a. Be aged 54 years or younger on commencing the BRNC WOCP. Branch Managers may grant age waivers through Branch Recording Authorities where the relevant extension has been awarded.

b. Be a substantive WO1.

c. Have a positive recommendation for the scheme on their latest SJAR. No spec report is required for this scheme.

d. Be Medically Fit for promotion.

e. Carry a recommendation from CO MAB6.

9031. Generic Terms and Conditions of Service

The generic Terms and Conditions of Service (TACOS) for the WO1CS have been developed to reflect the additional experience and skills gained through longer service up to and including time in rank of WO1. The key features of the TACOS include:

a. Promotion to Capt (plus one-year's seniority) on commencing the WOCP.

b. Commencing on Initial Commission Stage with six years' Officer service (ICS6).

c. Commissioned WO1s will become eligible for promotion to Maj in line with extant policy[12].

d. AHR appointments for WO1CS Officers are made in accordance with BRd 3(1) Chapter 66 Section 4.

e. WOCS Officers will enter the zone for Commission transfer on completion of 3 years Officer service. They will exit at Termination minus 1 year as detailed in BRd 3(1) Para 4912.

9032. MAB Command Sergeant Major

The MAB Command Sergeant Major appointment is awarded in a manner that warrants commissioning. This recognises the seniority of the individual that fulfils the role and the responsibilities that are fulfilled This compares to the RSM role as below

WO1 CS		
Appointment	**Rank on appointment**	**Promotion to Captain**
MAB 1/6/12 RSM	WO1	Post appointment
MAB Comd SM	Captain with 1 year of seniority	N/A

[12] BRd 3(1) Ch 66 – Officers' Promotions.

9033. RNSF LE Commissioning

RNSF ranks will be considered for RNSF Late Entry commissioning on recommendation by respective COs. To be considered for RNSF LE, candidates must be a minimum substantive CSgt with a positive recommend for 1Up promotion. Exceptions can be authorised by RNSF PM where workforce demands necessitate.

9034. Educational Qualification

The minimum general educational qualification required for RNSF LE candidacy is four GCSEs at Grade C, or equivalent, which must include English Language and Mathematics.

9035. RNSF LE Selection Process

RNSF are responsible for the conduct of the RNSF LE selection process. Adj MAB6 will act as board secretary and assist with administrative requirements. The process includes:

a. **RNSF Commissioning Board**. A successful pass on this board does not automatically entitle the candidate to be commissioned. This will be according to service requirements.[13] Any rank successful but not selected will need to reapply for the board the following year. Board members:

(1) OF5 Board Chair.

(2) Respective Head of Discipline (MAB6/1)

(3) 2 external members (RNSF BM and a RM OF3.

b. The Final Selection Board (FSB) where the MAuN figure is applied.

c. Successful completion of the Senior Corps Commission Course.

9036. Term of Commission

RNSF LE candidates will be offered an initial commission of 12 years or until the age of 55, whichever is soonest. Transition to Career Commission Stage 60 (CCS60) is available in line with a Service Requirement.

9037. Seniority Levels

Seniority levels and promotion timescales on commissioning through the RNSF LE scheme are as follows:

Rank Prior to Commissioning	RNSF LE Commissioning Rank on entry	Promotion to Capt
WO2 or below	Lieutenant with 6 months' seniority and on promotion to Captain awarded an additional year of seniority	24 months from commissioning
WO1	Lieutenant with 18 months' seniority and on promotion to Captain awarded an additional year of seniority	12 months from commissioning.
Command RSM	Capt with 3 years seniority	N/A

[13] If the SF LE Maximum Authorised Number (MAuN) does not allow the applicant to be commissioned, the pass will expire and the applicant will need to re-apply on a further commissioning board to compete against current RNSF peers.

9038. Officer Promotion

a. **Eligibility.** Detailed prerequisites for Officer promotion is in Chapter 66.

b. **Acting Higher Rank (AHR) - Officers selected for promotion.** There is no requirement to seek approval of an AHR where an individual has already been selected at the preceding Promotion Board and is assigned to a role in the new higher rank prior to CPD.

c. **AHR - Officers not selected for promotion.** AHR requests must be approved via RN Strategic Workforce Planners to assess impact on Promotion MAuNs and compliance with policy. A positive recommendation for employment in next higher rank is essential.

9039. Eligibility to Promote OF3 and OF4

RNSF LE Officer promotion is Zoned as per Chapter 66 (Annex 66B) with the below exceptions that recognise the seniority RNSF Officers who are reverted in rank post selection:

a. OF2 to OF3:

(1) Reference point for zone calculation is 01 Oct of the year of the Board.

(2) Promotion zone entry point for all - 3 years' seniority at OF2.

(3) Promotion zone exit point for all - TX date minus 1 year.

b. OF3 to OF4:

(1) Reference point for zone calculation: 30 Jun of the year after the Board.

(2) Promotion zone entry point for all – 3 years' seniority at Major.

(3) Promotion zone exit point for all – TX date minus 1 year.

9040. Officer Career Development (OCD)

SF LE Officers are not required to conduct RN Officer Career Development (OCD)[14] prior to promotion. With the PM's permission, and where availability allows, RNSF LE Officers can attend ICSC(M) or ICSC(L) which will increase the opportunity to board and apply for positions that have Staff College training as a prerequisite. Attendance may be considered by those aspiring broader employment.

[14] Consisting of a second Military Analysis (MA)(B) course or a Naval Analysis Course (NAC), an Amphibious Warfare course (AWC), and the Walcheren Essay.

SECTION FIVE

CAREER EXTENSION

9041. Service Extensions

Where a service requirement exists there are a number of options are available for both ORs and OFs for extending in service.

9042. OR Longer Engagements

Ranks enlist in the Armed Forces on a 12-year Engagement Stage 1 (ES1). Beyond that, extensions are as follows:

a. **Transfer to Engagement Stage 2 (ES2).** A transfer to Engagement Stage 2 (ES2) is awarded automatically on badging, where required. An ES2 extends a career to 20 years' length of service or 40th birthday, whichever is later.

b. **Extensions to Engagement Stage 3 (ES3).** ES3 is awarded by selection to meet the RNSF requirements. Options to transfer to an ES3 will be managed by the RNSF PM according to workforce requirements.

9043. Eligibility

All RNSF ORs may be considered for an ES3, provided they:

a. Are serving in the last 4 years of current contract. This includes those ORs who have submitted Early Termination and who would have been serving in their last 4 years of regular engagement.

b. Are volunteers and are recommended for further service on their latest SJAR.

9044. ES3 Requirement

The Strategic Workforce Planner, in conjunction with RNSF PM, will formally set the requirement for the number of ES3 per rank and Discipline.

9045. Selection for ES3

Selection is based primarily on workforce demands. Reserve may also be selected at the same time as the main selection.

9046. ES3 Non-Select

Those serving on an ES2 who are not selected for transfer to ES3 may continue to serve past the 20 year or date of 40th birthday on an Extension of Service (EOS) to meet workforce requirements. Candidates will continue to be eligible for selection to ES3 from EOS.

9047. Offer and Acceptance

Selected ranks will be provisionally offered an ES3 by signal, specifying the new engagement expiry date; a date which is non-negotiable. Having accepted an offer of ES3 the new Termination Date will be reflected in JPA.

9048. Promotion Eligibility

Individuals serving on an ES3 will be eligible for promotion whereas those serving on an EOS will not.

9049. Extensions of Service (EOS)

EOS may be awarded where the RNSF BM considers it necessary to meet workforce requirements. There are 2 types of EOS currently available:

a. **RNSF PM EOS.** An extension of up to 6 months of an individual's contract expiry date can be awarded by the RNSF PM to meet workforce requirements. Any EOS which results in a cumulative total of over six months will be treated as 'Full EOS'.

b. **Full EOS**. Typically, this is an extension of between 6 months and 2½ years and requires staffing. Consideration of the long-term liability against the forecast strength must be made. In exceptional circumstances, an EOS of up to 5 years may be awarded by the RNSF BM.

9050. Eligibility for EOS

Individuals will be eligible for EOS under the following conditions:

a. Applicants must be certified as medically fit for service.[15]

b. Applicants should not have applied for Early Termination.

c. Applicants should be able to complete their EOS by the age of 55.[16]

d. Extensions to an ICS must not take officers beyond a maximum of 14 years' service under any circumstances. Similarly, the normal maximum extension which may be granted to officers serving on a CCS (or equivalent commission) is 5 years.

9051. EOS beyond Age 60

Extensions beyond age 60 may be granted by exception for certain specialisations by RN P&T Hd BM.

9052. Timing of Application

The timing of an EOS application is generally from 4 years, to 1 year before the individual's current Engagement Expiry Date (EED). At this stage, it will usually be possible for the RNSF PM to predict shortages, which may generate a requirement for an EOS.

[15] Applications from individuals in restricted medical categories may be considered in exceptional circumstances.
[16] See BRd 3(1) Ch 49 Para 4928 sub para a, for service beyond age 55 in exceptional circumstances.

SECTION SIX

CAREER TERMINATIONS

9053. Termination of Service

Termination of Service may be through expiry of existing contract or following the submission of a Notice to Terminate. Terminal benefits are detailed in JSP 534.

9054. Valedictory Certificate Process for RNSF

The Valedictory process is to ensure that RNSF personnel receive the appropriate recognition before they leave the Service; this can be found at Annex 90B and its associated Appendix.

ANNEX 90A

PERMANENT CADRE PROFORMA

PERMANENT CADRE PROFORMA (FORMS)

ANNEX 90B

VALEDICTORY PROCESS

1. Eligibility

All personnel within RNSF who complete a minimum of 5 years by their final day of service will receive a form of valediction on retirement. A tiered system reflected in the table below shows the relevant signatory level in relation to the years of service.

Valedictory Certificate	Years of Service	Signatory Level
Standard	5 to under 15 years	Commanding Officer
Bronze	15 to under 25 years	DSF
Silver	25 to under 35 years	2SL
Gold	35 years and above	1SL

2. Non-Eligible Personnel

a. Personnel with less than 5 years' service.

b. Personnel required to leave the Service for disciplinary reasons.

c. In the case of those required to leave for administrative reasons, a decision or recommendation will be made on a case-by-case basis at the discretion of their respective Commanding Officer.

3. Administration

RNSF Profession Administrator is to run a JPA Termination Forecast report as a part of monthly checks in consultation with Unit Adjutants. Those who are eligible for a Standard Valedictory Certificate will have their certificate produced within unit and then signed by the Commanding Officer. The RNSF PM will be responsible for checking and processing individuals who are entitled to a Bronze, Silver, or Gold Valedictory Certificate.

4. Timing

To permit timely staffing, Valedictory Certificates should be prepared no less than six months before the individual is due to leave service. It is essential that Release dates and the reason for leaving are correctly administered onto JPA by the RNSF PM.

5. Full-Time Reserve Service (FTRS)

The principle behind the Valedictory Certificate is to acknowledge Service. RNSF on FTRS contracts will continue to accrue service towards their Valedictory Certificate. Those who seamlessly transfer to FTRS will not receive a Valedictory Certificate when leaving the Regular Service. Those who have a gap in service will continue to accumulate service but may end up with two Valedictory Certificates. These cases will be considered by the RNSF BM.

6. Presentation

Once signed, the Bronze, Silver and Gold Certificates must be despatched to the respective Unit for presentation by the Commanding Officer. All Valedictory Certificates should be presented at an appropriate ceremony, consideration should be given to:

a. The rank/grade of the presenting officer.

b. The use of other formal occasions in which presentations can be made (passing out parades, formal dinners, conferences, clear lower decks, etc).

c. The involvement of family members.

All Valedictory Certificates are to be printed in colour, on quality card.

APPENDIX 1 TO ANNEX 90B

VALEDICTION CERTIFICATE AND CITATION PROFORMA

The Admiralty Board

CERTIFICATE OF VALEDICTION

<<Rank>> <<Name>> - <<Service Number>>

I am charged by the Admiralty Board with conferring to you the gratitude of the Service on the occasion of your release from the Royal Naval Special Forces on the DATE.

You have discharged your responsibilities faithfully over the last XX years and your service to your Sovereign and the Nation is of the highest calling. You have played your part in the safeguarding of the United Kingdom, the Commonwealth and our other allies, providing for the security of those who pass on land and the seas; an integral part of our Nations' Special Forces overarching mission to act as a force for stability and peace around the world.

Having embodied the finest traditions of the Service, you can be immensely proud of your career in Royal Naval Special Forces. I trust that you and your family, without whose support this would not have been possible, will always consider yourselves to be part of the Special Forces family.

ROYAL NAVY

RANK NAME
Commanding Officer
XXXX

1. Citation Proforma

Service Number	
Rank and Full Name (including any middle initials)	
Final day of Service	
Total Length of Service in full years	
Citation of no more than 400 characters (Not 400 words) **See Notes below**	
Current Unit Address and Commanding Officer or Line Managers name	

Notes:

1. Line Managers are requested to read the pre-loaded text on the Gold Certificate, as displayed below, to avoid duplication of words or phrases. The citation is to be written in the same style as the pre-loaded text.

2. Look to highlight State Honours and Awards, for example MSM, MBE or 2* Commendations and above (avoid highlighting OSMs and LS&GC). Any units that can be singled out for praise, enjoyment or high profile.

2. 1. Line Managers are requested to read the pre-loaded text on the Gold Certificate, as displayed below, to avoid duplication of words or phrases. The citation is to be written in the same style as the pre-loaded text.

2. Look to highlight State Honours and Awards, for example MSM, MBE or 2* Commendations and above (avoid highlighting OSMs and LS&GC). Any units that can be singled out for praise, enjoyment or high profile.

Pre-loaded Text on the Gold Certificate

On behalf of His Majesty the King and the Admiralty Board, I would like to record our sincere gratitude for your long service and dedication on the occasion of your retirement from the (Royal Navy/Royal Marine/Royal Naval Reserve/Royal Marines Reserve) on the (DATE).

Your extraordinary dedication to your Sovereign and the Nation through a remarkable (XX) years' service in the (Royal Navy/Royal Marine/Royal Naval Reserve/Royal Marines Reserve) is of the highest order and exemplifies the finest traditions of the service. In responding to the many operational demands you have faced throughout your distinguished career, you have played a significant role in the safeguarding of the United Kingdom, the Commonwealth and our other allies, providing for the security of those who pass on the seas. Your successes are too numerous to record individually, but they have each been due to your infinite professionalism, dedication and loyalty; you should be justifiably proud of your achievements and the legacy you leave behind.

3. Career Precis (as provided by RNSF BMs)

I trust that you and your family, without whose support this would not have been possible and for whose sacrifices we are also grateful, will always consider yourselves to be part of the (Naval/Marines) family. The board joins me in sending you our very best wishes for every happiness and success in the future.