CHAPTER 48

ENTRY AND RE-ENTRY TO THE ROYAL NAVY

(Sponsor: NAVY RA-DHd RA)

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CHAPTER 48

ENTRY AND RE-ENTRY TO THE ROYAL NAVY

SECTION 1

DIRECT ENTRY (OFFICERS)

4801. Commissions on Entry - From 1 Apr 15

a. Following the New Employment Model, from 1 Apr 15 all Royal Navy officers join on a 12-year Initial Commission Stage (ICS)[1], with the exception of:

(1) Direct Entry Medical, Dental and QARNNS Officers - 6 years. Personnel who join from 1 Jan 24 are subject to harmonised Terms and Conditions in accordance with JSP 755 Part 2 Vol 2.

(2) Medical and Dental Cadets - 7 years. Personnel who join from 1 Jan 24 are subject to harmonised Terms and Conditions in accordance with JSP 755 Part 2 Vol 2.

(3) Chaplains - 6 years. RN Chaplains hold the Sovereign's Commission but no Naval rank; their status is defined in BRd 2. For pay and pensions, refer to JSP 754 and JSP 764. Chaplains rank relatively with each other on seniority of service (i.e. date of entry) (see also Para 4803.e).

b. **Career Commission Stage (CCS)[2].** For those joining on or after 1 Apr 15 or transferring from an ICS (or equivalent commission) after this date, transfer to a CCS automatically extends an officer's career through to 20 years' service from the date of entry or until age 40, whichever is the later, subject to retirement age.

c. **Full Commission Stage (FCS)[3].** Full Commission Stage (FCS) further extends an officer's career to a retirement age of 55.

4802. Commissions on Entry - 1 Apr 99 to 31 Mar 15

a. From 1 Apr 99, with the exception of Medical, Dental and Nursing Officers, all officers joined on the Three Tier Commission (3TC) structure, comprising:

(1) **Initial Commission (IC).**

(a) Warfare, Engineer, Logistics, Medical Services officers - 12 years.

(b) RM officers - 8 years (for RM Pilots - see Para 4917 sub para e).

(c) Chaplains - 6 years.

[1] For those Medical Personnel under UCM TACOS the ICS is known as Preliminary Commission (PC).
[2] For those Medical Personnel under UCM TACOS the CCS is known as Interim Commission (IC).
[3] For those Medical Personnel under UCM TACOS the FCS is known as Full Commission (FC).

(2) **Career Commission (CC).** For officers selected for a commission transfer between 1 Nov 13 and 31 Mar 15, transfer to a CC automatically extends an officer's career through to 20 years' service from the date of entry or until age 40, whichever is the later (known as a CC20/40), subject to retirement age. Officers selected for a CC before this date may continue to serve on either:

(a) A CC of 16 years from the age of 21 (if joining between 1 Apr 99 and 5 Apr 05) or

(b) A CC of 18 years' service or until age 40, if later, if joining between 6 Apr 05 and 31 Oct 13 or, if having joined before 6 Apr 05, transferring to AFPS05 or transferring to a longer commission during this period.

(3) **Full Term Commission (FTC).**

(a) This further extends an officer's career to retirement age, as shown at Para 5425 and Para 5427.

(b) Officers who were already serving prior to 1 Apr 15 remain on their existing commission until leaving the Service or transferring to a longer commission, at which point they will move to a NEM commission stage. For information about commissions pre 1 Apr 99, refer to archived copies of BRd 8373, which can be obtained from the Navy Command Terms of Service Team.

b. **Medical, Dental and Nursing Officers.** From 1 Apr 03 - 31 Mar 15, Medical, Dental and QARNNS Officers were subject to the Common Terms of Service (CTOS) commission structure, entering on a Short Commission (SC), with the opportunity thereafter to transfer to a Medium Commission (MC) and a Full Commission (FC):

(1) **SC.** Medical Officers - 6 years' reckonable service from full registration with the General Medical Council (GMC); Dental Officers - 7 years' reckonable service from full registration with the General Dental Council (GDC); QARNNS officers - 6 years' reckonable service from date of entry.

(2) **MC.** Medical and Dental Officers - 18 years' reckonable service from the age of 21 or date of entry (whichever is the later), subject to NRA58; QARNNS Officers on AFPS05 - 18 years' reckonable service from the age of 21 or date of entry (whichever is the later), subject to NRA55; QARNNS Officers on AFPS75 - 16 years' reckonable service from the age of 21 or date of entry (whichever is the later), subject to NRA55.

(3) **FC.** This extended an officer's career to retirement age - 58 for Medical and Dental Officers; 55 for QARNNS Officers.

c. **Entry on or Before 31 Mar 03.** Prior to the introduction of CTOS on 1 Apr 03, officers served on a Short Career Commission (SCC), Medium Career Commission (MCC) or Full Career Commission (FCC) (details below).

(1) **SCC.** Medical Officers - 6 years; Dental and QARNNS Officers – 5 years.

(2) **MCC.** Sixteen years' officer service from the age of 21 or date of entry as an officer, whichever is later, subject to retirement age.

(3) **FCC.** To retirement age, which varied according to branch, rank and date of entering the Royal Navy.

4803. Rank and Seniority on Entry

a. **Warfare, Engineer, Logistics and RM Officers - Entry post 1 Sep 13**

(1) Regardless of an individual's age or educational qualifications held, all Direct Entry Warfare, Engineer and Logistics Officers join BRNC Dartmouth in the rank of Officer Cadet and promote to the rank of Midshipman on successful completion of Initial Naval Training (Officer) (INT(O)), (see Chapter 66 for the rules on subsequent promotion).

(2) Regardless of an individual's age or educational qualifications held, all Direct Entry and Corps Commission (CC)1 RM Officers join CTCRM Lympstone in the rank of Second Lieutenant and will remain in the rank until successful completion of the RM Officer initial training course, at which point they will be promoted to the rank of Lieutenant RM with seniority backdated to 12 months from date of entry if completing the training without delay (see Para 6635 sub para a for the rules on subsequent promotion).

b. **Warfare, Engineer, Logistics and RM Officers - Entry before 1 Sep 13**

(1) Between 1 Apr 07 and 31 Aug 13, the rank and seniority of individuals joining directly as Warfare, Engineer, Logistics and RM Officers was determined by their educational qualifications, as shown in Table 48-1. New entrants to BRNC and CTCRM joined with seniority of the first day of the month of entry i.e., 1 Sep for September entrants, 1 Jan for January entrants etc. The effect on subsequent promotion is shown at Chapter 66.

Table 48-1. Antedated Seniority Awards on Entry for all mainstream X, E, L and RM Officers (Entry 1 Apr 07 - 31 Aug 13)

Educational Qualification	Seniority Awarded	Rank and Seniority on Entry
Master's degree or equivalent	3½ years	Sub Lieutenant or Lieutenant RM with 18 months' seniority
Graduate or equivalent	3 years	Sub Lieutenant or Lieutenant RM with one year's seniority
Foundation degree or equivalent	2 years	Sub Lieutenant or Lieutenant RM
HNC or equivalent	1 year	Midshipman or Second Lieutenant RM with one year's seniority
Basic entrant - GCSEs, GNVQ and A levels	Nil	Midshipman or Second Lieutenant RM

(2) In addition to the baseline shown at Table 48-1, new entry Training Management (TM) Officers (including UY Officers) could be awarded additional seniority on entry to BRNC: an extra 3 years if holding a 1st or 2nd Class Honours degree (thereby entering as a Lieutenant with 1 years seniority) or one extra year for a Third Class Honours degree or Pass degree (the minimum entry qualification) (thereby entering as a Sub Lieutenant with 2 years' seniority). Additional seniority, calculated on a 50% 'pro rata' basis up to a maximum of 2 years, could also be granted for previous relevant post-graduate civilian experience which, in the opinion of the MOD, would be beneficial to the RN. As such, the maximum starting rank and seniority for a TM Officer was as a Lieutenant with 3 years' seniority.

(3) UY and CC Officers joined with a rank that reflects their antedated seniority e.g. 3 years' antedated seniority equated to a Sub Lieutenant with 1 year's seniority. RM CC Officers completed their initial training in the rank of Second Lieutenant and were awarded the same antedated seniority, dependent on educational qualifications, on completion of their initial training.

c. **Medical, Dental and QARNNS Officers[4].** Rank and seniority on entry is based on an individual's relevant post registration experience (for nurses this is as an RN(A) or RN MH). As a minimum, individuals enter as a Sub Lieutenant but can qualify for additional seniority depending on their post-registration experience:

(1) **Direct Entrant (DE), (Post-registered).** 75% of recognised civilian experience (expressed as time) within the speciality for which the applicant is to be employed will count towards military seniority. 50% of recognised civilian experience that was out of the speciality for which the applicant is applying, will also count towards military seniority. Time spent away from the practice of medicine, dentistry or nursing will not count. Part-Time Working (PTW) experience will be calculated according to the relevant percentage when compared to the standard working schedules of equivalent full-time workers.

[4] For Medical, Dental and QARNNS Officers joining the RN post 1 Jan 24, refer to individual Specialisation Annexes with JSP 755 Part 2 Vol 2.

(2) **DE, Specialist Post-graduate Accredited and Re-entry.** In addition to the statement above, 100% of recognised civilian and military experience from the date of Accreditation within the speciality for which the applicant is applying will also count towards military seniority.

(3) **Recognised Experience.** For the purposes of calculating seniority for both pay and rank purposes, recognised experience is defined as verifiable time spent in the practice of conventional medicine, dentistry or nursing, within the UK. Recognised training abroad will count towards determining seniority on entry, based on the UK training periodicity requirements for Core, Higher or Run Through training, or equivalent.

(4) **Maximum Seniority.** Seniority using career progression regulations and the formula above will determine rank on entry. For QARNNS officers, entry will be as a Sub Lieutenant, with additional seniority applied as follows: 4 years as a Sub Lieutenant and a maximum entry level as a Lieutenant with 2 years' seniority. For medical and dental officers, entry will be as a Surg Lieutenant, with seniority applied as follows: 5 years as a Surg Lieutenant and a maximum entry level as a Surg Lieutenant Commander with 8 years' seniority. Further promotion for all cadres is selective and will require a minimum of 2 years' service with appropriate recommendations in the annual reports prior to consideration at Promotions Board.

(5) **Salary.** Initial salary on entry will be determined by the applicant's rank, seniority and Accredited Practitioner status as outlined above and reflected in the Terms and Conditions of Service (TACOS) on entry (see JSP 754 Chapter 2).

d. **Medical Services Officers with an Environmental Health Practitioner (EHP) Qualification.** Direct Entry EHPs who hold either the Certificate of Registration from the Environmental Health Registration Board or Chartered Status with the Chartered Institute of Environmental Health will receive 3 years' seniority on entry to the RN and therefore join BRNC as a Sub Lieutenant with 2 year's seniority. On leaving BRNC, Direct Entry EHPs meeting the aforementioned requirements will be assigned to OF2 positions on the trained strength in recognition of their competences as Subject Matter Experts (SMEs). Accordingly, they will be promoted to the rank of Lieutenant on the day after leaving BRNC. This date will also be recognised as the officer's basic seniority date as a Lieutenant and they will be placed on the IL1 pay spine for the rank. Graduate EHPs who do not hold either the Certificate of Registration from the Environmental Health Registration Board or Chartered Status with the Chartered Institute of Environmental Health will receive one years' seniority on entry to the RN and therefore join BRNC as a Sub Lieutenant. These officers will be eligible for promotion to Lieutenant on attaining 30 months' seniority as a Sub Lieutenant as detailed in Chapter 66.

e. **Medical Services Officers (Submarines).** Direct Entry MSO (SM) will be required to hold a 2:2 or higher degree in Maths, Physics, Chemistry, or Biological Sciences, or for those who can demonstrate a relevant degree level qualification that supports the MoD Health Physicist role. Those who are suitably experienced and hold Member Status from the Society for Radiological Protection will receive 3 years' seniority on entry to the RN and therefore join BRNC as a Sub Lieutenant with 2 year's seniority. On leaving BRNC, Direct Entry MSO (SM) meeting this requirement will be assigned to OF2 positions on the trained strength in recognition of their competences as Subject Matter Experts (SMEs). Accordingly, they will be promoted to the rank of Lieutenant on the day after leaving BRNC. This date will also be recognised as the officer's basic seniority date as a Lieutenant, and they will be placed on the IL1 pay spine for the rank. Graduates who do not hold Member Status will receive one years' seniority on entry to the RN and therefore join BRNC as a Sub Lieutenant. These officers will be eligible for promotion to Lieutenant on attaining 30 months' seniority as a Sub Lieutenant as detailed in Chapter 66. Final eligibility will be through RADPOL SO2 and WFPT MED SO1 and any applicant must be able to complete the Developed Vetting process. A tailored Phase 2 and Phase 3 training package will be applied dependant on the applicant's background.

f. **Chaplains.** From 1 Apr 20, the antedating of seniority for Chaplains was discontinued. From that date, newly commissioned chaplains enter service on the Chaplain's pay range at IL 1 with their Increment Base Date (IBD) set as their first day of commissioned service[5].

[5] 2020DIN01-036 Implementation of Chaplain Pay 20 and JSP 754.

SECTION 2

DIRECT ENTRY (RATINGS AND OTHER RANKS)

4804. Engagement Structures - From 1 Apr 15[6]

From 1 Apr 15, ratings and other ranks join the Naval Service on a 12-year Engagement Stage 1 (ES1), with the possibility thereafter of transferring to an Engagement Stage 2 (ES2) – to 20 years' service or age 40, whichever is later – and then to an Engagement Stage 3 (ES3). Further details may be found at Para 4922 to Para 4924. Ratings and other ranks serving before the introduction of the new Engagement Stages will continue to serve on a Full Career (FC) or Open Engagement (OE) (see Para 4806), which will run in tandem with the ES structure until the final FC/OE expires.

4805. Tailored Career (Prior to 1 Jan 24)

a. Ratings and other ranks who have skills that are required to meet Service needs may be offered the opportunity to enter or re-enter to complete a Tailored Career (TC) of between 6 months and 11 years in length. The scope of the requirement and the applicable terms of service will be set out for each individual on a Form S3049 (Notice Form for Entry/Re-Entry into the Naval Service) which will include such details as an individual's sea-service liability, training required, return of service commitment, right to leave within 6 months if an individual has not previously served in the Naval Service or was discharged 'Not Finally Approved (Medical)' and reserve liability. TCs may be used as described below.

b. Where manning levels allow, individuals wishing to re-enter the Service, who have the required skills and experience but have insufficient time to complete the balance of a ES2, may enter on a TC. In the main, such individuals will be able to serve under the same terms as their peers on a ES2, including promotion, but individual terms may be tailored in accordance with Service needs.

c. Since qualified individuals, who may or may not have previous service and who have specific skills required by the Service, are being employed to fulfil a specific Service requirement, it is unlikely that they will be considered for promotion unless it is in the best interests of the Service.

4806. Tailored Career (from 1 Jan 24)

With effect from 1 Jan 24 the following will apply to personnel joining the RN on a Tailored Career:

a. An amended engagement structure provides for a rating/OR to enlist into Regular Service on an engagement of between 6 months and 22 years in length.

b. The legislative amendments also make it possible for those who enter via this route to be selected for an extended term of service, ending either after a period of 20 years from their date of entry into service, or date of enlistment (as the case may be) or on that persons 40th birthday, whichever is the later. If the option for selection to an extended term of service is to be available, the policy and process will be set out in the relevant sS or tri-service policy.

[6] For those Medical Personnel under UCM Terms and Conditions of Service ES1, ES2 and ES3 equate to Preliminary Engagement, Interim Engagement and Full Engagement.

c. These provisions will be utilised when there is a Service need to enter people into the RN/RM, other than by the ES1 and ES2 route currently detailed at BRd 3(1) 4804 which remains the default.

d. From 1 Jan 24, certain in medical ratings managed under UCM will enter Service under Reg 3(2) for the length of time stated for their profession, see para 6 and Ref B. In addition, they may be selected for an extended term of service to age 40/20 years as set out in JSP 755 Part 2.

e. From 1 Jan 24, Branch Managers, for any particular profession or discipline, will use the amended TC provisions. BMs must stipulate the length of initial service and availability or not, of selection for an extended term of service. Any new TC must be agreed with Navy People-WFPT Strat SO1, Navy Legal-Emp Law SO1 and Navy People-PSP Emp Pol SO1 before introduction and authorised by Navy People WFPT Head as a minimum although higher authorisation may be required.

f. **UCM Medical Ratings.** The UCM Med aligned Terms of Service (ToS) are applicable to an initial UCM Med cohort comprised of Regular personnel within the following rating disciplines as defined by UCM Med:

a. Nurse (Rating/Other Ranks) iaw JSP 755 Pt 2 Vol 2 Chapter 2. Annex F Nurse (Rating-Other Ranks).

b. Dental Nurse iaw JSP 755 Pt 2 Vol 2 Annex D Dental Nurse.

4807. Previous Engagements

a. **Full Career.** With the exception of those individuals entering on a TC (see Para 4805), ratings and other ranks entering the Royal Navy between 1 Nov 06 and 31 Mar 15 did so on a FC for 18 years from their date of entry or service up to and including their 40th birthday, whichever is later.

b. **Open Engagement.** Between 1 Sep 82 (for RN)/1 Sep 88 (for RM and former WRNS) and 31 Oct 06, ratings and other ranks entered the Royal Navy on an OE1 for a term ending on a date falling not later than 22 years from the age of 18 or their date of entry (if later). Individuals who joined the Service whilst under the age of 18 entered on the OE, served to age 18 and thereafter completed a period of 22 years' service.

4808. Reckonable Service for Career and Engagement Purposes

a. Deferment of an individual's termination date will be required in cases where ratings and other ranks forfeit time for reasons including periods of detention, imprisonment and Service Penalties, since forfeited time does not reckon towards completion of a ES1, ES2, FC or OE. The earliest date on which individuals may give notice to terminate their service (see Para 5403) may be deferred by any period of time forfeited whilst they are unqualified to give notice.

b. Individuals will be required to waive their right to give notice in consideration of a course of further career training (deferring the date on which they can submit their notice either by the length of the course or the course length plus any return of service, whichever is applicable). See Chapter 53 for more information.

SECTION 3

ENTRY FROM ANOTHER SERVICE

4809. Definitions and Terminology

Although there are limited opportunities to 'transfer' from another Service, occasionally requests are made to move from other Services to the Royal Navy or to join the RN from the RM and vice-versa. To be accurate, the process involves an individual's discharge from one Service and entry to another; 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' whereas the potential future Service is referred to as the 'gaining Service'. For transfers from the Royal Navy to other Services, see Chapter 52.

4810. Officer Transfers - Entry to the RN from the RM (and vice-versa)

a. **Untrained Strength.** A Young Officer (YO) who wishes to transfer to the RN from the RM or to the RM from the RN should thoroughly research the potential gaining Service in order to identify the branch/specialisation/regiment or corps that they wish to join. They should then follow the procedures below:

(1) Contact Rejoiners and Inter-Service Transfer Team (RISTT) to ensure that the gaining Service is currently recruiting and has vacancies, or is likely to have vacancies, in the proposed branch/specialisation.

(2) If RISTT indicates that there are vacancies and that, on the information available, the individual appears to be a suitable candidate, the YO should submit a request for transfer through their parent authority/command chain, copied to the appropriate branch/department in the gaining Service.

(3) The YO is to be interviewed by their current Commanding Officer, who is to discuss the request with the individual before forwarding the application, together with their recommendation, via the chain of command, to RISTT. At the interview, it is to be made clear that there is no automatic right to transfer between the Services and that the needs of the individual's present Service are paramount. RN YOs who request to transfer are to be advised that, in addition to the usual manning and suitability considerations, the success of their application will be dependent on the gaining Service's ability and willingness to agree an early joining date.

(4) It should also be made clear that the normal single Service rules governing voluntary withdrawal from training/voluntary retirement (see Chapter 54 Section 1) will apply and that the fact that the application is for a move to another Service will not attract preferential consideration. In addition, the YO is to be advised that, by voluntarily withdrawing from training, they may incur a financial liability (see Para 4810 a sub para (6)). Once a transfer request has been received, the appropriate policy staff should arrange the prompt release of the necessary security clearance, medical and confidential reports to the potential gaining Service. Arrangements should then be made to discuss and staff the case as soon as possible.

(5) Requests to transfer into the RM from the RN or vice-versa by Officer Cadets undertaking initial training will not normally be considered and approval will be given only in the most exceptional circumstances.

(6) Officers under training who transfer from the RN to the RM or vice-versa will not retain any seniority unless their previous service leads to a reduction in training time in the new Service. The Terms of Service Team should be consulted when it is considered that training time has been saved.

(7) Any outstanding return of service (ROS) obligation to the individual's present Service will be taken into consideration in reaching a decision and, if there is an outstanding financial liability for education costs associated with degree studies/bursary awards, the terms of the undertaking signed by the individual will transfer with the individual to the gaining Service, and will be included within their terms of service upon transfer. If the application is acceptable to both Services, (and subject to the provisions in sub-paras 2-5 above), a mutually convenient date for the transfer will be agreed so that there is no actual break in service. Transfers must normally be completed (i.e. the individual must join the gaining Service) within a period of 2 months from receipt of the formal transfer request. This timescale will be strictly adhered to and will be exceeded only in exceptional circumstances. Reckonable service accrued with the present Service will be aggregated with the period of employment with the gaining Service. The gaining Service will confirm the terms and conditions of service as soon as is practicable which will be determined by the Terms of Service Team, on behalf of the Deputy Director People Delivery (DDPD), with the formal offer of transfer being made by R&A RISTT. The present Service should also, as soon as is practicable, inform the YO officially, in writing (copied to the Career Manager in the gaining Service), of the approval for their voluntary withdrawal from training and subsequently the termination date of their existing commission, which will be the day before commencement of their appointment to the gaining Service. Transfer will not take place until the individual has signed to accept the terms and conditions of service that will apply upon their transfer.

b. **Trained Strength.** There are limited opportunities for officers on the trained strength to transfer between the RN and RM. The policy and procedure are as follows:

(1) Officers who wish to transfer should contact the RISTT in the first instance in order to make sure they are currently recruiting and have vacancies, or are likely to have vacancies, in the branches in which they are interested.

(2) If the gaining Service has vacancies, applicants are to submit a transfer request through their chain of command to their Career Manager, copied to R&A and the appropriate branch within the gaining Service.

(3) Officers are to be interviewed by their Commanding Officer, who is to discuss the request with the individual before forwarding the application and their recommendation, via the chain of command, 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.

(4) The relevant Career Manager is to consider all applications for transfer to and from the RN or RM in conjunction with the People Capability Team before consultation with RISTT. If the application is acceptable to all concerned, the Career Manager will agree a mutually convenient date for transfer with RISTT. Any outstanding ROS obligation to the individual's present Service will be taken into consideration in reaching a decision. If the transfer is agreed by DDPD and DDPS, the normal single Service rules governing Early Termination will apply and no preferential consideration will be given to the fact that the application is for a move between the Services.

(5) Rank, seniority and other terms and conditions of service will be confirmed by the gaining Service as soon as is practicable. 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. Officers with military service prior to 1 Apr 99 who transfer will be subject to rank-related retirement ages (see Chapter 54).

(6) The present Service will issue an official letter to the officer (copied to R&A) 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.

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

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

4811. Officers - Entry from another Service or the Reserve

a. There are limited opportunities for individuals to transfer to the Royal Navy but, where approved, the following will apply. Prior to submitting a transfer request, Army/RAF Officers wishing to join the Royal Navy are advised to contact the appropriate Career Manager (details available from RISTT) for an informal discussion on the branch/specialisation they wish to join. They may be required to attend a special interview with RISTT.

b. Previous full-time commissioned service in the Army or RAF, Regular Forces of the Commonwealth or the Reserves may count where it leads to a reduction in RN/RM training required on entry to the Royal Navy. It must be noted that any nationality constraints must be resolved before transfer, taking particular note of the nationality requirements of the branch of entry and advising the individual of the branches to which they would be ineligible for any subsequent transfer.

c. Proposed offers should be made in close consultation with the Terms of Service Team and Navy People REM and the transfer process will be administered by R&A.

d. Officers with military service prior to 1 Apr 99 who transfer into the Royal Navy will be subject to rank related retirement ages (see Chapter 54).

4812. Ratings and Other Ranks - Entry to the RN from the RM (and vice-versa)

a. Commanding Officers who consider applicants suitable in all respects for transfer from their present Service to a specific RN or RM specialisation, having successfully completed any aptitudes or acquaints as appropriate, should submit an online application via the RN Careers website.

b. RISTT will forward details of those recommended and suitable for entry into the RM to PSO CTCRM Lympstone for allocation to a Royal Marine Candidate Preparation Course (RM CPC) at CTCRM. CTCRM will liaise directly with the parent ship or establishment to arrange the date of the RM CPC and ensure that the applicant is medically fit.

c. Ratings recommended for transfer to the RM, and all other ranks applying for transfer to the RN, will be processed as required by the RISTT, who will liaise with the Career Manager for a release date.

d. Personnel allowed release from the RN to enter the RM, or vice-versa, will cease to receive pay and allowances in the rank/rate they are leaving on the day before they enter the RN or are attested into the RM, as appropriate. Personnel will normally enter the RM in the rank of Marine 2, subject to requirement and DDPD approval.

e. Applications from individuals serving abroad will be considered but, if successful, transfer to the other Service will not take place until the individual returns to the UK in the normal course.

4813. Ratings and Other Ranks – Entry from another Service or the Reserve

a. Applications will be considered by the Profession Manager, in association with the Career Manager and RISTT, from those individuals with current or recent previous service in another Service. Each case will be considered on its merits, taking into account an individual's experience, the skills and qualifications that they have to offer, promotion prospects and their training requirements.

b. Proposed offers should be made in close consultation with the Terms of Service Team and Navy People REM and the transfer process will be administered by RISTT.

SECTION 4

RE-ENTRY

4814. Re-entry - General Instructions

a. No individual is to be re-entered in the Royal Navy after a break in service without the approval of RISTT. See Chapter 11 and Chapter 12 for detailed instructions for all others.

b. For those wishing to re-enter the Royal Navy, all previous reckonable service will count for length of service purposes, irrespective of the duration of any break in service.

c. Candidates for re-entry currently serving on a Full Time Reserve Service (FTRS) engagement should be aware that periods of FTRS cannot be added to periods of regular service, including former regular service, for the purposes of counting time towards service on a normal commission. Neither does FTRS count towards the determination of entitlement for terminal benefits (ss JSP 754 Ch 2 Para 1104).

d. For Medical personnel who left service under sS Terms of Service, re-joiners will see UCM Harmonisation Terms of Service applied.

4815. Re-entry of Officers - Trained Strength

a. Although contact with a prospective re-entrant is the remit of R&A, the process of re-entry is administered by DDPD. The process is thus dealt with in this section, with material specific to R&A at Chapter 11.

b. Officers re-entering the Service with former military service pre 1 Apr 99 are subject to rank-related retirement on re-entry but will not have reserved rights to promotion, i.e. former MCC or FCC Officers re-entering since 1 Apr 99 do not retain the right to automatic promotion to Lieutenant Commander/Major RM. Where a vacancy at the individual's former rank is not available, a post at a lower rank may be offered. Other terms of service for re-entrants will be considered on a case-by-case basis.

c. Individuals with former regular service are normally only permitted to re-enter the Service if they can complete the balance of their former commission. Exceptionally, individuals who completed their commission before they left may be allowed to return to complete an ICS (or part thereof) depending on the needs of the Service and will be subject to either normal retirement age or rank related retirement age (see Table 54-2).

d. All prospective officer re-entry candidates should contact the Admiralty Interview Board (AIB) in the first instance; R&A will issue the candidate with a re-entry application form. Re-entry candidate applications forwarded to any other authority, for example to the previous Career Manager, should be forwarded to R&A and the candidate informed. The following procedure will then be used:

(1) RISTT informs the appropriate Career Manager of the prospective applicant. The Career Manager retrieves all previous service documents. The DDPD Officer Strategic Workforce Planning Section determines the overall workforce structure requirements and whether approving the application is in the best interests of the Service, in particular with due regard to the strength and requirement of officers within the re-entrant candidate's Specialisation cohort.

(2) Before processing any application to re-enter, the Career Manager must sight the candidate's personal file in order to ascertain the reason(s) for leaving the Service. Those who were discharged on administrative, disciplinary or medical grounds will not be considered for re-entry. For others, Profession Managers and Career Managers determine whether the particular candidate, with their experience, skills and qualifications, meets branch and specialisation structure requirements and can be gainfully deployed by Career Managers - see Annex 48A for Advice for Career Managers on Re-Entrants. Career Managers may need to make direct contact with the candidate in order to determine the exact timing of any potential re-entry and the candidate's individual preferences on assignment. Additional discussions may include the re-entrant's need for bespoke training, probable career path and relevant promotion opportunities.

(3) If the application falls at any of the above hurdles, the RISTT will be notified with a view to sending a rejection letter. The reason for the rejection will be included.

(4) If the candidate is suitable for re-entry in all respects, the terms and conditions of re-entry will be finalised by the Officer Terms of Service Manager. These include: any reserved rights from service prior to 1 Apr 99, ROS liability for bespoke training (if appropriate), rank, seniority, commission, uniform issue, terminal date and the appropriate increment level of pay (this will be actioned in conjunction with Career Manager/Profession Manager/Promotions Section). Once completed, the personal file should be passed to Branch Managers to determine any entitlement to RRP, FRI payments, uniform issue/allowances, pension information and, in a small number of cases, gratuity repayment details (see JSP 754 05.232(i)). After clearance by NCHQ, RISTT will be notified to enable forwarding of an offer, subject to medical and security clearances, to the potential re-entry candidate.

(5) If candidates are in-date for the RN Fitness Test (i.e. carried out the test within the past 12 months – see Chapter 29 Section 3), they will not have to re-take the New Entry physical tests or the Naval Swimming Test. RISTT must stress to candidates, however, that they need to follow an appropriate form of fitness programme prior to entry. Otherwise, candidates out-of-date for the RN fitness test must undertake a fitness test within the first month of re-joining.

(6) If the re-entry candidate accepts the offer, RISTT will process the medical and security clearances for the candidate. Date of entry and the required entry establishment will be determined by the Career Manager.

(7) CMs are to make direct contact with the candidate in order to determine the exact timing of any potential re-entry and the candidate's individual preferences on assignment. Additional discussions should cover any bespoke training package, probable career path and promotion opportunities.

(8) Once an entry date has been allocated, candidates should be advised to contact their relevant Career Manager for advice. If eligible, candidates should also be advised that they may apply for Service Family Accommodation (see Chapter 25). The Career Manager should advise individuals to submit an application to the relevant Defence Estates' Housing Information Centre (HIC) in accordance with JSP 464.

(9) Trained re-entrants may use their own transport for joining their appointment. Those opting to use own transport may claim for duty travel on JPA using the receiving unit UIN. Alternatively, they may request a rail warrant from DDPD.

(10) Trained RN re-entrants will enter at a unit as directed by DDPD.

e. **Seniority for Previous Service in the Same Branch.** When an officer re-enters the Royal Navy, previous full-time commissioned service as an officer in the same branch will be taken into account. The previous seniority date will be adjusted to take account of the time that the officer has spent out of the Service, provided that the time out of the Service does not exceed five years. If the time does exceed five years, Career Managers, the Terms of Service Team and Branch Managers should be consulted.

f. **Seniority for Previous Service in a Different Branch/Specialisation of the Royal Navy.** Officers under training will not retain any seniority unless their previous service leads to a reduction in training time in the new Service. The Terms of Service Team should be consulted when it is considered that training time has been saved.

4816. Re-entry of Officers - Untrained Strength

For untrained re-entrants, RISTT and relevant Profession Manager will determine a candidate's suitability and Gains to the Trained Strength (GTS) requirements prior to entering the process above at Para 4815 d sub para (1).

4817. Re-entry of Ratings and Other Ranks

a. The administration of the process for the re-entry of ratings and other ranks is undertaken by RISTT. Ratings and other ranks wishing to re-enter the Service should contact RISTT (see Chapter 12 for detailed instructions). Rank, seniority and training requirements will be determined by the Profession Manager in association with RISTT, taking into account whether they are deemed to be trained, partially trained or untrained and what experience, skills etc, an individual has gained.

b. **Re-Entrant Training Status.** The amount of training required on re-entry will be determined both by the following definitions and the consideration of additional training requirements by the Profession Manager:

(1) **Trained Re-Entrant.** A fully trained and qualified junior or senior rating who applies to return to the RN in the same branch/specialisation from which they exited. Manning approval will be sought in all cases from relevant Branch Managers and training requirements will also need to be determined. Trained re-entrants join HMS RALEIGH for administrative purposes only. Trained re-entrants have no statutory right to claim discharge within six months of re-entry but do have the right to leave up to the age of 18, if applicable (see Para 5403 sub para b).

(2) **Partially Trained Re-Entrant.** A trainee who completes Phase 1 Training before electing to leave the Service and applies to return within 18 months. The majority of partially trained re-entry candidates will have left the Service immediately prior to, or during, Phase 2 Training, and may re-enter into their original branch/specialisation or into a different branch of choice (BOC). This category of re-entrant will join HMS RALEIGH for administrative purposes only and thereafter will be assigned to their appropriate Lead School for Phase 2 Training. The date of joining will generally coincide with the commencement of their Phase 2 Training course. Partially trained re-entrants have no statutory right to claim discharge within 6 months of re-entry, unless they were previously discharged 'Not Finally Approved (Medical)' in accordance with BR 1750A, but have a right to do so up until age 18 (see Para 5403 sub para b).

(3) **Untrained Re-entrant.** A recruit who did not complete Phase 1 Training prior to discharge. Untrained re-entrants will re-join in their original or a new BOC at HMS RALEIGH in order to undertake complete Phase 1 and Phase 2 Training. Unless previously discharged 'Not Finally Approved (Medical)' in accordance with BR 1750A, untrained re-entrants will have no statutory right to claim discharge within six months of re-entry but have a right to leave up to age 18 (see Para 5403 sub para b).

c. **Career Requirements.** Post 1 Apr 15, the following terms apply:

(1) **Re-Entry of Ratings and Other Ranks who Initially Joined Prior to 1 Apr 15 and Left on the Untrained Strength.** Individuals who did not reach the trained strength prior to their discharge will return to the Royal Navy on a new 12-year Engagement Stage 1 (ES1), irrespective of whether the previous engagement was an ES1/FC/OE1 or the time previously served.

(2) **Re-Entry in a New Specialisation - Ratings and Other Ranks who Initially Joined Prior to 1 Apr 15.** Irrespective of the rate/rank held on leaving, individuals who re-enter in a new specialisation will return on a new 12-year ES1.

(3) **Re-Entry in the Same Specialisation - Ratings and Other Ranks who Initially Joined Prior to 1 Apr 15 and Left on the Trained Strength as an AB/Marine.**

(a) Individuals who served less than 12 years served on an FC/OE1 will re-enter on an ES1, minus the previous reckonable regular service. Progression to ES2 is dependent on substantive promotion to OR4. Continued service on an ES1 beyond 12 years to allow the individual to qualify for selection for promotion may be enabled through a revised Engagement Expiry Date (EED).

(b) Individuals who served more than 12 years served on an FC/OE1 will re-enter on an ES1 with an Extended Career to enable completion of an equivalent engagement to the one the individual originally served on. Progression to ES2 is dependent on substantive promotion to OR4.

(4) **Re-Entry in the Same Specialisation - Ratings and Other Ranks who Initially Joined Prior to 1 Apr 15 and Left on the Trained Strength as a Leading Hand/Corporal or Higher.**

(a) Individuals who left on a FC/OE1 will re-enter on the balance of a 20-year ES2.

(b) Individuals who left on an EC/2OE will re-enter on an Engagement Stage 3 (ES3) of 5, 10 or 15 years' length of service.

d. **Minimum Time to Serve and Re-Training.** Re-entrants are required to serve for a minimum of 12 months from the date of re-entry or completion of any re-training required, whichever is the later, with the exception of the following:

(1) Where a bespoke package of training is required on re-entry, the individual will be informed of the applicable time to serve by R&A prior to joining.

(2) Where an individual previously left the Royal Navy before joining the trained strength or prior to completing the minimum time to serve period following initial training (e.g. if individuals left the Service before 18 years of age), re-entrants will be liable to provide the full minimum time to serve mandated in Chapter 54 on completion of any re-training required. This time must be served in full before any application for early termination.

(3) Where an individual's re-entry is linked to a financial payment e.g. a re-joining bounty, they will be informed of the required time to serve by R&A prior to joining.

e. **Rank and Seniority on Re-entry.**

(1) Applications for re-entry will be considered by the Branch Manager (in association with the Career Manager). Each case will be decided on its individual merits (it should be noted that there is no provision for the automatic award of previous rank and seniority). The Branch Manager will take into account the following:

(a) Type of career to be undertaken e.g. the balance of an ES1/ES2 or a Tailored Career.

(b) Relevant skills, experience and qualifications that the individual has to offer from both their previous service and any gained in civilian employment.

(c) Promotion prospects.

(d) Training requirements i.e. to ensure that an individual's skills are current, including the retaking of any courses, examinations or qualifications that are deemed to be out-of-date and undertaking new courses, examinations or qualifications that have been introduced since the individual left the Service.

(2) The proposed offers to individuals should be made in close consultation with the Terms of Service Team and the re-entry process will be administered by R&A (see Chapter 12).

4818. Re-entry – Use of Acting Higher Rank (AHR)

a. Use of Acting Higher (AHR) on re-entry seeks to incentivise those who have previously served to re-enter the RN, without disadvantaging those who remain in service[7]. It enables re-entry in Acting Higher Rank (AHR) where there is a clear requirement for their Knowledge, Skills, Experience, and Behaviours (KSEB) gained outside of service.

b. **Eligibility.** The following eligibility criteria and assumptions apply:

(1) AHR on re-entry is bounded as it is for in-service candidates i.e. one rank up[8]. This reduces the requirement for any significant re-training beyond that required in the normal course of assigning people, but Career Managers (CMs) will assess on a case-by-case basis.

(2) The individual should normally meet the in-Service medical standards. The pre-entry MEB may be used a vehicle to assess the employability of those with medical limitations, e.g. if they have valuable KSEB to ameliorate a pinch point.

[7] Ex-Regulars (Royal Fleet Reserve (RFR)) and Part Time Volunteer Reserves (PTVR)) can already apply for FTRS positions one rank up from their last rank or rank in the Reserves, but there is not yet any ability to promote substantively on FTRS.
[8] Exceptionally, promotion to 2* from OF5 is permitted as it is under current policy subject to FSOAB approval.

(3) All other criteria apply for re-joining if previously discharged in accordance with this chapter.

c. **Re-entry Process.**

(1) **Assessment of KSEB.** Using the guidance available at Annex 48A, Career Managers (CMs) should consider suitable candidates for re-entry in the AHR. To ensure delivery of a fair, robust and transparent process, any individual who is granted AHR on re-entry will be compared objectively, so far as practicable, against the relevant professional competency framework and typical role requirements at that rank/rate. This is particularly relevant in those professions/specialisations where the merit-based selection process is fiercely competitive. In other words, the assessment of KSEB will seek to ensure that those in service are not disadvantaged.

(2) This process will be conducted by R&A[9] with advice from the relevant CM, Professions Manager, Promotions and the Terms of Service policy desks to ensure that proper assessment of a person's CV is conducted, and there is parity across professions. A formal assessment interview is to be conducted (in line with existing FTRS format/guidance), led by the CM[10] and supported by the Re-joiners and In Service Transfer Team (RISTT). Relevant evidence of KSEB can also be garnered through:

(a) Academic qualifications gained since leaving.

(b) Membership of professional bodies or organisations.

(c) Any performance reports or references from civilian employers.

(d) Previous SJAR/OJARs.

(3) The assessment assumes that re-joiners will be employed primarily in their Profession. Where an individual is re-joining at a more experienced level and has KSEB that would make them employable in second-stage career fields, advice should be sought from the relevant CM. Any selection for professions under Unified Career Management (UCM) will need to be agreed with the UCM CM in StratCom.

[9] Re-joiners and In Service Transfer Team (RISTT).
[10] Minimum rank of OF3 for OR7 and below. Minimum rank of OF4 for OR8 and above.

d. **Award of AHR.** For those officers who are deemed suitable for the award of AHR, the relevant CM will follow policy in Chapter 66, Section 4 as part of re-entry process. Similarly, the award of AHR for OR2 to OR6 on a local acting basis[11] will follow extant policy. When authorised, AHR will be awarded for the duration of an assignment as directed by the CM, with their performance and potential captured as part on the annual reporting process. In the case of a re-entrant holding AHR that does not receive a recommendation for promotion after 12 months, they will be given a further 12 months in AHR. At 24 months, they may be reverted to substantive rank. Where a re-entrant is recommended for promotion but not selected, continued employment in AHR is permitted where it is in the service interest, however, it should be noted that there is no guarantee of continued employment in AHR beyond their FAD.

e. **Annual Appraisals.** On re-entry, normal reporting procedures will apply with the SP ordinarily being reported on at their next Common Reporting Date (CRD). Exceptionally, advanced/delayed Annual Appraisals (ARs) may be authorised, to allow a subject up to a 6-month reporting period prior to the next promotion board. Advanced or delayed ARs should only be considered where the subject is worthy of a clear unequivocal positive recommendation for promotion to the next rate/rank. In these circumstances it is vital that early dialogue takes place within the reporting chain and authorisation sought from the appropriate Board Secretary in the RN Workforce and Career Progression Team.

f. **Career Progression.** All re-entrants holding the AHR will be considered for selective promotion along with all other eligible candidates under extant policy[12]. Similarly, all re-entrants will assume the relevant engagement/commission under in accordance with Annex 48B. Re-entrants that have limited time to serve out existing engagement/commission will be managed by EOS/EED adjustment and presented for transfer at the next board.

g. **Non-recommendation for AHR.** Where an individual applies to re-enter but is unsuccessful in gaining approval for AHR, they may be offered employment in their previous rank, but consideration can be given for award of seniority to reflect their KSEB in line with existing policy.

h. **Warnings and Disciplinary.** Poor professional performance or disciplinary issues, including reversion and disrating will be in accordance with existing policy[13].

[11] Para 6915.
[12] BRd 3(1) Part 8.
[13] Chapter 20.

SECTION 5

MISCELLANEOUS

4819. Military Aviation Degree Scheme

a. **General.** The Fleet Air Arm (FAA) has formed, with the AAC and RAF, the UKAF Military Aviation Academy (UKAF MAA) for the award of Foundation and BSc (Hons) degrees in Aviation Systems Management for aircrew and Airspace Management for ATCOs. All the degrees are accredited by the Open University (OU) and include all flying training or ATC training up to Certificate of Competence (CoC)The degree scheme is open to all students.

b. **The Degree Programme.** The programme is in two distinct phases. The programme is in two distinct phases. The first is an OU Foundation Degree in Aviation Systems Management for aircrew and Airspace Management for ATCOs, which are completed at end of OCU for aircrew and one year after completing JATCC for ATCOs. The BSc (Hons) degrees of the same names are completed at CoC (Combat Ready for fast jet) or after completing the relevant adquals for ATCOs.

c. **Funding.** Funding is provided by the Service. There is no requirement for a student to pay anything.

d. **Failure in Training.** Failure to complete training will automatically result in undergraduates being withdrawn from the UKAF MAA Degree course. However, HE points accrued for completion of courses within the scheme may be retained for use in any self-funded degree programme outside the Service.

e. **Voluntary Withdrawal from Training.** If a student voluntarily withdraws from training, they will automatically be withdrawn from the programme and there will be no requirement to repay study costs.

f. **Advice to Students.** The UKAF MAA Programme Manager (UKAF MAA PM) runs the schemes for all three Services and is available to provide advice and guidance to students concerning these degree schemes. UKAF MAA PM works for Cdr FT at Navy Command and is contactable at NAVY CU-AIR UKAF MAA PM.

4820. Royal Navy Foundation Scheme

a. **General.** This paragraph details the terms and conditions of service associated with personnel serving on the Royal Navy Foundation Scheme (RNFS), **only where they differ from standard TACOS** associated with ratings joining on a regular ES1.

b. **Engagement Length & Transferability.**

(1) The RNFS offers a 1-year engagement only, with options to subsequently transfer onto ES1/IC. Transfers at or prior to the end of the foundation year are treated as branch transfers and are subject to service requirements and entry standards being met.

(2) Eligibility for branch transfer will be determined by the CM, who will access the candidates RITS information via the Recruit and Attract allocations team. This information, in conjunction with the JEM/DAA Threshold Matrix, will identify which roles the candidate is eligible for. Where candidates have received an SJAR at the point of application, recommendations in this SJAR should be considered; DAA waivers may be awarded at the PM's discretion. Thereafter the branch transfer will follow the process from para 5112 (ratings on the untrained strength), with a Ph.2 course allocated by UTS Ratings Pipeline Manager.

c. **Age Restrictions.** U18s are not permitted. Upper age limits remain aligned with standard RN Regular policy (40).

d. **Rank & Seniority.** Entrants join as substantive OR2 (AB2), as per standard entry.

e. **Statutory Right of Discharge.** The normal 6-month early termination period is extended to cover the entire foundation year, allowing exit on 14 days' notice after 28 days' service.

f. **Minimum Time to Serve (MTS).** No MTS applies; individuals may submit notice at any stage after the statutory period.

g. **Promotion Opportunities.** There are no promotion prospects during RNFS; opportunities only arise upon branch transfer to ES1/IC.

h. **Deployability & Training Status.** Personnel are considered to be on the Trained Strength immediately after Ph1, this is a reflection they have no Ph.2 training requirement. Following successful completion of BSSC, and having already completed of RNPES during Phase 1, personnel are deemed safe to be employed in surface ships, subject to local risk assessment and therefore should be considered fully deployable from this point.

i. **Pay & X-Factor.** RNFS personnel will receive Initial Pay for the first 26 weeks and then OR2-1 Supp 1 pay, both subject to 5% X-Factor. If they subsequently transfer to a different engagement seniority gained on the RNFS will be transferred as part of their new TCOS.

j. **Pension.** Due to the length of engagement personnel will not meet the vesting period for AFPS15 (2 years). If they leave the Service at the end of 12 months' service, they will receive a Cash Equivalent Transfer Value (CETV) which can be transferred to an alternative scheme.

k. **Leave Entitlement.** Annual Leave is reduced to 28 days including public holidays. Entitlement to sea going and terminal leave is as per JSP 760.

l. **Reserve Liability.** RNFS personnel have no reserve or recall liability.

4821. Medical and Dental Officers - Professional Registration

a. All Medical and Dental Officers serving in the Royal Navy are to be currently registered with the appropriate professional body.

b. The Medical Act 1983 requires all Medical practitioners to be fully registered to hold an appointment in the Armed Forces. Cadets provisionally register with the General Medical Council (GMC) of the United Kingdom having completed statutory training. All Direct Entry Medical Officer applicants, including re-entrants, must be fully registered with the GMC.

c. Dental cadets register with the General Dental Council (GDC) of the United Kingdom on completion of statutory training. All Direct Entry Dental Officer applicants, including re-entrants, must be fully registered with the GDC.

d. It is the responsibility of the single Service to verify an individual's registration with the GMC or GDC. The date of that statutory registration and subsequent re-registration is to be maintained in the individual's record of service. Any individual who is not registered with their professional organisation, for whatever reason, must be removed from clinical practice until registration has been reinstated.

4822. Medical Defence Organisation Membership

It is not a condition of service that Medical and Dental Officers belong to a medical defence organisation. The MOD accepts responsibility for defending or settling a claim arising from an officer's actions when attending entitled personnel, which includes civilian secondments in the NHS (the NHS normally underwrites individuals as part of any secondment 'contract'). Officers may wish to have defence organisation representation, however, to help protect their professional reputation in any professional interface with the GMC or GDC. Any officer who wishes to undertake 'private' practice whilst not on duty in accordance with MOD policy must have membership of a defence organisation.

4823. QARNNS Officers - Registration with the Nursing and Midwifery Council (NMC)

Candidates must be registered on an appropriate part of the Register of the NMC for Nursing, Midwifery and Health Visiting. When assessing post-registration experience, proof of working will be required. See also Para 4803 sub para c.

4824. Membership of the Royal College of Nursing

All QARNNS Officers are strongly advised to belong to the Royal College of Nursing. They are responsible for paying their own subscriptions.

ANNEX 48A

ADVICE FOR CAREER MANAGERS ON RE-ENTRANTS TO THE ROYAL NAVY

1. Process

Officer, rating and other rank re-entries to the Royal Navy are not uncommon and there is a well established process to administer an individual's return to uniform (for officers, this is given primarily in Chapter 48 but with some coverage in Chapter 12; for ratings and other ranks, this is given primarily in Chapter 12 but with some coverage in Chapter 48). The purpose of this guidance is to offer Career Managers a flexible approach when considering making an offer to an individual. Flexibility is crucial and is to be encouraged since the re-entrant may well be bringing niche skills that are in short supply within the Service and which have been enhanced by their civilian experience. The objective of any negotiations should be to provide a 'full and fair' offer to an individual, such that the Service is able to compete within the open market for suitable talent.

2. Considerations

The following points should be considered:

a. If necessary and considered appropriate, Career Managers should maintain databases of individuals who are leaving the Service who would be suitable for further service.

b. Identify individuals to re-join and consider making an approach. An approach could be made at any time after an individual leaves the Service. Previous subjective experience indicates that within the two to four year time scale is not un-reasonable. It is considered that personnel who might wish to re-join sooner will in most cases make contact under their own initiative.

c. Invite individuals to attend an interview at which the following issues need to be addressed:

- type of career or engagement;
- career pathway;
- rank and seniority on re-joining, including any awards of additional seniority for civilian experience and qualifications;
- promotion prospects and promotion board attendance;
- pension;
- uniform grants and kit issue;
- training, training gap analysis and re-familiarisation; and
- update on the wider benefits and allowances package including: Medical and Dental care; Housing; Sport and Adventurous Training; and Continuous Professional Development and Education.

d. Close consultation should take place with the Terms of Service team throughout the process.

ANNEX 48B

TERMS OF SERVICE ON RE-ENTRY OR TRANSFER TO THE ROYAL NAVY

1. Purpose

This Annex details the commissions or engagements to be awarded to individuals re-entering or transferring to the Royal Navy (note: all re-entries and transfers are subject to prevailing manning requirements). For completeness, all re-entry and transfer routes are included, including those in and out of the RNR and RMR and from the Volunteer Reserve forces of the Army and the Royal Air Force.

2. Re-entry and Transfer of Untrained Personnel

Personnel who have not been a 'Gain to the Trained Strength' in any Regular or Volunteer Reserve employment (ie. left the Service as Untrained personnel) will rejoin to complete a new initial engagement (ES1) or commission (ICS).

3. Re-entry and Transfer of Trained Personnel

The flow charts listed at Para 5 detail the standard offers that may be made without specific approval to the PPLAN Strategic Workforce Planners (SWPR SO1 and SWPO SO1). In addition, variations to the standard offers may be made by Branch Managers and, in some instances, subject to approval of the relevant Strategic Workforce Planner. Where an individual's circumstances are not addressed in the flow charts, advice is to be sought from NAVY PERS-CNPS TERMS SO1C.

4. Transfers between the RN, RM, RNR and RMR

Transfers between the RN and RM (and vice-versa) and between the RNR and RMR (and vice-versa) are to be treated as transfers between Services.

5. Flow Charts

Re-Entry/Transfer Route	Chart
Ratings and Other Ranks re-entering the same Service on or after 1 Apr 15, having previously left from the Trained Strength	A
Ratings and Other Ranks transferring from the Trained Strength of another Service on or after 1 Apr 15	B
Officers re-entering the same Service on or after 1 Apr 15, having previously left from the Trained Strength	C
Officers transferring from the Trained Strength of another Service on or after 1 Apr 15	D
Ratings and Other Ranks transferring from Volunteer Reserve to Regular on or after 1 Apr 15	E
Ratings and Other Ranks transferring from Regular or former Regular to the Volunteer Reserve on or after 1 Apr 15	F

Chart A
Former RN/RM Regular Ratings/Other Ranks
re-entering the RN/RM as Ratings/Other Ranks
having previously left the Trained Strength of the same service
where the effective date of re-entry is on or after 1 Apr 15

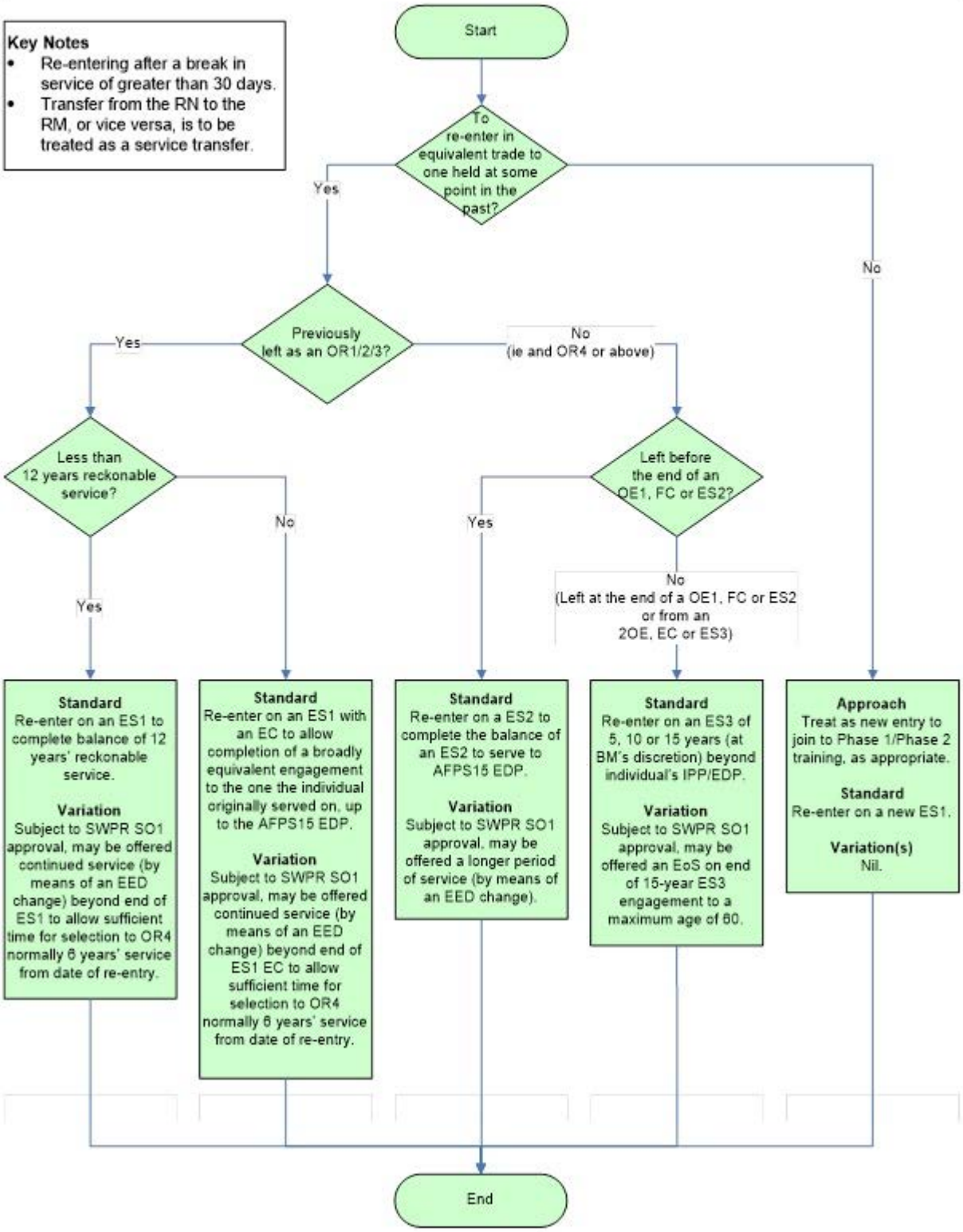

Chart B
Current or Former Regular Ratings/Other Ranks
transferring to the RN/RM as Ratings/Other Ranks
from or having previously left the Trained Strength of another service
Where the effective date of transfer on or after 1 Apr 15

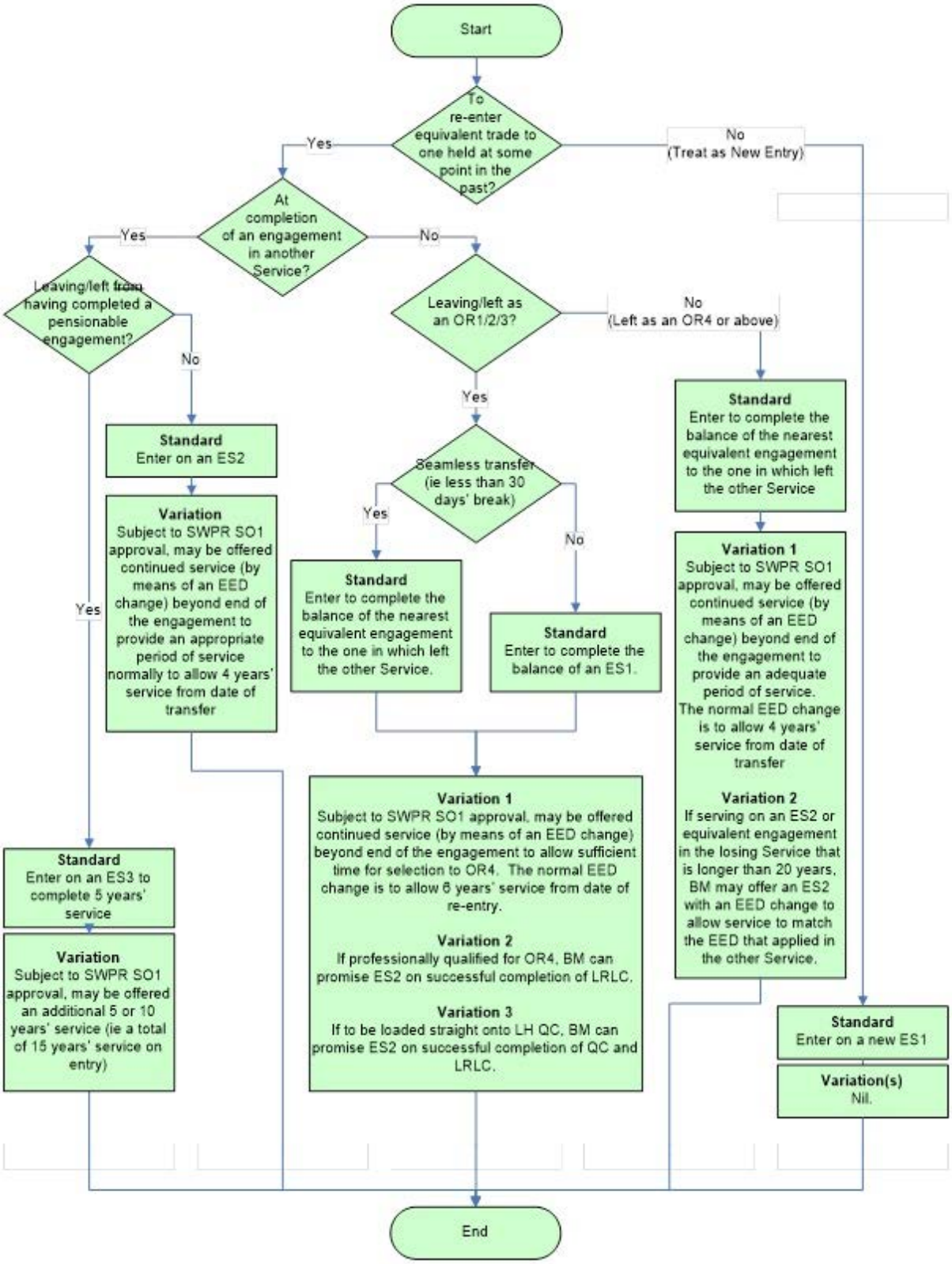

Chart C
Former Regular RN/RM Officers
re-entering the same service
having previously left the Trained Strength
where the effective date of re-entry is on or after 1 Apr 15

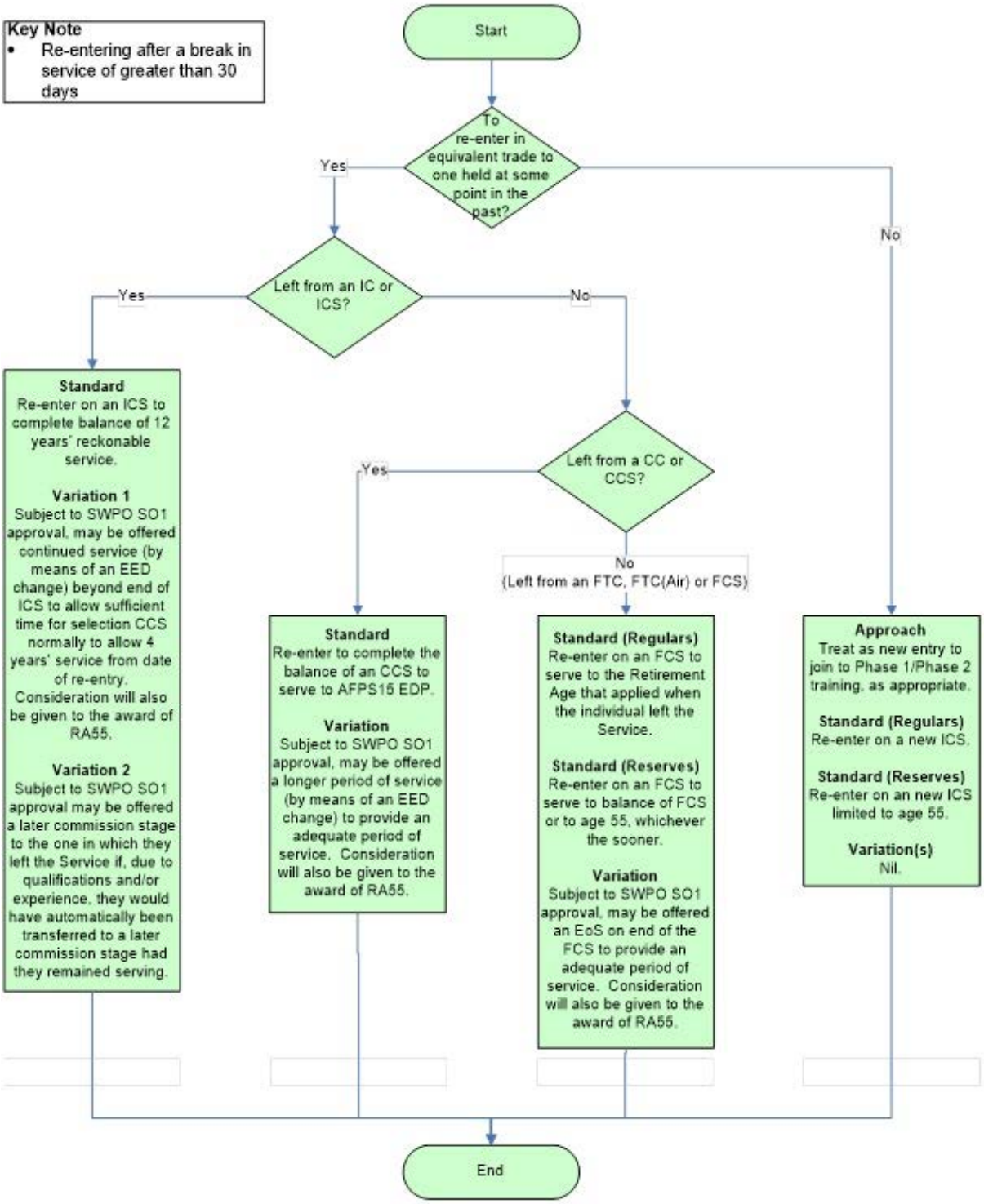

Chart D
Current or Former Regular Officers
transferring to the RN/RM as Officers
from or having previously left from the Trained Strength of another service
where the effective date of transfer is on or after 1 Apr 15

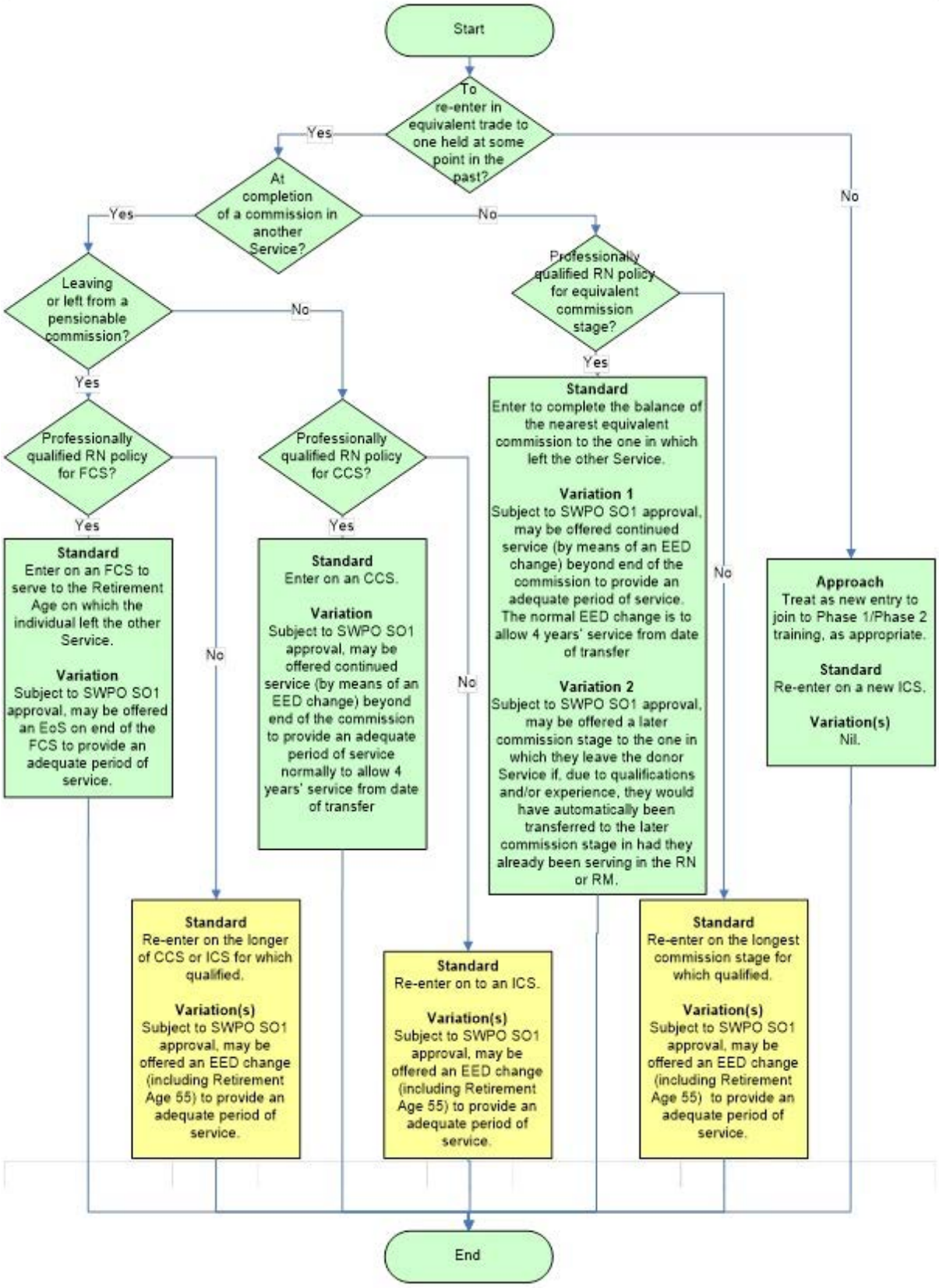

Chart E
Current or Former Volunteer Reserve RNR/RMR Ratings/Other Ranks
transferring to to the RN/RM
from or having previously left the Trained Strength of the Volunteer Reserves
where the effective date of transfer is on or after 1 Apr 15

Key Note
- Reckonable service in the RNR or RNR starts from the date of transfer from New entry Probationer to New Entry Reserve.

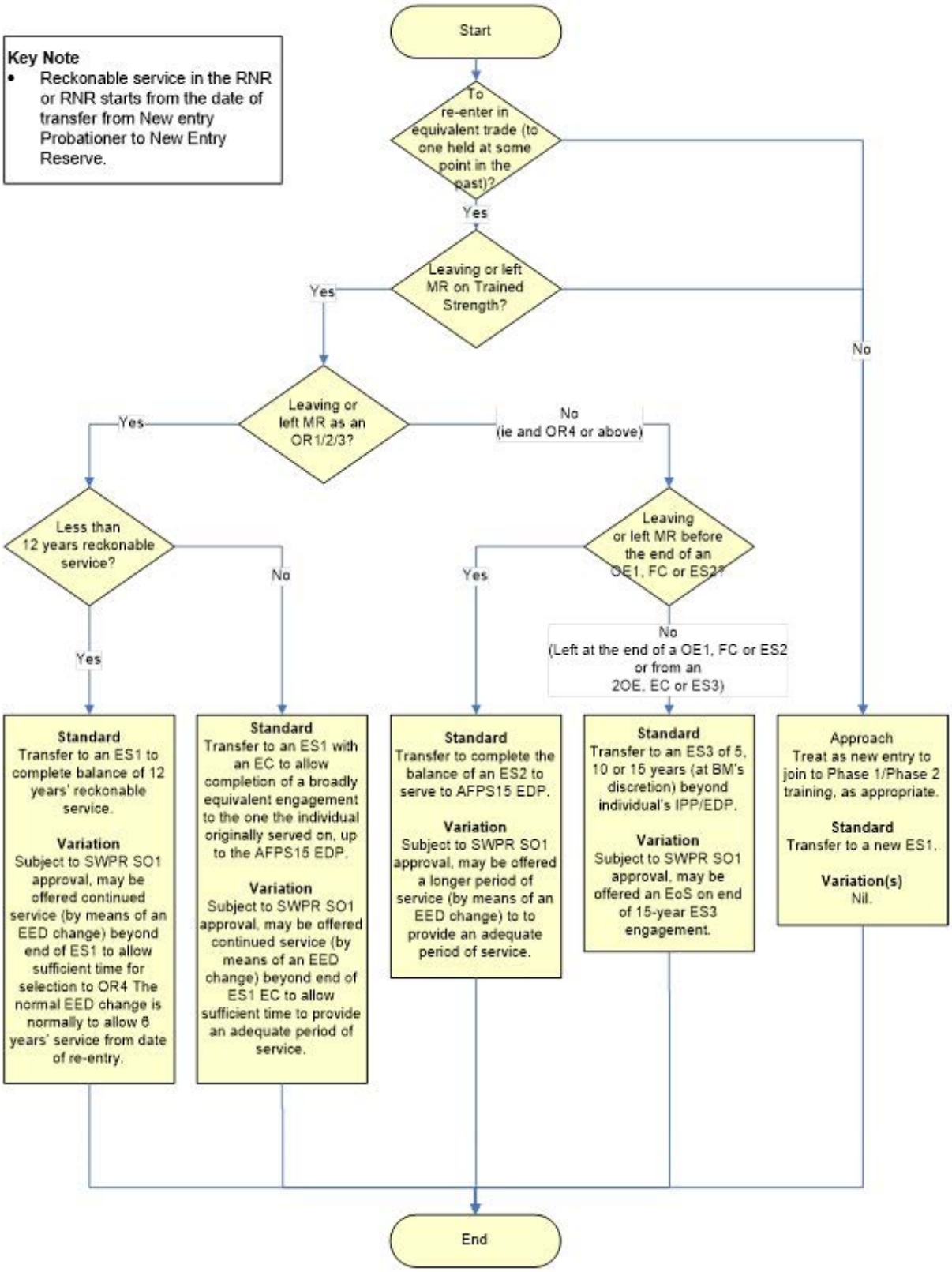
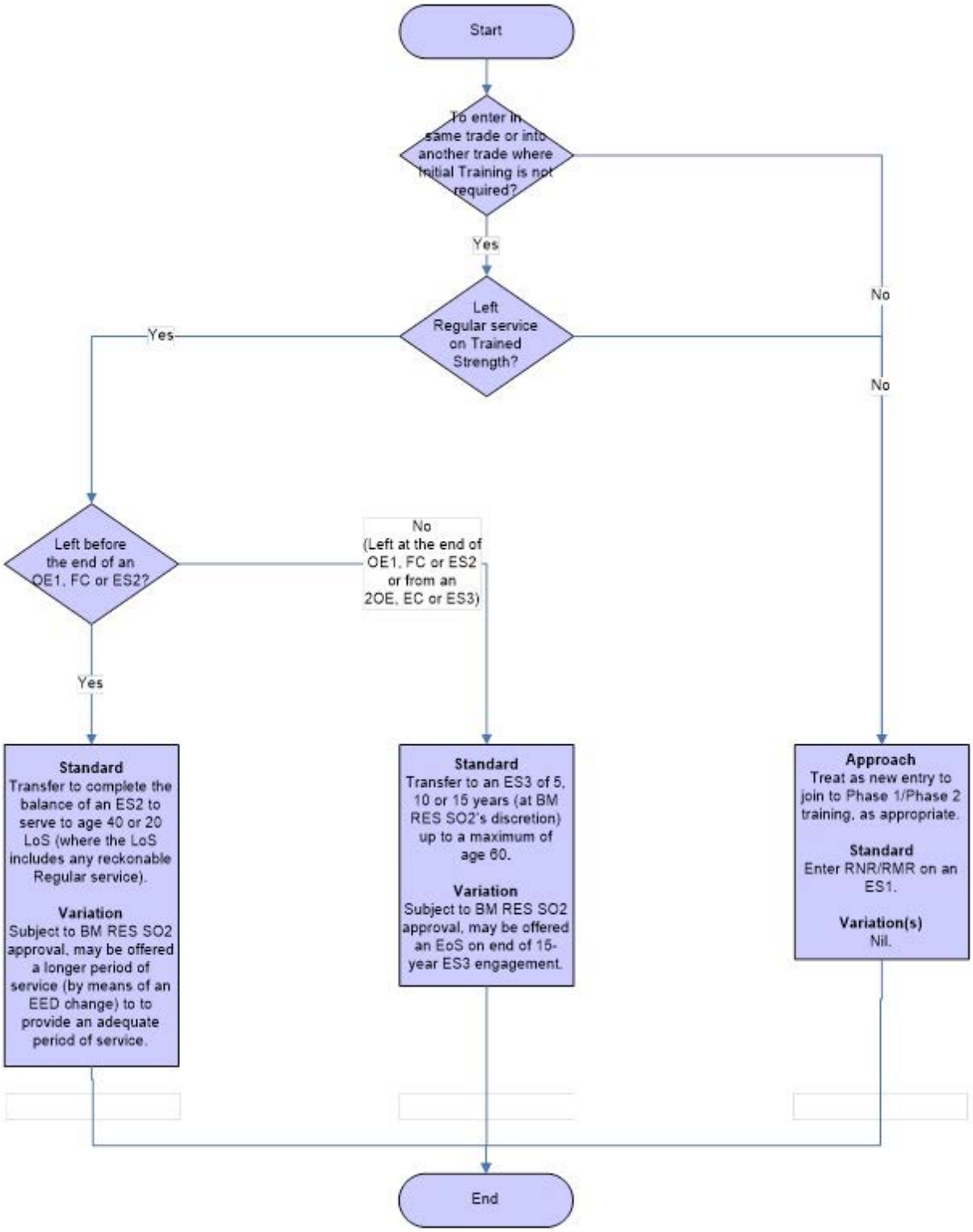
Chart F
Current or Former Regular RN/RM Ratings/Other Ranks
transferring to the RNR/RMR
from or having previously left the either the Trained or Untrained Strengths
where the effective date of transfer is on or after 1 Apr 15