CHAPTER 91

ROYAL MARINES OTHER RANKS PROMOTION

(Sponsor: NAVY PEOPLE-WFPM RM PM SO1)

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CHAPTER 91

ROYAL MARINES OTHER RANKS PROMOTION

SECTION 1

PROMOTION GENERAL

9101. Introduction

The following regulations are specific to promotion of Royal Marines Other Ranks (ORs). RM ORs employed in the following Royal Navy Specialisations must refer to their specific BRd 3(1) promotion regulations: RN Aircrewman (RM ACMN) - Chapter 81, RN Logistician (Catering Services) (LOG(CS)) - Chapter 85, RN Medical Assistant (RMMA) - Chapter 87, RN Family and People Support (RN FPS) – Chapter 86, People Capability Team Royal Marines and RM Career Managers will be referred as DDPD.

9102. Education

a. **Qualifications.** The educational qualifications required for each rank up to and including the rank of WO1 are given at Annex 91D and Annex 91E.

b. **Exemptions.** An individual who has, at minimum, GCSE ‘C’ grades in English Language and Mathematics, or equivalent examination grades, may be exempt from further educational testing in the Royal Navy.

9103. Professional Qualifications

a. The professional employment of each rank within specialisation is governed by the requirement to achieve Command and Primary Specialist Qualification (PSQ) within the selection year specified by the Promotion Notification (PN) prior to a Common Promotion Date (CPD).

b. **JNCOs/SNCOs:**

(1) **Cpls.** Qualification to PSQ2 level or RM Skill At Arms Course (RMSAA) is mandatory. Waiver of Command courses for RN Special Forces (RNSF) with Army qualifications and RMR Corporals is detailed at Annex 91D.

(2) **Sgts.** Promotion is governed by the requirement to upgrade to PSQ1 where applicable.

c. **CSgt.** Nil requirement.

d. **WO2 RM.** Successful attendance on the Warrant Officer’s Leadership Development Course (WLDC) is mandatory for promotion to WO2 RM.

e. **WO2 Bandmaster.** Selection for promotion is governed by the requirement to have passed the Bandmasters’ Course prior to the Promotion Selection Board (PSB).

f. **WO1 RM.** WO2s who are selected for promotion must attend the WO1 RM course.

9104. Candidature for Promotion

a. Normally a Mne will be accepted as a candidate once they have completed recruit training or, in the case of the RMBS, when a rank attains the M2/B2 qualification (the M2/B2 qualification may only be attempted after serving 12 months from attaining the M3/B3 qualification, unless they have been awarded advancement). In addition, candidates must be Qualified Educationally for Cpl having achieved Functional Skills (FS) Level 1 in Literacy and Numeracy.

b. **Royal Marines Band Service (RMBS) Accelerated Candidature.** On successful completion of the M3/B3 examinations, holders of Prince's Badge, Wing Captain, House Captain, and Section Commanders will be awarded the following advancement for eligibility to attend M2/B2 course:

Prince's Badge	6 months (eligible 6 months after M3/B3 SQ)
Wing Captain	6 months (eligible 6 months after M3/B3 SQ)
House Captain	3 months (eligible 9 months after M3/B3 SQ)
Section Commander	1 month (eligible 11 months after M3/B3 SQ)

c. As a Candidate, an individual is a potential NCO and is to be given every encouragement and opportunity to improve their Command ability and to obtain the qualifications required for promotion.

d. **Seniority.** The seniority of a candidate is determined by the RM Workforce Appraisal and Career Progression (WA&CP) Team and will normally be the day they start recruit training.

e. **Removal.** Commanding Officers (COs) may recommend that candidates be removed from the Corps Roll of Candidates for the following reasons:

(1) At the candidate's own request.

(2) On the grounds of unsuitability arising from disciplinary or other reasons.

Recommendations for removal are to be forwarded to the RM WA&CP Team by special SJAR in the case of an enforced removal or, in the case of voluntary removals, via JPA.

f. **Reinstatement.** An individual who has been removed from the Corps Roll of Candidates may apply to their CO for reinstatement. This request, if supported by the CO's recommendation, must be forwarded to the RM WA&CP Team for approval. The following caveats apply:

(1) The individual is not to be reinstated until a minimum period of 12 months and one day has elapsed since removal.

(2) Individuals reinstated on the Corps Roll of Candidates will have their former seniority as a candidate taken into account if they have been removed at their own request. If they have been removed for any other reason, however, their seniority will normally be the date of recommendation for reinstatement, with all former seniority being forfeit.

9105. Eligibility for Promotion

a. Ranks on EC/ES3 are considered for promotion selection in order to support structural sustainability.

b. Ranks on Extension of Service (EoS) will not be considered for promotion selection.

c. Individuals serving in N/A specific Continuity positions will not be considered for promotion, as there is no substantive promotion requirement for those in Continuity positions.

d. Ranks who have a Termination Date prior to the Common Promotion Date (CPD) will not be considered by the Promotion Selection Board (PSB) subject to an authorised ES3.

e. A rank will still be considered for selection in their source branch whilst on a long training course.

9106. Promotion to Acting (Paid) Lance Corporal

a. COs of Units (RM, Army and RAF), HM ships and RN establishments are authorised to promote Mnes to the rank of Acting (Paid) LCpl where NCO rank is considered appropriate for leadership, prestige status or training reasons. Details of Units allocated quotas are held by RM BM. Approval to promote above these ceilings must be secured from the BM WO before any action can take place. Individuals who have attended and passed Corporal Leadership Development Course (CLDC) are to remain Acting (Paid) LCpl whilst awaiting their CPD.

(1) On completion of trade training, individuals in the following specialisations will automatically be promoted to LCpl: CI, GD|MP, GD|UAS, RMCX, SFC and TES.

(2) All ranks attending CLDC are to be promoted to the rank of Acting (Paid) LCpl whilst on their respective Command Course.

(3) All ranks attending PSQ2/1 training who have been selected for promotion are to be promoted to the rank of Acting (Paid) LCpl whilst on their respective PSQ2/1 training course.

(4) On successful completion of CLDC and or PSQ2/1 training, ranks will retain their Acting (Paid) LCpl status, as long as they continue to be selected for promotion.

(5) Those ranks who have **not** been selected for promotion at PSB, but hold the rank of Acting (Paid) LCpl, will retain their rank and pay whilst on course.

(6) Those ranks who have **not** been selected for promotion and do not hold the rank of Acting (Paid) LCpl, will **not** be promoted for PSQ2/1 training courses.

(7) Musicians and Buglers (Musns and Bugs) must be qualified either M2 or B2 to be eligible to be promoted to the rank of Acting (Paid) LCpl.

(8) Those ranks who have **not** previously been selected for promotion, but are selected after they have commenced their relevant PSQ2/1 course, will be promoted to Acting (Paid) LCpl with effect from the date of the Promotion Notification.

(9) If an individual in the ET|WT, ET|FT or ET|VT PSQ has completed formal PSQ 1 training and does not already hold the rank of Acting (Paid) LCpl, they will be promoted to Acting (Paid) LCpl on receipt of that qualification.

b. **Administrative Reversion.** COs are to revert a LCpl to Mne when:

(1) An individual ceases to hold an assignment for which the rank is considered necessary, or is assigned out of the unit.

(2) When a rank is selected to attend a PSQ3 course.

c. In the following circumstances, COs must not revert:

(1) LCpls in the following PSQs: CI, GD|MP, RMCX, SFC, and TES.

(2) LCpls who are selected for promotion and have passed CLDC.

(3) LCpls who are selected for promotion and have passed PSQ2/1 training.

(4) LCpls who have passed PSQ2/1 training or are in receipt of Acting (Paid) LCpl prior to their respective PSQ2/1.

9107. Selection and Promotion up to the Rank of WO2 RM General Service

a. **Promotion Eligibility** (further guidance is at Annex 91D)

(1) **Marine to Corporal.** All Mnes (including LCpls) will be considered for promotion to Cpl if they are EFP and have a positive recommendation for promotion.

(2) **OR4 Level Entry Specialisation.** Candidates can volunteer for one of the OR4 Level Entry PSQs by annotating the correct PSQ2 Preference as their first Preference on JPA; on receipt of a positive recommendation for promotion on their SJAR they will then be eligible to go to the PSB for that PSQ. The OR4 level entry PSQs are as follows: GD|IM, GD|GM, GD|DL, GD|ML, GD|PTI, GD|PW, GD|COMM, GD|LOG(SC) and IS|IS. Ranks must pass the relevant aptitude for the following PSQs: GD|DL, GD|ML, GD|PTI and IS|IS and pass the respective Secondary Specialist Qualification (SSQ) course for the following PSQs: GD|AE, GD|AS, GD|HW(ATK), GD|COMM and GD|LOG|(SC) prior to any PSQ2 training course.

(3) **OR2 Level Entry Specialisation.** Candidates must hold the PSQ3 competence for an OR2 Level Entry PSQ to be eligible to attend the PSB for that PSQ**.** The OR2 level entry PSQs are as follows: CI, GD|AE, GD|AS, GD|HW(AD), GD|HW(ATK), GD|HW(MOR), GD|LC, GD|MP, GD|ScS, GD|UAS, ET|WT, ET|FT, ET|VT, RMCX and TES

(4) **Corporal to Sergeant.** All substantive Cpls will be considered for promotion to Sgt if they are EFP and have a positive recommendation for promotion.

(5) **Sergeant to Colour Sergeant.** All substantive Sgts will be considered for promotion to CSgt if they have a positive recommendation for promotion.

(6) **Sergeant to Colour Sergeant Technical.**

(a) **Promotion to Colour Sergeant - ET|VT/ART|ARTV.** Promotion to Colour Sergeant will be determined by the requirement to pull-through from Sergeant to WO2. Whilst PSBs will consider this as a single cohort, the requirement will be split into ET|VT and ART|ARTV.

(b) **Promotion to Colour Sergeant - ART|AES.** Promotion to Colour Sergeant will be determined by the requirement to pull-through from Sergeant to WO2.

(c) **Promotion to Colour Sergeant - IS|IS/IS|FofS(IS).** Promotion to Colour Sergeant will be determined by the requirement to pull-through from Sergeant to WO2. Whilst PSBs will consider this as a single cohort, the requirement will be split into IS|IS and IS|FofS(IS).

(7) **Colour Sergeant to WO2 RM.** All substantive CSgts will be considered for promotion to WO2 RM if they are EFP and have a positive recommendation for promotion.

b. **Promotion Selection Boards.** PSBs will take place on an annual basis and additionally exceptional PSBs will take place when required. The PSBs will be conducted as follows:

(1) PSB Board Member Composition:

(a) OR7 to OR8: OF4, OF3, OR9 and above.

(b) OR6 to OR7: OF4, OF3, OR9 and above.

(c) OR4 to OR6: OF3, OF2, OR8 and above.

(d) OR2 to OR4: OF3, OF2, OR8 and above.

(2) **Conduct.** PSBs will consider all candidates by rank within PSQ. The PSBs will produce an Order of Merit (OoM) from which, based on the promotion requirement, ranks will be nominated for promotion or identified as Reserves. The OoM and subsequent nominations form the basis of the Promotions Notification (PN). The OoM formulated by a PSB remains valid until the subsequent annual PSB. Reserves may be called forward throughout the Year dependent on the requirement.

c. **Accept/Decline Promotion.** All Accept/Decline forms must be returned to the RM WA&CP Team within one calendar month following the release of, and as directed on, the PN.

d. **Training Requirement.** In order to be substantively promoted, ranks selected for promotion are required to complete mandatory Command, PSQ and RMSAA training prior to a CPD. To ensure that selected ranks are trained on the most appropriate Comd and PSQ courses, specialisation advisers (Spec Advs) will co-ordinate with the RM WA&CP Team to identify Command Course loading priorities. All Command, PSQ and RMSAA course loading will be promulgated on SCIO.

e. **Common Promotion Date (CPD).** Fully qualified ranks will be promoted to their substantive rank on the relevant CPD:

WO1 RM - 31 Mar.

WO2 RM - 31 May.

CSgt - 31 Jul.

Sgt - 31 Oct.

Cpl - 31 Jan.

f. **SBS Selection and Promotion up to WO1.** SBS ranks will be selected for promotion using the same principles of Merit Based Promotion (MBP) as the RM General Service (GS). Taking into consideration the special nature of their employment, the PSBs will incorporate representation from SBS. Fully qualified ranks will be promoted to the substantive rank on 30 Nov.

g. **RMBS Policy** (further guidance is at Annex 91E).

(1) **Merit Based Promotion (MBP).** RM Band Service substantive promotions are selected through MBP.

(2) **Promotion to Corporal.** All Mnes (including LCpls) will be considered for promotion to Cpl if they are EFP, have attained M2/B2 PSQ and have a positive recommendation for promotion.

(3) **Promotion to Sergeant.** All substantive Cpls will be considered for promotion to Sgt if they are EFP and have a positive recommendation for promotion.

(4) **Promotion to Colour Sergeant**. All substantive Sgts will be considered for promotion to CSgt if they have a positive recommendation for promotion.

(5) **Bandmaster Course Selection.** Band NCOs will not be selected to attend the WO Bandmaster Course unless they have passed the SLDC, are M1 PSQ and are EFP to WO2 Bandmaster.

(6) **Promotion to Colour Sergeant (Bandmaster).** Sgts must have the Bandmaster qualification and a positive recommendation for promotion.

(7) **Promotion to WO2 Bugler/Bandmaster.** All substantive CSgts will be considered for promotion to WO2 RM if they are EFP and have a positive recommendation for promotion.

h. **RM and RMBS Promotion Progression.** RM and RMBS Promotion Progression flow diagrams can be found at Annex 91D and Annex 91E.

9108. Selection and Promotion to the Rank of WO1 RM (further guidance is at Annex 91A).

a. **Introduction.** WO2s may volunteer for WO1(Specialisation/Any/RMBS). The selection is based on a generic WO1 RM PSB which will ensure a common standard.

b. **Terminology.** Whilst there is a distinction between WO1, WO1 (RSM) and WO1 (RMBS) for the purposes of this section WO1 RM will be used throughout.

c. **Eligibility.** Individuals selected for promotion must meet the specific promotion criteria set out in Annex 91D and Annex 91E.

d. **Reporting Requirements.** WO2 SJARs require a positive recommendation for promotion and should reflect an individual's suitability for promotion to WO1 RM. Reporting Officers should also specify suitability for a WO1 appointment (e.g. JCTTAT, RSM, AADJT, CM/BM, Spec Adv etc.).

e. **Training for WO1 RM.** WO2s who are selected for promotion must attend the WO1 RM course.

f. **Subsequent Appointing of WO1s.** Additional appointing of WO1 RMs is at the discretion of the Corps Drafting Officer (CDO) in consultation with the RM BM.

9109. Substantive Promotion

a. **Selection of Royal Marines for Promotion.** Substantive promotion of WOs and NCOs is announced through the PN issued by the RM WA&CP Team on behalf of Hd of the Royal Navy WA&CP Team and promulgated on completion of PSBs or periodically according to the promotion requirement. The PN will be published according to rank. It will identify those ranks selected for promotion to the next higher rank and give a CPD on which substantive promotion is to take effect.

b. **Eligibility Criteria.** Individuals selected for promotion must meet the promotion eligibility criteria set out in Annex 91D and Annex 91E.

c. **Confirmation.** The substantive promotion date promulgated by a PN is not effective until confirmed by the Promotion Confirmation Notification (PCN). The CO must effect the promotion from the date reflected in the PCN.

d. **Deferment.** A CO is authorised to withhold or defer promotion in the following circumstances:

(1) **Poor Performance or Conduct.** Where an individual has shown by their recent conduct or inefficiency that they are unsuitable for promotion. Further guidance can be found at Para 6710.

(2) **RM Fitness Test (RMFT) Failure.** Where an individual fails the RMFT or RMFT(A) due to a lack of personal fitness, the deferment will remain in force until they have passed the RMFT or RMFT(A). Ranks unable to attempt the RMFT or RMFT(A), owing to their medical category, may be promoted provided a Medical Officer can confirm the individual is expected to reach the necessary standard within 12 months (Para 6908 (JMES Criteria) and BR 1750A (Handbook of Naval Medical Standards) refer). Units are to ensure the RMFT, RMFT(A) or NCT1 competence (Medical Exempt/Fail) is correctly recorded by a Physical Training Instructor (PTI). The PTI must ensure that the previous RMFT, RMFT(A) or NCT1 competence is correctly end-dated and a new RMFT, RMFT(A) or NCT1 competence is entered on JPA.

e. **Permanent Medical Downgrade (PMD).** PMD is regarded as being when an individual has been graded below the medical standards required for service in their particular Specialisation. Individuals in a PMD category will have had their capabilities specifically defined by the Royal Navy Medical Board of Survey (RNMBOS)/Royal Navy Medical Employability Board (RNMEB) and may be exempt from the RMFT, RMFT(A) and have other restrictions placed upon them. The individual may be promoted, however, in accordance with the regulations set out in Para 6908 and BR1750. In the case of individuals who have been assessed by the RNMBOS/RNMEB for suitability to attend Command Course Training, Unit MOs/COs must refer to Para 9118 to form a considered decision on a rank's suitability to attend WLDC, Sergeant Leadership Development Course (SLDC) or CLDC Command Course Training.

9110. Failure to Achieve Qualifications in Selection Period

Further guidance may be found at Table 91-1.

a. Ideally, a rank would complete command and then subsequently PSQ training but, due to course programming, this is not always possible. It follows, therefore, that individuals may be loaded onto a PSQ course prior to command course. It is important to remember that successful completion of both command and PSQ training together is required to qualify for substantive promotion. Those ranks who are unable to achieve promotion qualifications in the year following Selection for Promotion will fall into the following categories:

(1) **A Rank's PSQ Training Overruns the Year.** A rank who, having successfully completed command training, is unable to complete PSQ training within the year due to course clashes or a non-programmed Operational Deployment will be loaded to the next available PSQ course. If this course overruns the individual's CPD, once they have successfully completed the course, they will receive seniority of the originally intended CPD.

(2) **A Rank Fails either Command or PSQ Training.** Individuals who Fail a Command or PSQ training course will, if possible, be loaded to another course within the year after Selection for Promotion. If the rank fails the second course, they will be de-selected and a reserve nominated to take the vacant position. This rule also applies to PSQs that have only one course per year. In the event that a rank fails the only PSQ course, they will be de-selected for that year.

(3) **A Rank Passes a Course on a Second Attempt.** In the event that a rank passes on a second attempt, and the end of the second course falls within the same year after Selection for Promotion, they will receive the same CPD as other ranks selected in the same year. If, however, the second course ends after the selection year the rank will receive a CPD at the end of the year in which they qualify.

b. There will be occasions when ranks who have been selected for promotion will be unable to pass Command Training within two attempts during the year as described above. In order that promotion vacancies are filled within the selection year, some ranks may have to be de-selected and reserves nominated to fill vacant selection places. In these cases, the following rules will be applied, and in each of these, Hd RN WA&CP Team will be the final arbiter for de-selection (see Table 91-1).

c. In accordance with the needs of the Service, a candidate who has not been selected for promotion may be selected by the RM BM to attend Command Training. This will normally be where critical gaps exist and where training places on Command Courses are available. Should this rank pass the Command Course they will be eligible for Acting Higher Rank (AHR), but only where gaps exist and must be selected for promotion and pass a PSQ2/1 Level Course before being promoted substantively. Passing Command Training does not guarantee selection for promotion.

Table 91-1. Rules Concerning De-selection

Serial	Occasion	Resulting Action	Remarks
1	Failure to achieve pre-requisite LDC Joining Instructions (JIs) criteria.	Individual is removed from cse to allow loading of reserves.	Deselect if rank fails second JIs criteria. (See note 1).
2	Attempts – LDC or PSQ cse.	Individuals are permitted two attempts at a LDC or PSQ cse.	
3	Strikes per Module.	Maximum of two strikes per module per LDC attempt.	LDC Modules: Navigation, Physical, Professional.
4	Two strikes in any single module.	Failure of that LDC attempt.	(See note 1).
5	Failure of first LDC or PSQ cse attempt.	Reload to next available LDC or PSQ cse.	Full retake required. (See note 2).
6	Failure of second LDC or PSQ cse attempt.	Deselection.	(See note 3).
7	Failure of an LDC or PSQ cse.	Ineligible for Acting Higher Rank (Paid) for 12 months.	Para 9130 d sub para (3).
8	Failure to attend due to being Operationally Deployed.	Rank is loaded to first available LDC or PSQ cse.	(See note 4).
9	Voluntary Withdrawal (VW) from Command or PSQ cse.	Deselection.	(See note 3).
10	Medical or Welfare Withdrawal.	Reload when cleared by relevant authorities; counts as a strike.	(See note 5 & 6).
11	Failure leads to missed CPD.	CPD slipped to end of Selection Year in which qualified.	Para 9110 a sub para (3).
12	Failure to complete promotional criteria within 12 months of CPD.	Deselection.	Para 6713 e.

Notes:

1. *If ranks are unable to address their shortfalls due to Operational, Welfare, Medical, Maternity, or other reasons, Units are to state their case to the RM WA&CP Team in writing. Submissions will be judged on a case-by-case basis.*

2. *The RM WA&CP Team will assess the necessity of completing the full LDC after a module fail on a case-by-case basis.*

3. *The RM WA&CP Team will assess all representations by Units concerning individual selection, de-selection, or CPD on a case-by-case basis.*

4. *This does not include programmed deployments where LDC and PSQ training continue regardless. Exceptions to this ruling will only be granted with the agreement, in writing, of the RM WA&CP Team (e.g. preserved CPD).*

5. *If a rank is RFC Medically from an LDC, they will receive a Medical Strike. If they are RFC Medically a second time (i.e. two Medical Strikes), the rank will be de-selected.*

6. *If a rank is RFC Welfare from an LDC, they will receive a Welfare Strike. If they are RFC Welfare a second time (i.e. two Welfare Strikes), the rank will be de-selected.*

9111. Erroneous Promotion

If a promotion is subsequently found to be erroneous the promotion will be rescinded from the date that it was authorised.

9112. Does Not Warrant Promotion (DNWP)/DEV SJAR

a. When an individual DNWP or has been awarded a DEV SJAR 1 Rank Up waiting CPD, they will have their promotion selection rescinded and will automatically be deselected. Ranks will be presented to Promotion Selection Boards thereafter providing they continue to meet the eligibility criteria. Individuals with an approved Termination Date or Transferred to another Service/Spec on JPA will have their promotion selection rescinded and will be deselected.

b. Individuals selected for promotion who wish to decline must follow the formal de-selection process outlined in Annex 91F. This requires engaging with a Specialist Advisor within 28 days of the promotion signal to discuss the decision and complete the required form. The request then follows a structured approval chain: review by the Officer Commanding (OC), endorsement by the Commanding Officer (CO), and final recording by Career Management. This process ensures accountability, visibility, and proper documentation of decisions, aligning Royal Marines practice with wider Naval Service standards.

9113. Unit Administrative Action for Promotion and Relinquishment

a. **The RM WA&CP Team will Issue PCN (PORMs).** Units are to email NAVY PEOPLE-Proms WO1 RM, having checked promotion qualifications criteria at Annex 91D and Annex 91E and completed Orderly Room procedure. Once an individual has been either promoted or reverted at CO's Orderly Room, units must ensure that the following actions are undertaken:

(1) Details of the promotion/reversion are published in Unit Daily Routine Orders (DROs).

(2) With the exception of promotions to and reversions from substantive rank, where JPA action will be taken by the RM WA&CP Team.

b. For promotions that are withheld or deferred by COs and then confirmed at a later date, Units are to email NAVY PEOPLE-Proms WO1 RM when Orderly Room procedures are completed, then the RM WA&CP Team will complete JPA action.

SECTION 2

SELECTION FOR COMMAND AND SPECIALIST TRAINING

9114. General Provisions

a. The RM BM is responsible for forecasting the requirements for command, PSQ, RM Band and other specialist training. The numbers required are ratified by means of the Customer Executive Boards (CEB) process and the annual RMC training plan is published as the RM Customer Statement of Training Requirement (SOTR).

b. On completion of recruit training, all Mnes will be assigned to the Commando Duties GD|CD specialisation, except those that volunteer for PSQ training direct from recruit training and RMBS personnel who are assigned direct to the Band Service. The selection of those to undergo specialisation training is made from approximately 12 months after completion of recruit training and following a Career Counselling Interview (CCI). DDPD RM is authorised to assign accordingly.

9115. Command and Specialist Training

a. **Command Training.** The RM BM is responsible for forecasting the annual requirement for Command Training. The RM WA&CP Team is responsible for selecting individual WOs, NCOs and Mnes for promotion and thus those attending such courses. DDPD RM is responsible for assigning individuals to attend Command Training.

b. **PSQ Training.** DDPD RM is responsible for assigning WOs, NCOs and Mnes to attend PSQ training. The number of ranks required for promotion or for Mne PSQ training is set by the RM BM.

9116. Eligibility for Courses and Return of Service (ROS) for Training

Details of the ROS for higher training courses undertaken by RM personnel can be found in Chapter 53.

9117. Re-entries

Details of the rules concerning basic, Command, PSQ for re-entries are contained in Chapter 48. In all cases, the RM BM will consider each re-entry application on its merits in view of the RM workforce level at the time of application and re-training requirement in conjunction with Specialisation Advisers.

9118. Attendance at RM Leadership Development Courses for RM Personnel in a Permanent Medical Category with Restrictions

a. **Introduction.** RM Personnel who have been reviewed at the RNMBOS/RNMEB and have been retained but with permanent medical restrictions, may attend a LDC if their restrictions allow.

b. **RNMBOS.** An important part of the RNMBOS process, which relates solely to RM ranks, is an individual's general suitability to attend a RM LDC which is 'physically and mentally demanding. There remains the opportunity, however, for permanently medically downgraded ranks to attend RM LDC in order to allow career progression and assist RM workforce planning. Consideration should therefore be given to a rank's sustainability if likely to attend a RM LDC, if retained following RNMBOS/RNMEB but with medical restrictions. The Medical Limitation (MedLim) of 1100 (fit for Modified SCC/JCC or SCC(Band) only) will **not** be awarded after Feb 21 but RM personnel already holding the MedLim of 1100 and subsequently selected for promotion **must** be given a Medical Risk Assessment (MRA) prior to attendance at CLDC/SLDC. With effective from Feb 21, the award of MedLim 1100 will be replaced by MedLim 5504 (requires MRA prior to attendance on RM Command Course (LDC)).

c. **Medical Risk Assessment.** Following an award of MedLim 5504 at RNMEB, the MRA must consider and detail precisely what individuals may and must not conduct physically on the respective CLDC and SLDC and, to a lesser extent, the WLDC. Unit MOs may therefore make an informed decision on a rank's suitability to attend the appropriate training and an MRA specific for RM LDC (see sub-para d) must be completed before being loaded to the respective LDC.

d. **Command Course Training.** LDC training is not specifically designed to be a test of physical ability. The training and assessments, however, place practical Command, Leadership and Management (CLM) tasks in a simulated operational environment. Consequently, both CLDC and SLDC, and to a lesser extent the WLDC, contain serials that are both mentally challenging and physically demanding. Furthermore, busy course programmes afford very little time for recovery. Ranks nominated for LDC training must be physically and mentally robust; they must **not** be allowed to commence training with an injury or illness that is likely to preclude them from successfully completing set criteria of the course. Therefore, the MRA must be completed with the following course content in mind and in all cases the rifle may be substituted or supplemented with another weapon system e.g. GPMG.

(1) **Combat Equipment Fighting Order (CEFO).** 20-30lbs of equipment with an 11lb rifle.

(2) **Patrol Order.** As above, but including day sack, 50-60lbs of equipment and an 11lb rifle.

(3) **Combat Equipment Marching Order (CEMO).** As above, but including Full Bergen, 75lbs of equipment and an 11lb rifle.

(4) **Physical Assessments.** The following are now summative physical assessments (on the CLDC and SLDC) and personnel **must** pass 2 of the 3 assessments in order to pass the course.

(a) RM Fitness Assessment (RMFA). Candidates are required to achieve the following repetitions at each discipline to pass.

i. Multi-Stage Fitness Test (MSFT) = 9.7

ii. Press ups = 40

iii. Sit ups = 50

iv. Pull ups = 5

(b) **4 Mile Speed March (4MSM).** A 4-mile formed body march carrying CEFO (min 21lbs) and a rifle in a maximum of 40mins (total minimum weight of 14.5kg (32lbs)).

(c) **Leadership Fitness Assessment (LFA).** A 4km run carrying belt order webbing, issued daysack (combined weight of 35lbs), Weapon sling and SA80, (11lbs). Total combined weight 46lbs. Pass time 25:30.

(5) **Navigation Exercise.** Day and Night Navigation Exercises (NAVEX), which are particularly challenging and can be up to 11km across rough ground with CEFO and rifle at 3km per hour.

(6) CLDC candidates must be capable of completing all stipulated physical assessments. Additionally, CLDC personnel also complete the Endurance Course and a weighted stretcher race including overnight in a tactical harbour, which are both formative assessments.

e. **Permanently Medically Downgraded MLD and MND (Medically Limited/Not Deployable)**

(1) Downgraded individuals who can meet the minimum requirements will be considered on an individual basis depending upon the nature of their injury. Their treatment in principle will be no different from those who are injured during the course. In order to allow them to progress, there is the opportunity for permanently medically downgraded ranks to undertake a CLDC or SLDC. If a rank appearing before the RNMBOS is unable to complete any of the above physical tests as a result of a medical condition then, for their own protection, they must be medically downgraded, either for a review period or permanently. Additionally, should an individual present themselves at RNMBOS, the Board must consider potential future attendance on a RM LDC, which will necessitate a MRA being carried out in Unit prior to attendance. Based on a RM Commando's primary role, a rank attending CLDC or SLDC must be able to carry out the tasks laid out in Para 9118.d sub paras (1)-(5) (above).

(2) If any rank appearing before RNMBOS is unable to complete any of the above physical tests as a result of a medical condition then for their own protection they must be declared UNFIT CLDC/SLDC and their retention in the RM, based primarily on medical risk and future employment under the CF operating model, will be considered on a case by case basis.

f. **Guidance Notes.** Unit Medical Officers/delegated Medical Staff are to complete an MRA, which **must** be included with the respective CLDC/SLDC Medical Return. This forms part of the pre LDC paperwork and may be found in the relevant JIs. JSP950 Leaflet 1-2-12 policy regarding medical assessment of fitness for training courses is generic and already provides for supplemental Course Organiser determination and promulgation of course-specific medical eligibility (JMES) criteria within course JIs or other appropriate SS policy. This will devolve responsibility for assessing medical suitability to the unit MO, whilst the Command will be responsible for the non-medical aspects such as motivation, attitude and commitment.

SECTION 3

COMMAND COURSE REPORT (CCR)

9119. Introduction

The assessment and reporting procedures for the CLDC, SLDC and WLDC will be recorded in the SJAR Format.

9120. Guidance for Assessment

Information on assessment criteria can be found at Table 91-2 below.

9121. Deferred Pass Procedure

An individual may be awarded a C2 Deferred pass on the CLDC and SLDC. In these instances, the student will have met most of the training objectives, but with clearly identified weaknesses in one module. The individual must return to CTCRM, Command Wing (CW), for the specific phase or phases on subsequent Command Course to be re-taught and re-assessed within six months, to the satisfaction of CO CW. The individual can only return to CW once during the six months period. The point at which the individual should re-join Command Training will be discussed between CW staff, respective Spec Advs and the Individual's Chain of Command.

9122. Command Course Fail (CCF) Procedure

Failures are those students who have not achieved Role Performance Standard (RPS). In all but exceptional circumstances, they must not return to re-attempt CCF, or a subsequent course, for at least six months.

9123. Removal from Course (RFC)

RFC individuals can be removed from Command Training on the authority of CW at any stage during the Course. CW must email the details of RFC to the parent Unit, DDPD RM and the RM WA&CP Team. This must be followed by a letter from CO CW giving reasons for the RFC. RFC action will fall into three main categories: CCF, RFC and Medical/Welfare[1].

Table 91-2. Guidance for Completion of Command Course Report

Individual Module Percentage Boundary[2]	Overall Grade (SJAR-aligned)	
85-100	A	Performing to the **highest standard** in **all** respects.
80-84	A-	Performing **above the standard** expected in **all** respects.
75-79	B+	Performing **above the standard** expected in **most** respects.
70-74	B	Performing **to the standard** expected in **all** respects.
65-69	B-	Performing **to the standard** expected in **most** respects.
60-64	C	Performing **to the standard** expected in **some** respects.
55-59	C2	Has failed to achieve the standard pass in **one** respect. **Not applicable to the WLDC.**
Less than 55	D	Performing **below the standard** expected in **some or all** respects.

[1] Further guidance can be found at Table 91-1.
[2] Grade boundaries are rounded up from the .5 mark, for instance a student with a score of 74.5 would be awarded a B+ a student who scores 74.4 would be awarded a B.

SECTION 4

OTHER ISSUES

9124. Relative Seniority of NCOs

a. NCOs holding substantive rank take precedence over other NCOs holding the same acting rank, irrespective of seniority. Reserve NCOs who are mobilised or undergoing training with Regular NCOs take precedence according to the date of seniority of their substantive rank.

b. NCOs holding acting rank take precedence over NCOs holding a substantive rank junior to the acting rank. This applies irrespective of type of service or seniority in substantive rank. NCOs holding the same acting rank take precedence according to seniority in their substantive rank.

c. Regular and Reserve NCOs of identical seniority under the foregoing rules take precedence as follows:

(1) Regular;

(2) Recall Reserve Liability;

(3) Royal Fleet Reserve;

(4) Royal Marines Reserve.

9125. Promotion of Prisoners of War, Internees and Those Kidnapped

a. Promotion is not to be authorised during an individual's captivity or internment except under the following provisions:

(1) **Individuals due for Promotion before Capture.** Fully qualified NCOs, Mnes/Bug/Musns whose promotion was authorised, or to be effected on a date earlier than that of capture or internment, but who were not actually promoted, may be granted the higher rank whilst in captivity or internment with effect from the original promotion date.

(2) **Individuals Reported Missing or who Die in Captivity.**

(a) Individuals reported missing and who remain unaccounted for until death is presumed may be promoted for the purposes of pay, dependants' pensions etc, from the date on which promotion would have been authorised provided that the date of authorisation is earlier than the official date of presumption of death.

(b) Individuals reported missing who are subsequently reported officially as having died, POWs and internees who die in captivity, are to be treated as at Para 9125.a (2) sub para (a). The period subsequent to the date on which the rank was reported missing or taken prisoner is to be taken into account. Such individuals are to be allowed promotion to the rank for which they would have qualified by service alone, prior to the known or calculated date of death. It is to be assumed that such individuals would have obtained the necessary qualifications for promotion within the period.

b. **Acting Rank.** Acting rank (granted under the provisions of Para 9130) held at the time of capture may be retained during captivity and for a period of 61 days after date of repatriation or until the date of re-joining a unit for effective service, whichever is earlier. The NCO is then to be reverted to their substantive rank.

c. **Promotion after Repatriation or Liberation.** Provided an individual is not to be discharged from the Service on completion of hospital treatment or following leave granted having been a POW or an internee, and they return to full duty with an unbroken record of service, their promotion may be authorised under the following rules:

(1) The individual must first successfully complete all the mandatory training required for promotion to the higher rank.

(2) The effective date from which their promotion may be authorised is then to be calculated by adding the length of time taken to undertake mandatory training since return to duty from the date of capture.

d. **Further Promotion.** Eligibility to qualify for further promotion following the implementation of the rules in Para 9125.c is to be determined as follows:

(1) The date of eligibility to undertake mandatory training is to be calculated from the adjusted seniority in rank.

(2) The effective date of completing the mandatory training is to be antedated as in Para 9125.c sub para (2). Selections for further promotion will be made on this basis, provided that the individual has applied to undertake mandatory training within a reasonable period after return to full duty and that they pass at the first attempt.

(3) When no professional or other qualifications are required for a higher rank, further promotion may be authorised in retrospect.

9126. Formal Reversion

a. **At Own Request.** Commanding Officers may approve the reversion of WOs or NCOs at their own request, either to a lower NCO rank or to the rank of Mne, and are to report such reversions to the RM BM and the RM WA&CP Team by letter. The latter will undertake the necessary JPA action. The individual is to assume their original seniority in the lower rank, and is not to be considered for promotion until they so request. Any such request must be submitted in writing (by letter or via JPA). An NCO who is reverted to the rank of Mne at their own request may not retain a PSQ1 specialisation except in certain specialisations where the holding of such PSQ1 is permitted (e.g. ET|WT, ET|VT).

b. **SBS Specialisation Transfer.** A NCO who is accepted for transfer to the SBS specialisation, is likely to be required to revert to a lower non-commissioned rank.

9127. Reduction

The procedure for reduction in rank is set out in Chapter 70.

9128. Promotion of Former NCO Re-entries

Former NCOs who re-enter the Corps are subject to approval by the RM BM.

9129. NCOs Under Warning

The Warning procedure is set out in Chapter 57.

9130. Promotion to Acting or Local Acting (Paid) Rank (Cpl and above)

a. **Introduction.** Acting and Local Acting Rank is authorised by the RM WA&CP Team. Acting or Local Acting rank may be refused, or withdrawn, if RM workforce ceilings are likely to be exceeded. In all cases, substantive promotion takes precedence over Acting or Local Acting rank. Relinquishment or reversion from Acting or Local Acting rank has no consequential effect on the individual's consideration by PSB for substantive promotion other than those instances where reversion is for poor performance.

b. **Acting and Local Acting Rank.**

(1) Acting rank may only be awarded to those ranks who have been selected for promotion. The administrative Acting promotion must be reviewed by DDPD RM at the twelve-month point.

(2) Local Acting rank may be awarded to Mnes, Cpls or Sgts who have not been selected for promotion but are candidates for such and are identified in Unit as capable of filling a gap at the next higher rank. The administrative Local Acting promotion must be reviewed by DDPD RM at the six-month point.

(3) There is no difference in pay or status, but this is simply a means of identifying those who have been selected for promotion and are awaiting a CPD and those that have not been selected.

c. **Circumstances.** The administrative promotion to Acting or Local Acting rank of NCOs and Mnes to one rank above their substantive rank may be appropriate in the following circumstances:

(1) Where a shortage of individuals of a particular rank and/or PSQ leads to a vacancy in that rank and/or PSQ against the complement of a unit, which is not expected to be filled for at least 21 days.

(2) Where an NCO is absent for reasons of sickness, compassionate leave or service requirements (excluding Command or PSQ course, or margin action), where the vacancy is not expected to be filled within 21 days.

d. **Criteria.** COs must be satisfied that the individual to be administratively promoted is capable of performing the full duties of AHR and is the most suitable person within the Unit i.e. the individual should normally satisfy the following criteria:

(1) The individual must be EFP for promotion to the higher rank.

(2) The individual should have been recommended for promotion 1 Rank Up with EXCP, HIGH or YES on their latest SJAR.

(3) An individual should not have failed a Command or PSQ upgrading course within the last 12 months.

(4) An individual who has received a Deferred Pass on Command Course may be promoted to AHR subject to workforce restraints.

(5) In the case of promotion to Acting (Paid) WO2, individuals must have been selected for promotion to WO2 RM.

(6) In the case of promotion to Acting (Paid) WO1 RM, an individual must have already passed the WO1 RM Selection Board.

e. If no suitable command trained other rank is available to fill a position, COs may consider someone who has a place booked on a Command Course scheduled to start within the following 12 months. Any such decision must mitigate the duty of care implications of employing an Other Rank in the next higher rank who has not completed all prerequisite training, both on behalf of the individual and those whom they will lead.

(1) The award of the acting rank should be reviewed at the 12 month point to ensure that the individual is performing well in the temporary vacancy. If the latter does not apply or the individual has failed to successfully complete the respective command course, unless under exceptional circumstances, they should be reverted to their substantive rank and consideration should be given to awarding the acting rank to another individual, preferably one who has completed the relevant Command Course.

(2) Exceptionally, a suitable Other Rank who has not been selected for promotion may be promoted to local acting rank, in which case it is to be reviewed at the six-month point.

f. **Authority for Administrative Promotion.** Where there is a gapped liability driven position, COs are to seek authority for AHR from the RM WA&CP Team.

g. **Relinquishment.** A rank is to relinquish their acting or local acting rank as a result of any of the following events:

(1) The vacancy which resulted in their administrative promotion ceases to exist.

(2) They are assigned from the ship or unit.

(3) They attend a course within the unit, or elsewhere, from which they are expected to return, involving an absence of more than 35 days from the duties for which the acting or local acting rank was granted.

(4) They are absent from duty through sickness or leave for longer than 28 days.

h. Consideration should be given to reversion when an individual:

(1) Fails to achieve a recommendation for promotion 1 Rank Up (EXCP, HIGH or YES grade) in their SJAR.

(2) Rejects selection for a command or PSQ upgrading course, unless for compelling reasons (i.e. legitimate welfare or medical etc).

i. **Disciplinary.** The discipline procedure is set out in Chapter 70.

j. **Award and Removal Action.** The JPA Award and Removal of Acting and Local Acting rank is to be taken by DDPD RM, following confirmation from the Unit.

9131. Promotion to Local (Unpaid) Rank (Cpl to WO2 only)

a. **Local Rank is Authorised by the RM WA&CP Team.** Promotion to Local rank, which carries no entitlement to pay, allowances or pension rights, may be given in the following circumstances, and must be reviewed by DDPD RM at the six-month point:

(1) Where, subject to workforce constraints, it is desired to exceed, temporarily, the authorised complement for such purposes as special operations and training.

(2) Where it is necessary for attendance on courses or duties with other Services.

(3) Where, subject to workforce constraints, it is necessary for prestige purposes, or to enable an NCO to carry out their duties more effectively.

(4) The individual must not have failed a Command or PSQ upgrading course within the last 12 months.

b. An NCO/OR who has been awarded the Local rank may be entitled to SUPA in accordance with JSP754.

c. **Local WO2.** Promotion to local WO2 will not ordinarily be granted unless the applicant has been selected for promotion to WO2 at the PSB. Exceptions to this can be considered on a case-by-case basis and may be authorised in exceptional circumstances.

d. **Local WO1.** Promotion to local WO1 will not be granted unless the applicant has passed the WO1 RM Selection Board. Those ranks selected for promotion are to be promoted to Local WO1 for the WO1 RM Course, however those ranks not employed in an OR9 liability driven position on completion of the WO1 RM Course will be reverted to their substantive rank.

e. **Award and Removal Action.** The JPA Award and Removal of Local rank is to be taken by DDPD RM following confirmation from the Unit.

f. **Relinquishment.** The relinquishment procedure is set out in Chapter 70.

9132. UK Joint Special Forces Selection - Assignment Process for RN/RM Candidates

a. From 29 Jun 19, RN/RM candidates are to be assigned to Special Forces Training Command (SFTC) only from the post-aptitude phase of Selection. From the start of the course until completion of the aptitude phase, candidates are to be 'Move and Tracked' only (i.e. not permanently assigned) by their parent unit.

b. Should a RN/RM candidate withdraw or RFC from Selection during the aptitude phase then their Assignment Order to SFTC is to be cancelled. In most cases, ranks will be returned to their parent Unit unless directed otherwise by DDPD.

c. UPOs are to conduct the necessary 'Move and Track' action to grant candidates the correct allowances on selection for SF training. Joining Instructions for UK Joint Special Forces Selection will include the dates and allowances for the Move and Track period and subsequent assignment RDD. Candidates must submit this information to their respective UPO before attending the course.

d. DDPD should consider the impact on candidates returning from course in line with Personnel Functional Standards before making their next assignment.

ANNEX 91A

WO1 RM SELECTION PROCEDURE

1. Introduction

The selection for promotion to WO1 RM will consist of a common Promotion Selection Board (PSB) procedure to be administered by the RM WA&CP Team.

a. Substantive WO2s may apply for more than one appointment at the Board, however they will be required to attend the One Day Personal Assessment for only one of the appointments. Their score from that assessment will be considered alongside the applicants of their additional appointment.

b. Substantive WO2s may attempt the WO1 RM PSB up to a maximum of three times. However, in exceptional circumstances a candidate maybe allowed to return if they have already completed the WO1 RM PSB three times. CDO and the RM BM will consult on a case-by-case basis.

2. Selection Board Format

The common WO1 PSB is based on four steps, as follows:

a. **Step 1 - Career Reports Assessment.** A pre-selection process involving the scrutiny of all candidates' reports; this will narrow the field of candidates to no more than 3 candidates for each appointment in all bar the most exceptional of circumstances. Those selected during Step 1 will be called forward by email for Steps 2 and 3. All candidates require a positive recommendation for promotion to advance to step 2.

b. **Step 2 - Academic Assessment.** This is an in-unit assessment conducted under exam conditions. The RM WA&CP Team will co-ordinate between Unit Adjutants, Unit Education Officers and the Corps Tutor who will set and mark the assessment. The content is as follows:

(1) A 1500-word IRTB on a topic not previously notified.

(2) Additionally, and to be completed in candidate's own time:

(a) An action plan supporting their IRTB.

(b) A Personal Questionnaire (Q101) for all candidates.

c. **Step 3 - One Day Personal Assessment.** The One Day Personal Assessment involves a Planning Exercise Assessment and an Interview Assessment. On completion of the Personal Assessment, candidates are divided into various pools and informed of whether their names will be forwarded to Step 4. The pools are graded as follows:

(1) Unsuitable WO1 RM - Names not forwarded to Step 4.

(2) Suitable WO1 RM (RSM/Spec tied/non-Spec tied).

d. **Step 4 - Final Selection Board (FSB).** The FSB completes the selection process and comprises CDO and the CRSM. If required consultation with board presidents from Step 3 will be facilitated. It is conducted after all the One Day Personal Assessments. Candidates will be individually informed by CDO on the outcome of the FSB. A consolidated Selection Notification (SN) of those selected will be published to inform the wider audience. The SN will place those not selected for WO1 RM as reserves in order of merit and some will be liable to conduct training alongside the selected candidates. Reserves, if not selected, must re-attend the PSB if they aspire to be substantive WO1 RM.

3. RSM Selection

Substantive or Acting WO1s can board for RSM appointments. Candidates will be evaluated for RSM suitability against their packs and must attend the one-day personal assessment. There is no requirement for a substantive or acting WO1 to conduct the academic assessment, their previous academic score will be used.

APPENDIX 1 TO ANNEX 91A

WO1 RM PRELIMINARY SELECTION BOARD INSTRUCTIONS

1. Introduction

a. These instructions relate to RM Preliminary Selection Boards (Pre-PSB) for promotion to WO1 RM.

b. The WO1 RM Pre-PSB is to select ranks for further consideration by the WO1 RM Promotion Selection Board (PSB) in an objective, impartial and diligent manner in order to meet the Requirement.

c. Eligibility for promotion to WO1 RM is detailed at Para 9108.

2. Promotion Requirement (PR)

The Pre-PSB should not feel obliged to select candidates for call-forward to the PSB if there are insufficient candidates of the required quality. When assessing candidates, and to facilitate the smooth running of the process and not generate unrealistic expectations, Board Members should aim to forward 2-3 times the PR of candidates for consideration by the PSB.

3. Merit Based Selection

Candidates will be selected on merit, therefore, Pre-PSB Members' assessment of merit should be based upon their reading of all the papers in the individual's Promotion Dossier. The Definition of Merit is at Para 6508.

4. Candidate Grading

a. Board Members are required to grade candidates on merit against their peers (ie. the other candidates). Candidates are awarded a score between 1 and 16 where 1 is the highest level of merit and 16 is the lowest . The combined scores of the Board Members will provide an Order of Merit (OOM), from which candidates will be selected to go forward to the PSB.

b. In considering how to grade Warrant Officers, the following observations may be helpful:

(1) Junior Warrant Officers will have had limited opportunity to build up a track record which demonstrates, unequivocally, their full potential and suitability for promotion to the higher ranks. If that Warrant Officer has demonstrated outstanding promise in the relatively short time they have been a WO2, however, they should be graded accordingly.

(2) More senior Warrant Officers should have a wealth of broad experience by virtue of their age. As the best of their contemporaries will have been promoted already, however, it is unlikely that they will be truly outstanding. Nonetheless, such Warrant Officers can still merit promotion, as their attributes may better equip them than a less experienced candidate for a variety of jobs, or they meet the requirement in a narrower field where deep specialist skills are important.

b. Candidates are to be considered for promotion on the basis of their whole record. Therefore, the Preliminary Selection Board is not bound to accept the recommendation of a current Reporting Officer. If a candidate receives a recommendation identifying unsuitability for promotion, the reason should be stated in the report. Nevertheless, the Board may choose to select a Warrant Officer if they feel that other considerations outweigh the recommendation to defer promotion, or if they disagree with the reason given for deferment. If the recommendation is Insufficient Knowledge (IK), the Board should base its judgement on earlier reports; in this way, no Warrant Officer will be unfairly treated due to discontinuity of reporting.

5. Supporting Documentation

The Promotion Paperwork is a pack of Periodic, Special and other relevant authorised reports/letters written on the Warrant Officer that is collated and prepared by the RM WA&CP Team . The Warrant Officer's PS, a standard print taken from SCIO, is contained within the Promotion Paperwork to provide Board Members with an overall picture of the candidate.

6. Selection Board

a. The Preliminary Selection Board will consist of:

President	RM OF5	To be invited by RM WA&CP WO
Member 1	RM OF4	CDO
Member 2	RM OF4	To be invited by RM WA&CP WO
Secretary	RM WO1	WO1 RM WA&CP
Advisers	RM OF/OR9	Corps RSM/Specialist Officer as Necessary

b. The Preliminary Selection Board involves the following activity:

(1) The Board will consider any specific matter raised, such as the Terms of Reference for a particular Specialisation Adviser’s position, the Promotion Requirement and the number of candidates etc.

(2) Board Members are to declare personal knowledge of candidates.

(3) RM WA&CP will conduct a time estimate and brief the Board Members on the amount of time available for the consideration of each candidate.

(4) Board Members read the Promotion Dossiers of all Warrant Officers nominated as candidates by their COs, in isolation and without discussion.

(5) Board Members assess the merit of all eligible candidates and grade them with a score from 1 to 16, where 1 is the highest level of merit and 16 is the lowest. Board Members should be prepared to justify their grades and should appreciate that it is essential to identify, and then maintain, a consistent scoring standard.

(6) Once in session, the Board reviews the overall OOM generated by individual Members' votes. Where large discrepancies appear between Members’ scores, notes will be used to discuss the candidate until consensus is achieved.

(7) The Board agrees the list of Candidates to be called forward to the PSB. Unless the most exceptional of circumstances prevail, this is to be no more than three times the Promotion Requirement.

(8) On completion of the Pre-PSB, the RM WA&CP Team will prepare a closing statement to be signed by the Board President. This document will contain details of all the Warrant Officers considered by the Pre-PSB, their position within the OOM and the decision of the Board regarding which candidates have been nominated to be called forward to the PSB. All other records, including the votes cast by individual Pre-PSB members, will be destroyed by RM WA&CP, in accordance with the General Data Protection Regulations (GDPR)

APPENDIX 2 TO ANNEX 91A

WO1 RM PROMOTION SELECTION BOARD INSTRUCTIONS

1. The Promotion Selection Board (PSB) will assess candidates in accordance with the procedures at Annex 91A. The PSB members are to be as follows:

President	RM OF5	To be invited by the RM WA&CP WO
Member 1	RM OF4	CDO
Member 2	RM OF4	To be invited by the RM WA&CP WO
Secretary	RM OR9	RM WA&CP WO1
Advisers	RM OR9	Corps RSM

2. The PSB will assess candidates against the following criteria:

a. Current performance.

b. Future potential.

c. Experience.

d. Adaptability and Initiative.

e. Awareness and Understanding.

f. Breadth of Perspective.

g. Communication and Influence.

h. Delivering Results.

i. Leadership.

j. Physical and Mental Resilience.

k. Problem Solving and Decision Making.

l. Teamwork and Collaboration.

m. Values and Standards.

3. Candidates assessed as suitable for WO1 RM by the PSB will be forwarded to the FSB in accordance with the procedure detailed at Annex 91A.

ANNEX 91B

RM ARTIFICER SELECTION PROCEDURE

1. Introduction

The selection process for RM Artificer Trade Training has been delinked from promotion as many RM JNCOs & SNCOs have potential for Artificer Training yet opportunities to select have been missed or delayed, while their promotion potential is assessed and graded against their peers. This selection process enables Corporals, with a positive recommend for promotion 1 & 2 Ranks Up and Sergeants without a positive recommend for promotion, who are suitable for Artificer Training, to volunteer and be nominated for the Artificer Selection Board (ASB).

a. The selection for Artificer training will consist of a common ASB procedure to be administered by the RM WA&CP Team and is applicable to RM candidates in the following PSQs: ET|VT for ART|ARTV, IS|IS for IS|FofS(IS), TES for ART|AES and GD|COMM for ART|YofS.

b. The ASB procedure will be conducted in the same format as the WO1 RM Promotion Selection Boards as detailed in Annex 91A, with the following amendments.

(1) There will be no requirement to conduct the timed current affairs essay.

(2) The planning exercise will be replaced with a Group Discussion Exercise.

2. Selection

a. Trade specific technical training requires high calibre individuals to conduct an academically intense course and, on completion, assume a role with significant responsibility. The selection process will identify individuals who are capable of successfully completing a demanding, highly technical course.

b. **Criteria.** The following criteria are required for Artificer training selection:

(1) Candidates must be a substantive Cpl, with a positive recommend for promotion 1 & 2 Ranks Up or Sgt and passed their respective PSQ1 course.

(2) Candidates must have a positive recommendation for Artificer training in their SJAR recommendations, with supporting evidence on suitability in the Reporting Officer narrative.

(3) Candidates must be either qualified as Artificer exempt or have passed the Potential Artificer Development Course (PADC) at the Defence School of Electronic and Mechanical Engineers (DSEME), MOD Lyneham. (IS|FofS(IS) and ART|YofS are not required to pass PADC.)

(4) Candidates must have signed the Waiver of Right to Discharge Form (S2658).

c. The Artificer Selection Board will consist of:

President	RM OF4	To be invited by the RM WA&CP WO (specialisation tied)
Member 1	RM OF4	CDO
Member 2	RM OF4 or 3	To be invited by the RM WA&CP WO (non-specialisation tied)
Secretary	RM WO1	WO1 RM WA&CP
Advisers	RM OR9	Spec Advs

3. Promotion

a. Successful Cpls at the board, will be selected for promotion to Sgt at the next Sgt CPD and loaded to SLDC. On successful completion of Artificer Training they will be selected for promotion to CSgt at the next CPD, providing they have received a recommendation of 'Yes' or higher for promotion 1 Rank Up on SJAR.

b. Further eligibility for promotion to CSgt is detailed at Para 9107 and Annex 91D.

c. Successful Sgts at the Board, with a recommendation of 'Yes' or higher for promotion 1 Rank Up on SJAR prior to the ASB, will be selected for promotion to CSgt.

d. Successful Sgts at the board, who receive a recommend of 'Yes' or higher for promotion 1 Rank Up on SJAR by the end of Artificer Training will be selected for promotion to substantive CSgt at the next CPD after they have completed their Artificer Training, dependant on continued available spaces within the PSQ structure.

e. If candidates do not achieve a recommend of 'Yes' or higher for promotion 1 Rank Up on SJAR by the end of Artificer Training, they will be employed in a Sgt (OR6) position. Once a recommendation for promotion is received, they will be selected for promotion to CSgt at the next CPD.

4. Return of Service (ROS)

Details of the ROS for Artificer Training Courses may be found in Chapter 53.

ANNEX 91C

MERIT BASED PROMOTION

1. MBP Promotion Selection Board Documentation

PSB members will be provided with the following documentation:

a. A copy of the PSB instructions.

b. A complete set of Promotion Documents for all ranks under consideration.

c. Consideration lists.

d. The Requirement by rank and PSQ.

APPENDIX 1 TO ANNEX 91C

POST PSB ACTION

1. The Selection Notification (SN) will be released electronically at 1000hrs on the Monday following the completion of each week of PSBs.

2. This Notification will initiate liaison between the RM WA&CP Team and the Spec Advs. Following issue of the SN, the Spec Advs/Units are to liaise directly with the RM WA&CP Team, in order to co-ordinate Command Course loading and DDPD RM for PSQ course loading and assignment of the individual. This co-ordination is to de-conflict (where possible, and secondary to the exigencies of the Service) the following factors:

a. Command course availability.

b. PSQ course availability.

c. The preferences of, or any constraints (e.g. welfare) upon, the individual.

d. Onward assignment following course completion.

3. Course loading nominals will be available via SCIO once ranks have been loaded to a course.

4. Once ranks nominated for promotion have been allocated places on Command and PSQ courses (subject to the Requirement), they will receive an Assignment Order, issued by DDPD RM, which will contain the following information:

a. The rank's CPD.

b. Command Course.

c. PSQ Course.

d. Onward assignment/New Appointment (where confirmed).

e. Authority for Acting Rank (where applicable, authorised by RM WA&CP).

APPENDIX 2 TO ANNEX 91C

SPECIALISATION ADVISERS' TASKS AND RESPONSIBILITIES

1. The Spec Advs tasks and responsibilities are detailed below. The provision of accurate information, advice and assistance from the Spec Advs is critical to the success of Merit Based Promotion (MBP). Spec Advs provide intra-specialisation management.

2. Under the remit of MBP, Spec Advs are to:

a. Provide accurate termly 'State of the Specialisation' reports to the RM BM and DDPD RM, which are central to the formulation of an accurate Requirement and assist the effective management of the Specialisation.

b. Be prepared to offer specialist advice to the WA&CP Team and the Promotion Selection Boards (PSBs).

c. Liaise, following the publication of the Selection Notification Signal (SNS), and taking account of RM Programming, between the following parties:

(1) CTCRM and other course agencies.

(2) The individual.

(3) RM WA&CP and DDPD RM.

d. Provide the RM WA&CP Team with a list of course preferences, by rank, of the entire PSQ.

3. Specialisation Advisers are to ensure:

a. An individual's preferences (secondary to the exigencies of the Service).

b. Any constraints (eg. anticipated welfare situations, such as childbirth) are taken into consideration when allocating courses and onward assignments. Furthermore, Spec Advs are to counsel each individual nominated in the SNS on the implications of refusing a Command or PSQ Course.

4. It is intended that this liaison and de-confliction will have the following benefits:

a. Maximise an individual's warning and preparation time between notification by the SNS and Day 1 of the Command or PSQ Course.

b. Optimise an individual's opportunity to prepare for Command and PSQ Courses and therefore maximise the number of ranks passing Command training, thus reducing the NCO under-bearing at the optimum rate possible.

c. Reduce domestic turbulence and 'churn'.

d. Permit increased assignment flexibility.

5. This mission and these tasks are to be included in Spec Advs' TORs.

6. For the duration of the Boarding process, Hd RN WA&CP Team will have priority regarding the employment of the Spec Advs.

ANNEX 91D

RM OTHER RANKS (GENERAL SERVICE) AND SPECIAL FORCES - CAREER PROGRESSION PATH

New Entry

1. Complete recruit training.

2. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA with the appropriate competence. To be educationally qualified for promotion (EFP) in accordance with Para 9614 and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

3. Automatically become a Candidate.

Candidate for Promotion to Corporal

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. Selected for promotion at PSB.

4. Nominated to attend DTc, CLDC, TCM & PSQ2 Course.

5. Promoted to Lance Corporal to attend DTc, CLDC, TCM & PSQ2 Course (see Note 4 (MAB6 only)).

6. Pass DTc, CLDC & TCM (see Note 1 and Note 4 (MAB6 only)).

7. Qualified PSQ2 (see Note 2).

8. Medically fit for promotion at CPD.

9. Promotion Confirmation Notification issued by the RM WA&CP Team.

10. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

11. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Corporal to Sergeant

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. To be EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

4. Selected for promotion at PSB.

5. Nominated to attend SLDC & PSQ1 Course.

6. Pass SLDC (see Note 4 (MAB6 only)).

7. Qualified PSQ1 (see Note 5).

8. Medically fit for promotion at CPD.

9. Promotion Confirmation Notification issued by the RM WA&CP Team.

10. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

11. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Sergeant to Colour Sergeant

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. Qualified PSQ1.

4. Selected for promotion by PSB.

5. Medically fit for promotion at CPD.

6. Promotion Confirmation Notification issued by the RM WA&CP Team.

7. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

8. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Colour Sergeant to Warrant Officer 2nd Class

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. To be EFP in accordance with Para 9614. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

4. Selected for promotion by PSB.

5. Nominated to attend WLDC.

6. Pass WLDC.

7. Medically fit for promotion at CPD.

8. Promotion Confirmation Notification issued by the RM WA&CP Team.

9. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

10. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Warrant Officer 2nd Class to Warrant Officer 1st Class

1. Promotion to Warrant Officer 1st Class is by personal interview and Selection Board.

2. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

3. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

4. To be EFP in accordance with Para 9614. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

5. Selection for promotion at WO1 RM PSB.

6. Nominated to attend WO1 RM Course.

7. Medically fit for promotion at CPD.

8. Promotion Confirmation Notification issued by the RM WA&CP Team.

9. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

10. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Warrant Officer 1st Class

Notes:

1. *In exceptional circumstances, RMR Corporals may be considered for a CLDC waiver on transferring to a Full Career (FC) Engagement as a substantive Corporal. This requires 1* approval – the RM BM can advise on the procedures.*

2. *GD|CD ranks must complete RMSAA before promotion to Cpl.*

3. *Candidates attending CLDC must hold the minimum rank of Lance Corporal (LCpl). On successful completion of the course, ranks are to retain LCpl rank.*

4. *The Career Progression Path for MAB6 ranks is contained in their Handbook. The three key points are as follows:*

a. All ranks on joining MAB6 revert to Mne rank.

b. MAB6 ranks are required to pass CLDC, SLDC and WLDC for promotion to Cpl, Sgt and WO2 respectively in accordance with the RM GS rules. Given the routine transfer of Army and RM Mne ranks between MAB6 and MAB2, involving a change of Service, the Army Command Courses (Junior and Senior Brecon) will be considered as equivalent to CLDC/SLDC.

c. ***Shadow Rank Assessment Board (SRAB).*** *Badged MAB ranks (either 6 or 2) are only entitled to MAB Pension and Terminal Benefits on becoming Permanent Cadre (PC) at 6 years' MAB service. If a rank dies or leaves the service for medical reasons prior to achieving PC, their terminal benefits will be based on assessed Shadow rank, which is the rank that they could have been expected to achieve had they remained in their previous PSQ. The RM Branch Manager can advise on the SRAB procedures.*

5. *In exceptional circumstances and subject to requirement, suitably qualified JTAC ranks can be promoted in the absence of a PSQ1 within their MTfP.*

ANNEX 91E

RM OTHER RANKS (BAND SERVICE) - CAREER PROGRESSION PATH

New Entry Musician/Bugler (Musn/Bug)

1. Complete recruit training.

2. Musns complete 2 yrs 8 months musical training, Bugs complete 1 yr 8 months musical training.

3. Complete all training, achieve M2 PSQ (Musn), B2 PSQ (Bugs) normally after 12 months after completion of training following a recommendation from Director of Music (DoM).

4. Commence receiving annual Appraisal Reports (SJARs).

5. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA with the appropriate competence. To be educationally qualified for promotion (EFP) in accordance with Para 9614 and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

6. Automatically become a Candidate.

Candidate for Promotion to Corporal

1. Recommended 'Yes' or higher for promotion 1 Rank Up in annual SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. Selected for promotion at PSB.

4. Nominated to attend DTc & CLDC (see Note 1).

5. Promoted to Lance Corporal to attend DTc & CLDC .

6. Pass DTc & CLDC .

7. Medically fit for promotion at CPD.

8. Promotion Confirmation Notification issued by the RM WA&CP Team.

9. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

10. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Corporal to Sergeant

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. To be EFP in accordance with Para 9614. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

4. Selected for promotion at PSB.

5. Nominated to attend SLDC and M1/B1 PSQ Course (see Note 1).

6. Pass M1/B1 PSQ course and SLDC (see Note 2).

7. BdCpls with M1 PSQ become eligible for selection to WO Bandmasters' Course.

8. Medically fit for promotion at CPD.

9. Promotion Confirmation Notification issued by the RM WA&CP Team.

10. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

11. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Sergeant to Colour Sergeant/Bandmaster Colour Sergeant

1. Recommended 'Yes' or higher for promotion 1 Rank Up (see Note 3 and Note 4).

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. Selected for promotion by PSB.

4. Qualified M1/B1/BM PSQ dependant on promotion route.

5. Medically fit for promotion at CPD.

6. Promotion Confirmation Notification issued by the RM WA&CP Team.

7. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

8. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Colour Sergeant to Warrant Officer 2nd Class

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. To be EFP in accordance with Para 9614. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

4. Selected for promotion by PSB.

5. Nominated to attend WLDC.

6. Pass WLDC.

7. Medically fit for promotion at CPD.

8. Promotion Confirmation Notification issued by the RM WA&CP Team.

9. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

10. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Warrant Officer 2nd Class to Warrant Officer 1st Class

1. Promotion to Warrant Officer 1st Class is by personal interview and Selection Board.

2. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.

3. Must have a valid RM Fitness Test (RMFT) or RMFT(A) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(A) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

4. To be EFP in accordance with Para 9614. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA at the Common Reporting Date (CRD).

5. Selection for promotion at WO1 RM PSB.

6. Nominated to attend WO1 RM Course.

7. Pass WO1 RM Course.

8. Medically fit for promotion at CPD.

9. Promotion Confirmation Notification issued by the RM WA&CP Team.

10. Unit HR confirms rank's eligibility and submits a Promotion Authority Request (PAR).

11. Substantive promotion endorsed and actioned on JPA by the RM WA&CP Team.

Warrant Officer 1st Class

Notes:

1. *In exceptional circumstances, candidates not yet selected for promotion can be loaded onto command courses or M1/B1 courses at the discretion of Headquarters Band Service.*

2. *Ranks failing command training will be loaded onto the next available course if all MBP criteria are met. Ranks failing M1/B1 SQ course return to Royal Marines School of Music (RMSoM) to retake course elements as directed by RMSoM.*

3. *No command/PSQ training is required for promotion to BdCSgt/CSgt Bug.*

4. *DDPD authorises accelerated promotion on PSB in order to avoid possible shortages of SNCOs qualified to WO2. BdSgts will be divided into Bandmaster and Non-Bandmaster qualified promotion pools to ensure pull-through to WO2 Bandmaster.*

ANNEX 91F

DE-SELECTION FROM PROMOTION

1. This proforma is for personnel who, following Specialist Advisor (SA) interview within 28 days of the promotion notification, wish to decline promotion. The questions below ensure that both the unit and individual are aware of the consequences and set the background for the subsequent Chain of Command interview.

2. Those refusing promotion must book a SA interview within the subsequent 28-day period. The SA will provide an individual with additional advice and options that should be considered prior to seeking final approval from an individual's Commanding Officer.

Name: …… Service No: ……

3. Specialist Advisor (SA) report:

a. What are your reasons for refusing promotion?

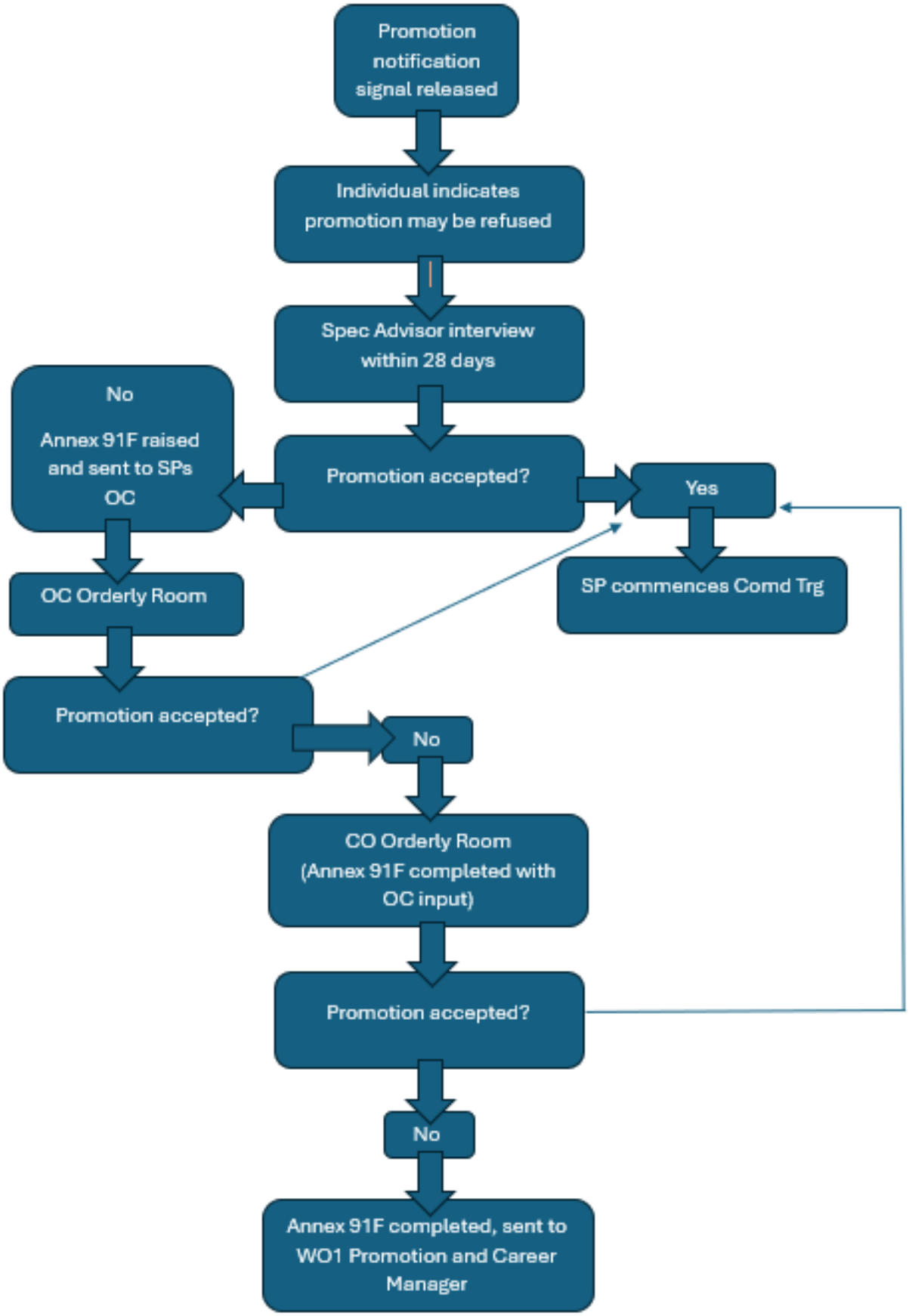
b. Is there anything that might encourage you to reconsider this decision?

Spec Adv Name:……. Signature:…….Date:……

4. OC has informed of the potential impact of this decision (a brief summary)

OC Interview conducted on ……..Signature…….

5. Commanding Officer's Notes:

Commanding Officer's Signature: ……... Date: ……

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