CHAPTER 14

ENTERING THE ROYAL NAVY

(Sponsor: NAVY RA-DHd RA)

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Note. *Recruiting policy is being aligned across the Services and will transfer to JSP 545 on or before 1 Apr 27; no further policy amendments or additions will be made to BRd 3(1). Recruiting-related RNTMs and RIs will remain extant until incorporated to JSP545 or cancelled.*

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1401. Allocation of Personnel to Support Recruiting Targets

a. The Pipeline Manager provides R&A with the annual RN and RM recruiting targets. The targets show the entry pattern to BRNC, HMS RALEIGH, CTCRM and the RMSOM, segregated into roles and numbers required over 3 terms.

b. Allocation of entry dates is carried out centrally by R&A HQ Allocations. From the annual recruiting target, R&A HQ Allocations will:

(1) Produce a Recruiting Sitrep, outlining the R&A requirements for each term.

(2) Action bids from Careers Staff on the RITS system.

(3) Inform the entry establishments, a minimum of 4 weeks prior to the entry date, of the number of ratings/ORs joining by name and role.

c. The monthly RPG output updates the Recruitment Force (RF) on those role rosters that are over-subscribed. Where the recruiting targets are small and a role is over-subscribed, Careers Staff must take care to explain to candidates the likely waiting time to enter those roles before the DAA.

d. **For rating/OR candidates:** R&A HQ Allocations will allocate a provisional entry date to meet the planned training requirement on RITS. This will be automatically notified to the candidate via RITS .

e. **For officer candidates:** R&A HQ Allocations will allocate select entrants following FSB (where appropriate) 3 months prior to entry date. This will be notified to the candidate via RITS as an Offer of Service, conditional on medical fitness, security clearance and physical readiness, within 5 working days.

1402. Offer of Service - Regular Service Ratings and Other Ranks

a. On successful completion of CPC, candidates are provided a ‘Provisional Offer of Service’ from Dir P&T, as outlined in the following sub-paragraphs.

b. Following a pass at CPC a bid for an entry date is to be made to R&A HQ Allocations. A bid for an entry date is not to be made until SC has been received and BPSS validation certificate is completed.

c. Bids for entry places are to be forwarded to R&A HQ Allocations. CAs will establish candidates' earliest availability for entry and annotate on RITS . CAs will advise candidates that the allocation date offered will be the confirmed entry date, unless the candidate provides justification for this to be deferred, which is to be annotated on RITS . Candidates are to be made aware that deferment could delay entry into Service, dependent on availability of the candidate's preferred/amended entry date, which is based on Service requirement.

d. When R&A allocates an entry date, the Offer of Service is sent to the candidate.

e. Candidates who withdraw their application or become ineligible after being bid for but before being allocated an entry date are to be withdrawn or rejected on RITS which will automatically remove them from the waiting list. Should a candidate wish to re-apply to join the Service, a new application is to be made.

1403. Notice of Eligibility for Final Selection (Allocation) - Regular Service RN and RM Officers

a. Following DAA, Medical and AIB/OSC, a candidate who is ready for FSB is to be forwarded to R&A PLANS OA. For those in the following categories, a bid for an entry date is not to be made until SC/DV has been received:

(1) Trained re-entries.

(2) Candidates with declared criminal convictions.

b. The candidate must only be considered at FSB when their availability for the subsequent entry is confirmed. When R&A allocates an entry date, the Confirmed Offer of Service is to be sent to the candidate. The CA is also to:

(1) Check the candidate has passed or has a medical booked.

(2) Monitor the progress of their SC/DV application, if not awarded.

(3) Is in-date for PJFT+.

c. To enable time for the candidate to complete the remaining parts of the recruitment process, in accordance with the recruiting process outlined in chapter 10, the Notice of Eligibility for Final Selection Process should be made more than one month prior to FSB. FSB is conducted 3 months prior to entry. When all parts of the recruiting process at sub-paragraph b are complete the Confirmed Offer of a Joining Date is to be issued to a candidate who has been successful at FSB, not less than 31 days before the entry date.

d. Candidates who withdraw their application or become ineligible after being bid for but before being allocated an entry date are to be withdrawn or rejected on RITS which will automatically remove them from the waiting list. Should a candidate wish to re-apply to join the Service, a new application is to be made.

1404. Notice Eligibility for Final Selection Process - Informing Officer Candidates

a. Great care must be taken by Careers Staff to ensure that candidates understand that entry is not yet guaranteed. This is made very clear in the associated RITS communication but should be reinforced with effective Customer Relationship Management.

b. The CA is to ensure that candidates are informed of their Notice of Eligibility for Final Selection Process, initially by telephone and then by RITS communication. All candidates must be sent this communication. Before talking to the candidate, and sending the communication, all time-sensitive elements of the selection process are to be completed; any that are going to become out-of-date before the entry date are to be re-booked. Consideration and planning for the dates of the MedFit, OSC (RM only), and SC/DV (pre-confirmed offer) are also to be made, as appropriate. Any elements that require re-taking or completing are to be explained to the candidate and are to be completed as early as possible.

c. The CA must inform R&A Allocations immediately if, during the SC/DV process, UKSV ask for additional information. R&A Allocations will then discuss with the CA the feasibility of the provisional entry date. Candidates who are contacted during the SC/DV process regarding undeclared criminal convictions or debt should be made aware of a possible delay in entry or rejection of their application. If the SC has not been awarded 31 days prior to joining, the Confirmed Offer will not be made, and the entry date should be deferred.

1405. Confirmed Entry Dates - Candidates not Cleared or Waived Within 31 Days of Entry

a. For all candidates, it is possible that some candidates will have their Offer of Service (rating or OR)/Eligibility for Final Selection Process (officer) withdrawn because SC/DV has not been received. It will take great care and professionalism by the CA to ensure this disappointing news is given to the candidate in a sympathetic and clear manner immediately when the decision is known. The candidate should, if possible, be informed by telephone, and must be told by a qualified CA. This is to be followed up by the appropriate RITS letter.

b. The security authorities are not obliged to give a reason for refusal or delay in giving SC/DV. Therefore, the candidate must be left in no doubt that the delay is because R&A has not yet been given final approval. The candidate is to be reassured that all efforts are being made to obtain approval, and as soon as it is received the candidate will be informed. The candidate is not to be allocated a further provisional entry date until SC/DV has been received.

c. Understandably the candidate, and their family, may feel some concern when given this news. Careers Staff must frequently keep in touch with the candidate and their family to assure them that every effort is being made to obtain approval and that they have not been forgotten. Therefore, all candidates unable to achieve SC/DV 31 days prior to entry should have their entry day deferred, where possible.

d. Once SC/DV is received, R&A will endeavour to allocate the candidate to the first available entry and inform the CA immediately.

1406. Final Entry Brief (FEB)

a. All FEBs for officer candidates are delivered by the respective NETE for which they are applying. These will be delivered in the weeks prior to an intake, the details for which will be promulgated following the FSB via RITS .

b. All FEBs for ratings and OR candidates will be delivered during their CPC. RN CPC will deliver the FEB to all attendants, whilst RM CPC will deliver the FEB to all successful attendants.

c. Should any candidate not be able to attend their FEB, whether digitally or at their respective CPC, their CA is to organise a bespoke FEB (digital or face to face), which is to be recorded on the SHINE platform and the event registered on RITS .

d. R&A are still responsible for the delivery of FEBs for Royal Marine Band Service candidates.

1407. Mandatory Compliance Checks (MCC)

a. CAs are to ensure the MCC (available on the RTAG SharePoint page) has been initially completed prior to an issue of a Notice of Eligibility (officer candidates)/Offer of Service (ratings/RMOR). This is to be countersigned by a CA2.

b. Further checks are to be completed by the Confirmed Offer of Service (all candidates). Specifically, MCCs are required to be completed by the Final Update Interview (ratings/OR candidates) or by the FEB (officer candidates). This final check is to be countersigned by a CA1, ready for the candidate’s entry.

c. Upon completion, all completed MCC forms are to be stored on the candidate’s RITS.

d. **Maritime Reserves.** MR MCCs are required as candidates are advised on the attestation letter to take the following documents to attestation:

(1) Identification documents that includes photograph (passport, driving licence etc.).

(2) Birth certificate.

(3) The completed MR Attestation papers to be produced at attestation.

1408. Entry Establishments - Arrival

All RN and RM candidates are to arrive at their NETE as per their joining instructions and FEB. If a candidate informs a CA of their late-notice withdrawal, the CA should inform the HQ Allocations Staff, who will then notify the NETE accordingly.

1409. RNR Entries - Attestation

a. RNR candidates may only attest once their SC has been completed and is held. They are not a RNR recruit until all elements of the recruitment process are completed in full.

b. After attestation the recruiting process continues until all elements are completed in full.

1410. RNR Entries - RNR Documentation for Entry

a. In addition to the required MCC documents (paragraph 1407) the following documents are required:

(1) Photocopy of passport.

(2) PJFT certificate.

b. The following forms are to be completed by all candidates during the in unit induction day, retained at the RNR unit and married up with MCCs in due course:

(1) MOD Form 134: Official Secrets Act.

(2) JPA Standard Journey Claim (HDT details).

(3) SPVA Form F Ident 1024 (Rev 05/09) ID Card Application Form.

(4) JPA N006: Privately held Wills Form.

(5) NoK details.

1411. RNR Entry Process

a. Once an application for SC has been made, UKSV will inform the CA once SC has been given. SC details are then to be entered into RITS.

b. A standard allocation pattern will be followed by R&A Allocations RA for all new entries, with the following dates: 1 Jan, 1 Mar, 1 May, 1 Jul, 1 Sep and 1 Nov.

c. Once allocated, an 'Offer of Service' letter advises the candidate they have successfully completed the recruitment process:

(1) **For RNR Ratings.** The candidate's CA is to generate 'RNR Offer of Service' letter in RITS.

(2) **For RNR Officers.** RA-MR Recruit SO2 will generate an RNR Officer Letter of Entry. The letter is then sent to the CO of the parent RNR Unit.

1412. MR Officers - Rank on Entry

The regulations concerning the rank of officers on entry are at part 7, chapter 48.

1413. RNR Officer Entries - Entry Letter

Once all elements of the recruiting pipeline are completed, an allocation date will be identified. The candidate will be allocated on RITS and once the allocation is completed, an Entry Letter will be sent to the candidate by R&A-MR Recruit SO2 copying in the unit, the training management area, and the respective RSU so that Phase 1 training can commence, and the appropriate pay and uniform be issued.