CHAPTER 13

TRANSFERRING INTO THE ROYAL NAVY

(Sponsor: NAVY RA-DHd RA)

CONTENTS

Note. *Recruiting policy is being aligned across the Services and will transfer to JSP 545 on or before 1 Apr 27; no further policy amendments or additions will be made to BRd 3(1). Recruiting-related RNTMs and RIs will remain extant until incorporated to JSP545 or cancelled.*

Para

1301. Definition
1302. Reserve Forces
1303. Transfer to the RM from the RN
1304. Transfer to the RM from the Army or RAF
1305. Transfer to the RN from the RM
1306. Transfer to the RN from the Army of RAF
1307. Transfer to RM Regular Career – Trained RMR Other Ranks
1308. Transfer to RM Regular Career – Serving RMR
1309. Transfer to RN Regular Career – Serving RNR/RMR

CHAPTER 13

TRANSFERRING INTO THE ROYAL NAVY

1301. Definition

The term 'transfer' is used throughout this Chapter however, it is defined as: the individual being 'prematurely discharged from one Service to enter another' – see chapter 48, section 3.

1302. Reserve Forces

Transfers between the Reserve Forces should be dealt with in a similar manner to their Regular equivalents, as described in the paragraphs below. Refer also to BRd 3(2), chapter 2, paragraphs 0216 and 0227 for further information.

1303. Transfer to the RM from the RN

Processing is as follows:

a. Rating requests to Commanding Officer (CO) to transfer iaw chapter 48.

b. CO forwards rating's application to R&A's Re-joiners and Inter-Service Transfer Team (RISTT) requesting staffing clearance.

c. RISTT will apply for staffing clearance to relevant Work Force Planners (for those on the Trained Strength) and to Pipeline Management (for ratings under training).

d. The RISTT will forward the application to CTCRM PSO for ratings who are given workforce clearance.

e. The CTCRM PSO will liaise with rating's CO to arrange RM PJFT and PSO interview.

f. CTCRM PSO will inform the RISTT if the rating is recommended for RM entry.

g. For recommended ratings, RISTT will:

(1) Liaise with DDPD CM for a suitable date for the rating to be discharged from the RN.

(2) Allocate rating to a suitable Troop entry (R&A PLANS RA).

(3) The R&A RISTT will issue the transfer letter to rating's CO detailing RM entry date and processing instructions.

h. RISTT will liaise with rating for documentation and MME for medical examination.

i. Obtain rating's current SC number from UKSV for use on entry to the RM.

j. Rating is processed by the RISTT to enter CTCRM as a new entry.

1304. Transfer to the RM from the Army or RAF

Processing is as follows:

a. Airman/rank requests to Unit CO to transfer iaw individual Service instructions.

b. Army/RAF Personnel HQ forwards application to RISTT.

c. RISTT forwards application to RM Profession Manager.

d. The CTCRM PSO will liaise with aviator/rank's Unit CO to arrange RM PJFT and ROP.

e. For a recommended Airman/rank, the RISTT will:

(1) Liaise with Army/RAF Personnel HQ for a suitable date for the aviator/rank to be discharged.

(2) Allocate Airman/rank to a suitable Troop entry (R&A HQ Allocations).

f. RISTT will issue the transfer letter to Airman/rank's Unit CO and Personnel HQ giving RM entry date and instructions for the Airman/rank to be processed.

g. Airman/rank liaises with RISTT for documentation and MME for medical examination.

h. RISTT will process Airman/rank to enter CTCRM on the allocated Troop entry date.

i. Obtain Airman/rank current SC number (if held) from UKSV for use on entry to the RM.

j. Army/RAF transferees will join with their allocated Troop and will be assessed by CTCRM. They will normally complete the full training syllabus including ROP, though this may be shortened for those with suitable previous training and experience.

1305. Transfer to the RN from the RM

Processing is as follows:

a. Other Rank (OR) requests to CO to transfer iaw Chapter 48.

b. CO forwards OR's application to the RISTT requesting workforce clearance.

c. RISTT will apply for staffing clearance to RM Profession Manager and RN Profession Manager of intended role with a no-move before date from current trade.

d. For ORs who are given workforce clearance, the RISTT will process as required.

e. Candidate liaises with RISTT for processing into requested role and must:

(1) Meet the role entry criteria laid down in the Job Eligibility Matrix (JEM).

(2) Undertake a DAA if the original DAA (taken within 3 years) does not meet the entry requirements for selected role.

(3) Be recommended for entry by the RISTT at SI.

(4) Be passed medically fit by the MME.

(5) Be in date for the RMFT/PES or re-take within 3 months of transfer.

f. Obtain OR's current SC number from UKSV for use on entry to the RN.

g. For recommended ORs, the RISTT will:

(1) Liaise with the Profession Manager for a suitable date for the OR to be discharged from the RM.

(2) Arrange an entry date with INT.

h. The RISTT will then issue the transfer letter to OR's CO and HQ RM giving date of entry to RN.

i. OR is processed by the RISTT to enter RN as a new entry.

1306. Transfer to the RN from the Army or RAF

Processing is as follows:

a. Airman/rank requests to Unit CO to transfer iaw individual Service instructions.

b. Army/RAF Personnel HQ forwards application to the RISTT.

c. RISTT will assess availability of requested role.

d. The RISTT will process as required.

e. Candidate liaises with RISTT for processing into requested role and must:

(1) Meet the role entry criteria laid down in the JEM.

(2) Undertake the DAA.

(3) Be passed medically fit by the MME.

(4) Conduct PES within 3 months of joining.

(5) Be recommended for entry by the RISTT at SI.

f. Obtain Airman/rank's current SC number (if held) from UKSV for use on entry to the RN.

g. For a recommended Airman/rank, the RISTT will:

(1) Liaise with Army/RAF Personnel HQ for a suitable date for the discharge.

(2) Arrange an entry date.

h. RISTT will issue transfer letter to Airman/rank's Unit CO and Personnel HQ given date of entry to RN.

i. RISTT will process candidate to enter RN as a new entry.

1307. Transfer To RM Regular Career - Trained RMR Other Ranks

a. Trained RMR ranks transferring to regular career are required to undertake a 12-month probationary period on FTRS in a regular RM unit (ideally a CDO) and be approved for transfer by the regular unit CO.

b. It is preferable for the RMR rank to be on Mne Commando Duties (CD) FTRS commitment; during periods of Mne workforce balance, there may not be any Mne CD gaps, and only FTRS Specialist commitments will be available for the probationary period.

1308. Transfer To RM Regular Career - Serving RMR

a. Trained RMR ranks on transfer to regular career will be allocated to enter CTCRM by 0800 on, normally, the first Tuesday of each month.

b. Candidates may not make application for Service Family Accommodation until they have successfully completed the induction programme.

c. Trained re-entries may use their own transport and are to submit a travel claim via JPA using the R&A UIN. Overnight accommodation is available.

d. Normal night and weekend leave may be granted whilst at CTCRM.

e. CTCRM will process Trained re-entries and draft them to the Trained Strength, normally within the first month of joining CTCRM. It must be stressed to Trained RM re-entries, however, that they will be required to pass all elements of the Training Assessment listed below within 4 weeks of arrival at CTCRM.

f. **CTCRM Joining Routine and Initial Training Assessment.** Re-entrants report to SO3 Human Resources and undertake an Initial Training Assessment (ITA) and complete enlistment/joining brief/documentation checks. Dependent upon the outcome of the ITA, individuals will join Infantry Support Wing (ISW) for up to 4 weeks. Within ISW they will be administered by the Central Training Team (CTT) Staff and complete the following criteria checks:

(1) PSO interview.

(2) Medical and dental checks.

(3) Kit and AGR issue.

(4) Using SA80, complete Weapon Handling Tests, Annual Personal Weapon Test, and weapon training revision.

(5) Pass Basic Fitness Test and Basic Swimming Tests.

(6) Complete fieldcraft and related revision.

(7) Complete CBRN theory and practical and annual CBRN tests.

(8) Written military skills and knowledge tests.

(9) Formal interview with CO CTCRM.

g. On successful completion of applicable tests, SO3 Human Resources will inform DDPD of those who have successfully completed re-entry training. Trained re-entrants will then be assigned. Trained re-entrants who do not successfully complete re-entry training will be Discharged SHORE.

1309. Transfer to RN Regular Career – Serving RNR/RMR

Candidates who are currently serving RNR/RMR, including those serving on FTRS, can often join full-time Service more quickly than direct entrants. Where Candidates are already in-date for PES, have an acceptable in-date JMES recorded in DMICP, hold an in-date security clearance etc. these elements need not be repeated to facilitate their transfer. In practice, this means that CPCs should often not be required for those transferring from the Reserves.