CHAPTER 51

PROFESSION AND SPECIALISATION TRANSFERS

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

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CHAPTER 51

PROFESSIONS, ARMS AND SPECIALISATIONS

SECTION 1

INTRODUCTION

5101. Profession, Arm and Specialisation Transfers

Guidance outlined in this chapter, unless otherwise stated, covers the policy regarding transfer between Professions, Arms and Specialisations for Regular Service (Royal Navy (RN) & Royal Marines (RM) personnel.

5102. Profession Management

Management of these Professions, Arms and Specialisations is conducted by a wide range of authorities. The structure of individual Professions, their sustainability and their population by Naval personnel is part of the Profession Management process, coordinated by Profession Managers. A description of this process and the policies that apply to it is at Chapter 62.

5103. Profession Selection

Personnel join the Royal Navy in an agreed Profession and Arm in the process and principles shown in Chapter 4. Opportunities to transfer between Profession, Arm and Specialisation are based primarily on the Service Requirement. Personnel have the option to apply for transfer between Profession, Arm and Specialisation based on the criteria within this Chapter; the Royal Navy has no obligation to uphold any application. Careful management of an individuals' expectations is a critical element of the process and must not be ignored by key members of the Command Chair and/or the Divisional/Regimental system.

SECTION 2

PROFESSION AND SPECIALISATION TRANSFERS - UNTRAINED STRENGTH

5104. Young Officer Transfers - General

a. Young Officers (YOs) are allocated to Professions on entry to meet the Service requirement and **it should not be assumed** therefore that officers who fail in training or do not wish to continue in their original Profession or specialisation will automatically be accepted into other Professions or specialisation, even if they are strongly recommended for transfer by their Commanding Officer (CO) and/or administrative authority. Due to this Service requirement and recruitment planning, Officers should achieve Trained Strength status before requesting to transfer between Professions and/or Specialisations. Before submitting a request, applicants should ensure the latest RNTM library has been consulted which may detail temporary restrictions or limitations on transfers into certain professions or specialisations.

b. Opportunities for transfer are very limited and all cases are considered on their merits. In reaching a decision, the Officer Training Pipeline Manager (NAVY PEOPLE-TRG TMG HQ UTSPM), the approving authority for Profession/ specialisation transfers of officers under initial training, will consider the workforce position and the recruiting and entry targets, together with the training time in the Professions and/or specialisations concerned. This includes P, O and ATC YOs who fail grading or request to transfer during Phase 1 Initial Officer Training at BRNC Dartmouth. Where required, from an interview with the Naval Advisory Board (NAB) - see Para 5739 - and/or the Career Manager.

c. During counselling, or when forwarding requests to the Officer Terms of Service Manager, authorities should avoid giving a YO the impression that they will automatically be accepted for transfer. A YO who is not recommended should be told so. It is to be made clear to the YO that there is no automatic right to transfer intra or inter-Service, and that the needs of their present Profession are paramount. Officers should be advised that their case is being referred to the Officer Terms of Service Manager for staffing prior to submission to the Officer Training Pipeline Manager.

d. A major factor when considering transfer requests is the number of officers likely to commence Phase 2 professional training in both of the specialisations affected. During the early stages of Initial Naval Training, there is significant risk of being withdrawn from training or back-termed, which introduces a degree of uncertainty into the decision-making process. So that a decision can be based on the best available information, transfer requests may only be submitted by Officer Cadets once they have reached Week 8 of the Marinisation term - requests submitted prior to this point will not be considered.

e. A YO is not to be transferred to a new training pipeline ahead of receipt of formal Headquarters approval and receipt of their signed acceptance of the terms of the transfer determined by the Officer Terms of Service Manager. Only in exceptional cases will the Officer Training Pipeline Manager consider authorising the move of an individual ahead of completion of the formal staffing process.

f. Requests for transfer from YOs under warning will be considered on their merits, however it is not guaranteed that all transfers will be approved.

g. Officers in a reduced medical category will not be considered for a Profession transfer on the untrained strength. For longer term medical downgrades of the untrained strength, profession transfers may be considered subject to the outcome of each trainee's Medical Employment Board (MEB).

h. It should be noted that transfers from the Submarine Service to General Service are very unlikely to be accepted except in extremely exceptional circumstances.

i. UTS Warfare Officers who wish to stream XSM or Hydrography from GSX at any phase of training no longer require the transfer request documentation as detailed below but should instead contact the UTS Pipeline Manager and/or Warfare Officer Professions Manager via email to declare an Expression of Interest.

5105. Young Officer Transfers during Phases 1 (including Aircrew Officers up to Grading) Training - Applications

a. The YO is to complete the Profession transfer application form at Annex 51E and submit this to the Officer Commanding Officer Training (OCOT), along with a supporting letter detailing the following:

(1) The reason why they wish to transfer to the Profession specified.

(2) Why they feel that they are suited to the prospective Profession.

(3) Details of the relevant skills and experience that they would bring to the prospective Profession.

(4) The research that they have undertaken with regard to the prospective Profession.

b. OCOT is to forward the YO's application form and letter, via a covering email, to the Officer Training Pipeline Manager (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM), advising whether or not the application is supported.

c. This process also applies to P and O YOs who fail grading and include ATC YOs who request to transfer during Phase 1 Initial Naval Training (Officer) at BRNC Dartmouth.

5106. Young Officer Transfers during Phases 1 or 2 (Aircrew Officers up to Grading) Training - Approval Process

a. On receipt of the application, the Officer Training Pipeline Manager will check that the individual is eligible to be considered for transfer and make a determination based on the Service need and available training opportunities. They will contact the Officer Terms of Service Manager for advice on any terms of service implications, noting that a seniority adjustment will not be necessary.

b. The Officer Training Pipeline Manager will inform OCOT of their decision by email. If approved, the email is the authority for the applicant to be re-streamed.

5107. Young Officer Transfers during Phase 2 Training - Applications

a. With the exception of Aircrew Officers who have yet to reach the end of their Aircrew Grading (see Para 5105), the YO is to complete the Profession transfer application form at Annex 51E and submit this to their CO, along with a supporting letter detailing as follows:

(1) The reason why they wish to transfer to the Profession specified.

(2) Why they feel that they are suited to the prospective Profession.

(3) Details of the relevant skills and experience that they would bring to the prospective Profession.

(4) The research that they have undertaken with regard to the prospective Profession.

b. The CO is then to write a letter advising whether or not the request is supported and ensure that the following are forwarded to the Officer Training Pipeline Manager by email to NAVY PEOPLE-TRG TMG HQ UTS PM:

(1) YO's application form and letter.

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(2) Copies of any other documentation deemed to be relevant to, or supporting, the application: e.g. a CO's letter from a holdover period.

c. In forwarding recommendations to the Officer Training Pipeline Manager, authorities should consider the performance of the YO and their value to the Service and should take into account the reasons behind any request for transfer. They should satisfy themselves that the YO has had sufficient opportunity to comprehend the work of the preferred Profession or specialisation and, wherever possible, has received appropriate counselling, from officers of both the present and preferred Profession or specialisation, to put them in a position to exercise reasonable judgement. As far as possible, they should set the YO against the average standards of their contemporaries in the Profession or specialisation to which transfer is sought. However, as stated in para 5104, Young Officers (YOs) are allocated to Professions on entry to meet the Service requirement and therefore there is no guarantee that a transfer will be approved, even with CO endorsement.

d. YOs should be advised that their case is being referred to the Officer Training Pipeline Manager.

5108. Young Officer Transfers during Phase 2 Training - Approval Process

a. **Seniority Adjustments (see Para 5111).** When applications are received by the Officer Training Pipeline Manager, the Promotions section will be advised to suspend the YO's seniority pending the outcome of the application. If the individual is unsuccessful in their application, their seniority will be re-instated in full. If the application is successful, a YO may have their seniority adjusted, following which accrual of seniority will resume.

b. **Eligibility.** The Officer Training Pipeline Manager will liaise with the Untrained Strength Career Manager (UTS CM) to ascertain whether an individual is eligible to be considered for a transfer (MedCat, Nationality requirements for Submarines, required qualifications etc). If the individual is ineligible, the CO will be advised and the individual's seniority will be re-instated.

c. **Consideration of Applications.**

(1) **General Applications.** The UTS CM will engage with the Officer Training Pipeline Manager, the approving authority for Profession/specialisation transfers of officers on the untrained strength, and other stakeholders regarding consideration of the application. Opportunities for transfer are limited and all cases are considered on their merits. In reaching a decision, the Officer Training Pipeline Manager will consider the workforce position and the recruiting and entry targets, together with the training time in the Professions and/or specialisations concerned. Where required, a suitability interview will be conducted with the Career Manager or a delegated representative if the YO is unable to attend Navy Command Headquarters. Advice can be sought from the UTS CM.

(2) **FAA Transfer Applications (P to O/ATC, O to ATC).**

(a) During Phase 1 Training and Phase 2 Grading, the Officer Training Pipeline Manager has the overall authority to approve Profession and specialisation transfer requests but, in making a decision, will consult closely with Navy Command Flying Training staff and the FT Naval Aviation Advisor(see Para 5742) regarding a YO's suitability for transfer.

(b) During Phase 2 Professional Training, the authority to approve any transfer application (P to O; P/O to ATC) rests with COMNA and will be administered by FT Naval Aviation Advisor. Information about decisions taken, and the terms and conditions that will apply in the new Profession and/or specialisation if a transfer request is approved, will be formally conveyed to YOs by the Officer Terms of Service Manager.

(c) Transfers from O to P or ATC to P or O are not normally permitted but will be considered where a specific Service need is identified. The Service reserves the right in exceptional circumstances to offer such transfers to student Observers and ATC YOs who have particularly high aptitude scores for both Pilot and Observer and show potential to succeed as Aircrew. In such cases, the YOs will be expected to successfully complete both Pilot and Observer grading (or in the case of ATC YOs whichever specialisation they are considered for) and will then progress along the relevant Flying Training Pipeline. If, at any time up to the successful completion of the required training, they fail to demonstrate the required potential, they will be returned to their core specialisation training pipeline at no penalty. Once they have successfully completed flying training to the required standard, they will be formally transferred to the respective specialisation; any subsequent failure will be treated in the normal manner for their new specialisation. Information about decisions taken, and the terms and conditions of service that will apply in the new Profession and/or specialisation if a transfer request is approved, will be formally conveyed to YOs by letter from the Officer Terms of Service Manager.

(d) Transfer from P, O or ATC to the Aviation Profession (X(AV)) from UTS personnel is no longer a standard route due to the limitation of X(AV) not having a Phase 2 pipeline. However, it may be considered in exceptional circumstances on a case-by-case basis by the SO1 Aviation Professions Manager.

5109. Young Officer Transfers during Phase 2 Training - Notification of Decision

The Officer Terms of Service Manager will advise the YO, by formal letter via their CO, whether or not the application has been successful.

a. **Unsuccessful Applications.** If the application has not been successful, the Officer Terms of Service Manager will advise the Promotions section that the YO's seniority should be re-instated in full. YOs who are unable to continue in their original Profession, specialisation or training pattern due to failure during training, and are not selected for transfer, will be compulsorily withdrawn from training and their commission terminated (see Para 5440).

b. **Successful Applications.** If the application has been successful, a transfer offer letter will detail the revised terms and conditions that will apply on transfer and will include an acceptance pro forma. The YO should complete and return the proforma to the Officer Terms of Service Manager advising whether or not they wish to accept the offer. If the YO accepts the offer, their seniority will be adjusted on transfer to the new Profession in accordance with Para 5111. If the YO decides not to accept the offer, the Promotions Office will re-instate their seniority in full and the individual will remain in their current Profession.

5110. Young Officer Transfers - Timing of Transfers

A YO is not to be transferred to a new training pipeline ahead of receipt of formal Headquarters approval and receipt of their signed acceptance of the terms of the transfer as advised by the Officer Terms of Service Manager in the transfer offer letter. In exceptional cases, however, the Officer Training Pipeline Manager will consider authorising the move of an individual ahead of completion of the formal staffing process. The effective date of transfer will be advised in the transfer offer letter.

5111. Young Officers - Seniority Adjustments on Transfer

The implications for a Young Officer's rank and seniority are as follows:

a. Officers who are given approval to transfer Profession during Phase 1 Training will not lose any seniority as, for the majority, promotion from Midshipman to Sub Lieutenant is based on time served rather than seniority accrued.

b. If an officer applies for a transfer to a new Profession and/or specialisation whilst undertaking Phase 2 Training on the Untrained Strength, their seniority will be suspended until the transfer request has been considered. As such, an officer's imminent promotion to the rank of Lieutenant RN or Captain RM may be deferred. If the transfer request is declined, an officer's seniority will be reinstated in full and they will continue in their current Profession. If the request is upheld, however, an officer may have their seniority adjusted (see sub para c), following which accrual of seniority will resume.

c. Wherever possible, individuals should not be able to gain an advantage over their peers in the Profession and/or specialisation into which they are transferring. As a result, officers who are selected for a transfer will have their seniority in their current rank adjusted to reflect the total time spent undertaking Phase 2 Training that is not deemed to be relevant to the new Profession and/or specialisation. Officers will be able to retain seniority accrued during periods of training inactivity e.g. as a result of Service reasons (including holdovers) or non-Service reasons outwith their control (including medical or compassionate reasons). Advice on the relevance of training (and hence any seniority adjustment) will be provided by DDPD Untrained Strength Career Manager as part of the overall consideration of the Profession transfer request within the Navy Command Headquarters and will be shown in the offer letter sent to officers for their agreement. If the proposed seniority adjustment is greater than an officer's current seniority as a Sub Lieutenant or Lieutenant, their seniority in the rank will be reset to zero on the date of transfer. It should be noted that, whilst an officer can lose seniority in their current rank as a result of a successful transfer request, they cannot be reduced in rank.

d. The seniority of an officer transferring from or to a Profession where seniority is granted for a degree or relevant civilian experience (or both) may be adjusted by more than one year.

5112. Rating Transfers - General

a. The Untrained Strength (UTS) Profession transfer process is controlled by the Officer Training Pipeline Manager (see Points of Contact) and applies only to ratings who have not previously joined the Trained Strength. All requests will be considered on a case-by-case basis; responsibility for approval or refusal of requests lies with the Ratings Training Pipeline Manager.

b. Ratings have no right to transfer Profession or specialisation whilst on the UTS and, on joining, they sign MOD Form S3049 to this effect. A rating who is not content with their current Profession or is failing academically may request a Profession transfer through their Divisional Officer. Any request for transfer should be made by email to the UTS Ratings Training Pipeline Manager (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM); all requests will be considered on a case-by-case basis. Should any UTS rating be offered a transfer and subsequently fail in the new Profession, there is no right of transfer back to the original Profession or specialisation. If a Profession transfer is offered but refused, or if none is available, then the rating should be considered for DUDT (Contributory) – see Para 5446 b (4) (c)a. The failure from course would be categorised as follows:

(1) **Aptitude.** A failure to perform to the required standards as laid down by the Profession Managers, ARFSD RPS or TPS. Not necessarily an academic failure, but the incorrect approach or an attempt to circumvent training as mandated.

(2) **Commitment.** This will include the attitudinal TPS, i.e. the rating must display the correct attitude to training, both physically and mentally, which includes their acceptance of the need to maintain the physical fitness required for training.

c. **Ratings who are:**

(1) Downgraded Permanently Medically Unfit (PMU) for training in their specific Profession; or

(2) Downgraded Temporarily Medical Unfit (TMU) for a period of three months, with an expectation of a further downgrade for a 3-month period; or

(3) Downgraded TMU for a period totalling more than six months, may request or be offered the option of transfer where possible to a suitable Profession. If the trainee declines the offered Profession transfer, then they should be DUDT (Contributory). Where a rating is unable to complete their Profession training or their Task Book because of restrictions imposed by a medical condition, of 12 months duration or more, they will be referred to a RNMBoS. This reference should be used for RNMBOS referrals in accordance with BRd 1991 Para 0804b.

5113. Rating Transfers - Submarines to General Service

Transfer requests from those recruited directly into the SM arm are normally only granted for medical reasons since SM recruits do not have the right to transfer to GS and any transfer is made in accordance with the needs of the Service. Ratings who are declared medically unfit for SM are to be dealt with as follows:

a. **PMU.** Wherever possible, all ratings are to be offered a transfer to their requested Profession. If the rating refuses the option to transfer, they are to be discharged or, if within their first six months' service, may exercise discharge as of right (in accordance with Para 5403).

b. **TMU for more than Three Months.** Ratings are to be offered the option of transfer to the GS affiliated Profession. If an individual accepts this option and is subsequently declared fit for SM, they are to be transferred back to SM. Approval to remain in the SM pipeline after being TMU for six months (including cumulative) may be given, exceptionally, by the specialisation Profession Manager.

5114. Rating Transfers - Divers

The full procedure at Para 5109 to transfer into the Diver profession is contained at Para 7803.

5115. Rating Transfers - General Service to Submarines

a. **Liability for Service in Submarines.** All individuals who are recruited as GS ratings are liable for service in submarines (SM service) and acknowledge such on Form S3049, which they sign when they enlist in the Service. Vacancies will be filled by volunteers, if available, subject to the conditions and eligibility criteria in Para 5127 sub para b and provided there is a requirement for a rating of equivalent rate and category in the SM service. Ratings will generally join whilst in the lowest rate of each category.

b. **Volunteers.** Volunteer applications from ratings who wish to transfer to SM service during their initial training are always to be given favourable consideration. The following guidance should be adopted:

(1) All applications should be discussed with the UTS Ratings Pipeline Manager (NAVY PEOPLE-TRG TMG HQ UTSPM) who can advise on the availability of SM Professions and entry criteria.

(2) Prior to any transfer being approved, it is strongly advised that the rating concerned is sent to the RNSMS for briefings.

(3) Ensure that the SP does not have any nationality restrictions preventing them from transferring to the submarine service.

5116. Rating Transfer Requests

a. All Profession and/or specialisation transfer requests from ratings on the UTS should be addressed to the UTS Ratings Pipeline Manager (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM) by Divisional Officers (DOs). Telephone enquiries are acceptable but all formal transfer requests must be made by e-mail (NAVY PEOPLE-TRG TMG HQ UTSPM) and should include the following:

(1) Rating's name, Service Number, Profession and Defence Aptitude Assessment (DAA) score.

(2) The Profession to which the individual wishes to transfer.

(3) Reason for the transfer request.

(4) DO's recommendation.

(5) Any disciplinary or medical issues.

b. Careful consideration will be given to the workforce situation in the exporting and importing Profession specialisations and to the rating's suitability for transfer (e.g. DAA score, eyesight, hearing, colour perception and nationality).

5117. Ratings - Failure in Training

Where a transfer request is submitted because a rating has failed to demonstrate the ability to complete training in their current Profession, Professions and/or specialisations which require a lower DAA qualifying score will normally only be offered.

5118. Ratings - Agreement to Transfer

Ratings may only be transferred from one Profession and/or specialisation to another if they agree to the transfer. In the case of ratings under the age of 18, parents/guardians should be consulted (subject to permission being given by the rating concerned).

5119. RM Other Rank Transfers

RM Other Ranks do not specialise until they join the Trained Strength; as such, there is no provision for them to transfer while they are under initial training.

SECTION 3

PROFESSION AND SPECIALISATION TRANSFERS - TRAINED STRENGTH

5120. Officer Transfers - General

a. Profession transfers are not encouraged but are permissible provided they are in the best interests of both the Service and the individual; **the priority will be to best meet the Service requirement**. Officers may also have to satisfy the nationality requirement of the receiving Profession/specialisation, which may differ from their source Profession/specialisation, and be required to successfully undertake a disclosure check prior to transfer.

b. Transfers of specialisation or between arms within a Profession may also be allowed, subject to the best interests of the Service.

c. Consideration may be given to assigning an applicant to one job in the new Profession or specialisation prior to the transfer being approved and the necessary cross-training package implemented.

d. Transfers may result in a loss of seniority and an additional Return of Service (ROS) being incurred, dependent upon the training undertaken.

e. Each case is considered on its merits and, if the transfer is approved, officers are subject to the assignment, training and promotion rules of the new Profession or specialisation. The following principles are adhered to in the consideration of requests:

(1) The transferee must not gain advantage over a comparable officer of the new Profession.

(2) Transfer must not be seen as a means of gaining additional seniority and, consequently, earlier promotion when compared with those officers in the new Profession who entered the RN at the same time as the transferee.

(3) The transferee should not be at a disadvantage in comparison with an officer who retires and then immediately re-enters in a different Profession.

f. **Commission.** If an insufficient ROS remains after training, then consideration will be given to either waiving a break point option or transferring the officer to a Career Commission stage (CCS). Those Direct Graduate Entry (DGE) officers on a CCS or Full Commission Stage (or equivalent) should maintain their current commission and start date. It is not envisaged that former Special Duties (SD) or Senior Upper Yardman (SUY) officers would be accepted for transfer to the Engineering Profession; however, should a former SD/SUY officer possess an acceptable degree, consideration will be given to entering them as a DGE based on their original commissioning date.

g. **Seniority.** Seniority credits will be assessed by adding the credits calculated under the following three headings:

(1) **Time.** The time between entry and transfer should normally count as a seniority credit, except for the time spent as a result of back classing or repeating professional course as a result of a failure.

(2) **Credits.** Any seniority credits the officer may have received from Naval General or Fleet Training.

(3) **Engineer Officers - Pre-Joining Training.** The officer's seniority is assessed as though they were entering the RN on the date of transfer, based on the current entry regulation for Engineer Officers. This method of calculation will therefore take into account credits appropriate to an Engineer Officer for their degree, and any professional experience obtained after the degree prior to entry into RN.

5121. Officer Transfers - Applications

a. Individuals are to complete the Profession transfer request form at Annex 51G and submit this to their Commanding Officer, along with a supporting letter detailing:

(1) The reason why they wish to transfer to the Profession specified.

(2) Why they feel that they are suited to the prospective Profession.

(3) The relevant skills and experience that they would bring to the prospective Profession.

(4) The research that they have undertaken with regard to the prospective Profession.

b. The CO is then to write a letter advising whether or not the request is supported and ensure that the following are forwarded to the Officer Terms of Service Manager:

(1) The officer's application form and letter.

(2) An up-to-date Appraisal Report (covering the Profession transfer request (occasion 'Special')) signed and dated by the officer, 1RO and 2RO (the 2RO must state they support the request as a minimum).

(3) Copies of any other documentation deemed to be relevant to, or supporting, the application.

c. **Flexible Service.** Officers are not permitted to transfer to a new Profession whilst undertaking a period of FS. Any agreement would need to be terminated prior to transfer and re-applied for once the individual has transferred to the new Profession; there is no guarantee that a new period (of FS) would be approved at that point.

5122. Officer Transfers - Headquarters Staffing

On receiving the Profession transfer application, the Officer Terms of Service Manager will engage with the appropriate Career Manager who, in turn, will consult relevant stakeholders in the Navy Command Headquarters about the merits of the request, determining the individual's eligibility (e.g. Med Cat, nationality, RNFT status) and considering the new terms and conditions of service that will apply if a transfer is agreed (e.g. training requirement, return of service, seniority etc). A final decision will be sent by letter to the individual's Commanding Officer at the earliest opportunity and, if the request is approved, will include a revised set of terms and conditions for the officer's agreement.

5123. Officers - GS Warfare Officers

The mainstream route for General Service (GS) Warfare officers is to qualify as Principal Warfare Officers (PWO). The majority of GS Warfare Profession officers are required to specialise before the PWO route; this sub-specialisation occurs either on joining the Trained Strength on completion of Initial Warfare Officers Continuation (IWOC) or following First Complement Assignment (FCA). Each year, the numbers joining the trained strength and completing FCA together with the requirement, strengths and training pipeline capacity of each Warfare Profession specialisation determine the numbers required. The 'Allocation to Specialisation' numbers required in each specialisation are determined by Dir P&T N5 staff. Career Management authorities are responsible for allocating individual officers to each sub-specialisation to meet the numerical target. For XSM Officers, the mainstream route is towards PWO(SM) and completion of Submarine Command Course.

a. **Sub-specialisations.** The GS Warfare Profession sub-specialisations are as follows:

(1) **PWO.** Progress towards as a PWO is the mainstream route followed by all GS Warfare officers from joining the Service. This is typically achieved after specialising via some of the careers below and enables the route to Command.

(2) **Hydrography (H).** Officers are no longer directly recruited but specialise after completing IWOC or an FCA. Expressions of interest in specialising H are advised to the Warfare Professions Manager. Depending on levels of inflow against the Needs of the Service, there may be a requirement for compulsory streaming from GSX to the H specialisation. Officers specialise as H, rather than transfer.

(3) **Fighter Controller (FC).** Officers are selected either post-IWOC or post-FCA and need to pass an Aptitude Test.

(4) **Mine Clearance Diving and Mine Warfare Officer (MCD/MW).** Officers are selected post-FCA and once Bridge Watchkeeper Qualified. MCD officers will need to have passed both an Aptitude Test and a Diving Medical.

(5) **Fleet Air Arm (FAA) - Aviation.** Officers are only selected post-FCA and once Bridge Watchkeeper Qualified. For details, see Para 5125.

(6) **Submarine (SM).** Officers are recruited directly and/or streamed during Phase 1 training. In extremis, there may be a requirement to stream XSM Officers from GSX during Phase 2 to meet workforce requirements.

(7) **Intelligence (Int).** Officers are streamed during Phase 1 training.

(8) **Navigation (Nav).** Officers are selected either post IWOC or FCA.

(9) **IW METOC.** Officers are selected via Direct Entry and limited opportunities exist for In Service Commission candidates or GTS Officers.

b. **Criteria for Selection of Sub-specialisation.** Individuals are nominated for each specialisation by a Board consisting of at least two Career Managers. Individual officers will be allocated to specialisations according to the following criteria:

(1) **The Service Requirement.** The number required by each Warfare Profession specialisation and the best interests of the Service.

(2) **Aptitude.** Where appropriate, individuals have to pass an aptitude test to become eligible for particular specialisations.

(3) **Age and Medical.** There may be age constraints where it is necessary for the Service to gain an adequate return on training investment. Similarly, some specialisations set more stringent medical standards than GS.

(4) **Recommendations.** Recommendations from Reporting Officers.

(5) **Spread of Talent.** In the best interests of the Service, a spread of talent should be achieved to ensure that particular specialisations do not receive a high proportion of either strong or weak individuals.

(6) **Preference of the Individual.** Individuals should clearly advise of their specialisation preferences either through their CO and the reporting process or direct to their Career Manager.

c. **Specialisation within FAA.** See Para 5125.

d. **Transfer to SM (War).** All UK national, RN officers are liable for service in submarines. Volunteers will fill vacancies but, where necessary, any shortfalls will be filled by suitably qualified officers selected during a suitable time in Phase 1 training. The minimum period of an officer's submarine service will be the completion of their first career assignment post Submarine Officers Training Course and successful completion of 'n' Course. Any officer who does not wish for further service in submarines should apply in writing to NAVY PEOPLE-CM OF WAR SM SO2 to transfer back to GS. Each application will be assessed against the needs of the Service and successful applicants will be transferred to NAVY PEOPLE-CM OF WAR JO SO2.

5124. Officers - GS to SM Transfers

a. **SM Liability.** All UK national, RN officers are liable for service in submarines. Volunteers will fill vacancies but, where necessary, any shortfalls will be filled by suitably qualified officers selected during time at BRNC/RAL. If XSM vacancies are required to be filled in future, this will be completed within Phase 1 training as part of Recruit by Profession.

b. **Return to General Service.** If an Officer is compulsorily streamed to the Submarine Service, i.e. they have not volunteered to transfer, an application may be made to transfer to the equivalent GS Profession at a suitable point in their career. These points are defined as:

(1) **Warfare Officers.** On completion of their first complement assignment as a Junior Warfare Officer post Submarine Officers Training Course and following successful completion of Preliminary Navigating Officers (PNO) Course. In this case an application is to be made to NAVY PEOPLE-CM OF WAR SM SO2. Each application will be assessed against the needs of the service.

(2) **Engineering Officers.** On completion of their complement AMEO or WE Section Officer Assignment (as applicable) or after 5 years since qualifying as a submariner, whichever is the later.

(3) **Logistics Officers.** On completion of their first complement submarine assignment following OTC/NGC training. The LO will remain in the wider Logistics Officers workforce plot, but as an L(SM) will be considered for assignment into roles related to SM service up to and including the rank of OF4.

(4) **Medical Officers.** On completion of their first complement GDMO assignment.

c. It should be noted that transfer to the GS is likely to require an element of re-training, particularly in the Engineering Professions. When an application is submitted a detailed bespoke re-training plan will be developed based on the individual’s previous experience and qualifications and parity to the equivalent GS Profession.

5125. Officers - Warfare, Air Engineer and RM - Transfer to Flying Duties

There are opportunities for Warfare, Air Engineer and RM officers to undergo flying training. Selection for flying training involves a transfer of specialisation under the general rules in Para 5120. Applications will be considered in the light of service requirements and the numbers of transfers will be strictly limited.

a. **Warfare Officers.** Opportunities exist for a very small number of GSX Warfare Profession officers, other than direct entry Fleet Air Arm (FAA), to undergo flying training and specialise as Pilot, Observer or ATC officer. The rationale for this is that, whilst the vast majority of the FAA officer requirement is met by direct recruitment, the FAA does benefit from a few GS officers with a Bridge Warfare Qualification (BWQ) specialising in aviation following their FCA (the GSX/FAA/PWO Stream). The cross-pollination that GSX bring to FAA is of considerable benefit as it enlightens those who are less familiar with GS practices; GSX/FAA/PWO Stream officers then return to GS with FAA expertise. Applications will be considered in the light of Service requirements and the numbers of such transfers will be strictly limited. Such officers 'specialise FAA' rather than 'transfer' and will be expected to specialise as PWOs later in their careers and to conduct at least two PWO tours.

(1) **Implications.** The drawback of the above is that these officers take up valuable training positions to gain their Navigation Watch-keeping Certificate (NWC) and BWQ but do not subsequently fill watch-keeping positions. They are also required to fill PWO assignments so there is little time for them to get the most out of their FAA training before commencing PWO training. As it takes four years to be fully trained as a GSX officer and then tested in a complement assignment; a future return on this four-year investment is required. Post-FCA, any officer selected for FAA specialisation will then have to complete on average four years flying/ATC training prior to FAA employment and returning to the GS Arm for PWO training. To ensure that the FAA has a return on this substantial flying training investment, the GSX/FAA/PWO stream should conduct a minimum of two flying tours post flying training. This ensures adequate aviation experience and credibility when competing for senior FAA Executive assignments post-PWO tours.

(2) **Eligibility.** Officers may apply for flying duty specialisation at any time after completion of the IWOC, provided that – in order to avoid undue career compression - they are able to commence flying training before their 27th birthday (exceptionally, an age waiver may be granted as agreed by the XAV Professions Manager). Officers will not be allowed to start flying training until they have obtained their NWC and BWQ; they must be volunteers, and recommended for transfer to a CCS. Exceptional cases may be forwarded to Navy Command/Cdr Aviation Training for consideration, however, it is stressed that such applications must be particularly merit-worthy and that particular circumstances are deemed to apply. Career Managers will ensure that all GSX officers specialising within the FAA are given explicit briefing on career patterns and Service expectations, including PWO.

(3) **Application and Selection.** The procedure for application and selection is as follows:

(a) RN officers who meet the conditions laid down in Para 5125a sub para (2) should submit their applications in writing to their CO.

(b) COs recommending candidates for transfer will arrange for them to attend RAF Cranwell for Aircrew/ATC Aptitude Tests through the Aviation Pipeline Manager (NAVY PEOPLE-TMG FT PIPELINE MGR) and, for those who are successful, examination by the Aviation Medicine Division (AvMed), Institute of Naval Medicine (INM), to determine their fitness for flying/controlling duties. Arrangements for these tests should be made as follows, quoting availability and whether or not accommodation is required:

(1) Aircrew/ATC Aptitude Tests - CAIB)
) Copy NPT(X)
(2) Aircrew Medical/ATC – Av Med)

(c) On successful completion of these tests, COs should forward applications to the Assistant Chief of Naval Staff (Personnel)/Naval Secretary, together with their recommendations and a special Appraisal Report.

(d) Those applicants who pass both Aptitude Test and Initial Flying Medical at the Aviation Medicine Division, INM will be considered by the AIB and may be provisionally selected for either Observer or Pilot training, dependent upon their aptitude and the requirements of the Service. Once provisionally selected, officers will be required to take and pass the appropriate Pilot or Observer grading course (20 weeks and 2 weeks respectively) before becoming eligible for flying training. Officers are to arrange grading through Navy Command NAvn Cdr Aviation Training and the Aviation Pipeline Manager (NAVY PEOPLE-TMG FT PIPELINE MGR). It should be noted that officers selected for Observer duties may not subsequently transfer to Pilot duties and those selected for ATC may not subsequently transfer to Observer or Pilot duties.

(e) Successful candidates for Profession transfer to flying duties will be moved to Aircrew Professional Pay (APP) (as per JSP 754) on day 1 of Flying Training Ground School.

(4) **Commission.** Officers who specialise in flying duties will remain on their existing commission unless selected for a longer commission in the normal course. It should be clearly understood that, on successful completion of Operational Conversion Unit (OCU), those officers who are unable to complete the designated ROS within their current commission will have that commission automatically extended to fulfil the required period of service. Officers transferring to the Aircrew specialisation who are unable to complete either flying training, including OCU, within their Initial Commission Stage or the appropriate ROS, will be required to apply and be selected for transfer to a Career Commission Stage (CCS). The rules on commissions for Warfare officers who undertake Fast Jet pilot training or who transfer to ATC are at Para 4916 sub para c and Para 4916 sub para g respectively.

(5) **ROS.** Details of the ROS required of Warfare officers, including details of flying/ATC training, are shown in Annex 53C. Officers who transfer to flying duties are liable for the Initial Flying Training ROS.

(6) **Failure.** Officers who fail or voluntarily withdraw from flying/ATC training having transferred from X(GS) will normally be required to revert to mainstream GS Warfare Officer duties on their IC or CC and complete any outstanding ROS liability from their Warfare training in the X Profession. Time spent in flying training will not count towards this ROS. Personnel will no longer be entitled to APP and will therefore revert to Main Pay.

b. **RM Officers.** RM officers may apply for transfer to Pilot flying training following successful completion of initial training provided they are under the age of 26 when the application is submitted, and they will not be more than 27 years of age at the start of flying training. RM officers who wish to specialise as a pilot should apply through OCM RM. RM officers are not eligible to be considered for Observer duties.

(1) **Training.** RM officers will follow the same initial procedure as their RN counterparts, as detailed in Para 5125a(3)). On successful completion of their medical and aptitude tests, they will attend 20 weeks' Flying Grading whilst being held by their parent unit, before being selected (subject to requirement and suitability) for flying training. OCM RM is to be kept informed of their passage through the initial training pipeline. RM will continue to support Fast Jet pilot requirement when suitable candidates are identified. Successful candidates for Profession transfer to flying duties will be moved to Aircrew Professional Pay (APP) (as per JSP 754) on day 1 of Flying Training Ground School.

(2) **Commission.** The rules on commissions for RM officers who undertake pilot training are at Para 4916 sub para e.

(3) **Failure.** RM officers who fail or voluntarily withdraw from flying training will normally be required to revert to GS duties and complete any outstanding ROS liability from any previous training. The ROS for RM flying training is detailed in Annex 53C. Personnel will no longer be entitled to APP and will therefore revert to Main Pay.

c. **Air Engineer (AE) Officers.** AE officers normally apply to be considered for Pilot flying training for ultimate employment in the Test Pilot cadre during their SEMC and will need to be less than 27 years of age at the start of flying training. They must be volunteers and recommended for transfer to a CCS. They will not normally be allowed to start flying training until they have obtained their Certificate of Competence. A very small number of AE officers may be selected for training as Observers to fulfil Maintenance Test Observer billets. Successful candidates for subspecialisation in flying duties will be moved to Aircrew Professional Pay (APP) (as per JSP 754) on day 1 of Flying Training Ground School. Personnel who fail to meet the required standard or withdraw themselves from training, will no longer be entitled to APP and will therefore revert to Main Pay.

5126. Ratings - Profession Transfer and Sideways Entry - General

POC: NAVY PEOPLE-CM COMD POLICY SO2C

a. **Definitions.** Transfer to a specialisation where there is normally no direct entry from basic training is known as Sideways Entry to that specialisation whereas transfer to a specialisation or Profession where there is a direct entry from basic training is known as a Profession transfer. However, there are also specialisations that are open to both direct and sideways entry such as Naval Nurse (NN), RN Police (RNP), Aircrewman (ACMN), Diver (D), Aircraft Controller (AC), Physical Trainer (PT) Medical and Dental Servicing Support (MDSS) and Medical Technician (MT). A summary of Sideways Entry specialisations is at Annex 51A.

b. **Requests.** Applications to transfer from one Profession and/or specialisation to another by ratings who have completed their initial training (see Para 5302) and joined the trained strength should be made as follows:

(1) **Ratings.**

(a) **Applications for approval to arrange/attend Aptitude/ Assessment/FATS. (RNP/PT/ACMN/AC/DIVER)** Applications for approval to arrange/attend Aptitude/Assessment/FATS (Annex 51B), are to be made by the applicants Divisional Officer by email to NAVY PEOPLE-CM MAILBOX. Minimum Information required on the email:

i. Service Number.

ii. Full Name.

iii. Current Rank and Spec.

iv. Spec applying to transfer to.

v. SP in Date Physical Employment Standard (PES).

vi. Applicants JMES.

(b) Before applying, the applicants DO is to ensure the applicant meets all criteria required to attend the respective Aptitude/Assessment/FATS (using JPA). Some common omissions/errors in criteria are:

i. JMES (not being MFD).

ii. No positive recommendation for promotion in latest SJAR.

iii. Not educationally qualified.

iv. No full civilian driving license recorded on JPA.

v. Out of date Physical Employment Standard (PES).

(c) On receipt, the request will be logged and forwarded to the WO CM for the cadre to which the SP has requested to join. They will use JPA to check that the applicant does meet the criteria to attend Aptitude/Assessment/FATS.

(d) Staffing of applications to arrange/attend Aptitude /Assessment /FATS will ordinarily take no longer than 10 working days (around leave periods).

(e) **Applications for full clearance. (NN/MT/MDSS/Exec/CT/INT/NS FPS/CYBER/Other Specialisations).** Applications for full clearance post successful Aptitude/Assessment/FATS or for specs that DO NOT require an aptitude/Assessment/FATS are to be made by the applicants Divisional Officer by email to NAVY PEOPLE-CM MAILBOX (See Annex 51C). Minimum Information required on the email:

i. Service Number.

ii. Full Name.

iii. Current Rank and Spec.

iv. Spec applying to transfer to.

v. SP in Date Physical Employment Standard (PES).

vi. Applicants JMES.

vii. Date applicant passed Aptitude/Assessment/FATS (if required).

viii. NVQ Level 3 and above, certification in engineering (electronic) (MDSS Only)

(f) Staffing of applications for full clearance will ordinarily take no longer than 28 working days (around leave periods and availability of the relevant Career and Profession Managers).

Notes:

1. Applications by Other Ranks to transfer to the Aircrewman specialisations are to be made in accordance with Para 5126 sub para b. (1).

2. Applications by those of the former RM K Specialisation, currently managed by RN Logistics Profession, to transfer to the RN Catering Services Specialisation, are to be made in accordance with Para 5126 sub para b. (1).

c. **Conditions.** Transfer applications should be considered only if the following conditions have been fulfilled:

(1) The applicant is recommended, possesses the necessary aptitude (including Defence Aptitude Assessment (DAA) score, which will be established by the relevant WO CM through liaison with the RAL Training Pipeline Manager) and is eligible (including nationality criteria) to join the new Profession and/or specialisation and has passed the respective Aptitude/Assessment/FATS if required. Requests for transfers to sideways entry specialisations should not be accepted until it has been established that the applicant is eligible to do so in accordance with the requirements listed in the individual Profession chapters of Part 8 (Promotions).

(2) Ratings must be medically fit and deployable for the Profession into which they wish to transfer (normally MFD A4/L1/M1/E1) and be in date for the Royal Naval Physical Employment Standard (PES). RM Other Ranks must meet the physical standards applicable to their chosen specialisation. Individuals who are pregnant (E6) should be considered on their JMES medical category immediately before confirmation of pregnancy and any potential transfer carry the caveat that PES should be passed within three months of returning to work.

(3) Ratings without a sea service liability must become volunteers for sea service.

(4) Transfers may result in a loss of seniority and an additional Return of Service (ROS) being incurred, dependent upon the training undertaken in accordance with Para 5303.

d. **Decision.** As acknowledged by ratings and other ranks on Form S3049 on enlisting in the Service, Profession transfers are not a right. On receipt of a transfer request, Career Managers (in conjunction with Profession Managers) will take into consideration the current and future status of the donor and receiving Professions. In cases where there may be competing requirements (e.g. both Professions are in significant shortage), the final decision will rest with Ratings Strategic Workforce Planners in consultation with Hd N5. From receipt of application, DDPD aims to respond to applications to arrange/attend Aptitude/Assessment/FATS within 10 working days and to applications for full clearance within 28 working days (around leave periods and Career/Profession Manager availability).

(1) Decisions on transfer clearance are released by email from the relevant Career Manager, one for applications to attend Aptitude/Assessment/FATS/selection boards/interviews and the other for Profession Transfer applications.

(2) The Email will include contacts for lead schools to arrange Aptitude/Assessment/FATS and for full clearance will as far as possible, include course dates for those who have been approved to Profession transfer, assignment action for these courses being taken by HMS RALEIGH (usually 6-8 weeks prior to commencement of course); ratings are advised to check that an Assignment Order has been received. Those who have been approved to transfer to a sideways entry specialisation will be assigned to aptitude assessment/courses by Career Managers/Lead Schools.

(3) Clearance, if approved, is valid for two years. This period allows time for the applicant to attend any aptitude tests or acquaints and also gives appropriate time for assignment notice.

(4) If transfer clearance is refused, a reason and any recommendation will be stated in the email.

e. **Refusal.** Common reasons for refusal of transfer clearance include the following:

(1) The donor specialisation is in, or forecast to be in, deficit; any further outflow of personnel will only exacerbate the situation.

(2) The receiving specialisation is in, or forecast to be in, balance/overborne or there are no spaces available on Phase 2 courses for the foreseeable future.

(3) The applicant does not qualify in accordance with Para 5126 sub para c.

f. **Consultation.** For ratings under the age of 18, parents/guardians should be consulted after approval has been given, but before the transfer is completed (subject to permission being given by the rating concerned.

g. **Disclosure Check Vetting.** Under the provisions of the Criminal Justice and Court Services Act 2001 Working with Children and Vulnerable Adults, individuals seeking transfer to Medical, Dental, Nursing, Service Police and Physical Training specialisations will be subject to Disclosure Check vetting undertaken by the Disclosure Barring Service. Where required, request for Disclosure Check Vetting is to be initiated by the SP current Career Manager.

h. The procedure for transfer to the Medical Assistant Profession may be found at Annex 51D.

i. **Flexible Service (FS).** Ratings cannot transfer to a new Profession whilst employed on FS terms; any transfer would be delayed until completion of the declared period unless they terminate their FS agreement.

5127. Rating Transfers - General Service to Submarines

POC: Navy People-WFPM WESM PMSO2

a. **Liability for Service in Submarines.** All individuals who are recruited as GS ratings are liable for service in submarines (SM service) and acknowledge such on Form S3049, which they sign when they enlist in the Service. Vacancies will be filled by volunteers, if available, subject to the conditions in Para 5127 sub para b and provided there is a requirement for a rating of equivalent rate and category in the SM service. Ratings will generally join whilst in the lowest rate of each category.

b. **Eligibility.** To be eligible for SM service, ratings must satisfy the following criteria:

(1) **Engagement.** Ratings will normally be assigned to submarines only if they have at least three years to serve.

(2) **Medical.** Ratings must be declared medically fit for service in submarines.

(3) **Nationality.** Ratings must be UK nationals (but can hold dual nationality where the other nationality does not appear on the US State Department Policies Embargoes List). Personnel serving in the Strategic Weapons Systems specialisation must be sole UK nationals.

c. **Volunteers.** Eligible ratings may volunteer at any point of their career (subject to Para 5127 sub para b).

(1) A rating who wishes to volunteer for SM service must submit a Profession transfer request in accordance with Para 5116.

(2) Any changes in the medical fitness of a rating who has already received workforce clearance for SM service, which may render them ineligible for such service, are to be reported immediately to the WO CM for the relevant SM cadre.

(3) As a volunteer for SM service, a rating will remain in such service until any one of the following factors applies:

(a) Their ES2/FC/OE ends and is not extended.

(b) They are no longer medically fit for SM service.

(c) They are no longer suitable for SM service.

(d) They are advanced to a rate in their specialisation for which there is no requirement in the SM service.

(e) A Profession transfer request in accordance with Para 5116 is approved.

(4) **Non-volunteers.** Ratings who are compulsorily streamed to submarines will be able to apply for transfer to the equivalent Profession within General Service after a minimum period of service in Submarines. This period is defined as 5 years from the point of initial submarine qualification. Provided the minimum period of service has been completed, an application will follow the normal procedure defined within existing policy for trained strength transfers but will be automatically approved by Profession Managers unless exceptional extenuating circumstances exist. NAVY PEOPLE-WFPM Head will be the final arbiter in the event of transfer being refused for service reasons. Execution of the transfer will normally be aligned with the completion of the individual's current assignment and to enter any relevant training pipeline.

(5) Submariners who are awarded an ES3 whilst in the SM Service are selected for such an engagement specifically to meet the needs of the SM Service. Individuals who leave for the reasons in Para 5127c sub para (3) do not automatically transfer their ES3 in conjunction with a transfer to GS. They will normally revert to their original Termination Date or be offered an alternative ES3 that meets the needs of the receiving specialisation as determined by the appropriate Profession Manager.

5128. Rating Transfers between Specialisations

a. **Counting of Time.** Normally, when ratings transfer from one specialisation to another, time in their previous specialisation is not counted for promotion or advancement purposes in the specialisation to which they transfer. For the purpose of applying the instructions of this paragraph, any change in Profession, specialisation or sub specialisation is regarded as a transfer in specialisation. Precise rules for the calculation of seniority in the new specialisation for ratings who transfer at their own request are as follows:

(1) **AB2.** Transfer will be at AB2 level with existing seniority. AB2s who become due and are qualified for advancement to AB1 in their former specialisation whilst undergoing conversion training are to be stood over and, subject to successful completion of training, are to be advanced as follows:

(a) Ratings transferring to specialisations where successful completion of Part 2/3 Training is the only professional qualification for award of AB1 - to be rated AB1 on completion of course, with pay from that date and with seniority antedated to the date they became due by service.

(b) Ratings transferring to specialisations where qualifications, additional to completion of Part II/III training, are required for advancement to AB1 - to be rated AB1, on an acting basis, on completion of course, with pay from that date and seniority ante-dated to the date they became due by service. They are then to be confirmed as an AB1 on attaining the necessary professional qualifications for the rate.

(2) **AB1 and Above.** Transfer to be at a rate and seniority that is determined by the Profession Manager of the receiving specialisation. Usually, this should be in line with those non-transferees on the same course; however, where there is a clear Service reason for this to be different then, on a case by case basis, consideration of which should include but not be limited to demand for personnel in that specialisation, the training required to provide the transferee with the appropriate qualifications or experience and the consequential effect on other ratings' promotion prospects, the rate on transfer may be higher. The rate in new specialisation should be no higher, and the seniority no earlier, than that held immediately prior to transfer, and the rate should be held on an acting basis from the date of transfer (see Para 5128 sub para b below). Confirmation in the rate will be attained on successful completion of any necessary transfer training, successful completion of Task Book (if applicable) and completion of sea-time qualifications in the new specialisation (if applicable). In each case, the new rate and seniority is to be confirmed with DDPD and Profession Managers are to set out the agreed terms and conditions associated with each transfer in a letter to the Service person[1]. In order to reduce the incidence of subsequent misunderstanding, and to simplify the course of any retrospective investigation, Career Managers are also to retain comprehensive records which accurately document these terms and conditions.

[1] In all cases JSP 754 Ch 2 Sect 11 has primacy, including the future treatment of pay when discretion has been applied on transfer.

b. **Taking Effect.** Except for 'sideways entry' specialisations and the other exceptions in Para 5128 sub para c, transfers are to be effected immediately the rating commences training for the new specialisation and should not be delayed pending successful completion of course. See Para 5128c sub para (4) for action necessary following failure on course.

c. **Special Cases.** For ratings who transfer for one of the following reasons, special rules apply, as follows:

(1) On Call for Volunteers Issued by the MOD. The DIN promulgating the requirement will contain the details of special conditions offered.

(2) **For Medical Reasons.** (e.g. voluntary transfer as an alternative to medically invaliding at Royal Navy Medical Employability Board (RNMEB) or Discharge SHORE). Applications from LHs and above will be considered by the Profession Managers and any special conditions will be clearly stated in the letter of approval. In the majority of cases, transfer will involve reversion to AB1 in the new specialisation.

(3) **Transfer to Specialisations or Sub-Specialisations Recruited or Partially Recruited from Serving Personnel.** Sideways Entry specialisations are listed at Annex 51A.

(4) **Compulsory Re-Transfer to Source Specialisation and Re-Transfer to Source Specialisation at Own Request.** Ratings who fail their re-training course examination or are subsequently found to be unsatisfactory in their new specialisation within 12 months of transfer will be compulsorily transferred back to their original specialisation (but see Chapter 83 for the procedure applicable to SM Coxswain specialisation and Para 5128c sub para (4) (e) for the Aircrewman specialisation). Approval may also be given to ratings who voluntarily request to re-transfer to their original specialisation within 12 months of beginning training for their new specialisation. Ratings will be re-instated in the rate held before undergoing retraining course as follows:

(a) Ratings who transferred in existing rates will re-transfer in the same rate with original seniority post-dated by the time spent in the new specialisation.

(b) Ratings transferring in a rate below that held in their original specialisation will re-transfer in the lower rate for one day and be reinstated in their previous rate on the following day with original seniority post-dated by the time spent in the new specialisation plus the one day spent in the lower rate on re-transfer.

(c) Ratings who have been promoted or advanced since transfer will be retransferred to the rate held prior to original transfer with original seniority post-dated by time spent in the new specialisation.

(d) In the case of ratings in specialisations at Para 5128c sub para (3), re-transfer will be in the rate held in their source specialisation prior to commencing sideways entry specialisation training. Those ratings will retain their original seniority but any basic date for advancement to the next higher rate will be post-dated by the time spent in the new specialisation. Following satisfactory completion of the probationary period. Ratings may not be compulsorily re-transferred.

(e) In the case of the Aircrewman specialisation, for ratings who are suspended from flying duties for reasons beyond their control, the following procedure will apply. Leading Aircrewmen will normally be returned to their source specialisation in the rate held at the time of transfer and with their original seniority. Petty Officer Aircrewmen and above, who are permanently grounded for reasons beyond their control, may be retained in the Aircrewman specialisation and be employed on non-flying duties until the end of their current engagement provided that they remain medically fit for General Service. They will cease to be eligible for their relevant RRP from the date of grounding. They will not be eligible for further promotion and will therefore be given the option of Discharge SHORE with normal terminal benefits (including eligibility for pre-release voluntary training).

(f) For Warfare Profession ratings in the SM service who are returned to GS, the procedure in Chapter 79 will apply.

(5) **Naval Swimming Test.** Where a transfer involves promotion or advancement to Leading Hand, ratings must have passed a Naval Swimming Test before commencing training for the new specialisation.

(6) **Requirement for Career Check-Free Service.** Where a transfer involves promotion or advancement in rate (e.g. to Leading RNP or Leading Physical Trainer) the requirement for Career Check-free service, as applicable to promotion or advancement in the new specialisation, must be satisfied before the transfer may take place.

5129. RM Other Ranks - Transfer between Specialisations

a. **General Instructions.** All transfers between RM Specialisations will be on a service needs basis and the RM Profession Manager WO will make the final decision on any transfer approvals. Ranks wishing to transfer between specialisations of the Corps must be presented to the monthly Specialisations Transfer Board which is chaired by the RM Profession Manager WO. To be considered at the transfer board ranks must be MFD or be in a permanent medical category, free from any G1 issues, have no outstanding RoS, including from the Direct Specialisation Scheme (DSS) (this will be considered on a case-by-case basis) and have not submitted a request for early termination of service. Ranks that have submitted early termination of service can be presented to the transfer board but will not be approved to transfer until they have submitted a withdrawal of early termination (WoET) and it has been approved by RM CM. Ranks must also complete the following:

(1) Discuss their transfer with their current and prospective Specialisation Advisers to ensure that they understand the implications of transferring specialisations.

(2) Update their first Job Preference on JPA and input a comment to state that they wish to be considered as a volunteer to transfer to a new specialisation. Those ranks that wish to transfer will be identified by the bi-weekly JPA Transfer Board Trawl conducted by NAVY PEOPLE-CM RM RMCA1.

All matters relating to pay in this context are contained in JSP 754.

b. **Conditions of Transfer.**

(1) Any transfer between specialisations may result in one or all of the following: reduction in rank, reduction in pay (if their relevant RRP is received in their old PSQ); or adjustment of seniority. Such reductions will depend upon whether the transfer is at the individual's request, at the direction of the Service (e.g. RNMBOS or DSS), and as the result of a comparison of promotion factors within the specialisations concerned.

(2) The effective seniority dates of individuals transferring in specialisations are to be decided by the RM Promotion WO. Ordinarily, for Cpls and above, all seniority is lost on transferring between PSQs.

(3) The effective date of transfer is to be the date on which the individual passes the required PSQ training course and is awarded the qualification. Any former PSQ qualifications will be relinquished on that date.

(4) NCOs who transfer will not normally be required to revert to Mne. They will have their seniority adjusted on gaining a 2nd Class qualification.

(5) NCOs who are reverted to a lower rank will be given the seniority of the date of their transfer to the new specialisation.

(6) A JNCO who retains their rank on transfer must obtain the appropriate 2nd Class qualification within two years of transfer or they may be required to revert to Mne.

(7) A SNCO who retains their rank on transfer must obtain the appropriate 1st Class qualification within 2½ years of transfer or they may be required to revert to Cpl, or even to Mne if they fail to achieve a 2nd Class qualification.

(8) A Mne holding civilian qualifications or qualifications from other Services may apply to DDPD (RM) (through the Specialisation Adviser) to have these accepted as RM qualifications.

c. **Failure to Comply with Conditions of Transfer.** When an NCO is accepted for transfer and subsequently fails to comply with the conditions under which the transfer was approved, the RM Profession Manager/CDO are to decide whether:

(1) The NCO must return to the specialisation from whence they came, in which case they will be granted their original seniority in that specialisation, adjusted for the period of time spent out of it; or

(2) The NCO is to be offered the opportunity to relinquish the rank for which they failed to qualify and assume the highest rank for which they are qualified in the new specialisation.

d. **Loss of Seniority.** This paragraph should be considered in conjunction with Para 5129 sub para b. Ranks who have successfully completed their Cpl Pathway, and hold substantive rank, may opt to transfer to a PSQ2 level entry specialisation (Comms, DL, GM, IM, Log(SC), PT, PW, and RMIS) as long as they have achieved all the criteria required for joining the new PSQ. Further details on pre-requisites can be requested from the respective Specialisation Adviser. Substantive Cpls will retain their rank; however, their new seniority will be activated from their PSQ2 qualification, which will normally be the course end date.

e. **Ranks Selected for Promotion.** Normally a rank transferring from one specialisation to another will have to be selected for promotion in the gaining specialisation. This also applies to ranks who are not substantive on transfer. Under exceptional circumstances, for example where critical shortages exist, the CDO may grant approval for ranks to retain their selection in their previous Specialisation, subject to passing command training, for a predetermined period until qualified by SQ in the gaining specialisation. On such occasions, CPD will be re-determined accordingly.

f. **RMBS to RMGS.**

(1) **Bugler/Musician (Bug/Musn).**

(a) Bugs/Musns who have served a minimum of four years from completion of training, and who are not in a shortage instrumental category, may be considered for transfer.

(b) Bugs/Musns who prove to be musically unsuitable may be considered for transfer at any time.

(2) **Selection.** Applicants for transfer between RMBS and RMGS are required to attend a Candidates Preparation Course (CPC) at CTCRM to assess their suitability for transfer before selection. Successful candidates cannot be guaranteed selection as this is dependent on vacancies. Those candidates successful at CPC will be required to complete normal recruit training.

(3) **Failures.** Applicants who fail the CPC will continue in their normal employment.

g. **RMBS - Applications for Transfer.** Applications from Bug/Musns to transfer to the RMGS specialisations are to be forwarded to the RM Profession Manager via the RM Transfer Board iaw Para 5129 sub para a and are to include a medical certificate confirming that the applicant conforms to the physical requirements, together with a recommendation from the Commanding Officer regarding the applicant's suitability for transfer. On approval, they are to attend CTCRM for CPC and, if successful, will be assigned to recruit training.

5130. Pay, Recruitment and Retention Pay and Retention Payments

Personnel who transfer between Professions (for the Naval Service this includes moves between the RN/RM/RMBS/QARNNS) and specialisations are to be made aware that such changes may have an effect on their entitlement to a particular rate of pay. Changes include moving between pay supplements, a cessation of entitlement to any form of Recruitment and Retention Pay, and an altered entitlement to any Financial Retention Initiatives (e.g. Golden Hello) in force at the time of transfer. All workforce decisions will be based on the principle that individuals are fully aware of these potential changes. Full details are contained in JSP 754 (Tri-Service Regulations for Pay and Charges) Chapter 2 – Basic Pay and Chapter 5 – Recruitment and Retention Pay.

5131. Female Non-Sea Volunteers

a. Non-Sea Volunteers (NSVs) who transfer Profession and/or specialisation must satisfy any sea service requirement conditions of their new specialisation prior to application.

b. NSV ratings may volunteer for sea service at any time. Successful applicants will be given a six-month transition period from the date of joining their first seagoing ship during which they may apply to withdraw their application to serve at sea and be reverted to NSV status. Any NSV who wishes to apply for sea service should do so, in writing to their Career Manager through the chain of command.

c. NSV ratings who apply for promotion to the Officer Corps can only do so as sea service volunteers. CW candidate ratings who revoke their NSV status but then subsequently withdraw, or are withdrawn from, CW candidature at any time, will be permitted to revert to their previous NSV status. Officers under training who were former NSV ratings and who revert to rating status during their initial officer training will also be permitted to revert to their previous NSV status.

d. Personnel should be aware that, if reverting to NSV status, there can be no guarantee that they will be able to return to their previous unit or geographical location. There is also no guarantee that personnel will be relieved in their seagoing job at less than normal assignment notice (five months). Personnel are reminded of the need to keep their Career Manager informed of their assignment preferences on JPA.

e. Ratings who are accepted for sea service must successfully complete a Basic Sea Safety Course (BSSC).

f. In order to be eligible for promotion as a VOLSHIP, ratings must hold one of the following qualifications: a NAMET score of 5:5, the equivalent Literacy and Numeracy Testing and Education in the Royal Navy (LANTERN) requirement (Grade D in Mathematics and English Language or Level 1 Certificates in Adult Literacy and Numeracy) or other equivalent educational qualifications.

g. **Carrying and Use of Weapons.** Some NSV personnel have continued to exercise their preserved right not to carry or use weapons, however, such ratings have the option to revoke that decision at any time. It should be noted that, once this right is revoked, personnel will be unable to revert to the ‘no gun’ restriction.

ANNEX 51A

SUMMARY OF SIDEWAYS ENTRY SPECIALISATIONS

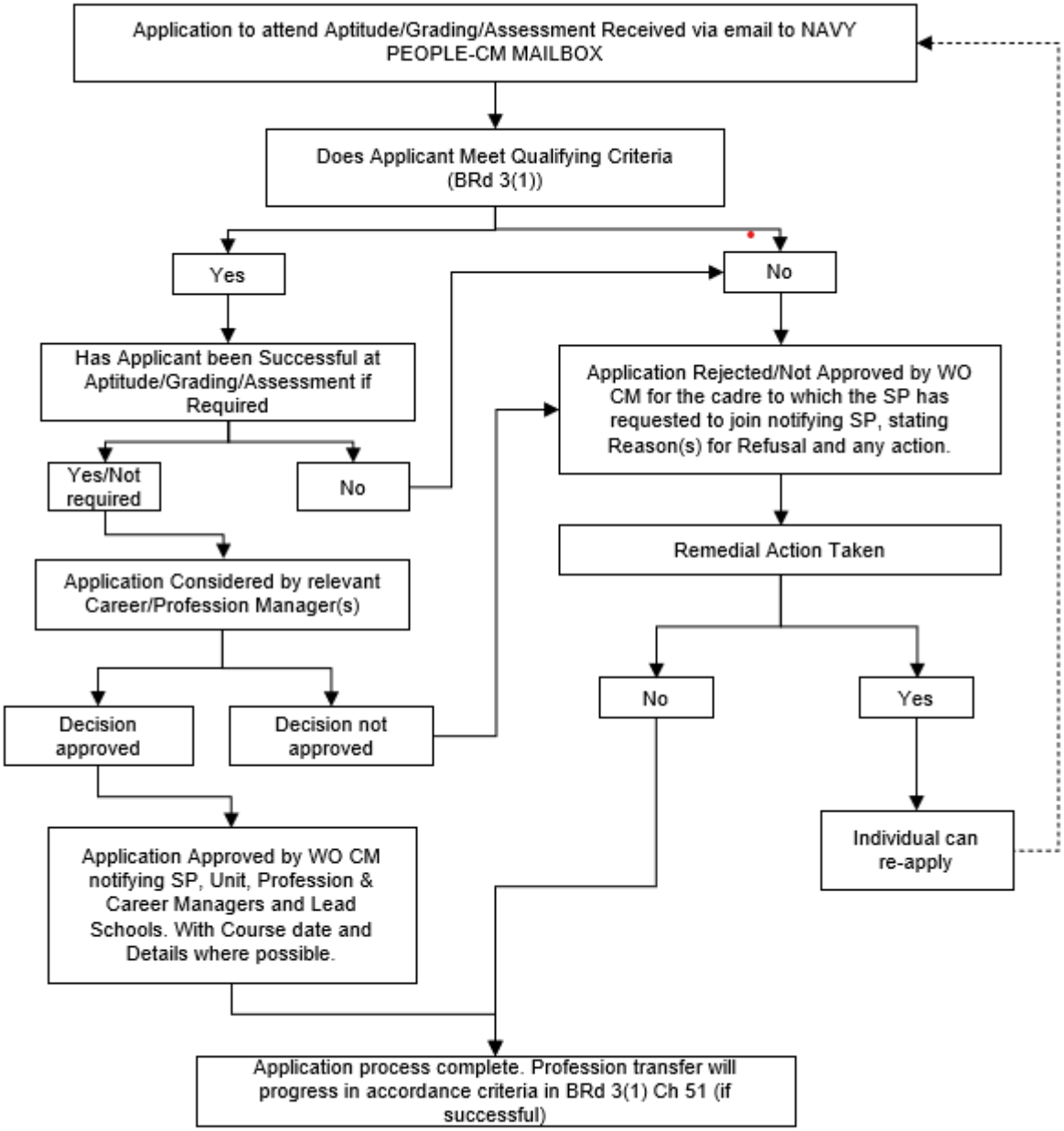
(See individual specialisation Chapters in Part 8 (Promotions) for full details)

Specialisation	Eligibility	Rate Eligibility	Grading/Assessment	Nationality Requirement		
				Sole Brit	Dual Nationality	Commonwealth or Irish National
Aircrewman ASW	BR3(1) Pt8 Chap 81 Annex 81B	Able Rate (AB) or Leading Hand (LH)	Grading/FATS	Yes	Yes	No
Aircrewman CDO (RM/RN)	BR3(1) Pt8 Chap 81 Annex 81B	Marine (Mne) or Corporal (Cpl), AB or LH	Grading/FATS	Yes	Yes	No
Royal Navy Family and People Support (RN FPS)	BR3(1) Pt8 Chap 86 Para 8604	LH or Cpl (recommended for promotion to PO or Sgt)	Selection Board	Yes	Yes	Yes
Medical Technician (MT)	BR3(1) Pt8 Chap 87 Para 8705	AB to PO	Selection Board	Yes	Yes	Yes
Aircraft Controller (AC)	BR3(1) Pt8 Chap 81 Annex 81C	AB or LH	Grading/FATS	Yes	Yes	No
Medical Assistant (MDSS)	BR3(1) Pt8 Chap 87 Para 8707	AB to PO	Selection Board	Yes	Yes	Yes
Naval Nurse (NN)	BR3(1) Pt8 Chap 89 Para 8903	AB to PO	Selection Board	Yes	Yes	Yes
Photographer (Phot)	BR3(1) Pt8 Chap 92 Para 9203	AB or LH, Mne or Cpl	Aptitude	Yes	Yes	Yes
Physical Training (PT)	BR3(1) Pt8 Chap 82 Para 8202	AB or LH, Mne or Cpl	Aptitude	Yes	Yes	Yes
RN Police (RNP)	BR3(1) Pt8 Chap 80 Para 8003	AB or LH, Mne or Cpl, (PO or Sgt on case by case basis)	Aptitude/Assessment	Yes	Yes	Yes
Coxswain Submarine (COXN)	BR3(1) Pt8 Chap 83 Para 8301	PO or CPO SM	Selection Board	Yes	Yes	No
Diver (D)	BR3(1) Pt8 Chap 78 Para 7803	AB or LH, Mne or Cpl	Aptitude	Yes	Yes[1]	No
Cryptological Technician (CT)	BR3(1) Pt8 Chap 84 Para 8403	AB or LH	Interview	Yes	No	No
Intelligence Specialist (INT)	BR3(1) Pt8 Chap 94 Para 9404	AB to PO	Selection Board	Yes	No	No
CYBER	TBC	TBC	TBC	TBC	TBC	TBC
Executive Discipline (EXEC)	BR3(1) Pt8 Chap 71 Para 7103	WO1 or WO2	Selection Board	Yes	Yes	Must have approval for dual nationality confirmed before transferring to the Executive Branch

[1] Not Dual National with Tier 1 or Tier 2 country.

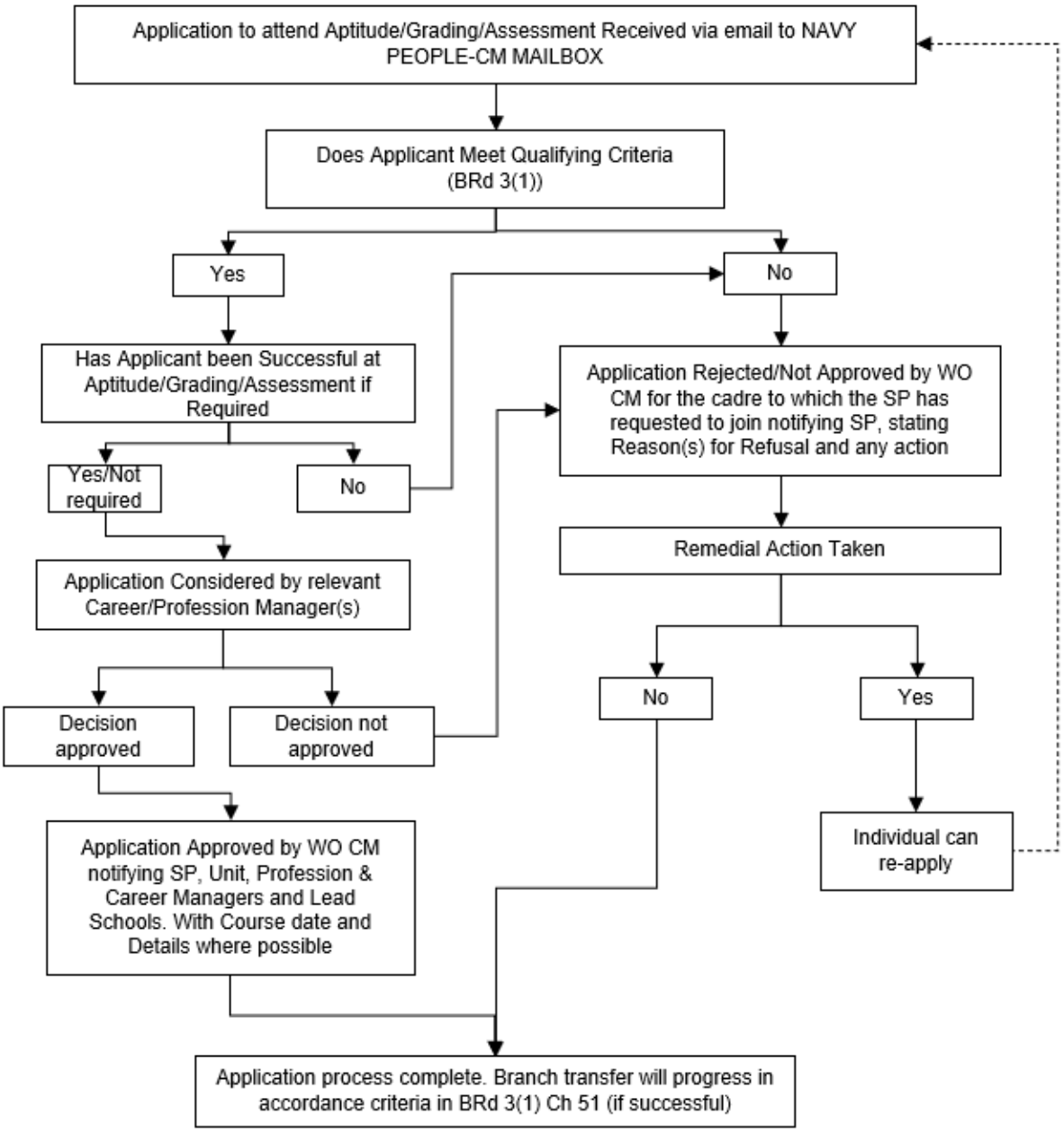
ANNEX 51B

APPLICATION AND STAFFING PROCESS FOR SPECIALISATIONS THAT REQUIRE GRADING/APTITUDE/ASSESSMENT



ANNEX 51C

APPLICATION AND STAFFING PROCESS FOR FULL CLEARANCE AND SPECIALISATIONS THAT DO NOT REQUIRE GRADING/APTITUDE/ASSESSMENT



ANNEX 51D

TRANSFER TO THE MEDICAL PROFESSION AS A MEDICAL ASSISTANT

1. Acquaint and Interview Requirements for Royal Marine Personnel Requesting Transfer to Royal Marine Medical Assistant.

a. The entry level from RM to RMMA will be at OR2 only. There will be opportunity for a maximum of 20 RM per annum to transfer to the MA Spec. Career management, including selection for promotion, will remain with WFPT (Logistics & Medical).

b. All RM personnel requesting transfer to RM Medical assistant should update their first Job Preference on JPA and input a comment to state they wish to volunteer to join the RM Medical Assistant Specialisation. Ranks must then gain workforce clearance from RM Career Management and the RM Profession Manager WO. DBS checks will then be initiated by the rank's career manager.

c. Once clearance has been granted, the Chain of Command of personnel requesting transfer are to contact the Medical Profession Specialist Adviser to the RM, WO1(MA) Med United Kingdom Commando Force (UKCF) (RMB Stonehouse Tel: 9375 36411/e-mail 3CDOX-HQ MED WO) to request the arrangement for a two-week acquaint at a Unit Medical Centre. The purpose of the acquaint is to allow the individual to be assessed with regard to suitability to transfer and also give them insight into the range of clinical and administrative work undertaken by the Medical Assistant. A programme will be set by the Establishment Practice Manager for individuals to maximise their short exposure to the role of the MA in the Unit Medical Centre and as a Coy MA.

d. On completion of the acquaint, the Establishment Practice Manager are to raise any concerns with regards to the suitability to transfer. This is to be forwarded to the Medical Profession Specialist Adviser to the RM, WO1(MA Med UKCF. WO1 (MA) Med UKCF will then raise any concerns with RM Career Management and the RM Profession Manager WO.

e. Once the DBS check number has been issued, RM Career Management Course Loading WO will inform NAVY PEOPLE-TRG TMG HQ UTSPM RTG to load individuals to a course. Ranks will be informed of their course loading and start date by RM Career Management.

f. The applicant must be medically fit and deployable (normally MFD A4/L1/M1/E1) and be in date RM BFT or hold the appropriate waiver.

g. All further actions required to progress the transfer following a successful acquaint will be initiated by the Medical Ratings Profession Manager.

ANNEX 51E

PROFESSION TRANSFER REQUEST FORM - YOUNG OFFICERS UNDERTAKING PHASE 1 TRAINING (INCLUDING AIRCREW OFFICERS UP TO GRADING)

In accordance with BRd 3(1) Chapter 51, I wish to apply for a profession transfer as detailed below.

Part 1 - Individual's Application

Full Name: .....

Service Number: .....Unit: .....

Rank: .....MEDCAT: .....

Nationality: .....PES Pass Date: .....

Current Profession and Specialisation:

.....

Prospective Profession and Specialisation:

.....

I have attached a letter of application in which I have provided:

a. Reasons why I wish to transfer to the profession specified.

b. Reasons why I feel that I am suited to the prospective profession.

c. Details of the relevant skills and experience that I believe I would bring to the profession.

d. Details of the research that I have undertaken with regard to the profession.

Please tick box to confirm the above: ☐

Applicant's Signature: ..... Date: .....

ON COMPLETION OF PART 1, FORWARD APPLICATION AND LETTER TO OFFICER COMMANDING OFFICER TRAINING (OCOT)

Part 2 - Officer Commanding Officer Training Declaration

I support the transfer request: ☐ (tick if applicable)

I do not support the transfer request: ☐ (tick if applicable)

The reasons behind whether or not the application is supported are provided in my email. Please find attached/scanned copies of the following (See note):

a. The applicant's letter.

b. This application form.

Name (Caps): ..... Rank: .....

Signature: ..... Date: .....

Note. *If the forms cannot be scanned and emailed, please email NAVY PEOPLE-TRG TMG HQ SO2 UTSPM for alternative arrangements.*

ON COMPLETION OF PART 2, OCOT IS TO SEND EMAIL TO THE OFFICER TRAINING PIPELINE MANAGER (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM)

ANNEX 51F

PROFESSION TRANSFER REQUEST FORM - YOUNG OFFICERS UNDERTAKING PHASE 2 TRAINING[1]

In accordance with Chapter 51, I wish to apply for a profession transfer as detailed below.

Part 1 - Individual's Application

Full Name: .....

Service Number: .....Unit: .....

Rank: .....MEDCAT: .....

Nationality: .....PES Pass Date: .....

Current Profession and Specialisation:

.....

Prospective Profession and Specialisation:

.....

I have attached a letter of application in which I have provided:

a. Reasons why I wish to transfer to the profession specified.

b. Reasons why I feel that I am suited to the prospective profession.

c. Details of the relevant skills and experience that I believe I would bring to the profession.

d. Details of the research that I have undertaken with regard to the profession.

Please tick box to confirm the above: ☐

Applicant's Signature: ..... Date: .....

ON COMPLETION OF PART 1, FORWARD APPLICATION AND LETTER TO COMMANDING OFFICER

[1] Aircrew Officers who have yet to reach the end of Grading should complete Annex 51D.

Part 2 - Commanding Officer's Declaration

I support the transfer request: ☐ (tick if applicable)

I do not support the transfer request: ☐ (tick if applicable)

The reasons behind whether or not the application is supported are provided in my letter. Please find attached copies of the following:

a. The applicant's letter to the Commanding Officer.

b. The Commanding Officer's letter of recommendation.

c. A Standard Report Form (covering the profession transfer request) signed and dated by the applicant.

d. A copy of the full E190.

e. Copies of other documentation deemed relevant to the application.

Name (Caps): ..... Rank: .....

Signature: ..... Date: .....

ON COMPLETION, EMAIL/SEND TO THE OFFICER TERMS OF SERVICE MANAGER PEOPLE AND TRAINING HEADQUARTERS BY EMAIL TO: NAVY PEOPLE-PSP EMP POL (MULTIUSER) <NAVYPEOPLE-PSPEMPPOL@mod.gov.uk>

ANNEX 51G

PROFESSION TRANSFER REQUEST FORM - OFFICERS ON THE TRAINED STRENGTH

In accordance with Chapter 51, I wish to apply for a profession transfer as detailed below.

Part 1 - Individuals Application

Full Name: .....

Service Number: .....Unit: .....

Rank: .....MEDCAT: .....

Nationality: .....PES Pass Date: .....

Current Profession and Specialisation:

.....

Prospective Profession and Specialisation:

.....

I have attached a letter of application in which I have provided:

a. Reasons why I wish to transfer to the profession specified.

b. Reasons why I feel that I am suited to the prospective profession.

c. Details of the relevant skills and experience that I believe I would bring to the profession.

d. Details of the research that I have undertaken with regard to the profession.

Please tick box to confirm the above: ☐

Applicant's Signature: ..... Date: .....

ON COMPLETION OF PART 1, FORWARD APPLICATION AND LETTER TO COMMANDING OFFICER

Part 2 - Commanding Officer's Declaration

I support the transfer request: ☐ (tick if applicable)

I do not support the transfer request: ☐ (tick if applicable)

The reasons behind whether or not the application is supported are provided in my letter. Please find attached copies of the following:

a. The applicant's letter the Commanding Officer.

b. The Commanding Officer's letter of recommendation.

c. An Appraisal Report (covering the profession transfer request), signed and dated by the applicant, 1RO and 2RO.

d. Copies of other documentation deemed relevant to the application.

Name (Caps): ..... Rank: .....

Signature: ..... Date: .....

ON COMPLETION, EMAIL/SEND TO THE OFFICER TERMS OF SERVICE MANAGER, PEOPLE AND TRAINING HEADQUARTERS, BY EMAIL TO: NAVY PEOPLE-PSP EMP POL (MULTIUSER) <NAVYPEOPLE-PSPEMPPOL@mod.gov.uk>