CHAPTER 52

'TRANSFERS' FROM THE ROYAL NAVY TO ANOTHER SERVICE

(Sponsor: NAVY PEOPLE-PSP EMP POL SO1)

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CHAPTER 52

'TRANSFERS' FROM THE ROYAL NAVY[1] TO ANOTHER SERVICE

5201. Definitions and Terminology

Personnel occasionally request to move from the Royal Navy to one of the other Services, a process which involves their discharge from the RN or RM and subsequent entry into the new Service. As such, this is not strictly a 'transfer' but the term will be used as shorthand for the process in this chapter. The Service in which the applicant is currently serving is referred to as the 'present Service'; the potential future Service is referred to as the 'gaining Service'. For the rules regarding transfers between the RN and RM or vice-versa, see Chapter 48.

5202. Officer Transfers to the Army or RAF – Untrained Strength

Officers undertaking initial training (hereafter referred to as Young Officers (YOs)) may request permission to withdraw from training up until their Premature Termination of Career Training (PTCT) point (and may make their own arrangements to join the Army or RAF thereafter if they so wish). On passing their PTCT point, officers are required to complete their initial training and serve the specified return of service (ROS) for the training received, details of which are shown in Table 53B-1 and, as such, are unable to seek release to join another Service. However, if a decision has been taken to discharge an individual under the provisions of Para 5437 and the reasons are such that the individual would not be debarred from applying for the Army or RAF, Commanding Officers have the option of forwarding a letter of Recommendation and a copy of the YO's E190/Training Record direct to the Personnel Management Authority of the Service concerned. Contact details for the Army and the RAF are as follows:

a. **Army.**

SO1 MS8
Army Personnel Centre
Kentigern House
65 Brown Street
Glasgow
G2 8EX

b. **RAF.**

OASC4e(RAF) MOD
PO Box 1000
Cranwell
Sleaford
Lincolnshire
NG34 8GZ

[1] Royal Navy, Royal Marines, QARNNS and all parts of the Maritime Reserves.

5203. Officer Transfers to the Army or RAF - Trained Strength

There are limited opportunities for officers on the trained strength to transfer to the Army or RAF. The policy and procedure is as follows:

a. Officers who wish to transfer to the Army or RAF should first contact the Service they wish to join in order to make sure it is currently recruiting and has vacancies, or is likely to have vacancies, in the branches in which they are interested. Contact details are at Para 5202.

b. If the gaining Service has vacancies, applicants are to submit a request for transfer through their Command chain to their Career Manager, copied to the agency specified at Para 5202 and the appropriate branch within the gaining Service:

Military Secretary for Army.

Air Secretary (attn: PM(AR)1a(RAF)) for RAF.

c. Officers are to be interviewed by their Commanding Officer who is to discuss the request with the individual before forwarding the application and recommendation, via the Command chain, to the appropriate Career Manager. At the interview, the Commanding Officer is to make it clear that there is no automatic right to transfer between the Services and that the needs of the individual's present Service are paramount.

d. The relevant Career Manager is to consider all applications for transfer from the RN or RM in conjunction with Navy People-CM Head before consultation with the personnel authorities of the potential gaining Service. If the application is acceptable to all concerned, the Career Manager will agree a mutually convenient date for transfer with the gaining Service. Any outstanding ROS obligation to the individual's present Service will be taken into consideration in reaching a decision (see Para 5202). If the transfer is agreed by Navy People-Delivery DPTY DIR and Navy People-Strat DPTY DIR, the normal Single Service rules governing Early Termination (see Chapter 54 for RN/RM; AGAI for Army; and GAI 6028 for RAF) will apply and no preferential consideration will be given to the fact that the application is for a move between the Services.

e. Rank, seniority and other terms and conditions of service will be confirmed by the gaining Service as soon as is practicable. For transferees to the Army, the terms of service rules are contained in Army Commissioning Regulations and, for the RAF, in AP3393. Detailed terms of service will be formally notified to the transferee, with a copy being sent to the present Service. As there is no actual break in service, there will be no effect on prospective entitlement to retired pay and terminal benefits, and reckonable service accrued with the present Service will be aggregated with the period of employment with the gaining Service.

f. The present Service will issue an official letter to the officer (copied to the gaining Service) explaining that the individual's existing commission will be terminated on the day before their assignment to a commission in the gaining Service and that they will not be placed on the Retired List of the present Service, nor will they be subject to a recall liability to the present Service.

g. The London Gazette will be annotated "Commission terminated (date) on transfer to...(as appropriate)".

h. If the transfer request is not supported by the gaining Service, officers will remain in their present Service, which will be responsible for providing official notification to the individual (copied to the proposed gaining Service).

5204. Ratings and Other Ranks - Eligibility to Seek Release to Join the Army or RAF - Untrained Strength

Whilst ratings and other ranks have a statutory right to leave within their first 6 months' service or until their 18th birthday (if later) (and may make their own arrangements to join the Army or RAF thereafter if they so wish), beyond this point individuals are ineligible to submit their notice until completing a minimum of 2½ years on the trained strength (see Para 5403) and, as such, are unable to seek release to join another Service. However, if a decision has been taken to discharge an individual under the provisions of Para 5442 and the reasons are such that the individual would not be debarred from applying for the Army or RAF, Commanding Officers of establishments have the option of forwarding a letter of recommendation (the form at Annex 52A should not be used in such cases) and a copy of the individual's full Service Documents direct to the Personnel Management Authority of the Service concerned.

5205. Ratings and Other Ranks - Early Release to Join the Army or RAF - Trained Strength

a. Individuals who wish to apply for early release to join the Army or the RAF before the end of their career or engagement may do so once they have reached the point at which they are eligible to submit 12 months' notice to leave the Royal Navy (see Para 5302 sub para b) and only if they are not subject to either a further training or financial ROS (see Para 5303 and 5415(2) for a waiver in exceptional circumstances). There are two normal methods for applying:

(1) If an individual chooses to seek a transfer through Service channels, and personnel clearance is given to do so, successful applicants will be able to leave the Royal Navy on the day before entering the other Service. In this way the individual retains continuity of service which may have beneficial implications on pay and pensions. It may also be possible, if both Services agree, to allow the transfer in less than the normal 12 months' notice period, but the actual timing will depend on a variety of factors. If release is not possible at less than 12 months' notice it should normally be granted at the 12 month point. Further advice can be sought from Navy People-PSP Emp Pol SO1

(2) The alternative is for the rating or other rank to submit 12 months' notice and apply independently to enter the gaining Service, without involving their present Service. Under these circumstances it will not be possible to arrange the same continuity of service. Individuals who have already submitted notice, and who are serving out the 12 months' notice period, or who have already been offered a place in the Army of RAF through their own efforts, are not eligible to be considered for release iaw Para 5205 a sub para (1), but may be eligible to apply for release at less than 12 months' notice (see Para 5413).

b. Before applying for release from the Royal Navy to join another Service through Service channels iaw Para 5205.a sub para (1), ratings and other ranks who are considering a career in another Service should make appropriate enquiries at a Careers Office, namely, to confirm that they meet the entry requirements and that the gaining Service is currently recruiting for that specialisation. Commanding Officers are required to confirm that the individual has made these enquiries before forwarding a request.

c. **Forwarding of Requests.** An application form for release from the Royal Navy, iaw Para 5205.a sub para (1), to join the Army or RAF can be found at Annex 52A. Forms must be completed fully, including the recommendation and signature of the Commanding Officer, and returned with a copy of the full Service Documents to Navy Command Ratings Terms of Service Manager. Individuals should not apply for Early Termination on JPA in such cases.

d. Approval for early release to join the Army or RAF is subject, in all cases, to Royal Navy personnel requirements and approval will only be given in exceptional circumstances, such as where an individual's talents could be better utilised in the other Service. Requests based on personal reasons for wanting to join another Service, such as a notion that an individual will encounter less family separation, will not be considered and therefore must not be forwarded.

e. **Unsuccessful Applications.** Should an individual not gain workforce clearance to join the Army or RAF or be unsuccessful in their application to join another Service, they will remain in the Royal Navy until such time that they reach the end of their career/engagement or submit 12 months' notice to leave via JPA, if sooner.

f. **Failure to Enter the Army/RAF after Successful Application.** In the unlikely event that an individual does not enter the gaining Service, after having gained workforce clearance for release from the Royal Navy and having successfully applied for their chosen Service, a decision will be taken in respect of their future, based on the individual merits of the case. Whilst individuals who have reached this stage of the application process are deemed to have submitted their notice option, due consideration will be given to their wishes, either to continue in the Royal Navy or to complete the 12 month notice period (starting from the date that the application form is signed) and thereby leave. Commanding Officers should forward details of the circumstances, their recommendation and the wishes of the applicant to the Ratings Terms of Service Manager.

ANNEX 52A

APPLICATION FOR RELEASE FROM THE ROYAL NAVY TO ENTER THE ARMY OR RAF - RATINGS AND OTHER RANKS ON TRAINED STRENGTH

SECTION 1 - APPLICANT'S DETAILS (in Capitals)

Surname:		Initials:
Service Number:		Rate/Rank:
Date of Entry:	Current Engagement:	Expiry Date:

Full Address of Ship or Establishment:	Nationality at Birth of: Applicant: Father: Mother:
Applicant's Email Address:	POC onboard Ship or Establishment: Email address for POC:
Applicant's Career Manager's Email Address:	Applicant's Branch Manager's Email Address:

SECTION 2 - DECLARATION OF APPLICANT

To: The Commanding Officer

I wish to apply for premature discharge from the Naval Service to enter the Army/RAF* in accordance with BRd 3(1) Para 5205 and I can confirm that, in accordance with BRd 3(1) Chapter 53 and Chapter 54, I am on the trained strength and became eligible to submit 12 months' notice on:

(calculated by adding the requisite minimum time to serve to the Standard Initial Training Period)

I can confirm that I have no outstanding Return of Service for any training received since completing my initial training.

I can confirm that I have not submitted or am currently serving out 12 months' notice of discharge.

I have made appropriate enquiries of the other Service at the Armed Forces Careers Office at:

regarding the specialisation of:

I can confirm that: I meet the qualifications required: ☐ and that the specialisation is open to recruitment: ☐

I am/am not* willing to undertake a regular engagement in the Army/RAF*.

If workforce approval is given, I give/do not give* authority for a copy of my Service Documents to be forwarded to the Recruiting Authority of the Service I am applying to enter.

* Delete accordingly

Signature: Date:

N.B. In the unlikely event that an individual, who has gained workforce clearance and been successful in their application, does not then enter that Service, a decision will made regarding their future on its individual merits. Whilst an individual is deemed to have submitted their notice, due consideration will be given to an applicant's wish to continue in the Royal Navy or to complete the 12 month notice period (counting from the date that this form is signed) and leave. Individuals whose application is unsuccessful at any stage will automatically remain in the Royal Navy

SECTION 3 - APPLICANT'S QUALIFICATIONS

Details of Qualifications (showing grade achieved) (enclose additional sheet if necessary).

SECTION 4 - COMMANDING OFFICER'S STATEMENT

I can confirm that the applicant has a medical category of:

and became eligible to submit their notice option on

(please confirm date shown at Section 1 of the Applicant's Declaration)

My recommendation is as follows:

Name and Rank (in Capitals):

Signature: Date:

On completion, this form and a COPY of the relevant documentation should be e-mailed to: NAVY NPS-STRATPOL TERMS OR SO3C

In the event that it is subsequently discovered that an individual was ineligible to submit their notice, the application will be rendered void and no further action will be taken.

In accordance with the General Data Protection Regulations (2018), the MOD will collect and process the information supplied on this form in connection with matters concerning personnel administration and policies. In order to comply with statutory obligations, the data will be retained and reviewed as necessary and may be transferred to electronic media. The MOD is committed to ensuring that your personal data is kept securely and that it will not be disclosed unlawfully.