CHAPTER 70

RATINGS POLICY - RE-PROMOTION AFTER DISRATING AND REVERSION

(Sponsor: NAVY PEOPLE-PROMS Dep Hd)

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CHAPTER 70

RATINGS POLICY - RE-PROMOTION AFTER DISRATING AND REVERSION

7001. Disrating - General Rules on Re-promotion after Disrating

a. The following rules regarding the re-promotion of individuals following disrating apply to all ratings (and include the re-instatement of promotion to the WO1 rank that was withheld following Promotion Board selection - for WO1 options, see Para 7002 sub para n). For more specific rules on the disrating of ratings, see JSP 830 (Manual of Service Law).

b. Throughout this Chapter, the term re-promotion has been used generically, however, it is accepted that ratings can be 'advanced' (by time) up to the rate of Chief Petty Officer (CPO) in some technical specialisations.

c. **Authority for Re-promotion.** The policy on re-promotion of ratings who have been disrated, either summarily or by court-martial, rests with the relevant Service (JSP 830 Ch 13 Para 101).

d. **Applications for Re-promotion.** All applications for the re-promotion of ratings who were disrated at Court Martial or Summary Hearing (not those reverted by the Higher Authority as a result of an Administrative Action) are to be submitted for consideration as detailed at Annex 54A. In the case of re-admission to a sideways entry specialisation, applications, giving details of an individual's suitability for re-entry into the sideways entry specialisation, are to be copied to the appropriate authority at Annex 70A who will make a recommendation about the rating's re-entry to that specialisation direct to the Regional Legal Office, NAVY LEGAL-RLO MAILBOX (MULTIUSER) <NAVYLEGAL-RLOMAILBOX@mod.gov.uk> for consideration by the authorised Deciding Officer (see Annex 54A).

e. **Timing of Applications.** Applications may be made up to three months before ratings are due re-promotion if there is a wish to re-promote them from the date that they first become eligible (in accordance with Para 7001 sub para d). All applications should be accompanied by a Special SJAR and a firm recommendation for promotion. In cases where a disrating was by more than one step, each stage of re-promotion requires approval.

7002. Disrating - Eligibility for Consideration for Re-promotion

a. **Career Check Requirement.** For re-promotion to all rates following disrating, a minimum period of 12 months, free of a Career Check, must be served immediately prior to the date of re-promotion e.g. ratings disrated on 1 June cannot be re-promoted before 2 June of the following year. All calculations are made in calendar months.

b. **Timing of the Re-promotion.** The period of 12 months' service without a Career Check, required by Para 7002 sub para a, is a minimum requirement to qualify for re-promotion. A CO is not to re-promote ratings disrated for misconduct unless satisfied that a rating is worthy of the higher rate in all respects and is recommended in accordance with Para 6901.

c. **Re-promotion to the Higher Rate.** Requests for the re-promotion of ratings are to be directly to the confirmed rate in which they were serving before being disrated unless disrated by more than one step (see Para 7002 sub para l). Following re-promotion to the confirmed rate, the first 12 months is to be counted as a probationary period.

d. **Effective Date of Re-promotion.** All cases of re-promotion will be effective from either the minimum 12 months or the date of the CO's recommendation (if approved), whichever is the later.

e. **Ratings not Recommended for Re-promotion Within Two Years of Disrating**. Former Leading Hand (LH), Petty Officer (PO), CPO (non-technicians), WO2 (technicians) and WO1s who are not recommended for re-promotion within two years of the date of disrating (or one year after first becoming eligible for re-promotion to these rates if disrated by more than one step), will be required to go through the full selection process, as appropriate, and will be required to obtain the necessary recommendations on an SJAR.

f. **Professional Qualifications.** Ratings will not be required to re-qualify or qualify in any new professional qualifications which may have been introduced before re-promotion to the previous rate (but see Para 7002 sub para o for ratings in sideways entry specialisations who are disrated to their source specialisation). In cases where the qualifications are Qualification Points for pay, approval for a waiver will be required from the appropriate Branch Manager.

g. **Educational Qualifications.** Ratings will not be required to qualify educationally, even if not so qualified previously, for re-promotion to a rate previously held on a permanent basis.

h. **Medical Fitness.** Ratings who have a medical category below the requirements laid down in BRd 1750A (Handbook of Naval Medical Standards) and Para 6908 are normally ineligible for re-promotion but the concessions of Para 6717 and Para 6805 are applicable to re-promotion as well as to promotion. The provisions of the aforementioned Paras concerning medical examination of ratings below the necessary medical standard are to be applied to ratings who become due and are recommended for re-promotion whilst in that category. The rating's CO is to be informed as required. Re-promotion made in consequence of reaching the required standard may not be dated earlier than the date of reaching that standard.

i. **Antedating of Re-promotion.** Re-promotion after disrating is not to be ante-dated unless the rating concerned was fit in all respects and recommended for such re-promotion on an earlier date, and approval has been unavoidably delayed.

j. **Notification to Promotion/Advancement Authority.** The Ratings Promotion Section is to be notified of all cases of re-promotion (following disrating) as they occur. If the re-promotion has been antedated, a statement of the circumstances is to accompany the notification.

k. **Disrating by More than One Step.** Ratings disrated by more than one step are eligible under these rules for re-promotion by successive steps through the rates previously held but they must serve for a minimum period of 12 months with no career check in each rate before being promoted.

l. **Selection for Promotion to a Higher Rate held prior to Disrating.** In the case of promotion, any selection gained for a higher rate prior to disrating (i.e. where such selection had not resulted in actual substantive promotion) will be deemed forfeit and the individual will be expected to go through the selection process again.

m. **Adjustment of Seniority and Basic Date.** On re-promotion, a rating's seniority is to be adjusted by post-dating the original seniority in the rate by the time served outside that rate. The adjusted seniority date will be recalculated by the Ratings Promotions Section on receipt of a Promotion Authority Request (PAR) signal.

n. **Warrant Officers.** Warrant Officers who have been disrated (either summarily or by court-martial) have the option of being discharged 'Service No Longer Required (SNLR)' rather than being considered for re-promotion in accordance with the rules above.

o. **Ratings disrated to their source specialisation** (see Para 7002 sub para p for the rules following disrating from the Aircrewman specialisation). The re-entry of ratings to sideways entry specialisations, having been disrated to their source specialisation, will be subject to the rules above and additionally:

(1) Where re-instatement into the sideways entry specialisation is not recommended, thereby resulting in individuals having to remain in their source specialisation, any professional qualifications required for promotion within the source specialisation must be obtained before re-promotion can be considered.

(2) Re-instatement into the Coxswain (Submarine) specialisation cannot be considered until the rating has spent one year as a PO in his source specialisation (i.e. one year after re-promotion to PO). Recommendations should be forwarded to the Regional Legal Office, NAVY LEGAL-RLO MAILBOX (MULTIUSER) <NAVYLEGAL-RLOMAILBOX@mod.gov.uk> for consideration by the authorised Deciding Officer (see Annex 54A).

p. **Aircrewman Specialisation.** Aircrew ratings having been disrated to their source specialisation will be subject to the rules above and additionally:

(1) Following a sentence of disrating to the Able Rate, the papers relating to the Summary Trial or Court Martial are to be forwarded to the Navy Command Headquarters to decide whether the offence should carry with it the consequential removal of the rating's flying badge.

(2) If the flying badge is removed, the rating will return to their source specialisation permanently and be subject to the rules for re-promotion within that specialisation.

(3) If it is decided that the rating should retain the flying badge, and that the rating should therefore be suitable for reinstatement into the Aircrewman specialisation at the end of the one year period (subject to normal good conduct etc), during this years' probation, the rating will:

(a) Hold the able rate in their source specialisation.

(b) Be employed in a similar position to a Leading Aircrewman.

(4) At the discretion of the Navy Command Headquarters, such a rating may be eligible for payment of the LH rate of relevant RRP provided the rating continues to be employed on duties similar to those undertaken by a Leading Aircrewman. The payment of the correct rate of RRP is to be in accordance with the rules in JSP 754.

(5) Towards the end of a rating's probationary year, the CO will make the usual recommendation, addressed to Navy Command Headquarters, for re-promotion and re-instatement into the Aircrewman specialisation as an Acting Leading Aircrewman. The Navy Command Headquarters will then confirm the rating's suitability for re-instatement and, subject to the normal re-promotion criteria, will approve both re-promotion and re-instatement at the end of the one year period.

q. **Complaints.** In accordance with JSP 831, individuals retain the right to state a complaint following a decision to withhold their re-promotion following their earlier disrating (or reversion).

7003. Reversion for Unsuitability

a. The regulations below regarding reversion, and re-promotion thereafter, apply to all rates (and include the re-instatement of promotion to the WO rank that was withheld following Promotion Board selection).

b. **Circumstances in which Reversion for Reasons of Unsuitability Should be Used.** Reversion or discharge SHORE for unsuitability (see Para 7003 sub para c and sub para d respectively) is appropriate only when ratings show a lack of knowledge or ability, deteriorating efficiency or appear unsuitable (other than for reasons coverable by disciplinary action).

c. **Ratings who have Fewer than 20 years' Reckonable Service (if Serving on an Engagement Stage 2), 18 years' Reckonable Service (if Serving on a Full Career (FC)) or 22 years' Reckonable Service (if Serving on an Open Engagement (OE)).** LHs and above who are unable to perform their duties adequately through lack of knowledge or ability, or who show themselves to be unsuitable other than for reasons coverable by disciplinary action, are liable to be reverted to a lower rate. When reversion for unsuitability is being considered on professional grounds, the Operational Performance Statement, where it exists, and pre-joining training, where it is applicable, must be considered together or separately, as appropriate, in order to enable an individual's professional performance to be assessed against the objectives that were set for the training previously undertaken. WO1s are to be given the option of being discharged SHORE in their existing rate or reversion.

d. **Ratings who have More than 20 years' Reckonable Service (ES2), 18 years' Reckonable Service (FC) or 22 years' Reckonable Service (OE) and are now Serving on an Engagement Stage 3 (ES3), Extended Career (EC) or Extensions of Original Engagements where applicable).** Where LHs and above (including WO1s), who have completed more than 20/18/22 (ES2/FC/OE1) years' reckonable service, become so inefficient in the discharge of their duties that, if they were still serving on a ES2/FC/OE, the question of their reversion would have to be considered, they are to be warned for discharge SHORE in their existing rate under the procedure in Para 7003 sub para k to sub para o instead of reversion.

e. Reversion for unsuitability is not a punishment and must not be used as a means of dealing with an offence. The character of an offence or offences for which ratings have been punished, however, may be such as to show that they are professionally unsuitable for the rate which they hold.

f. **Authority Required for Reversion.** Personnel authorised to approve applications for reversion (as per s332 of the Armed Forces Act 2006) are detailed in Annex 54A. Approval by these personnel is required for all applications for the reversion of ratings who hold substantive rank. Applications are to be submitted to the Regional Legal Office, NAVY LEGAL-RLO MAILBOX (MULTIUSER) NAVYLEGAL-RLOMAILBOX@mod.gov.uk, in accordance with the general procedure and format for administrative applications detailed at Annex 1E. See Para 6719(b) and Para 6912.

g. **Sideways Entry Specialisations.** Ratings in sideway entry specialisations who are reverted below the lowest rate in their structure must be returned to their source specialisation. Ratings who are unable to perform the duties of the lowest rate to which they can be reverted, however, may be discharged SHORE. Ratings who do not have a source specialisation to which they can be returned, if they are reverted below the lowest rate in their structure, must either be transferred to another category (if a volunteer for sea service) or discharged SHORE. Re-promotion, for those ratings not discharged, will be in accordance with Para 7007.

h. **Reporting on Individuals During Reversion.** Ratings who have been reverted for unsuitability are not to have an annual SJAR raised, however, special SJAR reports should be raised at each six-monthly interval until recommended for re-promotion (maximum four reports).

i. **Suspension of Professional Certificate.** Ratings who clearly show that they are no longer fit to hold a Professional Certificate required for promotion to the rate from which they are being reverted (e.g. a Unit Watchkeeping Certificate), may have this Certificate placed in abeyance while serving in the lower rate.

j. When the character of a proved offence or any serious failure in performance shows that a rating is clearly unsuitable for their rate on professional grounds, or other grounds where disciplinary action would be inappropriate, the case is to be investigated immediately by the CO without recourse to the warning procedure outlined below.

k. **Warnings for Reversion.** When reversion/discharge SHORE (hereafter referred to collectively as reversion) is contemplated, the individual is to be interviewed by their Divisional Officer (DO)/Head of Department (HOD). They are to be informed of their shortcomings and the warnings and reversion procedure is to be explained in detail.

l. The DO/HOD should warn the rating that if no improvement in performance occurs within a specified timescale (i.e. between three and 12 months at the DO/HOD's discretion), the rating will be reported to the CO with a view to reversion. See Para 5756 to Para 5766 for the need for Formal Warning Proforma and Special SJAR actions. Note - if the Overall Performance Grade is recorded as C, incremental pay suspension will be applied to the pay record automatically when the SJAR is finalised.

m. If, after the specified time, the rank's performance has not improved to the satisfaction of the HOD, they should appear before the CO. At this time, the individual is to be allowed to state their case and be offered the assistance of an Officer, who need not necessarily be their Divisional Officer.

n. **Action Required by Commanding Officer.** After investigation of the case, the CO has three options:

(1) Decide that the circumstances do not warrant reversion.

(2) Give the rating a further period of warning.

(3) Make immediate application for the rating's reversion.

o. **Applications for Reversion.** Applications, where appropriate, are to be submitted to the Regional Legal Office, NAVY LEGAL-RLO MAILBOX (MULTIUSER) NAVYLEGAL-RLOMAILBOX@mod.gov.uk for consideration. All applications should be made in accordance with the format and guidance for administrative applications at Annex 1E and must include a Spec SJAR. The Deciding Officer may direct that the rating is to serve a further trial period in the same or another unit, if it is considered that an additional probationary period is justified.

p. **Effective Date of Reversion.** When reversion has been approved, the decision is to be communicated to the rating by the CO. The date of such communication is the effective date of reversion.

q. **Limits of Reversion.** Ratings are not to be to be reduced in their own specialisation below the limits laid down in the Relatives Rates Table (see Annex 65A), nor may they be reduced either actually, or relatively, below the rate in which they first entered the Service.

7004. Reversion at Own Request

a. A rating may request reversion to the immediate lower rate at any time.

b. **Authority for Reversion at Own Request.** Personnel authorised to approve applications for reversion (as per s332 of the Armed Forces Act 2006) are detailed in Annex 54A.

c. **Effective Date of Reversion.** When reversion has been approved, the decision is to be communicated to the rating by the CO. The date of such communication is the effective date of reversion.

d. **Selected for Promotion.** If having been selected for promotion, a rating requests reversion at their own request, the selection for promotion will be forfeited.

e. **Re-promotion to the Higher Rate.** The re-promotion of WO1s, WO2s (technicians), CPO, PO and LH (non-technicians) who are reverted at their own request will be subject to the procedure in Para 7007.

7005. Reversion Due to Failure of Professional Training

The Commodore of the relevant training establishment may authorise immediate reversion when an outright failure of a professional qualifying course, with penalties, occurs. See Para 6719and Para 6911.

7006. Ratings Refusing Promotion

The procedure to be followed following refusal of promotion (after selection) are detailed in Para 6714.

7007. Reversion - Rules on the Re-promotion of Ratings

a. Ratings who have been reverted for unsuitability, or at their own request, are eligible for re-promotion under the general regulations for promotion and the following supplementary orders.

b. Eligibility for consideration for re-promotion is as follows:

(1) **Minimum Period in the Lower Rate.** The minimum period in the lower rate before a recommendation for re-promotion to LH, PO and CPO (non-artificer/technician), WO2 or WO1 may be made is six months.

(2) **Career Check Requirement.** The same rules will apply as for normal cases of promotion under Para 6719 and Para 6806.

(3) **Medical Fitness.** Ratings who have a medical category below the requirements laid down in BR 1750A and Para 6908 are normally ineligible for re-promotion but the concessions of Para 6717 and Para 6805 are applicable to re-promotion as well as to promotion. The provisions of the aforementioned Paras concerning medical examination of ratings below the necessary medical standard are to be applied to ratings that become due and are recommended for re-promotion whilst in that category. The rating's CO is to be informed as required. Re-promotion made in consequence of reaching the required standard may not be dated earlier than the date of reaching that standard.

(4) **Professional Qualifications.** Professional qualifications already obtained will not have to be passed again for re-promotion unless it is known that before reversion ratings were examined professionally as to their fitness to retain their rate and found wanting. Before being re-promoted however, ratings must obtain all the professional qualifications required for the higher rate at the time of re-promotion i.e. they must qualify in any examinations they have not already passed, including any higher grade qualification which has superseded a lower grade one. In addition, where a Professional Certificate has been placed in abeyance under the provisions of Para 7003 sub para i, COs are to ensure that ratings are suitable to hold such a Certificate again when recommending them for re-promotion. Recommendations for the re-promotion of such ratings are to include a statement that they are suitable to hold the Certificate again.

(5) **Educational Qualifications.** Ratings will not be required to qualify educationally, even if not so qualified previously, for re-promotion to a rate previously held on a permanent basis.

c. **Re-promotion to the Higher Rate.** All cases of re-promotion are to be directly to the confirmed rate in which the rating was serving before being reverted unless an individual was reverted by more than one step (see Para 7007 sub para d). The first 12 months following re-promotion to the confirmed rate is to be counted as a probationary period.

d. **Reverted by More than One Step.** Ratings reverted by more than one step are eligible under these rules for re-promotion by successive steps through the rates previously held, but they must serve for a minimum period of six months with no career check in each rate before being re-promoted. In this case the period of six months following re-promotion to the confirmed rate is to be counted as a probationary period.

e. **Recommendations for Re-promotion.** Applications are to be submitted, after a minimum of six months in the immediate lower rate or on first recommendation, whichever is later, the Regional Legal Office, NAVY LEGAL-RLO MAILBOX (MULTIUSER) NAVYLEGAL-RLOMAILBOX@mod.gov.uk, in accordance with the general procedure and format for administrative applications detailed at Annex 1E. Authority for re-promotion is as detailed in Annex 54A.

f. **Ratings not Recommended for Re-promotion Within Two Years of the Date of Reversion.** Ratings not recommended for re-promotion within two years of the date of reversion will be required to go through the full selection process and will be required to obtain the necessary recommendations on SJAR. Normal reporting should then recommence in accordance with JSP757.

g. **Effective Date of Re-promotion.** The effective date of re-promotion to LH, PO, CPO (non-technician), WO2 and WO1 will be the date of the CO's recommendation stated on the relevant SJAR.

h. **Further Promotion.** After ratings have regained the rate from which they were reverted, they will be promoted in accordance with the ordinary rules for promotion laid down in this BR, however, at least one day must be served in the rate to which they are restored

i. **Notification to Advancement Authority.** The Ratings Promotion Section is to be notified of all cases of re-promotion (following reversion) as they occur. If the re-promotion has been antedated, a statement of the circumstances is to accompany the notification.

j. **Counting of Time in Higher Rate.** Time served in the substantive rate before reversion will count for further promotion after that rate has been restored. The rating's seniority is to be adjusted by post-dating the original seniority by the time served in a lower rate.

k. **Ratings Reverted to Source Specialisation.** Ratings reverted to their source specialisation are to enjoy the same prospects of promotion afforded to those reverted in their own specialisation, but they will be required to obtain all professional qualifications necessary for promotion within their source specialisation.

l. Re-instatement to a sideways entry specialisation will not normally be appropriate. If re-instatement is considered to be suitable after taking into account the rating's own wishes Application may be made, by the CO to the Regional Legal Office, NAVY LEGAL-RLO MAILBOX (MULTIUSER) NAVYLEGAL-RLOMAILBOX@mod.gov.uk in accordance with the general procedure and format for administrative applications detailed at Annex 1E. In the case of re-admission to a sideways entry specialisation applications, giving details regarding suitability for re-entry into the sideways entry specialisation, are to be copied to the appropriate authority shown at Annex 70A, who will make a recommendation direct to the Regional Legal Office about the rating's re-entry to that specialisation.

ANNEX 70A

AUTHORITY FOR RE-PROMOTION OR RE-ADVANCEMENT TO A SIDEWAYS ENTRY SPECIALISATION

Specialisation	BR Chapter	Authority
Aircrewman	81	The Commanding Officer, RNAS CULDROSE
Dental Hygienist	88	DDS(TE) Aldershot
Family Services	86	2SL/CNH (DDNPFS)
Meteorology	77	The Commanding Officer, RNAS CULDROSE
Photographer	81	Navy Command HQ/ ACOS(CSAV)
Physical Trainer	82	DNPTS
Service Police	80	Provost Marshal (Navy)
Submarine Coxswain	83	Navy Command HQ