CHAPTER 12

RE-ENTERING 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.*

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CHAPTER 12

RE-ENTERING THE ROYAL NAVY

1201. Re-Entry Policy

No officer/rating/Other Rank (OR) is to be re-entered after a break in Regular Service, Maritime Reserve (MR) and URNU/UAS/UOTC without eligibility checks being performed by the RISTT and Service need being confirmed by Workforce Planners (WFP)/Profession Manager. R&A's approval is required irrespective of the length of the break in service or the time that the candidate had served. SPVA and the NETE will not action re-entrants' pay indocs without written authority from R&A Re-joiners and Inter-Service Transfer Team (RISTT), using the appropriate RITS letter.

1202. Re-Entry References

a. Terms of Service for entry and re-entry to the RN are contained in chapter 48.

b. Pay scales for those awarded Former Service are contained in JSP 754.

1203. Re-Entry Process

A condensed processing sequence is shown below to illustrate the recruiting process for candidates with former Service applying to enter or re-enter on Full or Tailored Careers. All actions are carried out by R&A HQ's RISTT unless specified otherwise:

a. Sight candidate's JPA Service record and discharge documents (including SMIT return where applicable) and establish eligibility for entry/re-entry. Note: Service leavers are no longer issued with a Service Certificate.

b. Liaise with WFPs as required and follow the approval process protocols to obtain initial rate of pay, training required and TACOS. The RISTT will assess eligibility for re-entry/entry and issue an approval or rejection letter which is recorded on RITS See para 1219 for more detail on eligibility and Recruit by Profession streaming.

c. Confirm re-entry Service/role eligibility i.e. role-specific requirements.

d. **Age Eligibility.** All fully trained re-entrants (entering as GTS) are eligible up to 60 years old - i.e. they must re-enter before their 60th birthday. All part trained (PTS) or untrained (UTS) re-entrants must be eligible for the role they are entering iaw the JEM.

e. Process eligible candidates.

f. **Re-Entry/Entry - Rank/Rate.** The Authority to Process letter will state the candidate's approved rank/rate and level on re-entry; candidates should be encouraged to contact their relevant Career Manager (CM) for assignment advice. Care must be taken to ensure that seniority is coherent with the rank upon re-entry.

g. **Re-Entry/Entry - Allocation.** The Permission to Enter letter, provided by RISTT once a candidate has successfully completed the recruitment process will allocate a provisional entry date for trained and part trained re-entries. Untrained re-entries and URNU/UAS/UOTC candidates are to be processed for entry in the same way as new entrants but still require a Permission to Enter letter from RISTT once found suitable in all respects.

h. Allocation and entry brief.

i. The R&A Permission Letters are provisional and subject to final approval at CTCRM/BRNC/HMS RALEIGH/MR UNITS.

1204. Re-Entrant - Definitions

Trained and Untrained definitions are as follows:

a. **Trained Re-Entrant - Definition.** A fully trained and qualified junior or senior rating who applies to return to the RN in the same role/specialisation from which they exited. Manning approval will be sought in all cases from the relevant Profession Manager, and for those whose date of re-entry is more than 3 years since leaving the Service, training requirements will also need to be determined. Thereafter, movements are controlled by Assignment Order, in liaison with the appropriate Career Management. Trained re-entrants join NETE for administrative/induction purposes only. Trained Re-entries have no right to Early Termination.

b. **Part Trained Re-Entrant - Definition.** A trainee who completes Phase 1 Training before electing to leave the Service, who re-enters the Service within 18 months. The majority of part trained re-entry candidates will have left the Service immediately prior to, or during, Phase 2 Training, and may re-enter into their original role/specialisation, or into a different role. Any Trained Strength Service Transfer from the Army/RAF who requires Phase 2 training, Marinisation/Trade training. This category of re-entrant will join NETE for administrative/induction purposes only, and thereafter will be assigned to their appropriate Lead School for Phase 2 Training. RM re-entrants will rejoin CTCRM to continue with recruit training. The date of joining will generally coincide with the commencement of their Phase 2 course. Part trained re-entrants have no right of Early Termination.

c. **Untrained Re-Entrant - Definition.** A recruit who did not complete Phase 1 Training prior to discharge. Untrained re-entrants will re-join in their original or a new role in order to undertake Phase 1 and Phase 2 Training. Unless previously discharged under the 56-day rule, untrained re-entrants will generally have no right of Early Termination. Once eligibility has been confirmed by RISTT UTS candidates will be handed over to an AFCO.

1205. RN Ratings - Trained Re-Entries

a. Trained and part-trained RN re-entries will be allocated to enter HMS RALEIGH by 1200-hours, normally, on the nominated dates. RISTT will forward nominal lists to HMS RALEIGH at least two weeks before the planned entry dates.

b. HMS RALEIGH aims to process candidates as quickly as possible. On completion of documentation and kit issue, candidates will be given a PSO interview and training assessment. On completion, they will be assigned to Phase 2 Training or, in the case of fully trained personnel, immediately onto the trained strength. In the normal course of events, re-entries will be processed and onward moved within the first week of joining. Those who left the Service prior to 1991, however, will require a Military Training package and onward assignment will therefore be delayed until the end of the second week.

c. Candidates in-date for the RN Physical Employment Standard (PES) (i.e. carried out the test within the past 12 months), will not have to re-take the New Entry physical tests or the Naval Swimming Test (NST), however RISTT Staff must stress to candidates that they need to follow an appropriate fitness programme prior to entry. Candidates out of date for the PES will have to undertake the PES within 3 months of joining.

d. Candidates are also to be advised that they may make an application for a Service Family Accommodation (SFA). RISTT Staff should advise individuals to visit the SFA website to apply for Service accommodation.

e. Trained re-entries may use their own transport and are to be issued with a C30; the R&A travel UIN is to be used. Overnight accommodation is available for those arriving after midday on the day preceding their re-entry date. There will be no service transport available from Plymouth rail station to HMS RALEIGH.

f. HMS RALEIGH main gate staff will direct junior ratings to the Ship's Company accommodation, and senior ratings to the Warrant Officers' and Senior Rates' Mess and instruct them to report to the New Entry Division.

g. Normal night and weekend leave may be granted whilst at HMS RALEIGH.

1206. RN Ratings - Untrained Re-Entries

Untrained re-entries will enter HMS RALEIGH as new entrants. HMS RALEIGH will decide the training requirement for untrained re-entries. Re-entrants will be assessed individually and will undergo training at HMS RALEIGH and Phase 2 Training at the school appropriate to their role. The stage of training reached on discharge and the time spent out of the Service will be taken into account when making the training assessment.

1207. RM Other Ranks - Untrained Re-Entries

a. Untrained RM re-entries will enter with new entries on allocated Troop entry dates and their training requirement will be assessed by CTCRM.

b. RN transferees and candidates joining the RM with previous Army/RAF Service will be similarly assessed by CTCRM. Candidates normally complete the full training syllabus, including ROP.

c. Former Untrained RM ORs will be administered using the following process:

(1) RISTT confirms candidate's eligibility for re-entry based on discharge category and recommendation from CTCRM Wastage Return.

(2) Candidate is handed off to an AFCO for full pre-selection process including Enhanced CPC.

(3) Candidate processed as a New Entrant, with the following addition:

(4) Full update interview after recovering original AFCO 101 if necessary.

> ***Note.*** *If candidate was medically discharged, SMOSE approval required prior to processing. Mandatory requirement to sight former service Medical Documents in all cases. See paragraph 1221.*

(5) If necessary, an age waiver requested from the WFP.

(6) Final Permission to Enter requested from the candidates Career Adviser to RISTT.

(7) Bid for Entry.

(8) Assessment of training requirement made by CTW once recruit has re-joined Service.

d. Candidates who re-enter do not have the option for 6-month statutory discharge. Eligibility to give notice is iaw Chapter 54 (i.e. must complete Standard Initial Training Period plus a minimum time to serve period of 2 years and 6 months, before being eligible to give 12 months' notice).

e. Individual queries regarding eligibility, recommendations from wastage returns etc. are dealt with on a case-by-case basis by RISTT, seeking advice from PSO CTCRM.

f. UTS RM Re-entrants are not eligible to reapply for a minimum for 6 months from the date they leave Service. This could be longer, depending on recommendations from CTCRM. The only exceptions to this could be when a candidate decides to withdraw from training on compassionate grounds.

g. **RMBS Musician Re-Entries - Audition.** Prior to re-entry, former untrained RMBS Musicians must undertake a further audition.

h. Untrained former RMBS re-entrants will enter with new entrants at HMS NELSON on completion of audition.

1208. Discharge Categories

a. **Shore - Unsuitable During Training.** Candidates who were discharged 'Unsuitable During Training' may be processed and the discharge recommendation shown on the Wastage Return used for guidance. Discharge recommendations are valid for a maximum of 3 years from date of discharge after which time candidates may be interviewed and processed on their merits.

b. **Shore - Unhappy Under-18s.** This discharge category applies to Ratings/ORs whose 6 month discharge option point has passed, but are still under the age of 18. Candidates' applications for re-entry are not to be processed until a minimum of 12 months has elapsed since their discharge. Candidates may then be processed and each candidate considered on a case-by-case basis.

c. **Shore - All Other Categories.** RISTT will consider each case on its merits, consulting the Commodore Naval Legal Services Casework Cell as necessary.

d. **Discharge as of Right - Wastage Return Recommendations.** Candidates who exercised their 'Discharge as of Right' during their first 6 months' service may be processed using the discharge recommendation shown on the Wastage Return as guidance. Wastage Return recommendations are valid for a maximum of 3 years from date of discharge after which time candidates may be processed on their merits.

e. **Fraudulent Entry.** Former ratings/other ranks discharged 'Fraudulent Entry' will normally be refused re-entry. Each application will, however, be considered by R&A on its merits.

1209. Discharge Categories - Former Army

a. Former Army personnel are not permitted to enter the RN if discharged under any of the following categories:

(1) QR (Army) 9.411 to 9.414: Not Required/SNLR. Personnel discharged from the Army after a positive CDT result are ineligible for entry into the RN.

(2) QR (Army) 9.396 or 9.397: Discharge by Court-Martial.

(3) QR (Army) 9.403 or 9.404: Misconduct, Indiscipline.

(4) QR (Army) 9.405: Retention Undesirable.

(5) QR (Army) 9.382: False Statement.

b. Before candidates are processed, RISTT must be contacted in cases of the following discharge categories:

(1) QR (Army) 9.375 or 9.402: Compassionate Grounds.

(2) QR (Army) 9.383: Unsuitable for Army Service During Training.

(3) QR(Army) 9.406 or 9.434 to 9.436 inclusive: Mentally/Temperamentally Unsuitable.

(4) QR (Army) 9.381 and 9.385 to 9.387 inclusive: Medical.

1210. Discharge Categories - Former RAF

a. Former RAF personnel are not permitted to enter the RN if discharged under any of the following categories:

(1) QR (RAF) 607(22): SNLR. Personnel discharged from the RAF after a positive CDT test result are ineligible for entry into the RN

(2) QR (RAF) 607(6) and 607(7): Dismissed.

(3) QR (RAF) 607(20): False Statement.

b. Before candidates are processed RISTT must be contacted in cases of the following discharge categories:

(1) QR (RAF) 607(11): Compassionate.

(2) QR (RAF) 607(15) to (18) inclusive: Medical.

1211. Discharge Categories - All Former Regular Service: Medical

a. Candidates who are currently in receipt of a Disability or Invalid Pension can be considered for re-entry but must be advised that if proved fit for re-entry they will no longer be in receipt of this pension and may suffer financial penalties.

b. Candidates previously medically discharged are not to be processed without the prior approval of RISTT. This category includes: ‘56 Day Rule’, ‘Invalided’, ‘Not Finally Attested’, ‘Defect in Enlistment Procedure’, ‘Unsuitable for Further Army Service’, ‘Ceasing to Fulfil Medical/Physical Standards’ and ‘Temperamentally Unsuitable’.

c. Candidates are to complete the online application form. RISTT will then consult SEMC for consideration for re-entry by the SMOSE. Each case will be considered on its merits and, in most cases, forwarded to a Service Medical Consultant for opinion.

1212. Discharge Categories - All Former Regular Service: Compassionate

Candidates who were discharged ‘Compassionate’ are to be interviewed formally to ascertain their suitability for further Service.

1213. Discharge Categories - All Former Regular Service: Redundant

a. If an individual re-enters the RN after being made redundant by the MoD, they may be required to re-pay a portion of the special capital payment determined by the duration of the break in service and the relevant period.

(1) The relevant period is determined by:

(P x 365days)/FRE; where P is the amount of the Payment, FRE is the amount of the person's Final Relevant Earnings used for calculating P.

(2) Repayment is calculated by:

(RP-SB)/RP; where RP is the number of days in the Relevant Period. SB is the number of days in the Service break.

b. Any re-entrant will be expected to repay their payments in full on re-joining.

c. The provisional entry date is not to be given to the candidate until receipt is acknowledged by Veterans UK. The receipt is to be included with the MCC when uploaded to MIS.

d. In the event of a candidate making a repayment and then subsequently not re-entering the RN, they are to be advised to contact Veterans UK for a refund.

1214. Discharge Categories - Unaccepted

a. RISTT must be contacted if there is any doubt about the validity of former service documents or discharge categories.

b. No former rating/OR is permitted to re-enter who was discharged:

(1) Deserted.

(2) Dismissed.

(3) Services No Longer Required (SNLR) (including those discharged following a Compulsory Drug Test (CDT)).

(4) Not recommended for further service in last 3 years SJAR/OJARs.

1215. Recommendation for Further Service

a. With the exception of those to be discharged deserted, dismissed, or SNLR, all ratings/ORs who have served less than 22 years are assessed as to their suitability for further naval service prior to discharge. This recommendation is recorded on the candidate's personal copy of the Form S3300c – RORRS 3 Appraisal Report/SJAR.

b. Candidates 'Not Recommended for Further Naval Service' are not permitted to re-enter and have no RFR liability.

c. In the absence of a recommendation notation on the Form S3300c/SJAR, the RISTT are to review the content of the candidate's previous reports to determine their suitability for re-entry.

1216. Sighting of Candidate's Discharge Documents and Grounds for Refusal

a. The RISTT must sight the candidate's discharge Service history on JPA and documents before processing can begin. If service was pre-JPA it the responsibility of the candidate to present their former service discharge documents.

(1) **Former RN or RM - Discharge Documents.** Former RN or RM personnel must produce either their Service Certificate, Certificate of Discharge or Form S3300c – RORRS 3 Appraisal Report/SJAR. Candidates who cannot produce their discharge documents must be instructed to provide a Subject Access Request (SAR) which is available online.

(2) **Former RAF or Army - Discharge Documents.** Former RAF or Army must produce either their Certificate of Service or Full (not Temporary) Certificate of Discharge. Candidates who cannot produce either of these documents must be instructed to contact the relevant discharging authority and request a 'Certified Record of Service'.

1217. Discharge - Repayment of Gratuity/Grants/Pension etc.

Candidates who are in receipt of a pension/Early Departure Payment (EDP) under AFPS 75 or AFPS 05 may be subject to abatement (including repayment of unexpired portion of EDP 05 lump sum). EDP or Pension payable under AFPS 15 is not subject to abatement. If in receipt of a Resettlement Grant (RG), repayment terms depend on the pension scheme under which the RG was paid. For further details see Pension Scheme Booklet MMP/116.

1218. Commonwealth Regular Service

The RN may award former service towards qualification for promotion and advancement to those with former Commonwealth Regular Service provided that the candidate achieved at least OR2/3 and held that rank for a minimum of 12 months. The decision for an award will be made during Part 2 Training, iaw BRd 3(1), part 7.

1219. Ratings Eligibility and Branch Vacancies

a. **Recruit by Profession (RbP).** Under RbP, entrants join a profession and are streamed during Phase 1 training. Rejoiners must go through a similar process to ensure parity. To that end, the following RbP policy will apply to:[1]

(1) Part-trained re-entrants (those who completed Ph1 but did not complete Ph2).

(2) Trained re-entrants who wish to change role.

(3) Transferees from other Services who wish to join in a role that is not similar to their previous one and who require conversion training.

These candidates must select a profession and provide 3 role preferences as part of their application. Applications are to be submitted to the RISTT (or Commando Training Wing (CTW) APSO for RM transfers/re-entrants). Candidates may be required to complete elements of the recruiting process, as determined by RISTT. Un-trained re-entrants and transferees must also choose a profession and three role preferences, but will be streamed with all other trainees during Ph1.

b. **RbP Re-Entry Streaming Process.** On completion of interview and eligibility checks, each candidate's role preferences are to be forwarded to the Under Trained Strength (UTS) Pipeline Manager (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM) for inclusion in the RbP selection process. Candidate's preferences will be considered alongside current service requirement and Ph 2 course loading pattern to determine role and joining date offered. This offer is to be returned to the candidate via RISTT (or CTW APSO). Candidates can accept the role and date offered, or decline; candidates who decline the role offered become ineligible to reapply for a period of 3 months.

c. **Trained Re-Entrants - Former RN 1st Class Designation and MNE 1st Class on Discharge.** Candidates may be processed into their previous role provided that role is open to recruiting.

d. **Trained Re-Entrants - Former Senior Rates/SNCOs/OR4 (Re-Entering their Former Branch).** Each application will be assessed individually by the relevant Profession Manager.

e. **Role - Untrained Re-entries.** Untrained re-entries can be processed provided their role is open to recruiting and they meet the requirements laid down in the JEM.

f. **Re-Entry Eligibility - Former Officers.** Former officers who apply to enter as rating/OR may be processed provided that they did not complete officer training. Former trained officers will not normally be considered for entry as ratings/ORs.

[1] Candidates applying for specialist roles (those that require additional testing, qualifications, medicals or Developed Vetting) are also exempt from this policy – see RNTM-01-086 New Recruit Streaming Policy.

g. **Eligibility - Serving Personnel in UKAF.** SP in the RN/RM, RAF and Army wishing to transfer to a new Service are to be signposted to the RN Careers website and instructed to make an application to transfer through their Unit CO. Personnel who are on terminal leave may be considered for re-entry.

h. **Eligibility - Personnel in Commonwealth Regular Armed Forces.** Serving Commonwealth personnel are not eligible to 'Transfer' to the RN. Candidates must be discharged from their relevant Service before entry into the RN. Candidates may be eligible, however, for the award of former Commonwealth Service.

i. **Eligibility - Full Time Reserve Service (FTRS).** Applications from candidates who are serving on FTRS commitments to enter or re-enter the RN are to be referred to the Navy People FTRS via RISTT.

1220. Medical

All candidates with former Regular or Reserve Service will fall into one of the three re-entrant categories below.

a. **Trained Strength and Part Trained Strength.** Up to 36months. For RISTT candidates, an RNMQ and SCT form is required, additionally an E-referral from RISTT to SEMC is required for scrutiny and outcome.

b. **Trained Strength and Part Trained Strength.** Over 36 months. To complete the full recruitment medical process.

c. **Untrained Strength.** To complete the full recruitment medical process. However, cases will be reviewed on a case-by-case basis if, for example the candidate has PVR'd during Phase 1 training. The initial entry medical lasts 36 from the date the medical was conducted.

1221. Trained Re-Entrant - RITS/PES

a. **RITS.** All candidates should be allocated a trained entry route on RITS. Any queries should be addressed to RISTT.

b. **PES.** If the candidate has not undertaken the RNFT/PES within the previous 12 months, they are required to carry out the PES within 3 months of joining.

1222. Security Clearance

a. Re-application for Security Clearance (SC) may not be necessary if there is a gap of not more than one year between leaving the RN and re-joining. The candidate should not have lived overseas for more than 6 months during this time. The validity of any former/suspended SC can only be ascertained by UKSV; SC clearance must be confirmed prior to any candidate re-entering service.

b. The following procedure is to be followed by Careers Staff: Conduct a VSI check to confirm the particulars of the applicant (full names, date of birth, Service number, etc.) and that the criteria are met.

c. Serving MR candidates must complete a new MoD Form 493. Unspent declared criminal convictions must meet the relevant eligibility criteria. Candidates who are eligible in all other respects with their current SC details are available will not need further SC clearance.

d. When applying for SC, former service details are to be shown on the BPSS and the relevant section of the UKSV 001. If known, the previous SC number is also to be shown on the BPSS.

e. If a nationality waiver has been given for the original entry, then this remains extant and a further application for a waiver is not required.

f. Applicants who have lived overseas since previous discharge are to be processed in accordance with the current residency rules.

1223. Engineering Ratings

a. **Eligibility.** Regular and Reserve basic eligibility remains unchanged.

b. **Qualifications.** Candidates must have achieved RPS/GTS.

c. **Initial Meeting.** Arranged online to ascertain identity and gain permission to access personal data. The relevant Profession Manager is then to decide whether an Offer of Service should be made.

d. **Selection Interview (SI).** If the relevant Profession Manager provisionally approves for the candidate to enter, a standard SI is to be conducted by the RISTT.

e. **Medical.** Candidate must be fully deployable and administered in accordance with paragraph 1221.

f. **SC.** All documentation required to assist with the provision of SC e.g. passport, birth certificate etc. needs to be sighted in order to complete the BPSS check on MIS. By verifying the documents, this makes them visible to NETE/UPO. Scanned documents will suffice to initiate SC; however, once an allocation date has been confirmed, candidates' documents must be sighted by their CA; during the SI for ratings/ORs and at a time convenient for both CA and candidate for officers – using the Shine platform.

g. **PES.** A PES is to be completed by all candidates regardless of age within 3 months of joining.

h. **Allocation to Entry.** In order to complete the three-day re-entry process, allocation will be in liaison with R&A HQ Allocations/Plans.

1224. Naval Nurses

R&A SRT MED SO3 is to be contacted for trained Naval Nurses to be assessed prior to re-entry.

1225. Trained Re-entrant - LPT

Leading Physical Trainers (LPT) who wish to re-enter must have an Enhanced Disclosure and Barring Service (D&BS) check before re-entering.

1226. Trained Re-entrant - DAA Requirements

a. Former OR2/3 and above re-entering in their former role are not required to re-take the DAA.

b. Former OR2/3 and above re-entering in a different role or Service from previously must meet the current DAA part and total scores for their chosen role. Candidates who do not meet the current DAA requirement for their new role are to be re-tested. Candidates will be allowed the same number of DAA attempts as a first time applicant.

1227. Untrained Re-entrant - DAA Requirements

a. Irrespective of the candidate's former rank/rating or role, untrained re-entrants must meet the current role entry standards.

b. Candidates who had previously achieved the necessary DAA total and part scores for their role need to re-take the DAA.

1228. Selection Interview (SI)

a. The original AFCO 101 is to be obtained from RITS provided that it is less than 3 years old from the date the candidate was discharged.

b. Irrespective of the length of break in service, a new AFCO 101 is to be raised for each candidate. The RISTT will have a great deal more information available concerning a candidate re-entering the Service than those entering for the first time. Prior to the interview, RISTT Staff should make full use of the following documents:

(1) The original AFCO 101 (if less than 3 years old).

(2) Training record (if available).

(3) Training wastage return (if available).

(4) Notations recorded on the Service Certificate.

c. Since more information is available about the candidate, the re-entry interview will differ significantly from an initial SI. It is essential that the reason the candidate was discharged from the Service, and motivation for re-entry, are fully investigated and recorded on the AFCO 101.

d. All candidates who are interviewed are to be given a full SI, which is to be recorded on the AFCO 101. The SI should reflect the interviewer's assessment of the candidate's suitability for training and Service life irrespective of test scores. The SI score should be calculated immediately after the interview and prior to a final selection decision being made. Discretion is not to be awarded for an SI score below the minimum acceptable SI for a given role.

e. **Trained Re-Entrants.** Candidates in this category will be former RN/RM who achieved at least OR2/3 before discharge and are re-entering the RN in their former role. It also applies to serving RFR/RMR candidates entering on a Special Short Service Engagement. Since the trained re-entrant will re-join the trained strength very quickly, it is essential that the AFCO 101 is as comprehensive as possible. The SI should concentrate on the following areas:

(1) Family circumstances and, if applicable, how they differ from when the re-entrant was previously in the Service. What provision is being made for the care of any children; future housing requirements should also be noted.

(2) Educational qualifications are to be compared with those noted on the applicant’s Service Certificate. Only further education and qualifications obtained since leaving the Service need to be covered in this section.

(3) Details of employment or unemployment since leaving the Service and steps taken to find employment. Financial outgoings and debts must be fully covered and the individual’s ability to manage on future Service pay.

(4) Reasons for leaving the Service and changes in circumstances to prompt application to re-enter and, if entering a new role, motivation and role knowledge.

(5) Previous notice submissions, decorations received, advancement qualifications, poor character and efficiency assessments.

f. It is important to note that the Form 101 are frequently referred to in the event of in Service representations and complaints.

g. **Untrained Re-Entrants.** The SI should follow the formal interview format, but additional emphasis must be placed on changes to the candidate’s circumstances, work record and achievements since leaving the Service and rationale for wishing to rejoin. If applicable, the steps taken by the candidate to rectify adverse comments shown on Training Records or Training Wastage returns are to be recorded on the AFCO 101.

1229. Trained Re-Entrants - Royal Marines

a. **Selection.** There is no requirement for trained RM or trained RMR ORs to undertake any form of pre-selection prior to re-entry unless stated by the Profession Manager.

b. **Trained Musician - Audition.** RISTT will establish whether or not a trained RMBS Musician is required to undertake an audition prior to re-entry.

1230. Officer Re-Entry - Application and Selection Process

a. Officers may re-enter the RN from a wide variety of source areas including those presently serving on FTRS or from the MR.

b. The single point of contact for all re-entry candidates, including ex-regulars or ex-reservists wishing to enter or re-enter the Royal Navy, is RISTT. Re-entry candidate applications sent to any other authorities, for example the CM, should be forwarded to RISTT and the candidate informed.

c. For trained re-entrants a request should then be made to RISTT. By production of WFP Proforma, which will be forwarded to the relevant Profession Manager. For untrained re-entrants, R&A will produce a WFP Proforma and forward to the relevant Profession Manager for approval.

d. RISTT will determine, in liaison with the appropriate Profession Manager and CM, whether the individual meets the Service requirement, paying particular regard to the workforce strength within the re-entrant candidate's specialisation cohort and the relevant skills, experience and qualifications they are able to offer. This is a GO/NO GO decision point. If 'NO GO', the file is to be returned RISTT, who will issue a rejection letter to the candidate. It is important that an accurate reason for the rejection is included; this should be minuted when the application was staffed by RISTT in conjunction with the appropriate Profession Manager and CM.

e. If a 'GO' decision is made, WFP Proforma will be returned to RISTT who will produce the permission letter. The RISTT will obtain the candidate's previous service medical documents and book an MME appointment, if required (see paragraph 1221). The Profession Manager should recommend an initial seniority date, commission and pay increment level to enable the creation of terms and conditions for re-entry by STRATPOL.

f. Profession Managers/CMs are to make direct contact with the candidate in order to determine the exact timing of a 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.

g. The Terms of Service Team, in liaison with the Officer Promotion Section, will assign the type of commission for re-entry, rank and seniority on re-joining, reserved rights owing from service prior to 1 Apr 99, return of service liability for bespoke training (if appropriate) and the appropriate pay increment level which should have been proposed by Hd NPS and DDPD. Once completed, the WFP Proforma should be passed to Profession Managers to determine any entitlement to special service pay, FRI payments, uniform issue/allowances, pension information and, in a small number of cases, gratuity repayment details.

h. The proforma is then to be returned to the relevant CM who, once an entry date and assignment have been agreed, will complete the offer conditions and pass to the relevant DACOS CM for clearance. The full offer details are to be forwarded to the RISTT who will issue the approval letter, once SC process has been satisfactorily completed.

i. If the candidate wishes to proceed, they should accept the TACOS/Offer in writing, whereupon they can be administered for re-entry to the Service.

1231. Officer Re-Entry - Untrained Re-Entrants

The details of candidates who have left the training pipeline, but who have not joined the Trained Strength, and have sufficient previous service records to reflect a satisfactory performance in training, will be forwarded directly to the Training Pipeline Manager for consideration. Whenever candidates would be able to quickly alleviate shortfalls in GTS targets or specific manning shortfalls, there should be close liaison between all parties. All successful applications will be administered by the RISTT for re-entry to the Service.

1232. Officer Re-Entry - Entry Dates and Joining Instructions

a. Trained RN re-entries will enter at BRNC for a one-day induction.

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

c. Once an entry date has been allocated, candidates should be advised to contact the relevant CM for advice. If eligible, candidates should also be advised that they may apply for Service Family Accommodation.

d. Trained re-entrants may use their own transport for joining their assignment and submit a travel claim via JPA using the receiving unit’s UIN. Alternatively, they may request a train ticket from RISTT.

1233. Officer Re-Entry - Royal Marines

a. The single point of contact for all re-entry candidates, including ex-regulars or ex-reservists wishing to enter or re-enter the Royal Navy, is the RISTT. Re-entry candidate applications sent to any other authorities, for example the CM, should be forwarded to RISTT and the candidate informed.

b. The basic process is as per RN officers detailed above.

c. All RMOs will be initially assigned to CTCRM for any update training as specified by RM Profession Manager/CM. These will normally be specified in their TACOS and on their Permission to Re-enter Service letter.