CHAPTER 79

WARFARE PROFESSION - SUBMARINE SERVICE

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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CHAPTER 79

WARFARE PROFESSION - SUBMARINE SERVICE

7901. General

This Chapter covers the career regulations for all Warfare Profession submarine specialisations with the exception of Coxswain (Submarine) (Chapter 83).

7902. Specialisations of the Warfare Profession (Submarine)

a. The following specialisations (and sub-specialisations) exist:

Coxswain Submarine - Cox'n (SM) - see Chapter 83.

Warfare Specialist (Tactical Submarine) - WS(TSM).

Warfare Specialist (Sonar Submarine) - WS(SSM).

b. **Specialisation Selection.** Warfare Profession (Submarine) ratings will be selected for the Warfare Specialisation (WS) at the Careers Office. WS ratings will be streamed either WS(SSM) or WS(TSM) based on the needs of the service.

7903. Submarine Warfare Profession Training, Career Progression and Pre Joining Training

Career Progression for Warfare Profession Ratings is detailed within Annex 79A. In addition to Career training, individuals may be required to undertake Pre-Joining Training (PJT) in accordance with the Unit Position List (UPL).

a. **Training Performance Statements, Workplace Training Task Books and Operational Performance Standard.** On successful completion of PQCs for AB2, LH and PO, a WB rating will have attained the Training Performance Statement (TPS) for the current rate. Individuals will be issued with the appropriate Workplace Training Task Book (WTTB) or a Professional Certification Record (PCR). In the subsequent sea assignment, a rating will be deemed to have achieved Operational Performance Standard (OPS) on successful completion of the core career workplace training section of the relevant WTTB (TPS + workplace training = OPS) for AB / LH and PCR for PO. On achievement of OPS as an AB1, LH and PO, the Warfare Training Co-ordinator is to inform the unit Human Resource (HR) administrator in order for the relevant competences (see Annex for details) to be inputted to JPA. When an individual is advanced to AB1, the HR administrator is to ensure a Promotion Authorisation Request (PAR) is signalled to their parent Career Management Cell (CMC), which will authorise the promotion and change the rank on JPA. It is important that achievement of OPS is input to JPA before the PAR date; thus stating that the rating has achieved OPS before attempting to be advanced to AB1. A rating's OPS is defined and owned by the Profession Manager.

b. **Mechanism for Unacceptably Slow Progression.** It is entirely possible that some ratings may not achieve OPS. Within the Warfare Profession there is no scope to employ individuals who cannot or will not progress themselves beyond AB2. It must be realised that AB2s are employed primarily to gain experience and to advance to a higher rate. It follows, therefore, that the ultimate sanction for those who cannot or will not progress beyond AB2 is an application for administrative discharge on the grounds of un-employability. Within the Submarine warfare specialisations an initial warning is set at 12 months from commencement of their WTTB (unless it has been given earlier, supported by unequivocal statements of non-recommendation for promotion in an Appraisal Report). Warnings will then continue 3-monthly within the Appraisal process for an aggregate total of 18 months under warning, whereupon application for administrative discharge will be sought on the grounds of un-employability.

c. **Pre Joining Training.** PJTs are the method of training individuals in a specific role, as required by UPL. Whilst undertaking a PQC, a rating who has been assigned to a unit or organisation in a position which requires the PJT will be booked on the course, which will commence on completion of all other modules of the PQC. Some PJTs are graded whilst others are Pass/Fail, as follows:

(1) **Pass.** Training establishments and units that are responsible for conducting PJT courses are to report successful completion and ensure their HR administrators input the relevant competences to JPA.

(2) **Failure.** In the event of failure, students are to be back-classed either by course module, where appropriate, or for the entire course. If a student fails an entire PJT course, a written report is to be forwarded by the training unit or establishment (as appropriate) to the individual's parent unit and the receiving submarine. The individual could be considered for discharge SHORE in accordance with Chapter 54 or, in the case of LH, immediately warned formally by the parent unit for reversion in accordance with Para 7905. The need to assign a rating to the next available PJT course may mean that the formal warning period may be less than three months. The Course Booking Cell (CBC), as advised by the submarine, may allocate an individual who has failed a PJT on a later TEM. The submarine must assess the crew implications.

(3) **Second Failure.** After a second failure, LH or above will be subject to reversion for unsuitability in accordance with Para 7003. Able Ratings who fail a PJT a second time are not to be employed in any UPL position that requires that competence and are not to attempt that PJT for another 12 months. The submarine is to assess the individual’s employability within the Submarine. If deemed unemployable, the matter is to be referred to the Submarine Warfare Ratings Professions Manager.

d. **Taskbook.** On completion of the PJT, the rating may be required to complete a separate PJT TB, which will be issued in loose leaf for inclusion in their current WTTB.

e. **Attendance on Next Higher Professional Qualifying Course.** A rating will not be eligible to attend the PQC for a higher rate unless they are in date for the Annual OPS Check in the lower rate, in accordance with Para 7904, and have been selected for promotion by a Board. Taskbook Certificates of Readiness (BRd 1984) that capture a rating's preparation are to be handed to the relevant Course Manager on arrival. The PQC and LRLC / SRLC should normally be undertaken as a package. The Selection Signal will be the trigger for the CMs to load candidates onto a PQC and the appropriate leadership course. It will not be possible to achieve this for every individual immediately, but priorities must be amended to achieve commencement of PQC within 12 months of selection. On implementation, it is possible that a surge in applications will exceed available places. The CM's judgement will be necessary to manage pinch-points. Where available, spare PQC training capacity may on occasion be offered to non-selected, suitably recommended, volunteers.

f. **Failure to Complete Professional and / or Leadership Course.** Refer to Para 6713 for rules on the impact on a rating's promotion if an individual fails to complete PQC and / or LRLC / SRLC before the CPD or within 12 months of the CPD because of service reasons, non-service reasons (out with control) or non-service reasons (within control). If the LH or PO PQC is refused, Para 6911 will apply. In the event of failure during a LH or PO PQC, Para 6910 will apply.

7904. JPA Recording - Competences, Annual OPS Check, Sea Time, and Pay Qualification Points

a. **Recording of Competences.** Once an individual has successfully completed a PQC, PJT, WTTB and achieved OPS, that competence is to be awarded on JPA by the appropriate unit HR administrator.

b. **Annual OPS Check.** All personnel are expected to remain at OPS while building experience towards promotion. Lead Schools will define and regulate the standards required to pass an Annual OPS Check and will promulgate them to Fleet Units. Guidance on the process of conducting OPS checks is given in BRd 1984 - Warfare Training Regulations.

(1) Maintenance of OPS is to be monitored through an annual OPS Check process co-ordinated by the Warfare Training Co-ordinator, who is to ensure that sufficient opportunities are provided for this purpose within the constraints of the workforce planning cycle.

(2) Ratings assigned to positions outside core warfare disciplines are to maintain OPS to the best of their ability. It is recognised, however, that this may not be possible due to location and employment patterns. Individuals rejoining Front Line Units from shore assignments are, therefore, to be given an OPS check as soon as practical after arrival; recorded on JPA as:

'CMS|Annual OPS Check AB1|Navy'.

(3) Ratings that have been selected to attend PQC will be required to report to HMS Raleigh on the Wednesday prior to their course start date to undertake Pre-Course OPS Checks. This ensures that individuals meet the necessary levels of currency and competency before commencing their allocated PQC. Any individual who fails to meet the required standard during these checks will be deemed to have failed the OPS Check and will therefore be ineligible to attend the PQC. In such cases this will result in removal from the course, with associated penalties, in accordance with Para 6910 and the individual will be returned to the Fleet.

(4) Line Managers are responsible for ensuring that annual OPS Checks are conducted accurately and in a timely manner. All personnel nominated to attend a PQC must be fully prepared, with a completed Readiness to Train Certificate signed by their Divisional Officer prior to course attendance. Personnel arriving on course without the requisite documentation will be immediately returned to their unit.

c. **Sea Service.** A minimum of 12 months sea service (not including JR Squad time) is required as a pre-promotion requisite for promotion to PO and CPO and is to be recorded on JPA. See Para 6904 for full details.

7905. Promotion Boards and Eligibility

Warfare SM Profession Boards consider all candidates based on merit.

a. **Appraisal Reports.** Appraisal reports are required in order to provide selection boards with the detail of an individual's performance and suitability for promotion. Appraisal reports are to be raised annually. Common Reporting Dates (CDRs) for Naval Ratings are stated in Para 6703. Responsibility for reports are NOT solely on the Reporting Officer but also, the individual. Individuals who cannot maintain OPS, or who receive an unequivocal statement of 'non-recommendation' in a SJAR appraisal, must be given a clear plan of action to remedy the situation. This plan must be summarised in the report. If no clear improvement is forthcoming within 3-6 months, individuals should be issued with a formal Divisional Officer, HOD or Commanding Officer's warning for inadequacy. In cases where a warning has been issued and an individual has not achieved or maintained OPS within the 3-6 month period, the Professions Manager is to be consulted for advice.

b. **SJAR Recommendation.** If an individual has been awarded a positive recommendation for promotion ('Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be placed before the Promotion Board. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the recommendation in the previous report. Reporting Officers making recommendations for promotion, confirmation or course, are to pay due regard to the regulations shown in Para 6901. Ratings may be deemed as 'developing' at the annual reporting stage, but this should not be based solely on not having achieved OPS.

c. Failure to include accurate recommendations may disadvantage candidates at future promotion boards. SJARs must contain accurate and timely recommendations for:

(1) **Extended Service (ES3).** Divisional Officers/Line Managers must ensure the ES3 box is ticked when an individual is approaching their 5-year exit point, if recommended.

7906. Warfare Profession Badges

a. Specialisation badges are to be shipped on completion of Phase 2 training.

b. Stars and Crowns are to be shipped as follows:

1 Star	On advancement to AB1 (OPS achieved).
2 Stars	On completion of the LS PQC.
Crown	On completion of the PO PQC.

7907. Education for Promotion

All warfare ratings must be educationally qualified in accordance with Para 9615.

7908. Senior Ratings' Refresher Course at RNSMS

To prepare individuals for their first sea going assignment in the higher rate, a refresher course is mandatory for all CPO WS(SSM) and CPO WS(TSM) ratings on promotion. The refresher course is also open to all CPO WS(TSM) / WS(SSM) and PO WS(TSM) / WS(SSM) ratings prior to future sea assignments. Attendance will be at the discretion of the Career Manager in consultation with the individual if refresher training is required.

7909. Submarine Warfare Specialisation - Promotion Flowcharts

Detailed promotion flows for the Submarine Warfare specialisations are at Annex 79A.

ANNEX 79A

SUBMARINE SERVICE WARFARE SPECIALIST - PROMOTION FLOWCHARTS

Table 79A-1. ABWS(TSM / SSM)2 to ABWS(TSM / SSM)1 Requirements

Requirement	Competency	Proficiency Level	Notes
Completed Phase 1 New Entry Training			
Completed RNSMS AB2 WS PQC in relevant Sub-specialisation			
Completed Phase 2 Training - SMQ(Dry)			Note 1.
Completed Phase 2 Training - Submarine – SMQ(Wet)			Note 2.
Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy			Para 7907
Assigned to sea billet			
Achieved OPS as AB WS (TSM) or (SSM)	Professional|OPS for AB1 WS(TSM)|Navy| Professional|OPS for AB1 WS(SSM)|Navy|	Pass	Para 7903 sub para a and sub para b
At least 6 months since last Career Check (if any) on date due advancement			
Awarded AB1 Badge (single star). PAR sent to CM.			Para 7903 sub para a
Advanced to AB1 WS(TSM / SSM)			

Table 79A-2. Leading Hand WS(TSM / SSM) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES1 / FC / OE1 that expires after the nominated CPD			Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at CRD			Para 7905

Table 79A-3. Leading Hand WS(TSM / SSM) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
Educationally qualified for promotion (EFP). Achieved minimum Level 1 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Completed Leading Rates Leadership Course	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Pass	
Passed LH PQC by nominated CPD+12 months (awarded 2-star specialisation badge TSM or SSM)			para 7903 sub para e and sub para f
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to LHWS (TSM/SSM)			

Table 79A-4. Petty Officer WS(TSM / SSM) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Completed LH WTTB in relevant Sub-Specialisation. Achieved OPS	Professional|OPS for LH WS(TSM)|Navy| Professional|OPS for LH WS(SSM)|Navy|		
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			Para 6703 b sub para (7)
Recommended for promotion on Appraisal Report at CRD			Para 7905

Table 79A-5. Petty Officer WS(TSM / SSM) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
12 months' sea service (excluding Squad time ashore where applicable) as a LH at the CPD	CMS|12 Months Sea Time LH|Navy|		Para 7904 sub para d
Completed Senior Rates Leadership Course	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		Para 7903 sub para e and sub para f
Passed PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown))			Para 7903 sub para e and sub para f
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)			
EFP. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.			Para 9615
Promoted to PO WS(TSM / SSM)			

Table 79A-6. Chief Petty Officer WS(TSM / SSM) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Achieved OPS as a PO	Professional|OPS for PO WS(TSM)|Navy| Professional|OPS for PO WS(SSM)|Navy|		Note 3
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
SRLC completed	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|		
Recommended for promotion on Appraisal Report at CRD			Para 7905

Table 79A-7. Chief Petty Officer WS(TSM / SSM) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
12 months' sea service as a PO	'CMS|12 Months Sea Time PO|Navy|		Para 7904 sub para d
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Promoted to CPO WS(TSM / SSM)			

Table 79A-8. Warrant Officer 2 WS(TSM / SSM) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD			Para 7905

Table 79A-9. Warrant Officer 2 WS(TSM / SSM) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO2 WS(TSM / SSM)			

Table 79A-10. Warrant Officer 1 WS(TSM / SSM) Pre-Selection Requirements

Requirement	Competency	Proficiency Level	Notes
Serving on ES2 / FC / OE1 / TC or ES3 / EC / 2OE that expires after the nominated CPD			
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA			Para 9615
Recommended for promotion on Appraisal Report at CRD			Para 7905

Table 79A-11. Warrant Officer 1 WS(TSM / SSM) Pre-Promotion Requirements

Requirement	Competency	Proficiency Level	Notes
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later)			
Satisfy terms of Assignment Order issued by Promotion Authority			
Promoted to WO1 WS(TSM / SSM)			

Notes:

1. *GTS point.*

2. *Qual SM point - Marks completion of training point.*

3. *Professional Certification Record. On completion of PO PQC, individuals will be issued a Professional Certification Record. This record is to be completed within 12 months of joining their first sea going Unit as a PO. Once completed, an individual has achieved OPS and can be awarded the competence.*