CHAPTER 61

ASSIGNMENT PROCESS

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

CONTENTS

SECTION 1 - ASSIGNMENT NOMINATION PROCESS

Para
6101. Senior Officers
6102. Nominee Identification
6103. The Nomination Process
6104. Refusal of a Nomination/Assignment

SECTION 2 - ASSIGNMENT PROCESS

6105. Notification of Assignment Intention
6106. Execution of Assignments
6107. Assignment Orders (AOs)
6108. Amendments to AOs
6109. Joining Dates
6110. Movements
6111. Pre-joining Training (PJT) and Competences
6112. Action on Receipt of an Assignment Order
6113. Course Booking
6114. Assignments to and from Ships Deployed

SECTION 3 - JOINING AND LEAVING

6115. Timings
6116. Leave on Assignment
6117. Timing of Reliefs for Key Officers in Ships
6118. Turnovers

SECTION 4 - SPECIAL CASES

6119. Through Assignments
6120. Exchange/Swap Assignments (Ratings/RMOR)
6121. Final Tour of Duty (FTOD)

ANNEX

Annex 61A: Notification of Assignment Intent

CHAPTER 61

ASSIGNMENT PROCESS

SECTION 1

ASSIGNMENT NOMINATION PROCESS

6101. Senior Officers

The assignment process for officers at 1 Star or 2 Star rank is at Chapter 60 Section 4.

6102. Nominee Identification

a. Career Managers (CM) have details of each position from a Unit Establishment List, requirement for higher training or a letter of authority for some special or temporary posts. The detail against each position will include the required rank, branch and specialisation plus any other competences including the following competence types: Additional, Educational and Professional. It is the responsibility of the CM to identify and nominate a suitable individual to fill that position. The CM is aware of the range of suitably qualified and experienced personnel available and takes into account the personal factors affecting each individual which are known through interviews, routine communication and JPA Assigning Preferences. To this the CMs must add an assessment of the appropriate seniority, ability and experience, often having discussed these matters with the receiving unit and the relevant higher administrative authority. The CM then matches individuals to positions reflecting the principles of assigning set out in Para 5902.

b. If a CM is unable to fill a position with a suitably qualified and experienced person of the right rank, consideration should be given to use of the Acting Higher Rank or Rate (see Para 6503 and Para 6603) or use of Reserve Personnel under Full Time Reserve Service (FTRS) or Additional Duties Commitment (ADC) (see Chapter 59 Annex 59H) as a short-term workforce measure.

6103. The Nomination Process

a. CMs invest considerable effort to match individuals to jobs and seek to assign individuals into posts in which they are expected to do well. Once a suitable individual has been identified, the CM will contact the future 1RO and discuss any relevant information concerning the individual and the position (joining dates, experience, training, clearances, AHR, personal circumstances etc.). The CM is also responsible for checking the SP's JMES and whether there is any restriction which requires an Individual Medical Risk Assessment (MRA) IAW Ch28 Para 2816. The CM will inform the CO of the SP's JMES and the CO will then initiate the MRA process.

b. Some assignments make particular demands on certain personal qualities. Special nomination arrangements are therefore made for assignments to the Royal Household, the Cabinet Office, Ministers' offices and some Flag Lieutenant/Military Assistant posts. Service personnel who are to be nominated for any posts which are regarded as sensitive are required to undergo social media checks in accordance with Chapter 21 Annex N. For further details of both the special nomination arrangements and required social media checks see Chapter 59 Annex 59E.

c. Following dialogue between the CM and 1RO, an Assignment Order will be issued via JPA workflow, without recourse to formal written nomination; fort short notice assignments or changes additional communication will be necessary. The practice of issuing a Nomination Letter to senior and Commanding Officers is no longer mandated. In the Assignment Order, the nominee will be directed to contact the 1RO to request joining instructions. There are occasions when telephone calls or signals are used in addition to the JPA electronic workflow, such as when changes at short notice are required for operational, compassionate, sickness or other reasons.

6104. Refusal of a Nomination/Assignment

a. Service personnel are not permitted to select or decline assignments, but CMs invariably give due consideration to personal wishes before deciding on a particular assignment.

b. CMs will nominate a suitable service person to fill a billet. In the event that an agreement cannot be reached between a CM and an employer, the process of re-aligning a different, suitable individual (if one exists) to a position is likely to create a gap between the incumbent leaving and a new joiner arriving. Consideration will be given to CM plot pressures and adherence to PFS timelines therefore the length of the gap may be significant.

c. An employing officer may only legitimately refuse a nomination if:

(1) A nominee is not qualified for the position because they are not of the rank or branch or specialisation or lack a qualification or competence specified in the Establishment List; or

(2) The employing officer, or an intermediate line manager, has served with the nominee previously and in consequence the employing officer believes that they will be unable to manage the nominee fairly.

d. Other reasons, such as the nominee being over-zone, or not of the preferred seniority, or previous assigning history, or not being the best individual available in the view of the employing officer, will not justify rejection. For common assignments, employing officers should expect the nomination of an officer of any branch to which the assignment is open in accordance with the CAPPS list (see Para 5913). Rejection of an otherwise eligible officer to secure an officer of a particular branch, or to secure a ‘mix’ of officers of different branches, will not normally be considered.

e. In no circumstances will a rejection be entertained on grounds of gender, sexual orientation, maternity, race or ethnic origin. This is against the law and employing officers will be required to state in writing their reasons for attempting to reject a nomination.

SECTION 2

ASSIGNMENT PROCESS

6105. Notification of Assignment Intention

If an individual is on a course or in a short assignment and wishes to claim relocation expenses in advance of the issue of an Assignment Order for a permanent assignment, they must provide written evidence from their CM that it is the intention that they will be assigned to that particular position. The format and details on the discretionary use of this notification is at Annex 61A.

6106. Execution of Assignments

The organisation and responsibilities for ensuring that personnel join their ship/submarine, unit or establishment at the right time and place and are correctly prepared for service in that position are explained in the following paragraphs.

6107. Assignment Orders (AOs)

a. Career Managers issue Assignment Orders (AO) on behalf of Deputy Director People Delivery (DDPD). An AO is an Executive Order to both the person named in the AO and their current superior officer; it is also the authority to move that individual using Service resources. Where necessary, an AO will contain amplifying instructions appropriate to the assignment and compliance with these is implicit in the execution of the AO.

b. An AO is a directive and not a document issued for discussion and should be read carefully. Divisional Officers are to explain where necessary all the implications of a particular assignment.

6108. Amendments to AOs

There is normally a lapse of time between the issue of an AO and its execution. It may therefore require amendment for a variety of reasons and can be amended by the issue of a further AO. In the event of a short notice amendment being required, it will be signalled followed by the issue of a confirmatory AO amendment.

6109. Joining Dates

If an individual is joining a Unit in the UK, minor adjustments of up to 28 days either side of joining dates given in the AO may be agreed directly between discharging and receiving units without seeking the permission of the CM providing that it does not break relevant Assigning Notice. CMs should, however, be kept informed of agreed new joining dates in order for them to issue an amending AO.

6110. Movements

a. When an individual is detailed to join a unit outside the UK, the discharging unit, on receipt of the AO, will book all the passage requirements with the Defence Passenger Reservation Centre (DPRC), which will forward the necessary tickets and information to the discharging unit. Personnel detailed for LFS, all Falkland Island (FI) units, short notice assignments, including Emergency Relief Pool (ERP) activation, and small units without normal UPO facilities, will have AOs copied to the movement section within the JFC Global Admin Unit. The travel cell will book the passage requirements and forward/signal the appropriate movements information to the current unit. When an individual receives an AO to return to the UK from overseas, the responsibility for booking the passage rests with the discharging unit.

b. For SM personnel this will be SUBFLOT. Units are to be aware of visa requirements and the procedures detailed in JSP 800 Vol 2 (Defence Movement and Transport Regulations - Passenger Travel Instructions). Any doubts or problems regarding visa requirement are to be referred to DPRC, Visa Section.

6111. Pre-joining Training (PJT) and Competences

a. PJT and Competence requirements are shown against the Position in JPA. CMs are responsible for ensuring that officers and non-Squadded ratings and RMOR joining units on Sea, Local Foreign, Exchange or Loan Service are assigned to courses to achieve the specified competences before joining. Responsibility for Squadded ratings lies with CMC CMs. Assignments will not normally be cancelled as a result of a failed PJT, however, under the PJT Pass/Fail criteria and associated administrative procedure, where Health and Safety at Work (HASAW) regulations are involved, the assigning implications will be assessed following the Training Establishment's recommendation.

b. For personnel assigned to shore service who require PJTs or Competences, it is the responsibility of the receiving unit to book the training, which should not be undertaken until they have joined. Similarly, all receiving units (sea and shore) are responsible for any changes they require to PJT/Competence requirements as a result of changes to the Establishment List made after AOs have been issued.

6112. Action on Receipt of an Assignment Order

a. **By the Individual.** Individuals will receive all AOs (new, amended, or cancelled) via JPA workflow. Once they have read and understood the order they are to acknowledge the workflow immediately. They should contact their UPO to arrange any travel requirements and ensure they are in all respects prepared for the assignment and to meet the availability date (Ready-to-Move-Date) as appropriate. Passport formalities and medical requirements are to be completed at an early stage where required (for LFS, see Para 5911).

b. **By the Receiving Unit.**

(1) The AO detailing the individual to join the Receiving Unit is to be checked to ensure that no special instructions have been omitted and that all details including PJTs and Competence requirements are correct. Joining instructions are to be despatched to the person normally one month before joining.

(2) On receipt of an AO nominating a relief for a rating serving on sea service or LFS, an Availability for next assignment Date (AVDATE) signal is to be sent to the CM. The AVDATE should be received by CMs at least 4 months before the rating is due to leave the unit, to enable the CM to give at least 3 months' notice of the next assignment. See Chapter 59 Section 10 for detail of AVDATES.

c. **Failure to Meet an Assignment.** If for any reason an individual is not able to join, meet an availability date for passage or attend PJTs as detailed by an AO, then the facts are to be reported by signal, quoting the date of the AO, to NCHQ (FAO relevant CM) and the Receiving Unit. If an individual fails to report within 48 hours of their assignment date, the receiving unit is to inform CM by signal, copy to the discharging unit. Similarly, CM and the Receiving Unit are to be signalled by the Training Establishment if an individual fails to arrive as detailed for a PJT course.

6113. Course Booking

a. The RN Course Booking Cell (CBC) is tasked to provide a single point of contact for all CMs and Workforce Coordinators in sea-going units for the booking all RN Phase III core competence uplift training (Pre-Joining Training (PJTs) and Targeted Employment Modules (TEMs) identified as Competence requirements against positions detailed in Unit Establishment Lists), ensuring this training is delivered in line with strategic workforce priorities.

b. CMs remain the first point of contact for all Professional Qualifying courses and career management issues including the booking of Leadership Courses (LRLC/SRLC). Requests for these courses should be relayed direct to the relevant CM via e-mail/telephone (not the CBC).

c. CMs' access to the CBC is via a dedicated course booking form utilising standard e-mail or via telephone if required. The Separated Service Planning Tool (SSPT) is the primary tool for workforce coordinators in sea going units to book their personnel onto non-career courses. SSPT now provides a direct link between EWOs/DEPCOs and the CBC, thereby negating the need for separate Course Booking Forms to be sent to the WMO/CMs.

d. DEPCOs are to liaise closely with DOs and Line Managers to ensure all course bookings are reflected in individuals' Personal Employment Plan and that the Course Booking Cell is informed of cancellations with as much notice as possible in order to allow reallocation of spaces.

6114. Assignments to and from Ships Deployed

a. Normally, CMs will plan to assign individuals to avoid unnecessary air passage. There are, however, occasions when personnel have to join and leave despite the unit being deployed.

b. There may be occasions where COs wish to request a Closed Notice Period. Applications, which should be on a 'whole unit' basis and at least 6 months in advance, are to be made to DDPD in writing or by signal.

c. If an individual is assigned to join overseas and it becomes apparent that the joining date is not practicable and requires amendment, then the Receiving Unit is to inform DDPD by signal FAO relevant CM, with DPRC LONDON as information addressee, quoting full details of the individual concerned, including their Ready-to-Move (RTM) date.

d. Assignments of key personnel during an operational deployment may be subject to the constraints of the Core Team Concept (see Para 5950). CMs should liaise as required in order to satisfy the requirements of the Core Team. If an assignment does not comply with these requirements, it should be referred to the appropriate SO1 CM for OF3s and below, or Head of Career Management (Hd CM) for OF4s, for approval.

SECTION 3

JOINING AND LEAVING

6115. Timings

a. **Officers' Joining.** Unless otherwise instructed, officers assigned to ships or shore establishments in the UK are to join by 0900 on the day promulgated on the AO; officers assigned to shore courses should refer to the relevant joining instructions for that establishment. Although convention has hitherto dictated that officers should normally join a new assignment on a Tuesday, the optimum day and date should be agreed with employing officers. For officers assigned, or joining ships deployed, frequency of flights and use of trooping flights should be taken into consideration when establishing the 'ready to move' date.

b. **Ratings Joining.** Unless otherwise instructed, ratings assigned to ships or shore establishments in the UK are to join by 0800 on the day promulgated on the AO; ratings assigned to shore courses should refer to the relevant joining instructions for that establishment.

c. **Overseas Joining.** Personnel selected for overseas assignment are expected to make their travel arrangements via the Global Admin Unit to meet the agreed joining date. More information on Overseas Assignments may be found at Para 5911.

d. **Personnel Leaving.** Personnel are to be sent on leave, to next assignment or both after a satisfactory turnover of duties. Training courses normally finish when an individual leaves the training establishment on cessation of instruction or examination.

e. **Medical Requirements.** Commanding Officers are to ensure a robust joining/leaving routine[1] is in place that specifically includes the requirement for all Officers/SRs/JRs to attend the Unit Medical Centre/Sickbay within 48 hrs of joining and no less than 14 days prior to leaving the Unit. Notwithstanding the above, it is an individual's responsibility to ensure that the joining/leaving routine is followed and that they are in date for all medical and dental requirements prior to leaving a unit.

6116. Leave on Assignment

All Leave matters are covered in JSP 760 which is the Authority. Before proceeding on leave following an assignment, personnel are to ensure that their CM has an up-to-date record of contact addresses and telephone numbers.

6117. Timing of Reliefs for Key Officers in Ships

a. The timing of the assignment of a relief for an officer in a ship depends on a variety of factors e.g. Core Team Concept, officer availability, timing of other reliefs and the wishes of the Commanding Officer.

[1] BR9600 Ch5 0504

b. Subject to consideration of these factors, CMs should work to the following guidelines:

(1) **Commanding Officer.** A Commanding Officer's relief should join during a suitable break in the operational tempo of the unit and ideally prior to any period of FOST training.

(2) **Executive Officer.** For ships in a refit period, the new XO should join no later than 3 months before Ship's Staff Move Onboard (SSMOB) date. Ships in build will normally require the XO to join 46 weeks before the acceptance date/contractor sea trials. In the case of operational units, the timing of the Executive Officer's handover should follow the same guidance as that for Commanding Officers. There will obviously need to be close dialogue between respective Career Managers to ensure that there is limited impact on a unit's OC.

(3) **Heads of Department.** Reliefs should preferably join well clear of key dates of refit, trials and OST. MEO and WEO should not be relieved at the same time. Again, in the interests of the ship's OC, it is preferable that HoDs join prior to OST.

6118. Turnovers

Unless otherwise specified by the Unit Establishment List in JPA, the planned time for turnovers should not exceed 4 working days for officers and senior rates and 2 working days for junior rates. In all cases, the costs of turnover should be borne by the employer. Extended turnover periods can only be authorised by DDPD. Authorised extended turnover periods are shown in calendar days in the Miscellaneous/UIN column of JPA. Turnovers recommended in the Notes or Job Remarks do not generate a personnel liability uplift and therefore should not be actioned.

SECTION 4

SPECIAL CASES

6119. Through Assignments

a. Individuals may be 'Through Assigned' from one ship/submarine or unit to another to complete their sea service when, for example, a ship/submarine decommissions, changes to shore service or goes into refit. Personnel can also be through assigned to complete their training or gain professional qualifications. See Para 5943.a(3)(b) for Assigning Notice for Through Assignments.

b. 'Through Assignees' may be unable to take any leave between assignments. Outstanding leave is to be carried forward to the second (or subsequent) ship/submarine and granted on completion of sea service but within the current leave entitlement.

6120. Exchange/Swap Assignments (Ratings/RMOR)

a. Ratings may be allowed to exchange or swap assignments if there is no appreciable loss of operational capability and the exchange or swap does not lead to wasteful or unfair assigning. A rating who reaches the top of the sea roster cannot, by finding another to take the assignment, defer liability for sea service. Even if an exchange or swap were approved, the rating would remain liable for the next sea assignment. A rating on sea service will not be permitted to exchange assignments with a rating on shore service. RMOR exchanges should be with another individual of the same substantive rank and SQ if applicable.

b. Ratings/RMOR seeking to exchange or swap their assignments should normally:

(1) Be on or due the same type of service;

(2) Have similar time to serve in their current assignment;

(3) Be of the same rate; and

(4) Be of similar levels of experience.

c. **Procedure - Non-Squadded Rates/RMOR.** Where ratings/RMOR are in positions which they wish to exchange, both are to notify their respective Line Managers. The ratings'/RMORs' line managers are to e-mail the CM giving details of the ship/submarine/unit, the names of ratings/RMOR who wish to exchange and indicate an agreed date for the exchange to take place. Approval by both COs and CM is required. If the criteria at Para 6119. sub para b above are met and all parties agree with the exchange, then AOs will be issued.

d. **Squadded Rates.** The procedure for swap drafts for ratings within a squad is at SSDIs Article 4.18.

6121. Final Tour of Duty (FTOD)

The Final Tour of Duty (FTOD) provision is to assist eligible Service personnel in their final tour of duty who are not in the geographical area in which they have formally expressed a preference to serve, with meeting the costs of settling themselves and/or their immediate family at a Selected Place of Residence (SPR) in the UK. JSP 752 Chapter 12, Section 5 provides comprehensive guidance on this subject and highlights the requirement that all Naval personnel wishing to express a preference for a FTOD location must do so formally using JPA Form F024.

ANNEX 61A

NOTIFICATION OF ASSIGNMENT INTENT

1. The notification format below is to be used by a Career Manager when assigning action for a permanent assignment on completion of a course (or other short assignment) cannot be taken officially at the stage that the individual wishes to move, even though their subsequent assignment is known. It is to be used with great discretion as, on the basis of this letter, individuals may be able to claim several thousands of pounds or enter into legal obligations which would be hard to break if, subsequently, they were assigned elsewhere. The letter **must not** be used for personnel undergoing basic training courses until such time that their continuation in Service can be guaranteed. It is recommended that this letter be used only following a specific request from the individual concerned. The letter must be based on definite assigning plans; hence the wording in Para 1 of the letter is 'will be assigned' rather than 'the intention is to assign'

2. Format of letter giving notification of assignment intention

Area Manager/DHE

NOTIFICATION OF ASSIGNMENT – [*ASSIGNEE NAME AND SERVICE NUMBER*]

Reference:

A. JSP 752

1. The above named individual, currently serving in ……. (**unit or type of training**), will be assigned to .....(**unit**) for ……. (**type of duties**) for a period of ……. commencing …….(**date**).

2. Formal assigning action will be taken in due course. Meanwhile, this letter may be used as the necessary authority for the payment of any relocation benefits in accordance with Reference A.

Cdr RN
SO1 CM for (Branch and Arm)
Information:
Subject Assignee